



REQUEST FOR PROPOSAL

#21243

For

Equity & Inclusion Employee Survey

FOR THE CLEVELAND MUNICIPAL SCHOOL DISTRICT
DBA: CLEVELAND METROPOLITAN SCHOOL DISTRICT
BOARD OF EDUCATION, 1111 SUPERIOR AVENUE E, SUITE 1800
CLEVELAND, OHIO 44114

UNDER THE DIRECTION OF THE EQUITY AND INCLUSION STRATEGY TEAM,
BOARD OF EDUCATION OF THE CLEVELAND METROPOLITAN SCHOOL DISTRICT CUYAHOGA
COUNTY, OHIO

Table of Contents

NOTICE OF REQUEST FOR PROPOSAL #21243	3
PART I: INTRODUCTION, BACKGROUND & SCOPE OF WORK	4
Section A: Introduction.....	4
Section B: Background	4
Section C: Scope of Work & Requirements	5
1. Approach to Conducting the Research and Survey Work.....	6
2. Project Management	7
3. Questionnaire Development	7
4. Survey Methodology, Mode and Preparations	8
5. Data Collection & Processing.....	8
6. Data Management, Analysis and Reporting	9
7. Timeline.....	9
8. Future Work.....	9
9. Qualifications.....	9
PART II: RFP SUBMISSION REQUIREMENTS & INSTRUCTIONS TO SERVICE PROVIDERS	11
SECTION A: Proposal Submission & Formatting	11
1. Proposal Submission Requirements	11
2. Proposal Format Requirements	12
SECTION B: Proposal Constraints.....	13
SECTION C: Evaluation Process	14
SECTION D: All District Related Forms	16
SECTION E: Award of Contract	16
PART III: COST PROPOSAL AND PRICING.....	18
Appendix A: The Cleveland Plan	19
Appendix B: Theory of Change.....	22
Appendix C: Multicultural Organization Model	24
Appendix D: Direct Online Platform	26
Appendix E: Required Purchasing Documents	28

NOTICE OF REQUEST FOR PROPOSAL #21243

Separate Sealed proposals for the scope of work and requirements set forth below will be received in the Cashier's Office of the Cleveland Metropolitan School District located at 1111 Superior Avenue E, Cleveland, Ohio 44114, until **1:00 pm current local time on June 1, 2018**. This RFP will not be publicly opened.

Equity & Inclusion Employee Survey

Copies of Instructions to Proposers, Requirements, Scope of Work and related Appendix may be obtained directly from the District's Webpage. Go to clevelandmetroschools.org/purchasing and click on the RFP number. If you require assistance, please email seletha.thompson@clevelandmetroschools.org or call **(216) 838-0418**.

There will be a Pre-Proposal Meeting for this RFP on **May 17, 2018 at 1:00 P.M.** The Pre-Proposal Conference will be at **CMSD Main Office at 1111 Superior Ave E, Cleveland, Ohio 44114**. Attendance at the Pre-Proposal Meeting is encouraged but not mandatory.

All questions and correspondence related to this RFP must be submitted in writing **ONLY** by **12:00 pm on May 21, 2018** at the email address given above. All answers to corresponding questions and concerns will be sent directly to those submitting the question. A comprehensive question and answer list will also be posted at clevelandmetroschools.org/purchasing. Any errors and/or omissions reported will be addressed via Addenda, which will be issued no later than **May 25, 2018**.

No proposal may be withdrawn for at least ninety (90) days after the deadline for submittal.

The Cleveland Metropolitan School District reserves the right to reject any and all Proposals, to waive any and all informalities or irregularities, and to disregard all non-conforming responsive conditional Proposals.

The Cleveland Metropolitan School District does not discriminate in educational programs, activities or employment on the basis of race, color, national origin, sex, age, religion or disability. The Cleveland Municipal School District has a Diversity Business Enterprise and Affirmative Action Program in effect. All service providers submitting a proposal must complete the appropriate forms and submit the same with their proposal. While the District no longer certifies DBE companies, we accept any company certified through the City of Cleveland, Cuyahoga County, or the State "EDGE" program.

Proposers on this work shall be required to comply with all applicable requirements pertaining to fair labor, state and local government.

M. Angela Foraker
Executive Director, Procure to Pay
May 1, 2018

PART I: INTRODUCTION, BACKGROUND & SCOPE OF WORK

Section A: Introduction

The Cleveland Metropolitan School District (hereafter the District) is soliciting proposals to establish a contract with a qualified service provider to partner with the District for an Equity & Inclusion Employee Survey.

Schedule for Posting and Service Provider Selection for the Equity & Inclusion Employee Survey RFP #21243:

Process/Task	Date
RFP Posted	May 1, 2018
Pre-Proposal Conference	May 17, 2018
All final questions from service providers to the District	May 21, 2018
Answers to service providers from the District and all addenda issued (if necessary)	May 25, 2018
RFP Responses Due	June 1, 2018
Service provider presentations	June 14 &/or June 15, 2018
Service provider selection	June 20, 2018
Contract negotiation	June 20 to June 30, 2018
Project start	July 2, 2018 – Tentative

Service providers are encouraged to submit questions prior to the Pre-Proposal Meeting so that they may be addressed.

Dates listed above are subject to change at the discretion of the District. Service providers will be notified of changes to the schedule, as appropriate

There are three parts to this RFP. Part I provides background on the District and the scope of work requirements for the Equity & Inclusion Employee Survey. Part II provides a detailed set of directions which the service provider will use to prepare their response. Part III is the cost proposal and pricing requirements. There is also an Appendix section of the RFP where additional information is provided and required Purchasing forms are located.

Section B: Background

The District is embarking on a strategy to create an equitable and inclusive District where all employees can use their strengths and bring their whole selves to work. In doing so, the District seeks to be a welcoming place and have a thriving workforce that is motivated, equipped and engaged. A fundamental component of the District's equity and inclusion strategy work is an employee survey. The purpose of this survey is to understand the feelings and perceptions of

all employees and to establish a baseline of understanding around the current state of the employee experience and climate of the organization.

The District is a large urban school system with 105 schools and two administrative sites and 7,700 employees (including part time, hourly and substitutes), of which 6560 are union members. Sixty-six percent of the District's staff is white, twenty-four percent is African-American and four percent is Hispanic. In contrast, sixty-six percent of our students are African-American, fifteen percent are white and fifteen percent are Hispanic. Seventy-three percent of our staff are women and twenty-seven percent of our staff are men. We are aware that these numbers only provide a small window into the diversity that's present within our school community. We are also aware that creating an equitable and inclusive environment attracts the best talent; makes room for work style and skill set differences; ensures employee retention, good morale, productivity and creativity; improves the customer experience; promotes an atmosphere where innovation for growth and development is encouraged; and finally contributes to the economic development of our city.

In 2017, the District launched the Equity and Inclusion Strategy Team comprised of employees who represent a cross-section of our employee base. The purpose of the Strategy Team was to learn about best practices around equity and inclusion in K-12 public education; identify and leverage the positive steps that are currently being taken across the district; grow our capacity to explore issues of equity and inclusion, ultimately driving change across the district; assess current state; create a vision for our desired future state and move the District toward that ideal; and craft the District's goals and strategy around that work. This critical first step of creating and administering an employee survey is an outgrowth of this work.

Section C: Scope of Work & Requirements

The District is seeking a service provider to partner with the District to develop, pilot and administer a psychometrically valid assessment, as well as provide a district-level report of the findings over the course of the 2018-2019 school year (hereafter known as "Survey Work"). This service provider will be experienced in the development and administration of Survey Work with particular expertise in diversity, equity, and inclusion in the context of employee engagement. The District views this work as integral to its overall vision and goals as outlined in The Cleveland Plan. (See Appendix A.)

The service provider will closely partner with the District, particularly over the next several months, to develop the survey, with anticipated survey administration in January 2019. The survey will measure and drive improvements and changes in employee engagement and workplace culture by informing the further development of equity and inclusion strategy and related actions according to the adopted theory of change. (See Appendix B.) The partnership between the service provider and the District will include determining the final survey requirements, interpreting results, and developing a reporting structure/results platform/report. The service provider may participate in presentation of results to District leadership and employees. The long term plan is to repeat administration of the survey to measure progress after 2-3 years. In the interim, the District may conduct periodic pulse surveys throughout that timeframe to check against the baseline and identify whether new efforts are having an impact.

It is imperative that the proposed Survey Work be compatible with District strategy and incorporates the following assumptions:

- The Survey Work will begin in July of 2018.
- The service provider will follow best practices as it relates to Survey Work, including but not limited to survey development and administration.
- The service provider will create and execute an implementation plan that reduces risk and maximizes survey completion.
- The service provider will consider the various levels of education, knowledge, and awareness of subject matter to design a process that is accessible to all District employees.
- The service provider will ensure secure storage and transfer of any data collected from the District and its employees.
- The District will retain sole ownership of all data collected.
- The District will provide a complete list of employee directory information, including name, title, phone number, email address and relevant information about the employee role for the Survey Work.

The following sections describe the scope of work that is expected to be performed by the service provider and the qualifications expected of the service provider. The service provider's proposal must respond to each section to be evaluated for an award of contract for this work. The District is interested in executing a contract with a prime service provider, who will, at a minimum, meet the requirements set forth in all of the below paragraphs. The District is willing to consider a prime-subcontractor or joint-venture service provider relationship to fulfill the scope of work.

1. Approach to Conducting the Research and Survey Work

The service provider should propose a process to be used, in partnership with the District, to define the technical and business requirements for the Survey Work. The service provider will work with a small team from the District to define the steps necessary for project planning, survey development, communications, training and key tasks for rolling out and going live with the survey in January 2019.

The service provider should include in its response a detailed explanation of the implementation and post-implementation process steps to include:

- Identifying how much lead time is needed (in days or weeks) to consult with the District, develop the Survey, administer the Survey and provide research as needed.
- Identify other helpful information that can ensure a successful implementation and launch of the survey by a target date no later than January 2019. The District will consider an earlier launch date if feasible.

