

HIGHLAND PARK PUBLIC SCHOOL ACADEMY SYSTEM
BOARD OF DIRECTORS

BARBER PREPARATORY ACADEMY (BPA)
PRE-KINDERGARTEN – 8TH GRADE CAMPUS

*Barber Preparatory Academy
45 E. Buena Vista
Highland Park, MI 48203*

April 6, 2021

RE: **REQUEST FOR PROPOSAL**

The Barber Preparatory Academy Board of Directors is desirous of receiving sealed bids on a proposal for **Educational Service Provider/Management Company**. Copies of the bid specifications and affidavits are enclosed. Bids must be submitted in a **sealed envelope** and addressed as follows:

Educational Service Provider/Management Company
Board of Directors
Barber Preparatory Academy
45 E. Buena Vista
Highland Park, MI 48203

Also send an electronic copy to rfp@barberprep.com

Marked “**Educational Service Provider/Management Company**”

All bids are to be received on or before **Friday, April 23, 2021 at 4:00 p.m.**, Eastern Standard Time.

Bidding information:

The bid proposal shall be on forms provided in this packet.

THE BID PROPOSAL PACKET MUST BE SUBMITTED IN DUPLICATE.

The following Bid Proposal Packet information must be submitted in the following order:

1. ESP/Management Company Proposal Form
2. Bidder's Qualification Form
3. Vendor Form

Please note that the Board of Directors of Highland Park Public School Academy System reserves the right to accept or reject any and all proposals submitted for any reason. This Request for Proposal is not a contract for services and does not commit the Academy to award a contract, to pay costs incurred in the preparation of a proposal in response to this request, or to procure or contract for services.

Educationally Yours,



Jason L. Patton
Board President
Barber Preparatory Academy

HIGHLAND PARK PUBLIC SCHOOL ACADEMY SYSTEM

INTRODUCTION: GENERAL OVERVIEW OF THE ACADEMY

The Board of Directors of Highland Park Public School Academy System (“Academy Board”) is seeking responses to its Request For Proposals from experienced and qualified full-service educational service providers and management companies. Highland Park Public School Academy System, dba Barber Preparatory Academy, occupies one (1) building/campus that houses: grades K-8. The Academy currently enrolls approximately 275 students. The Academy Board provides transportation to its students by way of bus service through Triumph transportation.

The Academy operates under a Charter Contract with the Board of Education of the School District of the City of Highland Park (the “Authorizer”). The current Charter Contract between HPPS and the Academy began on July 1, 2019, and terminates on June 30, 2024, with the expectation of renewal.

The Academy’s total budget revenues from state and federal sources are more than \$4,000,000. The Academy has a current fund balance of approximately \$562,815.

The Academy’s current Management Services Agreement terminates on June 30, 2021. The Academy currently contracts with a third party for special education-related services.

REQUEST FOR PROPOSAL

This Request for Proposal (“RFP”) is divided into the following categories:

- A. Verification of Response to Request for Proposals
- B. Financial Management;
- C. Compliance and Legal Issues;
- D. Personnel Management;
- E. Facility Management;
- F. Curriculum;
- G. Enrollment/Marketing/Public Relations;
- H. Management Fee Structure;
- I. Additional Information and Attachments A and B for notarized signature.

Each section will have a series of questions. Your Firm/Company is welcome to submit additional information that may assist the Academy in making its decision.

A. VERIFICATION OF RESPONSE TO REQUEST FOR PROPOSALS

1. In the Firm/Company’s response to the Highland Park Public School Academy System Board’s Request for Proposals (“RFP”), your Firm/Company provided specific information and documentation for the Academy Board’s consideration. Please state if the information and documentation submitted in response to the RFP are still accurate. If not, please indicate what information has changed and provide any additional documentation necessary.

