



REQUEST FOR PROPOSAL: RFP 464
Grant Program Evaluation/Educational Research

This request for proposal consists of 15 pages beginning with this one.

Milwaukee Public Schools ("MPS") is soliciting competitive sealed proposals from qualified professional firms to conduct program evaluations and educational research, complying with all terms and conditions described in this document.

Proposals will be accepted and reviewed on a continual basis

Mark all documents **RFP 464**. Mail or deliver all proposals and accessory documents to:

MILWAUKEE PUBLIC SCHOOLS
c/o EDWARD NELSON - PURCHASING-ROOM 1
5225 WEST VLIET STREET
MILWAUKEE WI 53208

Proposals must be manually signed on this MPS form in the space provided below.

Submit 7 sets of your proposal. Please clearly mark the original copy as "ORIGINAL" on the cover.

I have read the terms and conditions of this RFP and submit for consideration the attached proposal and exhibits.

The fees and costs in this proposal have been arrived at independently, and have not been divulged, discussed, or compared with the proposals of other respondents. No attempt has been made nor will be made to induce any other person or firm to submit or not submit a proposal for the purpose of restricting competition.

I acknowledge I have read and understand the HUB participation requirement, and that any proposed HUB participation is binding, real, and substantial as defined in Section 1.5.

I acknowledge that there is no conflict of interest as defined by Section 3.11 unless otherwise expressly disclosed by attachment to this page.

_____ Company Name	_____ Company Telephone Number
_____ Company Address	_____ Company Fax Number
_____ City, State, Zip Code	
_____ Authorized Signer's Full Name and Title	_____ Authorized Signature Date

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MILWAUKEE PUBLIC SCHOOLS

RFP – 464

Grant Program Evaluation/Educational Research

1.0 REQUEST FOR PROPOSAL OVERVIEW

Project Name: Grant Program Evaluation/Educational Research

RFP Number: RFP-464

RFP Release Date: July 24, 2008

RFP Due Date: Proposals will be accepted and reviewed on a continual basis.

1.1 Definitions

Contractor means each successful respondent awarded a contract.

District means the Milwaukee Public Schools.

HUB (“Historically Underutilized Business”) means a for-profit business that is 51% or more owned, controlled, and managed by minority, women, disadvantaged, emerging, small or other MPS-targeted business owners who have been certified as such by an MPS-recognized agency.

DDCE means Division of Diversity and Community Engagement

MPS means the Milwaukee Public Schools.

Proposer/vendor/respondent means a firm submitting a response to this RFP.

RFP means Request for Proposal

1.2 Scope of Services Sought

The Milwaukee Public Schools is seeking proposals from qualified, experienced vendors (see Section 4.3 for details on requirements) to conduct program evaluations/educational research as needed by the District in order to determine program effectiveness. MPS is interested in pre-qualifying vendors to supply these services on an as-needed basis. Approved respondents to this RFP will be placed on a list of eligible evaluators/researchers for future grant program evaluation/research projects.

Requested services include conducting evaluations of programs using scientifically sound quantitative and qualitative methods. Based upon the requirements of the funding agency and the District, the evaluator/researcher will be expected to design and execute appropriate evaluation designs and research/analytic methods. Additionally, the evaluator/researcher will be expected to communicate, in writing, the results of the evaluation to the District. The evaluator/researcher is expected to work collaboratively with relevant MPS personnel through all stages of the process from project development through reporting. The evaluator/researcher will provide reports for formative and summative evaluation as required by the funding agency and the District.

1.3 Qualifications & Eligibility of Vendors

Vendors must be able to demonstrate, on demand, that they have the financial support, assets, and organization to provide the products and services required in this RFP. The District may consider evidence of financial and technical qualifications in making the award.

See Section 4.3, *Response Organization*, Section 2 for desired qualifications and experiences of vendors for this project and Section 3.13 for the evaluation criteria. Failure to fully address qualifications and requirements outlined in Sections 3.13 and 4.3 may result in disqualification of a response.

1.4 Pricing

Respondents to this RFP must clearly state their firm’s pricing structure. Travel and training costs attributable to the vendor should be included in the vendor’s billing rates, as MPS does not reimburse directly for these costs. All fees, charges, billing rates, etc. must be explained in detail. Payments must be tied to performance or deliverables, which should be clearly identified. MPS does not pay in advance for services.

