August 15, 2016

RE: Athletics Director

The Ecorse Board of Education is desirous of receiving sealed bids on a 2016-17 school year proposal for an Athletics Director. Copies of the bid specifications and bid sheets are enclosed.

Bids must be submitted in a sealed envelope and addressed as follows:

April Ackerman-Miller, Secretary
Ecorse Board of Education
27225 W. Outer Drive
Ecorse, MI 48229

Marked “Athletics Director Bid”

All bids are to be received on or before Monday, September 5 at 4:00 p.m., Eastern Standard Time.

Bidding information:
The bid proposal shall be on forms provided in this packet.
THE BID PROPOSAL PACKET MUST BE SUBMITTED IN DUPLICATE.
The following Bid Proposal Packet information must be submitted in the following order:

1. Athletics Director Proposal Form
2. Bidder’s Qualification Form
3. Vendor Form

THE ECORSE PUBLIC SCHOOL DISTRICT RESERVES THE RIGHT TO REJECT ALL OR PART OF ANY BID PROPOSAL.

If you have any questions regarding this bid, please contact Thomas Parker at 313-294-4750.

Sincerely,

Thomas E. Parker

Thomas E. Parker
Superintendent of Ecorse Public Schools
Athletics Director
Request for Proposals

Distributed by:
Ecorse Public Schools
27225 West Outer Drive
Ecorse, MI 48229
Section 1 - Introduction
The purpose of this Request for Proposal (RFP) is to obtain pricing a for an Athletics Director Services within Ecorse Public School (EPS) environment by allowing companies that offer these services the opportunity to bid to EPS in a fair and competitive manner.

EPS operates and maintains three schools, and a centralized administration site. These four buildings serve the local community by providing quality education for Pre K-12 school aged children in Ecorse.

In order to maintain the highest levels of reliability, efficiency and cost effectiveness for its users and members EPS would like to identify the best of breed competitors in this field.

EPS requires quality solutions to be used in the delivery of mission critical applications.

Ecorse Public School District is seeking proposals for an Athletics Director for the following:

- Ecorse Community High School
- Grandport Elementary Academy
- Ralph J. Bunche Elementary Academy

Section 2 – Response Format and Eligibility
All vendors must comply with all EPS Purchasing Division registration requirements. Vendors must submit 2 written copies and an electronic copy on CD in Microsoft Word format, of the responses to the RFP. Responses must be organized in the following format:

Section 1 Copy of original RFP
The copy must be completed and signed in accordance to EPS Purchasing Division requirements.

Section 2 Executive Overview
A maximum of one page single-sided may be submitted introducing your company and services.

Section 3 Specifications
A separate copy of the specifications and description worksheets of this RFP must be completed for each solution submitted for consideration. Each worksheet must include service offerings and staff descriptions.

Section 4 Vendor Questionnaire
The responses to the vendor questionnaire in section 4 of this RFP must be included here. A maximum two page, single-sided, response may be submitted per question.

A separate 10 x 13 envelope may be submitted for any supplemental information the vendor may wish to submit including product brochures, white papers, case studies, etc. Vendors should be aware that such materials are optional and are not assured review as part of the RFP selection process.
Interviews for the purpose of clarifying bid responses will be granted at the sole discretion of the evaluation committee. Vendors are to submit all questions and responses to the purchasing agent in writing. Vendors must not directly contact any member of the evaluation committee, their supervisors, or managers.

Section 3 - Specifications
A maximum 1 page summary should be supplied for each solution offered. At a minimum it must address the following and anything else the vendor feels is relevant or of value to EPS.

Proposed Systems should have the following characteristics (order does not represent importance or weighing factors):

- Professional Service offerings for all Athletic Programs in the Ecorse Public School District.
- Professional Services deliverables (i.e.: assessments, training plans, staff surveys, and action plans)
- Program Services Evaluation Model
- Unit Costs

The vendor shall provide pricing for meeting the outlined deliverables as outlined above. The vendor shall provide all pricing in the format of the required bid cost form (Attachment B.) The vendor is responsible for verifying the required cost sheet totals properly. Questions should be directed to G. Mann at Ecorse Public Schools via email, gmann@eps.k12.mi.us, until 72 business hours before due date and time. All questions will be answered in writing. Contact with other Ecorse Public School staff about this Request for Proposals (RFP) may result in the vendor being disqualified.

