

YOUTH ADVANCEMENT ACADEMY

REQUEST FOR PROPOSALS FOR EDUCATIONAL SERVICES

I. INVITATION TO SUBMIT PROPOSALS

The Board of Directors (the “Board”) of Youth Advancement Academy (“YAA”) is requesting proposals for an Educational Services Provider (“ESP”) to manage and operate YAA beginning with the 2020-2021 school year. The purpose of this Request for Proposals (“RFP”) is to solicit program descriptions and other relevant information from credible ESPs interested in providing high quality educational programs and services to the students enrolled at YAA.

YAA, which is located at 6750 Chime Street, Kalamazoo, Michigan 49009, is a Michigan strict discipline academy operating under a Charter Contract issued by the Kalamazoo Regional Educational Service Agency (“KRESA”) Board of Education. YAA serves students in grades 7 through 12 who reside within the boundaries of KRESA and who have been expelled, excluded, or placed by the courts. YAA students are typically under credit and/or behind academically due to skill deficiencies, attendance/truancy issues, and/or disruptive behaviors. YAA currently serves 20-35 students.

Programs and services at YAA focus on preparing students for a smooth transition to a traditional high school setting, post-secondary institution, the workplace, or service in the armed forces. YAA offers a “best practices” program for expelled or court-ordered adolescents in the area served by KRESA. YAA works with the court system, parents and legal guardians, local law enforcement agencies, and area social service agencies to focus on the needs of this unique group of students who are traditionally underserved and overlooked.

This RFP will outline the priorities of the YAA Board. It is the responsibility of interested ESPs to address these priorities with descriptions, examples, listings, and/or other information specific enough to assist the YAA Board in understanding what kind of programs and services the interested ESP will provide to YAA students, should that organization be awarded the contract for provision of services.

Proposals must be submitted by 3:00 p.m. on Thursday, February 27, 2020. The YAA Board will not consider Proposals that are received after the submission deadline or that otherwise do not conform to the requirements of this RFP. The YAA Board reserves the right to reject any or all Proposals, cancel this solicitation at any time, or waive any irregularities in procedure. Proposals must be submitted via U.S. mail or hand delivery to:

John Lotz, Board President
Youth Advancement Academy
c/o KRESA, Phillip Heasley
1819 East Milham Avenue
Portage, MI 49002

Please direct any questions or other communications related to this RFP to YAA Board President John Lotz, who can be reached via telephone at 857-939-1568. Thank you for your interest in this opportunity.

II. YAA GOVERNANCE

YAA is governed by the following Vision, Mission, and Beliefs and Values:

Vision

YAA's vision is to have all students graduate from their referring school or YAA.

Mission

YAA's mission is to provide a high quality education and life skills for all students.

Beliefs and Values

We welcome and promote:

- High expectations for high achievement in everything we do.
- A nurturing environment where everyone receives and gives respect.
- The expectation that all students can learn and succeed academically.
- That conflict can be resolved nonviolently.
- A shared vision and actions to promote student performance.

The goal of the YAA Board is to provide educational programs and services of the highest quality, so that YAA students will have the opportunity to become happy, productive members of society. To that end, the YAA Board expects that the successful ESP will exhibit the following:

➤ **A Focus on Student Success**

- Collecting pertinent student background information on intake.
- Collecting relevant assessment data to guide students and staff in determining progress.
- Developing an individualized instructional program.
- Coordinating/communicating with local school districts.
- Complying with State and Federal mandates, including those related to special education, Title I, Michigan Merit Curriculum, and highly qualified instructors.
- Implementing an instructional program that integrates academic, vocational, social, and behavioral skills development.
- Providing counseling and/or social work services.
- Providing appropriate disciplinary procedures and practices.
- Providing a safe and secure educational environment.

➤ **Family/Support Group Engagement**

- Involving and communicating with appropriate family members.

- Providing for family basic needs assistance when and where possible.

➤ **Community and Social Service Agency Involvement**

- Coordinating with businesses and community organizations (e.g. churches, foundations, and service organizations).
- Coordinating with organizations offering post-secondary training experiences (e.g. WMU, KVCC, Kalamazoo College, and other organizations).