1.5 Historically Underutilized Business (“HUB”) Requirements

In educating the children and youth of Milwaukee, MPS is also a primary purchaser of goods and services in the Milwaukee marketplace. MPS believes it is obligated to display in its own operations the values of excellence, diversity, and economic responsibility that it strives to teach its students.

To that end, MPS encourages the use of HUB firms. HUB firms are defined as for-profit businesses 51% or more owned, controlled, and managed by minority, women, disadvantaged, emerging, small or other MPS-targeted business owners who have been certified as such by an MPS-recognized agency. MPS has an annual HUB participation goal equal to or exceeding 35% of all applicable purchases.

A Prime Vendor Information Sheet, attached as Appendix B, should be completed by all respondents. This information will not be used in making any award and is kept solely for statistical reporting purposes.

2.0 ABOUT MILWAUKEE PUBLIC SCHOOLS

It is expected that successful vendors will establish a strong partnership with MPS. As a strong partner, successful vendors will need to become fully acquainted with the business of MPS: Educating Milwaukee's children.

2.1 Profile of the District

The Milwaukee Public Schools serves approximately 87,360 students, preschool through grade 12, in 207 schools. There are 128 elementary schools (including 58 K-8s), 17 middle schools, 55 high schools, 9 middle/high schools, and 2 schools with grades ranging from elementary to high. Schools are a mix of traditional, charter, and alternative/partnership schools. In addition, the District has early childhood programs and Head Start.

2.2 The District's Mission

Milwaukee Public Schools educates all students for success in higher education, careers and responsible citizenship so that MPS is the first choice for families.

2.3 Vision Statement

Milwaukee Public Schools will be among the highest-performing urban public school districts in the country, providing rigorous, high-quality learning opportunities for students. Schools will enable lifelong learning among students, families, educators and other staff focused on continuous improvement. Teaching will be child-centered, based on research-proven methods, and aligned to high academic standards; it will meet the learning needs of individual students. The District, its schools, and its employees will be accountable for measurable gains in student achievement.

Schools will be safe centers of community activity that are welcoming, well maintained, and accessible. Children will be provided maximum educational opportunities to become responsible citizens who make positive contributions to their communities. The District and its schools will strengthen partnerships with families and those in the community who influence and affect students and families.

The District's core beliefs serve as the foundation for making decisions throughout MPS. These beliefs include:

- Children come first.
- The classroom is the most important place in the district.
- Leadership and accountability are keys to our success.
- Central Services supports student achievement.
- Families are valuable partners.
- Community partnerships add value.

2.4 Strategic Areas and Goals

I. Student Success Through Academic Achievement

Goal 1: Students meet and exceed Wisconsin academic standards and graduate prepared for higher education, careers and citizenship

II. High-Performing Schools and Classrooms

Goal 2: School communities work together for improvement in academic achievement.

Goal 3: Leaders and staff demonstrate continuous improvement through focused professional development.

Goal 4: School staffs are accountable for high quality teaching and learning, measurable gains in student achievement and fiscal responsibility.

Goal 5: School staffs are supportive and responsive to students and families.

III. District and community Support

Goal 6: The District is accountable for measurable results

Goal 7: The District's Central Services departments support student learning.

Goal 8: The District builds partnerships to support student achievement.

3.0 INSTRUCTIONS TO THE VENDOR

3.1 MPS Contacts

If you have questions regarding this Request for Proposal, please contact one of the following:

RFP Procedures	Edward Nelson Procurement Manager	(414) 475-8822 (Office) (414) 475-8104 (fax) nelsone@milwaukee.k12.wi.us
HUB Participation	Renee Taylor, Manager Division of Diversity & Community Engagement	(414) 438-3622 (Office) (414) 438-3662 (Fax) taylorry@milwaukee.k12.wi.us
Insurance Requirements	Chris Toth Director Insurance & Risk Management	(414) 475-8556 (Office) tothcm@milwaukee.k12.wi.us
All substantive RFP questions	Deb Lindsey Director, Research & Assessment	(414) 475-8751 (Office) (414) 475-8261 (Fax) lindsedl@milwaukee.k12.wi.us

3.2 General Instructions

The information provided herein is intended to assist interested vendors in the preparation of a proposal. It provides sufficient basic information to understand the District's current operating environment.