SCOPE of Services

Ecorse Public School District seeks the Athletic Department Director to create protocols, develop and manage programs, and scheduling for all athletic facilities. The Proposer shall demonstrate an understanding of the EPS’ goals and objectives for the proposal. All interested Proposers are required to describe in detail how they will accomplish the following requirements:

A. Furnish the requested number of officials for each league game as coordinated; provide the cost for officials and other fees, if any, as listed under on the Proposer’s Response Form provided.

B. EPS shall furnish all necessary supervision, and all effort necessary to perform and to complete the specifications herein this RFP document.

C. The successful respondent shall be responsible for meeting all MHSAA, MMAC requirements and Registration of all individual officials.
D. The successful respondent shall comply with all state rules clinic attendance requirements.

E. The successful Proposer shall be responsible for scheduling officials for all schedule games and contests and furnish requested number officials for Varsity and Junior Varsity designated games/contests.

F. Schedule changes to games/contests due to inclement weather or unforeseen circumstances will be coordinated by the athletic director.

G. Recruit and hire Athletic Department personnel including coaches, volunteers, and other support personnel. Assess training needs for all coaches and service providers.

H. Lead major facility development projects for the Athletics Program.

I. Monitor service history, expenses and budget approved by the Business Manager, in Central Office. Keep daily records and time sheets of all work performed, labor, materials, etc.

J. All vendors and employees shall undergo a live scan finger print background check in accordance with state and federal regulations (at their own expense).

K. The proposer shall market all Athletic activities including but not limited to try outs, tournaments, fundraisers, press conferences, board meetings, and volunteering opportunities. Community partnerships should also be developed through other local businesses, non-profits, and other public entities. The proposer shall develop and maintain a positive relationship with students, faculty, and the community by providing surveys.

L. To avoid the appearance of impropriety and to preclude a possible conflict of interest, any official who knowingly has a family member participating in a competition he or she is schedule to officiate must make full disclosure and must excuse him or herself from that particular assignment. It will be the responsibility of the Association to provide another game official for that competition as soon as possible.

M. If, at any time, EPS determines it is in its best interest to discontinue use of these services EPS reserves the right to cancel this Agreement by giving thirty (30) days advance written notice.
N. Except as expressly provided herein or in connection with insurance required to be provided by this Agreement by one party for the benefit of the other, each party shall be responsible for its own legal representation and legal cost.

Coordination

- The awarded vendor(s) shall appoint a single point of contact for this project.
- The Owner will appoint a primary point of contact for this project.

Acceptance

- For final acceptance, the services must be provided to meet the prescribed deliverables, in the Owner’s opinion, for 30 consecutive days from the date the vendor declares the deliverables as having been met.
- The Owner may withhold any bonds and/or final payment until the deliverables prescribed in this RFP have been met, in the Owner’s opinion, for 30 consecutive days from the date the vendors declares the deliverables as having been accomplished.

Submission of a proposal shall indicate acceptance of the terms of this document.

Section 4 – Vendor Questionnaire

Note: A maximum response of two pages, single-sided may be submitted per question.

1. Please describe the unique qualities of your company that would be of value to EPS should your company be selected to supply our school district with the infrastructure.

2. Please provide general financial background of your company including number of employees, number of years in business, annual sales, number of branch offices, nearest office to EPS, etc. EPS requires proof of Insurance and Bonding such as Accord Certificates. Please describe.

3. Please describe your business relationship with EPS. If you are selected to supply services to EPS in the future what marketing model would be used? Describe availability of State Contracts, marketing and recruiting strategies, and program development plans.

