

REQUEST FOR PROPOSALS/BIDS AFTER SCHOOL PILOT PROGRAM

1. GENERAL INFORMATION AND REQUIREMENTS

OVERVIEW

The Community Education Commission (CEC) is seeking bids from respondents interested in providing high-quality after-school programming at the Northwest Activities Center in Detroit, beginning at the start of the 2018-2019 school year. Respondents may bid on one or both of the following programs:

- (1) A baseline after-school program, capable of serving a minimum of 200 K-8 students, which will provide students with academic tutoring, robotics instruction, access to recreational opportunities including basketball and swimming, and the opportunity to engage in free play (including board games, outdoor activities, and arts and crafts). Respondents who bid on this program will also be required to provide the costs of expanding the program for additional students, in 30-student increments.
- (2) Structured, content-specific activities and instruction (e.g., painting class, chess club, drama club) that would also operate in the Northwest Activities Center but would be separate from the baseline after-school program.

INTRODUCTION

The Community Education Commission (CEC), charter school operators, Detroit Public Schools Community District (DPSCD) leaders, teachers, parents and city leaders have formed a partnership to improve education opportunities for City of Detroit children and families. The *GOAL Line* (Get On And Learn), is a pilot bus loop in Northwest Detroit that will allow families living in neighborhoods surrounding the bus route access to 10 quality DPSCD and charter schools in their neighborhood. The schools identified for the pilot program are:

DPSCD schools

- Bagley Elementary School of Journalism and Technology
- Coleman A. Young Elementary
- Foreign Language Immersion and Cultural Studies (FLICS)
- John R. King Academic and Performing Arts Academy
- Schulze Academy for Technology and Arts
- Vernor Elementary

Charter Schools

- Cornerstone Lincoln-King Academy

- Detroit Achievement Academy
- MacDowell Preparatory Academy
- University YES Academy

How GOAL Line works

The *GOAL Line* will pick up students at the participating school closest to their home and then transport them to the participating school of their choice. When school is over, students will have the option to take a bus back to the school closest to their home, or to an after-school program at the Northwest Activities Center (NWAC). Transportation back to any school on the loop will be provided in the evenings following the after-school program.

The After School Program

The after school component is a well-planned and organized enrichment program. Spearheaded by the CEC, it will provide families with much needed care and programming during latch-key hours. Kindergarten through 8th grade Detroit students attending a school within the defined loop are eligible to participate. This component will mirror methodologies by accomplished after-school programs across the country with a proven track record of success. Adopting a holistic approach designed to incorporate educational, cultural, leisure, social, physical and mental health elements, specific activities include Swimming, Basketball, Tutoring, Robotics, Outdoor Play, Board Games and Arts and Crafts. Various other clinically proven elements that positively impact students' behavioral, mental and socio-emotional development will also be employed. Respondents are encouraged to include in their proposals other possible activities and the suggested age/grade group for which the activity is intended. After school care will be available until 6 PM, running concurrent with the school year, September – June, and is slated for September 2018 grand opening.

The Northwest Activities Center, located at 18100 Meyers, Detroit, Michigan, 48235, is a 150,000 square foot multi-purpose community center with a gymnasium, health club, swimming pool, theatre, banquet facilities, local satellite bank, and rental/lease spaces. It is also home to the General Services/Parks & Recreation Department's Executive Offices.

The GOAL Line after-school program will run separately from existing programs at NWAC but will share some spaces such as the pool and gymnasium, but via a designated schedule. The after school program's floor plan is attached as an Exhibit.

Text Updates for Parents

Students who sign up for the *GOAL Line* will receive a swipe card, equipped with a RFID (radio frequency identification) card which student is to scan when entering and exiting the bus. Each time the card is swiped, the student's parent(s) will receive an instant update text message, informing that their child has safely embarked or disembarked the bus.

Example: Student swipes card when boarding the bus and their parent(s) receives a text message stating, "Your student James boarded the bus loop at 4pm". Student

swipes card when exiting the bus and their parent(s) receives a text message stating, "Your student has exited the bus loop at Northwest Activities Center at 4:20pm."

