

DETROIT PUBLIC SCHOOLS
AND
THE EDUCATION ACHIEVEMENT AUTHORITY OF MICHIGAN

REQUEST FOR HIGH-QUALITY CHARTER SCHOOL AND
TURNAROUND/RESTRUCTURING PROPOSALS TO OPEN IN FALL 2016
AND BEYOND

**TIMELINE, APPLICATION INSTRUCTIONS
AND FREQUENTLY ASKED QUESTIONS**

DECEMBER 2015



Action Item	Category	Time
Planning and Prep	ALL	Now – Friday, December 4, 2015
RFP Release	RFP	Friday, December 4, 2015
Community Meetings 1 – Preliminary Meetings	Community + Transition	Monday, December 14, 2015 – Friday, December 18, 2015
Conference Call (Process Overview) (712) 775-7031 ID: 359-806-365	RFP	Wednesday, December 16, 2015
Conference Call (Application and Supporting Documents)	RFP	Tuesday, December 22, 2015
Applicant’s Notice of Intent Due	RFP	Friday, December 28, 2015
Conference Call (Open FAQ) (712) 775-7031 ID: 359-806-365	RFP	Tuesday, January 5, 2016
Applications and Supporting Documents Due	RFP	5 p.m. Monday, February 1, 2016
Initial Cut (Applicant compliance and readiness)	Decision Making	Wednesday, February 3, 2016
Announcement of Possible Schools to be Transformed	Matching	Monday, February 8, 2016
Community Meetings 1 – Proposed Site Announcement Meetings	Community + Transition	Monday, February 8, 2016 – Friday, February 19, 2016
Transition Meetings	Transition	Monday, February 8 - Ongoing
Request for Clarification Due to Applicants	RFP	5 p.m. Friday, February 13, 2016
Second Cut – Initial Application Review, Clarification Response	Decision Making	Friday, February 13, 2016
Applicant Tours of Proposed Sites	Matching	Monday, February 15, 2016 – Tuesday, March 8, 2016
Community Meetings 2 – Proposed vendor meetings – Meet and Greet	Community + Matching	Monday, February 15, 2016 – Friday, March 18, 2016
Applicant’s Completed Request for Clarifications Due	RFP	Monday, March 2, 2016
Due Diligence Reports Requests Sent	RFP	Monday, March 9, 2016
Community and Stakeholder Interview Window	RFP + Community	Monday, March 27 – Friday, April 1, 2016
Final Application and Matching Decisions	RFP + Matching	Friday, April 15, 2016
Community Meetings 3 – Selected Sites Matching Decisions	Community and Transition	Monday, April 18, 2016 – Friday, April 29, 2016

INTENT

Detroit Public Schools and the Education Achievement Authority of Michigan issue this Request for Proposals ("RFP") seeking proposals from qualified operators of high-quality charter school programs. This RFP is not a Contract, and the Districts reserve the exclusive right to evaluate each applicant's submittal and make their determinations in their sole discretion.

The Districts reserve the right to exercise their sole discretion in the evaluation of any response they receive, to cancel this RFP and application process at any time, to reissue this RFP, not to proceed with any subsequent activity regarding the RFP, and not to award any contract to potential charter school boards. The Districts will not be liable for any costs or expenses incurred by any responder in connection with the company's participation in this process, including preparation of the RFP and Application.

Each charter school is a separate governmental entity governed by the Michigan Revised School Code. The Districts will contract with the board of each charter school after approving each member of the respective charter school's board of directors. The contract, or "charter," between the District and each charter school board will set forth specific educational and other goals, which each charter school board will be required to meet in order to maintain its charter. Proposers under this Request for Proposals will provide services to individual charter school boards of directors under separate, individually-negotiated contracts between the proposer and the board in question.

It is anticipated that the grant of charter from DPS or the EAA would be for a maximum term of 5 years and that charter school boards will be free to negotiate management agreements with proposers for a term up to and including 5 years. The charter would be revocable in accordance with its terms and conditions.

