

November __, 2023

GEORGE WASHINGTON CARVER ACADEMY

REQUEST FOR PROPOSALS HUMAN RESOURCES SERVICES

NOTICE IS HEREBY GIVEN that George Washington Carver Academy (the “Academy”) is requesting proposals from qualified vendors for human resources services under the following requirements, terms and conditions.

The Academy is a public charter school academy serving grades K-12 and is available for enrollment to all pupils in Michigan. Bidder should be aware of the Academy’s authorizer’s (Bay Mills Community College) policies concerning contracts such as the one potentially awardable pursuant hereto.

Objective:

The Academy would like to establish an ongoing relationship with a human resources services provider.

Proposal Submission:

Proposals must be received by mail or email to the below address any time prior to, but not later than, 4:00 p.m. on **December 31, 2023**. Proposals received after this time may be returned to the human resources services provider. At its sole discretion, the Academy may extend the deadline /for the delivery of proposals. Proposals must be submitted to

George Washington Carver Academy
c/o Karla McGhee
14510 Second Ave.
Highland Park, MI 48203

All proposals submitted must be held open and remain valid for a minimum period of 90 days after the due date for the proposals.

RFP Terms:

The proposals will be reviewed and will form the basis for further evaluation of possible human resources service providers and for establishing a future agreement.

The Academy reserves the right to reject, in its sole discretion, any and all proposals, or to waive any informalities, irregularities, or technicalities in any proposal, should it be deemed to be in its best interest to do so. A human resources services agreement will be awarded, if at

all, to the responsible human resources services provider meeting specifications as determined by the Academy. The approval of any bid is not an agreement on behalf of the Academy to enter into any contract and any contract is subject to the approval of the Academy's Board of Directors and the Academy's authorizer's non-disapproval and policies pertaining to such contracts.

Method of Evaluation:

The following criteria will be used to evaluate proposals. The sequence is not intended to indicate the order of importance or to be comprehensive.

1. Degree of expertise and experience in providing human resources services to charter school academies in the State of Michigan.
2. Reputation and ability to provide a broad range of human resources services promptly and efficiently.
3. Industry credentials and certifications.
4. Commitment of time and resources to clients and communities they serve.
5. Compatibility of culture and philosophy with that of the Academy.
6. Cost.
7. References.
8. Accessibility of staff to Academy representatives, particularly during times of increased demand.

Summary of Required Services. It will be expected that the human resources services provider is experienced with the following and will be responsible for providing the below services on behalf of the Academy:

1. Acting as the employer of record for all Academy personnel.
2. Management of current HR personnel and hiring of new HR personnel and other employees of the Academy as necessary.
3. Assisting new employees in completing onboarding paperwork to include verification of citizenship (I-9), W-9, favorable criminal background check, credentials authentication (transcripts and certifications).
4. Track teacher certifications and expirations dates and certificate numbers for credentialing.
5. Track attendance/PTO and correspond with payroll as needed for pay adjustments.
6. Administration and tracking of annual assessments.
7. Maintain employment records and employment history for current and new employees of the Academy.
8. Properly maintain all HR files on an ongoing basis.
9. Serve as the benefits liaison for the Academy's employees by informing employees of insurance options and enrolling them in the appropriate plan with the State using the Employee Benefit System, connecting new hires with the appropriate benefits providers, serving as the staff liaison for insurance open enrollment periods.
10. Updating payroll with any benefit changes to particular employees.

11. Manage employee grievances through the appropriate procedure adopted by the Academy and conduct unbiased investigations, if needed.
12. Assisting to ensure the Academy remains compliant with applicable employment law requirements, including proper classifications of employees and other statutory employment procedures are followed.
13. Assisting the Academy with the development of processes and procedures to ensure the ongoing completion of all human resource tasks in compliance with federal and state law.
14. Providing the Academy with all original records for the Academy's recordkeeping.

Specific Requirements for Proposal:

1. Summary of Vendor's Experience. Provide a summary of expertise and experience in each of the areas listed above, as well as any other which you believe may be of benefit to the Academy.
2. References. Submit a list of current and former school clients, including the name and telephone number of a contact person at the school, that an Academy representative may contact as references. Proposals are limited to vendor's with experience in providing comprehensive human resources services for schools.
3. Cost of Services. Submit information regarding the total cost of services provided, including flexible pricing options, if available.
4. Contract. Submit a copy of a suggested contract. The terms included in the response to the RFP will be integrated into the contract, however, the approval of any bid is not an agreement on behalf of the Academy to enter into any contract.
5. Insurance and Bonding. Submit a Certificate of Insurance showing evidence of the firm's Errors and Omissions Liability Insurance for limits of omissions liability of at least \$1,000,000 aggregate.
6. Conflict of Interest/Familial Disclosure. Submit a list of contracts which the firm, or its partners, principals, corporate officers or owners currently has with the Academy or with any Academy Board member. Submit a description of any familial relationship that exists between the firm, or its partners, principals, corporate officers and owners and the Academy Board or its employees.
7. Certificate of Compliance with Iran Economic Sanctions Act. Submit an affidavit of compliance sufficient for purposes of the Iran Economics Sanctions Act, Michigan Public Act No. 517 of 2012 (the "Act").