

# **REQUEST FOR PROPOSAL (RFP)**

**21-0105**

## **Thrive for Teachers and Administrators Evaluation Systems Validation Study**

**RFP Release Date:** December 18, 2020

**Written Questions Due:** January 4, 2021  
**On or before 4p.m. EST**

**Proposals Due:** January 22, 2021  
**On or before 4p.m. EST via DemandStar**

**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 12<sup>th</sup> 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.

<p align="center"><b>DETROIT PUBLIC SCHOOLS COMMUNITY DISTRICT</b></p> <p><b>Procurement Department</b> Fisher Building 11<sup>th</sup> Floor 3011 West Grand Blvd. Detroit, MI 48202</p>	<p align="center"><b>SECTION A</b></p> <p align="center"><b>Contract Cover Page &amp; Signatures</b></p>	1. Contract No.:
		2. ITB/RFP No.: 21-0105
		3. Contract Title:
		4. Contract Amount Not to Exceed: \$
		5. Contract Term:
<p>6. <b>Supplier Name:</b> <b>Address:</b> <b>City/State/Zip:</b> <b>Contact: Telephone: e-mail:</b></p>		
<p>7. <b>Contract Table of Contents:</b>  <b>Section A: Contract Cover Page &amp; Signatures</b>  <b>Section B: Schedule</b>  <b>Section C: Scope of Work/Service</b>  <b>Section D: Packaging and Marking (Reserved)</b>  <b>Section E: Inspection and Acceptance</b>  <b>Section F: Deliveries or Performance</b>  <b>Section G: Contract Administrative Data</b>  <b>Section H: Special Contract Requirements (Reserved)</b>  <b>Section I: General Contract Clauses</b>  <b>Section J: List of Attachments (Reserved)</b></p>		
<p>8. <b>Signature of Authorized Supplier Representative:</b></p> <p>_____</p> <p>Signature _____ Date Signed _____  Print Name: _____  Title: _____</p>	<p>9. <b>Signature of DPSCD:</b></p> <p>_____</p> <p>Signature _____ Date Signed _____  Print Name: Nikolai P. Vitti, Ed.D.  Title: Superintendent</p>	

## **SECTION B SCHEDULE**

Supplier shall provide necessary labor, material, equipment, transportation, and supervision for a plan developing evidence of the reliability, validity, and efficacy of the District’s evaluation system “Thrive for Teachers” and the forthcoming administrator evaluation system.

The response must include a detailed schedule indicating how the Supplier is able to meet the dates outlined below.

Figure 1. Schedule

<b>Date</b>	<b>Description</b>
<i>RFP, Selection, and Approval Process</i>	
January 22, 2021	Proposals Due
Week of January 25, 2021	Review and Selection
<i>Project Kick-off and Plan Refinement/Approval</i>	
March 1, 2021	Project Kick-Off
March 15, 2021	Selected supplier finalizes plan to prove validity, reliability, and efficacy of Thrive for Teachers and future Thrive for School Administrators to be published on DPSCD website
March 24, 2021	District provides feedback on plan to prove reliability, and efficacy of Thrive for Teachers and future Thrive for School Administrators
April 1, 2021	Project Work Begins

### **PRICING**

Proposal should include detailed cost and must be all-inclusive of labor, materials, supplies, travel or any other necessary items.

**End of Section B**

## **SECTION C SCOPE OF SERVICE**

### Statement of Purpose

Over the course of the last two years, the District has developed and implemented for the 2021 school year, Thrive for Teachers, the new teacher evaluation system. The District is also developing a revised school administrator evaluation system for the following 2022 school year. The teacher evaluation system was developed in connection with the District’s strategic plan, Blueprint 2020. Blueprint 2020, and its subsequent Blueprint 2021 extension plan, outlines the District’s mission, vision, core values, and strategic priorities. The new evaluation system, which was developed and designed in collaboration with teachers and school administrators, is an integral

part of this plan and aligns directly to two strategic priorities: developing exceptional talent and producing outstanding achievement results for students.

The new evaluation system was designed from the ground up, with input from more than 300 teachers and administrators across the District. Meaningful revisions were completed at each point in the design process based on feedback from stakeholders. The system is designed to relate directly to the District's Vision of Excellent Instruction and leadership expectations for school administrators, so that the expectations for excellence in teaching and administration align precisely to how these employees are evaluated. The District has received resoundingly positive feedback during the initial training and an "early adopter" rollouts of the system, including 94% of trained teachers believing that these evaluation tools will help clearly define expectations for effective teaching within their school, and 93% of trained teachers believing that this evaluation process will help identify their strengths and weaknesses.

