

REQUEST FOR PROPOSAL (RFP)

RFP # 21-0007

STUDENT BEHAVIOR & DISCIPLINE REFERRAL MANAGEMENT SYSTEM (SBD RMS)

RFP Release Date: June 11, 2020

Written Questions Due: June 18, 2020
On or before 4p.m.

Proposals Due: July 2, 2020
On or before 12p.m. to the

**DETROIT PUBLIC SCHOOLS COMMUNITY DISTRICT
OFFICE OF PROCUREMENT AND LOGISTICS
FISHER BUILDING – 11TH FLOOR**

ELECTRONIC SUBMISSIONS ONLY

(See Section L, Paragraph 2, 'Submission Instructions')

Detroit Public Schools Community District
3011 West Grand Blvd.
Detroit, Michigan 48202

PREFACE

Background

Operations and Demographics

Detroit Public Schools Community District (DPSCD) provides a standard, traditional curriculum to a student body of approximately 50,000 students ranging from pre-kindergarten through the 12th grade. DPSCD also provides adult education at a variety of facilities during non-school hours. In addition to the standard curriculum, DPSCD offers a variety of specialized technical training programs for the higher-grade levels. The District encompasses an area of approximately 139 square miles. DPSCD operates 100 schools, including elementary (K-5), combination (K-8), middle schools, high schools and technical center schools.

RFP Document

Suppliers need to review this document carefully. An explanation of the sections and parts are outlined below:

- o Section A-J (Parts I, II & III) will form the body of the contract once both parties have signed Section A. Upon award and acceptance of the proposed work, these sections become the contract with the Offeror (Vendor/Contractor) and DPSCD and may include attachments containing terms, conditions and/or pricing specific to the product or service being rendered. Section J (Part III) contains all attachments or additional supporting information.

- o Section K-M (Part IV) contains the representations and certifications all Suppliers must complete to meet the eligibility requirements (Section K). It also contains the format instructions to Suppliers for both the specific product or service and general terms and conditions for all RFPs (Section L). Section M outlines specific information about the eligibility requirements, evaluation criteria and general selection process.

SECTION B SCHEDULE

Supplier shall provide necessary labor, material, equipment, transportation, and supervision for the Student Behavior and Referral Management System.

PRICING

Please download the Microsoft Excel document “Attachment C – Cost Proposal,” provided as a separate attachment to this RFP package. Complete cost proposal and provide all pricing information, including alternative pricing proposals that may be acceptable for some projects included with the electronic proposal package.

Pricing must be all-inclusive of labor, materials, supplies, travel or any other necessary items. Pricing should include an applicable cost breakdown.

End of Section B

SECTION C SCOPE OF SERVICE

Statement of Purpose

Detroit Public Schools Community District (the District) is developing a comprehensive digital ecosystem that will support the District’s Vision of Excellent Instruction and meet the individual needs of and ensure the success of every student. The District is issuing this Request for Proposal to identify, select, implement, and operationalize a Student Behavior and Referral Management System (System) to realize this vision. The System will complement current and future ancillary applications to automate the management, notification, tracking and documentation of discipline referrals, teacher documentation and positive reports.

The selection process will engage managers of student behavior and discipline referral data from across the schools and District office to review available and scalable solutions. These users will provide feedback to the evaluation committee that will evaluate the solution’s capabilities to meet the functional and technical requirements described in this RFP, along with evaluating the Vendor’s ability to enable the District’s long-term vision of an integrated and student-centered data ecosystem.

The implementation of the System is expected to provide the District with a secure, web-based platform for maintaining student behavior and discipline referral data, while also providing real-time access for students, teachers, parents, and administrators. The System will encompass additional features for advanced reporting, self-service portals, integration with the District’s student information system – PowerSchool Student Information System (SIS) – and other cloud-based applications, and greater flexibility for customization to meet the growing needs of the District.

Procurement and Implementation Schedule

At the conclusion of the RFP process, the District will recommend a System and implementation partner to the District School Board. Upon approval, implementation of the System core functionality will begin in July 2020 and require approximately two (2) months to complete in time for use at the start of the 2020-2021 school year and will require continued development throughout the school year to operationalize advanced features and functionality that will support the District’s processes and workflows. The Vendor’s response must include a proposed detailed schedule indicating how the Vendor is able to meet the desired schedule.

Date	Description
<i>RFP, Selection and Approval Process</i>	
June 11, 2020	RFP Issued
June 18, 2020	Vendor Questions Due
July 2, 2020	Vendor Proposals Due (including a recorded demonstration)
July 3, 2020 –July 14, 2020	System Demonstration for Key Stakeholders, Vendor Interviews, Review, Selection
<i>Project Kick-off and Implementation Phases</i>	
July 15, 2020	Implementation kick-off
July 15, 2020 –July 22, 2020	Initial System Configuration and Integration w/PowerSchool SIS
July 23, 2020 - July 29, 2020	Code, Workflow, Forms, Reports and Other Settings Configuration
July 29, 2020 – August 14, 2020	District Administrator Trainings
August 28, 2020	System Go-Live
By August 17, 2020 - September 4, 2020	District-Wide Differentiated User/Administrator Training

Objectives and Goals for Student Behavior and Referrals

The District is looking for a partner that will support progress toward full implementation of the Strategic Plan, Blueprint 2020. The District’s Strategic Plan, Blueprint 2020, is our roadmap to ensuring we educate and empower every student, in every community, to build a stronger Detroit and realize a future in which all students have the knowledge, skills and confidence necessary to thrive in our city, nation, and world.

Below is a subset of District priorities as they relate to student behavior and referral information.

Outstanding Achievement - Dramatically improve the academic experience of all students to ensure they are college and career ready.

- Update our data systems to ensure all stakeholders have an accurate picture of each student’s academic and behavioral progress.

Transformative Culture - Transform our culture so that students, families, community members, and staff feel safe, respected, and connected.

- Gather, share and act on feedback from students, staff, and families on the culture of our schools and district.
- Establish and consistently implement a code of conduct that encourages positive behavior, maximizes instructional time for all students, and allows for restorative justice.
- Cultivate a school-going culture that dramatically reduces chronic absenteeism in our district.

Whole Child Commitment – Champion a whole child approach that unlocks students’ full potential.

- Based on students’ individual needs, facilitate and align appropriate academic, cultural, and leadership experiences, as well as social-emotional and health services, to promote the holistic well-being and development of our students.

Exceptional Talent – Build an excellent team of dedicated staff to serve our students.

- Ensure that all staff have the professional development they need to support our students and maximize the efficiency and effectiveness of our district.

Responsible Stewardship – Manage and deploy our resources responsibly, transparently, and equitably to support our *student’s* success.

- Establish and consistently implement a clear set of standard operating procedures and routines across schools and district departments that exemplify our values, maximize our resources and make us more efficient.

RFP responses will be evaluated in accordance to how the solution supports achievement of these priorities. To learn more about the District’s Strategic Plan, Blueprint 2020, please see: https://www.detroitk12.org/strategic_plan

Relevant Background Information

The District has made positive changes to its Code of Conduct to better address student behavior, which dramatically decreased the number of students being suspended for minor offenses increasing both daily attendance and improved chronic absenteeism through the use of in school suspension as a disciplinary option. To learn more about the District’s Code of Conduct and “Expect Respect” initiative, please see: <https://www.detroitk12.org/Page/7755>

User Base

The District is considering all aspects of implementing a System that supports all users of behavior and discipline referral information. The RFP process and evaluation committee will be formed to ensure that user needs and perspectives are being accounted for across the District, school, family and community. Here is a sample list of User Types that produce and consume this data:

Figure 2. User Types

School-Based	District-Based	Students	Community
<ul style="list-style-type: none"> Principals Assistant Principals Deans of Culture and Climate Registrars/Clericals 	<ul style="list-style-type: none"> School Culture Facilitator Attendance Agents Security Bus Attendants 	<ul style="list-style-type: none"> Schools Office Office of Climate and Culture Exceptional Student Education Enrollment Student Information and 	<ul style="list-style-type: none"> Family and Community Engagement Research and Evaluation Transportation
		<ul style="list-style-type: none"> Students Families 	<ul style="list-style-type: none"> Board

Users identified challenges that currently exist within the user community related to the creation, retrieval, management and use behavior and discipline referral information. The System that best meets the needs of the District will demonstrate that the Vendor’s system can meet process requirements effectively and efficiently within the District digital ecosystem.

As of May 2020, there are approximately 6,930 active users:

- More than 3,200 of these users are teachers who manage a classroom
- 2,000 users have instructional and administrative support staff roles
- 370 users have campus administrative roles
- 610 users have District administrative roles

District Schools

Detroit Public Schools Community District is a large urban school district serving a population of more than 51,000 students and their parents through the District’s 106 campuses, which includes early on, early childhood PK, K-12, and adult education programs. The District serves 7,400 students with disabilities, and 5,808 English Language Learners, and an economically disadvantaged population exceeding 82% of the whole.

District schools are diverse in their focus and structure, as they are able to adopt programs aligned to career pathways and to meet the specific needs of the student populations they serve. The District supports a variety of practices in the schools which also change over time as schools and academic programs have and will continue to evolve.

Schools include:

- 20 Elementary Schools
- 52 Elementary-Middle Schools
- 4 Middle Schools
- 25 High Schools
- 3 Career Technical Education Centers
- 2 Comprehensive Schools (PK-12 and 6-12)
- 1 Adult Education Center

Current Systems and Pain Points

As the official system of record, the data contained within PowerSchool SIS is critical to the production of hundreds of local, state, federal and legally mandated documents and reports that the District is required to provide and retain on a routine basis.

Currently, PowerSchool SIS manages behavior and discipline referrals through two mechanisms based on state reporting requirements: discipline log entries and incident management. A discipline log entry records actions and consequences of an individual student whereas incident management records an incident and the interaction between witnesses, offenders, reporters, and victims. Michigan state reporting requirements require the reporting of log entries for suspended students and as a result, PowerSchool SIS is only configured to support discipline log entries and not incident management.

In addition to limited access to incident management, the District experiences the following pain points:

- *Missing Incident-Level Information:* Log entries report data at the student consequence level, but not at the incident level; we are unable to report on behavioral incidents, only consequences
- *Requires Manual, Paper-Based Processes to Maintain:* Limited support for in-system teacher referrals forces teachers to keep separate notes for discipline referrals and result in delayed entry of referral information into the system by the administrator.
- *Missing Reporting and Data Export Functionality:* Lack of reports for monitoring and summary reports for teachers and administrators make it difficult to analyze behavioral data, process referrals, and communicate results.
- *Limited Support for District Processes and Procedures:* The Code of Conduct details progressive discipline policies that require a systematic review of referrals, determination of interventions, delivery and reporting of intervention progress, and facilitation of student hearings, all while keeping parents and guardians informed. The current system lacks functionality to support our processes and procedures.

Mandatory Requirements

The Mandatory Requirements represent those items that must be addressed in a satisfactory manner for the proposal to be considered responsive and evaluated by the evaluation committee. Vendor is required to provide answers to ALL Minimal Requirements outlined in this RFP.

- The District will partner with a Vendor who understands the PK–12 education industry and Michigan compliance and reporting requirements and is committed to meeting the evolving needs of the industry, as demonstrated through inclusion of detailed product development plans.
- The District expects Vendors to demonstrate the financial viability of their organization, along with the stability and viability of the proposed solution and services.
- The District desires Vendors with a portfolio of successful SIS implementations in complex, urban districts of at least 10,000 students, exhibiting ability to scale to the District’s size and complexity.
- The District requires vendors to propose a fully integrated, comprehensive solution that will address most, or all of the functional areas outlined in this RFP.
- The District requires immediate implementation and long-term support services as part of your proposed solution, as demonstrated through the Vendor’s inclusion of a project team organization structure and the resumes of project team members.
- The District is architecting a digital ecosystem that will grow with the needs of the District. Therefore, responding Vendors must prove configuration flexibility, integration capabilities with PowerSchool SIS log and state reporting extension tables, and maintainability of the solution.

Functional Scope

The proposed solution must meet or exceed all the Functional requirements outlined below. The proposal is for a comprehensive solution that meets the actual needs of various District stakeholders. Detailed functional requirements must be elicited as part of a gap analysis by the Vendor during the implementation phase of the project. The Vendor must add/customize the solution to meet District requirements to the satisfaction of our users, whenever there is a gap between available features/functionalities of the standard system vs. District requirements.

The solution will support the District’s discipline process, which includes teacher and administrator-initiated referrals; administrator management of hearings/meetings, interventions, and consequences; parent notifications; and real-time data analysis to proactively implement position interventions. It will also enable administrative services at individual school sites, while providing the operational and compliance reports necessary, to support our students, families, teachers, and administrators across the District.

To learn more about the District’s Code of Conduct and “Expect Respect” initiative, please see: <https://www.detroitk12.org/Page/7755>

Business Processes (Functional Requirements)

The proposed solution must support the following functions in alignment with current processes, which include:

Referral Management and Workflow

- Teachers are able to submit incident referrals, including code of conduct violation, date of incident, location of incident, description of incident, and involved students (witnesses, offenders, reporters, and victims).

- Teachers are able to maintain separate log of behavioral incidents that are separate from referrals that are escalated to an administrator.
- Administrators are able to submit incident referrals and are able to assign actions, interventions, and consequences for a student – typically restorative practice, detention, in-school suspension, out-of-school suspension, or hearing process.
- System maintains incident, student-level detail and integrates with PowerSchool SIS to push log entries for each of the involved students that are completed with state reporting required fields.
- System supports the District’s discipline hearing process and allows administrators to attach evidence and record hearing minutes and determinations.

System Notifications

- Administrators are notified when a teacher submits a referral.
- Parents access student information through a web portal or mobile device application and receive notifications when referral is entered, reviewed by an administrator, assigned an action, and the student is identified as an offender.
- System generates custom notices on District-branded forms that can be automatically communicated via email/SMS to parent or printed for other delivery methods.

Dashboards, Reports, and Data Access

- Administrators are able to monitor discipline data using operational reports and dashboards that display data by location, time/period, types of behavior, and other student/classroom characteristics.
- Administrators are able to create custom tabular and graphical/visual reports using in-system report developer tools.
- District administrators are able to generate dynamic reports and export raw data at student, incident, and consequence levels to be able to answer questions about incidents (How many fights have occurred?) and interventions/consequences (How many students experienced a suspension as a result of being involved in a fight?). Common reports by code, location, time, and other building and student-level characteristics, include but are not limited:
 - Time series of incidents, interventions, and consequences
 - Longitudinal analysis or year-to-year analysis of trends in frequency
 - Summary or to-date reports of incidents, interventions, and consequences
 - Effectiveness of interventions that reduce subsequent/repeat violations
- District administrators are able to query the database or retrieve data via API
Please download the document “Attachment A Vendor Demonstration Guidance,” provided as a separate attachment to this RFP package, for information on submitting prerecorded demonstrations of requirements.

Technical Environment

Technical Overview

The District seeks a solution that provides all the resources necessary for successful deployment, adoption and ongoing support. The Vendor must fully enumerate all one-time and recurring

resources, costs and requirements that would be assumed either partially or fully by the District in terms of procurement and support.

Attachment B of the RFP package details the required “technical” elements of the Student Information System, which responding Vendors should address in full. Please download the Microsoft Excel document “Attachment B Technical NF Requirements,” provided as a separate attachment to this RFP package.

In addition to the detailed Technical Requirements listed in Attachment B of the RFP Package, The District expects the responding Vendor to describe the technology components of the proposed solution in plain terms, both graphically and in narrative form.

