

HOPE OF DETROIT ACADEMY
REQUEST FOR PROPOSAL FOR
TUTOTRING SERVICES

ALL INVITATIONS TO BID BY HOPE OF DETROIT ACADEMY WILL BIND BIDDERS TO THE CONDITIONS AND REQUIREMENTS SET FORTH IN THIS REQUEST FOR PROPOSAL, AND SUCH CONDITIONS SHALL FORM AN INTEGRAL PART OF ANY SERVICE AGREEMENT AWARDED BY THE HOPE OF DETROIT ACADEMY.

1. Definitions

1.1. "Hope of Detroit Academy" shall mean the Hope of Detroit Academy, a Michigan nonprofit corporation and public school academy chartered by Ferris State University.

1.2. "Board of the Academy" shall mean the Board of Directors of the Hope of Detroit Academy.

1.3. "Bidder" shall mean a person or entity or group of persons or entities providing a Sealed Bid to Hope of Detroit Academy pursuant to this Request for Proposal.

1.4. "Sealed Bid" shall mean a formal offer to provide services in accordance with policies and monetary limitations set by the Board of the Academy, the general conditions, and the specifications. To be considered proposals must be clearly marked "Tutoring Services Proposal" and with the date on the outside of reply.

1.5. "Successful Bidder" shall mean any vendor to whom an award to provide services is made by the Hope of Detroit Academy.

1.6. "Specification(s)" shall mean the general description of the goods or services the Academy wishes to lease or purchase, as outlined in Exhibit A to the Request for Proposal.

2. General Conditions:

2.1. Sealed Bids - Must be received NO LATER THAN THE TIME AND DATE SPECIFIED at the location listed below. They will be opened and read aloud at the Board of the Academy's next regularly scheduled meeting on May 23, 2023. If a proposal is transmitted by U.S. Mail, or other delivery medium, the bidder shall be responsible for its timely delivery to the designated location. Proposals must be clearly marked "Tutoring Services Proposal."

DUE DATE: May 22, 2023

TIME: 3:00 p.m. local time

PLACE: Hope of Detroit Academy
c/o Ali Abdel
4444 35th St.
Detroit, MI 48210

PROPOSALS RECEIVED AFTER THE APPOINTED TIME WILL NOT BE OPENED.

2.2. The submission of a Sealed Bid will be construed to mean that the bidder is fully informed as to the extent and the character of the services and a representation that the bidder can furnish the service in compliance with the Specifications.

2.3. The Hope of Detroit Academy reserves the right to make awards within ninety (90) days after the due date of the bid opening during which time bids may not be withdrawn. Respondents shall not be allowed to modify their proposals after the opening time and date.

2.4. One clearly-labeled original proposal with a manual signature and three (2) copies of the proposal are to be sealed in one package clearly labeled "Tutoring Services Proposal" on the outside of the package.

2.5. Failure to submit one original Sealed Bid with a manual signature may result in the rejection of the proposal. All proposals shall be signed by an officer or employee having authority to bind the Bidder presenting a Sealed Bid.

2.6. Verbal discussions of items in this Request for Proposal with the Hope of Detroit Academy or The Leona Group, LLC personnel are not to be construed as changing any of the Request for Proposal requirements. Any changes to the requirements or Specifications will be communicated in writing to the bidders by Hope of Detroit Academy.

2.7. Potential bidders are asked to email their questions to Giuliana.feamster@leonagroupmw.com by May 18, 2023. The school district will email its response to these questions within 24 hours of receipt.

2.8. The Hope of Detroit Academy reserves the right, before awarding any bid opportunity and agreement, to require the Bidder to submit such evidence of qualification as it may deem necessary, and may consider any information available to it, in making the award in the best interest of the Hope of Detroit Academy.

2.9. The Hope of Detroit Academy reserves the right to cancel the contract or portions thereof, without penalty for reasons of funding limitations.

3. Guarantees by the Successful Bidder. The Successful Bidder guarantees:

3.1. That the Successful Bidder has carefully checked the information contained its Sealed Bid and understands that the Successful Bidder shall be responsible for any error or omission in a Sealed Bid.

3.2. That the Successful Bidder has carefully examined the instructions and the Specifications referenced herein and will provide the services in accordance with the Specifications for the price set forth in the Sealed Bid.

4. Elements / Requirements of Bid.

4.1. Introduction. Hope of Detroit Academy seeks through this Request for Proposal to enter into a negotiated contract(s) for tutoring services in accordance with the Specifications.

4.2. Background. Hope of Detroit Academy is a K-12 public school academy which has two (2) campuses located within the City of Detroit, State of Michigan.

4.3. Project Scope. Hope of Detroit Academy seeks an agreement(s) with a Bidder to tutoring services in accordance with the Specifications.

4.4. Contents of Sealed Bid. The Bidder shall submit a Sealed Bid for tutoring services in accordance with the Specifications to the Hope of Detroit Academy on or before May 22, 2023, by 3:00 p.m. in the form of one original and two (2) copies of a detailed proposal that includes information on the following topics:

4.4.1. A general description of the Bidder including a brief history. Provide the name, address and telephone number of the Bidder's headquarters and the office(s) of the Bidder that will be directly providing tutoring services to the Hope of Detroit Academy.

4.4.2. Describe the Bidder's availability and capability to provide tutoring services in accordance with the Specifications.

4.4.3. List in detail the proposed fees and/or fee structure to provide tutoring services in accordance with the Specifications.

4.4.4. List all necessary work that is excluded from the bid and why it is excluded.

4.4.5. List all assumptions bid is based on.

4.4.6. List all Michigan public school and public school academy ("Michigan Public Schools") clients the Bidder has served in the last five years. Please provide names of contact persons (School Board members or administrators) who are willing to share comments about the Bidder's services with representatives from these Michigan Public Schools.