B. FINANCIAL MANAGEMENT

1. Please describe in detail how the Firm/Company envisions its role to the Academy Board relative to the fiscal management and operations of the Academy.
 - a. the fiscal management and operations of the Academy;
 - b. effective communication with the Academy Board;
 - c. responsiveness to the Academy Board;
 - d. supporting, preparing, and providing training for the Academy Board ;
 - e. school leader/principal/Academy Board communications;
 - f. establishing community partnerships;
 - g. maintaining fiscal sustainability: budget, cash flow, fund balance;
 - h. mandatory academy reporting - timeliness, accuracy, completion; and
 - i. emergency and crisis response

2. Please describe in detail how the Firm/Company plans to assist the Academy Board in creating policies and procedures to ensure the prudent handling and accounting of Academy monies, streamlining the Academy's financial processes, and assisting the Academy Board in its control and oversight of the Academy's finances.

3. Please describe in detail how the Firm/Company operates relative to the following financial items:
 - a. Preparation of the monthly financial reports and statements with level of detail submitted to the Academy Board for each of the Academy Board's regular monthly public Board meetings.

 - b. Review of Academy bank statements, reconciliations, and bank accounts and dissemination of this information to the Academy Board for each of the Academy Board's regular monthly public Board meetings.

 - c. Method of payment of the Firm/Company's staff payroll and fringe benefits and the process used to obtain reimbursement from the Academy for these costs.

 - d. Review, verification, and submission of invoices and accompanying documentation to the Academy Board before payment by the Academy of these invoices to vendors, suppliers, contractors, subcontractors, individuals, or entities.

 - e. For what purposes/circumstances is the Firm/Company's staff reimbursed? Please describe the process of review, documentation, and verification required for the payment of requests for reimbursements by the Firm/Company's staff.

 - f. Implementation of financial and accounting best practices.

 - g. Review of the Academy's current contracts with vendors, suppliers, and other third parties to ensure vendor, supplier, and third-party compliance with the contract for payment or reimbursement by the Academy and submission of the required documentation by the vendor, supplier, or third party before the Academy and Academy Board for the payment or reimbursement.

 - h. Grant distribution, grant reporting requirements, and other grant compliance procedures.

- i. Use recordkeeping and documentation of the following funds for the Academy:
- Title I funds;
 - Title II funds;
 - IDEA funds;
 - Medicaid reimbursement for special education services; ISD funds; 31a funds.
4. How and where will the Firm/Company maintain the financial records and documents of the Academy and how may the Academy and the Academy Board access those financial records?
5. Please explain the budget process and timeline that the Firm/Company uses in preparation of the Academy's annual budget and proposed budget amendments. Please include how the Firm/Company projects student enrollment for the next school year.
6. Please describe the individual at the Firm/Company who will have the primary responsibility of preparing the Academy Board's budgets and proposed budget amendments, his/her background in Michigan school finance and his/her familiarity with school budgeting, and the required State coding of accounts.
7. Please explain the role of the Firm/Company in working with the Board appointed auditors in preparation of the Academy's annual audit.
8. Is the Firm/Company audited on an annual basis? Please provide copies of the last three (3) years of the Firm/Company's audited financial statements. Please provide copies of the last three years' independent audits for all schools the Company operates.
9. Please explain the role of the Firm/Company in working with finance/bond counsel in securing State Aid Anticipation Notes for purposes of the Academy's cash flow.
10. Please explain the Firm/Company's role in and familiarity with preparing and submitting the required reports on behalf of the Academy, including, but not limited to Pupil Accounting, special education, CEPI, State of Michigan, Department of Education, Department of Treasury, Wayne-RESA ISD, the Authorizer and any and all other reporting requirements of the Academy.
11. In Michigan, public schools like the Academy are on a July 1 to June 30 fiscal year. However, they do not receive state school aid or other regular payments until October of the then-current fiscal year. Please describe how the Firm/Company will fund payroll and other initial operating expenditures given this funding scenario.