Each bus will have an additional adult aide on board. Each adult aide will have a tablet that allows manual addition or removal of students without RFID (radio frequency identification) cards.

The Community Education Commission's Objective

GOAL Line will be operated by the CEC, a 501(c)(3) non-profit organization whose core mission is to break down barriers that prevent families and children from accessing quality schools in Detroit. CEC specifically purposes to:

1. Provide needed transportation to students within GOAL Line loop so that students may have access to excellent education opportunities that are being offered in the area;
2. Create and build safe, first-rate after school programs for Detroit youth;
3. Provide parents and families with information relative to schools in Detroit;
4. Facilitate requests from philanthropic organizations to support education in Detroit.

2. RFP/B PURPOSE AND REQUIREMENTS

CEC is accepting proposals with bids from qualified and experienced firms that are able to develop, organize, coordinate, program, implement, operate, secure, staff and manage the after-school program. The Contractor is expected to hire, certify as needed and train all staff.

Staff must have all necessary certifications, and certifications must be current. Food handlers must have current certifications where required. All staff must pass and/or complete the following health and safety requirements:

- Negative T.B Test Clearance
- State and FBI Criminal History Check for Children and Vulnerable Adults (Local and Provincial) Clearance
- Clear Health Certificate
- Valid State of Michigan Child-Care License
- Valid First Aid and CPR Certification

Minimum Qualifications

Proposals will only be accepted from firms with demonstrated experience providing the services requested in this RFP for projects of similar scope and size. At least five (5) years' experience is preferred, but not required.

- If a contract is awarded as a result of this RFP, **it will be a** contract that is negotiated with the awardee based on the RFP/B requirements and various other specifics. If any respondent requires modification(s) to the terms of this RFP/B, a

“Statement of Required Modification” shall be included as an exhibit with your sealed proposal. This Statement will be reviewed as part of the evaluation process and may have an effect on the scoring of the proposal.

- All Respondents are required to submit proof of insurance as outlined in the “Insurance Certificate” section below, along with copies of certifications, and licenses must be included in your bid packet.
- CEC expressly reserves the right to modify, add, or delete, any item(s) from the proposal it deems necessary prior to the issuance of an award.

Contract

The contract will be a firm, fixed-priced contract, to begin upon award and continuing through June 2019. The contents of the successful Respondents bid packet may become a part of the contractual obligations. Failure to accept the obligations outlined in their bid may result in cancellation of the award.

Insurance. Before a contract can be awarded, the bidder must provide CEC with proof of insurance. Contractor must name CEC as additional insured. A valid insurance certificate meeting or exceeding the City of Detroit’s minimum insurance requirements, outlined below, is required:

1. The *Contractor* shall maintain, at minimum and at its expense, during the term of this *Contract* the following insurance:
 - (a) Worker’s Compensation insurance which meets Michigan statutory requirements and Employers Liability insurance with minimum limits of \$500,000.00 each accident; \$500,000.00 each person; \$500,000.00 each disease. The *Contractor* agrees that it will obtain a similar covenant with respect to Worker’s Compensation insurance from any consultant or Subcontractor retained by the *Contractor* to render any of the *Services*. This insurance shall be kept in force and effect during the *Agreement* Term as it may be amended.
 - (b) Comprehensive General Liability insurance with minimum limit of \$1,000,000 per occurrence; \$1,000,000 aggregate for bodily injury, property damage, products and completed operations and blanket contractual liability for all written contracts. The General Liability Policy shall name the “CEC as an additional insured.”
 - (c) Automobile Liability insurance covering all owned, non-owned, and hired automobiles with a minimum combined single limit of \$1,000,000.

Such insurance shall comply with the provisions of the Michigan No Fault Insurance Law.

(d) Improper Sexual Misconduct and Molestation insurance with minimum limits of \$1,000,000.00 each occurrence; \$1,000,000.00 each person.

