

CHANDLER PARK ACADEMY

**REQUEST FOR PROPOSALS
FOR
EDUCATIONAL SERVICE PROVIDER**

INTRODUCTION:

The Chandler Park Academy (the "Academy") Board of Directors is seeking proposals from Educational Service Providers to administer a portion or all of the educational services of the Academy. These proposals should include responses to the information requested and any additional information that will assist the Academy in making a decision.

The Academy is located in Harper Woods, Michigan. The Academy began operation in July 1997. The Academy is authorized to operate as a public school academy by Saginaw Valley State University Board of Control and its charter contract expires on June 30, 2020.

Our Mission

Chandler Park Academy delivers academic excellence, character development and leadership for the urban child who would benefit from a culturally and academically enriched PreK-12 college and career preparatory education.

Our Vision

We strive to provide the tools students need to become productive, responsible citizens capable of successfully operating in the 21st Century and beyond. This includes: Teaching students to gather, organize and analyze information Encouraging higher-order thinking, leading students to solve multi-step problems Providing access to modern technology and teaching students to effectively use it Guiding students to express themselves through written and oral communication and the arts Cultivating the ability to work well and collaborate with others Engendering an appreciation of the contributions and worth of other cultures and the acceptance of individual differences Helping students realize they are part of a society and that they must work within society's rules and structures for the good of all dedicated to transforming your child's future.

Our Curriculum

Our curriculum covers the core competencies of English Language Arts, Mathematics, Science, Social studies, and World Languages. Also included are Visual, Performing & Applied Arts, Physical Education, Health, and Career and Technology. The Michigan Curriculum Framework and GLCE's are the driving force behind our core curriculum for our middle school program. The Michigan Merit Curriculum provides rigorous standards our high school students need to prepare them for college, post high school training or the work force. College readiness standards are strongly emphasized

Additional information regarding the Academy can be found on its website at <https://chandlerparkacademy.net/>.

REQUEST FOR PROPOSAL

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

- A. General Information
- 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

Each section will have a series of questions. All questions must be addressed and your Company is welcome to submit additional information that may assist the Academy in making a determination.

A. GENERAL INFORMATION

1. Please indicate the name of your Company, address, phone number and its owners/shareholders with their respective backgrounds. Also indicate how long the Company has been operating.
2. Where and when was the Company incorporated and the type or form of entity (for-profit corporation, non-profit corporation, LLC etc.).
3. Please provide a list of all directors and officers of the Company as well as a list of key personnel.
4. Please provide the name, address, telephone number and contact person of the Company's primary banking institution.
5. Please provide the name, address, telephone number and contact person of the Company's legal counsel.
6. Please provide the name, address, telephone number and contact person of the Company's accounting firm.
7. Please identify the Company's educational philosophy.
8. Please identify the individuals who will be assigned to the Academy and their role. If additional individuals will also be responsible for the Academy, please indicate the name, background and role those individuals will have as it relates to the Academy. Please include resumes if available.
9. List any public school academies ("PSA") for which the Company is currently acting as the educational service provider, including any outside the state of Michigan, the authorizing body for each PSA, and the names, addresses and phone numbers of references at the PSA who may be contacted.
10. Has the charter contract for a public school academy that you have managed ever had its charter contract terminated or not renewed while you were contracted by that public school academy as an educational service provider? If so, give the name and number of a contact from that PSA and please indicate why you believe the charter contract was

either not renewed or terminated.

11. Has the Company ever been terminated or not renewed by a PSA? If so, give the name and number of a contact from that PSA and please indicate why you believe the Company was either not renewed or terminated.
12. Has the Company ever been sued? If so, please provide details regarding the parties to the lawsuit, the general allegations made and the result of the lawsuit.
13. Please describe the Company's plan to take over Academy operations and staffing by July 1, 2018, including:
 - a. Hiring/recruiting teaching and other staff;
 - b. Securing and transferring any applicable accounts;
 - c. Technology; and
 - d. Office operations.
14. Please describe whether your Company uses and/or proposes the use of any licensed or proprietary material, educational or otherwise, and include any proposed contractual terms related to any such licensed or proprietary material.