2. Project Management

While this Survey Work will be conducted jointly by the District and the service provider, the District is looking to the service provider to play the lead role in managing the day-to-day activities of the project. The District will maintain overall responsibility for the project through a project lead or team of project leaders. The service provider should assign a project director to be their counterpart.

The service provider should propose a project organization that includes the project leads, the project steering committee, District advisory committee representing the stakeholders, and however many separate teams or sub-teams that are recommended.

To initiate this phase of the project, the service provider and the District will need to confirm and finalize the strategies/approaches to be employed, the organization of the joint project team, and the detailed plan for the Survey Work.

Project management activities expected of the service provider include, but are not limited to, the following:

- Develop and maintain a detailed project plan identifying the tasks and timeframes for completing the Survey Work, with clear assignment of responsibilities, especially specific on the responsibilities of the District and the responsibilities of the service provider.
- Provide a recommended organization chart for the project.
- Provide overall project guidance and direction.
- Monitor actual progress against the project plan and produce regular project status reports, which should include activities, on-site and off-site.
- Make recommendations to the project leaders on how to address issues that arise.
- Maintain an issue log tracking the issues raised and their resolution
- Ensure consistency and quality of project deliverables.
- Define any other recommended tasks or activities that should be performed in this phase, or information that should be gathered, to prepare for the Survey Work.

3. Questionnaire Development

- Partner with the District in development of the survey questions and to finalize the constructs of the survey questionnaire to ensure alignment with the Multicultural Organization Model, by Jackson and Holvino. (See Appendix C.) The District is willing to consider existing instruments so long as these instruments/items are aligned with the Multicultural Organization Model.
- Develop a questionnaire instrument that will be simple and with a response time of less than 15 minutes, with consideration to the number of questions, language and formatting.
- Integrate and build upon existing institutional data and benchmarking results to inform survey development and reporting.

- Allow for flexibility with the potential for overseeing a variety of employee classifications to provide input on item development and the potential to add items.
- Develop draft survey items so customized translations would be possible, per the District's request, recognizing the additional costs this may entail.

4. Survey Methodology, Mode and Preparations

- Recommend online platform for survey administration and provide contingency plan for a paper version, including related tasks and costs associated. (See Appendix D.)
- Ensure the survey data is stored in a secured manner and is readily accessible and able to be manipulated for meaningful analysis and targeted distributions.
- Partner with the District to develop the message and methodology to recruit employees to participate in the survey at a high rate.
- Program test the online survey instrument to ensure full functionality prior to administration.
- Provide test links for the District to test the survey on a variety of electronic devices prior to administration.
- Draft a list of frequently asked questions (FAQs) about the survey.

- Ensure the directory list of employees contains no duplication and is formatted correctly.
- Staff a help desk to answer questions about the survey and troubleshoot technical problems.

5. Data Collection & Processing

- Collaborate with the District to ensure confidentiality and security of the surveys and survey data through the implementation, assessment and delivery results, and in accordance with all privacy laws.
- Create a clean, de-identified data set that can be used for analysis.
- Document data processing through a data processing memorandum that will provide operation status for each case.

6. Data Management, Analysis and Reporting

- Analyze the cleaned data file to identify insights and key characteristics.
- Revise administration materials based on the data collection and analysis as needed.
- Interpret findings in a district-level analytical report that includes documenting methods.
- Demonstrate proven ability for comparative analysis with relevant industry sectors and describe preferred tabulation/analysis method(s).
- Provide information on how the District will be able to manage the data, and how the data can be provided with varying views for consideration by District employees.
- Provide post-survey support with consultation and interpretation of results with research citations.
- Provide key insights and analysis of survey results with relevant comparable benchmarks and qualitative data theming.
- Ensure analysis and reporting of the data is available to the District in a timely manner, including visualization option as data is collected.

7. Timeline

The District anticipates a contract award and start date for this work of July 2, 2018, with the first phase of the work focused on survey development. Anticipated survey administration will be January 2019 with analysis and reporting completed by June 30, 2019. The District is eager to move forward with the Survey Work and will consider an accelerated project plan to launch the survey and complete the analysis earlier than this suggested timeline.

8. Future Work

The District anticipates working with the service provider to measure progress through another administration of the survey in the next 3 years. The District also plans to conduct periodic pulse surveys throughout this timeframe to measure efforts against the established baseline and assess whether District-sponsored efforts are having an impact. The levels of service to be provided by the service provider for the future work should be defined as part of the proposal responses and will be part of the contract negotiations for the selected service provider.

9. Qualifications

The awarded service provider shall have relevant experience conducting and developing surveys, with an emphasis in diversity, equity and inclusion work in organizations of similar size and scope as the District. Similar public sector and industry experience is preferred. The service provider will have subject matter expertise in equity and inclusion in particular as well as deep expertise in providing generally accepted principles and practices of analysis and scientific

statistical support, explanations and defense for the model/data. The service provider should demonstrate current and past experience with respect to conducting employee engagement surveys and equity and inclusion survey work in either/both a unionized and non-unionized environment. Additionally, please provide specific examples of partnering with a client organization.

The District is interested in executing a contract with a primary service provider. The Primary Service provider is defined as the sole party to the contract with the District and the sole point of contact for the District, who is accountable and responsible for the successful integration of all solution components being proposed. Subcontractors may be used to perform work under this contract. The substitution of one subcontractor for another may be made only at the discretion of the District and with prior written approval from the District project lead. The primary service provider will be responsible for the subcontractors meeting all terms and conditions of the scope of work and the contract.

The District is also willing to consider joint-venture service providers for this project. If the Proposer is a group of legal entities that will form or have formed a joint venture, consortium or association at the time of the submission of the Proposal, they shall confirm in their Proposal that they have:

- i. Designated one party to act as a lead entity, vested with authority to legally bind the members of the joint venture, and this shall be evidenced by a notarized Agreement among the legal entities, which shall be submitted along with the Proposal; and
- ii. If they are awarded the contract, the contract shall be entered into, by and between the District and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.

PART II: RFP SUBMISSION REQUIREMENTS & INSTRUCTIONS TO SERVICE PROVIDERS

Part II of the RFP provides a detailed set of directions which the service provider will use to prepare their response.

SECTION A: Proposal Submission & Formatting

1. Proposal Submission Requirements

The District discourages overly lengthy and costly proposals. In order for the District to evaluate proposals fairly and completely, service providers should follow the format set forth herein and provide all of the information requested. Proposals that do not adhere to these formatting requirements may be considered non-responsive.

All Proposals shall be made upon the Proposal Form(s) furnished. All information requested in the proposal and in the proposal package must be filled in legibly and completely with blue ink signatures, or the proposal may be considered non-responsive. **Proposal name: Equity & Inclusion Employee Survey and number: #21243 must be on the outside envelope of submittals including shipping labels.**

Proposals are due at the Cashier's Office of the Board of Education, Cleveland Metropolitan School District, Administration Building, 1111 Superior Avenue E, Suite 1800, Cleveland Ohio, 44114, on or before **1:00 pm** current local time on **June 1, 2018**.

All submissions must include **One (1) bound original, with blue ink signatures, Eight (8) bound hard copies, and one (1) electronic copy on CD or flash drive.** Service providers not complying with this requirement will be notified that they have twenty-four (24) hours in which to comply with this requirement or their Proposal will be **disqualified**. This applies to **copies only**.

All written questions shall be directed to the Purchasing Division via email to: **Seletha.Thompson@clevelandmetroschools.org**. Written questions will be accepted via e-mail until **12:00 pm May 21, 2018**. The District will **NOT ACCEPT** any telephone calls regarding any of the submittals and/or "short lists." Under no circumstances should any firm interested in providing the services identified in this RFP, their designees, or anyone affiliated with their firm, contact any other District employee or official during the RFP process, in an attempt to lobby or influence the selection of a service provider pursuant to this RFP. No oral, telephonic, telegraphic, or electronic modifications will be considered. All materials submitted are as is.

There will be a Pre-Proposal Meeting at **1:00 pm on May 17, 2017**. The meeting will be held in the 5th Floor Conference Room at 1111 Superior Avenue E, Cleveland, Ohio 44114.

The District reserves the right to reject any and all Proposals, to waive any and all informalities or irregularities, and to disregard all non-conforming responsive conditional proposals. Each Proposer is liable for all proposal errors or omissions. A Proposer shall not be permitted to alter

or amend proposals documents after the Proposal Deadline time and date detailed in the RFP unless such is formally requested, in writing, by the District.

Proposals must remain open and valid for ninety (90) days from the opening date, unless the time for awarding the contract is extended by mutual consent of the District and the service provider. Service providers may withdraw their proposals any time before proposal opening date by providing written notice to the Purchasing Department before the time and date set for the proposal opening.

2. Proposal Format Requirements

The Survey Work scope of work for RFP #21243 is described in Part I. Service Providers are required to provide the information below as well as complete the Purchasing documentation in Appendix E. The narrative part of the proposals must present the following information and be organized with the following headings. Each heading should be separated by tabs or otherwise clearly marked.

Proposal responses are to be divided into sections as follows:

1. Transmittal Cover Letter: Prepare a letter transmitting the proposal on business letterhead. The letter should identify the business name, phone number, and business web address along with the name, phone number and email address of the key contact person. The letter must have the signature of a person with authority to obligate the business. The transmittal letter shall also contain a statement that the proposal is a firm offer for a ninety (90) day period.
2. A completed set of Required Purchasing Division documents set forth in Appendix E of this RFP.
3. General Information Section
 - a. **Executive Summary:** Information about the service provider's history, structure, organizational metrics, and qualifications for fulfilling the District's requirements
 - b. **Business Health:** information about the service provider's financial structure and viability, particularly as it relates to fulfilling a multiple year agreement.
 - c. **Experience:** information about the service provider's current and previous contracts, particularly those with organizations similar to the District.
 - d. **General Narratives** about at least three clients using services similar to those being proposed the District (including detailed reference information for those clients on the reference forms in Appendix E.
 - e. **Management support services:** information about staff, project, issue, performance, quality, and risk management methodology.
 - f. **Security:** information about the service provider's policies, practices, and standards for maintaining the confidentiality and integrity of client's data, intellectual property, and trade secrets.
 - g. **Risks:** service provider's evaluation of the greatest challenges and risks associated with the particular services and suggestions for mitigating risk.