(e) In addition to the above insurances the *Contractor* shall ensure that Subcontractors involved in providing capital improvements, where applicable, to the property procure, when reasonably prudent, in addition to any other insurance required of Subcontractors or agents, for the performance of the Services, the following:

(f) Professional liability (error and omission) insurance for said capital improvements with minimum limits of \$1,000,000 each occurrence.

Term

The term of the contract will be one (1) - year, with 2 one (1) - year renewal options, for a possible three (3) years total. CEC will determine renewal considerations.

- CEC anticipates at least one award(s) as a result of the RFP.

Scope of Work

The following represents the minimum Scope of Services that Contractor shall provide during the Contract term:

1. Observe and comply with all laws, rules, and building and safety regulations relative to the after school program's use and occupancy in Northwest Activities Center.
2. Plan, assign and provide overall direction for the after school program.
3. Hire qualified staff and provide training to meet program goals and objectives.
4. Provide on-site management and adequate staffing for the program, Monday – Friday only, from 2:30 p.m. until 6:30 p.m.
5. Ensure students' safety upon arriving to and departing from Northwest Activities Center via loop buses.
6. Deliver a quality after school enrichment program with structured snack and activity time (Sample Activity Schedule attached).

7. Offer a food program by securing a local food vendor for preparation and distribution of daily snacks to participants.
8. Furnish all equipment, supplies and various other sundry program needs to ensure the program's success.
9. Monitor youth activity at all times during program hours.
10. Evaluate staff performance.
11. Address concerns and resolve conflicts swiftly.
12. Establish a supportive environment that is conducive to fun, learning and respect of others.
13. Strictly enforce a "no tolerance for violence" environment.
14. Ensure one-staff per no more than 15 students (15-1 ratio)
15. Ensure that staff obtain and maintain First Aid and CPR certifications, teaching certificates (where applicable), police/FBI clearances.
16. Maintain contact with parents and guardians via robocall, newsletters, emails, and reports to inform, update and provide opportunities for parental involvement.
17. Provide numerous opportunities for participants to broaden their level of understanding.

Optional Line Items

18. (Optional) Procure a security company to safeguard program (participants and staff) during its operational hours.
19. (Optional) Provide access to one (1) part-time trained and certified MSW social worker as onsite community coordinator for students and families mental health coaching, and/or procure trainings and certifications in the following mental health areas for all staff members:
 - **Youth Mental Health First Aid**: *A one-day training provided by Mental Health First Aid. This class is designed to increase staff's awareness and support for students with mental health issues.*
 - **Non-Violent Crisis Prevention and Intervention**: *A one-day training provided by the Crisis Prevention Institute, this class is designed to equip staff with skills to intervene and deescalate conflicts among youth.*

- ***Non-Violent Crisis Prevention and Intervention Instructor Training:*** *A four-day training provided by the Crisis Prevention Institute, this is a “training the trainers” class for the development of future onsite staff.*

2. PRE-BID MEETING & REVIEW OF THE GOAL LOOP SITES

An optional pre-bid meeting will be held for this Request for Proposals/Bids. This meeting is scheduled for June 25, 2018, at the Northwest Activities Center. It will begin at 11:30 A.M., and end at 12:30 P.M.

3. PRE-BID QUESTIONS

All questions related to this Request for Bids shall be submitted via email to velezi@detroitmi.gov by the date and time specified on the cover page of this Request for Proposal/Bids. The CEC shall provide a copy of all questions and answers, via email, to all companies that attend the mandatory pre-bid meeting.

4. PROPOSAL and BID DUE DATE

Proposals with bids must be received no later than 4:00 PM, local time, July 6, 2018.

