

Gateway to Success Academy

Request for Proposal Educational Service Provider – Employment Related Functions

for Gateway to Success Academy (“G2S”),
526 N Scottville Road, Scottville, MI 49454

- RFP issued Monday, March 13, 2017.
- Proposals are due by 5 p.m. on Thursday, April 13, 2017, delivered to the Gateway to Success Academy address listed above.
- One paper copy must be in the academy office at that time, and one electronic copy emailed to: office@g2sacademy.net
- Any questions or requests for clarifications for the RFP should be directed to:
James Bandstra
Superintendent
jbandstra@g2sacademy.net

1. Summary

The Gateway to Success (G2S) Board is accepting proposals for an educational service provider (ESP) to provide employment related services that support the mission of our innovative middle and high school charter school as detailed in the “Scope of Work” section below.

2. School Background and Resources

Gateway to Success Academy is a public school serving eight (8) school Districts that comprise the West Shore Educational Service District (WSESD). WSESD serves as the authorizer of G2S. The school has an approved charter and holds a school code issued by the State of Michigan.

The school is in its first year of operation with students. The vision at G2S is to produce highly employable graduates who possess strong 21st Century Skills and are proficient in established school-wide learning outcomes. This vision will be accomplished through a project based learning environment combined with traditional Michigan Merit Curriculum and online learning to customize instruction to students’ needs for their success.

The school currently has thirteen staff members. We expect the size of our staff not to exceed 20 employees over the next several years.

The Academy is an Equal Opportunity Employer.

The Board of G2S is an active, working board and will retain the right to provide strong oversight of the operation of the school. However, the Board is seeking to contract with skilled and honorable providers to provide the infrastructure to support employment-related operations of the school.

3. Proposal Requirements

This is an open and competitive process.

Proposals received after 5:00 PM EST, April 13, 2017, may not be considered. The intention is to select and ESP by May 3, 2017, to be fully functional for the fiscal year beginning July 1, 2017.

All vendors must provide the following for their proposal to be considered:

1. A brief outline of the vendor company services offered, including:
 - Full legal name of company
 - The year business was established
 - Number of people currently employed
 - Income statement and balance sheet for each of the two most recently completed fiscal years, certified by a public accountant
2. An outline of the product and/or services that address the services listed in the “Scope of Work” section, including the availability of technological support, reporting, and communications
3. A description of the bidder’s geographical reach and market penetration
4. Examples of similar work provided including, but not limited to:
 - Wage schedules, benefit programs, hiring processes, etc.
 - Strategic planning methods, implementation timelines, marketing advice, etc.
5. An outline of the level of support and flexibility provided:
 - Number of employees who will be assigned to the account.
 - Implementation of resources that are provided
 - Ability to be available to meet with and/or report to the Academy Board, whether in person, on the phone or by the web, etc.
6. References: Contact information for at least 3 references who can provide details about your organization’s qualifications to provide services, along with a brief description of the services you provided for them. Preference given to projects of similar size, application, and scope.
7. Costs: The price you would charge for the service(s), provided in a detailed breakdown that includes estimated costs for the next five years as the school grows.

The price you quote should be inclusive. If your price excludes certain fees or charges,

you must provide a detailed list of excluded fees with a complete explanation of the nature of those fees.

If the execution of work to be performed by your organization requires the hiring of subcontractors, you must clearly state this in your proposal, providing sub-contractor name and scope of work as far as possible. The G2S Board will not refuse a proposal based upon the use of subcontractors; however, we reserve the right to refuse the subcontractor(s) you have selected. Provisions of this RFP and the contents of the successful responses are considered eligible for inclusion in final contractual obligations.

The G2S Board will negotiate specific contract terms upon selection. All contracts are subject to review by School Board legal counsel, as well as that of our charter authorizer, and ESP status will be awarded upon signing of an agreement or contract which outlines terms, scope, budget, and other necessary items. WSESD as authorizer reserves the right to revoke proposed contracts between the Academy and ESPs.

4. Scope of Work

Please provide a detailed listing of all the services provided by your organization, and describe the process to be implemented. Clearly articulate the roles and responsibilities for both customer (G2S) and provider in each case.

Payroll and Personnel Management services

1. Manage a comprehensive HR compensation and benefits administration portfolio, including wage scales and benefits to include insurance, retirement options, leave plans, job descriptions, evaluation and promotion tools, etc., as approved by the Academy Board.
2. Provide personnel management services (record keeping, forms, administration, state, and federal reporting) that comply with the requirements of a Michigan public charter academy.
3. Provide payroll management services (record keeping, forms, administration, state, and federal reporting) that comply with the requirements of a Michigan public charter academy.
4. Selection and employment of all teachers and staff in a collaborative process, culminating in Board approval.
5. With regard to the Lead Administrator/Principal, and any other administrators whose "primary responsibility is administering instructional programs," ESP(s) shall participate in an annual performance evaluation (including self-evaluations and third-party evaluations, as appropriate) conducted by the Gateway to Success Board, as required by state law (MCL 380.1249). Said evaluation shall in part be based on Academy Board Policies, mission statement, goals and objectives, and shall be conducted annually, with results presented in a report to the Board before renewal of the contract with the ESP responsible for hiring and

- supervising the administrator(s).
6. Ensure all staffing complies with NCLB policy and applicable state and federal law.
 7. Provide each employee, at least annually, with an employee handbook describing relevant policies and procedures, in accordance with board policy and applicable law, and update handbook as needed.
 8. Provide recommendations for policies governing personnel management of the Academy and implementation of such policies as approved by the Academy Board.
 9. Complete all applicable reporting and compliance activities related to the HR and payroll functions for Authorizer, and state and federal reporting.
 10. Provide reasonable access to support for employees through periodic face-to-face communication as well as telephone, web, etc.

5. Evaluation Criteria

Proposals will be evaluated based on the interest, capability and financial strength to supply Gateway to Success Academy with services identified in the scope of work. Criteria for evaluating proposals includes the following:

- Understanding of Gateway to Success requirements
- Provider experience (strong background/experience backed by references indicating work of similar type, scope and size).
- Caliber and type of resources available from vendor to execute the solution.
- Innovative approach to serving autonomous school with unique mission.
- Provider responsiveness and clarity of communication.
- Ability to deliver and meet identified timeframes.
- Overall capacity and ability to provide service(s) with minimal supervision.
- Affordability of service(s) and value for the money.

The Academy will contact you if we require any additional information or a phone interview.