Hosting and Network

The District is looking for a vendor-hosted service delivery model (SaaS). A responding Vendor should provide a solution that is recommended to best meet the District’s needs as outlined in this document.

The Vendor must provide information regarding the hosting facility, including hosting company name, contact person, contact number, and any service-level agreements that exist between respective companies. See Attachment B for more requirements.

All proposal responses should specify detailed requirements for network connectivity and bandwidth capacity, as well as ancillary requirements (if any) for specialized network services such as remote VPN access, firewall policy exemptions, or customized LAN configurations. Solution robustness and capacity should be verifiable via Web performance and load testing software/service reporting, and capable of sustaining adequate simultaneous client/Web connections for the intended use/audience. Hosted solutions should be equipped to provide increased bandwidth on demand, as needed.

Planned Data Integration with PowerSchool SIS

Integration with key District applications is paramount in achieving the goals and objectives of this implementation. Irrespective of the hosting model proposed by the Vendor, the System must facilitate secure data exchanges to/from the proposed solution to PowerSchool SIS and eliminate the need for duplicated data entry to support state reporting requirements (PowerSchool Tables for Reference: [LOG](#) and [S MI LOG GC X](#)).

Vendors must provide a plan for how they plan to integrate with PowerSchool SIS, including but not limited to, staff and student rosters, course enrollments and corresponding attendance data, and log and state reporting tables to automate the exchange of discipline referrals and consequences. The District reserves the right to work with the Vendor to redesign the proposed access approach post-award.

Estimated Data Conversions

The Vendor will be responsible for converting all student-level data from the District legacy system to the proposed solution. The Vendor will provide recommendations as to the amount of data and/or the number of years of data to be converted. Decisions related to the data migration

will be made based on District business requirements and Vendor recommendations, and will consider system performance and scalability concerns, as well as data growth expectations.

As part of the response to this proposal, please provide your proposed Data Conversion Strategy that will inform the District with your knowledge of, and intended approach to, data conversion. This should be included in the proposed scope section.

- Approach to Data Conversion, including activities, timeline, roles, responsibilities and contingencies
- Overview of the Data Conversion Process, covering the electronic file conversion (provide import templates if available) and manual data conversion processes, and when each one is applied
- Conversion Communication to describe how you document the procedures, conversion results, validation, etc., with District stakeholders

Upon project initiation, the Vendor will be required to provide an overall Data Conversion Plan that will help guide the District through a structured and seamless transition. This transition includes the identification of data, location of data, extraction of data, cleansing of data, movement of data, and validation of data into a new solution. This Data Conversion Plan must describe all related tasks, preparatory actions, required resources, time frames, work products and success criteria for the conversion.

As part of the Data Conversion Plan, the Vendor will provide recommendations and definitions for data types to be in scope for the conversion. The Vendor will direct the District on how to assess the integrity of the student data flagged for migration, with the understanding that the findings of this assessment may impact the initial Data Conversion Plan.

Service Level Agreement (SLA) Requirements

Service-Level Agreements (SLAs) represent the formal service expectations for which the District will hold the Vendor accountable. It is critical for the Vendor to define which objectives will be set and maintained across the implementation and support of the proposed solution, so that this may be communicated throughout the District's user base. Vendors are expected to consistently meet or exceed these SLAs. For each SLA, please provide a definition/explanation, measurement/calculation, performance target/objective, and source.

The District is looking for Vendors to provide their own SLAs, with a sample set of categories listed below (not all will apply to every Vendor):

- Uptime/Availability (Total, School Hours: 6 a.m.–11 p.m. EST)
- Data Center
- Asset Management
- Technical Support/Service Desk
- End-User Computing
- Application
- Security

Implementation, Project Management, and Ongoing Support Requirements

Implementation

Considering the District's current-state environment of student data systems, it seeks the Vendor's insights and expertise in creating a recommendation for its implementation approach and phasing relative to the scope of functionality and technology being implemented. The District would like Vendors to consider the sequencing of implementation phases and activities, as well as any core assumptions your response is based on, and factors that would materially affect the duration of the implementation.

Vendors should clearly and succinctly describe their relevant implementation support services (i.e., services provided during the implementation activities prior to go-live) and provide implementation service cost and rate information in the Pricing Response section, as instructed. Implementation services should include, but not be limited to business change management, communications program development and execution, stakeholder engagement, and management and cultural change management.

Preference will be given to a Vendor that provide a comprehensive implementation approach with stakeholder engagement throughout the implementation which addresses specific issues related to the District's multiple and diverse stakeholder environment.

Training

The District is looking for Vendors to detail their training strategy, methodology, materials, training environments and services provided (number of people, location and number of days), and provide examples of training tools/artifacts, where appropriate. Vendors are expected to follow all security guidelines (e.g., FERPA, HIPAA) and leverage the District's training best practices, policies, branding/communication guidelines, procedures and workflows.

Vendors are expected to provide a dedicated Lead Trainer to work in conjunction with the training team, System Subject Matter Experts (SMEs) and District project managers. Vendors will provide train-the-trainer knowledge transfer to the District Training Team and SMEs. Vendors must also provide trainers to conduct training for end users, as determined during the development of the training plan.

Vendors should provide multiple options for training (i.e., computer-based training, instructor-led, and train-the-trainer). Vendors should assume that all users are new to their role for training purposes only. Furthermore, Vendors must list all documentation that exists for end users, administrators and developers. Ultimately, the goal of end-user training is to prepare District and building administrators (Principals, Deans of Climate & Culture, School Culture Facilitators), and teachers with the necessary tools needed to perform the functional processes associated with their job, with minimal errors and improved efficiency,

Other areas for Vendors to consider as they develop their training plan are as follows:

- The training plan must be accepted and approved by the District. All training deliverables must be submitted to the District for formative feedback and final approval. At least five days must be allowed for the review and to provide feedback.
- The training plan and all modules must reflect research-based practices for adult learning.
- Vendors will work with District SMEs and training teams to develop District-specific scenarios to be used for each module in training. No identifiable student data can be used in the trainings or in any training materials.
- Vendors will hand over all training documentation in editable formats (Microsoft Word, PowerPoint, etc.). Vendors will also allow the District to modify these documents to fit the needs of the District during and after implementation.
- Vendors will provide training environments to conduct training.
- Vendors will develop a knowledge transfer plan for sustainability of support and training.
- Vendors will adhere to and provide data for training KPIs and/or metrics. For example, the vendor will evaluate training courses by conducting surveys to maintain a satisfaction rating of 85% or higher for the training sessions.
- Vendors must perform criminal background checks on all trainers or employees of the Vendor entering a District building, in line with the District's background check policies.

For estimating Vendor's training plan, please refer to User Base section under Relevant Background Information.

Support

Vendors must detail their support services, both during release go-live and post-release, and service levels to ensure that a high-quality release management strategy can be executed during and after implementation.

The District currently manages a local call center and ticketing system and will be looking for Vendors to suggest strategies for seamless integration between the Vendors' L0 supports (user self-service), L1 supports (basic help desk resolution), L2 supports (expert technical assistance), and L3 supports (expert product assistance), and existing service desk structures. Vendors should include a description of their approach to each of these service levels, and proposed strategies for cooperation and integration between local and vendor supports.

Support services should include, but not be limited to:

- Call center and problem ticket support services and service levels to ensure that responsive, reliable, and knowledgeable support be provided during and after implementation, including integration with the District's local call center team.
- Details describing Vendor's size and structure of its call center services team.
- Support tools or techniques used to more quickly diagnose and resolve critical or escalated problems. The escalation process should also be described.
- Any continuous improvement efforts underway or planned to improve the quality of call center support services.

User Community

Vendors must clearly and succinctly describe any user group forums/events that are available to Vendor's customer base that are either managed by Vendors or are self-managed by customers. Vendor's description should include the frequency, format, cost and locations of these forums/events, along with summary agendas from forums/events recently held.

If applicable, Vendors should describe if and how user group collaboration forums/events are used to inform Vendor's product strategy going forward. If applicable, Vendors should describe any knowledge-based or Web-based sites that allow your customer base to contribute and leverage lessons learned and/or specific solutions related to problems or challenges a particular client has faced. Finally, Vendors should describe any continuous improvement efforts underway or planned to improve the quality of user group collaboration.

Project Management

This project will be managed by the District's Student Information Services department and the Office of Climate and Culture, under the direction of the Chief Strategy Officer, Deputy Superintendent of Schools, Senior Director of Student Information Services, and Executive Director of Climate and Culture. Vendors must identify a Project Manager who will act as single point of contact for the Vendor. The Vendor's Project Manager will manage all Vendor-assigned resources and project activities. The Vendor's Project Manager will also report to the District team during the course of the implementation.

Vendors must describe their project management approach used to manage the design, configuration and implementation of their solution. The project management components that the Vendor will be responsible for including, but are not limited to, the following project management areas. Preference will be given to Vendors that:

- *Task Definition and Prioritization*: Provide detailed definition of project phases, work streams, tasks and prioritization of work on various tasks in the event of conflicts.
- *Resource Management*: Address appropriate management of onshore and offshore resources (if any), availability of appropriately skilled resources, and resource balancing across tasks.
- *Dependency Management*: Address identification of critical-path items and potential bottlenecks, with viable approaches to address bottlenecks, and workarounds to ensure schedule adherence in the event of slippage.
- *Scope Management*: Provide a comprehensive approach to managing scope and scope changes.
- *Project Change Management*: Provide a comprehensive approach to change management, including review and approvals by the District.
- *Issue Management*: Provide comprehensive approach to issue identification, management of issues at work-stream or PM level, and a clear escalation and resolution process.
- *Risk Management and Mitigation*: Address identification and tracking of risks, and have clear and comprehensive risk mitigation approaches, escalation procedures and methods to eliminate risks.
- *Quality Management*: Provide a comprehensive approach to managing deliverable and output quality.

- ***Project Artifacts:*** Detail the project artifacts and activities necessary for a successful implementation.

Accomplishing the delivery of project artifacts is a joint effort between the two organizations. The District employs the RACI model to determine the role each organization has to play in accomplishing the project artifacts. Using the RACI model, each deliverable is categorized in terms of responsibility. Each organization is assigned a separate RACI definition for each artifact. There may be additional artifacts identified throughout the project to support project needs.

Please see below for the Project RACI chart, with detailed role/responsibility assignments for various activities/deliverables. The District (at its discretion) may be open to negotiation on required artifacts and roles/responsibilities during the contracting stage.

Artifacts and/or Activities	Vendor	District
Project Plan	Responsible/Accountable	Consulted
Staffing Plan	Responsible/Accountable	Consulted
Risk and Issues Management Plan	Responsible/Accountable	Consulted
Change Management and Control Plan	Responsible/Accountable	Consulted
Communication Plan	Responsible/Accountable	Consulted
Training Plan	Responsible/Accountable	Consulted
Quality Assurance and Testing Plan (unit, integration, factory acceptance, user acceptance)	Responsible/Accountable	Consulted
Sandbox Development Environment	Responsible/Accountable	Consulted
Project Requirements Documents	Responsible/Accountable	Consulted
Interface Strategy	Responsible/Accountable	Consulted
Fit-Gap Analysis	Responsible/Accountable	Consulted
Business Process Master List	Responsible/Accountable	Consulted
Data Migration (Conversion) Plan	Responsible/Accountable	Consulted
Workflow Strategy	Responsible/Accountable	Consulted
Functional Specifications	Responsible/Accountable	Consulted
Security Strategy	Responsible/Accountable	Consulted
Reporting Framework	Responsible/Accountable	Consulted
End-User Training Plan	Responsible/Accountable	Consulted
Knowledge Transfer Plan	Responsible/Accountable	Consulted
Detail Testing Plan	Responsible/Accountable	Consulted
Testing Strategy	Responsible/Accountable	Consulted
Training Environment	Responsible/Accountable	Consulted
Security Plan	Responsible/Accountable	Consulted
Design of Security Roles	Responsible/Accountable	Consulted
Complete Development	Responsible/Accountable	Consulted
Configuration Cycle 1 — Baseline Configuration	Responsible/Accountable	Consulted
Configuration Cycle 2 — Master Data, Basic Transactions	Responsible/Accountable	Consulted
Configuration Cycle 3 — Complex Scenarios	Responsible/Accountable	Consulted
System Integration	Responsible/Accountable	Consulted
Complete Technical Unit Testing	Responsible/Accountable	Consulted
Test Scenarios/Test Cases and Scripts	Responsible/Accountable	Consulted
Quality Assurance Environment	Responsible/Accountable	Consulted
Production Environment	Responsible/Accountable	Consulted
Integration testing — (Multiple Cycles)	Responsible/Accountable	Consulted
User Acceptance Testing	Responsible/Accountable	Consulted

Performance Testing	Responsible/Accountable	Consulted
Data Conversion (Migration) Including Data Cleansing	Responsible/Accountable	Consulted
Obtain Conversion Data Validation and Sign-Off by the District	Responsible/Accountable	Consulted
Configuration Documentation	Responsible/Accountable	Consulted
Business Process Procedures — Definition	Responsible/Accountable	Consulted
Business Process Procedures — Writing	Responsible/Accountable	Consulted
Rollout Strategy Plan	Responsible/Accountable	Consulted
Cutover Plan	Responsible/Accountable	Consulted
Training Schedule	Responsible/Accountable	Consulted
Training Curriculum	Responsible/Accountable	Consulted
Training Materials/Contents	Responsible/Accountable	Consulted
Train the Trainer	Responsible/Accountable	Consulted
End-User Training-Central Offices	Responsible/Accountable	Consulted
End-User Training Schools	Responsible/Accountable	Consulted
System Configuration Review	Responsible/Accountable	Consulted
Go-Live Contingency Plan	Responsible/Accountable	Consulted
Knowledge Transfer	Responsible/Accountable	Responsible
Data Migration (Conversion) Plan	Responsible/Accountable	Consulted
Data Migration Implementation	Responsible/Accountable	Consulted

References

Vendor must provide a list of a minimum of four recent (past three years) clients' references a District evaluation committee member may contact if the Vendor is selected to proceed to the demonstration/interview stage of the selection process.

It is preferred that:

- References be as consistent as possible with the District organization, size and proposed solution
- References should span technical architecture provided in scope of work
- At least some references be provided that have implemented the same solution (i.e., functional scope and modules) as is being proposed by the District
- If your proposal includes use of third-party subcontractors, it is preferred that reference clients be provided for each third-party subcontractor

The written references will be evaluated as part of the written proposal evaluation. For the Vendors that are selected to proceed to the demonstration/interview stage of the selection process, the references will be contacted and interviewed by the District.

Each Vendor must utilize copies of the form found in the Pre-Award Survey Documents section. The Vendor should verify the availability of each contact that will be provided so that the District may contact each reference to verify and clarify all information included in the reference submitted.

Cost Proposal

Complete cost proposal and provide all pricing information, including any alternate pricing proposals that may be acceptable for some projects.
Please download the Microsoft Excel document “Attachment C Cost Proposal,” provided as a separate attachment to this RFP package.

End of Section C

**SECTION D
PACKAGING AND MARKING**

**(Reserved)
End of Section D**

**SECTION E
INSPECTION AND ACCEPTANCE**

Elizabeth Cutrona/Chief Strategy Officer, is the Executive Director of Procurement and Logistics’ Technical Representative and shall perform or designate other persons or entities to perform inspection, acceptance, and quality assurance. Reports and other submissions shall be submitted to:

Mark Paik
Data Assessment and Accountability
Building Location
3011 West Grand Blvd.
Detroit, MI 48202

----- **End of Section E** -----

**SECTION F
DELIVERIES OR PERFORMANCE**

The primary place of performance and/or delivery for the program in Section B shall mostly be at the Detroit Public Schools Community District, Monday through Friday except holidays.

