

REQUEST FOR PROPOSALS
EDUCATION SERVICE PROVIDER

For

NEW BEDFORD ACADEMY

February 23, 2018

**REQUEST FOR PROPOSALS
FOR EDUCATION SERVICE PROVIDER (ESP) FOR THE
NEW BEDFORD ACADEMY
(NBA)**

NEW BEDFORD ACADEMY (“Academy”) is a Michigan Public School Academy, authorized by Ferris State University (“Authorizer”). The Academy is seeking requests for proposals for a full service educational service provider (“ESP”) and will accept proposals from limited service(s) providers. The Academy charter expires on June 30, 2018, and is being extended for one (1) year by the Authorizer. Interested ESPs can review the charter contract information at FSU Charter School Office website: <https://ferris.edu/HTMLS/administration/academicaffairs/charterschools/schools/newbedford/homepage.htm>

I. ORGANIZATION

The Board of Directors for New Bedford Academy (NBA), 6315 Secor Road, Lambertville, MI 48144

II. REPORTING RELATIONSHIP

New Bedford Academy Education Service Provider reports to the New Bedford Academy Board of Directors and works at the pleasure of the Board.

New Bedford Academy is a tuition-free public school academy offering Kindergarten through eighth-grade.

III. PURPOSE

The Board of Directors seeks proposals from full service and limited service(s) management companies to provide management services acceptable to the Board. The Board gives weighted value to success of the ESP at enrollment growth and charter contract compliance.

IV. SUBMISSION OF PROPOSALS

Proposals must be submitted in writing and electronically in PDF format as stated.

Written Proposals to: Kelly J. Tucker, President of the Board, New Bedford Academy, 6315 Secor Road, Lambertville, MI 48144.

Eight (8) copies of the proposal must be received at the above address **no later than March 9, 2018 at 4:00 p.m. (Eastern).**

Proposal received after this deadline will not be considered. Proposals must be enclosed in

a sealed envelope clearly marked on the outside with the following:

NBA ESP Response to Proposal
Name of ESP

The NBA Board is assisted by Sidney L. Faucette, EdD, to conduct the ESP selection process. Any questions concerning this RFP should be addressed to Sid Faucette by email at sidfaucette@schoolrescue.com and by phone at (616) 262-9500. Any changes to the RFP will be announced and posted on the NBA website at: **www.newbedfordacademy.net**.

Electronic Proposal in PDF Format: An electronic copy identical to Written Copy delivered to Kelly J. Tucker is to be submitted to Sid Faucette via email no later than the submission deadline to: sidfaucette@schoolrescue.com.

V. **PROPOSED CALENDAR**

February 23, 2018 Advertisement starts. (NBA website and area newspaper).

March 9, 2018 Due date for proposals & proposal opening at 4:00 p.m.

March 9, 2018 to June 11, 2018 Selection Process and Interviews

March 12, 2018 & April 9, 2018, 7:45 AM Scheduled Board Meetings

*June 11, 2018** Anticipated Selection of ESP and Offer of Management Contract

Selection and offer of management agreement may occur prior to June 11, 2018.

VI. **ELIGIBILITY**

The Education Service Provider must be licensed to provide management services in the State of Michigan and must be acceptable to Ferris State University. Please include a copy of your Michigan business license.

VII. **EVALUATION OF PROPOSALS**

Proposals meeting the eligibility requirement defined in Section VII will be evaluated by the NBA Board of Directors for:

1. Responsiveness of the proposal to Section X: "Information to Be Included in the Proposal."
2. Demonstrated capabilities to perform the required services
3. Past record and experience
4. References
5. Fee structure

VIII. GENERAL REQUIREMENTS

1. Waiver and/or Rejection: The NBA Board of Directors reserves the right to reject any and all proposals in whole or in part, with or without cause, and to accept proposals, if any, which in its judgment will be in its best interest. This RFP is not a contract and the NBA Board reserves the right to evaluate each applicant's proposal and to seek additional applications from an ESP(s) that did not respond to this RFP. The NBA Board of Directors reserves the right to contract with an ESP prior to June 30, 2018.

Applicants agree to release the Academy, the Academy Board of Directors, Sidney L. Faucette and School Rescue from any and all claims arising out of, and related to, this Request for Proposal and the selection of an Education Service Provider licensed to do business in the State of Michigan. Any disputes will be resolved under the laws of the State of Michigan.

2. Conflict of Interest: All proposers must disclose with their proposal the name of any officer, director or agent who is an employee or affiliate of New Bedford Academy or its Board of Directors.
3. Unrequested Solicitation. Any solicitation of NBA Board Members, Officers or any other NBA affiliate by the proposer may result in their proposal being denied consideration.

IX. INFORMATION TO BE INCLUDED IN THE PROPOSAL

In order to maintain comparability and to enhance the review process, it is requested that proposals are organized in the manner prescribed below.

1. TITLE PAGE: Show the "Request for Proposals for Education Service Provider for New Bedford Academy, the name of the proposer, address, telephone number, name of contact person, and the date."
2. TABLE OF CONTENTS: Include a clear identification of the material by section by page number.
3. PROPOSAL:
 - a. Briefly state the Applicant's understanding of the work to be done and make a positive commitment to perform the work.
 - b. Give names of the persons who will be authorized to make representations for the Applicant, their titles, and contact information: telephone numbers and business email address.
 - c. Provide scope of services offered by the ESP such as the following;
 - 1) ESP Credentials

- a. Leadership Team Responsible for NBA
- b. Financial Stability of ESP
- 2) Site Based Leadership Development
- 3) Financial Procedures and Independent Audit Record
- 4) Human Resources
- 5) Educational Program, including Special Education
- 6) School Culture
- 7) Marketing and Communications
- 8) Compliance with Authorizer, State, and Federal Requirements

Please attach a Management Agreement previously approved by Ferris State University, if available, or if not available, a Michigan University Authorizer.

- d. Applicant(s) selected for interviews may be requested to provide a Transition Plan for review of the NBA Board of Directors.

4. PAST RECORD AND EXPERIENCE

- a. State whether the ESP is local, regional or national.
- b. Give the location of the office from which the work is to be done.
- c. Describe the ESP experience in the management of public school academy(ies) in Michigan.
- d. Provide a bar graph of M-Step and NWEA growth for the past three years for Academies served by the ESP.
- e. List the Academy names and addresses or other agencies for whom similar services have been performed within the last five (5) years, including free and reduced lunch counts, teacher turnover, leader stability, and number of years in each contract.
- f. Submit a professional resume for ESP owners, officers, and the person who will be assigned to NBA.

5. DOCUMENTS TO BE RETURNED (dated)

Response to Proposal documents will not be returned to the ESP Applicant.

6. FEE STRUCTURE

The Applicant is to provide a fee schedule for (a) full service management services or (b) *A La Carte* (Limited) Management Services relevant to the Scope of Services outlined in Section 3 of this RFP.

7. REFERENCES

Provide the Individual Name, School or Business Name, Address, Telephone Number, and Email Address for the following references*:

Board Presidents (Minimum of Three)

ESP Bank Depository

ESP Legal Counsel

FSU Managed Academy's School Board Attorney

FSU Managed Academy's Board Independent Auditor

**Please inform References that they may be contacted by Sid Faucette and Members of the NBA Board of Directors.*

We appreciate your interest in New Bedford Academy and look forward to reviewing your response to proposal.