In accordance with the State of Michigan's legislative statutes 380.1249 and 380.1249b DPSCD is seeking an external research vendor to examine the new evaluation systems. The laws state that external researcher must provide, "an assurance that the adaptations or modifications [to the evaluation system] do not compromise the reliability, validity, or efficacy of the evaluation tool or the evaluation process." With this requirement in mind, DPSCD will initially require a plan for developing evidence of the reliability, validity and efficacy of Thrive for Teachers and the future school administrator evaluation system, to be published on the District's website, and following the study, a complete report with evidence of the reliability, validity, and efficacy of the two evaluation systems.

#### District Schools and Staff

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%.

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

The District employs approximately 3000 teachers across grades PK-12+ across a variety of courses in the following content areas:

- ELA
- Math
- Science
- Social Studies
- Arts
- World Languages
- CTE
- PE-Health

Thrive for Teachers Evaluation System Overview

The Thrive for Teachers evaluation system has been implemented District-wide beginning in school year 2020-21. It is comprised of four separate components, and data collection milestones at four to five times though out the school year.

The breakdown of scores for the system is as follows:

<b>Component</b>	<b>Points Possible for Teachers with Student Survey Data</b>	<b>Points Possible for Teachers without Student Survey Data</b>
Classroom Observation	45	50
Commitment to School Community	10	10
Student Surveys	5	N/A
Student Growth	40	40

The classroom observation component is a rubric comprised of four domains: Management Culture and Climate, Rigorous Content, Academic Ownership, and Demonstration of learning. Each of the four domains is comprised of either three or four indicators which a teacher can be rated as Ineffective, Minimally Effective, or Effective. Beyond these rubric scores, each domain also contains a Highly Effective option, comprised of separate criteria, which can be given if a teacher obtains an Effective rating for each indicator within a domain and an additional trigger of highly effective practice.

The Commitment to School Community (CtSC) component is also a rubric. It is comprised as a single domain with four indicators. It is intended to articulate and measure the conduct expectations for teachers as members of a school community. The District believes teachers are responsible for the achievement of all students in their building by fostering a strong, safe, and collaborative community. Like the Observation rubric, the CtSC performance levels range from

ineffective to effective, with the potential for a highly effective rating if specific practices are demonstrated.

The student survey component is administrated by a third party, Panorama, and is administered once a year. When used in combination with other measures, the student survey component will help create a comprehensive picture of teacher's performance and improve the reliability of observation ratings. Teacher points in this component are based on the national percentile rankings for each of the four survey topics.

Finally, the student growth component aligns with the state statutes, and is comprised of student assessment scores on a variety of assessments. Growth scores in this component can come from the state, District or local assessments. The type of assessments that are used for this component depend on a teacher's grade level and content area. Teachers whose students receive normed growth percentiles on state tests for math and ELA receive scores based on those assessments. Similarly, teachers whose students receive District level assessments are required to use them. Teachers whose students receive neither state nor District assessments are permitted to use local assessments. The student growth component must include two assessment sources for each teacher.

See Attachment A – DPSCD Thrive for Teachers Guidebook for complete overview of the evaluation system.

#### Thrive for Teachers Evaluation Process

The evaluation process is intentionally designed to provide multiple opportunities for alignment between teachers and evaluators on performance and progress towards goals. The year is segmented into four cycles plus an end of year debrief. For each teacher, there are at least three opportunities for observation and debrief with their evaluator.

- Cycle 0 takes place within the first quarter and includes an observation that does not count towards the final evaluation rating, but instead serves as a formative assessment of instruction, and is followed by a goal-setting meeting that will include alignment on local assessments for measurement of student growth.
- Cycle 1 occurs in the second quarter and includes an observation of instruction, followed by a debrief conversation to discuss progress towards the goals identified in Cycle 0, as well as an initial rating of Commitment to School Community.
- Cycle 2 takes place in the third quarter, and repeats the structures of Cycle 1, including an observation of instruction, debrief meeting and second rating of Commitment to School Community.
- Cycle 2+ is an optional observation cycle that is administered at the discretion of the principal. It includes an observation of instruction and debrief conversation to align on progress towards goals. It can take place no sooner than three weeks after the Cycle 2 observation and debrief.