End of Section F

**SECTION G
CONTRACT ADMINISTRATION DATA**

1. The Executive Director of Procurement shall be responsible for all contractual matters and is the only individual authorized to make changes of any kind to the contract. The Supplier shall not rely upon any oral change from anyone, or a written request for change from someone other than the Executive Director of Procurement. All changes must be in writing, signed by the Executive Director of Procurement.
2. Suppliers will not be paid for services rendered/goods delivered greater than the amount of this contract and purchase order(s). Any services rendered /goods delivered beyond the amount approved in this contract and purchase order(s) is done wholly at

supplier's own risk. The District shall not be obligated to pay for services rendered/goods delivered beyond the amount stipulated in this contract and/or purchase order(s) in Section A, item 4.

3. Invoicing and Payment

- a. Invoicing and billing shall be submitted to:

Detroit Public Schools Community District
Fisher Building 11th Floor
Accounts Payable Department
3011 West Grand Blvd.
Detroit, MI 48202
Email: accounts.payable@detroitk12.org

And shall conform to policies or regulations adopted from time to time by the District. Invoices shall be legible and shall contain, at a minimum and as applicable the following information: (1) the contract number and DPSCD purchase order number; (2) a complete itemization of all costs including quantities ordered; (3) a complete itemization of the schools and/or students served; and (4) any discounts offered to the District under the terms of the contract. **A courtesy copy of the invoice must be sent to the department identified under Section E – Inspection and Acceptance AND the name that appears in the “Attention” line on the purchase order but shall not be deemed received by DPSCD unless sent directly to Accounts Payable.**

- b. Subject to any withholding provisions of the contract, payment shall be made within a 45-day payment cycle after the District’s receipt of a properly prepared invoice.
- c. The Supplier shall provide to the Executive Director of Procurement and Logistics a fully executed W-9 Form. It is the Supplier’s responsibility to notify the Executive Director of Procurement of any changes in the remittal address. Failure to provide this information may impact payment of invoices by DPSCD. In order that this Form is the current version at time of submittal, the Supplier shall download this Form from the Internal Revenue Service website shown below, complete the Form and submit as specified herein. The website from which to obtain this Form is:

<https://www.irs.gov/forms-pubs/about-form-w-9>

SECTION H
SPECIAL CONTRACT REQUIREMENTS
(Reserved)
----- **End of Section H** -----

SECTION I GENERAL CONTRACT CLAUSES

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I.49	Miscellaneous

I.01 Type of Contract

This will be a fixed type Contract. Unless the parties otherwise agree in writing, the fixed prices agreed upon by the parties will remain fixed for the duration of the Contract, including any extensions thereof.

I.02 Term of Contract

This Contract is for the period as outlined in Section A, Item 5 of this contract, subject to extension as set forth in Section I.03 below and suspension and termination as set forth in Sections I.38 and I.39 below.

I.03 Option to Extend the Term of the Contract

1. The District has the option to extend this Contract for four (4) one-year terms. The District may exercise its option to extend the term of this Contract by written notice to the Supplier at least 10 days before the expiration of the base term and any renewal term. If feasible, the District shall give the Supplier a preliminary written notice of its intent to extend at least thirty (30) days before the expiration of the base term and any renewal term. The preliminary notice does not commit the District, and any absence of notice shall not affect the validity of any exercise of the option to extend this Contract. The District's exercise of its option to extend shall not be deemed a waiver of any claims under this Contract.
2. The total duration of this Contract, including the exercise of any options under this clause, shall not exceed a total of five (5) years.
3. Any extension shall be in a writing signed by the parties.

I.04 Availability of Funds (Multi-Year)

Funds are presently available for performance under this Contract. The District's obligation for performance of this Contract beyond the current fiscal year is contingent upon the availability of authorized funds from the District. No legal liability on the part of the District for any payment may arise for performance under this Contract, until the Supplier receives notice of such availability of funds or notice to proceed, in writing, from the Executive Director of Procurement and Logistics.

I.05 Holidays:

Contractors, contracted workers, vendors, suppliers and/or sub-contractors are not to report to work and the District will not provide payment for services rendered on the days the District is closed in observance of the below listed nine holidays and breaks:

HOLIDAYS (No. of Days)

- Independence Day
- Labor Day
- Thanksgiving Break
- Christmas Day
- New Year's Day
- Martin Luther King Day
- Good Friday
- Memorial Day

BREAKS (No. of Days)

- Day before Thanksgiving (1 day)

- Holiday Break (8-10 days)
- Mid-Winter Break (1-5 days, pursuant to board approved calendar)
- Spring Break (1-5 days, pursuant to board approved calendar)

Any exceptions to mandatory vacation must be approved in advance and in writing by the Superintendent. The grant of such exceptions will be limited to contractors whose duties relate to essential core functions. Any contracted employee granted an exception will be notified by their District supervisor.

I.06 Compliance with Applicable Laws

The Supplier agrees to adhere to and comply with any and all federal and state laws, applicable to its operation, its execution, delivery and performance of this Contract and the operation of school buildings in the State of Michigan, including, but not limited to, federal laws and regulations pertaining to Equal Employment Opportunity, Fair Employment Practices, Anti-Kickback Act, Clean Water Act, Environmental Protection Agency laws and regulations, Energy Policy and Conservation Act, Elementary and Secondary Education Act, the No Child Left Behind Act, American Disabilities Act, the Asbestos Hazardous Emergency Response Act, America Recovery and Reinvestment Act, federal and state privacy laws and federal and state health regulations. The Supplier shall also adhere to all rules and regulations, including any reporting requirements thereof, from any regulatory body, including Department of Education (DOE) and Department of Labor, regarding the operations of such programs. Supplier acknowledges this Contract may be funded by funds from a federal agency or program. Supplier certifies that neither it, its principals nor its subcontractors are currently debarred, declared ineligible or voluntarily excluded from participation in transactions by any federal department or agency.

I.07 Licenses and Permits

The Supplier shall, without additional expense to the District, be responsible for obtaining any necessary licenses, permits, and approvals for complying with any federal, state, county, municipal, and other laws, codes, and regulations applicable to the performance of the work or to the products or services to be provided under this contract including, but not limited to, any laws or regulations requiring the use of licensed Suppliers to perform parts of the work.

I.08 Licensed and Qualified Personnel

The Supplier agrees to use only licensed personnel to perform work required by law to be performed by such personnel. Lack of knowledge by the Supplier will in no way be a cause for relief from responsibility. The Supplier represents that all persons performing services under this Contract have the requisite skills and experience necessary to adequately provide the services in the accordance with the standards set forth herein, and shall be qualified to do so and licensed if required.

I.09 Criminal Background Screening

The Supplier agrees that any and all Supplier employees, subcontractors, independent contractors or other agents working on or under this Contract shall be free and clear of any sexual and drug related convictions, and from any felony convictions. The Supplier understands and agrees that each employee, subcontractor, independent contractor or other agent, who is or shall be assigned to regularly and continuously work under this Contract in any of the District's schools, as determined or defined by the Michigan Revised School Code (each a "Covered Employee or Agent"), must provide written consent to the District to enable the District to conduct the federal and state criminal history check and the federal and state criminal records check required by the Michigan Revised School Code. The Supplier further agrees that each Covered Employee or Agent must be presented to submit his or her fingerprints for the purpose of the federal and state criminal records check in

accordance with District policy and as further directed by the District, at the sole cost and expense of the Supplier, have the results sent to the District, and provide all information required by the State of Michigan to include those individuals in the appropriate State of Michigan education personnel databases.

The Supplier understands and agrees that the cost of the criminal background check is the responsibility and expense of the Supplier and its Covered Employees or Agents and not the responsibility and expense of the District.

The Supplier understands and agrees that any of its Covered Employee or Agent, who does not meet or comply with the requirements of this Section may not provide services to the District under this Contract or otherwise. Failure by any Covered Employee or Agent of Supplier to comply with the provisions of this Section constitutes a breach of this Contract and the District may seek all applicable remedies.

I.10 Equal Opportunity

During the performance of this Contract, the Supplier agrees that it will, in good faith, afford equal opportunity required by applicable federal, state or local law to all employees and applicants for employment without regard to race, color, religion, sex, handicapping conditions, or national origin. The Supplier further agrees to afford equal opportunity required by applicable federal, state, or local law to subcontractors and suppliers, which are “disadvantaged business enterprises” or “women owned enterprises” (both as defined by federal law or regulation in effect on the date of this contract). The Supplier agrees to insert the substance of this clause in all subcontracts and purchase orders.

I.11 Subcontractors and Outside Consultants

Supplier agrees that any subcontractors and outside consultants required or utilized by the Supplier in connection with the services covered by the Contract will be limited to such individuals or firms as were specifically identified and agreed to by the District in connection with the award of this Contract, and who will assist the Supplier in performing the Contract in accordance with its terms, including, but not limited to, the provisions relating to insurance, the right to audit, confidentiality, and background checks. Any substitution in such subcontractors or consultants is subject to the prior written approval of the District. The Supplier shall inform any subcontractors of the terms and conditions of this Contract and have the subcontractors’ written agreement to be bound by the terms thereof.

I.12 Drug-Free Workplace

1. Definitions. As used in this clause –
 - a. “Controlled substance” means a controlled substance including but not limited to marijuana, heroin, LSD, concentrated cannabis or cannabis oils, hashish or hash oil, morphine or its derivatives, mescaline, peyote, phencyclidine (PCP, Angel Dust), opium, opiates, cocaine, methadone, quaaludes, amphetamines, ‘exotic designer’ drugs, benzodiazepines, seconal, codeine, barbiturates, phenobarbital or valium.
 - b. “Conviction” means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of federal or state criminal drug statutes.
 - c. “Criminal drug statute: means a federal or non-federal criminal statute involving the manufacture, distribution, dispensing, possession, or use of any controlled substance.

- d. "Drug-free workplace" means the site(s) for the performance of work done by the Supplier in connection with a specific contract.
 - e. "Alcohol" means ethyl alcohol and any beverage containing ethyl alcohol.
 - f. "Employee" means an employee of a Supplier or of a permitted Subcontractor or outside consultant directly engaged in the performance of work under a District contract. "Directly engaged" is defined to include all direct cost employees and any other Supplier employee who has other than a minimal impact or involvement in contract performance.
 - g. "Individual" means a Supplier that has no more than one employee including the Supplier.
2. The Supplier shall, within 30 days after award (unless a longer period is agreed to in writing for contracts of 30 days or more performance duration), or immediately for contracts of less than 30 days performance duration
- a. Publish a statement notifying its employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Supplier's workplace and specifying the actions that will be taken against employees for violations of such prohibition;
 - b. Establish an ongoing drug-free awareness program to inform such employees about -
 - i. The dangers of drug abuse in the workplace;
 - ii. The Supplier's policy of maintaining a drug-free workplace;
 - iii. Any available drug counseling, rehabilitation, and employee assistance programs; and
 - iv. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
 - c. Provide all employees engaged in performance of the contract with a copy of the statement required by subparagraph (2) (a) of this clause;
 - d. Notify such employees in writing in the statement required by subparagraph (2) (a) of this clause that, as a condition of continued employment on this contract, the employee will:
 - i. Abide by the terms of the statement; and
 - ii. Notify the employer in writing of the employee's conviction under a criminal drug statute for a violation occurring in the workplace no later than 5 days after such conviction.
 - e. Notify the Executive Director of Procurement and Logistics in writing within 10 days after receiving notice under subdivision (2) (d) (ii) of this clause, from an employee or otherwise receiving actual notice of such conviction. The notice shall include the position title of the employee;
 - f. Within 30 days after receiving notice under subdivision (2)(d)(ii) of this clause of a conviction, take one of the following actions with respect to any employee who is convicted of a drug abuse violation occurring in the workplace:
 - i. Taking appropriate personnel action against such employee, up to and including termination; or

- ii. Require such employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State or local health, law enforcement, or other appropriate agency; and
- g. Make a good faith effort to maintain a drug-free workplace through implementation of subparagraphs (2) (a) through (2) (f) of this clause.
 - i. The Supplier, if an individual, agrees by award of the contract or acceptance of a purchase order, not to engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance while performing this contract.
 - ii. In addition to other remedies available to the District, the Supplier's failure to comply with the requirements herein renders the Supplier subject to suspension of contract payments, termination of the contract or default, and suspension or debarment.

I.13 Standards of Performance and Reasonable Assurances

The Supplier shall be responsible for maintaining satisfactory standards of its employees' competence, conduct, courtesy, appearance, honesty, and integrity. It shall be responsible for taking such disciplinary action with respect to any of its employees as may be necessary.

- a) The Supplier shall perform all services required by this Contract in accordance with high professional standards prevailing in the Supplier's field of work.
- b) If the District, in good faith, has reason to believe that the Supplier does not intend to, or is unable to perform or has refused to perform or continue performing all material obligations under this Contract, the District may demand in writing that the Supplier give a written assurance of intent to perform. Failure by the Supplier to provide written assurance within the number of days specified in the demand (in no event less than five (5) business days) may, at the District's option, be the basis for terminating this contract under the terms and conditions or other rights and remedies available by law or provided by this Contract.

I.14 Materials and Equipment

The Supplier is expected to supply all tools, equipment, materials and supplies necessary to complete the services specified, beyond normal and routine equipment provided at schools and administrative office facilities. Materials and supplies used will be reputable name brands and kept in excellent condition. Occupational Safety and Health Act of 1970 (OSHA) training, if applicable, will be provided to all employees required to operate equipment. The Supplier will be held responsible for damages resulting from improper use of tool, materials and equipment, unless such damages result from the negligence of the District, and shall repair or pay for such damages, at its sole cost.

I.15 Patents and Royalties

The Supplier, without exception, shall indemnify and hold harmless the District and its employees from liability of any nature or kind, including cost and expenses for or on account of any copyrighted, patented, or unpatented invention, process, or article manufactured or used in the performance of the contract, including its use by the District. If the Supplier uses any design, device, or materials covered by letters, patent, or copyright, it is mutually understood and agreed without exception that the Contract prices shall include all royalties or cost arising from the use of such design, device or materials in any way involved in the work.

I.16 Warranty of Services and Goods

1. "Acceptance," as used in this clause, means the act of an authorized representative of the District by which the District assumes for itself, or as an agent of another, ownership of existing and identified supplies, or approves specific services, as partial or complete performance of the contract. "Correction," as used in this clause, means the elimination of defect.
2. Notwithstanding inspection and acceptance by the District or any provision concerning the conclusiveness thereof, the Supplier warrants that all services performed and goods provided under this Contract will, at the time of acceptance, be free from defects in workmanship and conform to the requirements of this contract. Contract further warrants that the goods will be fit and sufficient for the purpose intended. The Executive Director of Procurement and Logistics shall give written notice of any defect or nonconformance to the Supplier within 30 days. This notice shall state either (1) that the Supplier shall correct, re-perform or replace any defective or nonconforming services or goods, or (2) that the District does not require correction, re-performance or replacement.
3. If the Supplier is required to correct or re-perform services or replace goods, it shall be at no cost to the District, and any services corrected or re-performed or any goods replaced by the Supplier shall be subject to this clause to the same extent as work initially performed. If the Supplier fails or refuses to correct or re-perform services or replace goods, the Executive Director of Procurement and Logistics may, by contract or otherwise, correct or replace with similar services and goods and charge to the Supplier the cost occasioned to the District thereby, or make an equitable adjustment in the Contract price.
4. Supplier will deliver and transfer all manufacturer's warranties related to the goods to the District and will execute all paperwork and instruments necessary to effectuate such delivery and transfer.