Vendors are expected to raise any questions, exceptions, or additions they have concerning the RFP document as soon as they become aware of them. If a vendor discovers any significant ambiguity, error, conflict, discrepancy, omission, or other deficiency in this RFP, the vendor should immediately notify the individuals identified in Section 3.1 of such error and request a modification or clarification of the RFP document. Only those District agents listed in Section 3.1 are authorized to interpret the RFP. MPS shall not be responsible for interpretations offered by other employees of the District.

All questions must be submitted in writing by email to Edward Nelson at the email address above. Only questions submitted in writing prior to the deadline noted in Section 3.12 will be answered. Substantive responses will be documented by way of addenda, which will be posted on the District's portal.

3.3 Addendum to RFP

In the event it becomes necessary to provide additional information, or to revise any part of this RFP, such information will be posted on the District's portal. In the event of conflict with the original RFP, addenda shall govern to the extent specified. Subsequent addenda shall govern over prior addenda only to the extent specified. Respondents are encouraged to monitor the District's portal to ensure they learn about RFP addenda in a timely manner. **Addenda will not be mailed.**

The accuracy of the response is the sole responsibility of the vendor. No changes shall be allowed after the date and time the response is due.

An MPS evaluation committee will evaluate vendors' responses to each of the RFP requirements. Responses are to be formatted and tabbed in the form and sequence described in Section 4 of this RFP. Should evaluators be unable to locate a vendor's response to an RFP requirement, it may be evaluated as requirement not met.

3.4 How to Respond

The cover page of this RFP document contains specific instructions as to where and to whom your response should be addressed, the number of copies needed, the due date and cutoff time, along with other important instructions. Specific requirements of the responses are set forth herein in section 4.2 - 4.3.

3.5 Joint Proposals

MPS requires a single vendor contact for all RFP items. In the event a group of vendors elect to submit a single response, all participating vendors must be identified in the response, and a “primary vendor” must be assigned who will be responsible for negotiating all contractual matters.

MPS reserves the right to accept the primary vendor, but reject any secondary vendor. The primary vendor will have the option of withdrawing its bid, without penalty, or replacing the rejected subcontractor. A contract will be written with the successful primary vendor only.

3.6 Withdrawal of Proposals

Proposals may be withdrawn prior to the time and date set for the opening. Such requests must be made in writing on company letterhead. Proposals may not be withdrawn after the time and date set for the opening for a period of ninety calendar days. Vendors who withdraw their proposals during this period, may at the sole discretion of the District, be removed from any and all bid lists for a period of six months following the withdrawal.

3.7 Rejection of Proposals

MPS reserves the right to reject any or all proposals that are not responsive to the RFP, are outside the fiscal constraint, or are not in MPS’ best interest.

3.8 Incurring Costs

There is no express or implied obligation of MPS to reimburse any individual or firm for any costs incurred in preparing or submitting responses; for providing additional information when requested by MPS; or for participating in any selection interviews and contract negotiations.

3.9 Confidentiality

All responses to this RFP become the property of MPS upon submission. The District may use the response for any purpose it deems appropriate.

All documents submitted will be subject to the Open Records law of the State of Wisconsin. Notwithstanding this, the vendor may request to designate information as “Confidential” or “Proprietary” on the Form attached as Appendix A.

3.10 Vendor Conduct

During the RFP window (the date from release of this RFP to final award), vendors are not permitted to contact any District employees or members of the Board of School Directors regarding this RFP unless with the permission of the District's designated contact persons identified in Section 3.1. No gratuities of any kind will be accepted including meals, gifts, and trips, except as provided for as reference site visitations during finalist evaluations. Violation of these conditions will constitute immediate disqualification.

3.11 Conflict Of Interest

All vendors must disclose the name of any officer, director or agent who is also an employee of the District. All vendors must disclose the name of any District employee who owns, directly or indirectly, any interest in the vendor's business or any of its branches.

3.12 Calendar of Events

Activities, along with specific dates, must be completed as indicated below unless otherwise changed by the District. In the event the District finds it necessary to change any of the specified dates and times in the calendar of events, it will do so by issuing an addendum to this RFP.