4.4.7. Provide the name of the Bidder's insurance company and the name, address and phone number of the broker/agent in charge. Describe the Bidder's vehicle liability, errors and omissions, general commercial liability and other current insurance policies along with coverage limits and length of time with the current insurance company(ies).

4.4.8. List any litigation, arbitration or a claim filed against the Bidder by a Michigan public school or public school academy in the past five (5) years. List any litigation, arbitration or claim that Bidder has filed against a Michigan public school or public school academy in the past five (5) years. As to any listed matters, please provide a brief explanation.

4.4.9. A signed Iran Economic Sanctions Act Certification.

4.4.10. Signed and notarized Familial Disclosure Affidavit.

4.4.11. Please provide any other information the Bidder feels will be helpful to Hope of Detroit Academy in selecting the Successful Bidder.

5. Evaluation Criteria.

5.1. The evaluation criteria will include, but is not limited to:

5.1.1. Quality of goods/services and Seller reliability.

5.1.2. Experience of the Seller and relevant personnel.

- 5.1.3. Ability to procure materials, meet deadlines or geographical needs.
- 5.1.4. Integration with current program and/or infrastructure.
- 5.1.5. Price.
- 5.1.6. Warranties, insurance and other contractual issues.
- 5.1.7. Technical expertise.

5.2. The Board reserves the right to accept or reject any or all Sealed Bids and to accept any Sealed Bid which appears to be the best advantage to Hope of Detroit Academy. It is anticipated that the Successful Bidder will enter into a mutually agreed upon service / retainer agreement with Hope of Detroit Academy which shall provide for Hope of Detroit Academy's ability to unilaterally terminate the service agreement upon certain conditions agreed upon by the parties.

6. Submittal of Proposals. Please submit one original and two (2) copies of the Bidder's Sealed Bid signed by a duly authorized officer of the Bidder. Mark outside of envelope "Tutoring Services Proposal."

Sealed Bids should submit proposals to:
Hope of Detroit Academy
c/o Ali Abdel
4444 35th Street
Detroit, MI 48210

- 7. Safety. The Successful Bidder shall be responsible for compliance with all applicable federal and state laws, codes, and regulations, including but not limited to MIOSHA and the Right-to-Know.
- 8. Fines for MIOSHA Violations. If Hope of Detroit Academy is assessed fines for MIOSHA violations arising out of the Successful Bidder's services and attributable to the Successful Bidder, the Successful Bidder shall reimburse Hope of Detroit Academy for these.
- 9. Permits. The Successful Bidder is required to obtain and pay for any required permits both state and local.

Iran Economic Sanctions Act Certification

I am the _____ (insert title) of _____ (insert company name), or I am bidding in my individual capacity (“Bidder”), with authority to submit a binding bid to provide tutoring services to Hope of Detroit Academy. I have personal knowledge of the matters described in this Certification, and I am familiar with the Iran Economic Sanctions Act, MCL 129.311, *et seq.* (“Act”). I am fully aware that the school district will rely on my representations in evaluating bids.

I certify that Bidder is not an Iran-linked business, as that term is defined in the Act. I understand that submission of a false certification may result in contract termination, ineligibility to bid for three (3) years, and a civil penalty of \$250,000 or twice the bid amount, whichever is greater, plus related investigation and legal costs.

Signature: _____

Date: _____

Printed Name: _____

FAMILIAL DISCLOSURE AFFIDAVIT

All Bids shall be accompanied by a sworn statement disclosing any familial relationship that exists between the owner(s) or any employee of the bidder and any member of the Board of the Academy, the Superintendent of the District and/or any Hope of Detroit Academy Administrator.

The undersigned, owner or authorized officer of _____ (the bidder/contractor), pursuant to the familial disclosure requirement provided in the Hope of Detroit Academy Request for Proposals, hereby represent and warrant, except as provided below, that no familial relationships exist between the bidder/contractor or any employee of the bidder/contractor, and any member of the Board of the Academy, the Superintendent of the District and/or any Hope of Detroit Academy Administrator.

___ The following are the bidder's familial relationship(s) with the Hope of Detroit Academy:

Bidder/Contractor Employee Name, Name of Person Related to, and Relationship

1 _____

2 _____

(Attach additional pages if necessary to disclose all familial relationships)

___ There is no familial relationship that exists between the bidder/contractor and/or any employee of the bidder and any member of the Board of the Academy, the Superintendent of the District and/or any Hope of Detroit Academy Administrator.

Bidder:
(Company Name)

By:
(Signature)
(Title)

This instrument was acknowledged before me, a Notary Public, in and for _____

County, _____ on this _____ day of _____, 2023

(Notary Public Signature) SS:

My Commission expires: _____

Acting in the County of: _____

Exhibit A

Specifications

The name of a certain brand, make or manufacturer does not restrict bids to the specific brand, make or manufacturer named. Other brands, makes or manufacturers may be offered as an alternative as long as they meet the requirements/specifications listed.

A contract with a vendor to provide personalized tutoring that helps students who require additional academic assistance and instruction in order to improve their academic performance. The successful proposer shall have a record of successful performance in improving educational outcomes for disadvantaged students.

The expectations for the tutoring program funded through this procurement include the following:

- Students will receive personalized academic support from qualified tutors.
- Tutors will utilize effective tutoring strategies that improve student learning and academic performance in measurable ways.
- No more than two (2) students per tutor at one time.
- Expected frequency is three (3) 30 – 60-minute sessions per week.
- Student referrals will come from school staff.
- Tutors will share student progress with parents and school staff.
- The expectation is that tutoring for individual students will be sustained over the course of the school year.