



REQUEST FOR PROPOSAL

#21362

For

Professional Search Firm for Chief Executive Officer

FOR THE CLEVELAND MUNICIPAL SCHOOL DISTRICT
DBA: CLEVELAND METROPOLITAN SCHOOL DISTRICT
BOARD OF EDUCATION, 1111 SUPERIOR AVENUE E, SUITE 1800
CLEVELAND, OHIO 44114

UNDER THE DIRECTION OF THE BOARD OF EDUCATION OF THE CLEVELAND METROPOLITAN SCHOOL DISTRICT
- CUYAHOGA COUNTY, OHIO

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Part 1: OVERVIEW, BACKGROUND & SCOPE OF WORK

Section A: Overview

The Cleveland Metropolitan School District (hereafter the “District”) under RFP #21362 is seeking proposals from firms providing professional search services to assist in conducting a comprehensive national search for a Chief Executive Officer to lead the District.

The District’s current CEO, Eric S. Gordon has served in that position since July 1, 2011. On September 12, 2022, Mr. Gordon announced that he will resign at the end of his current contract on June 30, 2023. The CMSD Board of Education and Cleveland Mayor Justin M. Bibb would like to select a CEO to be in place, ideally by April or May 2023, but no later than the start of the 2023-2024 school year. To help the Board in selecting the most qualified person, the Board desires the assistance of a firm or individual with experience in recruiting chief executive officers for private sector and/or school CEOs/superintendents for urban school districts.

The Board and the Mayor expect to appoint a community-based CEO Search Advisory Committee to assist the Board and the Mayor in the CEO hiring process.

Section B: Background

The Cleveland Metropolitan school District is the second-largest public school district in the state of Ohio. The District consists of an area of 82 square miles, and includes the City of Cleveland, the villages of Bratenahl, Linndale, and Newburgh Heights, and parts of the cities of Brook Park and Garfield Heights. Approximately 37,000 students are enrolled in 95 PreK-8 and high schools. The District employs over 5,700 full time employees, approximately 3,600 of whom are full-time teachers.

Governance

Cleveland’s current school governance structure was created by Ohio House Bill 269 in 1997 (Ohio Revised Code 3311.71 et seq.) and took effect September 9, 1998.

The Board of Education is made up of nine voting members appointed by the Mayor of Cleveland from a slate of nominees selected by a local nominating panel, established under State law. At least four of the nine members must have significant expertise in education, finance, or business management. Board members must be residents of the School District, and at least one of the nine members must reside in that part of the School District that is outside the City of Cleveland (Bratenahl, Linndale, Newburgh Heights, and parts of Brook Park and Garfield Heights). In November 2002, the voters of the District approved a referendum to maintain this Mayoral-appointed board governance structure. The current Board members serve staggered four-year terms, and eight were appointed or reappointed by former Mayor Frank G. Jackson in 2019 or 2021, while one was appointed to an unexpired term by current Mayor Justin M. Bibb in 2022.

State law also provides that the presidents of Cleveland State University and Cuyahoga Community College serve as nonvoting ex officio members of the Board.

The Board of Education functions as the governing body of the School District, and generally has all the rights, authority, and duties of a city school district board of education under Ohio law. Some of the Board’s specific responsibilities include appointing the School District Chief Executive Officer (with the concurrence of the Mayor) and entering into a contract between the Board and the Chief Executive Officer; setting School District policy; approving the School District budget; establishing goals and accountability standards; and promoting parent, family, and community involvement in the schools.

Mayor Justin M. Bibb was elected to a full four-year term as Mayor of Cleveland on November 2, 2021, and took office on January 3, 2022.

The Board of Education appoints the Chief Executive Officer with the concurrence of the Mayor. The Chief Executive Officer has a contract with the Board, the terms and conditions of which, are agreeable to the Chief Executive Officer and the Board. The Chief Executive Officer serves at the pleasure of the Board, with the concurrence of the Mayor required for removal.

The Chief Executive Officer appoints a chief academic officer, chief communications officer, chief financial officer, chief operating officer and other central office administrators for the District. Under Ohio law the CMSD Chief Executive Officer is not required to hold a teaching certificate or a superintendent license, so the Board may consider non-traditional candidates for this position.

The Cleveland Plan for Transforming Schools

In 2012 the Ohio Legislature passed and the Governor signed Ohio House Bill 525, which amended State law as it relates exclusively the Cleveland Metropolitan School District. This new law provided our District with necessary tools to address low-performing schools, to work in collaboration with our employee labor unions to reform certain employment personnel practices including those in the areas of contracting, evaluations, and compensation, to accelerate our pace of creating high-performing schools, to expand our partnerships with high-performing community schools, and to ensure quality and accountability in all District schools and all charter schools in Cleveland.

A decade later, the Cleveland Plan has helped drive improvements in student achievement, increased financial support, and catalyzed policy change in support of these goals.

The vision of the Refreshed Cleveland Plan which our Board adopted in 2021, is that all Cleveland public school students have a high-quality, equitable education in schools that inspire joy in learning. This vision is built upon the five pillars of 1) Grow the number of students attending high-quality public District and charter schools in every neighborhood in Cleveland; 2) Ensure all school leaders are empowered with the resources, supports and authority necessary to equitably meet the needs of their school community; 3) Invest and phase in innovative programs and equitable best practices across all public district and charter schools to help all students thrive from birth through college and career; 4) Through the Cleveland Transformation Alliance, ensure fidelity to and equitable community engagement with the Cleveland Plan for all public district and charter schools in the city; and 5) Embed organizational and educational equity principles and activities that are replicable and measurable for all public District and charter schools in the City.

Students

CMSD currently serves approximately 37,000 PreK to 12th grade students representing a diverse ethnic population (63.7% African American; 17.1% Hispanic; 14.8% Non-Hispanic White; 1.3% Asian/Pacific Islander; 0.2% American Indian/Alaskan Native; 2.8% multi-racial). As measured by the State Report Card, 10.4% of students are English language learners, and 23.6% are students with disabilities. Educational programs operate in 95 buildings, which include PreK-8 schools, and high schools. All students participate in the subsidized universal meal program.