5. PROPOSAL CONTENT REQUIREMENTS

To be considered responsive, each proposal must minimally present and/or respond to the RFP sections as listed below in their entirety. All pages of the submission must be numbered, excluding exhibits, drawings and other supplemental information, which may be added as Attachments. The instructions contained in this RFP must be strictly followed. Accuracy and completeness are essential.

a) Table of Contents

A table of contents must be provided with all RFP submissions.

b) Signature Page (Form Attached)

c) Statement of Submission

- A statement to the effect that your proposal is in response to this RFP;

- A brief description of your firm, including the Federal Employer Identification Number, the age of the firm's business and the average number of employees during each of the last three (3) years;
- The location of the firm's principal place of business;
- A commitment to perform the requested work in accordance with the requirements outlined in this RFP;
- The name and contact information of the firm's partner and or manager(s) that will be in charge of this project;

d) Scope of Work

- Proposals must respond to all areas outlined in the Scope of Work section.
- Include a schedule detailing classes, days of the week, time, frequency and activities to be offered with associated grades.
- An outline of staffing with teacher/student ratio.
- Details of methodology for student monitoring while being transported as well as when in Northwest Activities Center.
- Details of security methodology, including how many security agents will be staffed, where, rotation, etc.
- Discuss how required trainings as well as any other training(s) Respondent feels necessary will be facilitated.
- Explain vision for food program, snacks to be offered, how snacks are to be distributed, number of staff needed to operate and background/experience required for food staff.
- Detail vision for facilitating the mental health component of the after school component.
- Anything program not listed but Respondent feels will increase program's value and effectiveness.

e) Performance History

1. Identify ***in detail*** at least three (3) similar projects by name, subject matter, location, services provided along with the length of time Respondent's services were provided on each;
2. Identify Respondent's key personnel working on the Goal Line project;
3. Identify any projects in which the Respondents contract was terminated for any reason;
4. Identify any claims or lawsuits that have been brought against your organization as a result of any services provided within the last five (5) years;
5. Provide an organization chart indicating the key personnel who will provide services resulting from this RFP. Also outline their roles and provide a resume for each to include college degree(s), certification(s), license(s) and registration(s).
6. Evidence of any licenses or registrations required to provide the services under this contract

6. BID CONTENT REQUIREMENTS

Firms may bid on one or both of the following programs:

(A) Baseline program:

Bids for the Baseline Program must include the following two components:

- (1) Provide a bid for costs associated with providing 200 K-8 students the services outlined in the Scope of Work, and consistent with the sample schedule outlined in the attached Schedule of Classes. For avoidance of doubt, this program should allow students to participate in, at minimum, (1) basketball/swimming, (2) free play (including arts and crafts, board games, and outdoor play), (3) robotics, and (4) academic support/tutoring—consistent with the Scope of Work. This bid component should include both a total bid, and include the age-appropriate costs, per student, per frequency, per class.
- (2) Provide a bid for the costs of providing for the same services above to an additional students in increments of 30 students.

(B) Structured Activities:

- In addition to, or in lieu of, the foregoing, Respondents are welcome to submit bids for the costs of providing structured activities for a minimum of 15 students in addition to the baseline program. Such structured activities could include, but not be limited to the following: *Chess*
- *Art Club*
- *Science Olympiad*
- *Karate*
- *Robotics*
- *Photography*
- *Film*
- *Dance*
- *Gaming Club*
- *Robotics*
- *Drama*
- *Choir*
- *Literacy Club*
- *Story Art*
- *STEM (Science, Technology, Engineering and Math) Club.*

Any program under this component must include an academic component (e.g., tutoring/homework help prior to the start of the structured activity). Respondents may also propose a program that is not listed above. For example, debate is not listed above; however, Respondents may propose a bid to provide Debate at Northwest Activities Center.

Respondents must provide an itemized list of equipment, supplies and each individual costs as well as grand totals.

Alternate 1-Security.

Respondents may or may not choose to bid on furnishing security for the after school program. If Respondent chooses to bid on security, include in your bid packet a price per student, Monday- Friday, from 3 pm- 6pm.

Submission of Bids

Bids must be submitted in duplicate in the format of the attached Form of Proposal. The forms must be filled out in ink or typewritten with signature in longhand; the completed forms shall be without interlineations, alterations or erasure. Bid amounts shall be stated in written statement and figures. Bids submitted in any other form will not be considered.