I.17 Adjustment and Cleaning

1. The Supplier shall clean exposed surfaces of all grease, oil, dirt, and other foreign matter and remove all packaging materials.
2. The Supplier shall at all times keep the work area, including storage areas, free from accumulations of waste materials. Before completing the work, the Supplier shall remove from the work area and premises any rubbish, tools, scaffolding, equipment, and materials that are not the property of the District. Upon completing the work, the Supplier shall leave the work area in clean, neat and orderly conditions satisfactory to the District. Dumpsters will not be provided by the District.

I.18 Federal, State, and Local Taxes

The Contract price includes all applicable federal, state, and local taxes and duties. The District is exempt from Michigan State and local sales and use taxes, and any such taxes included on any invoice or voucher received by the District shall be deducted from the amount of the invoice or voucher for purposes of payment.

I.19 Project Personnel

The Supplier shall provide adequate and competent supervision at all times during the performance of the Contract. The Supplier shall identify key personnel and telephone numbers for those who will be actually managing the Contract. Changes in staffing must be proposed in writing to the District

and approved by the Executive Director of Procurement and Logistics. Nothing in this section is intended by the District to be a guarantee of employment for any such identified persons.

I.20 Removal of Employees, Agents or Subcontractors

The District may request the Supplier to immediately remove from assignment to the District any employees, agent, or subcontractor found unfit or unable to perform duties or services under this Contract, for any non-discriminatory reason as determined by the District. Failure by the District to make such request shall not excuse Supplier from complying with the terms of this Contract or applicable law. The Supplier will remedy any District requests under this Section within five (5) business days of written notice. Nothing in this section will be construed to be an extension of any deadline for performance by the Supplier under this Contract, unless agreed to by the District in writing.

I.21 Photo Identification Badge

The Supplier shall provide any individual assigned to the District, a company photo identification badge, which must be worn at all times while on the District's property. The District reserves the right to require the Supplier to pay fingerprinting fees for personnel assigned to work in sensitive areas. Upon completion of the service and prior to final payment of invoice, all employees shall turn in their photo identification badges to the Supplier.

I.22 Performance Meetings/Reports

The Supplier will meet with the District, as requested at no additional cost, and shall provide the District with such agreed upon reports or such reports as are required by law in Supplier's performance of this Contract or to assist the District in assessing the Supplier's performance. The Supplier shall be readily available to meet with representatives of the District, at no additional cost, as often as necessary to resolve any performance problems identified during the term of the Contract. Meetings will be coordinated by the District. Supplier's failure to participate in problem resolution meetings or failure to make a good faith effort to resolve problems may result in termination of this Contract.

I.23 Independent Contractor

The Supplier at all times shall be an independent contractor. The Supplier shall be responsible for the payment of all federal, state, and local taxes, including, but not limited to income taxes, which may be payable by Supplier as a result of its performance of this Contract and/or the revenues earned hereunder. The Supplier shall be fully responsible for all acts and omissions of its employees, subcontractors, and their suppliers, and shall be specifically responsible for sufficient supervision and inspection to ensure compliance in every respect with the contract requirements. There shall be no contractual relationship between any subcontractor or supplier of the Supplier and the District by virtue of this contract. No provision of this contract shall be for the benefit of any party other than the District and the Supplier.

I.24 Insurance

1. General. The Supplier is required to maintain the insurance, meeting the specifications set forth herein for the entire duration of the Contract with the District.
2. Insurance. Prior to the execution of this Contract, the Supplier shall submit a certified copy of the policies or Certificate of Insurance satisfactory to the District at the following address: Detroit Public Schools Community District, Office of Procurement and Logistics, Fisher Building, 3011 West Grand Blvd., 11th Floor, Detroit, Michigan 48202.

3. Requirements. The insurance required of Supplier by this Section must meet the following specifications:

- a. **Worker's Compensation** coverage limits in the statutory amount as required in the State of Michigan and **Employer's Liability** coverage limits in the amount of \$500,000.00 (Five Hundred Thousand Dollars) each accident, each disease and each employee.
- b. **Automobile Liability Insurance** (covering all owned, hired and non-owned vehicles with personal and property protection insurance including residual liability insurance under Michigan No Fault Insurance Law) coverage limits in an amount with a combined single limit not less than \$1,000,000.00 (One Million Dollars).
- c. **Commercial General Liability Insurance** coverage limits in the amount of \$2,000,000.00 (Two Million Dollars) per occurrence and \$4,000,000.00 (Four Million Dollars) aggregate.
- d. **Professional Liability Insurance** coverage limits in the amount of \$2,000,000.00 (Two Million Dollars) per occurrence and \$4,000,000.00 (Four Million Dollars) aggregate.

4. Approval of Forms and Companies. The Certificate of Insurance must state the Policy Number, date of expiration and limits of liability there under. No party subject to the provisions of this Contract shall violate or knowingly permit to be violated any of the provisions of the policies of insurance described herein. All insurance should be provided by insurance companies licensed to do business in the State of Michigan with a Best's Service rating of no lower than A-.

5. Additional Insurance Endorsement. The policies required hereunder, with the exception of 3a. (Workers Compensation and Employer's Liability) shall name the District and its mortgagee, if any, as an additional insured. The minimum amounts of coverage set forth in Section 3 above are subject to periodic review and amendment by the District's Risk Management Office, in the exercise of its reasonable discretion. Any excess liability coverage utilized to satisfy any increased requirements hereunder must be at least "follow form" in scope of coverage, placed with an authorized carrier and name the District, its officers, representatives, agents and employees, as an additional insured.

6. Certificate Holder: DPSCD should be addressed as the Certificate Holder using the following address: Detroit Public Schools Community District, Risk Management, 3011 W Grand Blvd, 11th Floor, Detroit, MI 48202.

7. Notice of Cancellation or Material Changes. Policies and/or certificates shall specifically provide for a thirty (30) day written prior notice of cancellation, non-renewal, or any material change to be sent to the District.

8. Multiple Policies. The limits of liability as required above may be provided by a single policy of insurance or a combination of primary, excess or umbrella liability policies. But in no event shall the total limit of liability of any one occurrence or accident be less than the amount shown above.

9. Deductibles. Companies issuing the insurance policies and the Supplier shall have no recourse against the District for payment of any premiums or assessments for any deductibles, as all such premiums and deductibles are the sole responsibility and risk of the Supplier.

10. Subcontractors. If any part of the work is subcontracted, Supplier shall require any and all subcontractors performing work under this Contract to carry worker's compensation insurance and

other types of insurance with limits of liability as Supplier shall deem appropriate and adequate for the duration of the subcontracting arrangement. In the event a subcontractor is unable to furnish adequate insurance required under the Contract, the Supplier shall endorse the subcontractor as an Additional Insured and/or become an Alternate Employer, prior to the subcontractor performing any work for or on behalf of the Supplier in performance of this Contract. The Supplier shall obtain and furnish to the District certificates of insurance evidencing subcontractors' workers' compensation insurance coverage. If a subcontractor's certificate of workers' compensation insurance expires during the period of performance, Supplier shall obtain a renewal certificate. All other insurance certificates for subcontractors shall be furnished to the District.

11. Waiver. The selected Supplier shall not hold the District liable for any personal injury incurred by its employee, agent or consultant, Supplier or subcontractor while working on this project. The Supplier agrees to hold the District harmless from any such claim by its employees, agents, consultants, Supplier or subcontractor.

I.25 Changes

1. The Executive Director of Procurement and Logistics may, at any time, by written order, make changes within the general scope of the Contract in the services to be performed. If such changes cause an increase or decrease in the Supplier's cost of, or time required for, performance of any services under this Contract, whether or not changed by any order, the Contract shall be modified in writing to reflect such changes. Any claim of the Supplier for adjustment under this clause must be asserted in writing within 30 days from the date of receipt by the Supplier of the notification of change unless the Executive Director of Procurement and Logistics grants a further period of time before the date of final payment under the Contract.

2. No services for which an additional cost or fee will be charged by the Supplier shall be furnished without the prior written authorization of the Executive Director of Procurement and Logistics.

I.26 Notices

All written notices required under the terms of the contract shall be addressed to the Supplier at the address set forth in Section A of this Contract. Notices to the District shall be addressed as follows: Attention: Executive Director of Procurement and Logistics, Detroit Public Schools Community District, Office of Procurement and Logistics, 3011 West Grand Blvd., 11th Floor, Detroit, Michigan 48202.

I.27 Indemnification

The Supplier agrees to indemnify, hold harmless and defend the District, its Board of Education, and all administrators, employees, students, volunteers, agents, or servants of the District, against all suits, actions, legal proceedings, claims and demands, and against all damages, loss, costs, expenses (including attorney's fees), in a manner caused by, arising from, incidental to, connected with or growing out of their performance of this Contract or breach thereof, to the extent that such actions are not caused by the sole negligence of the District, its Board of Education, or its employees.

I.28 District Restrictions

In the event that, as result of new regulation, the Supplier seeks to impose any restrictions on the District which would necessitate alteration of material, quality, workmanship, or performance of the good or services offered, it shall be the responsibility of the Supplier to immediately notify the Executive Director of Procurement and Logistics in writing specifying the regulation which requires alteration. The District reserves the right to accept any such alteration, including any reasonable price adjustments occasioned thereby, or to cancel the Contract at no expense to the District.

I.29 Assignment or Transfer

The Supplier shall not assign or transfer the whole or any part of this Contract or any monies due or to become due hereunder without the prior written approval of the District.

I.30 Audit, Examination and Retention of Records

The Supplier shall maintain all books, records, documents, and other instruments, related to the provision of goods and services hereunder, and shall maintain accounting records, procedures and practices, sufficient to reflect properly all direct and indirect cost of whatever nature claimed to have been incurred for the performance of the Contract. The Supplier shall maintain these documents for five (5) years from the later of the date termination or final payment under the Contract, or such longer period as required by law. Such records shall include any records in electronic form, including but not limited to computer hard drives, tape backups and other such storage devices.

The Supplier agrees that such Supplier records shall be open to inspection and subject audit and /or reproduction, during normal working hours, by the District, its Contracting/Auditing/or Inspecting Officer, or its other agents or authorized representatives, as well as the District's state and federal regulatory and/or funding agencies, including, but not limited to, the Michigan Department of Education and the U.S. Office of the Comptroller and the U.S. Office of the Inspection General (together the "Examiners/Auditors") to the extent necessary to adequately permit evaluation and verification of any invoices and the services provided, payments or claims submitted by the Supplier and any of its payees (including subcontractors) pursuant to this Contract, including but not limited to at least once annually. If an audit, inspection or examination in accordance with this section discloses overcharges of any nature, the actual costs of the audit, inspection or examination shall be paid by the Supplier. The rights of the Examiners/Auditors hereunder shall also include timely (i.e., at least one business day) and reasonable access to Supplier's personnel for the purpose of interview and discussion related to such records. The Examiners/Auditors' audit or inspection or lack thereof, or the existence of this contractual provision, shall not relieve Supplier of its responsibility to comply with this Contract. Further the failure by any of Examiners/Auditors to notify Supplier of detection, or failure to require Supplier remediation of any unsatisfactory practice, does not constitute acceptance of such practice, or a waiver of the District's rights under this Contract.

I.31 Award Certificates

Supplier agrees that the information provided to the District and the Certificate of Independent Price Determination, the Suspension and Debarment Certification, the Clean Air and Water Act Certificate and the Disclosure of Lobbying Activities, is true and correct as of the date of this Contract and will remain true and correct as during the term of this Contract. Supplier agrees to provide the District with updated information as soon as the information in any certificates and disclosure becomes materially false or misleading and on the date of any renewal of this Contract.

I.32 Conflict of Interest

1. The Supplier warrants that, except as otherwise disclosed in writing, it does not have any conflict of interest. Conflict of interest is defined as a situation in which the nature of work under this Contract and the Supplier's organizational, financial, contractual or other interests are such that:
 - a. Award of the Contract may result in an unfair competitive advantage; or
 - b. The Supplier's objectivity in performing the contract work may be impaired.

2. The Supplier agrees that, at any time after the award of this Contract and during the term thereof, it discovers an organizational conflict of interest with respect to this Contract, it shall make an immediate and full disclosure in writing to the Executive Director of Procurement and Logistics, Department of Contracting and Procurement, which disclosure shall include a description of the action which the Supplier has taken or intends to take to eliminate or neutralize the conflict. The District may however terminate the Contract if it is deemed in the District's best interest to do so.
3. In the event the Supplier did not and does not disclose the conflict to the Executive Director of Procurement and Logistics, the District may terminate the Contract for default.
4. The provisions of this clause shall be included in all permitted subcontracts and consulting agreements wherein the work to be performed is similar to the service provided by the Supplier. The Supplier shall include in such subcontracts and consulting agreements any necessary provisions to eliminate or neutralize conflicts of interest.
5. The District reserves total discretion to determine the proper treatment of any conflict of interest disclosed under this provision.

I.33 Gratuities

The Supplier represents and warrants that neither it, its agent nor any other representative has offered or given gratuities (in the form of entertainment, gifts, or otherwise) to any employee, official, or member of the Board (Executive Committee) of the District with a view toward securing favorable treatment in the awarding, amending, or evaluating the performance of this Contract. For breach of any representation or warranty in this clause, the District shall have the right to annul this Contract without liability and/or have recourse to any other remedy it may have at law.

I.34 Interest of Public Officials

The Supplier represents and warrants that no employee, official, or member of the Board (Executive Committee) of the District, no member of the governing body of the locality in which the project is situated, no member of the governing body in which the District was activated, and no other public official of such locality or localities who exercises any functions or responsibilities with respect to the project shall, during his or her tenure, or for one year thereafter is or will be pecuniarily interested or benefited directly or indirectly in this Contract or the proceeds thereof.

I.35 Order of Precedence

Any inconsistency in this Contract shall be resolved by giving precedence in the following order:

1. Contract Sections, including scope of services and general contract clauses.
2. Other exhibits, and attachments to the Contract.
3. Any purchase order.
4. Any Supplier website terms and conditions.

I.36 Confidentiality, Ownership and Protection of District Property

The Supplier acknowledges that certain data, material, or other information which originated from, or was provided to Supplier under, this Contract may consist of confidential records owned by the District or confidential personally identifiable information subject to the federal Family Educational Rights and Privacy Act or other privacy laws, and that disclosure to or use by third parties would be damaging. The Supplier, therefore, agrees to hold all such material and

information in strictest confidence, not to make use thereof other than for the performance of this Contract, to release it only to authorized employees and agents requiring such information or as required by law and not release or disclose it to any other party. The Supplier agrees to release such information or material only to employees and agents who have signed a written agreement or a written acknowledgement of the Supplier's confidentiality policies expressly prohibiting re-disclosure.

All facilities used to store and process the District's data will implement and maintain administrative, physical, technical, and procedural safeguards and best practices at a level sufficient to secure such data from unauthorized access, destruction, use, modification, or disclosure. Such measures will be no less protective than those used to secure Supplier's own Data of a similar type, and in no event less than reasonable in view of the type and nature of the data involved. Supplier shall report immediately, in writing, to District any data compromise involving District data, or circumstances that could have resulted in unauthorized access to or disclosure or use of the District's data, not authorized by this Contract or authorized in writing by the District. Within five (5) calendar days of the date Supplier becomes aware of any such data compromise, Supplier shall have completed implementation of corrective actions to remedy the data compromise, restore District access to the services as directed by the District, prevent further similar unauthorized use or disclosure. Supplier shall be responsible for providing disaster recovery services if Supplier experiences or suffers a disaster.

