

REQUEST FOR PROPOSALS

Educational Management Services

Issued By: Martin Luther King, Jr. Education Center Academy, a Public School Academy authorized by Saginaw Valley State University

Date Issued: March 23, 2026

Deadline for Submissions: May 8, 2026 - minimum 30 days from publication]

Contact for Inquiries: Mr. Arthur Dudley, II, Board President,
dudleya@butzel.com, (313 303 4824)

SECTION 1: INTRODUCTION AND BACKGROUND

1.1 Purpose

Martin Luther King, Jr Education Center Academy (MLKECA), a Michigan Public School Academy authorized by Saginaw Valley State University Board of Control pursuant to Michigan Compiled Laws (MCL) § 380.501 et seq., is issuing this Request for Proposals (RFP) to solicit qualified Educational Service Providers (ESP) or educational management companies to provide comprehensive educational management services for the operation of the Academy.

1.2 Legal Authority

The Academy is authorized under the Michigan Revised School Code, Part 6A, to contract with qualified entities for the operation and management of educational services. This RFP is issued in accordance with MCL § 380.503c and University Board Policy governing educational service provider agreements.

1.3 Academy Overview

School Name: Martin Luther King, Jr. Education Center Academy

Authorizer: Saginaw Valley State University Board of Control (The Charter Collaborative)

Location: 16841 Appoline Detroit, MI 48235

Grade Configuration: K-8

Projected Enrollment: 250 students

Mission Statement: The mission of MLKECA is to provide each student with a variety of accelerated learning opportunities appropriate to their individual abilities, competency, skill levels, desire and motivation that will propel them into the 21st century equipped with the academic, artistic, and technological skills needed to maximize their potential in a diverse society.

Educational Philosophy: MLKECA believes that educational values and love of learning are nurtured in a positive, challenging and supportive educational environment wherein students, educators, and parents work together with a common purpose of ensuring that each student finds effective and fulfilling.

Current Status: Existing Academy seeking new management

SECTION 2: SCOPE OF SERVICES

2.1 General Management Responsibilities

The successful Educational Service Provider shall be responsible for:

2.1.1 Educational Program Management

- Curriculum development and alignment with Michigan Standards
- Instructional program oversight and quality assurance
- Professional development planning and implementation
- Assessment development and analysis of student achievement data
- Special education program management and compliance
- English Language Learner (ELL) program services
- Response to Intervention (RTI) systems implementation

2.1.2 Personnel Management

- Recruitment and hiring of qualified educators and staff
- Human resources administration and payroll management
- Teacher evaluation and performance management
- Staff development and professional learning communities
- Compliance with collective bargaining agreements (if applicable)
- Employee benefits administration

2.1.3 Financial Management and Operations

- Development and management of annual operating budgets
- Accounting, bookkeeping, and financial reporting
- Accounts payable and receivable management
- Payroll processing and payroll tax compliance

- Grant management and pursuit of supplemental funding
- Financial reporting to the Academy Board and Saginaw Valley State University
- Auditor coordination and financial review processes

2.1.4 Compliance and Governance

- Compliance with Michigan Department of Education (MDE) requirements
- Adherence to Saginaw Valley State University Board authorizer standards
- Facility and safety code compliance
- Title I compliance and coordination (if applicable)
- Federal and state grant compliance requirements
- Board governance support and administrative assistance
- Documentation and record maintenance

2.1.5 Facility and Infrastructure Management

- Building and facility operations oversight
- Maintenance coordination and capital planning
- Technology infrastructure and support
- Internet connectivity management
- Security systems and safety procedures
- Food service program management and compliance

2.1.6 Student Services

- Student support services and counseling coordination
- Discipline and attendance management
- Parent and community engagement
- Student information system management
- Transportation services coordination (if applicable)
- Health and wellness services

2.2 Authority and Limitations

The ESP shall operate under the supervision and with the approval of the Academy Board of Directors. The Academy Board retains ultimate fiduciary responsibility for all Academy operations. The ESP shall:

- Execute services within the scope of authority granted by the Academy Board
- Comply with all terms of the Academy's Charter Contract with Saginaw Valley State University
- Respect the Academy's autonomy in educational philosophy and mission
- Maintain appropriate confidentiality and data security protocols

- Submit to audit and oversight by the Academy Board and authorizer
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SECTION 3: MANDATORY QUALIFICATIONS

Proposals that do not address the following mandatory qualifications will be rejected without further evaluation:

3.1 Experience and Track Record

1. **Minimum Operating Experience:** Proposer must have a minimum of three (3) years of direct experience providing educational management services to Michigan public school academies or public school districts.
2. **Comparable Client References:** Proposer must provide at least three (3) current or recent references from K-12 schools or districts for which comparable management services were provided within the past five (5) years.
3. **Financial Viability:** Proposer must demonstrate financial stability and capability to sustain operations. Audited financial statements for the past three (3) years must be provided (may be redacted for competitive sensitivity, but must be available for verification).
4. **Legal Compliance History:** Proposer must have no history of material violations of state or federal education law, breach of contract with educational institutions, or financial mismanagement in education sector operations.
5. **Key Personnel:** Proposed key personnel (Executive Director/Superintendent equivalent, Chief Financial Officer, and other principal officers) must collectively possess:
 - Minimum of five (5) years' experience in public school administration or management
 - Michigan administrative certification or equivalent leadership credentials
 - Track record of successful school leadership or improvement initiatives

3.2 Licensure and Legal Requirements

1. **Corporate Status:** Proposer must be a legally registered business entity, licensed to operate in the State of Michigan.
 2. **Insurance:** Proposer must demonstrate capacity to maintain comprehensive liability insurance, workers' compensation, and directors and officers insurance as required by Saginaw Valley State University policy.
 3. **No Disqualifying Conflicts:** Proposer officers and key personnel must disclose any conflicts of interest, prior involvement in charter school closure or significant governance disputes, or criminal history.
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SECTION 4: PREFERRED QUALIFICATIONS

Proposers addressing the following qualifications may be evaluated more favorably:

1. **Extended Experience:** Five (5) or more years of experience providing educational management services specifically to Michigan public school academies.
 2. **Performance Track Record:** Demonstrated record of schools under management meeting or exceeding state achievement benchmarks, attendance targets, and financial metrics.
 3. **Saginaw Valley State University Experience:** Prior experience managing schools authorized by Saginaw Valley State University or similar authorizers.
 4. **Specialized Programs:** Demonstrated expertise in:
 - Advanced or accelerated curriculum implementation
 - Career and technical education (CTE) programming
 - Special education program excellence
 - English Language Learner support
 5. **Technology Integration:** Demonstrated successful implementation of modern educational technology, learning management systems, and data analytics platforms.
 6. **Community Engagement:** Strong track record of family and community involvement initiatives and stakeholder communication.
 7. **Grant Funding Success:** Demonstrated ability to identify, secure, and manage competitive state and federal grants.
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SECTION 5: PROPOSAL REQUIREMENTS AND FORMAT

5.1 Submission Instructions

Submission Method: Proposals must be submitted as PDF documents to [Contact Email] with the subject line: "MLKECA Educational Management RFP Submission - [Proposer Organization Name]"

Deadline: Proposals must be received by 5:00 PM EST on [Date]. Late submissions will not be considered.

Copies: Submit one (1) electronic copy in PDF format.

Page Limits: Proposals shall not exceed 50 pages (excluding appendices). Smaller, focused proposals are encouraged.

5.2 Proposal Organization and Content

All proposals must include the following sections, clearly labeled and organized:

Cover Letter

A letter of introduction (1-2 pages) from the Executive Director or authorized representative that:

- States the proposer's understanding of the Academy's mission and educational vision
- Articulates why the organization is uniquely qualified to serve this Academy
- Confirms commitment to serving the Academy's student population and geographic community
- Is signed and dated

Table of Contents

A complete table of contents listing all sections and appendices with page numbers.