Our School District also sponsors or partners with 15 charter schools located in the District, whose total enrollment is approximately 6,200.

Academic Achievement

Since 2011 our District has seen a 71.6% increase in enrollment in high-quality preschools and has made progress in closing the achievement gap for African American and Hispanic students. On the National Assessment of Educational Progress (NAEP), our District was one of just six school districts in the nation identified as beating the odds with consistent improvement on at least two grade/subject combinations since 2009. Between 2010 and 2020 our District's high school graduation rate increased from 52.2% to 80.9%. Due largely to the COVID-19 pandemic in 2021, the graduation rate dropped to 74.3%.

In 2018 Cleveland became a Say Yes City, when our District partnered with Say Yes to Education to provide college scholarships for Cleveland high school graduates for the next 25 years. Say Yes also places a family support specialist in every school building to organize services, including mental health counseling, and legal assistance, that help families overcome barriers to success.

In 2021 our District, working with many community partners, launched PACE (Planning and Career Exploration) to assist all of our students to develop a plan to obtain a living wage job, whether they pursue postsecondary education or training, or go directly into the workforce.

Master Facilities Plan

In 2001 the voters of the School District approved a \$335,000,000 capital improvement bond issue, and in 2014 the voters approved an additional \$200,000,000 capital improvement bond issue. Two-thirds of the District's master facilities plan is being financed by the State of Ohio, and one-third is funded from these two voter-approved bond issues. Since 2005 the District has opened 43 newly-constructed school buildings and has significantly renovated 6 other school buildings. The District is currently in Segment 8 of its multiyear master facilities plan, and is in the process of constructing three new school buildings and significantly renovating one school building.

Finances

For Fiscal Year 2023, CMSD's budget totals \$1,218,789,000 which includes general fund and capital projects budgets totaling \$647,282,000 and \$47,879,000, respectively. CMSD's five-year financial forecast presumes the general fund cash balance will approximate \$139,923,000 at the end of FY 2023 on June 30, 2023.

In 2012 the voters of the School District passed a four-year 15 mill operating levy. In 2016 the voters renewed that 15 mill levy for another four years. In 2020 the voters passed a ten-year 20 mill operating levy.

The School District currently has three-year collective bargaining agreements with the Cleveland Teaches Union and seven other labor unions representing various non-teaching employees, including custodians, assistant custodians, bus drivers, construction trades, school security officers, clerical workers and food service workers, each of which expire June 30, 2024.

Community

Based on U.S. Census Bureau data on income, poverty rate and unemployment rate, Cleveland is routinely ranked at or near the top of the list of poorest big cities in America. All of the District students participate in the subsidized universal meals program.

Despite the economic challenges faced by many of its residents the District has received significant community support for its work in educating Cleveland’s children. Since 2012 the voters have approved three operating levies (in 2012, 2016 and 2020) and one capital improvement bond issue.

The District regularly seeks community input in its work, through community forums, online and telephone surveys, and stakeholder organizations, such as the School Parent Organization and the Student Advisory Committee. The Board and the Mayor believe that an effective CEO search process must include significant community involvement.

Section C: Scope of Work & Requirements

Part A: Scope of Work

The Awarded Proposer will be expected to perform the following services:

- a. In conjunction with the Board, the Mayor, develop a timeline for recruitment and selection of a CEO.
- b. In conjunction with the Board, the Mayor, establish a profile of the desired candidate and criteria for selection for the initial search and final or comprehensive criteria for the final candidates.
- c. In conjunction with the Board, the Mayor, develop a marketing plan for the recruitment and selection of a CEO.
- d. Identify qualified candidates for the position of CEO from across the nation, and locally, who are from public education, private sector, non-profit sector, and public sector.
- e. In conjunction with the Board, Mayor, develop detailed process by which unsolicited applications and nominations are provided access to the process
- f. Conduct all aspects of the recruitment process, including the development of a marketing plan, to ensure that a diverse pool of qualified individuals apply for the position. The Consultant will advertise the vacancy broadly across the nation, including locally, using a variety of means.
- g. Upon identification of potential qualified candidates, discuss with these candidates the characteristics of CMSD’s profile and criteria of the CEO, and encourage qualified candidates to apply.
- h. Obtain all relevant background information on the potential candidates to allow full assessment of the strengths and weaknesses of each candidate.
- i. Screen applicants using criteria and conduct a thorough validation of the qualifications of the finalists.
- j. Support the Board and the Mayor to define the role of the search advisory committee, and train the search advisory committee in the course of its defined duties.
- k. In conjunction with the Board, the Mayor, bring the final list of candidates to the Board and the Mayor.
- l. Arrange for Board site visits to the finalists’ home districts or other current places of employment, if requested by the Board.
- m. Maintain the confidentiality of all information provided or maintained by the Consultant in rendering services to CMSD, to the extent permitted by Ohio law.
- n. Prepare such reports as are necessary or are requested by the Board and/or the Mayor.
- o. Provide to the Board documentation of the search process, including Advisory Committee proceedings and a post-selection debriefing.
- p. Render additional services as requested, including assisting with contract negotiations, and providing advice regarding appropriate compensation package, if requested.