- h. **Dispute resolution:** information about the service provider’s standard dispute resolution methodologies.
 - i. **Qualifications & expertise:** include a detailed statement of relevant experience and expertise in conducting equity and inclusion Survey Work.
 - j. **Subcontract relationship:** include a brief statement about how/when the primary service provider and subcontractors have worked together before (if applicable), and describe the role the subcontractor will play on the District Survey Work.
 - k. **Joint Venture:** include a statement of the joint venture relationship (if applicable).
4. **Response to Scope of Work Section:** The Response to Scope of Work Section of the proposal shall specifically address the manner in which the proposer will meet the minimum requirements present in the Scope of Work Section in Part I. Service provider shall address the quantitative and qualitative resources to the accomplishment of these requirements. The proposal shall provide enough information so that the evaluators will be able to determine the proposer’s ability to meet each scope of work requirement and qualifications. Simply paraphrasing the RFP statement of requirements will not be sufficient data for the evaluation and may be considered as a non-responsive proposal response. Service provider’s response shall also include details on how they will manage security of all data, and acknowledge the District will maintain ownership of all its data.

SECTION B: Proposal Constraints

- The service provider must comply with all laws, rules and regulations dictated by the Board of Education of the Cleveland Metropolitan School District, City of Cleveland, the State of Ohio and the United States Federal Government.
- The District will only accept proposals that cover all of the major components requested in the RFP.
- Service provider shall not include Ohio Sales Tax in the price quoted. The District will provide tax exempt certificate to the successful Proposer.
- Service provider’s personnel and subcontractors on CMSD site will be required to meet security requirements. Service provider agrees to successfully complete background checks on all of its employees, agents and subcontracts, if necessary, who provide services on site under this scope of work.
- The successful Service provider and their subcontractor(s), including organizations having personnel, equipment and vehicles on District property shall provide evidence of insurance as follow:

Commercial General Liability \$1,000,000.00 Limit of Liability	-	including limited contractual liability (per occurrence)
Automobile Liability \$1,000,000.00 Limit of Liability	-	including non-owned, and hired (per occurrence)
Workers Compensation	-	Workers compensation and employer’s Insurance to the full extent as required

Professional Liability - including Cyber Insurance
100% of awarded contract amount

This requirement must be fulfilled by the successful service provider providing the District with a current Certificate of Insurance (standard ACORD form), showing the Board of Education of the Cleveland Municipal School District as an additional insured (Certificate Holder does not constitute being an additional insured), within five (5) days of Notice of Intent to Award Agreement. The certificates of insurance shall contain a provision that the policy or policies shall not be canceled without thirty (30) days' prior written notice to the District.

The required insurance must be provided by a company licensed by the State of Ohio and be financially acceptable to the District.

- In submitting a proposal, service providers agree, unless specifically authorized in writing by an authorized representative of the District on a case by case basis, that it shall have no right to use, and shall not use, the name of Cleveland Metropolitan School District, or any variation thereof, its officials or employees, in any advertising, publicity, promotion, nor to express or imply any endorsement of service provider's services.
- The District has a Diversity Business Enterprise and Affirmative Action Program in effect. Information about this program and forms for compliance are set forth in Appendix E. All service providers submitting a proposal must complete the appropriate forms and submit same with their proposal.

SECTION C: Evaluation Process

All proposals will be reviewed by an evaluation team to determine if the proposals are responsive to District's needs. Incomplete proposals are considered nonresponsive and will not be scored. The evaluation process will be completed in four parts:

1. Review & scoring of the proposal
2. Review & scoring of the cost proposal
3. Reference checks
4. Interviews/Presentations

The evaluation of proposals will be based on the following areas:

- Completeness of the Proposal
- Response to District DBE Goals
- Project Methodology & Project Management
- Experience and Qualifications
- Cost Proposal
- References
- Interview/Presentation

The District will evaluate proposals in two (2) rounds. Each round will have its own unique scoring criteria. The final evaluation scoring will be cumulative of all rounds.

Round 1 will be scored on the following criteria:

Category	Points (100)
Response to District DBE Goals	10
Project Approach & Project Management	15
Survey Development, Methodology, Mode & Preparation	15
Data Collection, Processing, Management, Analysis & Reporting	10
Survey & Data Work Experience and Qualifications	20
Equity & Inclusion Expertise & Qualifications	20
Cost Proposal	10

Upon review of proposals, a minimum of the three top ranked qualified respondents may be invited to Round 2 of the evaluation process. The District will call service provider references and rate the service provider based on feedback from the references. The District may contact any organization that the vendor has done business with and is not limited to the list of references that the Service provider provides. Upon completion of the reference checks, the District will request an onsite interview and presentation by the top ranked service providers and any subcontractors.

Round 2 will be scored as follows:

Category	Points
References	40
Interview/Presentation	60
Final Offer (optional)	20

Final Ranking:

The District will then combine the Round 1 and Round 2 scores to identify the final ranking of proposals. The evaluation process is designed to identify the service provider that is the “best value,” which is the best combination of attributes based upon the evaluation criteria, not necessarily to the service provider with the lowest cost. The District may then enter into preliminary negotiations with the top ranked service provider(s) and may request a “best offer” from the top two ranking service providers.

The District will then enter into final negotiations with the top ranked Service provider. If agreement cannot be reached by a mutually agreed upon date, negotiations may commence with the next highest ranked service provider. Upon completion of final negotiations, the District will make a final recommendation to the CEO for approval and award of the contract.

SECTION D: All District Related Forms

There are a number of REQUIRED forms in Appendix E of the RFP that must be completed by the service provider. These forms must be completed, signed as described in the text and included in the service provider response. These forms include:

- Taxpayer ID
- No Proposal Form (if applicable)
- Certificate of Debarment
- Conflict of Interest
- Proposer Qualification Form
- Non-Collusion Affidavit
- DBE Forms – A, B, C, D, E, F & G
- EOA Contractual Declaration Forms 1 &2
- Employment Data Form
- Addendum Acknowledgement
- References

SECTION E: Award of Contract

The contents of the RFP, including all appendices and addenda thereto, and the commitments set forth in the proposals shall be considered contractual obligations. Failure to accept these obligations may result in cancellation of the award.

The contract award will not be final until the District and the selected Service Provider execute a mutually satisfactory contractual agreement.

The Contract Documents consist of the following:

- a. District Contract
- b. Certified Purchase Order to be issued to awarded service provider

- c. RFP - Part I
- d. RFP - Part II
- e. Cost and Pricing Proposal
- f. All Purchasing Documents set forth in Appendix E
- g. All applicable addenda

The service provider shall perform all work described in the Contract Documents, including without limitation, all terms and conditions of the scope of work and specifications contained herein or otherwise stated in the Contract Documents reasonably inferable there from by the service provider as necessary to produce the results intended therein.

PART III: COST PROPOSAL AND PRICING

The primary service provider is responsible for negotiating all pricing and submitting ALL costs related to the project including all costs for any subcontractor.

THE COST PROPOSAL MUST BE SENT IN A SEPARATE SEALED ENVELOPE ALONG WITH THE PROJECT PROPOSAL. THE COST PROPOSAL MUST INCLUDE THE FOLLOWING:

- Cover Page including the RFP number, title and complete service provider name and mailing address and clearly labeled COST PROPOSAL
- Cost Proposal including the following items listed below. Service providers may create a cost proposal in another format. However, all items listed here must be addressed; otherwise the cost proposal will be deemed non-responsive.
- Additional or optional pricing must be included on the Cost proposal. Prices quoted should include all rates for service provider travel charges.

Cost Proposal	Survey & Data Work	
<i>Task</i>	<i>Cost</i>	<i>Notes</i>
Overall Project Management		
Questionnaire Development		
Survey Preparation		
Data Collection		
Data Preparation & Analysis		
Report Development & Writing		
Technical Support- Help Desk		
Total		

Cost Proposal	Additional/Optional Pricing	
<i>Task</i>	<i>Cost</i>	<i>Notes</i>
[please specify]		
Total		

Appendix A: The Cleveland Plan

CLEVELAND'S PLAN FOR TRANSFORMING SCHOOLS

Reinventing public education in our city and serving as a model of innovation for the state of Ohio

EXECUTIVE SUMMARY

The goal of this plan is to ensure that every child in Cleveland attends a high-quality school and that every neighborhood has a multitude of great schools from which families can choose. To reach this goal, Cleveland must transition from a traditional, single-source school district to a new system of district and charter schools that are held to the highest standards and work in partnership to create dramatic student achievement gains for every child. The plan is built upon growing the number of excellent schools in Cleveland, regardless of provider, and giving these schools autonomy over staff and budgets in exchange for high accountability for performance. It aims to create an environment that empowers and values principals and teachers as professionals and makes certain that our students are held to the highest expectations.

This plan is driven by a fierce sense of urgency. The intensity of global competition demands that students in Cleveland build the knowledge, skills and attributes that position them to be successful and competitive in the 21st century global economy. The future must include many different kinds of schools that give children and their parents choices from an array of innovative options. Fundamentally, schools in Cleveland must break the one-size-fits-all premise of today's education system.

This plan recognizes that public education in Cleveland is at a crossroads. Recent reform efforts undertaken by the Cleveland Metropolitan School District (CMSD) and its partners have generated positive results for some students. The number of high performing district and charter schools in Cleveland has grown from 14 in 2006 to 37 in 2011, enrolling more than 11,400 students. And the district now offers a more diverse set of options for students and families than ever before, including 13 new schools opened since 2006. However, the pace of change is not fast enough, nor deep enough to overcome the challenges facing the district. We have no other option but to reinvent our school system, as unacceptable academic performance, declining enrollment and an untenable financial situation threaten the very existence of public education in the city.

