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No proposal may be withdrawn for at least ninety (90) days after the deadline for submittal.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

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

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 form, 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:

<table>
<thead>
<tr>
<th>Insurance Type</th>
<th>Limit of Liability</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commercial General Liability</td>
<td>$1,000,000.00</td>
<td>including limited contractual liability</td>
</tr>
<tr>
<td></td>
<td>Limit of Liability</td>
<td>(per occurrence)</td>
</tr>
<tr>
<td>Automobile Liability</td>
<td>$1,000,000.00</td>
<td>including non-owned, and hired</td>
</tr>
<tr>
<td></td>
<td>Limit of Liability</td>
<td>(per occurrence)</td>
</tr>
<tr>
<td>Workers Compensation</td>
<td>-</td>
<td>Workers compensation and employer’s</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Insurance to the full extent as required</td>
</tr>
</tbody>
</table>
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:

<table>
<thead>
<tr>
<th>Category</th>
<th>Points (100)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Response to District DBE Goals</td>
<td>10</td>
</tr>
<tr>
<td>Project Approach &amp; Project Management</td>
<td>15</td>
</tr>
<tr>
<td>Survey Development, Methodology, Mode &amp; Preparation</td>
<td>15</td>
</tr>
<tr>
<td>Data Collection, Processing, Management, Analysis &amp; Reporting</td>
<td>10</td>
</tr>
<tr>
<td>Survey &amp; Data Work Experience and Qualifications</td>
<td>20</td>
</tr>
<tr>
<td>Equity &amp; Inclusion Expertise &amp; Qualifications</td>
<td>20</td>
</tr>
<tr>
<td>Cost Proposal</td>
<td>10</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Category</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>References</td>
<td>40</td>
</tr>
<tr>
<td>Interview/Presentation</td>
<td>60</td>
</tr>
<tr>
<td>Final Offer (optional)</td>
<td>20</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Cost Proposal</th>
<th>Survey &amp; Data Work</th>
</tr>
</thead>
<tbody>
<tr>
<td>Task</td>
<td>Cost</td>
</tr>
<tr>
<td>Overall Project Management</td>
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<tr>
<td>Questionnaire Development</td>
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<td>Survey Preparation</td>
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<tr>
<td>Data Collection</td>
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<tr>
<td>Data Preparation &amp; Analysis</td>
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<td>Report Development &amp; Writing</td>
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<tr>
<td>Technical Support- Help Desk</td>
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<tr>
<td><strong>Total</strong></td>
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</table>

<table>
<thead>
<tr>
<th>Cost Proposal</th>
<th>Additional/Optional Pricing</th>
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<tbody>
<tr>
<td>Task</td>
<td>Cost</td>
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<td>[please specify]</td>
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<tr>
<td><strong>Total</strong></td>
<td></td>
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</tbody>
</table>
Appendix A: The Cleveland Plan
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 and close and replace failing schools
- Create the Cleveland Transformation Alliance to ensure accountability for all public schools in the city
- Focus District’s central office on key support and governance roles and transfer authority and resources to schools
- Invest and phase in high-leverage system reforms across all schools from preschool to college and career
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

CREATE
If we create an inclusive and equitable C4ED where our employees can use their strengths and bring their whole selves to work.

EXPAND
If we expand the equity and inclusion capacity of adults

LIFT
If we inventory and lift up and leverage the equity and inclusion initiatives and efforts that are in place currently

INCLUSION
We will have a thriving workforce that is motivated, equipped, and engaged. Excited to serve our students, families, communities, and each other.
Appendix C: Multicultural Organization Model
# Where Is CMSD?