- The End of Year Debrief includes a final discussion of performance over the course of the year, including evaluation scores for Classroom Observations, Commitment to School Community, and Student Surveys, as well as local assessment results for Student Growth (when applicable).

School administrators serve as evaluators of teachers. Evaluators must successfully complete a twenty-hour training course on the evaluation system, and must pass a certification exam, in order to be certified as evaluators.

Thrive for Teachers Evaluation Timeline

Activity	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
Cycle 0 Observation + Debrief	X	X								
Cycle 1 Observation + Debrief		X	X	X						
Cycle 2 Observation + Debrief					X	X	X			
Midyear Progress Reports <sup>1</sup>		X	X	X						
Student Surveys Administered				X						
Cycle 2+ Observation + Debrief					X	X	X			
End-Of-Year Debrief								X	X	
Summative Ratings Finalized									X	
Appeals Process Completed									X	X

Future School Administrator Evaluation System Overview

The District is currently designing a new evaluation system for school administrators to be implemented District-wide beginning in the school year 2022 school year. It will be comprised of several, separate components in alignment with the requirements under MCL 380.1249b, and data collection milestones at several points throughout the school year.

Mandatory Requirements from Vendor

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.

1. Overall plan for developing evidence of reliability, validity, and efficacy of the teacher and school administrator evaluation systems.

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<sup>1</sup> Only applicable for teachers in the first year of the probationary period or teachers who received a rating of minimally effective or ineffective in his or her most recent annual year-end evaluation.



2. Research agenda developed by Vendor
  - What specific questions will the Vendor seek to answer based on the minimum requirements of the Michigan state statute provided above? (MCL 380.1249(3) and MCL 380.1249b(2))
  - What additional questions would the Vendor propose that will help to illustrate the value and positive impact of the evaluation system on student achievement, in support of the District's Outstanding Achievement priority?
3. Analysis plan developed by Vendor
  - How will Vendor answer these questions, specifically?
    - What is the timeframe of the research plan?
    - Assuming the potential for research over multiple years, what data points will the Vendor collect? When will they need to be collected? How specifically does the Vendor propose to collect the data?
    - At which level of analysis will the research take place (e.g. individual teacher level, school level, District level)?
    - Which statistical methods will Vendor use to test for significance of findings?
4. Detailed explanation of data collection methods
  - Will the Vendor collect their own primary data?
  - Will Vendor need access to District staff? how often?
  - Does Vendor plan a strictly quantitative analysis, or will there be qualitative components as well?
5. A detailed outline of which District data the Vendor will need access to in order to produce analyses and a timeframe in which data will be needed (e.g. human resources data, student growth data, student survey data, etc.).
6. A plan for how school shut-downs, or lack of specific data, or challenges related to COVID-19 will be addressed through the study
  - Example, 2019-20 evaluations did not include a student growth component because state testing was canceled. How will this affect the study? What research methods would the Vendor propose to address missing data?
7. Vendor must be a teacher/administrator evaluations content expert and have experience conducting validation studies and a successful track record of doing similar analyses in the past.
8. Vendor will be solely responsible for completing all data analysis aspects of the validation study. The District will not assist the vendor in data analysis except to provide necessary data.
9. Before research begins, the Vendor will produce, revise based on District feedback, and finalize a short report (Reference line 1) to be published on the District's website, which outlines how the validity, reliability, and efficacy of *Thrive for Teachers* and future school administrator evaluation system will be proven.
10. At the culmination of research, the Vendor will produce a final comprehensive research report with evidence of validity, reliability, and efficacy in a teacher evaluation system, and will present their findings in a synchronous meeting with senior District leadership.

### Desired Research Outcomes

1. Final report will prove the validity, reliability, and efficacy of the *Thrive for Teachers* and *Thrive for School Administrators* evaluation systems.
2. Analysis should also measure the systems' impact on administrators, teachers and students.
  - Administrators examples of this impact may include but are not limited to administrator retention and mobility, administrator sense of efficacy, and administrator effectiveness.
  - Teacher examples of this impact include but are not limited to teacher retention and mobility, teacher sense of efficacy, teacher effectiveness.
  - Student examples of this impact include but are not limited to reading level improvement, state assessment outcomes, grade level progression/graduation, or other quality indicators like favorability or absenteeism.
3. Research will need to include analysis of the system's equity, or how it may be applied differently to teachers in different contexts.
  - Examples include differences in outcomes based on school characteristics, grade level, subject area, race or gender of the administrator or teacher, or time within the District as an administrator or teacher.

