



Vendor's Competitive Bid Request

To Whom It May Concern:

Our school is accepting competitive bids from credit unions for the /service(s) as detailed below. Please accept this letter as a request for your company to participate in the bid process. **All interested vendors should email me their intent to submit a bid within fourteen (14) business days of the date of this letter to be considered.** Failure to respond within **fourteen (14)** business days will indicate your lack of desire to participate in the competitive bid process. All written bids will be required to be e-mailed to me by 12:00 p.m. EST on July 1, 2024 to be considered. I can be contacted at the information below if you have any questions. Thank you for your consideration.

Sincerely,

Dr. Anita Harvey, Director of District Transformation
aharvey@battlecreekpublicschools.org

Today's Date: June 11, 2024	Deadline To Submit Interest: July 1, 2024 @ 12:00 PM EST	Deadline To Submit Written Bid by Email: July 31, 2024 @ 12:00pm EST
School's Name: Battle Creek Public Schools	School's Address: 3 West Van Buren Battle Creek, MI 49017	Contact's Phone #: 269.245.1959

Details Of Requested Bid

Request for Proposal: Student led in-school credit union RFP

Release Date: June 11, 2024

Deadline for submitting bid: July 31 ,2024 @ 12:00pm EST

Who Are We?

Famously referred to as "Cereal City", Battle Creek Michigan is home to Battle Creek Public Schools (BCPS). This medium-sized school district has a number of demographics and academic disparities that mirror those of large urban areas. With a little over 3,753 students enrolled in three PK-2nd grade buildings, two 3rd through 5th grade buildings, two PK through 5th grade buildings, three middle schools (grades 6-8), and two high schools, the challenges associated with larger urban environments are very present in BCPS. More than 70% of the student population qualifies for free/reduced lunch; over 50% of the students represent minority groups; and more than half of the students live in single-parent or no-parent households. Add to this the fact that truancy is over five times higher for students in the Battle Creek Public Schools than neighboring districts, and it is easy to see that barriers exist.

Although challenges exist, our priority is to focus on the teaching and learning processes that are proven through research and data to be successful with our diverse student population. To accomplish this task, we seek to implement a long-range plan for ambitious improvement and rapid transformation; aligned to our strategic plan that will guide both our thinking and actions while also aligning with our commitment to providing each and every one of the students we serve with a world-class college, career and culture ready education.

What is Our Work?

It is essential that we effectively and efficiently align our efforts to achieve our goals. Our priority is to focus on the

teaching and learning processes that are proven through research and data to be successful with our diverse student population. We also understand that we must have a long-range plan for ambitious improvement and rapid transformation - a strategic plan guiding both our thinking and actions.

To accomplish this, a Strategic Planning Steering Committee was formed with members from throughout our community; all of whom worked diligently to develop a plan for the future of our district. Our plan, entitled "Six Goals for Greatness" is included below.

1. Goal 1: High Academic Achievement - Prepare all students for global citizenship and success at the university level as well as in the career field of their choice.
2. Goal 2: Healthy Organization Culture: Create an organizational culture that is reflective, nurturing of all students and staff, transparent, results oriented and continuously improving.
3. Goal 3: Human Capital Strategy - Recruit, retain, develop and support a diverse high quality staff that is fully committed to Battle Creek Public Schools, its students and families.
4. Goal 4: Effective and Efficient Use of Resources - Ensure a balanced budget each year that prioritizes and fully funds the academic work outlined in this strategic plan.
5. Goal 5: Active Partnerships with Our Community Strengthen - partnerships with students and families, community and businesses and increase collaboration to support student achievement.
6. Goal 6: World Class Infrastructure - Develop and sustain state of the art, efficient, safe and welcoming infrastructures that have a positive impact on the broader Battle Creek community.

Student led in-school credit union:

At the Battle Creek Central High School Career Academies, we strive to provide students with exploratory learning experiences that prepare them for college, career, and community readiness. An in-school credit union would be a valuable additional exploratory learning experience. Students would have the opportunity to gain real-life knowledge to aid in the development of soft skills such as customer service and time management.

Furthermore, an in-school credit union would be a key resource in providing financial literacy instruction to BCPS students, families, and staff. Gaining financial literacy in a hands-on learning environment will better prepare students to make important financial choices, and participate fully in our economy and our financial system as they enter adulthood. This capability will contribute to their long-term financial well-being and the overall economic strength of our community.

