

# **Request for Proposal**

**for**

**West Michigan Academy of Arts & Academics**

**for**

**Employee Leasing Services**

**Proposal Due: March 8, 2019**

**Tentative 1<sup>st</sup> Interviews: Week of March 18, 2019**

**Tentative 2<sup>nd</sup> Interviews: March 26, 2019**

**Tentative Board Action: By April 23, 2019**

**Effective Date: July 1, 2019**

**Please provide an electronic proposal, marked confidential, to:**

**Mr. Andrew Alt**  
**WMAAA Board President**  
**[aalt@westmichiganacademy.org](mailto:aalt@westmichiganacademy.org)**

The Board of Directors of West Michigan Academy of Arts & Academics reserves the right to accept all or any bids/responses at any time prior to the Academy's execution of a contract approval by the Board of Directors. West Michigan Academy of Arts & Academics reserves the right to reject the proposal of any firm, which the Academy, in its sole discretion, deems to be unsatisfactory. This Request for Proposal is not a contract for services.

West Michigan Academy of Arts & Academics' Board of Directors is seeking proposals for employee leasing services including all aspects related to the administration of the personnel, payroll, and benefits functions. It is expected that all employees will be employed by the Vendor which will serve as the sole employer for the individuals assigned to the Academy. It is the Board's desire to create the best working environment possible for staff and to utilize best practices to attract and support the best staff possible for the children attending WMAAA.

The proposals should include responses to the information requested herein and any additional information that will assist the Board of Directors in making a decision.

West Michigan Academy of Arts & Academics was approved as a public charter school in 1996. The current enrollment is 440 for kindergarten through eighth grade. The current budget for 2018-2019 is approximately \$4.185 million dollars. M-Step scores can be secured on the State of Michigan website.

This Request for Proposal (RFP) is divided into five major categories. A cost is sought for five major categories for administering the Academy operation.

The sections to be addressed are:

- I. General Information
- II. Employment Issues
- III. Compliance Issues
- IV. Implementation Process
- V. Miscellaneous Issues

Each section has a series of questions. All General Information questions must be addressed as well as those in each section. Additional information regarding the background of your firm, which may assist the Board of Directors in making a determination, is welcome and may be attached in addition to the items requested in the RFP. The costing sheet is the last page of the RFP.

**The RFP must be received by 4:00 PM EST, March 8, 2019.**

## **GENERAL INFORMATION**

1. Please 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. Please identify who will be assigned to the Academy and his/her role. 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.
3. 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.
4. 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.
5. Please confirm your acceptance that the Agreement will, after the initial year, include a 90 day no fault termination by either party for any reason.

## **EMPLOYMENT ISSUES**

1. What process do you use in recruiting, securing, and hiring personnel to be assigned to the Academy?
2. Are you familiar with the school code requirements for hiring of employees? Please describe how that process would work at WMAAA and how you assure compliance with statutory requirements regarding hiring of certified staff.
3. Explain what, if any, role the Board will have in the financial aspects of staffing of the Academy. In addition, please indicate what information you will provide related to the analysis of compensation

- packages, including performance bonus structures and competitive salary ranges.
4. Indicate if the proposed contract between your management company and the Academy includes an indemnification for actions by the management company staff (including teaching staff) and that the Board will be a named insured on the management company liability insurance policy.
  5. The Board has input into the hiring of the Academy Director. Given the leadership role of the Director, what steps will be taken to ensure that the Director will be reporting to the Board for operational purposes? How will you assure to the Board that mandatory compliance issues (e.g. staff evaluations, MDE requirements, etc.) are met and the Board kept informed?
  6. Please explain how you define performance metrics for your company and the preferred evaluation criteria and process that would assist the Board in evaluating your performance.
  7. Please provide a breakdown/chart of roles and responsibilities and where they are handled (i.e. school staff, vendor main office, Board of Directors, etc.)
  8. What role would the Director have for your company and how would you expect the Director to handle a discrepancy between the ESP and the Board?
  9. What role, if any, would your company have in addressing staffing/personnel issues and would the employee handbook be tailored to WMAAA?

### **COMPLIANCE ISSUES**

1. Describe your familiarity with the Authorizer, Grand Valley State University, including whether you have worked with GVSU in the past, and the name of your contact at the GVSU Charter Office.

2. Indicate whether you have ever been notified of a late report or failure to comply with an Authorizer's requested/required reports. If so, what reports were at issue and how quickly was the issue remedied?
3. Please indicate how you handle teaching vacancies for which there is a certification difficulty and what steps you have taken in the past to have properly certified teachers. Please include your communication with the Authorizer as well as the Board.

### **IMPLEMENTATION PROCESS**

1. Please describe the implementation process if you are selected including a project time line.
2. Explain the transition process you would use if you are selected. Please include a detailed description of the role of you, the school staff and the Board of Directors, if any.
3. Please explain how you evaluate the products/coverages you provide to your employees and how you evaluate and/or ensure the best price, products and coverages are being offered.

### **MISCELLANEOUS ISSUES**

1. Please include a sample contract with your response to the RFP.
2. Please indicate how the service fee is calculated including the basis and percentages used for the fee.
3. Please indicate how the IRA and health insurance services are handled and whether your company receives a dividend from the provider(s) and, if so, how is it determined and whether the Board receives any of that dividend.
4. If selected, how would you work with the staff to explain any changes and what type of help would you provide in completing the benefit applications, including understanding of those benefits?

Additional Information

Total Budget	\$4,184,942
Foundation	\$3,634,260
Number of Students, Oct 18	440
Payroll	\$1,778,700