➤ **Resource Provision**

- Providing opportunities for instruction beyond online computer coursework.
- Providing necessary instructional materials and supplies.
- Providing current and projected enrollment information to the YAA Board.

III. PROPOSED SCOPE OF WORK

The successful bidder/ESP will be responsible for day-to-day management and operations of YAA and implementation of a high quality educational program compliant with all Federal and State laws, YAA's Charter Contract with KRESA, and YAA Board mandates, policies, and procedures.

Specifically, the ESP will be responsible for the following:

1. All staffing;
2. All curriculum;
3. Equipment and supplies for delivering the curriculum;
4. Providing IEPs or 504 Plans for students needing special education services or accommodations;
5. Training and professional development;
6. Administrative support;
7. Coordinating with Kalamazoo Public Schools for breakfast and lunch for YAA students;
8. Free and reduced-price meal applications for enrolled students;
9. Pupil accounting;
10. Data submissions to KRESA and governmental agencies; and
11. Other duties necessary for the day-to-day management and operation of YAA.

YAA will be responsible for:

1. Providing the learning center building and any costs for the space, utilities, and maintenance;
2. All financial management including accounting, audits, and financial reporting;
3. Charter authorizing and re-authorizing issues; and
4. Student transportation costs (the ESP will assist in implementing the transportation program).

IV. PROPOSAL CONTENTS

Proposals should be divided into the following sections:

- A. General Information
- B. Educational Services
- C. Compliance and Legal Issues
- D. Personnel Management
- E. Curriculum
- F. Enrollment, Marketing, and Public Relations
- G. Fee Proposal
- H. Proposal Attachments

Each section includes a series of questions that must be addressed in the Proposal. ESPs are welcome to provide additional information that may assist the YAA Board in making a determination.

A. GENERAL INFORMATION

1. Please indicate the name of the ESP, street address, phone number, and its owners/shareholders with their respective backgrounds. Also indicate how long the ESP has been operating.
2. Where and when was the ESP formed or incorporated? What type of business entity is the ESP (e.g. for-profit corporation, non-profit corporation, LLC)?
3. Please provide a list of all directors and officers of the ESP and a list of key personnel.
4. Please identify key personnel who will work with YAA, including their names, their roles as they would relate to YAA, and background information on them, including resumes if available.
5. Please explain the ESP's educational philosophy.
6. List all charter schools for which the ESP is currently acting as the educational service provider, including any outside of Michigan, the authorizing body for each charter school, and the names, addresses, and phone numbers of references at the charter school who may be contacted.
7. Has the ESP ever been sued? If so, please provide details regarding the parties to the lawsuit, the general allegations made, and the result of the lawsuit.
8. Please explain the ESP's plan to take over YAA operations and staffing by July 1, 2020, including:
 - a. Hiring, recruiting, or retaining teachers and other staff;
 - b. Notifying students and parents of the transition;
 - c. Securing and transferring applicable accounts; and

- d. Transitioning technology and office operations.

B. EDUCATIONAL SERVICES

1. Proposals should include the ESP's description of the work that will be performed (please refer to Section II of this RFP for proposed scope of work) and must include the following information:
 - a. All documents, schedules, security management plans, and instructional/curriculum delivery examples (e.g. % of direct instruction vs. online learning vs. hands-on learning);
 - b. Staffing models (including hiring criteria/goals);
 - c. Reporting procedures;
 - d. Student recruitment and retention strategies;
 - e. Plans for the use of standardized instructional materials;
 - f. Technological and/or vocational interventions;
 - g. Student support mechanisms (e.g. counselor/social worker services, parental involvement, local social service agency coordination);
 - h. Assessment and/or data collection procedures; and
 - i. Any other information that will help describe the successful bidder's implementation plan.
2. Please list or describe the team of people who will execute the educational program with descriptions of the experiences and skills of each. Please provide credentials for the individuals who will work with students, the YAA Board, the authorizer, members of the community, and others involved with YAA. Please also provide the credentials expected of any individuals who would be hired after the signing of a contract. At a minimum, the team should include a director, regular education teacher, special education teacher, and student support specialist (e.g. social worker, counselor, transition specialist). The fee schedule in Section III(G) of this RFP and Attachment A hereto will require the bidder to list staff title, FTE, and compensation for each position.
3. Please provide names, addresses, and descriptions of key subcontractors that the ESP would employ, and a description of their relevant experience and past performance. Any subcontractors must be identified in the Proposal. The Proposal must also identify whether any services would be performed at locations outside of the school site designated by the YAA Board. Please remember that after the contract is executed, the YAA Board reserves the right to approve all subcontractors that were not approved during the RFP process. Denial of a subcontractor by the YAA Board will NOT absolve the ESP from performing the work for the contracted price.
4. Please provide the name of the person at the ESP who would be the official contact person for any contractual relationship entered into as a result of this RFP.
5. Please provide at least two comparable previous projects in which the ESP has engaged along with names and telephone numbers of contacts with whom the ESP's previous performance can be discussed.