### Implementation, Project Management, and Ongoing Communication

As mentioned in the mandatory requirements, the vendor must produce a comprehensive implementation and project management plan for the research. The state requires evaluation validation to be conducted by a third party, with the goal of producing an unbiased analysis of the District's evaluation systems. Therefore, the District will work thoughtfully with the vendor to ensure successful execution of the study but will be mindful to avoid areas that may create a conflict of interest in outcomes.

While the project will be managed and implemented by the vendor, the District will require ongoing communication from the vendor about the status of the study. Monthly check-in's, between the District and the vendor will be required throughout the study to discuss the research agenda, progress of the study, data needs, possible complications, or any other concerns which might arise. The timeframe of these check-in's will be established by the District with the goal of keeping the all impacted stakeholders fully informed about the needs and progression of the study.

**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’s 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  
Strategy  
Fisher Building 11<sup>th</sup> Floor  
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 11<sup>th</sup> Floor  
Accounts Payable Department  
3011 West Grand Blvd.

Detroit, MI 48202

Email: [accounts.payable@detroitk12.org](mailto: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>

**End of Section G**

**SECTION H**  
**SPECIAL CONTRACT REQUIREMENTS**  
**(Reserved)**

**End of Section H**

## SECTION I GENERAL CONTRACT CLAUSES

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I.01	Type of Contract
I.02	Term of the Contract
I.03	Option to Extend the Term of the Contract (Reserved)
I.04	Availability of Funds (Multi-Year) (Reserved)
I.05	Holidays
I.06	Compliance with Applicable Laws
I.07	Licenses and Permits
I.08	Licensed Personnel
I.09	Criminal Background Screening
I.10	Equal Opportunity
I.11	Subcontractors and Outside Consultants
I.11	Drug Free Workplace
I.13	Standards of Performance and Reasonable Assurances
I.14	Materials and Equipment
I.15	Patents and Royalties
I.16	Warranty of Services and Goods
I.17	Adjustment and Cleaning
I.18	Federal, State, and Local Taxes
I.19	Removal of Employees, Agents or Subcontractors
I.20	Project Personnel
I.21	Photo Identification Badge
I.22	Performance Meeting
I.23	Independent Contractor
I.24	Insurance
I.25	Changes
I.26	Notices
I.27	Indemnification
I.28	District Restrictions
I.29	Assignment or Transfer
I.30	Audit, Examination and Retention of Records
I.31	Award Certificates
I.32	Conflict of Interest
I.33	Gratuities
I.34	Interest of Public Officials
I.35	Order of Precedence
I.36	Confidentiality and Protection of District Property
I.37	Publicity Releases
I.38	Suspension of Work
I.39	Termination and Non-Compliance
I.40	Insolvency
I.41	Disputes and Dispute Resolution
I.42	Notice of Labor Disputes
I.43	Anti-Kickback Procedures
I.44	Pending Legal Dispute with District
I.45	Governing Law
I.46	Supplier Authorization
I.47	Bid, Performance Bond (Reserved)
I.48	Liquidated Damages (Reserved)
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 (Reserved)**

### **I.04 Availability of Funds (Multi-Year) (Reserved)**

### **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., 11<sup>th</sup> 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.
  - e. **Umbrella / Excess Liability Insurance** coverage limits in the amount of \$5,000,000.00 (Five Million Dollars) per occurrence and \$5,000,000.00 (Five 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, 11<sup>th</sup> 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:

### **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**

- a. "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.
- b. "Person," as used in this clause, means a corporation, partnership, business association of any kind, trust, joint-stock company, or individual.
- c. "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.
- d. "Prime Supplier" as used in this clause, means a person who has entered into a prime contract with the District.
- e. "Prime Supplier employee," as used in this clause, means any officer, partner, employee, or agent of a prime Supplier.
- f. "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.
- g. "Subcontractor," as used in this clause,
- h. 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
- i. includes any person who offers to furnish or furnishes general supplies to the prime Supplier or a higher tier subcontractor.
- j. "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. Compliance**

- 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 – DPSCD Thrive for Teachers Guidebook