Cleveland's Plan for Transforming Schools is grounded in an emerging national approach known as the "portfolio strategy," which is showing promising results in cities such as Baltimore, Denver and New York. It has four major components:



GROW THE NUMBER OF HIGH-PERFORMING DISTRICT AND CHARTER SCHOOLS IN CLEVELAND

The principal focus of this work is to significantly increase the number of high-performing schools while reducing and eventually eliminating low-performing schools. To do this, the district will employ four distinct strategies.

(1) *Promote, expand, and replicate existing high-performing district and charter schools.* Great schools, measured by a consistent standard of quality, will have full autonomy over school budgets, staff selection and assignment, academic and student support programs, school calendar and school schedules in exchange for high accountability standards and access to financial and other resources. (2) *Start new schools.* Cleveland will attract the best national education models to our city, invent our own schools that are unique to Cleveland and encourage local community partners and Cleveland teachers to co-create new and innovative school models. (3) *Refocus and strengthen mid-performing schools.* For those schools that meet minimum state standards and have some critical academic and social conditions in place, the district will employ precise, customized and differentiated interventions and investments and grant some levels of autonomy. (4) *Repurpose and address low-performing schools.* The lowest performing schools will be targeted for immediate and dramatic action, including closure and reassignment of students to better schools, closure and start-up of a new school, phase in of a new program and phase out of the old, or turning the school over to a capable charter operator.

FOCUS DISTRICT'S CENTRAL OFFICE ON KEY ROLES AND TRANSFER AUTHORITY AND RESOURCES TO SCHOOLS

Organizational roles and relationships will change in three fundamental ways. The primary focus of central office will be to oversee the portfolio of schools to ensure continuous improvement, provide system coordination for essential functions (enrollment, data systems, etc.) and provide some targeted services directly to schools. Secondly, schools will be given varying levels of autonomy based on their level of performance and will be accountable for delivering an excellent education. All schools will have to abide by certain state and federal requirements, such as state testing and serving students with disabilities and English language learners, among others. Finally, the district will shift to a weighted per-pupil funding system for all schools and transfer a majority of spending control to schools based on the number and needs of the students they enroll. This will include the transfer of some locally generated tax revenues to high-performing charter schools that are sponsored by or have agreements with the district.

INVEST AND PHASE IN HIGH-LEVERAGE SYSTEM REFORMS ACROSS ALL SCHOOLS

Beyond the investments in this new, performance-based system of schools, Cleveland will invest in several fundamental building blocks upon which this plan must be built: high quality preschool education, college and workforce readiness, year-round calendar, talent recruitment and capacity building, academic technology enhancement, and support for high-quality charter schools.

CREATE THE CLEVELAND TRANSFORMATION ALLIANCE TO ENSURE ACCOUNTABILITY FOR ALL PUBLIC SCHOOLS

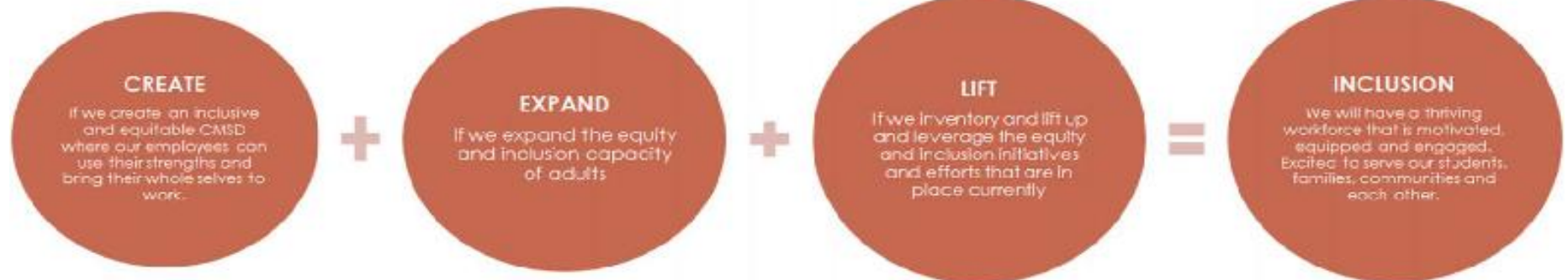
The Cleveland Transformation Alliance, a public-private partnership with representatives from the district, the charter sector and the community, will be charged with ensuring the growth of the portfolio of high-performing district and charter schools in Cleveland. It will assume the following unique roles: ensure fidelity to the citywide education plan, assess the quality of all Cleveland schools, communicate to parents about quality school choices and serve as a watchdog for charter sector growth in Cleveland.

Cleveland's plan requires the right policy conditions including necessary changes in state policy, a fresh start in labor-management agreements and relationships and a financial sustainability plan. The long-term survival of the District is dependent upon the interwoven elements outlined in this plan.



Appendix B: Theory of Change

Theory of Change



Appendix C: Multicultural Organization Model

Where Is CMSD?

Monocultural		Transitional		Fully Integrated	
<i>Differences are seen as defects</i>		<i>Differences are tolerated</i>		<i>Differences are held as essential assets</i>	
1. Exclusive	2. Passive	3. Symbolic Change	4. Identity Change	5. Transforming	6. Equitable & Inclusive
<ul style="list-style-type: none"> Intentionally excludes in its' practices those who are not members of the dominant group 	<ul style="list-style-type: none"> Actively or passively excludes those who are not members of the dominant culture. Includes a limited number of outsiders if they can assimilate to fit the dominant norm. 	<ul style="list-style-type: none"> Loosely committed to including others without making major changes. Includes only a few members of those groups. The organization may believe that its' doors are open to others. There may even be efforts to recruit women, people of color and others. View of diversity includes, gender, race, sexual orientation, ability, immigrants etc. <p>But..... <i>Those who make waves are not accepted.</i></p> <p>Little or no contextual change in culture, policies and decision making</p>	<ul style="list-style-type: none"> Committed to making an active effort to include others especially those in protected classes. Tolerates the differences that those "others" bring to the organization. Growing understanding of institutional discrimination as a barrier to diversity. Hires a Chief Diversity Officer or charges someone in organization to oversee and build strategy around diversity. Requires all employees to go through diversity training. Implements ERGs (if critical mass) and creates a diversity council "Others" are responsible for leading diversity efforts. <p>But..... <i>Institutional structures and culture remain intact, untouched</i></p>	<ul style="list-style-type: none"> Actively works to expand beyond diversity to move toward equity and inclusion. Examines and changes practices that may act as a barrier to people of color, women, LGBT community members, people with (dis) Abilities etc. Audits and restructures all aspects of institutional life to ensure full participation of all employees. Implements structures, policies, and practices, with inclusive decision making and other forms of power sharing on all levels of the institution's life and work. Commits to dismantle discrimination and create opportunity in the wider community. Equity and inclusion become an institutional asset. Redefines and rebuilds relationships and activities based on commitment to equity and inclusion. 	<ul style="list-style-type: none"> All members of the organization are responsive for moving equity and inclusion efforts forward. Future vision of an institution and wider community has overcome systemic discrimination. Continuously learns and acts to make systemic changes required to value, include and be fair to all employees, stakeholders, community members, clients, vendors etc. Full participation in decisions that shape the institution, and inclusion of diverse cultures, interests and world views. A sense of restored community and mutual caring. Leads the way and allies with other organizations in combating inequities and building inclusion.

Adapted from Baily Jackson's and Evangelina Holvino's Multicultural Organization Model

Appendix D: Direct Online Platform

CMSD Online Platforms

- Microsoft Windows Environment
- License O365
- Internet website (external) uses Centricity II by Blackboard
- School Messenger (a SaaS solution)
- Smartsheet

Appendix E: Required Purchasing Documents

Taxpayer ID Form

Form **W-9**
(Rev. November 2017)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p> <p>2 Business name/disregarded entity name, if different from above</p> <p>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p><input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate</p> <p><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____</p> <p>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p><input type="checkbox"/> Other (see instructions) ▶ _____</p> <p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><small>(Applies to accounts maintained outside the U.S.)</small></p> <p>5 Address (number, street, and apt. or suite no.) See instructions. Requester's name and address (optional)</p> <p>6 City, state, and ZIP code</p> <p>7 List account number(s) here (optional)</p>
--	--

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Social security number					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 40%; border: 1px solid black; height: 20px;"></td> </tr> </table>		-		-	
	-		-		
or					
Employer identification number					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 90%; border: 1px solid black; height: 20px;"></td> </tr> </table>		-			
	-				

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here

Signature of U.S. person ▶

Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

No Proposal Form

This form must be completed only if vendor is not submitting a proposal

To all prospective bidders/proposers:

Each company or person receiving this package has at some point in time requested to be placed on the proposal list of the Cleveland Metropolitan School District for this product and/or service.

It is the intent of the District to update this list subsequent to the contract cycle. Please note the following and take action accordingly.

If you are making a bid/proposal this cycle, disregard the remainder of this letter. Your name will remain on the active proposer list.

_____ (1) If you are not making a bid/proposal this cycle, but want to remain on the active proposer's list for the future RFPs, place a check mark in the box to the left. Complete the name and address section below and return this letter to Purchasing at the address below.

_____ (2) If you do not wish to remain on the active proposer's list, place a check mark to the left. Complete the name and address section below and return this letter to Purchasing at the address below.

Name of Company:

Company Representative: _____

Address: _____

City, State: _____ Zip Code: _____

Telephone Number: _____

Email address of Representative: _____

Date: _____

Certificate of Debarment



Certification Regarding Debarment, Suspension, and Other Responsibility Matters Primary Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 13 CFR Part 145. The regulations were published as Part VII of the May 26, 1988 *Federal Register* (pages 19160-19211). Copies of the regulations are available from local offices of the U.S. Small Business Administration.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)

- (1) The prospective primary participant certifies to the best of its knowledge and belief that it and its principals:
 - (a) Are not presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective primary participant shall attach an explanation to this proposal.

