

REQUEST FOR QUOTATION	<p style="text-align: center;">TROY SCHOOL DISTRICT</p> <p style="text-align: center;">1140 RANKIN, TROY, MICHIGAN 48083</p> <p style="text-align: center;">248-823-4052</p> <p style="text-align: center;">FAX: 248-823-4077</p>	REQUISITION
No. 9561		
DUE DATE NO LATER THAN 9-10-08 3 p.m.		DATE 8-26-08

REQUEST FOR QUOTE – NOT AN ORDER

THIS FORM MUST BE UTILIZED WHEN RESPONDING TO THIS REQUEST
BID ENVELOPE ENCLOSED

THE RFQ NUMBER MUST APPEAR ON ALL QUOTATIONS AND RELATED CORRESPONDENCE, THIS IS NOT AN ORDER

Quantity	DESCRIPTION	UNIT PRICE	AMOUNT
	<p>Please supply us with your bid to furnish the Troy School District with Consultant Services Diversity Education</p> <p style="text-align: center;">Copies of the bid are available at: www.troy.k12.mi.us/purchasing/items_out_for_bid.htm</p> <p style="text-align: center;">Bid recaps will be available at: troy.k12.mi.us/purchasing/index.htm</p> <p style="text-align: center;"><u>FACSIMILE BID IS NOT ACCEPTABLE</u></p> <p>Bids will not be accepted if submitted after the deadline specified (local time) in the advertisement to bid or in the information to bidders. The late submission of a bid makes the bid nonresponsive and is a material defect which shall not be waived by the Board of Education. Delays in the mail will not be considered. All Late bids in the mail will be returned to the bidder unopened.</p> <p>Proposal for the submission of alternatives by vendors will be accepted and reviewed. However, if any substitution or departure is not clearly noted and described, it will be understood that the bid intends to exactly meet the specifications.</p> <p>The Board of Education shall be the sole judge as to whether the proposed goods are "equal" or "approved". Quotations must be mailed or delivered to the Purchasing Office, 1140 Rankin, Troy, MI 48083 no later than 3 p.m. on the date shown above. Michigan State Sales and Use Taxes and Federal Excise Taxes do not apply unless otherwise indicated. Exemption certificates will be furnished when necessary. This request imposes no obligations on the buyer. The Board of Education reserves the right to accept or reject any or all bids or to split awards by items or to accept bids, which will best serve the Board of Education.</p>		

THIS AREA MUST BE FILLED IN

DELIVERY TIME	PRICES FIRM FOR	NAME OF COMPANY	TELEPHONE NO.
TERMS		NO. & STREET	FAX #
FOB DELIVERED	ALL DELIVERY CHARGES MUST BE INCLUDED IN PRICES SHOWN	CITY, STATE & ZIP CODE	E-MAIL
CONTACT PERSON (PLEASE PRINT)		SIGNATURE	DATE

Note: All bidders are specifically reminded that a completed Affidavit of Bidder (Familial Disclosure) MUST be completed and submitted with the bid response. Failure to include a completed copy will be grounds for disqualification of bid. The Affidavit of Bidder is required to be notarized for construction bids only. All others only require completion and signature.

AFFIDAVIT OF BIDDER

The undersigned, the owner or authorized officer of _____ (the "Bidder), pursuant to the familial disclosure requirement provided in the _____ (the "School District") advertisement for construction bids, hereby represent and warrant except as provided below, that no familial relationships exist between the over(s) or any employee of _____ and any member of the Board of Education of the School District or the Superintendent of the School District.

List any Familial Relationships:

BIDDER:

By: _____

Its: _____

STATE OF MICHIGAN)
)ss.
COUNTY OF _____)

This instrument was acknowledged before me on the ___ day of _____, 2008, by

_____.

,Notary Public

_____County, Michigan

My Commission Expires: _____

Acting in the County of: _____

Troy School District Diversity Consultant Bid # 9561

The Troy School District is seeking qualified bids for a Diversity Consultant for the 2008-09 school year. This NON-STAFF assignment is being sought to assist the District in understanding the changing demographics in both students and staff within the district. The person or company contracted will be expected to develop and implement a plan to improve the multicultural education and understanding among students, staff and parental groups.

The following criteria (along with cost) will be used to evaluate respondents. Respondents are advised that the school district will conduct background checks including reference verification on qualified applicants. Fingerprinting and/or police (FBI) background checks will be at the sole expense of the respondent, if requested. An interview process conducted through the Office of Human Relations will be scheduled for all finalists. All respondents should be available to start this project immediately after authorization by the Troy School District Board of Education.

TITLE: **DIVERSITY CONSULTANT**

- QUALIFICATIONS:**
1. Bachelor's and/or Master's degree in a related field of study;
 2. Education or training in multicultural education and inclusive curriculum;
 3. Direct experience in working in this capacity with K-12 public school districts;
 4. Passion, commitment and energy for diversity work;
 5. Demonstrated research background – qualitative and quantitative;
 6. Bilingual applicants preferred; and/or
 7. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

REPORTS TO: Superintendent of Schools, or designee

OBJECTIVE: The Diversity Consultant will create and implement diversity programs for students, help with staff development programs that are focused on multicultural education and an inclusive curriculum, assist with the recruitment and retention of diverse staff members, and assess the impact of various initiatives.

PERFORMANCE REPOSIBILITIES:

1. Researches, plans implements and coordinates diversity programs for students district-wide.
2. Helps design staff development programs that are focused on multicultural education and the understanding of an inclusive curriculum.
3. Constructs assessment tools to gauge the impact of Troy School District's diversity initiatives.
4. Collaborates with the Student Activities Coordinators to work with clubs specifically targeted at diversity work.
5. Works with the administration to help with efforts to enhance a diverse employee population, including the recruitment, support and retention of staff members.
6. Works with city, community and parent organizations in support of diversity initiatives.
7. Mentors and consults with minority students and teachers.
8. Evaluates initiatives and programs at the end of each year and makes recommendations to administration and the Board of Education for future growth.
9. Other duties and responsibilities as assigned.

COST PROPOSAL:

Cost should be clearly stated whether on an **hourly** basis, **project** basis or for the **duration** of the school year.

\$ _____

Minimum of Three (3) references are required for similar work performed within the last 18 months.

Company: _____

Primary Contact: _____

Address: _____ Phone: _____

_____ Fax: _____

Type of work performed: _____

Company: _____

Primary Contact: _____

Address: _____ Phone: _____

_____ Fax: _____

Type of work performed: _____

Company: _____

Primary Contact: _____

Address: _____ Phone: _____

_____ Fax: _____

Type of work performed: _____

**TROY SCHOOL DISTRICT
DIVERSITY CONSULTANT
BID# 9561**

The following proposals were submitted in response to this RFP. Each response included the required references and background information requested within the bid specification.

**Michelle Haight
Troy, MI**

\$ 45,000.00 subject to negotiation regarding scope development,
office needs and supplies

**LaFuente Consulting, LLC
Rockford, MI**

\$195/hr	Consulting Service Fee -Estimated 40 hrs
\$150/hr	Program & Curriculum Design - 15 hrs / module
\$ 1,800.00	Program Facilitation
\$150/hr	Assessment Instruction - Estimated 30 hrs / assessment
TBD	Travel & Lodging as required (IRS rate)

RFP's were also sent to the following companies/individuals, however, no response was received within the stated deadline:

Diversity Training Consultants
EdChange
Johnson & Associates
Julie Nemecek
MI Roundtable for Diversity
NAACP - Detroit Chapter
Teacher's Against Prejudice