Supplier will retain the District's data for the time period specified in Section I.30 hereof. Using appropriate and reliable storage media, Supplier will regularly backup District data and, upon District's request, provide a copy of the data at no cost, each month to the District's in format compatible with District's SIS, PeopleSoft or other software, or in different format agreed upon by the parties in writing. At the District's election, Supplier will either securely destroy or transmit to University repository any backup copies of District's data. Supplier will supply District with a certificate indicating the records disposed of, the date disposed of, and the method of disposition used.

The parties acknowledge that should the performance of this Contract result in the development of any new proprietary, secret, or trade concepts, methods, techniques, processes, adoptions, discoveries, improvements and ideas, the same shall be promptly be reported to the District and shall be the sole and exclusive property of the District without further or additional consideration and without regard to the origin thereof, and the Supplier will not, other than in the performance of this Contract make use or disclose the same to any third party. The Supplier also acknowledges and agrees that all reports and documents created and/or submitted to the District under this Contract shall be the sole and exclusive property of the District without further or additional consideration and without regard to the origin thereof, and the Supplier will not, other than in the performance of this Contract make use or disclose the same to any third party. At the District's request or upon the expiration or earlier termination of this Contract, Supplier shall execute all documents, papers and shall furnish all reasonable assistance requested in order to establish in the District all rights, title, and interest in such inventions, discoveries and improvements or ideas or to enable the District to apply for state and federal patents, trademarks or other protection of the District's intellectual property, if the District so elects.

The Supplier shall use reasonable care to avoid damaging existing buildings, equipment, and vegetation on or about premises owned by, or under the control of, the District. If the Supplier's failure to use reasonable care causes damage to any of this property, the Supplier shall replace or repair the damage at no expense to the District as the Executive Director of Procurement and Logistics directs. If the Supplier fails or refuses to make such repair or replacement, the Supplier shall be liable for the cost, which may be deducted from the contract price.

The Supplier acknowledges that the District is a public body and as such is subject to the disclosure requirements of the Freedom of Information Act. Therefore, this Contract and all accompanying attachments, documents and related material are subject to disclosure, upon request, unless an exemption to disclosure applies. Nothing in this document may be construed as a promise of confidentiality exempting documents related to this Contract from disclosure pursuant to FOIA.

I.37 Publicity Releases

All publicity releases or releases of reports, papers, articles, maps, or other documents in any way concerning this contract or the work hereunder which the Supplier or any of its subcontractors desires to make for purposes of publication in whole or in part, shall be subject to written approval by the Executive Director of Procurement and Logistics prior to release.

I.38 Suspension of Work

1. The Executive Director of Procurement and Logistics may order the Supplier in writing to suspend all or any part of the work for such period of time as he may determine to be appropriate for the convenience of the District.
2. If the performance of all or any part of the work is, for an unreasonable period of time, suspended or delayed by an act of the Executive Director of Procurement and Logistics in the administration of this Contract, or by his/her failure to act within the time specified in this contract (or, if no time is specified, within a reasonable time), an adjustment shall be made for any increase in cost of performance of this contract (excluding profit) necessarily caused by such unreasonable suspension or delay, and the contract modified in writing accordingly. However, no adjustment shall be made under this clause for any suspension or delay to the extent (1) that performance would have been suspended or delayed by any other cause, including the fault or negligence of the Supplier, or (2) for which an equitable adjustment is provided for or excluded under any other provision of this contract.
3. No claim under this clause shall be allowed (1) for any costs incurred more than 20 days before the Supplier shall have notified the Executive Director of Procurement and Logistics in writing of the act or failure to act involved (but this requirement shall not apply to a claim resulting from a suspension order), and (2) unless the claim, in an amount stated, is asserted in writing as soon as practicable after the termination of suspension or delay, but not later than the date of final payment. No part of any claim based on the provisions of this clause shall be allowed if not supported by adequate evidence showing that the cost would not have been incurred but for a delay within the provisions of this clause.

I.39 Termination and Non-Compliance

1. The Executive Director of Procurement and Logistics may, by written notice to the Supplier, terminate this Contract in whole or in part at any time, either for the District's convenience (including non-availability of funding) or because of the failure of the Supplier to fulfill its Contract obligations, including, but not limited to, Supplier's failure to (a) provide the reasonable assurances required under this Contract; (b) services furnished by the Supplier fail to conform to any requirement of this Contract; (c) failure to submit any report or document required by this Contract; or (d) failure to meet any material performance deadline under this Contract. Upon receipt of such notice, the Supplier shall: (1) immediately discontinue all services affected (unless the notice directs otherwise), and (2) deliver to the Executive Director of Procurement and Logistics all data, drawings, specifications, reports, estimates, summaries, and such other information and materials as

may have been accumulated by the Supplier in performing this contract, whether completed or in process.

2. If the termination is for the convenience of the District and if this is a Contract wherein the Supplier is to be compensated by a fixed firm amount, an equitable adjustment in the Contract price shall be made by the District, but no amount shall be allowed for anticipated profit on unperformed services. Otherwise where the Contract is not for a fixed firm amount, in the event of termination for convenience, Supplier shall only be entitled to amounts earned by it up to including the date of the termination and no amounts shall be allowed for anticipated profit on unperformed services.
3. If the termination is for default (failure to fulfill contract obligations), the District may take over the work and complete the same by contract or otherwise. In such case, the Supplier shall be liable to the District for any additional/re-procurement cost occasioned to the District.
4. If, after notice of termination for default, it is determined that the Supplier had not so failed, the termination shall be deemed to have been effected for the convenience of the District. In such event, adjustment in the contract price shall be made as provided in paragraph (2) of this clause.
5. In addition to its right to terminate this Contract in the event of default, if a Supplier materially fails to comply with the terms and conditions of this Contract, whether stated in a statute, regulation, assurance, or notice of award, the District shall have the right to take one or more of the following actions, as appropriate in the circumstances: (1) temporarily withhold cash payments pending correction of the deficiency by the Supplier, (2) disallow all or part of the cost of the activity or action not in compliance, or (3) wholly or partly suspend the Contract.
6. The rights and remedies of the District provided in this clause are in addition to any other rights and remedies provided by law or under this Contract. Time is of the essence for all delivery, performance, submittal, and completion dates in this Contract.
7. Upon termination of this Contract for any reason, the Supplier, for a reasonable, mutually agreed period of time after the termination of this Contract (and in any event no less than sixty (60) days, agrees to provide all reasonable transition assistance requested by the District, to allow for the services to continue without interruption or adverse effect, and/or to facilitate the orderly transfer of such services to the District or its designees. Such transition assistance will be deemed by the parties to be governed by the terms and conditions of this Contract, except for those terms or conditions that do not reasonably apply to such transition assistance. There shall be no additional cost pay by the District to the Supplier for any resources utilized in performing such transition assistance. If the District terminates this Contract for cause, then the District will be entitled to offset the cost of paying the Supplier for the additional resources the Contractor utilized in providing transition assistance with any damages the District may have otherwise accrued as a result of said termination. Transition services shall include Supplier's provision of copies of the District's data, work products, and reports required under this Contract, at no cost, in format compatible with District's SIS, PeopleSoft or other software, or in different format agreed upon by the parties in writing.

I.40 Insolvency

In the event the Supplier enters into proceedings relating to bankruptcy, whether voluntary or involuntary, the Supplier agrees to furnish, by certified mail or electronic commerce method authorized by the contract, written notification of the bankruptcy to the Executive Director of

Procurement and Logistics responsible for administering the contract. This notification shall be furnished within five (5) days of the initiation of the proceedings relating to bankruptcy filing. This notification shall include the date on which the bankruptcy petition was filed, the identity of the court in which the bankruptcy petition was filed, and a listing of District contract numbers and contracting offices for all District contracts against which final payment has not been made. The District shall have the right to immediately terminate this Contract in the event of Supplier's insolvency or bankruptcy.

I.41 Dispute and Dispute Resolution

In the event of any disputes, including disputes concerning a question of fact or law ("disputes"), claims, issues, questions, or disagreement arising from or relating to this contract or the breach thereof, the parties hereto shall use their best efforts to settle the dispute, claim, question, or disagreement in a timely manner. Initially, the Category Manager, Assistant Director and supervisor/Executive Director shall discuss the issue with the Supplier. If resolution is not reached, then Supplier shall meet with the Executive Director of Procurement and Logistics, their successor, or designee, to resolve the issue. To this effect, they shall consult and negotiate with each other in good faith and, recognizing their mutual interest(s), attempt to reach a just and equitable solution satisfactory to both parties.

Any disputes, claims, issues, questions, or disagreement arising under or related to this Contract which is not disposed of by agreement shall be decided by the Executive Director of Procurement and Logistics, who shall reduce her/his decision to writing and mail or otherwise furnish a copy thereof to the Supplier, which decision shall be binding and conclusive on the parties unless the Supplier gives written notice of its objection to the decision with ten (10) business days of receipt of the decision.

If the Supplier gives written notice of its objection to the decision of the Executive Director of Procurement and Logistics as set forth above, then the parties shall try to settle the dispute, claim or questions through alternative dispute resolution within 60 days of the written objection to the Executive Director of Procurement and Logistics' decision. The District will be allowed to choose the forum for the alternative dispute resolution. The parties shall agree on any mediator(s) or facilitator(s). The parties shall equally share all of the cost of alternative dispute resolution. If, after such alternative dispute resolution, the parties still are unable to resolve the disputes, issues claims, questions, or disagreement arising from or relating to this contract or the breach thereof, then upon notice by either party to the other, all disputes, issues claims, questions, or disagreement arising from or relating to this contract or the breach thereof shall be finally settled by submission to the American Arbitration Association in accordance with the provisions of its Arbitration Rules, and judgment on the award rendered by the arbitrator(s) shall be binding and may be entered in any court having jurisdiction thereof.

Nothing contained in this Section shall be construed to prevent a party from exercising its right to terminate the Contract under Section I.39 hereof.

I.42 Notice of Labor Disputes

1. If the Supplier has knowledge that any actual or potential labor dispute is delaying or threatens to delay the timely performance of this Contract, the Supplier immediately shall give notice, including all relevant information, to the Executive Director of Procurement and Logistics.
2. The Supplier agrees to insert the substance of this clause, including this paragraph, in any subcontract under which a labor dispute may delay the timely performance of this contract; except that each subcontract shall provide that in the event its timely performance is delayed

or threatened by delay by any actual or potential labor dispute, the subcontractor shall immediately notify the next higher tier subcontractor or the Supplier, as the case may be, of all relevant information concerning the dispute.

I.43 Anti-Kickback Procedures

- (1) *Definitions*

"Kickback," as used in this clause, means any money, fee, commission, credit, gift, gratuity, thing of value, or compensation of any kind which is provided, directly or indirectly, to any prime Supplier, prime Supplier employee, subcontractor, or subcontractor employee for the purpose of improperly obtaining or rewarding favorable treatment in connection with a prime contract or in connection with a subcontract relating to a prime contract.

"Person," as used in this clause, means a corporation, partnership, business association of any kind, trust, joint-stock company, or individual.

"Prime contract," as used in this clause, means a contract or contractual action entered into by the District for the purpose of obtaining supplies, materials, equipment, or services of any kind.

"Prime Supplier" as used in this clause, means a person who has entered into a prime contract with the District.

"Prime Supplier employee," as used in this clause, means any officer, partner, employee, or agent of a prime Supplier.

"Subcontract," as used in this clause, means a contract or contractual action entered into by a prime Supplier or subcontractor for the purpose of obtaining supplies, materials, equipment, or services of any kind under a prime contract.

"Subcontractor," as used in this clause,

 - (a) means any person, other than the prime Supplier, who offers to furnish or furnishes any supplies, materials, equipment, or services of any kind under a prime contract or a subcontract entered into in connection with such prime contract, and
 - (b) includes any person who offers to furnish or furnishes general supplies to the prime Supplier or a higher tier subcontractor.

"Subcontractor employee," as used in this clause, means any officer, partner, employee, or agent of a subcontractor.
- (2) The Anti-Kickback Act of 1986 (the Act), prohibits any person from --
 - (a) Providing or attempting to provide or offering to provide any kickback;
 - (b) Soliciting, accepting, or attempting to accept any kickback; or
 - (c) Including, directly or indirectly, the amount of any kickback in the contract price charged by a prime Supplier to the District or in the contract price charged by a subcontractor to a prime Supplier or higher tier subcontractor.
- (3)
 - (a) The Supplier shall have in place and follow reasonable procedures designed to prevent and detect possible violations described in paragraph (2) of this clause in its own operations and direct business relationships.
 - (b) When the Supplier has reasonable grounds to believe that a violation described in paragraph (2) of this clause may have occurred, the Supplier shall promptly report in writing the possible violation. Such reports shall be made to the Executive Director of Procurement and Logistics.
 - (c) The Supplier shall cooperate fully with any investigation of a possible violation described in paragraph (2) of this clause.
 - (d) The Executive Director of Procurement and Logistics may

(i) offset the amount of the kickback against any monies owed by the District under the prime contract and/or
(ii) direct that the Prime Supplier withhold from sums owed a subcontractor under the prime contract the amount of the kickback. The Executive Director of Procurement and Logistics may order that monies withheld under subdivision (3) (d) (ii) of this clause be paid over to the District unless the District has already offset those monies under subdivision (3) (d) (i) of this clause. In either case, the Prime Supplier shall notify the Executive Director of Procurement and Logistics when the monies are withheld.

(e) The Supplier agrees to incorporate the substance of this clause, including subparagraph (3) (e) but excepting subparagraph (3) (a), in all subcontracts under this contract which exceed \$100,000.

I.44 Pending Legal Dispute with District

It is the policy of the District that one factor, among others, that is to be considered when awarding a contract or approving a purchase order is the existence of a pending legal dispute - whether in court or an alternative dispute forum - with any Supplier or supplier which has submitted a bid or proposal. Before including a consideration of the legal dispute as a factor, Executive Director of Procurement and Logistics shall seek the advice of the Office of the General Counsel regarding the legal dispute and shall obtain the concurrence of the District's Chief Executive Officer or his or her designee.

I.45 Governing Law

This Contract shall be governed by the laws of the State of Michigan without giving effect to the principles of conflicts of laws.

I.46 Supplier Authorization

All persons executing and delivering this Contract on behalf of Supplier have been duly authorized by Supplier and all corporate or other action has been taken which is required for Supplier to execute, deliver, and perform this Contract

I.47 Bid, Performance Bond (Reserved)

I.48 Liquidated Damages (Reserved)

I.49 Miscellaneous

This Contract can be extended, modified or amended only by a written agreement signed by the Executive Director of Procurement and Logistics and the Supplier, except that the Contract shall be deemed to be modified to include new requirements imposed by law. If necessary or requested, the parties shall cooperate with each other to execute a written amendment which reflects such new requirements.

If any provision of this Contract is held invalid or unenforceable by any court of competent jurisdiction, the other provisions of this Agreement will remain in full force and effect. Any provision of this Contract held invalid or unenforceable only in part or degree will remain in full force and effect to the extent not held invalid or unenforceable.

In the event of any breach by Supplier or in the event of a disputed amount, District shall have the right to set-off any amounts owed by it to Supplier for any purpose, against any amounts due to

District by Supplier under this Contract or otherwise or withhold payment due hereunder, pending resolution of the dispute or the breach.