Milestone	Date
Issue RFP	July 24, 2008
Review/Approval of Responses	Ongoing

3.13 Evaluation Criteria

An RFP evaluation committee will be established to review responses to the RFP. Each response will be reviewed, evaluated, and rated by each of the committee members. Proposals will be rated based on the following criteria:

Criteria	Description	Points
Qualifications	Describe formal training in conducting evaluation/education research using random assignment, quasi-experimental designs, regression continuity designs as well as qualitative designs (interviews, case studies). Specific courses in evaluation/research and statistics should be listed, along with Master and Doctoral specialization.	15
General Experience	Describe the extent of previous experience in conducting education research/program evaluations, including number of years of experience and relevance of prior projects, particularly in educational settings. Describe several of the most recent and comparable projects. Highlight areas of program expertise (e.g. reading intervention research, educational leadership, arts integration).	30
Specific Technical Experience	Describe proficiency with specific analytic tools (e.g. SPSS, SAS, AMOS, R). Describe specific experiences developing and establishing reliability and validity of evaluation instruments (e.g. rating scales, surveys, observational protocols).	30
Work Samples/References	Provide evidence of previous experience in program evaluation/educational research by submitting work samples/reports or web links to such evidence. List published papers in peer-reviewed scholarly journals. List invited presentations at conferences. Provide at least three references from prior projects.	10
Price	Describe the pricing structure for the proposed services.	15

Note that references may be contacted and may be used to further refine criteria scores.

Proposals should be complete on their face. MPS reserves the right to adjust the evaluation criteria prior to the opening of responses. After opening of responses, MPS reserves the right to waive irregularities in any proposal, to request clarifying information it deems appropriate from one or more respondents, to request supplemental information from all of the respondents, and to factor any additional information into the evaluation. MPS may or may not require oral presentations of a group of finalists, in person or on the telephone and may request further information from those finalists.

3.14 Negotiations/Award

MPS may, at its sole option, open negotiations with the highest ranked vendor after the proposal closing date and prior to award. MPS also reserves the right to open negotiations with the second highest-ranked Vendor if negotiations with the highest ranked vendor are not successful. MPS reserves the right to delete or add services until the final contract signing.

A contract will be awarded to a responsible and responsive vendor whose proposal is most advantageous to MPS with price and other factors considered. For the purposes of this RFP, responsiveness is defined as a vendor's conformance to the requirements of the solicitation. Being non-responsive includes the failure to furnish information requested.

Responsible vendors are defined as vendors judged to have the ability to perform successfully under the terms of the contract. A responsible vendor has adequate financial resources or the ability to obtain such resources; has a satisfactory performance record; has a satisfactory record of integrity and business ethics; and has the necessary organizational and technical skills.

MPS reserves the right to determine which vendor, in its sole judgment; best meets the District's needs. Contract awards are subject to review by the MPS Superintendent of Schools.

3.15 Tax Exemption

MPS is exempt from sales and use tax by state statute.

3.16 Cost Proposal To Remain Open

All vendors agree to hold their cost proposal pricing open for a minimum of six (6) months after the proposal closing date.

4.0 PREPARING AND SUBMITTING A PROPOSAL

4.1 General Instructions

The evaluation and selection of a vendor will be based on the information submitted in the vendor's response. Elaborate proposals (*i.e.* expensive artwork) beyond that sufficient to present a complete and effective response, are not necessary or desired.

The response should not exceed 14 pages. Additional data (e.g. sample reports) can be provided in appendices. Quality, not quantity, is desired.

Responses not following the form outlined below will not be considered.

4.2 Submission of the Response

Respondents must submit 7 sets of your proposal. Please clearly mark the original copy as "ORIGINAL" on the cover:

Milwaukee Public Schools
Mr. Edward Nelson
Purchasing Services
5225 W. Vliet St., Room 1
Milwaukee WI 53208

All proposals will be time-stamped using the time clock in the Purchasing Office. Proposals not stamped will not be accepted. **Receipt of a proposal by the district mail system does not constitute receipt of a proposal by the district Purchasing Office for purposes of this RFP.**

All responses must be packaged, sealed, and show the following information on the outside of the package: Respondent's name and address Request for Proposal title.

4.3 Response Organization

SECTION 1: Contact Information & contract terms

1.1 Cover Page

A vendor representative authorized to make contractual obligations should sign the MPS Cover Page and submit this as section 1 of the response. Please include all contact information.