C. COMPLIANCE AND LEGAL ISSUES

1. Please indicate whether the Firm/Company has ever been notified of a late report by any governmental entity or authorizer. If so, please state what report(s) were at issue, how the issue was remedied and how quickly the issue was remedied?
2. Please indicate whether the Firm/Company has ever filed a late audit on behalf of a public school academy in Michigan, a late Form B, or financial reports to the authorizer. For each affirmative response, please indicate the reason for the late submission.

3. Please identify how the Firm/Company would initially staff and fill any staff vacancy where a specific certification is required such as a teacher/special education staff/administrator.
4. Please identify how the Firm/Company would initially staff and fill any staff vacancy where a specific certification is required such as a teacher/special education staff/administrator where there is a shortage of such staff. Please describe the steps the Firm/Company would take to remedy the situation and how the Firm/Company would communicate with the Academy Board and the authorizer regarding this issue.
5. Is the Firm/Company familiar with the federal and state student privacy protection and confidentiality laws including the Family Education Rights and Privacy Act (“FERPA”), Michigan’s student confidentiality, record-keeping provisions, and other requirements regarding student personally identifiable information contained in MCL 380.1136 and the Student Online Personal Protection Act, MCL 388.1291, and federal laws, rules, and regulations regarding student use of technology? Please state how the Firm/Company operates to maintain student privacy and confidentiality under federal and state laws, rules and regulations.
6. Does the Firm or any of its directors, officers, executives, or administrators have any affiliation with any other Michigan authorizers, the Highland Park Public School Academy System, its Board or its employees, and/or the Highland Park Public Schools Board of Education, its board or its employees? Please describe each such relationship.

D. PERSONNEL MANAGEMENT

1. Please indicate what Firm/Company personnel/staff will be assigned to work at or provide services to the Academy and the role each will play. If the Firm/Company plans to subcontract personnel/staff from a third party, please state the name of the subcontractor/staffing company. Also, please answer the following questions:
 - a. Please indicate and describe what entity will be providing staff assigned to work at or on behalf of the Academy. Please attach a copy of the Firm/Company's employment contract/agreement for administrators, instructional and noninstructional staff, or a contract with the third-party subcontractor/staffing company if a contract has been signed.
 - b. Please describe the payroll process for the employees of the Firm/Company and for the employees of the third-party subcontractor/staffing company, whose employees are assigned to work or provide services to the Academy. Please include the process for tax or employee requested withholdings, the submission of payroll taxes to the appropriate tax authority, and any other relevant information.
 - c. Please state the type and source of the fringe benefits provided to the Firm/Company’s employees or any third-party subcontractor/staffing company of the Firm/Company. Please estimate the cost of the fringe benefits per employee whether employed by the Firm/Company or the third-party subcontractor/staffing company.

- d. Please estimate the total amount of the payroll costs that the Firm/Company will seek reimbursement from the Academy monthly.
 - e. Please estimate the total amount of the payroll costs that the Firm/Company will seek reimbursement from the Academy for the third-party subcontractor/staffing company monthly for these costs.
2. How does the Firm/Company recruit the employees/staff who will be assigned to work at or on behalf of the Academy? Please state how the Firm/Company assures compliance with statutory requirements regarding the hiring of certified and licensed administrators and staff, where applicable, in accordance with Michigan law.
 3. Please describe how the Firm/Company will conduct criminal history background checks and unprofessional conduct checks mandated by Michigan law.
 4. Does the Company require employees to sign a covenant not to compete? If so, please explain why. If so, please attach a copy of the agreement/covenant.
 5. Please describe the Firm/Company's plan for training staff assigned to work for or on behalf of the Academy.
 6. Please describe the Firm/Company's plan to assume the Academy's management, operations, and staffing on July 1, 2021, including transitioning current staff, and also including but not limited to:
 - a. Hiring/recruiting staff and all personnel responsibilities (including transition of current staff as appropriate);
 - b. Securing and transferring any applicable accounts, school records; financial records and information;
 - c. Start-up Costs;
 - d. Technology; and
 - e. Office Operations.
 7. Does the Company/Firm intend to seek to retain current staff?
 8. Please add any other areas of the management and operation of the Academy that the Firm/Company believes should be addressed as part of the assumption of the Academy's management, operations, and staffing.