Part B: Requirements

Experience and Qualifications

Proposers must provide specific and verifiable examples and/or documentation of the following information:

- a. Proposer’s Background: The following background information must be provided with the proposal:
 - i. State how long the Proposer has been a consultant engaged in executive placement work
 - ii. Identify whether executive placement is the Proposer’s main vocation
 - iii. Identify whether Proposer’s business is local, statewide, regional, national, or international
 - iv. State the location of the Proposer’s main office

- v. Identify which office is proposing to provide the services requested under this RFP
 - vi. Provide the names, titles, experience, and qualifications of the Proposer's officers, directors, and owners
 - vii. Provide the names, titles, addresses, and telephone numbers of the person or persons who will be authorized to represent the Proposer
 - viii. Specify the names, titles, roles, addresses and telephone numbers of the person or persons who will perform any and all the services requested in this RFP
 - ix. Specify the name, title, and experience of the lead person on the search team who will interact with the Board and the amount of time that person will devote to the search
 - x. Describe any investigation, review, or litigation regarding a violation or alleged violation by your firm of any State of Ohio ethics (Chapter 102 and Sections 2921.42 and 2921.43 of the Ohio Revised Code) campaign financing (Chapter 3517 of the Ohio Revised Code) laws or rules that is currently pending or concluded since July 1, 2005.
- b. Experience: Describe the Chief Executive Officer (CEO) and Superintendent searches that the Proposer has performed for urban school districts (please indicate the name of the district, number of students enrolled and the year in which the search was conducted). Describe the candidates presented in these searches by race, gender, and employment at the time of search. Also provide the information on length of time selected candidate served in all such searches since 1995.
 - c. Non-Traditional Candidates: Proposal must document what steps were taken in the last five relevant searches to find non-traditional candidates (i.e. private profit, nonprofit, military, or other branches of government) and what steps will be taken in the search.
 - d. Work Plan: The proposal must include a work plan for all work to be performed by the Proposer. In response to this RFP, the work plan must describe the method by which the Proposer will perform the necessary activities to identify, recruit, and evaluate the candidates in response to the scope of work in this RFP – the work plan must also include a proposed timeline for recruitment and selection of a new CEO, including adequate time for a second round in the event no candidate is selected in the first round.
 - e. Cost: The Proposer must state the estimated maximum which the Proposer will charge for all the services to be provided in response to this RFP. To explain the basis for the Proposer's fees, please provide the following information:
 - i. Estimated number of hours to be expended by Proposer's personnel, the hourly rate for each individual rendering services and the estimated total cost for the Proposer's personnel's time.
 - ii. Estimated travel expenses
 - iii. Estimated publishing and advertising expenses
 - iv. Mailing or other cost of distributing information regarding the vacancy; and
 - v. Any other expenses
 - f. References: Please provide the names, telephone numbers, and addresses of at least three urban school districts or comparable organizations for which you have provided services within the last three years.
 - g. Additional Information: Please provide any additional information you feel is relevant to your consideration.
 - h. Contact Person for Questions about the Proposal: Please provide the name, telephone number, email address and point of contact of the person whom questions can be addressed.
 - i. Resumes: Please provide resume of the individual(s) who will work on this project.
- If any of the above mentioned cannot be met, the proposer may substitute mutually acceptable alternatives.

Part II: RFP SUBMISSION & PROCESS REQUIREMENTS

Part II of the RFP provides a detailed set of instructions which the proposer will use to prepare the response.

Schedule for Posting and Proposer Selection for the Professional Search Firm for Chief Executive Officer RFP #21362:

Step	Date*
RFP Posted	October 6, 2022
All final questions from Proposers to the District	October 14, 2022
Answers to proposers from the District and all addenda issued (if necessary)	October 19, 2022
RFP Responses Due	October 26, 2022 by 1:00pm EST
Proposer(s) selection	November 9, 2022
Contract negotiation	November 10- November 15, 2022
Contract Start	November 16, 2022

*Dates listed are subject to change at the discretion of the District. Proposers will be notified of changes to the schedule, as appropriate

Section A: Proposal Submission & Format Requirements

i. Proposal Submission Requirements

- a. In order for the District to evaluate proposals fairly and completely, proposers should follow the format set forth herein and provide all of the information requested. The District discourages overly lengthy and costly proposals.
- b. All proposals shall include all proposal format requirements found below. All information requested in the district related forms must be filled in legibly and completely with blue ink signatures, or the proposal may be considered non-responsive. **Proposal Name: Professional Search Firm for Chief Executive Officer and #21362 must be on the outside of the envelope of submittals including shipping labels.**
- c. Proposals are due at the Cashier's Office of the Cleveland Metropolitan School District, 1111 Superior Ave E. Cleveland, Ohio 44114 on or before **1:00 pm** current local time on **October 26, 2022. Mailing of Proposals is encouraged. However, hand deliveries will be accepted from 12:00 pm to 1:00 pm on October 26, 2022.**
- d. All submissions must include **one (1) original with blue signatures and one (1) electronic proposal on a USB B Flash Drive.** Proposers not complying with this requirement will be notified that they have twenty-four (24) hours in which to comply with this requirement or their proposal may be disqualified. This applies to **copies only.** All materials and proposals submitted should be considered as is.
- e. All written questions shall be directed to the Purchasing Division via email to: amanda.joyce@clevelandmetroschools.org. Written questions will be accepted via email until **12:00 pm on October 14, 2022.** Under no circumstances should any firm interested in providing the services identified in the RFP, their designees, or anyone affiliated with their firm, contact any other District employee or official during the RFP process, in an attempt to lobby or influence the selection of a proposer pursuant to this RFP.
- f. The District reserves the right to reject any and all proposals, to waive any and all informalities or irregularities, and to disregard all non-conforming responsive conditional proposals. Each Proposer is liable for all proposal errors or omissions. A proposer shall not be permitted to alter or amend any proposal documents after the Proposal deadline time and date detailed in the RFP unless such is formally requested, in writing, by the District.

- g. Proposals must remain open and valid for ninety (90) days from the opening date, unless the time for awarding the contract is extended by mutual consent of the District and proposer. Proposers may withdraw their proposals any time before proposal opening date by providing written notice to the Purchasing Department before the time and date set for the proposal opening.