The full response to each RFP will be a public document, subject to Michigan's Freedom of Information Act.

COMMUNICATIONS REGARDING RFP

The Districts will conduct a series of conference calls for the purpose of answering questions regarding the RFP. The phone number is: (712) 775-7031; ID: 359-806-365.

All additional questions and inquiries concerning this RFP must be submitted in writing by email only or as an attached word document to: [\(JOINT EMAIL ADDRESS HERE\)](#)

In no event will any oral statements or representations by any person concerning this RFP be binding on the Districts or act as an excuse that prevents any responder from complying with the requirements of this RFP.

Questions or information requests received and responses by the Districts will be public record. Responses to questions or information requests will be posted in the same location as the RFP documents.

The Districts may in their sole discretion issue one or more addenda, identified as such, to this RFP. The Districts reserve the right to waive any and all guidelines or criteria set forth herein, to waive any informalities or minor irregularities, and to reject any and all proposals if considered to be in the best interest of the Districts.

SUBMISSION INSTRUCTIONS

The Districts have established 5 p.m. Monday February 1, 2016, as the due date (“Due Date”) for the Application submittal pursuant to RFP.

Responders to this RFP must upload the completed application to: **(DROPBOX INFORMATION HERE)**. Once proposals have been submitted, applicants will be unable to access or revise their documents.

APPLICATION FORMATTING

The Districts require that a complete response of information requested in Application be provided by the due date. Responders may be matched to the schools for which they propose, or the Districts may suggest one or more alternate or substitute schools to a given responder.

The application must follow the format. Additional information may be included if the applicant believes it would help reviewers to evaluate the proposed charter school.

Applications should be formatted using Arial, font size 11, and margins should be kept as they are in the application. The application should be saved as a single PDF document, including attachments and addenda.

If a complete application is improperly formatted, the application shall be returned and the applicant shall have two days to resubmit the properly formatted application.

The narrative document shall be no longer than 50 pages. The pages including the requests and guidance as well as the tables at the beginning of each section shall count towards the 50 pages. Attachments, appendices, and the cover page shall not count toward the 50 pages. If an application is submitted that has a narrative over 50 pages, the Districts shall notify the applicant, and the applicant shall have two days to resubmit an application that complies with the guidelines contained in the RFP.

The opportunity to revise for length shall be provided one time only and shall not be provided at all during the resubmission process. Note that 50 pages is the upper limit for applications, not a

minimum. Successful applications are concise, address the requests directly, and do not include extraneous details.

ENROLLMENT CATCHMENT AREAS

Most of the schools being chartered are considered “neighborhood” schools, meaning that they serve a neighborhood catchment area first and then may accept students living outside of the boundary. For these schools, the following requirements will be included in the charter agreement:

- The charter school must be physically located within the boundary area defined for that school.
- The charter school must provide transportation to students who enroll, live within the neighborhood boundary and live more than $\frac{3}{4}$ of a mile from the school.

MATCHING PROCESS

On Monday February 8, 2016, the schools eligible for bidding (“Eligible Schools”) will be announced.

The culmination of the process for identifying charter school operators will be the appointment by the Districts of each academy’s board of directors and the successful negotiation of a management agreement or contract between the academy board and its management or educational service provider.

To facilitate community involvement throughout the entire process, school community members and stakeholders will be solicited for input.

CONFIDENTIAL INFORMATION

Applicants may designate any information contained in their submittals to the Districts pursuant to this RFP as confidential. Such information must clearly be identified and denoted as “Confidential Information.” The Districts will make a good faith effort not to disclose confidential information clearly identified as such, to the extent permitted by law. However, the Districts will assume no liability for disclosure or use of such confidential information.

FREQUENTLY ASKED QUESTIONS

1. Why have Detroit Public Schools and The Education Achievement Authority of Michigan launched a joint Request for Proposals?