E. FACILITY MANAGEMENT

1. The Academy currently leases one pre-school through 8th-grade school buildings for its educational program. Please describe the Firm/Company's plans for managing and operating the school facility that the Academy occupies, including, but not limited to, custodial and maintenance staff, implementation of safety protocols at each school campus, and security.

2. The Academy invites proposers to tour its facility at a mutually convenient time within the proposed timeframe and make an assessment of areas that it believes should be addressed for the betterment of the teaching and learning environment.
3. Please affirm that the Company/Firm will perform an initial inventory of supplies, materials, and equipment and submit it and an updated inventory to the Board of Directors annually thereafter no later than May 1.

F. CURRICULUM

1. If the Firm/Company has not already done so, please attach all curriculum information for the Academy Board to review that provides information regarding the curriculum the Firm/Company recommends using for each of the subjects offered in each grade level.
2. How will the Firm/Company's curriculum address student academic achievement and deficits to improve the Academy's NWEA and M-STEP scores?
3. How will the Firm/Company train its staff regarding the proposed curriculum?
4. How will the Firm/Company adjust instruction to the NWEA and M-STEP test scores based on the students' test scores versus expected test scores by the Academy Board and the Authorizer?
5. What are the Firm/Company's proposed outcomes in a three-year instructional period based on the analysis of the Academy's NWEA and M-STEP test scores?
6. Please describe the professional development contemplated for administrators, instructional staff, and non-instructional staff.

G. ENROLLMENT/MARKETING/PUBLIC RELATIONS

The Academy seeks to attract additional students.

1. How will the Firm/Company promote the Academy?
2. How will the Firm/Company increase the visibility of the Academy and the educational program offered by the Academy?
3. How will the Firm/Company identify and assist interested parents/students in obtaining more information about the Academy?
4. How will the Firm/Company enroll students and administer a lottery if there is an oversubscription?
5. How does the Firm/Company assist other public school academies that it manages with the development of promotional materials? (Please attach an example of such promotional materials, if available).
6. How does the Firm/Company market its public school academies?

H. MANAGEMENT FEE SCHEDULE

1. Please identify and provide detail regarding the Firm/Company's fee structure. What is the Firm/Company's management fee and how is it calculated?
2. Please identify which of the following areas are included in the proposed management fee. (If the Firm/Company is bidding on only certain aspects of management, please state with clarity which aspects are and which are not included in your fee proposal):

- a. Financial Management;
 - b. Compliance/Legal;
 - c. Personnel Management;
 - d. Facility Management;
 - e. Technology Management;
 - f. Academy/Student Support Services;
 - g. Enrollment/Marketing/Public Relations.
3. Please attach the Firm/Company's proposed educational services provider or management company agreement.

I. ADDITIONAL INFORMATION

1. **Familial Disclosure:** All Proposals must be accompanied by a sworn and notarized affidavit disclosing any familial relationship that exists between the owner and/or any employee of the Firm/Company and any member of the Academy's Board of Directors. Any Proposal not accompanied by said sworn and notarized affidavit will not be considered or accepted by the Academy. The Affidavit of Bidder Familial Relationship Form is attached to this RFP as **Attachment A**.
2. **Iran Economic Sanctions Act:** All Proposals must be accompanied by a sworn and notarized Affidavit of Compliance in accordance with Michigan Public Act No. 517 of 2012(IRAN ECONOMIC SANCTIONS ACT). Proposals submitted without a fully completed, sworn, and notarized Affidavit will not be considered. The Iran Sanctions Act Affidavit Form is attached to this RFP as **Attachment B**.
3. **Proposal Due Date:** The Due Date and time for Proposals are: Friday, April 23, 2021, by 4:00 p.m. EST (the "Due Date").
4. **Proposal Sealed Envelope:** An opaque sealed envelope containing your Proposal must be marked in the lower left-hand corner as follows:

SEALED PROPOSAL ENCLOSED
EDUCATIONAL SERVICES PROVIDER/MANAGEMENT COMPANY
Highland Park Public School Academy System
[Company's Name]
[Company's Address]
[Company's Telephone Number]
[Company Contact Person – Questions of RFP]

The sealed envelope must be addressed and delivered as follows:
Highland Park Public School Academy
BOARD OF DIRECTORS
Barber Preparatory Academy
45 E. Buena Vista
Highland Park, MI 48223

Also, send an electronic copy to
rfp@barberprep.com

5. **Late Proposals:** Each Firm/Company is responsible for the timely submission of its Proposal. Proposals or Proposal revisions received after the Due Date specified above will

not be accepted or considered by the Academy Board. The Board of Directors of Highland Park Public School Academy System are not liable for any delivery or postal delays.

6. **Returned Proposals:** All Proposals received after the Due Date specified above will be returned to the Firm/Company unopened.
7. **Signed Original Proposal:** Each Proposal must be an original, hard copy and be signed by an authorized member of the Firm/Company. This member should be the highest-ranking officer at the local level. NO ORAL, FAX or E-MAILED Proposals will be accepted.
8. **Copies of Proposal:** The Firm/Company shall submit a signed original Proposal and six (6) complete copies of the signed original Proposal.
9. **Presentation to the Academy Board:** The Academy Board may request a prospective Firm/Company to make a presentation to the Board at a date and time to be scheduled by the Board.
10. **Additional Requests For Clarification:** Prospective Companies may request that the Academy clarify information contained in this RFP. All such requests must be made in writing. All requests for clarification or inquiries must be directed to the following email address: rfp@barberprep.com
11. **Finality of Decision:** Any decision made by the Academy Board, including the Firm/Company selection, shall be final.
12. **Reservation of Rights:** The Academy reserves the right, in its sole and absolute discretion (for this provision and all other provisions contained in this RFP), to accept or reject, in whole or in part, any or all Proposals with or without cause. The Academy further reserves the right to waive any irregularity or informality in the RFP process or any Proposal, and the right to award the Contract to other than the Company(ies) submitting the best financial Proposal (low bidder). The Academy reserves the right to request additional information from any or all Firms/Companies. The Academy reserves the right to negotiate with the firm/Companies concerning their Proposals and any proposed agreement that may be submitted by the Firm/Company.
13. **Release of Claims:** Each Firm/Company by submitting its Proposal releases the Academy and its Board of Directors, of and from all claims arising out of, and related to, this RFP process and selection of a Firm/Company, or the Academy's decision not to select a Firm/Company as part of this RFP process.
14. **Company Bears Proposal Costs:** A recipient of this RFP is responsible for all costs incurred by it or others acting on its behalf in preparing or submitting a Proposal, or otherwise responding to this RFP, or any negotiations incidental to its Proposal or this RFP.
15. **Irrevocability of Proposals:** All Proposals submitted shall not be withdrawn and shall be irrevocable for a minimum period of ninety (90) calendar days following the Due Date for receipt of Proposals as set forth above.
16. **Collusive Bidding:** The Firm/Company certifies that its Proposal is made without any previous understanding, agreement, or connection with any person, firm, or corporation making a Proposal for the same project and is in all respects fair, without outside control, collusion, fraud, conflict of interest or otherwise illegal action.

17. **Term of Contract:** The term of the Educational Service Agreement or Management Agreement negotiated by the parties shall begin on July 1, 2021, and continue for the remainder of the term of the Academy's re-authorized/new Charter Contract with HPPS, subject to the termination clauses negotiated in the Agreement between the parties.

