

## **Request for Proposals**

To provide Technology Service and Assessment, Design,  
and Implementation Services

### **KIPP MICHIGAN**

#### **NOTE TO PROPOSERS:**

Carefully read all instructions, requirements and specifications. Complete and submit all forms properly and in a thorough manner. Upon receipt, all proposals shall become the property of KIPP Michigan. Proposals may be subject to public review after contracts have been executed. Those responding to this proposal are cautioned not to include any proprietary information as part of their proposal unless proprietary information is carefully identified as such in writing and KIPP Michigan accepts, in writing, the information as proprietary. Notwithstanding the foregoing, KIPP is subject to the Michigan Public Information Act.

***Proposals are due, via email to Marleen Williams [marleen.williams@kippdetroit.org](mailto:marleen.williams@kippdetroit.org) by 5:00 pm Eastern Standard Time and must be received, no later than Thursday, January 23, 2025. No bids received after Thursday, January 23, 2025 will be considered.***

***Questions regarding the RFP should be directed to Marleen Williams at 313-474-2777 or email [marleen.williams@kippdetroit.org](mailto:marleen.williams@kippdetroit.org)***

#### **PART 1: INTRODUCTION**

KIPP Michigan, currently provides services to one School District, KIPP Detroit Imani Academy in the County of Wayne, MI.

KIPP Michigan is to obtain proposals from qualified consultants to provide a wide array of technology services. consisting of Technology (Audio/Video, Security, Cabling, Networking, Telephones, Wireless networking etc). The District intends to secure a technology consultant to provide in assessing the needs of the District technology designing and Implementation services.

#### **PART 2: SCOPE OF WORK**

KIPP Michigan and its local School District, KIPP Detroit Imani Academy generate a significant amount of data. This project is to secure a business partner to support our Technology needs. The goal of the project is to sign a contract for the 2025-2026 school year. The project will require a yearly review process to adjust needs that may be added/or removed, and to assess the quality of services rendered during each year.

**IT Needs including but not limited to:**

- On-Site Technician  
2 days a week, 8 hours each day
- Chromebook Repair or replacement, dependent on maintenance cost
- G-Suite Management  
Add new staff, remove staff, etc.
- General Software Support
- License Management
- Sound System Support
- Ticketing System  
All service calls shall be logged electronically with a call/ticket number assigned for tracking purposes. A detailed report of service rendered.
- Security System
- Smart Boards/Projectors
- Phone System/Telecommunications
- Device Procurement
- Inventory Management
- Local Area Network
- IT Security (firewall, data backup, etc.)
- Universal Service Support Mechanism
- Professional Development/Tech Integration into the Classroom
- Hardware Support for Internet (switches, routers, servers, etc.)
- Erate Needs  
Internet support, Hardware support for internet (switches, routers, servers, etc.)
- Data warehousing solution/Data Warehousing request for Information
- Fiber Optic Wide Area Network (WAN)  
To carry voice and data services with the capability to add video at any time.
- Computer Technical Services

**Student Information System (SIS)**

- Capacity for the needed modification and additions to the system functions.
- Ability to create and generate customization reports.
- Ability to aggregate data as needed.
- Ability to integrate data via import/export.
- Ability to configure the district SIS to send data to other platforms used by the school district for assessment, student roster and that mode of instruction data are flowing into other systems.
- The district generated data. This local data consists of information from the four data domains (Achievement, Demographic, Process, Perception).
- Data to support PowerSchool, a Student Information System (SIS).

### **PART 3: FUTURE DEVELOPMENT PLANS**

KIPP Michigan, is currently in the process of building a 75,000 square feet school building. The permanent facility is scheduled to be completed by Fall 2027. As such, we anticipate needing consultation in the design and construction process of the new building from a technology services consulting firm. The vendor will be assisting with designing the AV/IT needs for the construction drawings that are being developed.