Executive Summary

A concise summary (2-3 pages) that includes:

- Proposer organization name, location, and brief history
- Key qualifications and differentiating factors
- Overview of proposed management approach
- Proposed service delivery model
- Any unique offerings or innovations

Organizational Background and Experience

Describe the proposer organization in detail:

1. Company History and Structure

- Year established and organizational evolution
- Current number of schools managed
- Total students served
- Geographic scope of operations
- Organizational chart and reporting structure

2. Experience with Public School Academies

- Detailed description of each school managed, including:
 - School name, grade configuration, enrollment
 - Years under management
 - Geographic location

- Academic outcomes and performance data
 - Experience with Saginaw Valley State University authorized schools (if any)
 - Experience with authorizers similar to SVSU
- 3. **Financial History and Viability**
 - Summary of audited financial statements (past 3 years)
 - Explanation of any material financial challenges or litigation
 - Current bonding and insurance capacity
 - References from financial partners (banks, auditors)

Key Personnel and Staffing

Provide detailed information on proposed key personnel:

1. **Executive Director / CEO**
 - Resume or CV (2-3 pages maximum)
 - Educational background and certifications
 - Relevant work history and accomplishments
 - References (2-3) from current or recent supervisors
2. **Chief Financial Officer or Finance Manager**
 - Resume or CV
 - Financial management experience in K-12 education
 - Certifications and professional affiliations
 - References
3. **Other Key Personnel** (as applicable)
 - Curriculum Director, HR Director, Operations Manager, etc.
 - Resumes and professional summaries
 - Relevant experience and accomplishments
4. **Staffing Plan**
 - Proposed organizational structure for Academy operations
 - Roles and responsibilities clearly defined
 - Hiring timeline and recruitment strategy
 - Training and professional development approach

Educational Program and Curriculum

Detail the ESP's approach to educational excellence:

1. **Curriculum and Instruction**
 - Overview of curriculum framework and instructional model

- Alignment with Michigan Standards and Common Core (where applicable)
- Professional development and teacher coaching systems
- Assessment approaches and data utilization
- Special education service delivery model
- ELL program (if applicable)

2. Student Achievement Strategy

- Goals and measurable objectives aligned with Academy mission
- Strategies for closing achievement gaps
- Intervention systems for struggling students
- Enrichment and acceleration programs
- Data analysis and continuous improvement process

3. College and Career Readiness (if applicable to grade configuration)

- Preparation for post-secondary success
- Dual enrollment, CTE, or advanced programming
- Career pathway development

Operations and Financial Management

Describe operational and financial management approach:

1. Financial Management

- Budgeting process and timeline
- Financial planning and forecasting methodology
- Cost control and efficiency measures
- Grant management and fundraising strategy
- Use of technology and financial systems

2. Human Resources Management

- Recruitment and hiring process
- Compensation and benefits philosophy
- Teacher evaluation and development system
- Staff retention and morale strategies
- Compliance with employment law and collective bargaining (if applicable)

3. Operations and Facilities

- Facility operations and maintenance approach
- Safety and security protocols
- Technology infrastructure and support
- Food service and student services management

- Sustainability and environmental practices (if relevant)

4. Governance and Compliance

- Board governance support and administrative assistance
- Compliance monitoring and reporting systems
- Communication protocols with Saginaw Valley State University
- Data security and privacy protocols
- Family and community engagement strategies

Service Delivery and Management Model

Explain how the ESP will deliver services:

1. Management Structure

- On-site vs. remote staffing allocation
- On-site management presence and frequency
- Communication systems with Academy Board
- Decision-making authority and escalation procedures

2. Performance Metrics and Accountability

- Key Performance Indicators (KPIs) for school operations
- Student achievement targets
- Fiscal health metrics
- Compliance monitoring
- Reporting frequency and format