4. Please describe the unique qualities of the System or Service offered by your company that sets it apart from the service proposed by other vendors.

5. List three organizations in which your company has provided products or services similar to what is being requested in this Request for Proposal. Provide the organization’s name, location, contact person, telephone numbers, and emails for reference checking purposes.

6. Please describe any service support your company may provide as part of any purchase.
7. All contracts are required to contain the following language:

“Suspension and Debarment Certification Contractors certifies and affirms that it is not included on the federal Suspension and Debarment list of Excluded Parties list; nor is contractor affiliated with any party that is included on the federal Suspension and Debarments list or Excluded Parties List.”

RESPONSE REQUIRED

Organize the request for proposal into sections as identified in Section 2. Failure to do so will result in disqualification.
CONFLICT OF INTEREST POLICY

1.0 Purpose

It is the policy of the Ecorse Board of Education (the “Board”) that its employees and agents conduct Ecorse Public Schools’ (the “District”) educational and business affairs in an ethical, professional and transparent manner. To that end, all Board members, employees, contractors, and vendors shall avoid all potential conflicts of interest or the appearance of any such conflict.

In accordance with the requirements of federal and state law regarding the conduct of employees of public entities and of public school systems, ethical standards for all Board members, employees, contractors, and vendors have been established as set forth below:

2.0 Policy

2.1 DEFINITION OF CONFLICT OF INTEREST

A conflict of interest arises whenever the activities of a Board member, District employee, contractor, and vendor result in or provide an opportunity for the Board member, District employee, contractor, and vendor or a third party to gain an improper advantage, economic or non-economic, that is adverse to the District’s interests. Stated another way, it is a situation or circumstance which, by itself or by logical extension thereof, impairs or may impair an employee’s full loyalty to or good faith performance of duties for the District.

3.0 Violations of the Conflicts of Interest Policy

3.1 PROHIBITED CONDUCT REGARDING CONTRACTS AND/OR BUSINESS RELATIONSHIPS

In an effort to assist District staff in maintaining ethical and appropriate business conduct, the following guidelines have been established.

3.1.1 Vendor shall not be a party, directly or indirectly, to any contract between himself or herself and the District except as permitted by law.

3.1.2 Vendor shall not use District resources, personnel, property, or funds for the Board members, employee or a third party’s personal gain or benefit, except where such use is part of that employee’s approved compensation plan (i.e. use of District vehicles, cellular phones, etc.)
3.1.3 Vendor shall not, directly or indirectly, engage in a business transaction in which the vendor may profit from his or her position or authority or benefit financially from confidential information which the individual has obtained or may obtain by reason of that position or authority.

3.1.4 Vendor shall not engage in or accept employment or render services for another entity when that employment or service is incompatible or in conflict with the discharge of the individual’s duties or when that employment may tend to impair his or her independence of judgment or action in the performance of their duties.

3.1.5 Vendor shall not participate in the negotiation or execution of contracts or regulation or supervision relating to a business entity in which they have a financial or personal interest, directly or indirectly.

3.1.6 Vendor shall not solicit, negotiate, or be a party, directly or indirectly, to any contract between the vendor and District, except as may be permitted by all applicable laws.

3.1.7 Vendor shall not divulge to an unauthorized person, confidential information acquired in the course of his or her association and/or employment in advance of the time prescribed for its authorized release to the public.

3.1.8 Vendor shall not represent his or her personal opinion as that of the District.

3.1.9 Vendor shall not take any action (including solicit or accepting gifts, remuneration, preferential treatment, disclose about bids or other confidential matters not approved for general release) in relation to contractors, vendors, and suppliers that will impair their ability to make purchasing decisions in the best interests of the District or that will give one contractor/vendor/supplier an unfair advantage over another.

3.1.10 In order to avoid the appearance of impropriety, Board members and employees shall not solicit or accept a gift or loan of money, favors, goods, services, discounts, benefits or any other thing of value, except for de minimus gifts, which tends to influence the manner in which the individual performs his or her duties.