**End of Section J**

**SECTION K**  
**REPRESENTATIONS, CERTIFICATIONS, AND OTHER STATEMENTS**  
**OF CONTRACTORS OR RESPONDENT**

**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:**

1. Contractor's Cover Sheet
2. Pre-Award Survey Documents
3. Hold Harmless, Copyrighted Material, Trade Secrets and Disclosure of other Proprietary Information
4. Legal Disclosure
5. Proof of Insurance
6. Notice of Non-Discrimination
7. Equal Employment Opportunity Documents
8. Affidavit for Vendor/Supplier – Form 7506 (must be notarized)
9. Conflict of Interest Disclosure Statement – Form 7507 (must be notarized)
10. Familial Disclosure Form (for construction, repair and renovations)
11. Affidavit – Iran Economic Sanctions
12. Subcontractors and/or Proposed Subcontracting Areas
13. Detroit-based Business - Must include copies of Certifications
14. Personnel Survey – Form 4450 Revised
15. Statement of Ownership
16. Internship Program Description
17. Suspension and Debarment and Other Responsibility Matters
18. Certifications
  - i. Certificate of Independent Price Determination
  - ii. Clean Air and Water Certificate
  - iii. 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: \_\_\_\_\_ Title: \_\_\_\_\_

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](mailto: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 – 11<sup>th</sup> 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 a 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					\$
<b>TOTAL</b>					
(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.
- (a) 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
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## **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 as 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 RFP, 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: \_\_\_\_/\_\_\_\_/\_\_\_\_\_

**PERSONNEL SURVEY**  
(EEO Data Report)

Office of Procurement and Logistics  
Fisher Building, 11<sup>th</sup> Floor  
3011 W. Grand Blvd.  
Detroit, Michigan 48202

**DETROIT PUBLIC SCHOOLS**  
**COMMUNITY DISTRICT**

Bid, Project or Transaction: \_\_\_\_\_

Name of Firm \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

What is the major activity of this Firm? \_\_\_\_\_

(BE SPECIFIC. INCLUDE THE TYPE OF PROM= OR TYPE OF SERVICE)

Independent Firm, or  Owned/Controlled by: \_\_\_\_\_

Corporate address of Parent or Affiliated Company \_\_\_\_\_

INDICATE TM APPROPRIATE BOX FOR YOUR REPORTING UNIT (MARK ONLY ONE BOX)

- SINGLE-ESTABLISHMENT EMPLOYER REPORT     CONSOLIDATED REPORT     HEADQUARTERS UNIT REPORT  
 INDIVIDUAL ESTABLISHMENT REPORT (SUBMIT ONE FOR EACH ESTABLISHMENT)     SPECIAL REPORT

Employees as of (payroll date) _____ / _____ / _____ JOB CATEGORIES (See other side for descriptions.)	ALL PERSONS (Including Nonwhite)			NONWHITE PERSONS								Total Non- White	Percent Non- White
	Total Employees	Total Male	Total Female	Black		Asian		Amer.Ind.		Hispanic			
				M	F	M	F	M	F	M	F		
Officials (including working owners) .....													
Managers .....													
Supervisors .....													
Professionals (Non Supervisory) .....													
Technicians .....													
Sales Workers .....													
Office & Clerical Workers (Non Supervisory) .....													
Craftworkers (skilled-specify)*													
_____ Foreperson													
_____ Journeyperso													
_____ Apprentices													
_____ Foreperson													
_____ Journeyperson													
_____ Apprentices													
_____ Foreperson													
_____ Journeyperson													
_____ Apprentices													
Operatives (Semiskilled) - Foreperson .....													
- Workers .....													
Laborers (Unskilled) - Foreperson .....													
- Workers .....													
Service Workers .....													
Co-op Students (Type: _____)													
School _____													
Trainees (Type: _____)													
<b>TOTALS</b> .....													
Employees Reported in Previous Personnel Survey													

HOW WAS THIS INFORMATION AS TO RACE OR ETHNIC GROUP OBTAINED?  VISUAL SURVEY     EMPLOYMENT RECORDS  
• IF MORE THAN THREE CRAFTS, WRITE -ALL- IN FIRST BLANK;- GIVE SUMMARY COUNT FOR ALL CRAFTS; AND PROVIDE MINORITY GROUP BREAKDOWN FOR EACH CRAFT ON SEPARATE SHEET. PLEASE NOTE: GOVERNMENTAL REGULATIONS PERMIT THE GATHERING OF THIS DATA-  
**PLEASE SIGN AND COMPLETE THE INFORMATION BELOW**

NAME OF AUTHORIZED OFFICIAL			TITLE			SIGNATURE			DATE				
NAME OF PERSON TO CONTACT REGARDING THIS REPORT						ADDRESS (NUMBER & STREET)							
TITLE			CITY & STATE			ZIP CODE			TELEPHONE AREA CODE		NUMBER		EXT.