ii. **Proposal Format Requirements**

- a. The Professional Search Firm for Chief Executive Officer scope of work for RFP #21362 is described in Part I. Proposers are required to provide the information below as well as complete the District Related Forms in Appendix A. The narrative part of the proposals must present the following information, be organized with the following headings, and respond to the requested information and questions presented in the RFP scope of work. For evaluation purposes, each heading should be clearly marked in the proposal response.
- b. Proposal responses are to be divided into sections as follows:
 - i. **Transmittal Cover Letter:** Prepare a letter transmitting the proposal on business letterhead. The letter should identify the business name, phone number, and business web address along with the name, phone number and email address of the key contact person. The letter must have the signature of a person with authority to obligate the business. The transmittal letter shall also contain a statement that the proposal is a firm offer for a ninety (90) day period.
 - ii. **General Information Section**
 - 1. **Executive Summary:** Information about the proposer's history, structure, organizational metrics, and qualifications for fulfilling the District's requirements
 - 2. **Business Health:** information about the proposer's financial structure and viability, particularly as it relates to fulfilling a multiple year agreement.
 - 3. **Experience:** information about the proposer's current and previous contracts, particularly those with organizations similar to the District.
 - 4. **General Narratives** about at least three clients using services similar to those being proposed for the District.
 - 5. **Management support services:** information about staff, project, issue, performance, quality, and risk management methodology.
 - 6. **Security:** information about the proposer's policies, practices, and standards for maintaining the confidentiality and integrity of client's data, intellectual property, and trade secrets.
 - 7. **Risks:** proposer's evaluation of the greatest challenges and risks associated with the particular services and suggestions for mitigating risk.
 - 8. **Dispute resolution:** information about the proposer's standard dispute resolution methodologies.
 - iii. **Response to Scope of Work Section:** The Response to Scope of Work Section of the proposal shall specifically address the manner in which the proposer will meet scope and requirements described in the **Scope of Work & Requirements Section of Part I**. The proposal shall provide enough information so that the evaluators will be able to determine the proposer's ability to meet the scope of work, requirements, and minimum qualifications. Simply paraphrasing the RFP statement of requirements will not be sufficient data for the evaluation and may be considered as a non-responsive proposal response.
 - iv. **Cost proposal**
 - v. **Completed District Related Forms** set forth in Appendix A of this RFP.

Section B: Proposal Constraints

- i. The proposer must comply with all laws, rules and regulations dictated by the Board of Education of the Cleveland Metropolitan School District, City of Cleveland, the State of Ohio, and the United States Federal Government.
- ii. Purchases funded by federal grant funds must adhere to regulations found in Uniform Guidance “Super Circular,” 2 CFR 200 (UGG), as a condition of receiving funds and to meet annual audit compliance. In an effort to keep policy for all grants consistent, the District implemented the new federal guidelines regarding procurement utilized with federal grants immediately
- iii. The District will only accept proposals that cover all of the major components requested in the RFP.
- iv. Proposer shall not include Ohio Sales Tax in the price quoted. The District will provide tax exempt certificate to the successful Proposer.
- v. Proposer’s personnel and subcontractors on the District site will be required to meet security requirements. Proposer agrees to successfully complete background checks on all of its employees, agents, and subcontracts, if necessary, who provide services on site under this scope of work. Each person on site must wear an identification badge that clearly identifies and makes visible the person’s name and company.
- vi. The successful Proposer and their subcontractor(s), including organizations having personnel, equipment, and vehicles on District property, shall provide evidence of insurance as follows:
 - a. Commercial General Liability Including limited contractual liability
\$2,000,000.00 Limit of Liability
(Per occurrence)
 - b. Automobile Liability Including non-owned and hired
\$2,000,000.00 Limit of Liability
(Per occurrence)
 - c. Worker’s Compensation Worker’s compensation and employer’s insurance
to full extent required by applicable law
- vii. The insurance requirement must be fulfilled by the successful proposer providing the District with a current Certificate of Insurance (standard ACORD form), showing the Board of Education of the Cleveland Municipal School District as an additional insured (Certificate Holder does not constitute being an additional insured), within five (5) days of Notice of Intent to Award Agreement. The certificates of insurance shall contain a provision that the policy or policies shall not be canceled without thirty (30) days' prior written notice to the District.
- viii. The required insurance must be provided by a company licensed by the State of Ohio and be financially acceptable to the District.
- ix. In submitting a proposal, proposers agree, unless specifically authorized in writing by an authorized representative of the District on a case by case basis, that it shall have no right to use, and shall not use, the name of Cleveland Metropolitan School District, its officials or employees, in any advertising, publicity, promotion, nor to express or imply any endorsement of proposer’s services
- x. The District has a Diversity Business Enterprise and Affirmative Action Program in effect. Information about this program is set forth at <https://bit.ly/3wvVApK>. Forms related to this program are set forth in Appendix A. Proposers submitting a proposal must complete the appropriate forms and submit same with their proposal.

Section C: Evaluation Process

- i. **Responsiveness:** Proposals will be evaluated, first, as responsive, or non-responsive to the RFP’s instructions. A preliminary review will be conducted of all proposals submitted on time to ensure the proposal adheres to the material submission requirements specified in the RFP. Proposals that do not meet the material submission requirements may be deemed non-responsive and rejected. In the event that all proposers do not meet one or more of the submission requirements, the

District reserves the right to continue the qualitative evaluation of the proposals and select proposal(s) which most closely meets the scope of work specified in the RFP. Proposal responses must include, or meet, the following submission requirements:

- a. Timely Submission
 - b. Transmittal Cover Letter
 - c. General Information Section
 - d. Response to Scope of Work
 - e. Cost proposal
 - f. District Related Forms
- ii. **Qualitative Evaluation**- proposals will next be evaluated based on the information presented in the proposal and on additional information obtained during the evaluation process. Responses will be evaluated based on the following weighted criteria:
- a. Understanding the District’s needs and ability to perform the requested services (30%)
 - b. Proposer’s demonstrated experience and qualifications (25%)
 - c. Scope of Services offered (20%)
 - d. Cost (15%)
 - e. Quality of references (5%)
 - f. Response to District DBE goals (5%)
- iii. **Interviews** – The District may in its discretion conduct interviews with one or more of the responding proposers. During the interview phase, the District reserves the right to solicit additional information regarding Proposer’s executive search experiences, including past, pending, and known upcoming future executive search projects. In making the selection, the Board may consider any other information, including information not requested in this RFP or included in the proposals received. The District may conduct in-person, virtual or a hybrid of in-person and virtual interviews with selected Proposers. The District will provide additional instructions for the interview phase to the Proposers selected for an interview, if any.
- iv. Evaluations are based on the submitted proposal. Follow-up discussions with the proposer’s best suited to complete the work may be requested. The District reserves the right to after opening the proposals and prior to entering into a contract, to reject any or all proposals, and to award a contract to one or multiple proposers as the District deems necessary. The District also reserves the right to check references identified by any proposer that submitted a proposal. The evaluation process is designed to identify the proposer that is the “best value,” which is the best combination of attributes based upon the evaluation criteria, not necessarily to the proposer with the lowest cost.