The provisions of this Contract are for the parties hereto only and are not for the benefit of any third party, and accordingly, no third party shall have the right to enforce the provisions of this Contract.

The parties acknowledge that the parties and their counsel have reviewed (or their counsel has had the opportunity to review) and revised this Contract and that the normal rule of construction to the effect that any ambiguities are to be resolved against the drafting party shall not be employed in the interpretation of this Contract or any exhibits or amendments hereto.

This Contract, including the exhibits, contains the entire agreement between the parties pertaining to the subject matter hereof and fully supersedes all prior written or oral agreements and understandings between the parties pertaining to such subject matter.

----- End of Section I -----

SECTION J LIST OF ATTACHMENTS

Attachment A - Vendor Demonstration Guidance
Attachment B - Technical NF Requirements
Attachment C - Cost Proposal

End of Section J

SECTION K REPRESENTATIONS, CERTIFICATIONS, AND OTHER STATEMENTS OF CONTRACTORS OR RESPONDENTS

- K.1** By submission of this Proposal, the Contractor certifies that neither it nor its principals it presently debarred, suspended, proposed for debarment, declare ineligible, or voluntarily excluded from participation in this transaction by any Federal, State or Local departments or agencies.
- K.2** Should the Contractor be unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this Proposal.
- K.3** The following forms are required to be completed to validate the Proposal and upon acceptance of the contract will confirm compliance with DPSCD eligibility requirements.

FORMS REQUIRED OF ALL CONTRACTORS:

- Contractor's Cover Sheet
- Pre-Award Survey Documents
- Hold Harmless, Copyrighted Material, Trade Secrets and Disclosure of other Proprietary Information
- Legal Disclosure
- Proof of Insurance
- Notice of Non-Discrimination
- Equal Employment Opportunity Documents:
 - Affidavit for Vendor/Supplier – Form 7506 (must be notarized)
 - Conflict of Interest Disclosure Statement – Form 7507 (must be notarized)
 - Familial Disclosure Form (for construction, repair and renovations)
 - Affidavit – Iran Economic Sanctions
 - Subcontractors and/or Proposed Subcontracting Areas
 - Detroit-based Business - Must include copies of Certifications
 - Personnel Survey – Form 4450 Revised
 - Statement of Ownership
 - Internship Program Description
- Suspension and Debarment and Other Responsibility Matters Certification
- Certificate of Independent Price Determination
- Clean Air and Water Certificate
- Disclosure of Lobbying Activities (Certification)

CONTRACTOR'S COVER SHEET

Legal Status of Contractor:

1. Name of Firm:

2. Type of Business: The Contractor represents as part of its offer that it operates as (*Mark one with an 'X'*) An Individual ____; A Corporation ____; Partnership ____; Joint Venture _____; or Other: _____ (please specify).

3. If incorporated or organized, please identify State of incorporation or organization: _____ . If not Michigan, Contractor represents that it is or, prior to the commencement of any work for the District, will be qualified to do business in the state of Michigan.

4. Date of incorporation or organization: _____
Date of qualification to do business in Michigan (if not a Michigan organized company): _____.

5. The ID Number/Registration Number assigned to your company by the State named above: _____. Data Universal Numbering System (DUNS) & BRADSTREET Number: _____.

6. Office which will be responsible for providing the Detroit Public Schools Community District the specified services:

Address:

Contact Person/Telephone Number: _____ Fax Number: _____

E-Mail Address: _____

7. Name, title, and signature of individual duly authorized as representative to execute contracts:

Name: _____

Title: _____

Signature: _____

8. The undersigned understands that the Detroit Public Schools Community District reserves the right to reject any and all solicitation and to waive informalities and irregularities if there is a mistake in the offer.

- 8a. The undersigned further understands that the contents within this solicitation will become a part of the contract when awarded to the above named proposed contractor.

- 8b. The signature below certifies that the proposal as submitted complies with all terms and conditions as set forth within the Request for Proposal.
- 8c. The signature also certifies that the accompanying solicitation is not the result of, or affected by, any unlawful act of collusion with another person or company engaged in the same line of business, or any act of fraud. Furthermore, the company understands that fraud and unlawful collusion are crimes under Federal Law, and can result in fines and/or civil damage awards.

I hereby certify that I am a duly authorized representative of the forenamed firm and have the authority to enter an agreement if so awarded by the Detroit Public Schools Community District:

Authorized Representative Signature: _____

Printed Name: _____

Position: _____

Dated this _____ day of _____, 20__

PRE-AWARD SURVEY DOCUMENTS

This statement is an integral part of a Contractor’s proposal. All references and information shall be current and traceable. If the Contractor is a joint venture, each vendor, who is part of the joint venture, shall prepare a separate form.

SOLICITATION NUMBER:

NAME OF CONTRACTOR: _____

ADDRESS: _____

TELEPHONE: _____

- 1. Name your principal financial institution for financial reference:

Name of Bank: _____

Point of Contact: _____

Address: _____

Telephone Number: _____

Contractor hereby authorizes the release of credit information for verification of financial responsibility.

Contractor’s Signature (Date)

Name (typed or written)

- 2. State your firm’s average receipts over the past 3 years: \$ _____

- a. Please list names and addresses of the persons in control of the company (e.g., If your firm is a partnership, list names and addresses of partners; if a corporation, list names of directors and addresses of corporation; if a joint venture, list names and addresses of ventures).

(Name) (Address)

(Name) (Address)

(Name) (Address)

4. How many years has your firm been in business as a contractor under your present name? _____ years.
5. How many people are currently employed by your firm? _____
6. Have your firm failed to complete a contract? Yes ___ No ___ (check one)
- If yes, give details _____
-
-

7. List the names of four references for whom you have furnished the same or similar type services and of equal magnitude:

LIST OF REFERENCES

Reference #1

Name of Entity:

Contact Person:

Phone No:

Reference #2

Name of Entity:

Contact Person:

Phone No:

Reference #3

Name of Entity:

Contact Person:

Phone No:

Reference #4

Name of Entity:

Contact Person:

Phone No:

**HOLD HARMLESS COPYRIGHTED MATERIAL, TRADE SECRETS OR
DISCLOSURE OF OTHER PROPRIETARY INFORMATION**

The undersigned duly authorized representative, on behalf of the named Contractor declares:

“that the Contractor will indemnify the Detroit Public Schools Community District and hold it harmless from any claim or liability and defend any action brought against the Detroit Public Schools Community District for its refusal to disclose copyrighted material, trade secrets, or other proprietary information to any person making a request therefore relative to the solicitation and subsequent determination of awarding the desired contract”.

Name of Firm

Signature of Authorized Representative

Printed/Typed Name

Date

Detroit Public Schools Community District

LEGAL DISCLOSURE

CIVIL PROCEEDINGS

- a) Has the applicant company, its parent, a subsidiary, associate or holding company, or related corporation or business entity had a claim successfully made against it in the last three (3) years in any jurisdiction? Include orders, judgments, administrative sanctions taken, disciplinary hearings, fines and penalties imposed, if any.

_____ No

_____ Yes – Provide the following details for each proceeding

- i. Description of claim
- ii. Name of other parties to the proceeding
- iii. Outcome of the proceeding
- iv. Date of proceeding
- v. Name of court
- vi. Court file number (if known)
- vii. Judgment order

- b) Does the applicant company, its parent, subsidiary, associate or holding company, related corporation or business entity have any outstanding claims filed against it and pending dispositions or in the process of being filed in any jurisdiction?

_____ No

_____ Yes – Provide the following details for each proceeding

- i. Description of claim
- ii. Name of other parties to the proceeding
- iii. Date of proceeding
- iv. Name of court
- v. Court file number (if known)

BIDDER: _____

By: _____

Its: _____

Date: _____

PROOF OF INSURANCE

- Attach a copy of your Commercial General Liability declaration page, which illustrates the coverage and limits for this solicitation, following this cover page.
- Attach a copy of your Automobile Liability declaration page, which illustrates the coverage and limits for this solicitation, following this cover page.
- Attach a copy of your Workers' Compensation declaration page, which illustrates the coverage and limits for this solicitation, following this cover page.
- Attach a copy of your Employer's Liability declaration page, which illustrates the coverage and limits for this solicitation, following this cover page.
- Attach a copy of your Professional Liability declaration page, which illustrates the coverage and limits for this solicitation, following this cover page.
- Attach a copy of your Pollution Liability declaration page, which illustrates the coverage and limits for this solicitation, following this cover page.
- Attach a copy of your Umbrella/Excess Liability declaration page, which illustrates the coverage and limits for this solicitation, following this cover page.
- Attach a copy of your Builder's Risk Liability declaration page, which illustrates the coverage and limits for this solicitation, following this cover page.

The undersigned duly authorized representative, on behalf of the named Contractor declares that the attached declaration pages are true copies of the specific policies.

Name of Firm

Signature of Authorized Representative

Printed/Typed Name

Date

Detroit Public Schools Community District

NOTICE OF NON-DISCRIMINATION

DPSCD does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, height, weight, citizenship, marital or family status, military status, ancestry, genetic information, or any other legally protected category, in its educational programs and activities, including employment and admissions opportunities. The following staff member is designated to handle inquiries regarding the non-discrimination policy:

Kristen Howard
Special Assistant to the Superintendent
Civil Rights Coordinator
Title IX Coordinator
ADA Coordinator/Web Accessibility Coordinator
Section 504 Coordinator
Address: 3011 W. Grand Blvd, Floor 14, Detroit, MI 48202
Phone: (313) 240-4377
Email: dpscd.compliance@detroitk12.org

EQUAL EMPLOYMENT OPPORTUNITY DOCUMENTS

MISSION

The procurement policy of Detroit Public Schools Community District is to acquire goods, services, materials and programs for its students based upon a matrix award system of quality, cost, cycle time and human resources.

EQUAL EMPLOYMENT OPPORTUNITY

The General Superintendent of the Detroit Public Schools Community District is committed to ensure that as a condition of doing business with DPSCD, all contractors and subcontractors must certify that their firm's employment practices comply with the District's Equal Employment Opportunity Department. All Contractors must submit with their Proposal:

- 1) A copy of their company's equal employment policy, or non-discrimination policy prohibiting discrimination based on race, sex, religion, color, national origin, age or handicap that is unrelated to the individual's ability to perform the duties of a particular job position.
- 2) Complete, sign, notarize and return the following forms:
 - i) Affidavit for Vendor/Contractor – Form 7506 (must be notarized)
 - ii) Conflict of Interest Disclosure Statement – Form 7507 (must be notarized)
 - iii) Subcontractors and/or Proposed Subcontracting Areas
 - iv) Detroit-based Business, Minority Business Enterprise and Women Business Enterprise
- 3) Identify business opportunities with Detroit-based businesses by: name of firm, contact person, address, telephone, award amount and services to be rendered.

RIGHT TO REJECT

The Contracting Officer expressly reserves the right to reject, in its sole discretion; any Contractor for any contract that the Contracting Officer determines is not an offer that is capable of providing quality service to the district. The Contracting Officer further expressly reserves the right to reject all proposals in response to the Request for Proposal.

EQUAL EMPLOYMENT OPPORTUNITIES AND CONTRACT RELATIONS
Detroit Public Schools Community District
Fisher Building – 11th Floor
3011 W. Grand Blvd
Detroit, MI 48202

AFFIDAVIT FOR VENDOR/CONTRACTOR

This form must be notarized as a condition of being awarded business by Detroit Public Schools Community District.

I, the undersigned, being first duly sworn, depose and say that I have read the STANDARDS RELATED TO CONFLICTS OF INTEREST INVOLVING MEMBERS OR EMPLOYEES OF THE DETROIT PUBLIC SCHOOLS COMMUNITY DISTRICT, understand them and that neither I, nor the owner/officers of the firm, nor any member of it, is involved, directly or indirectly, in a business relationship with any member or employee of the Detroit Public Schools Community District, and that, to the best of my knowledge, a conflict of interest situation, within the meaning of the STANDARDS RELATED TO CONFLICTS OF INTEREST INVOLVING MEMBERS OR EMPLOYEES OF THE DETROIT PUBLIC SCHOOLS COMMUNITY DISTRICT does not exist.

Name: _____
(type or print)

Signature: _____
(Must be signed by President or Vice President)

Social Security Number or Federal ID Number: _____

Position: _____

Firm: _____

Subscribed and sworn to before me this _____ day of _____ 20__

Notary Public, _____

My Commission expires: _____

Form 7506

EQUAL EMPLOYMENT OPPORTUNITIES AND CONTRACT RELATIONS
Detroit Public Schools Community District
Fisher Building – 11th Floor
3011 W. Grand Blvd
Detroit, MI 48202

CONFLICT OF INTEREST DISCLOSURE STATEMENT

This form must be notarized as a condition of being awarded business by Detroit Public Schools Community District.

I, the undersigned, being first duly sworn, depose and say that I have read the standards related to Conflicts Of Interest involving members or employees of the District, understand them and make the following disclosures concerning myself, the owners/officers of the firm I represent, or any member of it. The statement prohibits public servants from directly or indirectly soliciting any contract between his or her public entity employer and any of the following:

- (a) Him or Herself.
- (b) Any firm, meaning a co-partnership or other unincorporated association, of which one is a partner, member or employee.
- (c) Any private corporation in which one is a stockholder owning more than 1% of the total outstanding stock of any class if the stock is not listed on a stock exchange, or stock with a present total market value in excess of \$25,000 if the stock is listed on a stock exchange or of which one is an Executive Director officer, or employee.
- (d) Any trust of which he or she is a beneficiary or trustee.
- (e) Do not take part in the negotiations for such a contract or the renegotiation or amendment of the contract, or the approval of the contract.
- (f) Represent either party in the transaction.
- (g) Promptly discloses any pecuniary interest in the contract to the official body that has power to approve the contract, which disclosure shall be made a matter of record in its official proceedings.

Name (type or print): _____

Signature: _____

(Must be signed by President or Vice President)

Position: _____

Firm: _____

Subscribed and sworn to before me this day of, _____

Notary Public, _____

My Commission expires: _____, 20__

Form 7507

SUBCONTRACTORS AND SUBCONTRACTING AREAS

Note: This form must be filled out in full with signatures and date. If the Contractor is not subcontracting any of the work described in this solicitation, put N/A in the sections below. Complete a new form for each subcontractor's effort

Name of Contractor (Prime Contractor): _____ Contract Number: _____

Description: _____

Name and Address of Subcontractor: _____ Telephone Number: _____

As part of the procedures for the submission of proposals, all Contractors are required to identify participating subcontractors and proposed subcontracting areas. Please identify such areas for the above project, if applicable. Use additional sheets if necessary.

Supplies, Goods or Service	Name & Address of Company Performing Work	Detroit Based Business Enterprise (DBBE)	Minority Business Enterprise (MBE)	Women Business Enterprise (WBE)	Dollar Amount
					\$
					\$
					\$
					\$
					\$
Dollar Amount of Work to be Completed by Contractor's Own Work Force					\$
TOTAL					
(The Total Amount shall equal the Amount Offered on the "Schedule" in Section B)					\$

All DBBE, MBE and WBE shall identify themselves as being certified by the city or through an acceptable organization. It is understood and agreed that, if awarded a contract by the District, the Contractor will not make additions, deletions, or substitutions to this list without the consent of the District's Office of Procurement and Logistics through the submission of a letter, subject, **“Request for Approval of Change to Original List of Subcontractor”**. It is understood that the District may audit any and/or all records of the contract and conduct interviews of owners, principals, officers, employees and applicable subcontractors participating on the contract. The Office of Procurement and Logistics reserves the right to ensure compliance with the Subcontracting Plan to include status reports and audit of submitted DBBE, MBE and WBE information as deemed necessary.