Note that by signing the cover page, you are acknowledging and accepting the terms outlined in the RFP. Any exceptions to MPS contract's general terms and conditions must be explicitly set forth by a letter attached to the cover page. If you are affiliated with a university/college but are responding as an individual contractor, do not note your university/college affiliation on the cover page. When an organizational affiliation is noted on the cover page, then an authorized designee from the organization must sign. It may be appropriate to list a specific contact for the project, if applicable, in addition to the authorized signatory.

SECTION 2: Narrative Response (Limit Section 2 response to 14 pages)

Vendor responses will be reviewed according to the criteria established in Section 3.13, Evaluation Criteria. Responses to the RFP must clearly address each of the five criteria in order to be fully considered by the evaluation team. Failure to provide descriptive information may result in disqualification of a response.

2.1 Vendor Background

Provide a brief description of the vendor, including history; number of years the vendor has been in business; type of services provided; legal status of vendor organization (i.e., corporation, partnership); and financial strength. Indicate how you propose to meet or exceed the scope of service set forth in the Scope of Services Sought (Section 1.2) outlined on page 4 of the RFP.

2.2 Qualifications

Describe formal training in conducting evaluation/education research using random assignment, quasi-experimental designs, regression continuity designs as well as qualitative designs (interviews, case studies). Specific courses in evaluation/research and statistics should be listed, along with Master and Doctoral specialization. Beyond the narrative description please provide as appendices (see Section 3) brief resumes and relevant work experience of all team members or partners who would be assigned to work on the project.

2.3 General Experience

Describe the extent of the previous experience in conducting education research/program evaluations, including number of years of experience and relevance of prior projects, particularly in educational settings. Describe several of the most recent and most comparable projects. Highlight areas of program expertise (e.g. reading intervention research, educational leadership, arts integration).

2.4 Specific Technical Experience

Describe proficiency with specific analytic tools (e.g. SPSS, SAS, AMOS, R). Describe specific experiences developing and establishing reliability and validity of evaluation instruments (e.g. rating scales, surveys, observational protocols).

2.5 Work Samples/References

Provide evidence of previous experience in program evaluation/educational research by submitting work samples/reports or web links to such evidence. List published papers in peer-reviewed scholarly journals. List invited presentations at conferences.

List your firm's proven track record as well as the names of the individual(s) you would propose MPS contact for references. Provide at least three client references from prior project together with phone numbers and company names and addresses.

MPS reserves the right to contact or visit any party listed as a reference that has previously used, or is presently using your products or services in a manner similar to those proposed by the vendor. MPS also reserves the right to use other sources to obtain information about the proposed products and services.

2.6 Price

Describe the pricing structure for proposed services (see Section 1.4). Indicate clearly how pricing is determined.

SECTION 3: Appendices

NOTE: Materials added to this section will not count towards the stated page limit size of this RFP. Please only include relevant and necessary information.

3.1 Brief resumes describing relevant work experience of all team members or partners who would be assigned to work on the project are required. Include contact information (phone numbers and email address) on all resumes.

3.2 Work samples (e.g. reports written, surveys developed) are desired and will strengthen the proposal and provide evidence of qualifications. These work samples should be submitted as appendices

SECTION 4: Prime Vendor Information Sheet

Regardless of whether there is any HUB/COIN/Student Engagement requirement, submit the Prime Vendor Information Sheet, attached as Appendix B. This information will not be used in making an award and is kept solely for statistical reporting purposes.

SECTION 5: Designation of Information as "Confidential" or "Proprietary"

If necessary, please fill out and submit Appendix A.

5.0 GENERAL TERMS AND CONDITIONS

The contractual requirements of the District are detailed below. **Vendors will be expected to meet all of these contractual requirements.** MPS will require proof of compliance with these terms and conditions prior to execution of a contract. If a vendor cannot meet these terms and conditions, the vendor should not submit a proposal. Vendors who take exception to any term or condition stated by the District are instructed to prepare a contract exceptions document referencing the term or condition to which they take exception, and include this document in their proposal.

5.1 Terms of Agreement

Both this RFP and the responses submitted become part of the contract between the vendor and MPS. To the extent there is a conflict in terms, and that term is addressed in the contract executed between the vendor and MPS, the term set forth in the contract prevails. To the extent there is a conflict in terms, and that term is not addressed in the final contract, the terms set forth in the RFP prevail.

5.2 Length of Agreement

Any contract resulting from this RFP shall remain in effect for one year. Continuation of the contract beyond the initial period is subject to mutual agreement by the District and the vendor.