#### **Part 3A: Pre-Construction and Bidding Phase**

1. Participation in pre-construction meetings and provide design requirements for AV/IT to be implemented into the construction documents.
2. Review construction documents in collaboration with the project architect for compliance with design requirements.
3. Work with KIPP Detroit Imani Academy to integrate recommended design into the new buildings.
4. Prepare specifications within the parameters of the technology plan/design. Describe and provide your rate structure for design and consultation services.
5. Bid out and receive bids from AV/IT vendors to perform installation. Review all bids and pricing with KIPP Michigan prior to awarding contracts.
6. Describe and provide your rate structure for project management services.
7. Describe in detail what the Fee includes and excludes.
8. Produce technology design documents and specifications.

#### **Part 3B: Construction Phase**

Project management and coordination, including management of subcontractors. Pursue additional cost savings through cost-reduction strategies identified during the pre-construction phase and subcontractor buy-outs.

1. Data Cabling
2. Fiber/Copper Backbone Cabling inside buildings
3. Wide Area Fiber Cabling backbone
4. Clock System Design
5. Paging System design
6. Video Security System
7. Electronic Access Control System.
8. Audio/Video Systems in Classrooms, Music Rooms, Gyms, Cafeterias etc.
9. Networking electronics (Ethernet)
10. Wireless Networking
11. Student Computing Devices
12. Administrator computing devices
13. Servers and Storage
14. All shall be developed to support technology for new additions

### **Part 3C: Implementation and Project Management**

Oversee design through installation.

Oversee the installation process including, but not limited to:

1. Construction scheduling, coordination and progress meetings.
2. On-site review during installation process, as appropriate.
3. Provide status reports including progress and compliance with contract terms at appropriate intervals, but no less than monthly.
4. Evaluate and review the total technology implemented for adherence to design and bid specifications.
5. Review and evaluate performance of technology during the implementation process and subsequent reviews to determine necessary revisions.

### **Part 3D: Proposed fees**

Provide pricing based on the information offered above for the following:

1. Pre-construction and construction services fee.
2. Staffing cost.
3. Insurance cost assessed for the project. Provide a copy of your firm's general Certificate of Insurance.
4. Define the fee basis for changes in the scope of work.
5. Provide hourly billing rates for all reimbursable personnel.
6. Identify the trades intended to be self-performed. It should be noted that the selected firm will be required to obtain competitive bids on the trade work it self-performs.

### **Part 3E: Qualifications**

In addition to a general representation of qualifications, respondents should briefly address the following key areas:

1. Relevant team project experience related to secondary education buildings.
2. Information on your safety program, including COVID-19 procedures and certifications of your team members, highlighting those particularly relevant to renovation projects.
3. One-page resumes of key personnel.
4. Client references for related projects.
5. Management approach, organization, staffing, use of technology, and means of communication with the owner.
6. Brief description of corporate financial capacity and time commitments.
7. Evidence of payment and performance bonding capacity for the total GMP proposed.
8. Brief description of any legal actions involving the firm within the last 3 years.
9. Brief description of any projects that your firm has terminated.

10. Additional information that aligns your organization, or your proposed team, with the project.
11. Experience with identifying and procuring long led material and equipment.
12. Provide what is your fee amount and what would be the markup percent?

**Part 3F: Scope of Services:**

Provide a scope of work based on the project description above.

**PART 5: SUBMISSION OF PROPOSAL**

1. Provide an Executive Summary/Cover Letter: Explain , in no more than one page, why your firm and proposed solutions are the best for the school district.
2. Each vendor is required to outline the specifications, procedures, implementation timeframe, tech schedule, technical support contract options and guarantees, and any other pertinent information required.
3. Each vendor must supply a copy of all applicable contracts and agreements that would be required for any maintenance agreements and software license agreements.
4. Cost Proposal Work Plan: Present your method of completing required tasks. Included those tasks that may not be listed but needed to achieve the stated proposal. Identify the task that can not be completed by your firm and explain.
5. Proposal may be withdrawn in writing prior to closing date and time for the receipt of the proposal.