



Vendor's Competitive Bid Request

To Whom It May Concern:

Our school is accepting competitive bids from vendors for the item(s)/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 e-mail me their intent to submit a bid within five (5) business days of the date of this letter in order to be considered.** Failure to respond within five (5) 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 within seven (7) business days of the date on this letter to be considered. I can be contacted at the information below if you have any questions. Thank you for your consideration.

Sincerely,

Christian Manley, Coordinator of Curriculum & Instruction
cmanley@battle-creek.k12.mi.us

Vendor's Name:	Vendor's Web Address:	
Vendor's Phone #:	Vendor's E-Mail Address:	
Today's Date: January 11, 2021	Deadline To Submit Interest: January 15, 2021 @ 4:00pm	Deadline To Submit Written Bid: January 22, 2021 @ 4:00pm
School's Name: Battle Creek Public Schools	School's Address: 3 West Van Buren Battle Creek, MI 49017	School's Phone #: 269-965-9500

The 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.

Details Of Requested Bid

Background:

Famously referred to as "Cereal City", Battle Creek Michigan is home to Battle Creek Public Schools (BCPS). Although relatively small in terms of enrollment for a medium-sized district, the district has a number of demographics and academic disparities that mirror those of large urban areas. With a little over 4,500 students enrolled in three PK-2nd grade buildings, two 3rd through 5th grade buildings, one PK through 5th grade building, two 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 qualify 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.

Project Overview

BCPS is seeking proposals to fill our need for a suite of music curricula and supporting materials. The resources will be an integral part of fulfilling BCPS's overall project to ensure that all BCPS students have access to a guaranteed and viable curriculum that is responsive to the needs of diverse learners, including but not limited to English Language Learners, students with disabilities, and students in need of further enrichment.

BCPS will award this contract to the offeror who provides the best value. While cost is a consideration, BCPS will consider the other factors described in the section titled "Selection Criteria."

Proposal Requirements

The proposal must include a description of how the materials and supports being offered meet the requirements listed here:

Materials requested: Music Curriculum for all grades K-5

- Student core instructional materials (textbooks and/or online materials)
- Teacher editions of all student instructional materials (physical and digital)
- All other ancillary materials including assessment, enrichment software
- Descriptions, including pricing, for materials offered in languages other than English
- Replacement materials for consumables and commonly lost and/or broken materials.

Requirements for provided materials:

- Provide a unified and coherent K-5 music curriculum.
 - Materials must align with the Michigan State Standards
 - Materials must focus on the core components of each grade level's learning
 - Materials must include content designed for meeting the needs of diverse learners, including but not limited to students learning English, students with disabilities, and students in need of further enrichment
 - Provide an explanation of how materials support benchmark assessments, end of unit assessments, or other assessment needs required for BCPS to fulfill its goal of providing a guaranteed and viable curriculum
- Provide a description of the support educators receive to implement the instructional materials
 - Materials must include a recommended scope and sequence for educators to use in delivering instruction in alignment with the Michigan State Standards
 - Materials must include formative and summative assessments
 - Materials must support differentiated instruction, personalized learning, individualized instruction under IDEA
 - Materials that support--but do not require the integration of--technology are highly preferred

Additional Requirements: The proposal must also include a description of services being offered to meet the following requirements:

- Describe the full menu of potential follow-on services (in-service trainings, professional development, consultation with district level officials, etc.) the vendor has available to support the continued success of Battle Creek Public Schools in using the vendor’s provided materials. For items available but not included in the price proposal vehicles, please specify those items not included in this price proposal clearly. Teacher professional development on:
 - Teacher professional development for 5 participants upon start of school year (Dates TBD)

Timeline

Materials must be received by BCPS no later than August 7, 2021. Three publishers will be invited to present their materials to the BCPS Math Transformation Team during the 2020-2021 school year.