B. FINANCIAL MANAGEMENT

1. Please indicate your Company's capabilities regarding the following:
 - a. Budget preparation;
 - b. Preparation of monthly financial reports;
 - c. Payment of invoices;
 - d. Insurance issues; and
 - e. Preparation of budgetary and monthly financial information in the format required by the Authorizer.
2. Explain the role of the Company in:
 - a. Working with Board appointed auditors in preparing the annual audit;
 - b. Working with bond counsel in securing State aid anticipation notes for cash flow purposes;
 - c. Preparing the required State of Michigan, Department of Education, Department of Treasury, and Authorizer reporting requirements; and
 - d. Working with staff on day-to-day accounting input, procedures and controls.
3. Please explain the budget process and timeline you use in preparation of a budget. Please include how the Company projects student enrollment each year.

4. Please explain the Company's bill payment process and how long it takes from receipt of an invoice to payment of the bill.
5. Please describe the person at the Company who will be preparing the budgets and his/her background in Michigan school finance, including his/her familiarity with school budgeting and the required State coding of accounts.
6. Please describe the role of the Company in grant writing services for the Academy.
7. Please indicate accounting software used by your Company.
8. Please indicate if, based on the Academy's past budget, if the Company has any budgetary recommendations for the Academy.

C. COMPLIANCE AND LEGAL ISSUES

1. Describe the Company's familiarity with authorizing bodies in general and, in particular, the Saginaw Valley State University Board of Control, including whether the Company has worked with Saginaw Valley State University Charter School Office in the past and, if so, the name of your contact at the Saginaw Valley State University Charter School Office.
2. Please identify all of the Company's current clients that are authorized by Saginaw Valley State University Board of Control.
3. Indicate whether the Company has ever been notified of a late report or failure to comply with an authorizer's requested/required reports. If so, what reports were at issue and how quickly was the issue remedied?
4. Indicate whether the Company has ever filed a late audit on behalf of a Michigan public school academy in Michigan or a late financial report to the authorizer. For each affirmative response, please indicate the reason for the late submission.
5. Please indicate how the Company handles a teaching vacancy for which there is a certification difficulty and what steps the Company would take to have properly certified teachers. Please include any communication with the authorizer as well as the Academy Board.
6. Please indicate whether the authorizing body for any of the academies to which the Company furnishes services has ever notified you of noncompliance with criminal background and/or unprofessional conduct check procedures and detail the circumstances surrounding this non-compliance.
7. Please indicate if the Company has ever handled a charter reauthorization for a Michigan public school academy authorized by Saginaw Valley State University Board of Control. For each academy, indicate the results of the reauthorization request.

D. PERSONNEL MANAGEMENT

1. Please indicate the Company's capabilities regarding the following:
 - a. Serve as the employer for all of the Academy's teaching staff. If so, please attach a copy of the Company's employment agreement for teaching staff;
 - b. Prepare and handle payroll for the Academy's teaching staff, submit payroll

taxes, provide fringe benefits and provide a retirement plan.

2. How does the Company recruit the employees who will be assigned to the Academy and how does the Company assure compliance with statutory requirements regarding hiring of certified staff?
3. Will the current teaching staff at the Academy be given a preference in you Company's recruiting process? If so, please provide further explanation of the recruiting process.
4. Please describe how the Company will manage the conduct of criminal background checks and unprofessional conduct checks mandated by State law.
5. Does the Company require employees to sign a covenant not to compete? If so, please attach a copy of the agreement/covenant.
6. Explain what role, if any, the Board will have in staffing (or approving of staff) of the Academy.
7. Explain the type and source of staff fringe benefits.
8. Please describe the Company's plan for training staff initially and for ongoing professional development.
9. What kind of educational leadership will the Company provide the Academy and will the Company bear the cost of this educational leadership or will it be a pass- through cost to the Academy?
10. Is it contemplated that the Company will recommend other administrative staff positions at the Academy? If so, please identify these positions and duties and indicate whether the cost of these administrative positions will be the responsibility of the Company or will it be a pass-through cost to the Academy.

E. FACILITY MANAGEMENT

1. Please describe the Company's plans for managing the school facility that the Academy occupies, including proposed custodial staffing and campus safety.
2. Has the Company assisted any of its academy clients with the acquisition and/or construction of a new school facility or the expansion of an existing school facility? If so, please provide a brief summary of these projects.