Business Name _____

Date _____

By _____

Name and Title of Authorized Representative

Signature of Authorized Representative

Certificate of Debarment Pg. 2

- 2 -

INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is submitted for assistance in obtaining a copy of those regulations (13 CFR Part 145).
6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transactions," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the ineligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

Conflict of Interest Form

Statement of Potential Conflicts of Interest

Vendor Name:	Primary Contact:
Address 1:	Telephone #:
Address 2:	Fax #:
City:	Email:
State, Zip:	Website:

Cleveland Metropolitan School District (CMSD) adheres to Ohio Ethics Law and strictly follows the opinion of the Ohio Ethics Commission. As such, each vendor is requested to submit this statement declaring any potential conflicts of interest in doing business with the District. Please answer the following two questions providing all requested information.

- Are any current Cleveland Metropolitan School District (CMSD) employees, Cleveland Board of Education members, or any of their immediate family members, also members of the vendor's board of directors, hold any officer position with the vendor, or own any shares of any stock issued by the vendor?

Yes _____ No _____

If **Yes**, and if the CMSD employee, CMSD board member, or immediately family member is a member of the vendor's board of directors or holds an office with the vendor, please state the person's name and position with the vendor.

Name: _____

Position: _____

If **Yes**, and if the CMSD employee, CMSD board member, or immediate family member owns share of any stock in the vendor organization or company, state the percentage of all outstanding company shares owned by the CMSD employee or board member.

_____ %

- Are any current CMSD employees, CMSD board members, or any immediate family members also employees of the vendor?

Yes _____ No _____

If **Yes**, please state the person's name and provide a description of their job duties for the provider:

Name: _____

Job Duties: _____

If **Yes**, please describe the contact that the vendor will have with the CMSD employee or CMSD board member in the course of providing services to the District:

CERTIFICATION

I do hereby certify that the foregoing statements are true and accurate, and that my signature below attests to the authenticity of my identity as the person actually signing this form. This document is not a contract. In order for a binding Agreement to exist, a signed Agreement will be required prior to any legally binding commitment by the District.

NOTARIZED STATEMENT

_____ being duly sworn and deposes says

That he/she is the _____ of
(title)

_____, and answers to all the
(organization)
foregoing questions and all statements therein contained are true and correct.

(signature)

Subscribed and sworn before me this ____ day of _____, 20__

Notary Public: _____

My commission expires: _____

Proposer Qualifications Form

Proposer must answer all questions or attach a written explanation for each question.

PROPOSER NAME: _____

ADDRESS: _____

CITY; STATE: _____ ZIP: _____

CONTACT PERSON: _____

TITLE: _____

TELEPHONE: () _____ TOLL FREE: () _____

TAXPAYER IDENTIFICATION NUMBER: _____

1. What type of organization? (i.e. corporation, partnership, etc.)
2. How many years has your organization been in business?
3. How many years has your organization been in business under its current name?
4. List any other aliases your organization has utilized in the last two years and the form of Business
5. If you are currently a corporation, list the following:
 - a. State of incorporation
 - b. Date of incorporation
 - c. President's name
 - d. Secretary's name
 - e. Treasurer's name
 - f. Statutory agent's name

- g. Name of shareholders, if less than 10
 - h. Principal place of doing business
- 6. If you are currently in a partnership, list the following:
 - a. Name and address of all general and limited partners.

 - b. Original name and date of organization's inception
- 7. If you are neither a corporation nor a partnership, please describe your organization and list principals.
- 8. Are you legally qualified to do business in the State of Ohio?
- 9. Are you legally qualified to do business in Cuyahoga County and licensed by the City of Cleveland?
- 10. Has your organization ever been (i) declared by a customer to be in default under a contractor and/or (ii) sued by a customer for failure to completely a contract or properly perform services in a timely manner? If yes, please state where, when, and why.
- 11. Has your organization ever been cited by a local, county, state, or federal authority for violation of a regulation or statute or failing to timely complete a contract in accordance with specifications? If yes, please state date, agency, and final disposition.
- 12. Has your organization ever filed for bankruptcy? If yes, please state where, when and why?
- 13. On a separate sheet, list the major customers for whom your organization has provided this type of equipment or service in the past five years. Include owner's name and type of work performed.
- 14. Has your organization ever been sued by a supplier for failure to timely pay for materials or equipment provided? If yes, please provide details.
- 15. What is the dollar limit of your firm's General (CLS) Liability Insurance?

Name of insuring company: _____

Policy number: _____

16. What is the dollar limit of your firm's Automotive Liability Insurance?

Owned vehicles _____

Non-Owned vehicles _____

Name of insuring company _____

Policy number _____

17. List the name and address of every person having an interest in this RFP.

18. Has any federal, state or local government entity ever cited or taken any action against your organization or any of its principals for failure to pay or remit any taxes including but not limited to income, withholding, sales, franchise, or personal property taxes? If yes, please give name of agency, date and amount of taxes overdue and resolution of the issue.

19. Is your organization and its' principals current in payment of personal property taxes?

20. The prospective lower tier participant certifies, by submission of this RFP, that neither it nor its principals is presently debarred, suspended, proposed, for debarment or suspension, declared ineligible, or voluntarily excluded from participation in this transaction by any State and/or Federal Department or Agency.

21. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participants shall attach an explanation to this RFP.

Notarized Statement

_____ being duly sworn and deposes says

that he/she is the _____ of
(title)

_____, and answers to all the
(organization)
foregoing questions and all statements therein contained are true and correct.

(signature)


Subscribed and sworn before me this _____ day of _____, 20____

Notary Public: _____

My commission expires: _____

Sample: State Of Ohio Insurance

Sample Certificate of Liability Insurance



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: _____ PHONE (A/C, No. Ext): _____ FAX (A/C, No): _____ E-MAIL ADDRESS: _____ <table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 70%; text-align: center;">INSURER(S) AFFORDING COVERAGE</th> <th style="width: 30%; text-align: center;">NAIC #</th> </tr> <tr> <td>INSURER A : _____</td> <td>_____</td> </tr> <tr> <td>INSURER B : _____</td> <td>_____</td> </tr> <tr> <td>INSURER C : _____</td> <td>_____</td> </tr> <tr> <td>INSURER D : _____</td> <td>_____</td> </tr> <tr> <td>INSURER E : _____</td> <td>_____</td> </tr> <tr> <td>INSURER F : _____</td> <td>_____</td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : _____	_____	INSURER B : _____	_____	INSURER C : _____	_____	INSURER D : _____	_____	INSURER E : _____	_____	INSURER F : _____	_____
INSURER(S) AFFORDING COVERAGE	NAIC #														
INSURER A : _____	_____														
INSURER B : _____	_____														
INSURER C : _____	_____														
INSURER D : _____	_____														
INSURER E : _____	_____														
INSURER F : _____	_____														

COVERAGES

CERTIFICATE NUMBER: _____

REVISION NUMBER: _____

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS								
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	<input type="checkbox"/>	<input type="checkbox"/>				EACH OCCURRENCE \$ _____ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ _____ MED EXP (Any one person) \$ _____ PERSONAL & ADV INJURY \$ _____ GENERAL AGGREGATE \$ _____ PRODUCTS - COMP/OP AGG \$ _____								
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS	<input type="checkbox"/>	<input type="checkbox"/>				COMBINED SINGLE LIMIT (Ea accident) \$ _____ BODILY INJURY (Per person) \$ _____ BODILY INJURY (Per accident) \$ _____ PROPERTY DAMAGE (Per accident) \$ _____								
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$ _____	<input type="checkbox"/>	<input type="checkbox"/>				EACH OCCURRENCE \$ _____ AGGREGATE \$ _____								
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICE/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/>	<input type="checkbox"/>				<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">WC STATUTORY LIMITS</td> <td style="width: 40%;">OTHER</td> </tr> <tr> <td>E.L. EACH ACCIDENT</td> <td>\$ _____</td> </tr> <tr> <td>E.L. DISEASE - EA EMPLOYEE</td> <td>\$ _____</td> </tr> <tr> <td>E.L. DISEASE - POLICY LIMIT</td> <td>\$ _____</td> </tr> </table>	WC STATUTORY LIMITS	OTHER	E.L. EACH ACCIDENT	\$ _____	E.L. DISEASE - EA EMPLOYEE	\$ _____	E.L. DISEASE - POLICY LIMIT	\$ _____
WC STATUTORY LIMITS	OTHER														
E.L. EACH ACCIDENT	\$ _____														
E.L. DISEASE - EA EMPLOYEE	\$ _____														
E.L. DISEASE - POLICY LIMIT	\$ _____														
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)															

CERTIFICATE HOLDER

CANCELLATION
 SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

 AUTHORIZED REPRESENTATIVE

© 1988-2010 ACORD CORPORATION. All rights reserved.

ACORD 25 (2010/05)

The ACORD name and logo are registered marks of ACORD

Non-Collusion Affidavit

This Affidavit must be executed and shall accompany the proposal in order for the proposal to be considered.

NON-COLLUSION AFFIDAVIT
State of Ohio, Cuyahoga County

_____, being first duly sworn, deposes and says that

he/she is _____ of _____

of the party making the foregoing proposal; that such proposal is genuine and not collusive or sham; that said proposer has not colluded, conspired, connived, or agreed, directly or indirectly, with any proposer or person, to put in a sham proposal, or that such other person shall refrain from proposing, and has not in any manner, directly or indirectly sought by agreement or collusion, or communication or conference, with any person, to fix the proposal price of affiant or any other proposer, to fix any overhead, profit or cost element of said proposal price, or of that of any proposer, or to secure any advantage against the Board of Education of the Cleveland Metropolitan School District, or any person or persons interested in the proposal; and that all statements contained in said proposal are true; and further that such proposer has not, directly or indirectly, submitted this proposal, or the contents thereof, or divulged information or data relative thereto to any Association or to any member or agent thereof.

Affiant

Sworn to and subscribed before me this ____ day of _____, 20__.

Notary Public in and for Cuyahoga County, Ohio

My commission expires: _____

Diversity Business Enterprise Participation Forms

Part I: The District's DBE Program

PROGRAM OVERVIEW

It is the goal of the Diversity Business Enterprise (DBE) program to ensure the firms owned and/or controlled by minorities and women have the opportunity to compete for any expenditure of funds including but not limited to contracts, lease purchase, requisitions, and all forms of equipment, work services, materials, construction, etc.