Organizational Qualifications

- **Past Performance.** The vendor should possess extensive experience working with urban districts to design and deliver a high quality, guaranteed and viable curriculum that can successfully transform outcomes for students. Examples or case studies of successful district partnerships are highly encouraged.
- **Alignment with Standards.** The vendor should be able to demonstrate materials align to the Common Core State Standards.
- **Research regarding effective implementation.** Where available, research validation for the vendor’s offerings should be provided.
- **Change management capabilities.** A successful vendor will be able to describe how they have supported districts in resolving challenges that arise from curriculum adoption.
- **References.** The vendor should include contact information for officials in three districts who have used the vendor’s services.

Selection Criteria

The successful offeror will provide BCPS with the best value based on consideration of the following factors:

- Ability to meet proposal requirements (50%)
- Organizational Qualifications (25%)
- Price Proposal (25%)

Submission Requirements

Offeror should provide an electronic response to the RFP to Christian Manley at cmanley@battle-creek.k12.mi.us and no later than 4pm on January 29th.

The Technical Proposal Should Include:

- Executive Summary (Optional) describing the vendor’s educational and/or pedagogical philosophy, the fit with BCPS’s expressed aims, and any other information the vendor deems essential to the proposal. This should be no more than six pages.
- Detailed Description of the vendor’s ability to meet the proposed requirements. In this section, the vendor should respond to each requirement listed under the section “Proposal Requirements.”

Price Proposal. The price proposal should include the prices for all materials for the following estimated student counts in each of the grades listed below. Additionally, a daily rate for any and all consultants, along with the number of days included in the proposal, should be included.

Grade	Estimated Number of Students	Estimated number of teachers
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6th	245	3 teachers
7th	265	3 teachers
8th	355	3 teachers
US History	310	2 teachers
World History	345	2 teachers
SPED Resource Room		10 teachers
6-12 EL Teachers		2 teachers

**BATTLE CREEK PUBLIC SCHOOLS
SUMMER READING BOOKS AND MAILING**

DISCLOSURE STATEMENT – FAMILIAL RELATIONSHIP

Pursuant to MCL 380.1267, a sworn and notarized statement disclosing any familial relationship that exists between the owner and any employee of the vendor/contractor and any member of the Battle Creek Public Schools Board of Education or the Battle Creek Public Schools Superintendent must be accompanied with the bid/proposal.

Bids and Proposals without this disclosure statement will not be accepted.

The members of the Battle Creek Public Schools Board of Education are: Karen Evans, Catherine LaValley, Krya Wallace, Patty Poole-Gray, Jacqueline Slaby, Art McClenney, and Charlie Fulbright. The Battle Creek Public Schools Superintendent is Kimberly Carter.

The following are the familial relationship(s):

Owner/Employee Name Related to: Relationship

- 1. _____
- 2. _____
- 3. _____
- 4. _____

Attach additional pages if necessary to disclose all familial relationships.

There are no familial relationships that exist between the owner and any employee of the vendor/contractor and any member of the Battle Creek Public Schools Board of Education or the Battle Creek Public Schools Superintendent.

The undersigned, the owner or authorized representative of bidder (insert name) _____ does hereby represent and warrant that the disclosure statements herein contained are true.

Signature of Bidder Representative

Print Name

Title

STATE OF MICHIGAN

COUNTY OF _____)

This instrument was acknowledged before me on the ____ day of _____, _____, by _____.

_____, Notary Public _____ County, Michigan

My commission expires: ___/___/___ Acting in the County of: _____

**BATTLE CREEK PUBLIC SCHOOLS
SUMMER READING BOOKS AND MAILING**

**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 Summer Reading Books and Mailing Request for Proposal (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 MICHIGAN

COUNTY OF _____)

This instrument was acknowledged before me on the ____ day of _____, _____,
by _____.

_____, Notary Public

_____ County, Michigan

My commission expires: ____ / ____ / ____

Acting in the County of: _____