



REQUEST FOR PROPOSAL: RFP 553 - Partners for Grant Implementation

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

Milwaukee Public Schools ("MPS") is soliciting competitive sealed proposals from qualified professional firms to partner with MPS in applying for and implementing appropriate grants, complying with all terms and conditions described in this document.

Proposals will be accepted and reviewed on a continual basis.

Mark all documents **RFP 553**. Mail or deliver all proposals and accessory documents to:

MILWAUKEE PUBLIC SCHOOLS
PURCHASING-ROOM 1
5225 WEST VLIET STREET
MILWAUKEE WI 53208

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

Please submit six sets of your proposal and one electronic copy on CD Rom. 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, if any.

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 1.3.

I acknowledge that there is no conflict of interest as defined in the Terms and Conditions for Request for Proposals found at <http://www.milwaukee.k12.wi.us> (click on Vendors, then click on Terms and Conditions) unless otherwise expressly disclosed by attachment to this page.

By signing below, Proposer agrees to the Terms and Conditions for Request for Proposals found at <http://www.milwaukee.k12.wi.us> which are herein expressly incorporated by reference.

Company Name

Company Telephone Number

Company Address

Company Fax Number

City, State, Zip Code

Authorized Signer's Full Name and Title

Authorized Signature

Date

1.0 REQUEST FOR PROPOSAL OVERVIEW

Project Name: Partners for Grant Implementation
RFP Number: RFP 553
RFP Release Date: Continual
RFP Due Date: Proposals will be accepted and reviewed on a continual basis

1.1 Definitions

Contractor means each successful respondent awarded a contract.

DDCE means Division of Diversity & Community Engagement.

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 CERTIFIED minority, women, disadvantaged, emerging, SBA-8A or other MPS-targeted business owners who have been certified as such by an MPS-recognized agency.

MPS means the Milwaukee Public Schools.

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

RFP means Request for Proposal

Student Engagement means a method of further educating MPS students through required MPS contractor involvement in career education and employment opportunities for students.

1.2 Scope of Services Sought

The Milwaukee Public Schools (“MPS”) applies for federal, state and private grant money to support MPS’ educational programming and the District’s core beliefs. These grants often require MPS to partner and/or collaborate with institutions of higher education, educational vendors, community-based educational organizations, other community-based organizations; and/or consultants that deliver programs or services in many different substantive areas, academic or otherwise.

This RFP seeks to identify all qualified entities who are interested in collaborating or partnering with MPS so that as grant opportunities arise, MPS will be able to quickly and efficiently identify potential partners and work closely with those partners to craft the best grant proposal possible under often-tight deadlines. Upon the award of a grant, MPS will contract with the partner as outlined in MPS contract procedures for services and in the grant.

Due to the wide variety of types of programs and/or services in different academic as well as non-academic areas, you will be asked to fill out a response form in section 4.3 which asks you to outline the type of program(s) and or service(s) you offer and asks specific questions about how these services align to a large urban school district’s needs.

Partners will be on the approved list for three years.

1.3 Division of Diversity & Community Engagement (“DDCE”) 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, many MPS contracts require the use of Historically Underutilized Business (HUB) firms and the engagement of the MPS contract awardee in Student Employment and/or Student Career Education activities.

The **HUB participation requirement** for this RFP is 0%. All information relating to the HUB requirement, including all forms that must be filled out, can be found at <http://www.milwaukee.k12.wi.us> (click on Vendors, then click on Forms), which is herein expressly incorporated by reference.

The **Student Engagement Requirement** for this RFP is:

0 hours of Student Employment

0 hours of Career Education

All information relating to the HUB participation requirement and the Student Engagement Requirement, including all forms that must be filled out, can be found at <http://www.milwaukee.k12.wi.us>, which is herein expressly incorporated by reference.

Note: Even if there are no HUB or Student Engagement requirements, you must still fill out the Prime Vendor Information Sheet, found at <http://www.milwaukee.k12.wi.us>. (This information will not be used in making any award and is kept solely for statistical reporting purposes to the Board of School Directors).

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. For a full description of Milwaukee Public Schools, its mission, demographics, and vision can be found at <http://www.milwaukee.k12.wi.us>.

3.0 INSTRUCTIONS TO THE VENDOR

3.1 Communication/Questions

Vendors are expected to raise any questions, or additions they have concerning the RFP document as soon as they become aware of them. Any questions or requests for clarifications must be directed **in writing** to mpsrfps@milwaukee.k12.wi.us. The subject line of the email must be labeled "RFP- 553 - Question". The only contact allowed with MPS staff is through mpsrfps@milwaukee.k12.wi.us, as stated above. **Unauthorized contact of any MPS employee is cause for rejection of the bid.** Any additional information or clarifications that are provided to one bidder will be provided to all bidders in the form of an addendum posted to the MPS portal at <http://www.milwaukee.k12.wi.us>. Vendors are responsible for checking this site for any addenda that may be issued.