Section D: All District Related Forms

There are a number of REQUIRED forms in Appendix A of the RFP that must be completed and submitted with the proposal response. These forms include:

- a. Addendum Acknowledgement
- b. Certificate of Debarment
- c. Conflict of Interest
- d. Proposer Qualification Form
- e. Non-Collusion Affidavit
- f. DBE Forms – A, B, C, D, E F, G & H
- g. EOA Contractual Declaration Forms
- h. References

Section E: Award of Contract

- i.** The contents of the RFP, including all appendices and addenda thereto, and the commitments set forth in the proposals shall be considered contractual obligations. Failure to accept these obligations may result in cancellation of the award.
- ii.** The contract award will not be final until the District and the selected Proposer execute a mutually satisfactory contractual agreement.
- iii.** The Contract Documents consist of the following:
 - a.** District Contract
 - b.** Response to Scope of Work
 - c.** RFP Submission Requirements
 - d.** Cost Proposal
 - e.** All Required District related forms set forth in Appendix A
 - f.** All applicable addenda
- iv.** The proposer shall perform all work described in the Contract Documents, including without limitation, all terms and conditions of the scope of work and specifications contained herein or otherwise stated in the Contract Documents reasonably inferable there from by the proposer as necessary to produce the results intended therein

Part III: COST PROPOSAL

The undersigned proposes to provide Professional Search Firm for Chief Executive Officer for the District in accordance with the Proposal response, Scope of Work, and Requirements to the entire satisfaction and acceptance of the District, for the period **November 16, 2022 through June 30, 2023** at the proposed costs set forth below. Proposers may submit a cost reimbursement fee proposal (Option 1), or a fixed fee proposal that is inclusive of all costs and expenses for the duration of the term (Option 2). Undersigned agrees to hold their cost proposal firm for ninety (90) days from date of submission.

Cost Submittal Option 1:

Estimated number of hours to be expended by Proposer’s personnel: _____ hours

Hourly rate for such individual rendering services: \$_____/hr.

Estimated total cost for the Proposer’s personnel’s time: \$_____

Estimated Travel Expenses: \$_____

Estimated Publishing and Advertising Expenses: \$_____

Mailing or other cost of distributing information regarding the vacancy: \$_____

Any other expenses: _____

Cost Submittal Option 2:

Proposers should provide a total fixed fee cost for the entire scope of services including any travel, overhead, advertising, mailing costs. Any and all costs should be included, and a breakdown should be available upon District request.

Total Fixed Fee:\$_____

Proposers must complete the signatory requirement below

COMPANY NAME:_____

REPRESENTATIVE: _____
PRINT (TITLE)

SIGNATURE:_____

ADDRESS:_____

CITY:_____ STATE:_____

TELEPHONE: ()_____

E-MAIL ADDRESS:_____

DATE:_____

Appendix A: District Related Forms

Addendum Acknowledgement Form for RFP #21362

Having read and examined the Request for Proposal Documents, including the specifications, prepared by the Cleveland Metropolitan School District for the above-referenced Project, and the following Addenda:

Addendum Number

Date of Receipt

Proposer: _____

The undersigned Proposer proposes to perform all work for the applicable contract, in accordance with the contract document for the proposed sums.

****Failing to acknowledge a published Addendum may cause your response to be rejected***

Signature: _____ Date: _____

Certificate of Debarment



Certification Regarding Debarment, Suspension, and Other Responsibility Matters Primary Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 13 CFR Part 145. The regulations were published as Part VII of the May 26, 1988 *Federal Register* (pages 19160-19211). Copies of the regulations are available from local offices of the U.S. Small Business Administration.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)

- (1) The prospective primary participant certifies to the best of its knowledge and belief that it and its principals:
 - (a) Are not presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective primary participant shall attach an explanation to this proposal.

Business Name _____

Date _____

By _____
Name and Title of Authorized Representative

Signature of Authorized Representative

Certificate of Debarment Continued.

- 2 -

INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is submitted for assistance in obtaining a copy of those regulations (13 CFR Part 145).
6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transactions," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the ineligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

Conflict of Interest Form

Statement of Potential Conflicts of Interest

Proposer Name:	Primary Contact:
Address 1:	Telephone #:
Address 2:	Fax #:
City:	Email:
State, Zip:	Website:

Cleveland Metropolitan School District (CMSD) adheres to Ohio Ethics Law and strictly follows the opinion of the Ohio Ethics Commission. As such, each proposer is requested to submit this statement declaring any potential conflicts of interest in doing business with the District. Please answer the following two questions providing all requested information.

1. Are any current Cleveland Metropolitan School District (CMSD) employees, Cleveland Board of Education members, or any of their immediate family members, also members of the proposer's board of directors, hold any officer position with the proposer, or own any shares of any stock issued by the proposer?

Yes _____ No _____

If **yes**, and if the CMSD employee, CMSD board member, or immediately family member is a member of the proposer's board of directors or holds an office with the proposer, please state the person's name and position with the proposer.

Name: _____

Position: _____

If **yes**, and if the CMSD employee, CMSD board member, or immediate family member owns share of any stock in the proposer organization or company, state the percentage of all outstanding company shares owned by the CMSD employee or board member.

_____ %

2. Are any current CMSD employees, CMSD board members, or any immediate family members also employees of the proposer?

Yes _____ No _____

If **yes**, please state the person's name and provide a description of their job duties for the provider:

Name: _____

Job Duties: _____

If **Yes**, please describe the contact that the proposer will have with the CMSD employee or CMSD board member in the course of providing services to the District:

CERTIFICATION

I do hereby certify that the foregoing statements are true and accurate, and that my signature below attests to the authenticity of my identity as the person actually signing this form. This document is not a contract. In order for a binding Agreement to exist, a signed Agreement will be required prior to any legally binding commitment by the District.