5.3 Audit of Pricing and Billing Procedures

MPS reserves the right to conduct periodic audits of pricing and billing procedures as well as other terms, conditions, and procedures of the contract entered into between the vendor and MPS.

5.4 Contract Compliance Assurance

Regulations: Vendors shall give all notices and comply with all laws, ordinances, rules, regulations and Lawful orders of any public authority bearing on the performance of the work.

Licensing and Permits: Vendors responding to this RFP are required to demonstrate valid possession of required licenses, and are expected to keep them in effect for the term of this contract.

Level of Business: MPS will award contracts **without** any guarantee, implied or otherwise, of the level of business any vendor will receive during any fiscal year.

5.5 Cancellation

In the event a vendor shall default in any of the covenants, agreements, commitments, or conditions and any such default shall continue unremedied for a period of ten (10) days after written notice to the vendor, MPS may, at its option and in addition to all other rights and remedies which it may have, terminate the agreement and all rights of the vendor under the agreement. Failure to maintain the required certificates of insurance, permits, licenses and/or bonds will be cause for contract termination.

5.6 Designation of Subcontractors

The contract may not be assigned or subcontracted, in whole or in part, without the express, written permission of MPS.

5.7 Headings

All headings and titles used in contractual documents exist for the purposes of document organization and reference and shall not be considered a term or condition of any agreement entered into by the Vendor and the District.

5.8 Consent to Breach is Not a Waiver

The consent to a breach of any term or condition of this agreement by either party shall not be considered a Waiver of such term or condition nor shall such breach be considered consent to a subsequent breach.

5.9 Governing Law

The provisions of the contract shall be constructed in accordance with the laws on the State of Wisconsin.

5.10 Insurance

The District's contract language requires that a Contractor agree that financial responsibility for claims or damages to any person, or to Contractor's employees and agents, shall rest with the Contractor. A Contractor is required to maintain insurance coverage including, but no limited to, Worker's Compensation, Employers' Liability, Commercial General Liability, Product Liability, Contractual Liability, Professional Liability, Automobile Liability and Umbrella Liability to support such financial obligations. The minimum levels of insurance that MPS requires from a Contractor are:

Workers Compensation	Statutory Limits
Employers Liability	\$100,000 per occurrence/\$500,000 aggregate*
Commercial General Liability	\$1,000,000 per occurrence/\$2,000,000 aggregate*
Professional Liability	\$1,000,000 per occurrence/\$1,000,000 aggregate*
Auto Liability	\$1,000,000 per occurrence
Umbrella (excess) Liability	\$1,000,000 per occurrence

*Or such higher limits sufficient for these insurance policies to be scheduled under the Umbrella policy.

MPS must be named as an additional insured under Contractor's commercial general liability insurance including product liability insurance and umbrella liability insurance. The certificate of insurance or policies of insurance evidencing all coverage must include a statement that MPS will be afforded a thirty (30) day written notice of cancellation, non-renewal or material change by any of Contractor's insurers providing the coverage required by MPS for the duration of this contract. Insurance companies must be acceptable to MPS and must have a current A.M. Best rating of A- or better.

Documentation of insurance in the form of Certificates of Insurance will be required to be submitted prior to the award of the contract. Documentation is not required at the time of RFP response. In your proposal, indicate whether or not you will be able to obtain the required coverage and meet the specified terms and conditions.

5.11 Indemnification

The Contractor will be required to defend, indemnify and hold harmless MPS, its agents, board members, officers, and employees ("indemnities") from and against any and all actual or alleged claims, demands, actions, causes of action, injuries, personal injuries, contingent liabilities or damages and reasonable attorney fees. An indemnity's recovery is not limited due to the fact that MPS is named as an additional insured under any of the Contractor's insurance policies. The Contractor is solely responsible for any payment of any deductible or retention under its insurance policies.

5.12 Nondiscrimination

Contractors must not discriminate or deny participation in any program or activity on the basis of a person's sex, race, religion, national origin, ancestry, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional/learning disability or event location. Contractors shall comply with all state and federal regulations.