The DBE program shall make every good faith effort to ensure that certified DBE's in the relevant Cleveland Municipal School District geographic market have the maximum opportunity to proposal for contracts. The Cleveland Municipal School District geographic market is Cuyahoga, Summit, Lake, and Lorain counties.

The District has established goals for DBE participation in all contracts that it awards. The goals range from 15 to 30 percent and vary by the type of contract awarded:

- 15% Service Contracts
- 20% Goods and Supplies
- 30% Maintenance/Construction Repair

A Diversity Business Enterprise encompasses Minority Business Enterprises (MBEs) and Female Business Enterprises (FBEs)

A DBE is an enterprise in which minorities, African Americans, Native Americans, Hispanic or Latin Americans, Asian Pacific Islander Americans, and/or women own at least 51% of the shares of stock or controlling interest.

A FBE is a female-owned enterprise with at least 51% of the shares of stock or controlling interest, which is held by female.

A company may be in compliance with the District's DBE program although the applicable numerical goal is not met if a company makes a good faith commitment to comply with DBE regulations. The Purchasing Director determines whether a company has made a good faith commitment.

DBE requirements under certain circumstances can be waived by the district with convincing proof of good faith efforts.

TERMS AND CONDITIONS OF NOTICE AND REQUIREMENTS TO ENSURE DIVERSITY BUSINESS ENTERPRISE (DBE) OPPORTUNITY

Definition of DBE: A Diversity Business Enterprise (DBE)

“Small Diversity business concern” means a small business concern that is at least fifty-one (51) percent unconditionally owned by one or more individuals who are both socially and economically diverse, or a publicly owned business that has at least fifty-one (51) percent of its stock unconditionally owned by one or more socially and economically diverse individuals and that has its management and daily business controlled by one or more such individuals. This term also means a small business concern that is at least fifty-one (51) percent unconditionally owned by an economically diverse Indian tribe or Native Hawaiian Organization, or a publicly owned business that has at least fifty-one (51) percent of its stock unconditionally owned by one of these entities, that has its management and daily business controlled by members of an economically diverse Indian tribe or Native Hawaiian organization.

1. “Socially diverse individuals” means individuals who have been subjected to racial or ethnic prejudice or culture bias because of their identity as a member of a group without regard to their qualities as individuals.
2. “Economically diverse individuals” means socially diverse individuals whose ability to compete in the free enterprise system is impaired due to diminished opportunities to obtain capital and credit as compared to others in the same line of business who are not socially diverse. Individuals who certify that they are members of named groups (African Americans, Hispanic Americans or Latin Americans, Native Americans, Asian-Pacific Islander Americans, Subcontinent Asian Americans) are to be considered socially and economically diverse.

Definition of FBE: Female Business Enterprise (FBE)

“Female-owned small business concern” means a small business concern:

1. Which is at least fifty-one (51) percent owned by one or more women; or, in the case of any publicly owned business, at least fifty-one (51) percent of the stock of which is owned by one or more women and;
2. Whose management and daily business operations are controlled by one or more women.

TERMS

1. DBE participation will be counted toward meeting the goals outlined in the notice as follows:
 - a. The total dollar value of a correct contract or subcontractor indirect subcontract awarded toward a certified DBE will be counted toward the applicable goal.
 - b. In the case of a joint venture, certified by the Cleveland Municipal School District, the portion of the total dollar value of the contract equal to the percentage of the ownership and control of the DBE partner in the joint vendor will be counted toward the applicable goal. (PLEASE RETURN DBE FORM E)
 - c. Only expenditures to DBE that perform a commercially useful function in the work of a contract or subcontract or indirect subcontract will be counted toward DBE goals. A DBE is considered to perform a commercially useful function when it is responsible for execution of a distinct element of work of a contract or subcontract and carries out its responsibilities by actually performing, managing, and supervising the work involved. If a DBE contractor subcontracts a significantly greater portion of the work of the contract than would be expected on the basis of normal industry practices, the DBE is presumed

not to be performing a commercially useful function. The DBE may present evidence to rebut this presumption.

- d. The total dollar value of materials and supplies obtained from DBE suppliers and manufacturers will be counted toward DBE goals if the DBE assumes the actual and contractual responsibility for the provision of the materials and supplies.
2. A proposer who fails or refuses to complete and return this Notice may be deemed a non-responsive proposer.
 3. The contractor's goals as set forth in this Notice shall express the contractor's commitment to the percentage of DBE utilization during the term of this contract. The contract shall be deemed to have met its commitment for DBE utilization if the DBE utilization rate of the contractor meets the goals established by this Notice.
 4. The contractor must receive the approval of the District before making substitutions for any subcontractors listed in the Notice. Substitution of DBE is not allowed unless the contractor receives District approval.
 5. The contractor's commitment to a specific goal is to meet the DBE objectives and is not INTENDED and shall not be used to discriminate against any qualified company or group or companies.
 6. The contractor's commitment to a specific goal for DBE utilization as required by this Notice shall constitute a commitment to make every good faith effort to meet such goal by a subcontracting to or undertaking to joint venture with DBE firms. If the contractor fails to meet the goal, it will carry the burden of furnishing sufficient documentation as part of the proposal response of its good faith efforts to justify a grant of relief from the goals set forth in this Notice. Such justification will take the forms of a detailed report which will document at least the following information:
 - a. Attendance at the pre-proposal meeting, if any, scheduled by the District to inform DBE's of Subcontracting opportunities under a given solicitation.
 - b. Advertisement in general circulation media, trade association publications, and minority-focus media for at least twenty (20) days before bids or proposals are due. If twenty (20) days are not available, publication for a shorter reasonable time is acceptable.
 - c. Written notification to DBE that their interest in the contract is solicited, and follow-up contact to determine whether the DBE's were interested.
 - d. Efforts made to select portions of the proposed work to be performed by DBE in order to increase the likelihood of achieving the stated goals.
 - e. Efforts to negotiate with DBE for specific sub-proposal, including at a minimum:
 - i. The names, addresses, and telephone numbers of DBE's that were contacted.
 - ii. A description of the information provided to DBE regarding the plans and specifications for portion of the work to be performed; and
 - iii. A statement of why additional agreements with DBE were not reached.
 - iv. Completion of (Form E) if DBE's are not involved in the RFP.

- f. Concerning each DBE the supplier/contractor contacted but rejected as unqualified, the reasons for the supplier's/contractor's conclusion.
 - g. Efforts made to help the DBE's contacted that needed assistance in obtaining required bonding, lines of credit, or insurance.
 - h. Use of the services of minority community organizations, minority contractor's groups, governmental minority business assistance offices, and other organizations that assist in the recruitment and placement of DBE's.
- 7. Suppliers/contractors that fail to meet DBE goals and fail to demonstrate sufficient good faith efforts are not eligible for contract awarded.
- 8. The District, through its Diversity Officer will review the contractor's minority business enterprise involvement efforts during performance of this contract. Such review will include, but not be limited to, contractor's quarterly statement of income from the District and what portion of said income went to the DBE enterprise(s) as evidenced by affirmation of the DBE enterprise(s) which the contractor hereby agrees to supply each quarter during the term of its contract with the District. If the contractor meets its goal or if the contractor demonstrates that every reasonable effort has been made to meet its goal, the contractor shall be presume to be in compliance. Where the Diversity Officer finds that the contractor shall be presume to be in compliance. Where the Diversity Officer finds that the contractor has failed to comply with the requirements of this Notice, said Diversity Officer shall inform the Purchasing Director who shall immediately notify the contractor to take corrective action. If the contractor fails or refuses to comply promptly, then the Purchasing Director, upon approval of the District, shall issue an order shopping all or part of the work until satisfactory corrective action has been taken. No part of the time lost due to any such stop orders shall be made subject of claim for extension of time or for excess costs or damages by the contractor. When the District proceeds with such formal action it has the burden of proving that the contractor has not met the requirements of coming forward and showing that it has met the good faith requirements of the Notice, specifically including paragraph 7 hereof. Where the contractor is found to have failed to exert every good faith effort to involve DBE in the work provided, the District may declare that the contractor is ineligible to receive further District funds, whether as a contractor, subcontractor, or as a consultant, for a period of up to three (3) years.
- 9. The contractor will keep records and documents for three (3) years following performances of this contract to indicate compliance with this Notice. These records and documents, or copies thereof, will be made available at reasonable times and places for inspection by any authorized representative of the District upon request together with any other compliance information which such representative may require.
- 10. Proposers and contractors are bound by all requirements, terms and conditions of this Notice.
- 11. Nothing in this Notice shall be interpreted to diminish the present contract compliance review

DBE Form A

Name of Firm: _____

Address: _____

City, State, Zip Code: _____

Telephone Number: _____

Type of Business (Product or Service): _____

Date of Proposed Contract Award: _____

Amount of Proposed Contract Award: _____

Diversity Business Enterprise Subcontractor(s):

Dollar Amount Subcontract Award: _____

Percent of Subcontract Award: _____

D.B.E. Participation: _____ \$ _____

F.B.E. Participation: _____ \$ _____

Name of EEO Officer: _____

(Signature of owner, partner, or authorized officer)

Name: _____ Dated: _____

(printed)

Title: _____

DO NOT COMPLETE BELOW THIS LINE

___ Compliant ___ Compliance Pending ___ Non-Compliant

Compliance Date: _____

(signature, DBE Department)

(date)

DBE Form B

NOTICE OF REQUIREMENT TO ENSURE DIVERSITY BUSINESS ENTERPRISE (DBE) OPPORTUNITY

Note: All eligible proposers for award of the contract should comply with the Requirements, Terms, and Conditions of this Notice.

The undersigned proposer hereby agrees that the goal it has established for DBE participation in this project through either subcontracting or entering into a joint Venture with DBEs in conformity with the Requirements. Terms and Conditions of this Notice is a goal of thirty (30%) percent for a construction/repair/ maintenance contract, twenty (20%) percent for a supply contract, and fifteen (15%) for a service contract of the total contract amount of this project. In no event will the absence of goals as stated above be deemed as compliance with the requirements, terms and conditions of this notice.