## 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.

#### **L1: Pre-Proposal Conference & Questions**

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](http://www.demandstar.com).

- a. There will not be a Pre-Proposal conference / Walk-through for this solicitation. No questions will be answered at the walk-through.
- b. Written inquiries must be received via email by **4:00 p.m. EST on January 4, 2021**
- c. Inquiries must be submitted to: [procurement.questions@detroitk12.org](mailto:procurement.questions@detroitk12.org) with "RFP 21-0105" in the subject line.
- d. **Telephone inquiries will not be accepted.**

#### **L2: Additional Instructions**

Please submit an electronic proposal via DemandStar.com and save the completed submission notice for your records.

Your submission must include each of the required documents as called out by the RFP, which in some cases is one file will all forms in one PDF. Separate document submissions have been added for your convenience, but DemandStar does not read the content of your submissions, only that a document has been uploaded. The auto-generated notice of completed submission does not guarantee that your response has all the required documents. Each responder is responsible for ensuring that every required form is submitted by the proposal deadline.

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

Proposals must be received by via email by **4:00 p.m. EST on Friday, January 22, 2021, before the DemandStar system closes the bid period. Please contact DemandStar's help/support system for any assistance.**

**If there are technical difficulties, please notify a representative in Procurement via email prior to the bid closing to explain the issues. The responsible Procurement representative will inform you how to proceed.**

Proposals received or submitted after the deadline are, at the sole discretion of the District, subject to rejection.

### **1. Firm Offer Period**

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

### **2. Detailed Proposal**

A detailed proposal must be submitted along with those forms identified in Section K for the proposal to be complete. The documents should be prepared in single-spaced type on 8 ½ x 11" paper, using one side of the paper only. 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. Pages should be numbered at the bottom to show page numbers (eg. Page 1 of xx, etc.). The total number of pages should be no more than 25, **excluding** resumes, descriptive literature, and required forms.

### **3. Schedule**

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

#### 4. Options

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).

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.

#### 5. 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.

#### 6. 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.

#### 7. Acceptance and Rejection of Proposals

Proposals submitted after the deadline are, at the sole discretion of the District, subject to rejection.

- a. Acceptance: All proposals properly completed and submitted on time 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 compile and organize the responses according to the tabs listed below. Within the tabbed 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 should be securely bound (does not apply to the electronic document) and 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. Part A - Representations and Certifications** Offeror shall complete all verification statements and required forms found in Section K.

- a. Familial Disclosure Form
- b. Supplier's Cover Sheet
- c. Pre-award Survey
- d. Certification regarding debarment, suspension, proposed debarment, and other responsibility matters
- e. Hold Harmless Copyrighted Material, Trade Secrets and Disclosure of Other Proprietary Information
- f. Proof of Insurance
- g. Equal Employment Opportunity Policy and Forms

**2. Part 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. Deliverables, tasks, activities, etc. as outlined in the Scope of Services.
- e. 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.
- f. **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 not be considered.
- g. If any additional items are requested in the scope of service section of this RFP, please place those documents in this tab.

### 3. Part 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  
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 other 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. **Part D - Subcontracting Plan:** The Offeror shall submit a subcontracting plan with the proposal. 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. **Part 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. **Part F - Cost/Price Proposal:** Please provide the Price Proposal 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 the District's 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:

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

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.

<b>Criteria</b>	<b>Score (points)</b>
Purchase price and long-term cost of implementation and support	20
Reputation of the Vendor and Vendor’s services	5
Extent to which the proposed services align to the District’s requirements and are responsive to the District’s environment	30
Quality of the validation study proposal	10
Quality of the research agenda, analysis plan, and planned deliverables	30
Extent to which the proposed services will accelerate progress toward its strategic plan priorities	5
<b>GRAND TOTAL</b>	<b>100</b>

## **M.5 Eligibility Requirements**

1. Have a demonstrated record of providing services that is of high quality.
2. The Offeror must have no conflict of interest with regard to any other work performed by the firm for DPSCD.
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 -----**