



**Request for Proposal**

**for**

**Michigan Online School  
(the “Academy”)**

**for**

**Comprehensive Management Services**

**Proposal Due:** April 3, 2020  
**Tentative Interviews:** April 6, 2020 – April 7, 2020  
**Board Action:** April 8, 2020  
**Effective Date:** July 1, 2020

Please provide an electronic copy of the proposal to:

Academy Board President: Chris Van Winkle  
[cvanwinkle@nationstitle.com](mailto:cvanwinkle@nationstitle.com)

The Academy is an online Michigan public charter school serving students throughout the entire state of Michigan, with business offices and staff located in Gobles, Michigan. The Academy's Board of Directors is seeking information from candidates seeking to provide comprehensive management services to the Academy, including but not limited to curriculum and instruction, computers and technology, student recruitment and marketing, personnel and staffing, administration of federal and state grants, Special Education services, compliance, data science management, business management services.

The responses to this Request for Proposal (RFP) should include the information requested below and any additional information that will assist the Board of Directors in selecting an educational service provider for management services. In the event that this process leads to the selection of a new educational service provider for the Academy, it would be the expectation that the chosen educational service provider and the Academy Board of Directors would enter into a management services agreement in a form acceptable to both parties, subject to the review of the Academy's authorizer, Gobles Public Schools.

While preference will be given to candidates which have the capability to provide all the services outlined herein, candidates which can provide less than all of the outlined services, or which are capable of providing all the services in combination with another educational service provider(s) will be given proper consideration by the Academy Board of Directors.

This RFP is divided into fourteen (14) major categories, as follows:

- I. General Information
- II. Curriculum and Instruction
- III. Student Computers and Technology Support
- IV. State Testing
- V. Personnel and Staffing
- VI. Student Engagement
- VII. Student Recruitment and Marketing
- VIII. Administration of State and Federal Grants
- IX. State Reporting and Pupil Accounting
- X. Special Education Services
- XI. Business Services and Administration
- XII. Compliance Services
- XIII. Itemized Cost for Services II - VII
- XIV. Conflict of Interest

Please respond to each inquiry as completely as possible. Any additional information regarding the background of your firm will assist the Academy's Board of Directors in evaluating the capabilities of each candidate.

Any questions regarding this RFP may be submitted in writing to:

Academy Board President: Chris Van Winkle [cvanwinkle@nationstitle.com](mailto:cvanwinkle@nationstitle.com) or  
Academy Superintendent Stephanie Hargens  
[stephanie.hargens@michiganonlineschool.com](mailto:stephanie.hargens@michiganonlineschool.com)

## GENERAL INFORMATION

1. Indicate the name of your company/firm, address, phone number and its owners/shareholders with their respective backgrounds. Also, indicate how long your company has been operating.
2. Provide an organizational chart for your company/firm along with a job description of each individual shown on the organizational chart.
3. Identify the individuals who will be assigned to support the Academy and his/her role. Include information on if the assigned individual will be solely working with the Academy or will be working with multiple entities, and the breakdown of the roles. If additional individuals will also be responsible for the Academy, please indicate the name, background and role that person will have as it relates to the Academy.
4. List any current Charter Schools/Academies your firm/company is currently handling, what aspect of the operation for which your firm/company is responsible and please provide names, addresses and phone numbers of references who may be contacted.
5. List of any current Charter Schools/Academies which your firm is serving where you have replaced another educational service provider providing comprehensive management services to such Charter School/Academy.
6. Provide any data for consideration by the Academy's Board of Directors indicating that the educational program offered by your company will improve the academic performance of the Academy, with specific focus on academic growth. Include data on how the management company has supported school improvement goals at other schools.
7. Have you or your firm/company ever been terminated or not renewed by a Charter School Academy? If so, give the name and number of a contact from that Academy and, if you wish, indicate why you believe your firm/company was not renewed or terminated.
8. Please confirm your understanding that the Agreement to provide future services to the Academy will be for the remainder of the Academy's charter school contract which terminates on June 30, 2022\_. If the charter school contract is renewed by its authorizer, the Academy shall not be obligated to renew the management agreement and the parties shall be free to negotiate an agreement which is mutually agreeable to the parties.
9. Please provide a list of references (including contact information) that can be interviewed by the Academy board members so that some of the information provided in your company's proposal can be independently verified.

10. Please include a draft of the management services agreement that you would propose for consideration by the Academy's Board of Directors.

### CURRICULUM AND INSTRUCTION

1. Describe the research proven curriculum and the instructional model that you would propose for the Academy and the per pupil cost or cost breakdown for same.
2. Describe how the instructional model supports the Michigan State Standards and MMC graduation requirements.
3. Describe your Learning Management and Student Information Systems.
4. Describe the assistive technologies available inside the curriculum.
5. Describe what accommodations within the curriculum and LMS that can be given to students with IEPs or 504 Plans.
6. Describe your data science capabilities as it relates to:
  - a. Student growth and achievement.
  - b. Graduation rates
  - c. Progress Monitoring
  - d. Credit Gap Closing
7. Provide a sample or list of reports and data from your Learning Management or Student Information System including:
  - a. Report Cards
  - b. Mass communications
  - c. Education Development Plan Generation & Monitoring
  - d. Credits earned by course
  - e. Attendance monitoring (including truancy)
  - f. Course Scheduling
  - g. Transcript generation
  - h. h. MMC requirement monitoring

### STUDENT COMPUTERS AND TECHNOLOGY SUPPORT

1. Identify the brand, age, and capacity of the computers that your company would make available to all the students of the Academy and explain the ability of such computers to accommodate the recommended curriculum and academic program of the Academy. Include the software programs provided for all students.
2. Identify the brand, age, and capacity of the computers and other technology that your company would make available to all staff of the Academy and explain the ability of such computers to accommodate the recommended curriculum and

academic program of the Academy. Include the software programs provided for all staff.