In addition, the undersigned will complete and attach hereto the DBE (Form C) Schedule for DBE participation, showing all DBE/FBE that will participate as subcontractors or joint ventures in this contract and a DBE (Form D), DBE Letter of Intent form for each DBE/FBE listed on the Schedule.

Proposer: _____

Date: _____

By: _____

Title: _____

Definition of DBE: A Diversity Business Enterprise (DBE)

"Small Diversity business concern" means a small business concern that is a least (51) percent unconditionally owned by one or more individuals who are both socially and economically diverse, or a publicly owned business that has at least (51) percent of its stock unconditionally owned by one or more socially and economically diverse individuals and that has its management and daily business controlled by one or more such individuals. This term also means a small business concern that is at least (51) percent unconditionally owned by an economically diverse Indian tribe or Native Hawaiian Organization, or a publicly owned business that has least (51) percent of its stock unconditionally owned by one of these entities, that has its management and daily business controlled by members of an economically diverse Indian tribe or Native Hawaiian Organization.

DBE Form C

SCHEDULE MBE/FBE PARTICIPATION

Project Name: _____

Name of Non-DBE Contractor: _____

Identification Number: _____

Location: _____

Name of Minority Contractor: _____

Address: _____

City, State, Zip: _____

Type of work to be performed and work hours involved:

Projected commencement and completion dates for work:

Agreed price in dollars or percentage:

The undersigned will enter into a formal agreement with DBE for work listed in this schedule conditioned upon execution for a contract with the Cleveland Municipal School District

TO BE RETURNED WITH THE PROPOSAL

Signature of Non-DBE Prime Contractor

Date: _____

DBE Form D

DBE LETTER OF INTENT

To: _____
Non-DBE Prime or General Proposer

Project: _____

NON-DBE PRIME OR GENERAL PROPOSER

The Undersigned intends to perform work in connection with the above-referenced project as (check one):

an individual a corporation a partnership a joint venture

DBE status of the undersigned is confirmed in the Cleveland Municipal School District's DBE file of bona fide enterprises with a certification date of: _____

The Undersigned is prepared to perform the following described work in connection with the above referenced project. Specify in detail particular work items or parts thereof to be performed:

at the following price or percent of contract: \$ _____

You have projected the following commencement date of such work, and the undersigned is projecting completion of such work as follows:

Items _____

Projected Commencement Date _____

Projected Completion Date _____

_____ % (percent) of the dollar value of the subcontract will be sublet and/or awarded to NON-DBE contractor (s) and/or NON-FBE SUPPLIERS. The undersigned will enter into a formal agreement for the above work with you conditioned upon your execution of a contract with the Cleveland Municipal School District.

Date

Name of DBE Firm (where applicable)

Signature of DBE (where applicable)

Signature of MBE Firm

(TO BE RETURNED WITH RFP)

Name of FBE Firm

Signature of FBE Firm

DBE Form E

DBE Unavailability Certification

I, _____,
Name Title

Of _____, certify that on _____
Date

I contacted the following DBE to obtain a Proposal for work items to be performed on:

Board Project: _____

Minority Contractor: _____

Work Items Sought: _____

Form of Proposal Sought: _____

Female Contractor: _____

Work Items Sought: _____

Form of Proposal Sought: _____

To the best of my knowledge and belief said minority business enterprise was unavailable (exclusive of the unavailability due to lack of agreement on price) for work on this project or unable to prepare a proposal for the following reason (s):

Signature, Non-DBE prime Proposer Date

_____ was offered an opportunity to proposal on the above-referenced work on
_____ by _____
Date Non-DBE Prime Proposer

Signature, Non-DBE Prime Proposer

The above statement is a true and accurate account of why I did not submit a Proposal on this project.

Signature, Non-DBE prime Proposer

DBE Form F

This form need not be completed if all join venture firms are diversity business enterprises

1. Name of Joint Venture: _____
2. Address of Joint Venture: _____
3. Phone Number of Joint Venture: _____
4. Identify the firms which comprise this joint venture. (The DBE partner must complete DBE Form A or have current DBE Certification)

- a. Describe the roll of the DBE firm in the joint venture: _____

- b. Describe briefly the experience and business qualifications of each non-DBE Joint Venture: _____

5. Nature of Joint Venture's Business: _____

6. Provide a copy of the Joint Venture Agreement.
7. What is the percentage of DBE Ownership? DBE _____% FBE _____%
8. Ownership of Joint Venture: (This need not be completed if described in the Joint Venture agreement provided in response to question 6).

- a. Profit and loss sharing: _____

- b. Capital contributions, including equipment: _____

- c. Other applicable ownership interest: _____

9. Control of and participation in this contract. Identify by name, race, and "firm" those individuals and their titles who are responsible for day-to-day management and policy decision making, including, but not limited to, those prime responsibility form:

a. Financial decisions: _____

b. Management decisions, such as:

i. Estimating: _____

ii. Marketing and Sales: _____

iii. Hiring and firing of management personnel: _____

iv. Purchasing of major items or supplies: _____

c. Supervision of field operations: _____

Note: If after complete the DBE Form B and before the completion of the joint venture's work on any contract awarded, there is any significant change in the information submitted, the joint venture must inform the Cleveland Municipal School District, either directly or through the non-DBE prime subcontractor if the joint vendor is a subcontractor.

DBE Form G

Non-Minority Prime Affidavit For DBE

STATE OF }
COUNTY OF } SS.

AFFIDAVIT

The undersigned swear that the foregoing statements are correct and include all material information necessary to identify and explain the items and operation of our subcontract and the intended participation by each party in the undertaking. Further, the undersigned covenant and agree to provide to the Cleveland Municipal School District current, complete, and accurate information regarding actual subcontract work and the payments thereof, and any proposed changes in any of the subcontract arrangements and to permit the audit and examination of the books, records and files of the subcontract or those of each party relevant to the subcontract, by authorized representatives of the Cleveland Municipal School District. Any material misrepresentation will be grounds for terminating any contract which may be awarded and for initiating action under federal and state laws concerning false statements.

Name of Firm: _____

Signature: _____

Name and Title: _____

Date: _____

STATE OF }
COUNTY OF } SS.

On this _____ day of _____ 20____, before me appeared _____

_____, to me personally known, who being duly sworn,

did execute the foregoing affidavit, and did state that they were properly authorized by _____

_____ to execute the affidavit and did so as their free act and deed.

(Seal)

Notary Public _____

Commission expires _____

DBE Form H

Non-Minority Prime Affidavit (Joint Venture)

STATE OF OHIO

CUYAHOGA COUNTY

AFFIDAVIT

The undersigned swear that the forgoing statements are correct and include all material information necessary to identify and explain the items and operation of our subcontract and the intended participation by each joint venture in the undertaking. Further, the undersigned covenant and agree to provide to the Cleveland Municipal School District current, complete, and accurate information regarding actual joint venture work and the payments thereof and any proposed changes in any of the subcontract arrangements and to permit the audit and examination of the books, records and files of the joint venture or those of each party relevant to the joint venture, by authorized representatives of the Cleveland Municipal School District. Any material misrepresentation will be grounds for terminating any contract which may be awarded and for initiating action under federal and state laws concerning false statements.

Name of Firm (Prime)

Name of Firm (DBE)

Signature

Signature

Name and Title

Name and Title

Date

Date

STATE OF

] COUNTY OF

]SS.

On this _____ day of _____ 20 __ , before me appeared _____, to me personally known, who being duly sworn, did execute the foregoing affidavit, and did state that they were properly authorized by _____ to execute the affidavit and did so as their free act and deed.

(Seal)

Notary Public

Commission expires

EOA Contractual Declaration Forms

CMSD Affirmative Action Program

Vendor Contract Compliance, Procedures and Guidelines

Note: Please read carefully all of the information contained in these documents.

Pursuant to the Affirmative Action Policy Adopted by the Cleveland Municipal School District, the following guidelines and procedures will be implemented to ensure that all vendors doing business with the District are in compliance with Equal Employment Opportunity Standards.

A. SUBMISSION OF VENDOR EMPLOYMENT PRACTICE REPORT

All vendors and contractors who propose to provide goods, services, supplies, and equipment through formal proposals, informal proposals, and contract term agreements are required to submit a Vendor Employment Practice Report with each Proposal. Approved status by the Vendor Employment Practice Report includes the following documents which must be completed in their entirety and returned with the proposal.

Please note, compliance approval consists of both DBE and Vendor Contract Compliance approval.

1. General Information Sheet (Form 1): Provides basic information on the vendor.

1a. SMSA/OR RECRUITMENT AREA: Indicates the relevant labor area in which your facility is located. Designate the Standard Metropolitan Statistical Area, county, or city from which the facility can draw applicants or recruit for most positions.

In making relevant labor area determinations, examine the statistics on racial, ethnic, and gender composition of the Standard Metropolitan Statistical Area, county, or city surrounding your organization, as well as other appropriate adjacent areas.

The relevant labor area should be the SMSA county or city with the highest population of minorities and women.

1b. DEFINITION: As defined by the U.S. Bureau of the Census, SMSA is: "Except in the New England States, a county or group of contiguous counties which contains at least one city of 50,000; in addition contiguous counties if they are socially and economically integrated within the central city; in the New England States towns and cities instead of counties. Each SMSA must include at least one central city."

2. **Compliance Declaration Form** (Form 2) - The Agreement indicating the vendor is in compliance with Equal Employment Opportunity requirements, will take affirmative action, and will comply with all Fair Labor Standard practices.

3. **Current Employment Data Form** (Form 3) – Current personnel data indicating employees in each job category classified by gender and race.

4. **Existing Affirmative Action Program** – If any and copies of any agreement between the vendor and the Equal Employment Opportunity Commission, Office of Federal Contract Compliance Program or court order pertaining to equal employment opportunity.