5.13 Other Requirements

1. MPS has a Livable Wage policy that requires Contractors to pay their employees a minimum of \$7.70 per hour for any and all work performed directly or indirectly for MPS.
2. MPS encourages its Contractors to provide health and dental benefits to their employees on a basis.
3. Contractors and suppliers are obligated not to discriminate against any employee or applicant for employment because of race, color, religion, handicap, national origin, gender, age or socioeconomic status. This obligation includes but is not limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.
4. Contractors and suppliers are obligated to comply with all requirements of the Americans with Disabilities Act.
5. Contractor stipulates that any purchase of apparel in excess of \$5,000.00 will be manufactured only by responsible manufacturers and any subcontract will contain this same requirement.
6. The Contractors certifies that neither the vendor, its principals; its sub-recipients or their principals; or any subcontractors or their principals are suspended, debarred, proposed for debarment, voluntarily excluded from covered transactions, or otherwise disqualified by any federal department or agency from doing business with the Federal Government pursuant to Executive Orders 12549 and 12689.

7. Contractors are advised that all District contracts are subject to all legal requirements contained in the District Purchasing Policy (3.09) and state and federal statutes. When conflicts between the RFP and other legal requirements occur, the highest authority shall prevail.
8. If HUB participation is required, vendor must submit a HUB Affidavit of Payment form with each invoice to MPS. This form identifies activity and payment information for each HUB vendor being utilized. Payment will not be processed without this form, and it must be approved by DDCE.

APPENDIX A

REQUEST TO DESIGNATE INFORMATION AS “CONFIDENTIAL” OR “PROPRIETARY”

The attached material submitted in response to RFP 464 includes proprietary and confidential information which qualifies as a trade secret, as provided in s. 19.36(5), Wis. Statutes., or is otherwise material that can be kept confidential under the Wisconsin Open Records Law. As such, we ask that certain pages, as indicated below, of this bid/proposal response be treated as confidential material and not be released without our written approval.

Prices always become public information when bids/proposals are opened, and therefore cannot be kept confidential.

Other information cannot be kept confidential unless it is a trade secret. Trade secret is defined in s. 134.90(1)(c), Wis. Statutes as follows: “Trade secret” means information, including a formula, pattern, compilation, program, device, method, technique or process to which all of the following apply:

1. The information derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use.
2. The information is the subject of efforts to maintain its secrecy that are reasonable under the circumstances.

We request that the following pages not be released

<u>Section</u>	<u>Page #</u>	<u>Topic</u>
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In the event the designation of confidentiality of this information is challenged, the undersigned hereby agrees to provide legal counsel or other necessary assistance to defend the designation of confidentiality or proprietary, and agrees to hold Milwaukee Public schools harmless for any costs or damages arising out of Milwaukee public schools agreeing to withhold the materials.

Failure to include this form in the bid/proposal response may mean that all information provided as part of the bid/proposal response will be open to examination and copying. Milwaukee Public Schools considers other markings of confidential or proprietary in the bid/proposal document to be insufficient. The undersigned agrees to hold Milwaukee Public Schools harmless for any damages arising out of the release of any materials unless they are specifically identified above.

Company Name:

Signature of Authorized Representative:

Name and Title of Authorized Representative:

Date:

APPENDIX B

Prime Vendor Information Sheet

Page 1 of 1

This form should be filled out by the PRIME vendor with prime vendor company information regardless of whether there is a HUB participation requirement listed.

Prime HUBs must identify, in Appendix B, the actual percentage of service/product they will provide. Only that percentage of service/product actually provided by the HUB prime will count toward HUB participation.

You are also encouraged to fill out additional forms for each of your subcontractors. The information in this appendix will be used for statistical reporting purposes only.

Are you a certified MBE firm? YES NO _____
Certifying Agency

Are you a certified M/WBE firm? _____
 YES NO Certifying Agency _____

Are you a certified WBE firm? YES NO _____
Certifying Agency

Are you a certified SBA-8A,
EBE, DBE firm? YES NO _____
Certifying Agency

Total number of all employees within your company: _____

Number of minority employees within your company: _____

Number of women employees within your company:

1. Please include a copy of each firm's [prime's and subcontractor's] Affirmative Action Statement.
2. Please provide the following information for each individual assigned as a team member on the MPS project (both prime vendor team and subcontractor team): Name, project assignment, ethnicity, gender, resident (r) or non-resident (nr) of Milwaukee, and hours/percent of project dollars.

<u>Name of Team Member</u>	<u>Project Assignment</u>	<u>Ethnicity</u>	<u>M/F</u>	<u>Resident/ Non-resident</u>	<u>% of Project Dollars</u>
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