NOTARIZED STATEMENT

_____ being duly sworn and deposes says

That he/she is the _____ of
(title)

_____, and answers to all the
(organization)

foregoing questions and all statements therein contained are true and correct.

(signature)

Subscribed and sworn before me this ____ day of _____, 20____

Notary Public: _____

My commission expires: _____

Proposer Qualifications Form

Proposer must answer all questions or attach a written explanation for each question.

PROPOSER NAME: _____

ADDRESS: _____

CITY; STATE: _____ ZIP: _____

CONTACT PERSON: _____

TITLE: _____

TELEPHONE: () _____ TOLL FREE: () _____

TAXPAYER IDENTIFICATION NUMBER: _____

1. What type of organization? (i.e. corporation, partnership, etc.)

2. How many years has your organization been in business?

3. How many years has your organization been in business under its current name?

4. List any other aliases your organization has utilized in the last two years and the form of Business

5. If you are currently a corporation, list the following:

a. State of incorporation

b. Date of incorporation

c. President's name

d. Secretary's name

e. Treasurer's name

f. Statutory agent's name

g. Name of shareholders, if less than 10

h. Principal place of doing business

6. If you are currently in a partnership, list the following:

a. Name and address of all general and limited partners.

b. Original name and date of organization's inception

7. If you are neither a corporation nor a partnership, please describe your organization and list principals.

8. Are you legally qualified to do business in the State of Ohio?

9. Are you legally qualified to do business in Cuyahoga County and licensed by the City of Cleveland?

10. Has your organization ever been (i) declared by a customer to be in default under a contractor and/or (ii) sued by a customer for failure to completely a contract or properly perform services in a timely manner? If yes, please state where, when, and why.

11. Has your organization ever been cited by a local, county, state, or federal authority for violation of a regulation or statute or failing to timely complete a contract in accordance with specifications? If yes, please state date, agency, and final disposition.

12. Has your organization ever filed for bankruptcy? If yes, please state where, when, and why?

13. On a separate sheet, list the major customers for whom your organization has provided this type of equipment or service in the past five years. Include owner's name and type of work performed.

14. Has your organization ever been sued by a supplier for failure to timely pay for materials or equipment provided? If yes, please provide details.

15. What is the dollar limit of your firm's General (CLS) Liability Insurance?

Name of insuring company: _____

Policy number: _____

16. What is the dollar limit of your firm's Automotive Liability Insurance?

Owned vehicles _____

Non-Owned vehicles _____

Name of insuring company _____

Policy number _____

17. List the name and address of every person having an interest in this RFP.

18. Has any federal, state, or local government entity ever cited or taken any action against your organization or any of its principals for failure to pay or remit any taxes including but not limited to income, withholding, sales, franchise, or personal property taxes? If yes, please give name of agency, date, and amount of taxes overdue and resolution of the issue.

19. Is your organization and its' principals current in payment of personal property taxes?

20. The prospective lower tier participant certifies, by submission of this RFP, that neither it nor its principals is presently debarred, suspended, proposed, for debarment or suspension, declared ineligible, or voluntarily excluded from participation in this transaction by any State and/or Federal Department or Agency.

21. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participants shall attach an explanation to this RFP.

Notarized Statement

_____ being duly sworn and deposes says

that he/she is the _____ of
(title)

_____, and answers to all the
(organization)

foregoing questions and all statements therein contained are true and correct.

(signature)

Subscribed and sworn before me this _____ day of _____, 20____

Notary Public: _____

My commission expires: _____

Non-Collusion Affidavit

This Affidavit must be executed and shall accompany the proposal in order for the proposal to be considered.

NON-COLLUSION AFFIDAVIT
State of Ohio, Cuyahoga County

_____, being first duly sworn, deposes and says that

he/she is _____ of _____

of the party making the foregoing proposal; that such proposal is genuine and not collusive or sham; that said proposer has not colluded, conspired, connived, or agreed, directly or indirectly, with any proposer or person, to put in a sham proposal, or that such other person shall refrain from proposing, and has not in any manner, directly or indirectly sought by agreement or collusion, or communication or conference, with any person, to fix the proposal price of affiant or any other proposer, to fix any overhead, profit or cost element of said proposal price, or of that of any proposer, or to secure any advantage against the Board of Education of the Cleveland Metropolitan School District, or any person or persons interested in the proposal; and that all statements contained in said proposal are true; and further that such proposer has not, directly or indirectly, submitted this proposal, or the contents thereof, or divulged information or data relative thereto to any Association or to any member or agent thereof.

Affiant

Sworn to and subscribed before me this ____ day of _____, 20__.

Notary Public in and for Cuyahoga County, Ohio

My commission expires: _____

**Diversity Business Enterprise Forms
DBE Form A**

Name of Firm: _____

Address: _____

City, State, Zip Code: _____

Telephone Number: _____

Type of Business (Product or Service): _____

Date of Proposed Contract Award: _____

Amount of Proposed Contract Award: _____

Diversity Business Enterprise Subcontractor(s):

Dollar Amount Subcontract Award: _____

Percent of Subcontract Award: _____

D.B.E. Participation: _____ \$ _____

F.B.E. Participation: _____ \$ _____

Name of EEO Officer: _____

(Signature of owner, partner, or authorized officer)

Name: _____ Dated: _____
(printed)

Title: _____

DO NOT COMPLETE BELOW THIS LINE

Compliant Compliance Pending Non-Compliant

Compliance Date: _____

(signature, DBE Department)

(date)

DBE Form B

**NOTICE OF REQUIREMENT TO ENSURE
DIVERSITY BUSINESS ENTERPRISE (DBE) OPPORTUNITY**

Note: All eligible proposers for award of the contract should comply with the Requirements, Terms, and Conditions of this Notice.