B. EVALUATION OF COMPLIANCE DATA

1. The Diversity Officer will evaluate data submitted by vendors who are recommended to receive District proposals and contracts. Vendors found in compliance with the District's Equal employment opportunity standards (Affirmative Action and DBE Program) will be placed on the approved vendor's list.
2. In the event that a vendor is found not in compliance with the District's equal employment opportunity standards, the Diversity Officer will inform the Purchasing Director of the Reason(s) and ask that the Purchasing Director not award the contract or proposal to the vendor pending compliance. The Purchasing Director or Manager of Diversity will inform the vendor of reason(s) for non-compliance. Vendors found not in compliance will be given ten (10) business days from the time of notification by the Purchasing Director or Manager of Diversity to submit an acceptable affirmative action program to the Diversity Officer.
3. If the vendor which has been found not in compliance submits an acceptable affirmative action plan to the Diversity Officer within ten (10) business days of notification, the vendor may be given conditional approval.

C. AFFIRMATIVE ACTION PLAN

1. Vendor found not in compliance with the District's equal employment opportunity standards are expected to develop and implement affirmative action programs if they expect to be eligible to successfully propose for District contracts.
2. While it is the vendor's responsibility to develop an affirmative action program which will result in equal employment opportunity for persons from all sectors of the community, the Officer in Charge of the Diversity Program may refer prospective proposers to resources which may be of assistance in developing affirmative action programs.
3. In the event that a vendor who has been awarded a District contract does not make satisfactory progress toward goals in the affirmative action program, the District will not negotiate a new contract until the vendor assures the Diversity Officer that significant progress will be made.

D. CONDITIONS UNDER WHICH PROPOSALS MAY BE REJECTED OR CONTRACTS TERMINATED ON EQUAL EMPLOYMENT OPPORTUNITY GROUNDS

1. Vendor fails to submit completed and signed EEO documents with proposal or other requested information in a timely manner.
2. The vendor is found not to be in compliance with EEO laws, regulations and District policy, and does not have an acceptable Affirmative Action Program, or if the vendor has an acceptable Affirmative Action Program but the Diversity Officer determines the vendor has not made satisfactory progress toward goals in the plan and shows no promise of achieving the goals.
3. Any inconsistencies of misrepresentation of the facts in any of the requested information designed to portray the vendor in a more favorable position with respect to Equal Employment Opportunity Compliance will be grounds for cancellation of the contract by the Purchasing Director upon recommendation by the Diversity Officer and confirmation by the Cleveland Municipal School District.

Form 1: Vendor Contract Compliance Form

Name of Firm: _____

Address:

City, State, Zip Code:

Telephone Number: _____

Standard Metropolitan Statistical Area:

Recruitment Area:

Type of Business (product or service): _____

Name of EEO Officer: _____

Signature of Owner, Partner, or Authorized Officer: _____

Name (type or print): _____

Date: _____ Title: _____

Do not complete below this line

Status of Vendor:

Compliance

Conditional Compliance

Non-Compliance

Compliance Pending

Comments: _____

Date: _____ Signature: _____

Form 2: Compliance Declaration

The following must be filled out completely:

It is the policy of _____ that equal employment opportunity be afforded to all qualified persons without regard to race, religion, color, sex, national origin, age, or handicap.

In support of this policy, _____ will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, or handicap.

_____ will take affirmative action to insure that applicants are employed and that employees are treated during employment without regard to race, color, sex, national origin, age, or handicap. Such action will include, but not be limited to:

Recruitment, advertising, or solicitation for employment, hiring, placement, upgrading, transfer or demotion, selection for training including apprenticeship rates of pay or other forms of compensation, layoffs or termination.

The undersigned company states that they are of current applicable requirement pertaining to Fair Labor Standards and Non-Discriminatory Practices of Federal, State, and Local Governments.

The undersigned further acknowledges that if the contract is awarded to the undersigned, that the undersigned will comply with all Fair Labor Standard Practice.

(Name of Company)

Date: _____

(Signature of Company Official)

STATE OF ()
COUNTY OF ()SS.

BEFORE ME, a Notary Public in and for said County and State personally appeared the above-named Company _____ by _____

It's _____, who acknowledged that they knowingly signed the aforesaid instrument, and that the same is their free act and deed duly authorized and the free act and deed of said company.

IN TESTIMONY WHEREOF, I have hereto set my hand and affixed seal at

_____, _____, this

day of _____, 20____.

DESCRIPTION OF JOB CATEGORIES

OFFICIALS, MANAGERS, AND SUPERVISORS

Occupations requiring administrative personnel who set District policies, exercise overall responsibility of the places, and direct individual departments or special phases of a firm's operations includes: officials, executives, middle management, plant managers, department managers, and superintendents, salaried supervisors who are members of management, purchasing agents, buyers, and kindred workers.

PROFESSIONALS

Occupations requiring either college graduation or experience of such kind and amount as to provide background. Includes: accountants and auditors, airplane pilots and editors, engineers, layers, librarians, mathematicians, natural scientists, personnel and labor relations workers, physical scientists, physicians, social scientists, teacher's and kindred workers.

TECHNICIANS

Occupations requiring a combination of basic scientific knowledge and manual skill which can be obtained through (about) two years of post high school education, such as that which is offered in many technical institutes and junior colleges, or through equivalent on-the-job training. Includes: drafters, engineering aides, junior engineers, mathematical aids, nurses, photographers, radio operators, scientific assistants, surveyor of technical illustrators, technicians (medical, dental, electronic, physical sciences), and kindred workers.

SALES WORKERS

Occupations engaging wholly or primarily in direct selling. Includes: advertising agents and salespersons, insurance agents and brokers, real estate agents and brokers, stock bond salespersons, demonstrators, sales persons, sales clerks, and kindred workers.

OFFICE AND CLERICAL

Includes all clerical-type work regardless of level of difficulty, where the activities are predominantly non-manual, includes: bookkeepers, cashiers, collectors (bills and account), messengers and office clerks, office machine operators, shipping and receiving clerks, stenographers, typists and secretaries, telegraph and telephone operators and kindred workers.

CRAFTWORKERS (SKILLED)

Manual workers of relatively high skill level having a thorough and comprehensive knowledge of the process involved in their work, exercise considerable independent judgment, and usually receive an extension period of training. Includes: the building trades hourly paid foremen who are not members of management, mechanics and repairers, skilled machine operators, compositors and typesetters, electricians, engravers, job setters (metal), motion picture projectionists, pattern and model makers, stationary engineers, tailors and kindred workers.

OPERATIVE (SEMI-SKILLED)

Workers who operate machine or processing equipment or perform other factory-type duties of intermediate skill level which can be mastered in a few weeks and require limited training.

LABORERS (UNSKILLED)

Workers in manual occupations which generally require no special training. Perform elementary duties that may be learned in a few days and require the application of little or no independent judgment. Includes: garage laborers, car washers and greasers, gardeners (except farmers), ground-keepers, long-shore workers, craftsperson and stevedores, lumber's and wood chippers, laborers performing lifting, digging, mixing, loading, and pulling operations, and kindred workers.

SERVICE WORKERS

Workers in both protective and non-protective service occupations. Includes: attendants (hospital and other instruction, professional and personal service), barbers, and cleaners, cooks, guards, door keepers, stewards, janitors, police officers and detectives, porters, food services, and kindred workers.

APPRENTICES

Persons employed in a program including work training and related instruction to learn a trade or craft which is traditionally considered an apprentice, regardless of whether the program is registered with a Federal or State agency.

EMPLOYMENT DATA FORM

Please note this data may be obtained by visual survey or post-employment record. Neither visual surveys nor post-employment records are prohibited by any federal, state or local law. All specified data is required to be filled in by District policy.

Job Categories	All EMPLOYEES			MALES					FEMALES				
	TOALS MALES & FEMALES	MALES	FEMALES	WHITE (NOT OF HISPANIC ORIGIN)	BLACK (NOT OF HISPANIC ORIGIN)	ASIAN AMERICAN OR PACIFIC ISLANDER	AMERICAN INDIAN OR ALSKAN NATIVE	HISPANIC	WHITE (NOT OF HISPANIC ORIGIN)	BLACK (NOT OF HISPANIC ORIGIN)	ASIAN AMERICAN OR PACIFIC ISLANDE	AMERICAN INDIAN OR ALSKAN NATIVE	HISPANIC
OFFICIALS, MGRS & SUPERVISORS													
PROFESSIONALS													
TECHNICIANS													
SALES WORKERS													
OFFICE/CLERICAL													
CRAFTWORKERS (SKILLED)													
OPERATIONS (SEMI-SKILLED)													
LABORERS (UNSKILLED)													
SERVICE WORKERS													
APPRENTICES													
TOTAL													

Additional information (optional):

Describe any other actions taken which show that all employees are recruited, hired, or trained or promoted without regard to their race, religion, color, sex, handicap, age or national origin. Use second sheet if additional space is needed:

The undersigned certifies that they are legally authorized by the proposer to make the statements and representations contained in this report, and that they have red all of the foregoing statements and representations which are true and correct to the best of their knowledge and belief.

FIRM OR CORPORATE NAME: _____

DATE: _____

SIGNATURE: _____

TITLE: _____

Addendum Acknowledgement Form

RFP 21243 – Equity & Inclusion Employee Survey

Having read and examined the Request for Proposal Documents, including the specifications, prepared by the Cleveland Metropolitan School District for the above-referenced Project, and the following Addenda:

Addendum Number

Date of Receipt

Proposer: _____

The undersigned Vendor proposes to perform all work for the applicable contract, in accordance with the contract document for the proposed sums.

Signature: _____ Date: _____

References

Include below three references of equal or larger size to this current RFP project. Public sector experience is preferred, but not required. Please attach relevant supporting documentation, such as project plans, scope of work.

Reference #1:

Company/School Name: _____

Address: _____

Type of Business: _____

Contact Person: _____

Telephone and Fax#: _____

Dates of Service: _____

Description of Services Provided: _____

Reference #2:

Company/School Name: _____

Address: _____

Type of Business: _____

Contact Person: _____

Telephone and Fax #: _____

Dates of Service: _____

Description of Services Provided: _____

Reference #3:

Company/School Name: _____

Address: _____

Type of Business: _____

Contact Person: _____

Telephone and Fax#: _____

Dates of Service: _____

Description of Services Provided: _____