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33500 Van Born Road
Wayne, Michigan 48184-2497
www.RESA.net

APRIL 20, 2021

REQUEST FOR INFORMATION

RFI #21-006-254

STUDENT SEARCH SERVICES

**Due Date: Tuesday, May 4, 2021
12:00 P.M. EST
Wayne RESA Purchasing Office**

I. INSTRUCTION TO SUPPLIERS

A. Introduction

The Wayne County Regional Educational Service Agency (WCRESA), established by the Michigan Legislature in 1960, is the largest of fifty-six (56) such agencies throughout the state. It is governed by a publicly elected Board of Education. WCRESA provides a wide variety of service to thirty-three (33) public school districts and approximately 110 charter schools in Wayne County, Michigan; serving over 275,000 students. WCRESA, through various consortium arrangements, provides a variety of services to other educational agencies throughout the state of Michigan.

This Request for Information (RFI) seeks responses from organizations with expertise in building relationships with families to help re-engage students previously enrolled in a Wayne County Public School District or Public School Academy during the 2019-20 school year and is no longer enrolled or failed to consistently attend school during the 2020-21 school year. To do so, a comprehensive summary of barriers and resources to support regular attendance is needed for each student to assist with the development of re-engagement plans and to effectively rebuild stronger connections between school and home.

If you experience problems in downloading the documents, please contact WCRESA Purchasing Consultant, Erika Hunter, via e-mail address is huntere@resa.net.

Inquiries regarding this RFI **must be directed in writing via email to:**

Erika Hunter

Purchasing Consultant, WCRESA

Email: huntere@resa.net

Please refer to the RFI number in all correspondence

PHONE CALLS WILL NOT BE RETURNED

RFI TIMETABLE	
RFI Issue Date	April 20, 2021
Submission of Written Questions from Supplier	1:00 p.m. EST, Monday, April 26, 2021
Written Questions Response from WCRESA	Wednesday, April 28, 2021
RFI Due Date	12:00 p.m. EST, Tuesday, May 4, 2021

WCRESA reserves the right to change this schedule as needed and all information provided by WCRESA in this RFI is offered in good faith. Individual items are subject to change at any time. WCRESA makes no certification that any item is without error.

B. RFI PROCESS AND RIGHTS AND RESTRICTIONS RESERVED BY WCRESA

1. Responses should be addressed to:
Erika Hunter
Wayne RESA, Purchasing Office
RFI #21-006-254
33500 Van Born Road
Wayne, MI 48184-2497

2. Proposals must be received via email to huntere@resa.net, by **12:00 p.m. EST, Tuesday, May 4, 2021**. **Proposal must be submitted as one (1) pdf file (not individual pdfs).**
3. WCRESA will not pay for any information requested nor is it liable for costs incurred by the Supplier in responding to this RFI.
4. Responses received after the specified date and time for submission shall not be considered; but will be recorded, filed, and shall remain sealed.
5. WCRESA is the sole owner of all data and information contained within the RFI document and accompanying attachments.
6. Regarding the Signature Page, only the form provided in this RFI packet are to be used. Electronic versions may be found on the WCRESA web page at: [WCRESA Bid Documents](#). **Altered or substitute forms will not be accepted.**
4. The RFI must be signed by an officer of the Supplier who is legally authorized to obligate the Supplier to a contract.
5. **Any discussions with WCRESA personnel (other than as listed above) regarding this RFI while the RFI is in progress are prohibited.**
6. It is not necessary to meet all functional requirements in order to be considered further.
7. All documents submitted become the property of WCRESA; they will not be returned and may be subject to disclosure under the STATE OF MICHIGAN FREEDOM OF INFORMATION ACT (“FOIA”) or other legal process. As such, proposal may be released to third parties, without prior notice to Supplier, as required to comply with legal requirements

II. TRUANCY SEARCH SERVICES INFORMATION

The following information is provided to assist in your response to this RFI.

The COVID-19 health crisis led to the closing of schools and disruption of instruction for more than 1.5 million public school students throughout Michigan (Chalkbeat Detroit, March 2020). Public School Districts and Public School Academies responded to the crisis by shifting to remote learning to continue to meet the educational needs of students during school closure. Students lacking access to the digital tools needed to participate in remote learning as well as other resources necessary for health and safety went missing from school. Although Public School Districts and Public School Academies throughout Wayne County worked to fill these resource gaps, approximately 16,500 (6%) previously enrolled students have not consistently participated in school since the health crisis erupted last March 2020.

In an effort to help schools reconnect with these students, Wayne RESA seeks to identify organizations with expertise in building relationships with families to help re-engage students previously enrolled in a Wayne County Public School District or Public School Academy during the 2019-20 and is no longer enrolled or failed to consistently attend school during the 2020-21 school year. To do so, a comprehensive summary of barriers and resources to support regular attendance is needed for each student to assist with the development of re-engagement plans and to effectively re-build connections between schools and home.

Please provide the following information in your response to this RFI:

- (a) Brief narrative highlighting your organization's history and full service offerings (with an emphasis on the provision of student search services). The narrative should also include:
 - Company legal name and address(es)
 - Website address, email, and other contact information
 - Organization chart
 - Years of service/business
 - General description of your organization's experience in the delivery of student search and/or similar services
 - General description of level and expertise of personnel that could be involved in the provision of service
- (b) Description of methods used to identify student attendance barriers and resources needed to promote engagement at school.
- (c) Systems for evaluating the impact of the provided services.
- (d) Preliminary/general pricing information for all services your organization provides

SIGNATURE PAGE

*This form must be returned, properly executed.
Please use this page as a cover sheet for your bid quotation.*

In compliance with the Request for a Quotation made by Wayne WRESA, the undersigned proposes to furnish and deliver all services in accordance with the accompanying descriptions and instructions in the RFI. The undersigned also asserts that:

- This quotation is made without any previous understanding, agreement or connection with any other person, firm or corporation making a bid for the same purchase, and is in all respects fair and without collusion or fraud.
- No member of the Board of Education of the Wayne County Regional Educational Service Agency (WCRESA) nor any officer, employee or person whose salary is payable in whole or in part from the treasury of said Board of Education is directly or indirectly interested in this quotation or in the services to which it relates, or in any portion of the profits thereof.
- All prices herein are net 30 and exclusive of all federal, state and municipal sales and excise taxes.
- Supplier clearly understands that WCRESA will be the sole judge in determining the quality of services as being equal to or in compliance with the descriptions set forth in the RFI.

Supplier Legal Name: _____

Authorized Agent Name: _____

Signature of above: _____

Title: _____

Email Address: _____

Mailing Address: _____

Telephone: _____

Fax Number: _____

Company Website: _____

Date: _____

Are you a small business? Yes _____ No _____

Are you a minority business? Yes _____ No _____

If yes, please specify: _____