4.0 NEPOTISM

At no time, may any Vendor be directly responsible for the supervision or evaluation of a member of his or her immediate family, domestic partner, relative, and/or significant other.

5.0 DUTY TO DISCLOSE

5.1 All Vendors shall disclose any real or potential conflicts of interest upon acceptance of their position and there remains a continuing duty to disclose any such conflicts throughout their association and/or employment with the District.
5.2 All Vendors shall file an Ecorse Public Schools Financial Disclosure Form annually. Each shall file an updated Form within thirty (30) days of any change in the individual’s circumstances that would require an answer different than any answer provided on the Form then on file with the District.

6.0 ISSUANCE OF ADMINISTRATIVE REGULATIONS/STANDARD OPERATING PROCEDURES

The Superintendent shall develop administrative regulations and/or standard operating procedures to implement this policy, as necessary.

7.0 FAILURE TO COMPLY

The Superintendent shall administer this policy to ensure compliance. Failure to comply with this policy or the corresponding regulations and/or procedures may result in a recommendation for appropriate disciplinary action (up to and including termination) and/or Board sanctions.

8.0 EXCEPTIONS

Any exceptions to this policy must be documented and approved by the Board and the Superintendent.
ATHLETICS DIRECTOR BID FORM

$ ______________  COST PER HOUR

COMPANY  ________________________________________________________________

ADDRESS  ________________________________________________________________

SIGNATURE  ________________________________________________________________

TITLE  ________________________________________________________________

PHONE NO.  Area Code (___) __________________________

DATE  ________________________________________________________________
All questions must be answered clearly and in a comprehensive manner. Any bidder failing to answer all questions may be rejected on these grounds. It is understood that by submitting a signed bid, the bidder is certifying the correctness of all statements and is hereby under oath. If necessary, the bidder may use additional sheets to answer these questions (when complete, any additional sheets that are used must be attached to the Qualification Statement). The bidder may submit any additional information he/she desires.

1. Name of Bidder:

______________________________________________________________________________

2. Permanent Main Office Address:

______________________________________________________________________________

______________________________________________________________________________

3. When (name of bidder) organized:

______________________________________________________________________________

4. If a corporation, where (name of bidder) incorporated? __________________________________________________________________________

______________________________________________________________________________

5. How many years have you been operating under the (name of bidder) name?

______________________________________________________________________________

6. What other names has/are the principals of (bidder) operated (in) under that was/is associated with (name of bidder) bidder?

______________________________________________________________________________

7. Have the principals of (bidder) filed for Chapter 11 or Chapter 13 for protection of (name of bidder) or for any other company?

______________________________________________________________________________
8. Have you (bidder and other entities identified in question 6 answers) ever failed to complete any work awarded to you? If yes, where, why?
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

9. Have you (bidder and other entities identified in question 6 answers) ever defaulted on a contract awarded to you? If yes, where, why?
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

10. List major additional services and/or tools available for this contract.
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

11. List your experience in work similar to this project. These references must include: names, addresses, and phone numbers of the Owners for whom projects were performed (at least three public schools in Metropolitan Detroit).
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
ECORSE PUBLIC SCHOOLS - VENDOR FORM

Please fill out this form with the information requested below and return it with your bid. All information is held strictly confidential.

1. Full name of company: ________________________________

2. Full address, telephone, fax: ________________________________

3. Nearest representative to Ecorse: ________________________________

4. Representative's full address and telephone: ________________________________

5. Name of sales manager and telephone: ________________________________

6. Name of President and telephone: ________________________________

7. Business Organization:

   Individual: ___________________________ Partnership: ___________________________
Corporation: ___________________  Subsidiary of: ___________________
Years in operation: _______________  Organized Under the Laws of
____________________ (State)

8. Minority Business:   ( ) YES   ( ) NO

9. Number of employees: ___________________

10. Customer References (Name, Address, Telephone)
    a. ____________________________________________________________
    b. ____________________________________________________________
    c. ____________________________________________________________
    d. ____________________________________________________________