3. Describe the assistive technology available to students not only on the computers but in the curriculum.
4. Describe the technology support which you would provide to service the computers and advise the students on the use of the computers.
5. Describe the technology support which you would provide to service the computers and advise the staff on the use of the computers.
6. Describe the system you would use to issue computers to the Academy students and to retrieve such computers from the students.
7. Describe how you will ensure compliance to CIPA.
8. Describe how you will ensure internet connectivity for students.

### TESTING

1. Describe how you will support state testing participation rates meet the state expectation of 95%. Please include information on:
  - a. Planning and Logistics
  - b. Technology and support
  - c. Proctors and Site Leaders
  - d. Venues
  - e. Student Transportation
  - f. Student Meals and Snacks
  - g. Materials and Supplies

### PERSONNEL AND STAFFING

1. Describe the process you use in securing and hiring personnel to be assigned to the Academy?
2. Describe the professional development content that you offer for the teaching and support of staff of the Academy.
3. Describe the time off expectations and summer expectations for various positions.

4. Describe the student to teacher ratio expectation for staff funding.
5. Describe the salary range and insurance/retirement plan benefit structure for the Academy teachers and staff.
6. Describe your plan for meeting the special education needs of the Academy's students.
7. Describe the evaluation tools and processes you will use for staff.
8. Describe the leadership structure and staff you will use to manage the school.
9. Describe the various roles and responsibilities for each proposed position at the school.

#### STUDENT ENGAGEMENT

1. Describe the staff and methods you will use to support student engagement.
2. Describe the opportunities you will be able to offer for face to face engagement of students, families, and staff, i.e. field trips, commencement, socials...etc.

#### STUDENT RECRUITING AND MARKETING

1. Describe the student recruiting and marketing methodologies and strategies that your company would implement to help maintain the Academy's current enrollment level of approximately 500 students.
2. Describe scalability consistent with the Board and Authorizer's growth plan.
3. Explain any minimum enrollment and associated state school aid revenue levels which your company is willing to guarantee for the first year of your company's management agreement with the Academy.

#### ADMINISTRATION OF STATE AND FEDERAL GRANTS

1. Describe how you will provide programming in line with the School Improvement Plan based on state and federal monies (Title I, II, III, IV, 31e, etc.)
2. Describe how you will maintain compliance and reporting in state and federal systems.

## STATE REPORTING AND PUPIL ACCOUNTING

1. Describe the Student Information System and how it will support Michigan state reporting and pupil accounting.
2. Describe the data science and data management that will be utilized to support state reporting and pupil accounting.
3. Provide a list of the reports and features of your systems.
4. Describe how your company will satisfy the reporting requirements as outlined MDE 2020-21 Master Calendar of Reporting Requirements.

## SPECIAL EDUCATION

1. Provide a list of current related service providers and discuss their capacity for meeting compliance and school need.
2. Describe the method for delivering special education services in a remote environment including how the curriculum will adjust for students on track to receive a Certificate of Completion.
3. Describe how your curriculum programs will meet IEP goals for all students in all disability categories, and how you work with center-based programs.

## BUSINESS SERVICES AND ADMINISTRATION

1. Please describe how you will work within the Michigan School Accounting system and follow the Financial Information Database (FID) guidelines for Educational Service Providers. (See Attachment 1)
2. Please provide a scope of services for the following needs:
  - a. Business Management services which includes budget, financial, and audit oversight
  - b. Bookkeeper, and Accounts Payable services which includes day to day operations that will support the MOS Accountant.
  - c. Payroll services

## COMPLIANCE SERVICES

1. Describe your experience in providing compliance services for Michigan public school academies.



2. Describe your familiarity in dealing with the Academy's authorizer, the ISD, and other support service providers, MDE and Michigan Department of Treasury.

### COST OF SERVICES

1. Please list all anticipated costs and charges to the Academy for each of the services outline above.
2. Please explain the method by which you establish your fees.
3. Please indicate what assumptions you are using in calculating your estimate of fees.
4. Please provide a schedule for payment of fees.
5. Please provide a list of your vendors.
6. Please describe any potential conflicts of interest with your vendors.
7. Please provide an annual audit of financials as it relates to financial transactions with vendors.
8. Please describe how you will provide access to the FID and other school financials of Michigan Online School to the MOS accountant.

### CONFLICT OF INTEREST

1. Describe whether your firm has a conflict of interest, or perceived conflict of interest with any portion of this proposal.