



Vendor's Competitive Bid Request

To Whom It May Concern,

Battle Creek Public Schools (BCPS) is accepting competitive bids from vendors for the item(s)/service(s) detailed below. We invite your company to participate in the bid process.

All interested vendors must email their **intent to submit a bid** within **ten (10) business days** from the date of this letter to be considered. Failure to respond within this timeframe will indicate a lack of interest in participating.

All written bids must be **submitted via email** by **April 9, 2025, at 4:00 PM EST** to be considered. Contact information for submissions and questions is provided below.

Thank you for your consideration.

Sincerely,
 Theresa Yeck
 Coordinator of Curriculum and Instruction
 tyeck@battle-creek.k12.mi.us

Today's Date: March 26, 2025	Deadline To Submit Interest: April 4, 2025 @ 4:00 PM EST	Deadline To Submit Written Bid: April 9, 2025 @ 4:00 PM EST
School's Name: Battle Creek Public Schools	School's Address: 3 West Van Buren Battle Creek, MI 49017	Contact's Phone #: 269-924-1894

Details Of Requested Bid
<p>Request for Proposal: Early Childhood Birth to Three Core Curricular Resource Release Date: March 28, 2025 Deadline for submitting bid: April 9, 2025 @ 4:00 PM EST</p> <p>Who Are We?</p> <p>Battle Creek Public Schools (BCPS) is a school district in Battle Creek, Michigan, serving a diverse student population of over 4,500 students across various grade levels. Committed to providing a world-class education for every student, BCPS prioritizes early childhood education as a foundation for lifelong learning and community success.</p> <p>The district operates in a catchment area with limited childcare options and a workforce in need of high-quality early education programs. To address this need, BCPS is launching a new Early Education Center, serving children from birth to age four.</p>

BCPS is focused on student success, and its Innovation Center for the Cradle-to-Career Continuum reflects this commitment. The district prioritizes evidence-based teaching methodologies proven effective for diverse learners. To further this effort, BCPS seeks to adopt an Early Learning Curriculum Program aligned with:

- The GELN Essential Instructional Practices in Language and Emergent Literacy (Birth to Age 3)
- The Michigan Early Childhood Standards of Quality (ECSQ-B-5)

By fostering an early learning environment that strengthens literacy development, BCPS aims to equip students with essential skills to thrive in all aspects of life.

As part of the Calhoun Intermediate School District Preschool Consortium, BCPS currently uses HighScope for four-year-old preschool and is only seeking bids for Birth-to-Three programs.

Project Overview:

BCPS invites proposals for a comprehensive Birth to Three Curriculum Program designed for diverse learners, including English Language Learners, students with disabilities, and those in need of enrichment.

The selected program will:

- Provide a guaranteed and viable curriculum aligned with state standards
- Support early literacy and developmental growth
- Offer evidence-based instructional strategies

BCPS will award the contract to the offeror that provides the best overall value. While cost is a consideration, BCPS will also evaluate:

- Vendor experience
- Research validation
- Alignment with district and community priorities

Final selection will be based on the Selection Criteria outlined below.

Proposal Requirements:

Materials Requested:

- Instructional materials appropriate for infants, toddlers, and early preschool learners.
- Teacher materials (hard copy and digital)
- Student core instructional materials (textbooks and/or online resources)
- Ancillary materials (assessments, enrichment software, etc.)
- Replacement materials for consumables and commonly lost or damaged items

Requirements for Provided Materials:

- Unified & coherent Birth-to-Three developmental & literacy-focused curriculum
- Adaptable lesson plans
- Developmental continuum
- Scope and sequence
- Alignment with Michigan ECSQ-B-5
- Focus on key domains of early childhood development
- Components for progress monitoring
- Professional development plan for educators (including scope, sequence & strategies)
- Technology integration plan (software, applications, and extensions)
- FERPA-compliant student data protection

- Rostering access and vendor integration

Additional Requirements:

- Full menu of implementation services (training, professional development, consultation with district officials, etc.) to support BCPS’s continued success in utilizing the provided materials
- Written plan for ongoing professional development and onboarding of new staff
- Professional development available for staff prior to August 2025, with exact dates to be determined
- Specific details on professional development sessions for administrators
- Written plan for the delivery of materials
- Written details outlining the typical ordering and distribution process for both initial and replacement materials

Timeline: RFP Process Schedule

Activity	Date
Release of RFP	March 26, 2025
Deadline to Submit Interest	April 4, 2025 @ 4:00 PM EST
Deadline to Submit Questions	April 2, 2025 by 4:00 PM EST.
Responses to Questions Sent	April 4, 2025 at 5:00 PM EST.
Deadline to Submit Proposal	April 9, 2025 @ 4:00 PM EST
Applicants Notified of Status	April 11, 2025
BCPS Adoption Team Presentations	April 14 to April 25, 2025
Staff & Community Open House	April 28- May 2, 2025
RFP Award Announcement Deadline	May 31, 2025

Note: Dates are subject to change

Organizational Qualifications:

- Proven success working with diverse urban childcare centers (data required)
- Alignment with Michigan ECSQ and GELN Essentials
- Research-backed curriculum effectiveness
- Experience resolving challenges post-curriculum adoption
- References from at least three districts currently using the vendor's services

The Technical Proposal Should Include:

- **Executive Summary (Optional):** A brief description aligning the vendor’s philosophy with BCPS's goals (up to six pages).
- **Detailed Description:** Explanation of the vendor’s ability to meet the proposal requirements outlined under "Proposal Requirements."

Price Proposal

The price proposal must include:

- Detailed pricing for all materials based on the estimated student counts for each age group below, for a one-year period.
- A daily rate for all professional development services, specifying the number of days included in the proposal.

Estimated Student and Staff Counts:

- Birth - Age 1: Up to 4 staff / 16 students
- Ages 1-2.5: Up to 6 staff / 24 students
- Ages 2-3: Up to 4 staff / 32 students
- Ages 3 - Young Fours: Up to 4 staff / 40 students

This RFP outlines BCPS's requirements for a Birth to Three core curricular resource. Interested vendors are encouraged to submit comprehensive proposals that meet the specified criteria.

Contingency

BCPS reserves the right to consider additional needs and services identified by vendors or BCPS which were not originally included in the RFP, but relate to its original intent.

Intellectual Property

BCPS is the sole owner of all content and materials developed under this RFP. BCPS retains distribution rights to all content and materials to exercise as it deems necessary.

Proposal Requirements

Given the collaborative nature of the contractual work, all applicants must have demonstrated the ability to work seamlessly with teams to identify and leverage knowledge and resources. This section details the submission documents that are expected to be transmitted by the applicant to BCPS in response to this RFP. The submission will become the basis on which BCPS will judge the applicant's ability to perform the required services as laid out in the RFP. The proposal must communicate an understanding of the scope and deliverables of the RFP, describe how the tasks are to be performed, and identify potential problems in meeting the deliverables as well as methods to identify and solve such problems.

Proposal Submission

Electronic Submission Requirements:

- Email proposals to Theresa Yeck at tyeck@battle-creek.k12.mi.us
- Subject line: Birth to 3 Resource RFP
- Deadline: April 9, 2025, @ 4:00 PM EST
- Late submissions will not be considered

Hard Copy Submission Requirements (Optional):

- Mail to:
ATTN: Theresa Yeck
Battle Creek Public Schools, Administration Building
3 Van Buren West, Battle Creek, MI 49017
- Clearly label each document and package separately

Questions?

- Email written questions to tyeck@battle-creek.k12.mi.us by April 2, 2025, @ 4:00 PM EST
- Responses will be provided by April 4, 2025, @ 5:00 PM EST
- Please use the subject line ***Birth to 3 Resource RFP*** on all communications.