Potential deliverables for partnership to include:

- Facility Setup: We need an implementation plan to start a Credit Union in the school. This includes a visual indication of the credit union inside of the BCCHS facility.
- Staff Training: Provide training to school staff, student workers, and volunteers who will oversee the operations of the credit union, ensuring they have the knowledge and skills to assist patrons effectively.
- Curriculum Integration: Integrate financial literacy education into the school curriculum, incorporating lessons on banking basics, budgeting, credit management, and personal finance into relevant courses.

Conclusion:

Establishing a credit union within urban high schools offers numerous benefits to students, including financial education, access to banking services, and opportunities for financial empowerment. By implementing this initiative, we can equip students with the knowledge and skills necessary to navigate the complexities of the financial world and achieve long-term financial success. We urge stakeholders and partners to support the creation of a school-based credit union as a proactive measure to invest in the financial well-being of our youth and strengthen our communities.

We envision this partnership as a collaborative effort. Battle Creek Public Schools will provide the necessary

space, recruit and manage student workers, and integrate financial education into our curriculum. In turn, we request the in-school credit union partner's support as will be outlined in the cost proposal area to ensure the successful launch and operation of the credit union.

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.

A proposal response to this RFP should contain three components as outlined below. Please note that proposals will be scored on each of the following sections. If there are any conflicts, the proposal will be rejected without scoring. This proposal must not exceed 25 double-spaced pages using [Arial or Calibri], 12 point font. It may contain digital links to work samples. Please provide an electronic copy to the provided email address as stated on the cover letter.

[Attached is a spec of the potential space within the Battle Creek Central High School facility.](#)

Requirements:

The proposal submitted in response to this RFP must include the following documents:

1. Technical Proposal:

Organize and label the sections accordingly

- A. **Cover Page:** including company name, contact information, company biography and proposal summary, signed by the respondent.
- B. **Project Narrative Plan:** communicates vision, a logic model, commitment to scope and overall timeline, proposed project plan/schedule, and approach to project management.
- C. An **implementation plan** that is clear, addresses the services required of this RFP and provides rationale addressing industry best practices and methodologies; proposed methods for user input and collaboration with district team members; and description and dates of deliverables throughout the process.
- D. **Organizational Capacity:** Resumes and/or summary biographies of the key personnel with detailed description of their roles related to the work; description of any subcontractors and their work, including but not limited to resumes and/or summary biographies. Digital links to full resumes may be included in the proposal.
- E. **Equipment:** detailed description of equipment required for the project.
- F. **Related Project Experience:** Evidence of successful completion of projects of similar size, scope, and complexity, including demonstration of ability to work collaboratively with client teams and other vendors, experience with educational contracts preferred and should be highlighted.
- G. **Recommendations:** Two professional references/letters of recommendation from two current clients (i.e.

references for whom the vendor has performed work within the past 12 months). Organization name and primary contact's information must be provided (phone number and email address).

2. Cost Proposal:

The Financial Criteria portion of the RFP will be scored based upon the itemized list of estimated expenses and the grand total, with points awarded based on cost efficiency.

Provide a cost proposal (both chart and narrative) that addresses proposed annual costs by fiscal year.

The costs should include the following components:

- Salaries, wages, and benefits;
- Consultant fees;
- External contracts;
- Travel;
- Equipment, materials, and supplies;
- Any match you may be willing to offer the project; and
- Other.

What is the total investment for the Credit Union project at Battle Creek Central.

We are seeking implementation and operational funding for the following areas within this project: ●

- Funding to cover initial set up costs such as computers, software, and promotional materials. ●
- Expertise in training student volunteers and staff on credit union operations.
- Provision of financial literacy resources and materials for educational purposes.

3. Work Sample:

Relevant design work; designs created specifically for educational organizations preferred. Work samples should demonstrate the following:

- Experience with K-12 educational programs
- Flexible and adaptable spaces
- Ability to comply with ADA and safety regulations in a visually appealing manner

Proposal Submission

Email electronic copies of the proposals to Dr. Anita Harvey at aharvey@battlecreekpublicschools.org

Please label clearly and submit each of the documents and work samples separately. The proposal and work samples must be received by June 14, 2024 by 12:00 PM.

Please use the subject line ***Student led in-school credit union*** on all communications.

Notification

All applicants will receive notification of the awarded contract.

Notification will be sent to the primary contact by email.

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**

**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: _____