Each bid must be delivered separately in an opaque envelope, properly addressed, identified and labeled as follows:

THIS ENVELOPE CONTAINS A BID FOR:

CEC AFTER SCHOOL PROJECT
Detroit, Michigan

Submitted by: (Name of Bidder)
Address
City, ST Zip
Telephone Number

All Addenda's, if any, shall be signed and returned with your bid.

Address Bid Submissions to:

JJ Velez
Assistant Director
Detroit Parks and Recreation Department
Northwest Activities Center
18100 Meyers Rd.
Detroit, MI 48235

Bids must be signed by an authorized signer of the firm. All signed bids are binding. The bidder or his/her agent shall make no other distribution of their bid.

Submission Instructions. CEC must receive () original sets of your sealed proposal along with an electronic version (CD ROM, thumb drive, etc.). Each shall not be more than 25 (twenty-five) pages in length, excluding any appendices, on 8 ½” x 11” size white bond paper with material printed on one side only and using double spaced typing. Proposals/Bids must be received no later than 4:00 pm, local time, June 29, 2018. Each Respondent is responsible for ensuring that its proposal is received by CEC on a timely basis. CEC shall not extend the due date for proposals on the basis that the U. S. Postal Service or another mail courier has lost or failed to deliver a proposal.

HAND DELIVERY IS HIGHLY RECOMMENDED.

7. EVALUATION CRITERIA

A selection committee will be chosen by CEC to interview a shortlist of Respondents based on overall strength of the proposal, qualifications and previous completed works of the same nature, and price proposal. Each organization will receive 10 points for being a Detroit business and 5 for being a Michigan based business.

Overall Strength of Proposal 30 points

- Technical soundness of the Respondent’s stated approach as to the specificities of the after school program
- Approach to staffing, training and day-to-day operations
- Strategies and approach to parental involvement
- Details of after school enrichment program including selection of classes, age appropriateness and schedule of classes
- Well thought out plans to accomplish the RFP’s objective in year one

Qualifications and Previous Work Experience 25 points

- Successful illustrations of previous after school projects with similar scope and size
- Strong record of performance on projects completed within urban municipalities
- Examples of administering all elements of a successful after school program
- Demonstrated expertise in aspects of human resources

Cost Proposal 25 points

- Itemized costs broken down by overall scope, staffing, training, snacks, and equipment/supplies

8. EVALUATION PROCEDURE

Following the receipt of the Respondent’s proposal, a CEC designated Evaluation Committee will evaluate each response based on the above criteria. All proposals, which meet the required format of this RFP, will be evaluated. Any Proposals determined to be

non-responsive to the specifications or other requirements of the RFP, including instructions governing submission and format, will be disqualified unless CEC determines, in its sole discretion, that non-compliance is not substantial or that an alternative proposed by the Respondent is acceptable. CEC may also at its discretion, request oral presentations, make site visits at Respondent's facility and may request a demonstration of Respondent's operations. If scheduled, a final determination will be made after the oral presentations and/or demonstrations are complete. All decisions reached by the Evaluation Committee will be by consensus.

8. PROPOSAL DISCLAIMERS AND CONDITIONS

a. REJECTIONS, MODIFICATIONS, CANCELLATIONS

CEC expressly reserves the right to 1) accept or reject, in whole or in part, any and all proposals received; 2) waive any non-conformity; 3) re-advertise for proposals; 4) withhold the award for any reason CEC determines; 5) cancel and/or postpone the request for proposals, in part or in its entirety, and/or 6) take any other appropriate action that is in the best interest of CEC. This RFP does not commit CEC to award a contract, to pay any cost incurred in the preparation of a proposal under this request, or to procure or contract for services.

b. NEWS RELEASE AND OTHER COMMUNICATIONS

News releases pertaining to these proposal specifications or the provisions to which they relate shall not be made without prior approval of CEC and then only in coordination with CEC.

Respondents are advised that no oral interpretation, information or instruction by an officer or employee of CEC shall be binding upon CEC.

c. CONFIDENTIALITY OF PROPOSALS

Proposals shall be opened with reasonable precautions to avoid disclosure of contents to competing offers during the process of evaluation.

Exhibit- Northwest Activities Center Floor Plan