CONTRACTOR'S CERTIFICATION

The above information is true and complete to the best of my knowledge and belief. I further understand and agree that if awarded the contract, this certification shall be attached thereto and become a part thereof. Failure to provide accurate information or exercise positive, good faith efforts in support of the Subcontracting Plan for Detroit-based, minority business, women business intent and objective may result in being considered non-responsive to the District's requirements. The Office of Procurement and Logistics reserves the right to recommend an audit on the submitted DBBE, MBE, and WBE information as deemed necessary.

Signature of Subcontractor: _____ Date: _____

Signature of Offeror/Prime Contractor: _____ Date: _____

DETROIT-BASED VENDORS/CONTRACTORS

Please complete the following:

Is your firm located in the City of Detroit? (Put a check mark in one of the boxes below)

YES NO

Is your firm certified as Headquartered in the City of Detroit?

YES NO

Name: (type or print) _____

Firm: _____

Social Security, Certification or Federal ID Number _____

Title: _____

Signature: _____

Submit copy of Certification

SUPPLIER REFERENCES

(Must be completed by all brokers, individuals and companies who are not classified as manufacturers, wholesalers or retailers)

Contractor shall verify of their ability to obtain the merchandise specified herein, from a recognized supplier.

CERTIFICATION

This is to certify that we have a written agreement(s) with a recognized supplier(s) on file and are available for inspection upon demand by the Detroit Public Schools Community District, Office of Procurement and Logistics.

Signature: _____

Title: _____

Company: _____

STATEMENT OF OWNERSHIP

This statement shall be executed by each Contractor or Consultant and attached to each Detroit Public Schools Community District Agreement.
The submitting firm shall provide the statement commensurate with their form of organization. i.e. Corporation, Sole Proprietor, Joint venture, Partner

SUBMITTED BY: (Firm Name)

STATEMENT:

STATEMENT OF FACT:

The undersigned certifies, attests and agrees that:

- 1. The information provided in this Statement of Ownership is true, accurate and sufficiently complete so as not to be misleading as of the date of Agreement execution.
- 2. Detroit Public Schools Community District will be informed of any changes in Ownership during the period of performance of the Agreement.
- 3. Failure to comply with these provisions will be a basis for termination of the Agreement and forfeiture of services performed.

Print Name: _____ Signature: _____

Authorized Representative

Print Title: _____ Date _____

Signed: _____

INTERNSHIP PROGRAM DESCRIPTION

In furtherance of its Internship Program, Detroit Public Schools Community District strongly encourages job training opportunities for its students in District Contracts. Contractor shall submit a plan regarding the hiring of Detroit Public Schools Community District students with their bids/proposals.

Name of Firm

Signature of Authorized Representative

Printed/Typed Name

Date

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION,
PROPOSED DEBARMENT, AND OTHER RESPONSIBILITY MATTERS**

- (a) The Contractor certifies, to the best of its knowledge and belief, that --
- (1) The Contractor and/or any of its Principals --* **(Circle response)**
 - (i) Are * are not * presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any public (Federal, State, or Local) agency;
 - (ii) Have * have not *, within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public contract or subcontract; violation of Federal, State or local antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and
 - (iii) Are * are not * presently indicted for, or otherwise criminally or civilly charged by a public entity with, commission of any of the offenses enumerated in paragraph (a)(1)(ii) of this provision.
 - (2) The Contractor has* has not*, within a three-year period preceding this offer, had one or more contracts terminated for default by any Federal, State or local agency.
 - (3) "Principals," for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity.
- This Certification Concerns a Matter Within the Jurisdiction of the District and the Making of a False, Fictitious, or Fraudulent Certification May Render the Maker Subject to Prosecution.
- (b) The Contractor shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the Contractor learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- (c) A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Contractor's responsibility. Failure of the Contractor to furnish a certification or provide such additional information as requested by the Contracting Officer may render the Contractor non-responsible.
- (d) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an Contractor is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

(e) The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Contractor knowingly rendered an erroneous certification, in addition to other remedies available to the District, the Contracting Officer may terminate the contract resulting from this solicitation for default.

Name of Firm

Signature of Authorized Representative

Printed/Typed Name

Date

CERTIFICATE OF INDEPENDENT PRICE DETERMINATION

Both the District and Contractor (offeror) shall execute this Certificate of Independent Price Determination.

Detroit Public Schools Community District

Contractor

(A) By submission of this offer, the offeror certifies and in the case of a joint offer, each party thereto certifies as to its own organization, that in connection with this procurement:

- (1) The prices in this offer have been arrived at independently, without consultation, communication or agreement, for the purpose of restricting completion, as to any matter relating to such prices with any other offeror or with any competitor;
- (2) Unless otherwise required by law, the prices which have been quoted in this offer have not been knowingly disclosed by the offeror and will not knowingly be disclosed by the offeror prior to opening in the case of an advertised procurement or prior to award in the case of a negotiated procurement, directly or indirectly to any other offeror or to any competitor; and
- (3) No attempt has been made or will be made by the offeror to induce any person or firm to submit or not to submit, an offer for the purpose of restricting competition.

(B) Each person signing this offer on behalf of the Contractor certifies that:

- (1) He/she is the person in the Supplier's organization responsible within the organization for the decision as to the prices being offered herein and has not participated, and will not participate, in any action contrary to (A)(1) through (A)(3) above; or
- (2) He/she is not the person in other Supplier's organization responsible within the organization for the decision as to the prices being offered herein, but that he or she has been authorized in writing to act as agent for the persons responsible for such decision in certifying that such persons have not participated and will not participate, in any action contrary to (A)(1) through (A)(3) above, and as their agent does hereby so certify; and he or she has not participated, and will not participate, in any action contrary to (A)(1) through (A)(3) above.

To the best of my knowledge, the Contractor, its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any governmental agency and have not in the last three years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to proposing on any public contract, except as follows:

Print/ Signature Company's Authorized Representative	Title	Date
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In accepting this offer, the District certifies that no representative of the District has taken any action which may have jeopardized the independence of the offer referred to above.

Print/Signature of District's Authorized Representative	Title	Date
--	-------	------

CLEAN AIR AND WATER CERTIFICATE

Applicable if the contract exceeds \$100,000 or the Chief Contracting Officer has determined that the orders under an indefinite quantity contract in any one year will exceed \$100,000 or a facility to be used has been the subject of a conviction under the Clean Air Act (41 U.S.C. 1857c-8(c)(1) or the Federal Water Pollution Control Act 33 1319(d) and is listed by EPA or the contract is not otherwise exempt. Both the District and Contractor (offeror) shall execute this Certificate.

Detroit Public Schools Community District

Contractor

THE CONTRACTOR AGREES AS FOLLOWS:

- A. To comply with all the requirements of Section 114 of the Clean Air Act, as amended (41 U.S.C. 1857, et seq., as amended by Public Law 91-604) and Section 308 of the Federal Water Pollution Control Act (33 U.S.C. 1251, et seq., as amended by Public Law 92-500), respectively, relating to inspection, monitoring, entry, reports and information as well as other requirements specified in Section 114 and Section 308 of the Air Act and the Water Act, respectively, and all regulations and guidelines issued thereunder before the award of this contract.
- B. That no portion of the work required by this prime contract will be performed in a facility listed on the Environmental Protection Agency List of Violating Facilities on the date when this contract was awarded unless and until the EPA eliminates the name of such facility or facilities from such listing.
- C. To use his/her best efforts to comply with clean air standards and clean water standards at the facilities in which the contract is being performed.
- D. To insert the substance of the provisions of this clause in any nonexempt subcontract, including this paragraph.

THE TERMS IN THIS CLAUSE HAVE THE FOLLOWING MEANINGS:

- A. The term "Air Act" means the Clean Air Act, as amended (41 U.S.C. 1957 et seq., as amended by Public Law 91-604).
- B. The term "Water Act" means Federal Water Pollution Control Act, as amended (33 U.S.C. 1251 et seq., as amended by Public Law 92-500).
- C. The term "Clean Air Standards" means any enforceable rules, regulations, guidelines, standards, limitations, orders, controls, prohibitions, or other requirements which are contained in, issued under, or otherwise adopted pursuant to the Air Act or Executive Order 11738, an applicable implementation plan as described in section 110(d) of the Clean Air Act (42 U.S.C. 1957c-5(d)), an approved implementation procedure or plan under Section 111(c) or Section 111(d), respectively, of the Air Act (42 U.S.C. 1857c-6(c) or (d)), or approved implementation procedure under Section 112(d) of the Air Act (42 U.S.C. 1857c-7(d)).
- D. The term "Clean Air Standards" means any enforceable limitation, control, condition, prohibition, standard, or other requirement which is promulgated pursuant to the Water Act or contained in a permit issued to a discharger by the Environmental Protection Agency or by a State under an approved program, as authorized by Section 402 of the Water Act (33 U.S.C. 1342) or by local government to ensure compliance with pretreatment regulations as required by Section 307 of the Water Act (33 U.S.C. 1317).

E. The term "Compliance" means compliance with clean air or water standards. Compliance shall also mean compliance with a schedule or plan ordered or approved by a court of competent jurisdiction, the Environmental Protection Agency or an Air or Water Pollution Control Agency in accordance with the requirements of the Air Act or Water Act and regulations issued pursuant thereto.

F. The term "facility" means any building, plant, installation, structure, mine, vessel, or other floating craft, location or sites of operations, owned, leased or supervised by the Contractor.

Print/Signature
Contractor's Authorized Representative

Title

Date

NOTICE TO APPLICANTS – CERTIFICATION/DISCLOSURE REQUIREMENTS RELATED TO LOBBYING

Section 319 of Public Law 101-121 (31 U.S.C.), signed into law on October 23, 1989, and imposes new prohibitions and requirements for disclosure and certification related to lobbying on recipients of Federal contracts, grants, cooperative agreements, and loans. Certain provisions of the law also apply to Federal commitments for loan guarantees and insurance; however, it provides exemptions for Indian tribes and tribal organizations.

Effective December 23, 1989, current and prospective recipients (and their subtier contractors and/or subgrantees) will be prohibited from using Federal funds, other than profits from a Federal contract, for lobbying Congress and any Federal agency in connection with the award of a particular contract, grant, cooperative agreement or loan. In addition, for each award action in excess of \$100,000 (or \$150,000 for loans) on or after December 23, 1989, the law requires recipients and their subtier contractors and/or subgrantees to: (1) certify that they have neither used nor will use any appropriated funds for payment to lobbyists; (2) disclose the name, address, payment details, and purpose of any agreements with lobbyists whom recipients or their subtier contractors or subgrantees will pay with profits or **nonappropriated** funds on or after December 23, 1989; and (3) file quarterly updates about the use of lobbyists if material changes occur in their use. The law establishes civil penalties for noncompliance.

If you are a current recipient of funding or have an application, proposal, or proposal pending as of December 23, 1989, the law will have the following immediate consequences for you:

- You are prohibited from using appropriated funds (other than profits from Federal contracts) on or after December 23, 1989, for lobbying Congress and any Federal agency in connection with a particular contract, grant, cooperative agreement or loan;
- You are required to execute the attached certification at the time of submission of an application or before any action in excess of \$100,000 is awarded; and
- You will be required to complete the lobbying disclosure form if the disclosure requirements apply to you.

Regulations implementing Section 319 of Public Law 101-121 have been published an Interim Final Rule by the Office of Management and Budget as Part III of the February 26, 1990, **Federal Register** (pages 6736-6746).

CERTIFICATION REGARDING LOBBYING - CONTRACTS, GRANTS, LOANS AND COOPERATIVE AGREEMENTS

The undersigned certifies, to the best of his or her knowledge and belief, that:

- 1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of any Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.
- 2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;
- 3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Organization Name

Award Number or Project Name

Name and Title of Authorized Representative

Signature

Date

FAMILIAL RELATIONSHIP DISCLOSURE
(Facilities Related Services, Construction, Additions and Renovations)

(MUST return completed and notarized with bid)

Pursuant to MCL 380.1267, a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the bidder and any member of the Board of Detroit Public Schools Community District or its Superintendent must be accompanied with the bid. *Failure to return this notarized statement/signature with the bid will result in bid disqualification.*

The following are the familial relationship(s):

<u>Owner/Employee Name</u>	<u>Related to:</u>	<u>Relationship</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

Attach additional pages if necessary to disclose all familial relationships.

There is no familial relationship that exists between the owner or any employee of the bidder and any member of the Board of Detroit Public Schools Community District or its Superintendent.

The undersigned, the owner or authorized representative of bidder (insert name) _____ does hereby Represent and warrant that the disclosure statements herein contained are true.

Print Name

Signature of Bidder Representative

Title

STATE OF MICHIGAN)
) ss
COUNTY OF _____)

This instrument was acknowledged before me on the ____ day of _____, _____.

By _____.

Notary Public
_____ County, Michigan

My commission expires: ____/____/____
Acting in the County of: _____

AFFIDAVIT OF COMPLIANCE – IRAN ECONOMIC SANCTIONS ACT
Michigan Public Act No. 517 of 2012

The undersigned, the owner or authorized officer of the below-named bidder (the “Bidder”), pursuant to the compliance certification requirement of Detroit Public Schools Community District (the “District”) [*Request For Proposal for _____ (the “RFP”)*], hereby certifies, represents and warrants that the Bidder (including its officers, directors and employees) is not an “Iran linked business” within the meaning of the Iran Economic Sanctions Act, Michigan Public Act No. 517 of 2012 (the “Act”), and that in the event the Bidder is awarded a contract as a result of the aforementioned RF, the Bidder will not become an “Iran linked business” at any time during the course of performing any services under the contract.

The Act defines an Iran Linked Business as an individual or any entity, including all successors, parent companies, subsidiaries and companies under common control, engaged in investment activities of \$20,000,000.00 or more with the energy sector of Iran, including providing of products used to construct or maintain oil or liquefied natural gas pipelines.

The Bidder further acknowledges that any person who is found to have submitted a false certification is responsible for a civil penalty of not more than \$250,000.00 or 2 times the amount of the contract or proposed contract for which the false certification was made, whichever is greater, the cost of the District’s investigation, and reasonable attorney fees, in addition to the fine. Moreover, any person who submitted a false certification shall be ineligible to bid on a Request for Proposal for three (3) years from the date it is determined that the person has submitted the false certification.

STATE OF MICHIGAN)

) ss

COUNTY OF _____)

The undersigned, authorized representative of the bidder, _____
(Company name)
does hereby acknowledge that bidder has read the foregoing disclosure statement and the statements herein contained are true.

Signature of Bidder (Company) Representative

Print Name

Title

Subscribed and sworn to before me this ____ day of _____, _____.
Notary Public, _____ County, Michigan
My commission expires: ____/____/_____

DESCRIPTION OF JOB CATEGORIES

Officials (including working owners): Persons with authority and responsibility for setting and executing broad company policies includes: Officers, executives, middle management, officials, superintendents and workers.

Managers: District Branch, Plant and Departmental Managers, Purchasing Agents, etc.

Supervisors: Persons directly supervising workers in the professional, technical, sales, office and clerical job categories includes those who supervise employees but are not directly involved in setting company policy and are not included in the above category.

Professionals: Usually persons with college degrees or knowledge and experience of a comparable level - accountant, and auditors, architects, chemists, designers, editors, engineers, lawyers, mathematicians, personnel and labor relation workers, physicians, psychologists, registered nurses, scientists, and kindred workers.

