**Request for Proposal**

**Assessing School Services: Best Practices for Making Services Transitions**

The Board of Directors (“Board”) of the (“Academy”) hereby extends this Request for Proposal(s) (“RFP”) invitation to apply for consideration to serve as the (SPECIFIC PROVIDER) for the Academy.

The Academy Board is considering the selection of (NAME SERVICE/S) beginning with the (\_\_\_\_\_) school year. In doing so, the board has established the following process and timeline for the selection process:

1. Responses to the RFP must be received by close of business (5:00 p m ) on (DATE). The board will acknowledge these requests via email confirmation within two (2) business days of receipt.

2. The board will review RFP's and notify those vendors selected for follow-up interviews no later than (DATE).

3. Interviews at the academy will be conducted during the week of (DATE).

4. The board will select one (1) or more vendors to participate in a single **preliminary negotiation session** during the week of (DATE). This session will not result in a binding agreement. Rather, it is to reach a mutual understanding of the key contract principles/requirements as identified by either party and to achieve reasonable mutual assurance as to the likely resolution of notable differences.

5. The results of the preliminary negotiation session will be reviewed by the Board, which will then select one (1) vendor for final negotiations, entering into a final contract by (DATE).

During this process, the Board will remain respectful of the time and effort of potential vendors, and will notify all parties of relevant board decisions at the earliest opportunity.

*Include specific detail, if, for example in a reauthorization phase – sample language:*

***Notably, the academy will be engaged in reauthorization proceedings with its authorizer during the (period). The academy board’s existing contract expires on (date). The initial agreement will be negotiated for a one-year term to coincide with the remaining term of the charter contract. All future agreement terms will be negotiated between the board and vendor; however, at no time shall the agreement term exceed that of the charter contract.***

Please respond to any communication, written or otherwise, to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ {BOARD LEGAL COUNSEL??) at \_\_\_\_\_\_\_\_\_\_\_\_\_ {Email address of contact person}.

**REQUEST FOR PROPOSAL**

**To Provide**

**(SPECIFIC SERVICES)**

**for**

**(Name of Academy)**

**A Michigan Public School Academy**

**Chartered by**

**(NAME OF AUTHORIZER)**

**Introduction/Background**

***Operation Details***:

(NAME OF ACADEMY) is a Public School Academy authorized by (NAME OF AUTHORIZER). The Academy became operational in (YEAR). It is governed by a seven-member Board of Directors (“Board”) who serve as unpaid public officials. The current charter contract is scheduled to expire on (DATE OF CONTRACT EXPIRATION).

***Grades and Existing Vendor Details***:

Offering a K-8 program in a college-preparatory school setting, the Academy is located at (ADDRESS). The Academy’s emphasis on small class size optimizes student opportunities for academic support and remediation. The Academy has most recently been services by (NAME OF VENDOR/S).

***Mission/Vision and General Service Desire Details:***

The Academy’s mission is to (MISSION) . . . The mission is operationalized with an intentional and conscious commitment to the Academy’s vision that boldly state (VISION) . . .

The Board believes a vendor model that has proven to be successful in serving a diverse population of student, allowing for maximum decision-making at the Academy level, will best serve its student population. It is particularly interested in innovative proposals that demonstrate success in transforming educational environments through the application of unique practices and approaches, including curriculum development and/or restructuring.

**RFP Submission**

To submit an acceptable application, please respond to all of the following questions and requests for information. You may also provide any additional information that you believe will assist the Board in determining your suitability to serve as the Academy’s vendor. Questions regarding this RFP must be submitted in writing or via email, by 5:00 pm, (date). Eight (8) copies of your proposal must be received by the Academy, no later than 5:00 pm (date).

Academy Address

OR

Legal Counsel

Address

City, State ZIP

**RFP Questions/Requests for Information**

1. Please list the name, address and phone number(s) of your company. Please also provide names of your leadership team and length of time/years with the company.
2. Please list all Michigan public school academies you have services, including the beginning and end dates (where appropriate) of your contractual relationship, and the name and contact information for the current president of each board of directors.
3. In any instance where your contractual relationship has been terminated, please explain the circumstances.
4. Please provide the performance history/status for each Michigan academy that you have services or continue to service, including the status prior to your assumption of service responsibilities (when applicable).
5. Please list all Michigan authorizers (and contact information) that have chartered academies you have services or continue to service.
6. Most authorizers provide some form of written assessment of academy performance. Please attach:

* A recent report you consider most favorable.
* A recent report you consider least favorable.

1. Assuming typical circumstances and budget levels, describe the overall on-site staffing model you would institute for a public school academy of approximately 400 students serving grades K-8 (administrative cadre, teachers/aides, support staff, class size, etc.). Also, describe the style and means employed to establish an efficient and effective interface with the on-site academy administration.
2. Describe your approach/process for continued employment of current academy administration, faculty and staff.
3. Do you require administrators and/or staff personnel to sign any form of non-compete agreement?
4. Are you amenable to instituting a faculty compensation scale that, at least, in part, includes some form of performance pay/incentive?
5. Do you require/utilize a standardized salary and benefit schedule for academies you service? If so, please describe your schedule and its underlying rationale. If not, how would you design a defensible schedule?
6. Do you utilize a formal system for evaluation of administrative, faculty and staff performance? If so, please describe.
7. Please describe your education philosophy. Please also describe your approach and practices with regard to students with special needs.
8. Do you utilize a standardized or preferred core curriculum for a public school academy? If so, please describe and indicate if you are amenable to recommending and utilizing an alternative model? If you are amenable to an alternative, how would you pursue creation of a curriculum to be approved by a board?
9. Do you have in place a formally recognizable system for pursuing continuous quality improvement? If so, please describe. If not, would you agree to institute such a system of your own design?
10. Please describe your philosophy and practices regarding student discipline?
11. What are the initial actions/steps you would take immediately after signing the contract to service the academy?
12. Please provide your best example of all financial reports you provide to a public school academy board. Please also indicate the purpose and frequency of each.
13. Please list and briefly describe all services and associated activities provided under your typical contract agreement. Please also list services you do not provide and whether they are available from you at additional cost.
14. Are you amenable to entering into a contract with the Academy that, at least, in part, includes performance based incentive(s)?
15. What do you believe to be your appropriate role and responsibility in the overall academic performance of a public school academy?

1. Are you amenable to an initial one (1) year contract?
2. Do you offer a “cafeteria style” of services for the Board to select? What is your standard contractual fee and the basis for calculation for each service and/or bundle of services? Are these fee(s) negotiable?
3. Are you amenable to working with separate providers of services? If so, please describe your proposed interaction with those organizations.
4. How long has your organization been in business?
5. What is your staff to managed school ratio?
6. Describe/explain what you understand to be the appropriate role of a (specific service) provider?
7. Describe/explain what you understand to be the appropriate role of the Board in a Board/vendor relationship?
8. The Academy Board has adopted a strategic plan that outlines its strategic goals over the next three to five years. Below are three (3) examples of the expectations developed by the Academy Board. Please attach a mock-up report to the board on how you would share progress in each of these goals. In your response, please also describe how you would, overall, support these goals in your management capacity. The report should be brief, yet concise, reasonably assuring the Board that the expectation is being met.

The Academy Board will ensure….

* Strategic Goal #1
* Strategic Goal #2
* Strategic Goal #3