

**Bay-Arenac ISD
4155 Monitor
Bay City, MI 48706
989-686-4770**

Request for Proposal
*Cosmetology Training Program for
Bay-Arenac ISD Career Center Students
for the 2012-13 School Year*

February 3, 2012

GENERAL CONDITIONS

The Bay-Arenac ISD is soliciting proposals from qualified firms for:

A one-year contract for a Cosmetology Training program for Bay-Arenac ISD Career Center students for the 2012-13 School Year to provide 1,500 hours of instruction to prepare students to pass the State Board Examination and to become licensed cosmetologists.

The following Request for Proposal (RFP) is being provided to you for your consideration. To be considered for this engagement, your firm must meet the qualifications and satisfy the requirements set forth in this RFP.

Sara Lodewyk, Administrative Assistant
Bay-Arenac ISD Career Center
4155 Monitor Road, Bay City, MI 48706
989.686.4770 or lodewyks@baisd.net

Completed proposals must be received at the address noted above by **1:00 p.m. on Wednesday, February 22, 2012**. Proposals must be submitted in an envelope that is clearly marked **“Cosmetology Training Program”**. Proposals submitted by facsimile or email will not be accepted.

Although cost will be an important factor in awarding the contract, the school district is not obligated by any statute or regulation to award the purchase solely on the basis of cost. Accordingly, the school district reserves the right to evaluate all proposals objectively and subjectively and to accept or reject any or all proposals or portion thereof. Additionally, the district reserves the right to negotiate changes in services with the firm determined to have submitted the proposal that is in the best interest of the district. (See *Method of Evaluating Proposals* on page 3.)

It is to be understood that this RFP constitutes specifications only for the purpose of receiving proposals for product and does not constitute an agreement for that product. It is further expected that each bidder will read these specifications with care. Failure to provide requested information or meet certain specified conditions may invalidate the proposal(s).

The information contained herein is believed to be accurate, but is not to be considered in any way as a warranty.

All questions and correspondence should be directed to Sara Lodewyk at the address noted above or by telephone or email. In order to assure consistency of information provided regarding this RFP, contact with Bay-Arenac ISD personnel other than Sara Lodewyk is discouraged and may be grounds for elimination from the selection process.

WITHDRAWAL OF PROPOSALS:

Proposals shall remain valid for a period of sixty (60) days after submission. Modifications to proposals will not be accepted by the district, except as may be mutually agreed upon following the acceptance of the proposal.

TIME TABLE:

1. Release of RFP on or about Friday, February 3, 2012.
2. Proposals due at 1:00 p.m. on Wednesday, February 22, 2012.
3. Bids will be opened at 1:15 p.m. on Wednesday, February 22, 2012.
4. Board of Education action on Monday, March 19, 2012.
5. Notification to all firms as soon as possible after Monday, March 19, 2012.
- 6.

PROJECT QUALIFICATIONS:

A one-year contract for a Cosmetology Training program for Bay-Arenac ISD Career Center students for the 2012-13 School Year to provide 1,500 hours of instruction between the end of the students' junior year and the end of the following school year to prepare students to pass the State Board Examination and to become licensed cosmetologists.

In order to graduate with their peers, the Bay-Arenac ISD Career Center Cosmetology classes begin in the summer (June) allowing students to earn 300 hours of instruction over the summer months. The contracted institution must be licensed by the Michigan State board of Cosmetology and staffed by licensed instructors. Certifications, licenses, facilities, location, cost, and experience will be considerations in awarding this bid.

ISD INFORMATION:

Bay-Arenac ISD is soliciting bids for a: **one-year contract for a Cosmetology Training program for Bay-Arenac ISD Career Center Student for the 2012-13 School Year.**

REQUIREMENTS:

- One-year contract for a Cosmetology Training Program for the 2012-13 School Year for Bay-Arenac ISD Career Center students.
- Contract must provide 1,500 hours of instruction/training for up to 25 students to prepare them to pass the State Board Examination and become licensed cosmetologists.
- Cosmetology Program to begin between the end of the student's junior year and the end of the following school year (normally June to June).
- The contracted institution must be licensed by the Michigan State board of Cosmetology and staffed by licensed instructors.
- The contracted institution will provide curriculum outline and instructional modules to BAISD Career Center Administration.
- The contracted institution will make available a record of instructional progress and hours of training during the training period to BAISD Career Center staff.
- The contracted institution will provide a letter grade progress notice every six weeks to the BAISD Career Center staff.
- The contracted institution will set-up the instructional schedule cooperatively with BAISD Career Center Administration.
- The contracted institution will hold a minimum of two advisory committee meetings per school year.
- The contracted institution must carry an indemnity bond in the amount of \$10,000 in the event the instructional program is not completed according to the conditions agreed upon and carry liability insurance protection of at least \$1,000,000 per incident.
- The bid rate per student hour must cover all instructional costs to the student except for the cost of uniforms and shoes. Student will be personally responsible for lost or broken items from their kits, lost textbooks or resource materials.
- The contracted institution must agree to comply with all federal and state laws prohibiting discrimination.
- The contracted institution and will enter into a contractual agreement with the BAISD Career Center to provide the Cosmetology Training Program.
- Certifications, licenses, facilities, location, cost, and experience will be considerations in awarding this bid.
- Bay-Arenac ISD may split the award between multiple bids.

METHOD OF EVALUATING PROPOSALS

Proposals will be evaluated with a strict emphasis on quality of service and delivery of product. After the technical qualities have been evaluated, cost and other considerations will be evaluated. Once all factors have been evaluated, the vendor(s) that is/are most qualified and reasonable in cost will be selected for recommendation to the Board of Education.

**BAY-ARENAC ISD
REQUEST FOR PROPOSAL FORM**

Please complete and return this proposal form with any additional information you feel is necessary to help us evaluate your firm. **Proposals are due by 1:00 p.m. on Wednesday, February 22, 2012.**

QUALIFICATIONS

NOTE: Each cost listed below must be a total cost that includes any and all shipping and installation.

Cosmetology Training Program

- One-year contract for a Cosmetology Training Program for the 2012-13 School Year for Bay-Arenac ISD Career Center students.
- Contract must provide 1,500 hours of instruction/training for up to 25 students to prepare them to pass the State Board Examination and become licensed cosmetologists.
- Cosmetology Program to begin between the end of the student's junior year and the end of the following school year (normally June to June).
- The contracted institution must be licensed by the Michigan State board of Cosmetology and staffed by licensed instructors.
- The contracted institution will provide curriculum outline and instructional modules to BAISD Career Center Administration.
- The contracted institution will make available a record of instructional progress and hours of training during the training period to BAISD Career Center staff.
- The instructional institution will provide a letter grade progress notice every six weeks to the BAISD Career Center staff.
- The contracted institution will set-up the instructional schedule cooperatively with Career Center Administration.
- The contracted institution will hold a minimum of two advisory committee meetings per school year.
- The contracted institution must carry an indemnity bond in the amount of \$10,000 in the event the instructional program is not completed according to the conditions agreed upon and carry liability insurance protection of at least \$1,000,000 per incident.
- The bid rate per student hour must cover all instructional costs to the student except for the cost of uniforms and shoes. Student will be personally responsible for lost or broken items from their kits, lost textbooks or resource materials.
- In the first week of July, the Career Center will pay the school the projected cost of training from the beginning of the training period until December 31. In the first week of January, the Career Center will pay the school the projected cost of instruction to the end of the school year. At the conclusion of the training period, adjustments between the projected cost and actual cost for instruction will be made. The school will submit an invoice for each billing period.
- The contracted institution must agree to comply with all federal and state laws prohibiting discrimination.
- The contracted institution will enter into a contractual agreement with the BAISD Career Center to provide the Cosmetology Training Program.
- Certifications, licenses, facilities, location, cost, and experience will be considerations in awarding this bid.
- Bay-Arenac ISD may split the award between multiple bids.

The named school hereby submits a bid of \$ per student instructional hour for the 2012-2013 School Year (all items listed in requirements included).

Name of Vendor _____

Telephone: _____

Address: _____

Name of Person in Charge of Account (Please Print)

Title

Signature

Date