3.2 Submission of the Response

Respondent must submit six sets and one CD Rom of your proposal. Please clearly mark the original copy as "ORIGINAL" on the cover:

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

The original proposal will be time-stamped using the time clock in the Purchasing Office. Proposals not stamped will not be evaluated. **Receipt of a proposal by the District mail system does not constitute receipt of a proposal by the 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, address, and the request for proposal number and title.

3.3 Evaluation Criteria

An MPS evaluation committee will be established to evaluate proposers' responses to each of the RFP requirements. Each response will be reviewed, discussed, evaluated, and ranked by each of the committee members. Proposals should be complete on their face. However, 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 in person or on the telephone and may request further information.

Proposals will be ranked based on the following criteria:

Criteria	Description	Points
HUB/Student Engagement Requirements	Compliance with the HUB and Student Engagement requirements set forth in section 1.5.	Pass/Fail
Responsiveness	Compliance with proposal submission requirements	Pass/Fail
References	Satisfaction of past customers	Pass/Fail
Content of Services	Description of proposed services including: • alignment to district's mission, core beliefs and strategies • research proven methods and strategies • measurable goals and benchmarks • support for participants • evaluation	40%
Qualifications and experience	Vendor's ability and experience to provide like service to entities the size of MPS	40%
Price	Price of proposed services • all billing rates, fees and charges should be explained in detail • deliverables and associated charges should be identified • proposed timeline to perform services required	20%

4.0 PROPOSAL FORMAT AND CONTENT

Responses are to be formatted and tabbed in the form and sequence described in Section 4. Responses not following the format outlined will not be considered. 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 25 pages. Additional data can be provided in appendices. Quality, not quantity, is desired.

4.1 Response Organization

SECTION 1: Signed Cover Page

The MPS cover page must be signed by a vendor representative authorized to make contractual obligations and submitted as Section 1 of the response. Please include all contact information.

By signing the cover page, you are acknowledging and accepting the terms outlined in the RFP and the Terms and Conditions for Request for Proposals found at <http://www.milwaukee.k12.wi.us> are herein expressly incorporated by reference.

SECTION 2: Content of Services

Provide a brief description of the proposed services including how they align to the district's mission, core beliefs and strategies, research proven methods and strategies, measurable goals and benchmarks, support for participants and evaluation.

SECTION 3: Vendor Qualifications and References

Provide a brief description of the vendor, including history; number of years the vendor has been in business; type of services provided; and legal status of vendor organization, *i.e.* corporation, partnership, etc.

Include documentation to verify proposer's capacity of adequate financial support, assets, and organization to provide the products and services required in this RFP.

Describe successful projects or experiences in environments comparable or greater in size to MPS.

Please provide brief resumes and relevant work experience of all team members or partners who would be assigned to work on the project.

Describe process for identifying and replacing personnel, if necessary, during term of contract. Replacement or substitution of personnel proposed shall require prior approval of MPS.

Vendor References

Vendor shall provide at least three client references including the names of the individual(s) you would propose MPS contact, 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.

SECTION 4: RFP Response (Excluding Price)

Describe the proposed methodological approach to and organization of this engagement indicating how you propose to meet or exceed the scope of service set forth in section 1.2 and in the Contents of Service description located in Evaluation Criteria 3.3. This section should also describe any information that MPS must supply and/or any other resources MPS must supply in order for the vendor to complete the required deliverables.

SECTION 5: RFP Response (Price Information)

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.

SECTION 6: DDCE INFORMATION

If a HUB requirement has been assigned, vendors must submit a HUB Utilization Plan. If a Student Engagement requirement is assigned, the following forms may be required to be filled out: Employer Request for Student Employment; Student Education and Career Awareness Plan; Student Employer/Career Education Commitment Form. **If both HUB and Student Engagement requirements are assigned, all forms related to both requirements must be addressed in the response.**

Regardless of whether there is a HUB engagement requirement, submit the Prime Vendor Information Sheet. This information will not be used in making an award and is kept solely for statistical reporting purposes.

All of these forms and comprehensive information regarding these requirements may be found at <http://www.milwaukee.k12.wi.us>.

SECTION 7: Designation of Information as "Confidential" or "Proprietary"

You may fill out and submit the "Request to Designate Information as Confidential or Proprietary" form found at <http://milwaukee.k12.wi.us> (click on Vendors, then click on Forms) if you seek to designate any portion of your response as confidential or proprietary. Please note that the Board is bound by the Wisconsin Public Records Law, and as such, all of the terms of this Contract are subject to and conditioned on the provisions of Wis. Stat. § 19.21, *et seq*

SECTION 8: Additional Materials, Brochures, Etc.

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

5.0 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 will not sign a vendor's forms or contracts. Unless otherwise indicated, awarded vendor will be required to sign MPS' Professional Services Contract found at <http://milwaukee.k12.wi.us> (click on Vendors, then click on Forms).

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. Notification of award will be accomplished by posting the name of the recommended awardee on the MPS portal.