<table>
<thead>
<tr>
<th>Monocultural Differences are seen as defects</th>
<th>Transitional Differences are tolerated</th>
<th>Fully Integrated Differences are held as essential assets</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Exclusive</strong></td>
<td><strong>Symbolic Change</strong></td>
<td><strong>Transforming</strong></td>
</tr>
<tr>
<td>✓ Intentionally excludes in its’ practices those who are not members of the dominant group</td>
<td>✓ Actively or passively excludes those who are not members of the dominant culture</td>
<td>✓ 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, LGBTQ community members, people with (dis)abilities, etc.</td>
</tr>
<tr>
<td>✓ Includes a limited number of outsiders if they can assimilate to fit the dominant norm</td>
<td>✓ Loosely committed to including others without making major changes. Includes only a few members of those groups.</td>
<td>✓ All members of the organization are responsive for moving equity and inclusion efforts forward.</td>
</tr>
<tr>
<td>✓ The organization may believe that its’ doors are open to others. There may even be efforts to recruit women, people of color and others.</td>
<td>✓ View of diversity includes gender, race, sexual orientation, ability, immigrants etc.</td>
<td>✓ Future vision of an institution and wider community has overcome systemic discrimination.</td>
</tr>
<tr>
<td>✓ View of diversity includes gender, race, sexual orientation, ability, immigrants etc.</td>
<td><strong>Identity Change</strong></td>
<td>✓ Continuously learns and acts to make systemic changes required to value, include and be fair to all employees, stakeholders, community members, clients, vendors, etc.</td>
</tr>
<tr>
<td>✓ Little or no contextual change in culture, policies and decision making</td>
<td>✓ Committed to making an active effort to include others especially those in protected classes.</td>
<td>✓ Full participation in decisions that shape the institution, and inclusion of diverse cultures, interests and world views.</td>
</tr>
<tr>
<td><strong>Passive</strong></td>
<td>✓ Tolerates the differences that those “others” bring to the organization.</td>
<td>✓ A sense of restored community and mutual caring.</td>
</tr>
<tr>
<td>✓ Actively or passively excludes those who are not members of the dominant culture</td>
<td>✓ Growing understanding of institutional discrimination as a barrier to diversity.</td>
<td>✓ Leads the way and allies with other organizations in combating inequities and building inclusion.</td>
</tr>
<tr>
<td>✓ Includes a limited number of outsiders if they can assimilate to fit the dominant norm</td>
<td>✓ Hires a Chief Diversity Officer or charges someone in organization to oversee and build strategy around diversity.</td>
<td></td>
</tr>
</tbody>
</table>
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

Request for Taxpayer Identification Number and Certification

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

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

1. Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2. Business name/disregarded entity name, if different from above.

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:
   - Individual/sole proprietor or single-member LLC
   - C Corporation
   - S Corporation
   - Partnership
   - Trust/estate
   - Limited liability company
   - Other (see instructions)

4. Exempt payee code (if any):

Exemption from FATCA reporting code (if any):

Applicable to accounts maintained outside the U.S.

5. Address (number, street, and apt, or suite no). See instructions.

6. City, state, and ZIP code

7. List account number(s) here (optional)

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.

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 name to enter.

Social security number

or

Employer Identification number

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 check item 3 above if you have not been notified by the IRS that you are subject to backup withholding because you have not reported 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-G (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.

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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

Certificate 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 debarment, 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

SBA Form 1623 (10-88) This form was electronically produced by Elite Federal Forms, Inc.
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.

1. 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.

   _______%

2. 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?
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

### ACORD®

**CERTIFICATE OF LIABILITY INSURANCE**

**PRODUCER**

**CONTACT**

**INSURED**

**INSURED AFFORDED COVERAGE**

**NAIC®**

**COVERAGE**

**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.**

<table>
<thead>
<tr>
<th>DMA</th>
<th>TYPE OF INSURANCE</th>
<th>LIMITS</th>
<th>POLICY NUMBER</th>
<th>POLICY PERIOD</th>
<th>POLICY EXPIRY</th>
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<td>COMMERCIAL GENERAL LIABILITY</td>
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**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES**

**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.
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 subcontract 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 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: __________________________________________________________________

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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:

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<th>Items</th>
<th>Projected Commencement Date</th>
<th>Projected Completion Date</th>
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____________________________% (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

________________________________________
Signature of DBE (where applicable)

________________________________________
Signature of MBE Firm

Name of DBE Firm (where applicable)

______________________________
Name of FBE Firm

______________________________
Signature of FBE Firm

(TO BE RETURNED WITH RFP)
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 joint 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 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 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.


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 of 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), groundkeepers, 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.

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<th>Job Categories</th>
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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:

<table>
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<th>Addendum Number</th>
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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:  _______________________________________