6. Please provide examples from past projects that reflect the deliverables and scope listed in the scope of work.
7. Please provide a management plan for the work, including methods by which the ESP will meet all Federal, State, and Charter Contract mandates for managing student and staff data as well as programmatic interventions.
8. Please provide a schedule for the work, including the range of start dates to which the ESP is prepared to commit and anticipated completion dates. These start and stop dates must meet State of Michigan (e.g. hours of instruction) and YAA Board mandates (e.g. start date after Labor Day).
9. Please provide proof of insurance and bonding.

C. COMPLIANCE AND LEGAL ISSUES

1. Please indicate whether the ESP 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?
2. Please indicate how the ESP handles a teaching vacancy for which there is a certification difficulty and what steps the ESP would take to ensure it has properly certified teachers. Please include any communication with the authorizer as well as the YAA Board.

D. PERSONNEL MANAGEMENT

1. Please indicate the ESP's capabilities to serve as the employer for all of YAA's teaching staff. Please attach a copy of the ESP's employment agreement for teaching staff.
2. How does the ESP recruit the employees who will be assigned to YAA? How does the ESP assure compliance with statutory requirements regarding hiring of certified staff?
3. Will the current teaching staff at YAA be given a preference in the ESP's recruiting process? If so, please provide further explanation of the recruiting process.
4. Please describe how the ESP will manage criminal background checks and unprofessional conduct checks mandated by State of Michigan law.
5. Does the ESP 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 YAA Board will have in staffing (or approving of staff) of YAA.
7. Please explain the type and source of staff fringe benefits.

8. Please describe the ESP's plan for training staff initially and ongoing professional development.
9. What kind of educational leadership will the ESP provide to YAA? Will the ESP bear the cost of this educational leadership or will it be a pass-through cost to YAA?
10. Is it contemplated that the ESP will recommend other administrative staff positions at YAA? If so, please identify these positions and duties and indicate whether the cost of these administrative positions will be the responsibility of the ESP or a pass-through cost to YAA.

E. CURRICULUM

In responding to the questions below, please describe the ESP's educational philosophy and indicate how this philosophy will be pursued at YAA. For reference, please review YAA's State test scores (available on the State of Michigan website) and YAA's current curriculum (set forth in YAA's Charter Contract).

1. Please attach any and all curriculum information for the YAA Board to review that provides information regarding the curriculum the ESP recommends using in the classroom.
2. How does the ESP's curriculum address any deficiencies indicated in YAA's State test scores?
3. How will the ESP train staff regarding the proposed curriculum?
4. What are the ESP's proposed outcomes in a three-year instructional plan based on the analysis of the latest State test scores?

F. ENROLLMENT, MARKETING, AND PUBLIC RELATIONS

1. How will the ESP promote FAA, given its unique position as a strict discipline academy?
2. How will the ESP assist interested parents/students in obtaining more information about FAA?
3. In what ways does the ESP assist the other charter schools it manages with development of promotional materials? Please provide an example if one is available.

G. FEE PROPOSAL

1. Please use Attachment A to provide detail regarding the ESP's fee structure.
2. At a minimum, the fee detail must include the following:
 - a. Reimbursable costs for personnel listed by position with associated FTE.
 - b. Reimbursable costs for supplies, equipment, and/or licenses.

- c. Management fee percentage and estimated amount.