3. Continuous Improvement

- Regular assessment of school performance
- Feedback loops and adjustment processes
- Professional development and growth initiatives
- Innovation and adaptation strategies

References and Recommendations

Provide three (3) or more professional references that include:

1. Current or Recent Client References (schools/districts currently or recently served)

- Organization name and location
- Contact person, title, phone, email
- Dates of service
- Brief description of services provided

2. **Financial References** (auditors, banks, or financial partners)
 - Name and title of reference
 - Organization and contact information
 - Nature of relationship
3. **Other Professional References** (board members, peer organizations, authorizers)
 - Relevant to educational management or public sector operations

Cost Proposal

Provide a detailed cost breakdown:

1. **Management Fee Structure**
 - Annual management fee amount or percentage of State Aid revenue
 - Fee calculation methodology and assumptions
 - Any performance incentives or penalties
2. **Cost Models**
 - Detailed budget allocation by functional area:
 - Salaries and benefits (by position, if practical)
 - Professional services and consulting
 - Technology and systems
 - Facilities and operations
 - Transportation and other services
 - Staffing plan with associated costs
3. **Additional Costs and Services**
 - Any costs to be paid separately from management fee
 - Optional services and associated pricing
 - Technology or system implementation costs
 - Training and professional development costs
4. **Cost Controls and Transparency**
 - Commitment to fiscal efficiency and cost containment
 - Mechanisms for cost transparency and oversight
 - Multi-year cost projections and assumptions

Appendices

Include relevant supporting documentation:

- Audited financial statements (past 3 years)
- Detailed resumes of key personnel (2-3 pages each)

- Organizational chart
- Board member list and biographies
- Letters of recommendation from current or past clients
- Proof of insurance or bonding capacity
- Sample board meeting minutes or governance documentation
- Evidence of certifications or accreditations
- Parent and student testimonials (if available)
- Additional supporting materials demonstrating relevant experience

5.3 Evaluation Criteria and Scoring

Proposals will be evaluated using the following criteria:

Criteria	Weight	Scoring
Organizational Experience & Track Record	25%	Does proposer demonstrate extensive, relevant experience with successful school management?
Key Personnel Qualifications	20%	Are proposed leaders well-qualified with strong credentials and track records?
Educational Program Quality	20%	Is the instructional approach well-designed to achieve Academy's mission and student success?
Financial Management Capability	15%	Does proposer demonstrate strong fiscal management and financial viability?
Operational Excellence	10%	Is the operational plan comprehensive and realistic?
Cost Competitiveness	10%	Are fees reasonable and cost structures transparent?

SECTION 6: PROPOSAL EVALUATION AND SELECTION PROCESS

6.1 Evaluation Timeline

- **Proposal Deadline:** May 11, 2026
- **Initial Review Period:** May 13 to May 15, 2026
- **Proposer Interviews (if applicable):** May 18 & 19
- **Board Recommendation:** May 27, 2026

- **Board Approval:** [Date]
- **Intended Contract Start Date:** [Date]

6.2 Selection Committee

The Academy Board of Directors will establish a selection committee to:

- Conduct initial review and screening
- Score proposals against published criteria
- Conduct reference checks with proposer clients
- Interview finalist proposers (if applicable)
- Present recommendations to Academy Board

6.3 Notification and Debriefing

- All proposers will be notified of the Board's decision
- Unsuccessful proposers may request a debriefing meeting to receive feedback on their proposal
- Selected proposer will be notified and contract negotiations will commence

6.4 Contract Execution

The successful proposer will be required to:

- Execute a comprehensive Educational Service Provider Agreement consistent with Michigan law and Saginaw Valley State University requirements
- Comply with all terms of the Academy's Charter Contract with SVSU
- Secure any required insurance or bonding
- Provide evidence of no disqualifying background or conflicts
- Complete transition planning with Academy Board

SECTION 7: TERMS AND CONDITIONS

7.1 Equal Opportunity

All proposers are assured of fair and equitable consideration regardless of race, color, religion, national origin or ancestry, age, sex, gender identity or expression, marital status, or disability. The Academy is committed to non-discrimination in all procurement activities.