The undersigned proposer hereby agrees that the goal it has established for DBE participation in this project through either subcontracting or entering into a joint Venture with DBEs in conformity with the Requirements, Terms and Conditions of this Notice is a goal of thirty (30%) percent for a construction/repair/ maintenance contract, twenty (20%) percent for a supply contract, and fifteen (15%) for a service contract of the total contract amount of this project. In no event will the absence of goals as stated above be deemed as compliance with the requirements, terms, and conditions of this notice.

In addition, the undersigned will complete and attach hereto the DBE (Form C) Schedule for DBE participation, showing all DBE/FBE that will participate as subcontractors or joint ventures in this contract and a DBE (Form D), DBE Letter of Intent form for each DBE/FBE listed on the Schedule.

Proposer: _____

Date: _____

By: _____

Title: _____

Definition of DBE: A Diversity Business Enterprise (DBE)

"Small Diversity business concern" means a small business concern that is at least (51) percent unconditionally owned by one or more individuals who are both socially and economically diverse, or a publicly owned business that has at least (51) percent of its stock unconditionally owned by one or more socially and economically diverse individuals and that has its management and daily business controlled by one or more such individuals. This term also means a small business concern that is at least (51) percent unconditionally owned by an economically diverse Indian tribe or Native Hawaiian Organization, or a publicly owned business that has least (51) percent of its stock unconditionally owned by one of these entities, which has its management and daily business controlled by members of an economically diverse Indian tribe or Native Hawaiian Organization.

DBE Form C

SCHEDULE MBE/FBE PARTICIPATION

Project Name: _____

Name of Non-DBE Contractor: _____

Identification Number: _____

Location: _____

Name of Minority Contractor: _____

Address: _____

City, State, Zip: _____

Type of work to be performed and work hours involved:

Projected commencement and completion dates for work:

Agreed price in dollars or percentage:

The undersigned will enter into a formal agreement with DBE for work listed in this schedule conditioned upon execution for a contract with the Cleveland Municipal School District

TO BE RETURNED WITH THE PROPOSAL

Signature of Non-DBE Prime Contractor

Date: _____

DBE Form D

DBE LETTER OF INTENT

To: _____
Non-DBE Prime or General Proposer

Project: _____

NON-DBE PRIME OR GENERAL PROPOSER

The Undersigned intends to perform work in connection with the above-referenced project as (check one):

an individual a corporation a partnership a joint venture

DBE status of the undersigned is confirmed in the Cleveland Municipal School District's DBE file of bona fide enterprises with a certification date of: _____

The Undersigned is prepared to perform the following described work in connection with the above referenced project. Specify in detail particular work items or parts thereof to be performed:

at the following price or percent of contract: \$ _____

You have projected the following commencement date of such work, and the undersigned is projecting completion of such work as follows:

Items _____

Projected Commencement Date _____

Projected Completion Date _____

_____ % (percent) of the dollar value of the subcontract will be sublet and/or awarded to NON-DBE contractor (s) and/or NON-FBE SUPPLIERS. The undersigned will enter into a formal agreement for the above work with you conditioned upon your execution of a contract with the Cleveland Municipal School District.

Date

Name of DBE Firm (where applicable)

Signature of DBE (where applicable)

Signature of MBE Firm

(TO BE RETURNED WITH RFP)

Name of FBE Firm

Signature of FBE Firm

DBE Form E

DBE Unavailability Certification

I, _____,
Name Title

Of _____, certify that on _____
Date

I contacted the following DBE to obtain a Proposal for work items to be performed on:

Board Project: _____

Minority Contractor: _____

Work Items Sought: _____

Form of Proposal Sought: _____

Female Contractor: _____

Work Items Sought: _____

Form of Proposal Sought: _____

To the best of my knowledge and belief said minority business enterprise was unavailable (exclusive of the unavailability due to lack of agreement on price) for work on this project or unable to prepare a proposal for the following reason (s):

Signature, Non-DBE prime Proposer Date

_____ was offered an opportunity to proposal on the above-referenced work on
_____ by _____
Date Non-DBE Prime Proposer

Signature, Non-DBE Prime Proposer

The above statement is a true and accurate account of why I did not submit a Proposal on this project.

Signature, Non-DBE prime Proposer

DBE Form F
Non-Minority Prime Affidavit For DBE

STATE OF }
COUNTY OF } SS.

AFFIDAVIT

The undersigned swear that the foregoing statements are correct and include all material information necessary to identify and explain the items and operation of our subcontract and the intended participation by each party in the undertaking. Further, the undersigned covenant and agree to provide to the Cleveland Municipal School District current, complete, and accurate information regarding actual subcontract work and the payments thereof, and any proposed changes in any of the subcontract arrangements and to permit the audit and examination of the books, records and files of the subcontract or those of each party relevant to the subcontract, by authorized representatives of the Cleveland Municipal School District. Any material misrepresentation will be grounds for terminating any contract which may be awarded and for initiating action under federal and state laws concerning false statements.

Name of Firm: _____

Signature: _____

Name and Title: _____

Date: _____

STATE OF }
COUNTY OF } SS.

On this _____ day of _____ 20____, before me appeared _____

_____, to me personally known, who being duly sworn,

did execute the foregoing affidavit, and did state that they were properly authorized by _____

_____ to execute the affidavit and did so as their free act and deed.

(Seal)

Notary Public _____

Commission expires _____

DBE Form G

This form need not be completed if all joint venture firms are diversity business enterprises

1. Name of Joint Venture: _____
2. Address of Joint Venture: _____
3. Phone Number of Joint Venture: _____
4. Identify the firms which comprise this joint venture. (The DBE partner must complete DBE Form A or have current DBE Certification)

a. Describe the roll of the DBE firm in the joint venture: _____

b. Describe briefly the experience and business qualifications of each non-DBE Joint Venture: _____

5. Nature of Joint Venture's Business: _____

6. Provide a copy of the Joint Venture Agreement.

7. What is the percentage of DBE Ownership? DBE _____% FBE _____%

8. Ownership of Joint Venture: (This need not be completed if described in the Joint Venture agreement provided in response to question 6).

a. Profit and loss sharing: _____

b. Capital contributions, including equipment: _____

c. Other applicable ownership interest: _____

9. Control of and participation in this contract. Identify by name, race, and "firm" those individuals and their titles who are responsible for day-to-day management and policy decision making, including, but not limited to, those prime responsibility form:

a. Financial decisions: _____

b. Management decisions, such as:

i. Estimating: _____

ii. Marketing and Sales: _____

iii. Hiring and firing of management personnel: _____

iv. Purchasing of major items or supplies: _____

c. Supervision of field operations: _____

Note: If after completing the DBE Form B and before the completion of the joint venture's work on any contract awarded, there is any significant change in the information submitted, the joint venture must inform the Cleveland Municipal School District, either directly or through the non-DBE prime subcontractor if the joint proposer is a subcontractor.