Technicians: Persons below the professional level, often with approximately two years of post-high school of equivalent training, In supportive work of a technical nature - assistants and technologists, draftsmen, engineering, photographers, programmers, scientific and technical aides, surveyors, technicians (dental, electronics, medical, phys. science) and kindred workers.

Sales Workers: Persons engaging primarily in direct selling (including telephone) - advertising agents and salesperson, demonstrators, sales clerks, and kindred workers.

Office and Clerical Workers: Persons doing all types of clerical work regardless of difficulty or skill level- bookkeepers, cashiers, collectors (bills and accounts), messengers and office workers, office machine operators (including data processing machines), secretaries, shipping and receiving clerks, stenographers, telegraph and telephone operators, typists, and kindred workers.

Crafts workers (Skilled): Manual workers of high skill level with training of several months or years involving expel. and comprehensive knowledge of the processes involved within the craft or trade - all apprenticeable trades, job mechanics and skilled repairpersons, motion picture projectionists,, pattern and model makers, skilled machine operators who set up their own machines, stationary engineers, tailors and kindred workers. Forepersons, journeypersons. (Whether) officially holding card or not), and apprentices are broken out separately. Leaders are grouped with forepersons if they have supervisory responsibilities.

Operatives (Semiskilled): Manual workers with training of a few weeks or months – delivery persons and route persons, dressmakers and seamstresses, equipment and machine operators involving little knowledge of specifications or laundry and dry-cleaning operatives, mine operatives, mixers, most welders and flame cutters, oilers, parking attendants, photographic process workers, truck drivers. Warehouse persons and kindred workers.

Laborers (Unskilled): Manual workers with training of a few days or less performing relative routine tasks requiring little knowledge of judgment - digging, garage laborers, helpers with little knowledge of processes, laborers performing, lifting, loading, mixing or pulling operations, machine tenders, material handlers and kindred workers.

Service Workers: Workers in both protective and non-protective service occupations – attendants, barbers, cleaners, counter and fountain workers. elevator operators, firepersons and fire protection, guards, janitors, kitchen workers; maids personal service workers, policepersons and detectives, porters, practical nurses and nurse aids, waiters and waitresses, watchpersons, and kindred workers. This does not include maintenance and repairpersons, who are to be classified according to skill level.

Apprentices: Persons involved in union and or company sponsored training.

Co-op Students: Students working part-time and attending school under a Co-op plan with a school or college - Business Education (ofce), Distributive Education (sales), and Trade and Industry (indicate type). Students working part-time should be included but designated Non Co-op.

Trainees: Persons in any training program or category (on-the-job or otherwise) that leads directly to one of the above job categories upon satisfactory completion. Type is usually designated by the job for which training is given. This does not include apprentices.

SECTION L INSTRUCTIONS, CONDITIONS AND NOTICES TO SUPPLIERS

The acceptance of the Supplier's proposal for the services specified herein will be made by issuance of a duly authorized contract prepared by DPSCD. Suppliers are cautioned to make no assumptions or accept any representations by any employee, member, officer or representative of DPSCD concerning the award until a contract is executed.

L.1 Pre-Proposal Conference & Questions

1. There will not be a Pre-Proposal conference for this solicitation.
2. Written inquiries must be received via email by **4:00 p.m. EST on June 18, 2020**
Telephone inquiries will not be accepted.

All questions germane to the proposal and deemed requests for clarification shall be submitted in writing no later than the timeframe stated to allow sufficient time for answers to be considered and prepared by the District. All written inquiries will be formally answered and distributed to all Suppliers on www.demandstar.com.

Inquiries must submitted to: julie.yelick@detroitk12.org with "RFP 21-0007" in the subject line.

L.2 Additional Instructions

1. Supplier's Mailing Address

It is the responsibility of every Offeror to register and maintain their current mailing address with www.demandstar.com.

2. Submission Instructions

Please submit an electronic proposal via email to julie.yelick@detroitk12.org and request a delivery receipt. A District employee will acknowledge your email submission before the due date. **Please note, if you do not receive this acknowledgement, your submission was not received.**

Your submission should include a PDF version of your proposal and your Price Proposal in a separate Excel file.

In addition, documents requiring notarization can be electronically notarized and submitted. A list of approved Michigan vendors can be found in the link below. Out-of-state companies can utilize Michigan e-notary services as well.

https://www.michigan.gov/sos/0,4670,7-127-1633_95527-512986--,00.html

**DETROIT PUBLIC SCHOOLS COMMUNITY DISTRICT
OFFICE OF PROCUREMENT AND LOGISTICS
FISHER BUILDING – 11TH FLOOR
3011 WEST GRAND BLVD
DETROIT, MICHIGAN 48202**

Proposals must be received by Procurement no later than **12:00 p.m. EST on July 2, 2020** Proposals arriving at Procurement after the deadline are, at the sole discretion of the District, subject to rejection.

The email subject line must contain:

- a. RFP Title
- b. RFP No. 21-0007
- c. Name of Offeror

3. Firm Offer Period

Offers submitted shall remain firm for a period of 150 calendar days from the submission deadline date.

4. Detailed Proposal

A detailed proposal must be submitted along with those forms identified in Section K for the proposal to be complete. The original proposal must contain a signature of an authorized representative of the Offeror. The authorized representative must initial all corrections made on the proposal sheets. The company name must appear on each sheet where a correction is made. The proposal must include all documents materials and information required herein.

5. Schedule

The unit of measure specified in the Schedule is descriptive and only used as a basis to determine award of Contract.

- a. The pricing must include any and all warehousing, freight, delivery, pickup, financing, carrying charges, and all other such charges to accommodate the supply/service and delivery requirements.
- b. Offeror shall insert a unit price, and extended amount for each line item specified on the schedule, if applicable. Additionally, Suppliers shall calculate and insert the total offer price, where appropriate on the schedule.
- c. Suppliers are cautioned that the item description in the Schedule is not intended as complete descriptions of the required supplies or services to be purchased under this solicitation. Each Offeror must consult the Specifications of the solicitation document for complete descriptions of the required supplies or services.

6. Options

- a. The District will evaluate offers for award purposes by adding the total price for all options to the total price for the basic requirement. The District may determine that an offer is unacceptable if the option prices are significantly unbalanced. Evaluation of options shall not obligate the District to exercise the option(s).
- b. A written notice of award or acceptance of an offer, mailed or otherwise furnished to the successful Offeror within the time for acceptance specified in the offer, shall result in a binding contract without further action by either party. Before the offer's specified expiration time, the District may accept an offer (or incorporate the accepted option price), whether or not there are negotiations after its receipt, unless a written notice of withdrawal is received before award.

7. Awards

DPSCD reserves the right to make a single or multiple awards. In addition, DPSCD reserves the right to make award(s) based upon location, the geographic area to be serviced by the contract and company capacity.

8. Contact after Supplier's Submittal

All Suppliers who submitted a proposal for a project are prohibited from having any communication concerning the RFP with any DPSCD Board Member, the General Superintendent, and the Evaluation Committee Member after the submittal of their proposal and prior to the Contract being awarded with the exception of communications with the Office of Procurement and Logistics. A proposal from any Offeror will be disqualified when the Offeror violates this condition of the RFP.

9. Acceptance and Rejection of Proposals

- a. Acceptance: All proposals properly completed and submitted shall be considered by DPSCD.
- b. Rejection: A proposal may be rejected if it does not conform to the rules or the requirements contained in this RFP. Examples for rejection include, but are not limited to the following:
 - i. The proposal is time-stamped at the Office of Procurement and Logistics after the deadline specified in the RFP.
 - ii. Failure to execute and return the required forms.
 - iii. Failure to respond to all subsections within the RFP.
 - iv. All proposals that are materially unbalanced, (i.e. that contain unreasonably high unit prices for some items and/or unreasonably low unit prices for other items).
 - v. Proof of collusion among Suppliers, in which case all suspected proposals involved in the alleged collusive action shall be rejected, and any participants to such collusion shall be barred from future procurement opportunities until reinstated.
 - vi. The proposal shows non-compliance with applicable laws or contains any unauthorized additions, deviations or deletions, is a conditional proposal, is

- an incomplete proposal, or contains irregularities of any kind which make the proposal incomplete, indefinite, or ambiguous as to its meaning.
- vii. The Offeror adds provisions reserving the right to accept or reject an award or to enter into a contract pursuant to award or adds provisions contrary to those in the RFP.

L.3 RFP Proposal Format and Organization

Suppliers shall organize the responses according to the sections listed below. Within the section, clearly organize and mark your responses according to the topics outlined below. It is very important for you to follow the format outlined below to assist us in the evaluation process. **All proposals must include the following items. Responses must be in the same order as, and responsive to, the information requested.** Unnecessarily elaborate proposals and/or lengthy presentations are not desired or required by the District.

1. **Section A - Representations and Certifications.** Offeror shall complete all verification statements and required forms found in Section K.
 - a. Supplier's Cover Sheet
 - b. Pre-award Survey
 - c. Certification regarding debarment, suspension, proposed debarment, and other responsibility matters
 - d. Hold Harmless Copyrighted Material, Trade Secrets and Disclosure of Other Proprietary Information
 - e. Proof of Insurance
 - f. Equal Employment Opportunity Policy and Forms

2. **Section B - Executive Summary.** Offeror shall provide the following information in the order outlined below:
 - a. A title page
 - b. A table of contents
 - c. Executive Summary – This summary, limited to one typewritten page, should provide a high-level description of the Supplier's ability to meet the requirements of the RFP and a statement describing why the Offeror believes itself to be best qualified to provide the identified services.
 - d. Detailed description of all programs, such as specific duration of time, hours, class size, and what the students and parents will glean from the program.
 - e. Program deliverables
 - f. Program Evaluation Form (if applicable) – to be administered at the end of the service provided by Supplier. Evaluations are to be provided to the District. Respondent should provide a form detailing how their program will be evaluated.
 - d. List any exceptions to this RFP. Exceptions listed elsewhere will not be recognized. Any exceptions determined to be material by the District may cause the proposal to be not further considered.
 - e. If any additional items are requested in the scope of service section of this RFP, please place those documents in this tab.

3. **Section C – Qualifications and Experience**

a. **Qualifications:** Provide a brief description of your firm, including:

- (1) Qualification of Firm
- (2) Qualification of Staff
- (3) Industry Knowledge and Expertise
- (4) Project Management and Special Services pertinent to this Solicitation; and
- (5) Past Performance (The evaluation should take into account past performance information regarding predecessor companies, key personnel who have relevant experience, or subcontractors that will perform major or critical aspects of the requirement when such information is relevant to this acquisition. Past performance information should also include recent and relevant contracts for the same or similar items and at least two professional references including contract numbers, points of contact with telephone numbers and other relevant information).

b. **Service Team and Resume**

- (1) Provide an organizational chart of the team that would serve DPSCD, including all contact information.
- (2) Provide detailed descriptions of each team member's role, responsibilities, experience and education. Also provide a current resume for each member.
- (3) Provide information on the relevant experience of each team member.
- (4) Describe what approach the team would take in providing services to DPSCD. Indicate type and frequency of meetings and other forms of communications.

4. **Section D - Subcontracting Plan:** The Offeror shall submit a subcontracting plan with the proposal, if applicable.

The plan shall specifically identify names of potential sub-contractor(s), or area to be sub contracted, field of expertise, number of years in the field, proposed dollars amounts of subcontracting effort by category and references. This plan will be incorporated into the winning contractor's contract and monitored throughout the life of the contract for compliance.

5. **Section E- Signed Contract:** The Offeror shall complete Section A, Contract Cover Page & Signatures (block 6 and 8) and Section B in its entirety to include all options and return a completed copy of the contract (Section A-J). Unless the District conducts discussions and /or request a Best and Final Offer (BAFO), this shall become the official contractual document for award, once signed by the Contracting Officer. If a BAFO is requested, the Contractor shall complete a revised Section A, Contract Cover Page & Signatures (blocks 6 and 8), sign and return the contractual documents. Any changes that result from the BAFO shall be clearly identified and justified in a cover letter containing the revised Contractual document.

6. **Cost/Price Proposal**

Please provide the Cost Proposal (Attachment A) in a Separate Excel formatted document.

----- **End of Section L** -----

**SECTION M
EVALUATION PROCESS**

M.1 Evaluation for Options

Except when it is determined to be in the District's best interests, the District shall evaluate offers for award purposes by evaluating the qualifications of firms submitting a response to this solicitation.

M.2 Process for Award

DPSCD will award a contract to the responsible Contractor whose offer conforms to the solicitation and whose offer best meets our needs and are most likely to assist DPSCD in achieving its objectives. The combined relative merit of the evaluation criteria listed below will be used in the selection of the Contractor. Furthermore, the cost or price listed in Sections A and B must be agreed to by virtue of the Contractor's submission of a response and execution of a Contract. DPSCD reserves the right to seek clarification of information submitted in response to this RFP. DPSCD also reserves the right to make award without further discussion. DPSCD reserves the right to make a single or multiple award(s) as necessary based upon the factors such as location, contractor's geographic coverage area and contractor capacity.

M.3 Evaluation Panel:

- a. Based on the evaluation criteria outlined in M.4, all technical proposals shall be evaluated and scored by the Source Selection Evaluation Committee designated by the District. Written or oral discussions may be conducted with Suppliers to resolve uncertainties relating to their proposals and to arrive at a complete agreement on all requirements. The Source Selection Evaluation Committee, upon completion of evaluating the technical proposals, will recommend to the Contracting Officer that negotiations be entered into with the selected highest technically qualified ranked firm(s).
- b. The District reserves the right to investigate the qualifications of all Suppliers under consideration and to confirm any part of the information furnished by an Offeror, or to require other evidence of managerial, financial or technical capabilities which are considered necessary for the successful performance of the work.

M.4 Evaluation Criteria In addition to cost, the following elements represent the evaluation criteria that will be considered during the evaluation process:

A. Purchase price and long-term cost of implementation and support (20)
B. Reputation of the Proposer and Proposer's good and services (5)
C. Extent to which the proposed goods and services align to the District's technical requirements and are responsive to the District's technical environment (20)
D. Quality of Service Level Agreements (10)
E. Quality of the project management proposal (10)
F. Quality of the implementation proposal (10)
G. Quality of the initial and ongoing training, support, and user community proposal (20)
H. Extent to which the proposed goods and services will accelerate progress toward its strategic Plan priorities (5)
GRAND TOTAL (100)

All responsive proposals will be evaluated in accordance with the evaluation factors specified above. The evaluation criteria are weighted as indicated above.

It is the policy of the District that one factor, among others, that are to be considered when awarding a contract or approving a purchase order is the existence of a pending legal dispute - whether in court or an alternative dispute forum - with any contractor or vendor which has submitted a bid or proposal. Before including a consideration of the legal dispute as a factor, a Contracting Officer shall seek the advice of the Office of General Counsel regarding the legal dispute and shall obtain the concurrence of the General Superintendent or his or her designee.

M.5 Eligibility Requirements

M.5.1 Have a demonstrated record of providing services that is of high quality

M.5.2 The Offeror must have no conflict of interest with regard to any other work performed by the firm for DPSCD.

M.5.3 The Offeror must adhere to the instructions in this RFP on preparing and submitting the response.

M.6 Selection Process DPSCD also reserves the right to make award without further discussion. In addition, DPSCD reserves the right to seek clarification of information submitted in response to this RFP and/or to request additional information during the evaluation process.

----- **End of Section M** -----