F. CURRICULUM

Please note: The Academy's State test scores are available on the State of Michigan website. Please review these State test scores. Our current curriculum is set forth in the Academy Charter.

Please describe the Company's educational philosophy in responding to the questions below. Please indicate how the Company's educational philosophy will be pursued.

1. Please attach any and all curriculum information for the Board of Directors to review that provides information regarding the curriculum the Company recommends using in the classroom.
2. How does the Company's curriculum address any deficiencies indicated in the

Academy's State test scores?

3. How will the Company train the staff regarding your proposed curriculum?
4. How will the Company adjust instruction if the test scores are not in line with the proposed outcomes?
5. What are the Company's proposed outcomes in a three year instructional plan based on the analysis of the latest State test scores?
6. Does the Company have any recommendations for the Academy regarding the provision of blended or virtual learning opportunities?

G. ENROLLMENT/MARKETING/PUBLIC RELATIONS

The Academy hopes to attract highly motivated students. The unique focus of the Academy will require specialized marketing.

1. How will the Company promote the Academy?
2. How will the Company assist interested parents/students in obtaining more information about the Academy?
3. How will the Company conduct enrollment and a lottery if there is oversubscription?
4. In what ways does the Company assist the other public school academies you manage with development of promotional materials? (Attach an example if one is available.)

H. MANAGEMENT FEE SCHEDULE

1. Please identify and provide detail regarding your Company's fee structure.
2. Identify a description of the services to be provided under each category:
 - 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 Company's proposed educational services provider agreement.

ADDITIONAL RFP INFORMATION

1. **Proposal Due Date:** The Due Date for Proposals is on or before:
3:00 p.m., Local Time on April 11, 2018 (the "Due Date")
2. **Proposal Envelope:** An opaque envelope containing your Proposal must be marked in the lower left hand corner as follows:

CHANDLER PARK ACADEMY
SEALED PROPOSAL ENCLOSED EDUCATIONAL SERVICE PROVIDER
[Company's Name]
[Company's Address]
[Company's Telephone Number]

The envelope must also be addressed and delivered to the following address:

Charles E. Arnold
Board President
Chandler Park Academy
20254 Kelly Road
Harper Woods, MI 48225

3. **Late Proposals:** Each Company is responsible for submission of its Proposal. Proposals or Proposal revisions received after the Due Date specified above will not be accepted or considered. The Academy is not liable for any delivery or postal delays.
4. **Returned Proposals:** All Proposals received after the Due Date specified above will be returned to the Company unopened.
5. **Signed Original Proposal:** Each Proposal must be an original, hard copy and be signed by an authorized member of the Company's firm. This member should be the highest-ranking officer at the local level. NO ORAL, FAX or E-MAILED Proposals will be accepted.
6. **Copies of Proposal:** The Company shall submit, along with the signed original Proposal, ten (10) complete copies of the signed original Proposal.
7. **Opening of Proposals:** At the specified location and Due Date stated above, all Proposals timely submitted will be publicly opened and dated. Any interested parties may attend. No immediate decision will be rendered.
8. **Additional Requests For Clarification or Site Visit:** Prospective Companies may request that the Academy clarify information contained in this RFP or may request a site visit. All such requests must be made in writing. All requests for clarification or inquiries must be directed to Charles E. Arnold at the following email address: cearnold2@netscape.net.
9. **Finality of Decision:** Any decision made by the Academy, including the Company selection, shall be final.
10. **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 Companies. The Academy reserves the right to negotiate with the Companies concerning their Proposals and any proposed agreement that may be submitted by the Company.

11. **Release of Claims:** Each Company by submitting its Proposal releases the Academy from any and all claims arising out of, and related to, this RFP process and selection of a Company.
12. **Company Bears Proposal Costs:** A recipient of this RFP is responsible for any and 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.
13. **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 set forth above.
14. **Collusive Bidding:** The 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 or otherwise illegal action.
15. **Term of Contract:** The term of the Contract shall be for a term of years not to exceed the term of the Academy's current charter contract with Saginaw Valley State University.