Selection Criteria:

Evaluation Factors (Weight)

- Ability to meet proposal requirements (50%)
- Organizational Qualifications (25%)
- Price Proposal (25%)

Additional Considerations:

- At its discretion, BCPS is not required to select the Vendor that submits the lowest cost proposal for providing the services. Instead, BCPS intends to select the Vendor submitting the proposal deemed by the BCPS to be in BCPS' best interest.
- In making its selection, BCPS may consider any other information, including information not requested in this RFP or not included in the proposals received.

- In the event BCPS is unable to negotiate a satisfactory contract with the top ranked Vendor, BCPS may terminate negotiations with that Vendor and enter into negotiations with the Vendor submitting the proposal ranked next best.
- In the event that BCPS or the vendor determines it is in the best interest to sever the partnership, either party may do so with 60 days written notice prior to separation of relationship.
- In the event that the needs of the district change over the course of the contract, the specifications of said contract may be renegotiated at any time.
- In the event that the needs of the district change over the course of the contract, the specifications of said contract may be renegotiated to meet the district's needs.

Notification

All applicants will receive notification of the awarded contract by May 31, 2025.

Notification will be sent to the primary contact by email.

Battle Creek Public Schools reserves the right to modify partnership requirements based on funding changes and/or change in district needs.

The District requires that the following attached disclosures are completed: Familial Relationship and Iran Economic Sanctions Act.

Battle Creek Public School reserves the right to reject any and all proposals where the contractor fails to meet the terms and conditions of the RFP including standards, specifications, requirements, and cost limitations as specified in the RFP.

Submissions to Battle Creek Public Schools will be subject to the Freedom of Information Act in accordance with Federal Law.

The Battle Creek Board of Education reserves the right to reject any or all bids, as well as waive any irregularities and to accept the bid that meets its requirements most satisfactorily.

BATTLE CREEK PUBLIC SCHOOLS
Communications Services

DISCLOSURE STATEMENT – FAMILIAL RELATIONSHIP

Pursuant to MCL 380.1267, a sworn and notarized statement disclosing any familial relationship that exists between the owner and any employee of the vendor/contractor and any member of the Battle Creek Public Schools Board of Education or the Battle Creek Public Schools Superintendent must be accompanied with the bid/proposal.

Bids and Proposals without this disclosure statement will not be accepted.

The members of the Battle Creek Public Schools Board of Education are: Charlie Fulbright, Nicole Standback Perry, Nathan Grajek, Dr. Elishae Johnson, Art McClenney, Jamesia Nordman, Ryan Hoaglin-Jackson. The Battle Creek Public Schools Superintendent is Kimberly Carter.

The following are the familial relationship(s):
Owner/Employee Name Related to: Relationship

- 1. _____
- 2. _____
- 3. _____
- 4. _____

Attach additional pages if necessary to disclose all familial relationships.

There are no familial relationships that exist between the owner and any employee of the vendor/contractor and any member of the Battle Creek Public Schools Board of Education or the Battle Creek Public Schools 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.

Signature of Bidder Representative

Print Name

Title

STATE OF _____)

) ss

COUNTY OF _____)

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

_____, Notary Public _____ County, _____ (State)

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

BATTLE CREEK PUBLIC SCHOOLS
Communications Services

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

The undersigned, the owner and or authorized officer of the below named contractor (the "Contractor"), pursuant to the compliance certification requirement provided in the Battle Creek Public Schools, (the "School District") Request For Proposals Communications Services, (the "RFP"), hereby certifies, represents and warrants that the Contractor (including its officers, directors and employees) is not an "Iran linked business" within the meaning of the Iran Economics Sanctions Act, Michigan Public Act No. 517 of 2012 (the "Act"), and that in the event Contractor is awarded a contract as a result of the aforementioned RFP, the Contractor will not become an "Iran linked business" at any time during the course of performing the Work or any services under the contract.

The Contractor 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 School 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 that it is determined that the person has submitted the false certification.

CONTRACTOR:

Name of Contractor

Name of Representative

Title

Date

STATE OF _____)
) ss

COUNTY OF _____)

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

_____, Notary Public _____ County, _____ (State)

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