7.2 Proposal Ownership

All proposals submitted in response to this RFP become the property of the Academy and may be retained and used at the Academy's discretion in accordance with Michigan Freedom of Information Act (FOIA) requirements.

7.3 No Obligation to Contract

This RFP does not constitute an offer to contract. The Academy reserves the right to:

- Reject any or all proposals
- Request additional information from proposers
- Cancel this RFP at any time
- Request revised proposals
- Not select any proposer if none meet the Academy's requirements

7.4 Protest and Appeal

Any proposer may file a written protest regarding this RFP process within ten (10) business days of the Board's decision. Protests must be submitted to the Academy Board with specific details of the alleged procedural error or evaluation issue. The Board will review and issue a written response.

7.5 Confidentiality and Proprietary Information

Proposers may designate specific information as proprietary or confidential. Such designation must be clearly marked. However, designated information may be subject to disclosure under the Michigan FOIA.

7.6 Cost of Proposal Preparation

The Academy will not reimburse any proposer for costs incurred in preparing or submitting a proposal.

7.7 Contract Negotiations

Following Board approval of a proposer, the Academy and selected proposer will negotiate a final Educational Service Provider Agreement. The agreement will incorporate terms consistent with:

- Michigan Revised School Code § 380.503c
- Saginaw Valley State University Charter Contract and Board Policy
- Applicable federal and state education law
- The Academy's charter and authorizer requirements

SECTION 8: QUESTIONS AND CLARIFICATIONS

All questions regarding this RFP must be submitted in writing to:

Mr. Arthur Dudley, II
Board President
Martin Luther King, Jr. Education Center Academy]
dudleya@butzel.com
313 303 4824

Deadline for Questions: May 1, 2026

Questions submitted after the deadline may not be addressed. The Academy may issue written clarifications or amendments to this RFP to all prospective proposers. No verbal clarifications or commitments are binding.

APPENDIX A: CHARTER CONTRACT REQUIREMENTS

A.1 Saginaw Valley State University Authorizer Requirements

All selected Educational Service Providers must comply with requirements set forth in:

- Saginaw Valley State University Charter School Office (The Charter Collaborative) Policy Statement
- Academy Charter Contract with SVSU Board of Control
- SVSU Board of Control Bylaws and Governance Requirements
- SVSU Authorizer Accreditation Standards (via Cognia, formerly AdvancEd)

A.2 Michigan Department of Education Compliance

Schools must comply with Michigan Department of Education (MDE) requirements including:

- Michigan Revised School Code, Part 6A (MCL § 380.501 - 380.507)
 - Michigan Administrative Rules (MICH ADM CODE R 340.1701 et seq.)
 - Special Education services under Part C and Part D of IDEA
 - English Language Learner services under Title III
 - Title I requirements (if applicable)
 - Accountability and Assessment requirements
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APPENDIX B: REFERENCES AND CONTACTS

Saginaw Valley State University Charter Collaborative

Web: www.svsu.edu/charterschools/

Michigan Department of Education

Phone: (517) 373-3324

Web: www.michigan.gov/mde

Michigan Charter School Association

Web: www.michart.org

SIGNATURE PAGE

The undersigned representative of [ESP Organization Name] acknowledges receipt of this RFP and confirms understanding of all requirements and conditions stated herein.

Organization Name: _____

Authorized Representative Name:

Title: _____

Signature: _____ **Date:**

Email: _____ **Phone:**

The organization certifies that:

- It has reviewed all requirements of this RFP
- It understands Saginaw Valley State University authorizer requirements
- All information provided in the proposal is accurate and complete
- The organization meets or exceeds all mandatory qualifications
- No disqualifying conflicts of interest or legal issues exist
- The organization commits to full compliance with Michigan education law and SVSU policy