

REQUEST FOR PROPOSAL FOR BOOK FAIR SERVICES

Introduction:

The Grand Rapids Public School District (GRPS or District) is seeking proposal from a book fair service provider to enter into an agreement to provide book fair services as requested by the district.

Procedures for Delivery of Proposals

One (1) original and (2) copies of the proposal must be received on or before 2:00 P.M. EDT. on Tuesday May 10, 2022, to the address listed below.

Grand Rapids Public Schools
Franklin Campus
1331 Franklin ST SE
Grand Rapids, Michigan 49506
Attn: Diane Liggins, Director of Purchasing

Proposals received after the due date and time will NOT be considered. Incomplete proposals will not be accepted and will not be returned for revisions. No faxed or emailed copies will be accepted. The proposal must be signed by an authorized official to bind the Vendor to the proposal provisions. Proposal must be in sealed envelope with the RFP Title, and vendor return address listed on the outside of envelope for proper log in.

Timeline

Tuesday April 12, 2022, RFP Issued
Tuesday May 10, 2022, Proposals Due
Monday June 6, 2022, Target for communication of business award.

Bid Award

Grand Rapids Public Schools reserves the right to award the bid in the best interest of the school district after comparing specifications, performance, service, quality, price, availability of the vendor. The District reserves the right to evaluate or reject any or all bids.

CONTACTS:

Firms interested in making a submittal are directed not to make personal contact with the Superintendent, executive staff, or members of the Grand Rapids Board of Education. Any contact will constitute grounds for disqualification of consideration. Questions about the RFP, its content, proposal format, or any other questions email Diane Liggins, Director of Purchasing, ligginss@grps.org

In accordance with GRPS Policy 3670, a bid discount will be applied to bids from bidders who qualify as a local vendor.

District Background:

GRPS is Michigan's eighth largest public-school district and the third largest employer in the City of Grand Rapids, serving nearly 15,000 students with 1,800+ employees, including approximately 1,000 dedicated teachers. The student population, comprised of 39% Latinx, 32% African American, 21% Caucasian, 7% Two or More races, 1% Asian, and 1% Native American, represents more than 74+ countries with 79+ different languages spoken, creating a value-added educational experience.

The City of Grand Rapids:

Grand Rapids is a vibrant, innovative, award-winning city that is gaining national attention. Located in West Michigan, roughly 30 miles east of Lake Michigan, Grand Rapids is the second largest city in Michigan, and is consistently ranked among the "top ten" cities to live, work, and play. Grand Rapids boasts a diverse community that is home to the world's leading office furniture companies, award winning breweries, colleges and universities, minor league athletic teams, health care facilities, and arts and cultural attractions including the world-famous ArtPrize competition. For more information on our city, visit www.experiencegr.com. Grand Rapids features one of the top city-school partnerships in the United States. City and school leaders work closely together on many initiatives, including the City-School Liaison Committee, a quarterly joint-publication for news and events, and most recently the Green Schoolyards initiative which increases equitable access to parkland, green space, and schoolyards for all students and residents of Grand Rapids.

Scope:

- Implementation will begin during the 2022-23 academic year
- All students K-12 (annual enrollment is subject to change)
- 5 books per student per year for 2 years with an option for years 3,4, and 5. One book fair per year for 48 schools in the district. Books are to be new.
- Ensure options include a robust selection of culturally relevant topics.
- Ensure options include representation of authors, characters, and topics that align with the demographics of GRPS.
 - *GRPS is Michigan's eighth-largest public school district and the third-largest employer in the City of Grand Rapids, serving nearly 15,000 students with 1,800+ employees, including approximately 1,000 dedicated teachers. The student population, comprised of 39% Latinx, 32% African American, 21% Caucasian, 7% Two or More races, 1% Asian, and 1% Native American, represents more than 74+ countries with 79+ different languages spoken, creating a value-added educational experience.*
- One-time service agreement
- **On-site Book Fair Services:** The provider must have a program that allows the book fair(s) to be conducted on all school premises. (48 sites, approximately 14,500 students)
 - Each site will be scheduled throughout the academic calendar year.
 - The provider must be able to provide promotional materials and displays for school libraries prior to the book fair.
- **Provider Representative:** The provider must identify a representative(s) that will work with the school libraries or any other designated staff to support the process of the book fairs.

- The provider must provide a follow-up report to the district of which titles were selected by GRPS students

Proposal Requirements:

- The provider must provide a detailed narrative outlining how the proposed solution meets the minimum mandatory requirements.
 - The proposal narrative must include a point-by-point response, addressing in detail each area of the mandatory minimum requirements/qualifications.
- The provider should outline what is expected of the district or school staff to schedule, conduct, and pay for the book fair service. The provider should list any requirements needed from the schools to participate in the proposed program.
- Value-added services
- References
- Completed forms for Familial Relationship, Debarment and Suspension Certification and Iran Business Relationship Affidavit

Mandatory requirements:

The Awarded vendor must incorporate the following clauses into their agreement:

1. Governing Law

This Contract and the rights and obligations of the parties hereunder shall be governed by and construed in accordance with the laws of the State of Michigan. The Contractor agrees that any litigation, action or proceeding arising out of this contract shall be instituted Kent County, Michigan.

2. Indemnification Requirements

The Contractor agrees to indemnify and hold harmless and defend the District, its Board and its Board members in their official and individual capacities, its successors, assignees, employees, contractors, and agents from and against any and all claims, costs, expenses, damages, and liabilities including reasonable attorney's fees, arising out of the (1) negligent acts or willful misconduct of the Contractor, its officers, directors, employees, successors, assignees; (2) any breach of the terms of this Agreement by Contractor; or (3) any breach of any representation or warranty by Contractor under this Agreement. The District agrees to notify Contractor by certified mail, return receipt requested, of any claim, suit, action, or proceeding for which it may be entitled to indemnification under this Agreement.