DBE Form H
Non-Minority Prime Affidavit (Joint Venture)

STATE OF OHIO

CUYAHOGA COUNTY

AFFIDAVIT

The undersigned swear that the forgoing statements are correct and include all material information necessary to identify and explain the items and operation of our subcontract and the intended participation by each joint venture in the undertaking. Further, the undersigned covenant and agree to provide to the Cleveland Municipal School District current, complete, and accurate information regarding actual joint venture work and the payments thereof and any proposed changes in any of the subcontract arrangements and to permit the audit and examination of the books, records and files of the joint venture or those of each party relevant to the joint venture, by authorized representatives of the Cleveland Municipal School District. Any material misrepresentation will be grounds for terminating any contract which may be awarded and for initiating action under federal and state laws concerning false statements.

Name of Firm (Prime)

Name of Firm (DBE)

Signature

Signature

Name and Title

Name and Title

Date

Date

STATE OF

] COUNTY OF

]SS.

On this _____ day of _____ 20 __ , before me appeared _____, to me personally known, who being duly sworn, did execute the foregoing affidavit, and did state that they were properly authorized by _____ to execute the affidavit and did so as their free act and deed.

(Seal)

Notary Public

Commission expires

EOA Contractual Declaration Forms

Information about the District's Affirmative Action Program can be found at <https://bit.ly/3wvVApK>.

Proposer Contract Compliance Form

Name of Firm: _____

Address: _____

City, State, Zip Code: _____

Telephone Number: _____

Standard Metropolitan Statistical Area: _____

Recruitment Area: _____

Type of Business (product or service): _____

Name of EEO Officer: _____

Signature of Owner, Partner, or Authorized Officer: _____

Name (type or print): _____

Date: _____ Title: _____

Do not complete below this line

Status of Proposer:

Compliance

Conditional Compliance

Non-Compliance

Compliance Pending

Comments: _____

Date: _____ Signature: _____

Employee Data Form

Please note this data may be obtained by visual survey or post-employment record. Neither visual surveys nor post-employment records are prohibited by any federal, state, or local law. All specified data is required to be filled in by District policy. Descriptions of the job categories below can be found at <https://bit.ly/3wvVApK>

Job Categories	All EMPLOYEES			MALES					FEMALES				
	TOALS MALES & FEMALES	MALES	FEMALES	WHITE (NOT OF HISPANIC ORIGIN)	BLACK (NOT OF HISPANIC ORIGIN)	ASIAN AMERICAN OR PACIFIC ISLANDER	INDIGENOUS OR ALSKAN NATIVE	HISPANIC	WHITE (NOT OF HISPANIC ORIGIN)	BLACK (NOT OF HISPANIC ORIGIN)	ASIAN AMERICAN OR PACIFIC ISLANDE	INDIGENOUS OR ALSKAN NATIVE	HISPANIC
OFFICIALS, MGRS & SUPERVISORS													
PROFESSIONALS													
TECHNICIANS													
SALES WORKERS													
OFFICE/CLERICAL													
CRAFTWORKERS (SKILLED)													
OPERATIONS (SEMI-SKILLED)													
LABORERS (UNSKILLED)													
SERVICE WORKERS													
APPRENTICES													
TOTAL													

Additional information (optional):

Describe any other actions taken which show that all employees are recruited, hired, or trained or promoted without regard to their race, religion, color, sex, handicap, age, or national origin. Use second sheet if additional space is needed:

The undersigned certifies that they are legally authorized by the proposer to make the statements and representations contained in this report, and that they have red all of the foregoing statements and representations which are true and correct to the best of their knowledge and belief.

FIRM OR CORPORATE NAME: _____

DATE: _____

SIGNATURE: _____

TITLE: _____

References

Include below three references of equal or larger size to this current RFP project. Public sector experience is preferred, but not required. Please attach relevant supporting documentation, such as project plans, scope of work.

Reference #1:

Company/School Name: _____

Address: _____

Type of Business: _____

Contact Person: _____

Telephone and Fax #: _____

Dates of Service: _____

Description of Services Provided: _____

Reference #2:

Company/School Name: _____

Address: _____

Type of Business: _____

Contact Person: _____

Telephone and Fax #: _____

Dates of Service: _____

Description of Services Provided: _____

Reference #3:

Company/School Name: _____

Address: _____

Type of Business: _____

Contact Person: _____

Telephone and Fax #: _____

Dates of Service: _____

Description of Services Provided: _____

Proposer Checklist

To assist proposers in the preparation of their proposals to ensure compliance with all document requirements

- Cover Page
- Transmittal Cover Letter, signed
- Table of Contents
- General Information Section
 - Executive Summary
 - Business Health
 - Experience
 - General Narratives
 - Management Support Services
 - Security
 - Risks
 - Dispute Resolution
- Response to Scope of Work/Specifications Section
- Cost Proposal Form
 - Signatory
- District Related Forms
 - Addendum Acknowledgement, checked: <https://www.clevelandmetroschools.org/purchasing> for any addendums
 - Certificate of Debarment
 - Conflict of Interest
 - Proposer Qualification Form
 - Non-Collusion Affidavit
 - DBE Forms- A, B, C, D, E, F, G, & H, for more information: <https://bit.ly/3wvVApK>
 - EOA Contractual Declaration Forms 1 &2, for more information: <https://bit.ly/3wvVApK>
 - Employment Data Form
 - References

Copies

- Original, marked
- USB B/Flash drive