Both Detroit Public Schools (DPS) and The Education Achievement Authority of Michigan (EAA) believe deeply that the Detroit children deserve the absolute best educational opportunities. Together DPS and the EAA currently serve xx% of Detroit students and believe that a joint effort will result in better outcomes for more students. Together we can provide more option and opportunity to potential charter schools and turnaround partners. This diversity of opportunity will allow us to better match proposals with the conditions that they need to be successful. Together we believe we can all achieve more.

2. How do I know whether I am an Experienced or a New Applicant?

Experienced applicant organizations are those that have operated at least two charter schools for at least three years. These charter schools may be in or out of the state of Michigan.

New applicant organizations are those that have not operated at least two charter schools for three years.

3. What is the difference between a Charter Proposal and a Turnaround/Restructuring Proposal?

A successful charter proposal will result in the formation of a Public School Academy (PSA) authorized by either DPS or the EAA. This PSA can either be matched to an existing building or community (should one be targeted or made available for chartering), or can be identified as a potential new school startup.

A successful turnaround/restructuring proposal will result in a contract will DPS or the EAA to provide comprehensive educational services at a current DPS or EAA school.

4. What is the timeline for applying?

The EAA's charter application process will have six phases structured around the following dates:

Applicant's Notice of Intent..... Friday December 28, 2015
Application and Supporting Documents.....5 p.m. Monday February 1, 2016
Request for Clarifications due to Applicants.....Friday February 13, 2016
Applicant's Completed Request for Clarifications.....Monday March 2, 2016
Interview Window.....Monday March 27-Friday April 1, 2016
Final Application Decisions.....Friday April 15, 2016

5. How do I know if I am eligible to apply?

In order to be eligible to operate a charter school authorized by the EAA of Michigan, organizations must fill out the assurances and eligibility section of the Notice of Intent form. This includes agreements that include but are not limited to:

- The public school academy authorized will comply with the provisions of the Revised School Code and with all other state law applicable to public bodies and with federal law applicable to public bodies or school districts.
- The proposed charter school is prohibited from charging tuition.
- The proposed charter school cannot discriminate on the basis of intellectual or athletic ability, measures of achievement or aptitude, status as a person with a disability, or any other basis that would be illegal if used by a school district.
- The proposed charter school can limit admissions to pupils within a particular range of age or grade levels currently permitted by law.
- The pupils must be residents of the state of Michigan.
- Admissions must be open to pupils on a statewide basis.
- The proposed charter school will utilize a lottery or other random selection process to admit students when demand exceeds capacity.
- All charter schools authorized by the EAA will fully participate in the EAA of Michigan's Assessment Program.
- All charter schools authorized by the EAA will utilize a Student Information System and Human Resources/Financial Software Package that will allow for the seamless and accurate transfer of required data into the EAA of Michigan student information system and other reporting systems for monitoring purposes.
- All charter schools authorized by the EAA of Michigan will participate in data collection and evaluation activities necessary to assess progress in regards to annual performance metrics.
- The proposed charter school is incorporated/will incorporate as a public nonprofit corporation pursuant to the laws of the state of Michigan.
- The proposed charter school will obtain and forward a copy to the authorizer all applicable health and safety approvals, permits, or certificates as required by the Revised School Code and other applicable law.
- Charter Management Organizations (CMOs) are non-profit corporations.

6. I am currently a DPS/EAA employee. Am I eligible to apply?

Yes.

7. What resources are available to help me prepare my proposal?

Resources for prospective applicants are available on the RFP web site, and the EAA and DPS will host conference calls for interested applicants. Please check the RFP website for regular updates.

8. How do I submit my proposal?

All proposals will be submitted online using the following links:

[Notice of Intent](#) (All applicants)

[Application and Supporting Documents](#) (All applicants)

[Request for Clarifications](#) (If applicable)

9. How will my proposal be evaluated?

Organizations' applications will be evaluated by a review team comprised of individuals familiar with the operation of high-quality and high-potential charter schools and the educational landscape and needs in Michigan. The review team will use review documents based on application standards that can be found [here](#).

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