

VOYAGEUR ACADEMY
REQUEST FOR PROPOSALS
FOR AN EDUCATIONAL SERVICE PROVIDER

VOYAGEUR ACADEMY (the “Academy”) is a Michigan Public School Academy, authorized since 1998 by Ferris State University. The Academy is seeking requests for proposals (“RFP’s”) for comprehensive school management services from an educational services provider (“ESP”).

INVITATION FOR PROPOSALS

The Academy invites qualified ESP’s to submit proposals for comprehensive school management services for its K-12 school program located in Detroit, Michigan.

The Academy will begin considering proposals as they are submitted.

- Proposals must be submitted no later than Friday, January 12, 2018 at 5:00 p.m.
- Proposals shall be electronically submitted to Gerald J. Richter at grichter@frplaw.com.
- Questions regarding this RFP may be addressed to Gerald J. Richter at grichter@frplaw.com, (248) 813-9900.
- School walkthroughs may be scheduled by appointment from _____ to _____ at _____, Detroit, Michigan. Please call (313) _____ and speak to _____ to schedule an appointment.
- The Academy reserves the right to reject any and all proposals, to cancel this RFP, and to waive any informalities or irregularities in procedures with respect to this RFP.
- This RFP is not a contract and the Academy reserves the exclusive right to evaluate each applicant’s proposal and make determinations in the Academy’s sole discretion.

THE ACADEMY AND THE CONTRACT

- The contract will begin on July 1, 2018.
- The Academy is free to negotiate a term of the contract for up to and including the term of its contract with its Authorizer.
- The Academy has an enrollment of approximately 1100 students in its K-12 grade levels.
- The Academy’s K-8 grades are located at 4321 Military, Detroit, Michigan and the Academy’s grades 9-12 are located at 4366 Military, Detroit, Michigan.
- The Academy was founded in 1998.
- The Academy’s present ESP is American Promise Schools (“APS”).

ELIGIBILITY REQUIREMENTS

Eligible applicants must meet the following minimum criteria:

- Have demonstrated a record of effectiveness for providing educational services to schools in which at least 80% of its students meet the income eligibility guidelines for free and reduced price meals.
- Demonstrate a high probability of increasing student academic achievement.
- Demonstrate that the applicant is financially strong and stable.
- Provide instruction that is of high quality and specifically designed to increase academic achievement of students on State of Michigan assessments.
- Demonstrate a rate of high teacher retention

PROPOSAL CONTENTS

Proposals should address the following:

Element A. Leadership Team

The applicant must identify the person/persons who will be working directly with the Academy and managing the school. With respect to each person identified, provide the person's

- Responsibilities
- Services to be Performed
- Prior Experience/Qualifications

Element B. Program

Describe the program that will be offered. Your description should include but not be limited to the following information:

- Description of program content
 - Content and materials used
 - How do you ensure that instruction is focused, intensive, and targeted to student needs
 - Describe how the content is aligned with the State of Michigan Requirements
 - Describe how are parents and the school including classroom teachers involved in developing the goals for the student
- Describe the method for delivery of instruction
 - Methods in which your program generally delivers instruction to students, including class sizes, the ways in which instructors will adjust programming based on student progress, and how you will adjust instruction periodically based on the level of progress toward academic goals

Element C. Staff

Describe the qualifications of the personnel who will be administering instruction.

- Description of program content
 - How will staff with these qualifications enable your program to improve student academic achievement
 - Role of each staff member
- Describe your process for recruiting and retaining high quality staff.
- List and describe the professional development opportunities, training and support the staff will receive to ensure that they effectively administer the program (should be ongoing)
 - How does this make staff adequately trained to deliver these services and help students improve academic achievement?
- Describe how your program ensures staff are capable of effectively working with students who are performing below grade level
 - Previous experience
 - Previous training
- Describe your process for regularly reviewing and monitoring staff performance.

Element D. Research Based Strategies and Program Effectiveness

- Describe the research that demonstrates the effectiveness of the proposed programs used by applicants to increase student achievement
- Provide evidence of the program's demonstrated record of effectiveness in increasing academic achievement, particularly for low-income and/or underachieving students
 - Data sources that support student academic progress may include information covering the following:
 - Positive impact on national, state and/or district assessment
 - Positive impact on other independent, valid and reliable assessments
 - Positive impact on course grades
 - Positive impact on other indicators (e.g., student attendance, student behavior/discipline, retention/promotion rate, graduation rate)

Element E. Evaluation Monitoring

- Describe how the program will be monitored for effectiveness in improving the achievement of students
 - Describe the pre and post assessment that will be administered to establish the academic goals of students and to determine whether or not students reached the identified goals

- What assessments will be used
 - How are parents involved in developing the student's goals
- Describe any ongoing assessment that occurs to evaluate the progress of students
 - How is the progress of the student receiving these services regularly monitored and logged
 - How do the students receive constant and systematic feedback on what they are learning
- Describe the specific procedures that will be used to report to the school and parents information about the student's goals/progress
 - How many times and by what form of communication will parents and schools be contacted about the progress of their student(s) (how is this documented)
 - How will the teachers and parents be involved
 - How will parents be informed about assessments used and what these assessments show (provide a sample report that a parent would receive)
 - How will student success be determined

Element F. Financial Status

Applicant should provide the information below as applicable:

- Provide documentation of financial stability
 - If the applicant is a for-profit entity, the applicant should provide one of the following items as proof of financial soundness:
 - Most recent audited financial statement
 - Budget and cash-flow projections
 - Copy of most recent federal income tax returns
 - If the applicant/provider is a nonprofit entity, the applicant should provide one of the following items as proof of financial soundness:
 - Most recent audited financial statement
 - Budget and cash-flow projections
 - Copy of most recent federal income tax return (business and/or personal)
 - In addition to proof of financial soundness, a nonprofit entity that holds a federal tax exemption status must also attach a copy of its current IRS 501(c)(3) letter
- Provide documentation of liability insurance

Element G. Scope of Special Education and Administrative Services Provided

The applicant is requested to identify a detailed scope of the following services to be provided:

- Special Education Services
- Human Resources Management and Administration
- Accounting, Budgeting and Finance

- Grant Application and Compliance
- Technology and Computer Services and Consulting

Element H. Proposed Cost

The proposal must provide a proposed fee schedule to provide comprehensive school management services to the Academy as referenced in this RFP.

Element I. Transition Plan

The applicant is requested to provide a plan for transition of the EPS operations with the former EPS provider in the event the applicant is awarded the contract.

SELECTION PROCESS

Upon review and evaluation of all proposals submitted, the Academy will identify applicants who may be asked to meet for an oral interview.

MISCELLANEOUS

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