H. PROPOSAL ATTACHMENTS

1. Please complete and submit the following attachments with the Proposal:
 - Attachment A – Fee Proposal
 - Attachment B – Iran-Linked Business
 - Attachment C – Non-Collusion
 - Attachment D – Familial Disclosure
2. Please submit the ESP's proposed educational services provider agreement as an attachment to the Proposal. The terms of the final agreement will be negotiated by the parties after an ESP is selected by the YAA Board.

V. SUBMISSION PROCESS

All interested ESPs are required to submit a Proposal in accordance with the terms of this RFP. Proposals must be submitted in sealed, opaque containers and marked "Youth Advancement Academy Proposal." The name and address of the bidder must also appear on the envelope. Proposals must be submitted via U.S. mail or hand delivery to:

John Lotz, Board President
Youth Advancement Academy
c/o KRESA, Phillip Heasley
1819 East Milham Avenue
Portage, MI 49002

The submission deadline is 3:00 p.m. on Thursday, February 27, 2020. The YAA Board will not consider Proposals received after that date and time. Each Proposal must be an original, hard copy and be signed by an authorized member of the ESP. This member should be the highest-ranking officer at the local level. NO ORAL, FAXED, or E-MAILED Proposals will be accepted.

The YAA Board reserves the right to reject any and all Proposals, cancel this solicitation at any time, or waive any informalities or irregularities in procedure. The YAA Board also reserves the right to negotiate terms, including fees and staffing levels, with the selected bidder. Proposals must state that they are valid for a period of at least seventy (70) days from the submission deadline.

VI. SELECTION PROCESS

After review and evaluation of all Proposals received by the submission deadline, bidders may be invited to interview with the YAA Board or a committee of the YAA Board. The interview will cover the contents of the ESP's Proposal and additional information deemed relevant by the YAA Board. The YAA Board will base its selection on factors including, but not limited to, the following:

1. Demonstrated success in educational outcomes of previous and current charter school clients;
2. Demonstrated financial health and stability of previous and current charter school clients;
3. Proposed approach to managing and operating YAA;
4. Understanding of YAA and its particular challenges and constraints as a strict discipline academy;
5. Experience of the key personnel assigned to YAA;
6. Committed degree of participation by key personnel;
7. Evaluation and references of key personnel;
8. Results from the interview;
9. Cost; and
10. Other information contained in the Proposal.

It is anticipated that an ESP will be selected by May 2020. The YAA Board anticipates entering into a one-year contract with the successful bidder to execute the proposed work. This RFP, however, does not commit the YAA Board to award a contract, to pay any costs incurred in the preparation of a Proposal, or to procure or contract for the services offered, even after an ESP has been selected.

After an ESP is selected, the schedule of events will include a period of collaboration between the YAA Board and the ESP to better define, elaborate upon, and fix the ESP's scope of work. **It is anticipated that the YAA Board and the selected ESP will complete negotiations and execute a final educational services provider agreement by June 15, 2020.**

VII. ADDITIONAL TERMSA. MODIFICATION OR WITHDRAWAL OF SUBMISSIONS

Proposals received prior to the submission deadline may be withdrawn or modified by written request of the ESP. To be considered, the modified Proposal must be received by the submission deadline.

B. AMENDMENT OR WITHDRAWAL OF THE RFP

YAA reserves the right to amend or withdraw this RFP.

C. NON-COMMITMENT OF YAA

This RFP does not commit YAA to award a contract for educational services, to pay any costs incurred in the preparation of a Proposal, or to procure or contract for the services offered. YAA reserves the right to reject any and all Proposals, cancel this solicitation at any time, or waive any irregularities in procedure.

D. NON-DISCRIMINATION

The selected ESP must comply with all Federal, State, and local laws regarding non-discrimination in employment on the basis of race, color, national origin, sex, disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or other protected status.

YAA and its Board will not discriminate against any ESP or representative thereof on the basis of race, color, national origin, sex, disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or other protected status.

E. FINAL SELECTION

Even after an ESP is selected, YAA is not obligated to procure or contract for services from the ESP. The educational services provider agreement is not final until it is approved and signed by the YAA Board.

VIII. QUESTIONS

If you have any questions about the contents of this RFP or would like additional information about YAA, please contact YAA Board President John Lotz, who can be reached via telephone at 857-939-1568. The response to any questions or requests for information may be shared with other interested ESPs.