



MUSKEGON HEIGHTS PUBLIC SCHOOL ACADEMY SYSTEM

Board of Directors Special Meeting

2441 Sanford Street, Muskegon Heights, MI 49444

Request for Proposal (RFP) for Human Resource/Educational Services

Muskegon Heights Public School Academy System (MHPSAS)

Issue Date: March 17, 2025

Proposal Due Date: **April 2, 2025**

Contact Person: Errol Goldman

Email: goldman@bignet.net

Phone: 231-750-0275

Submission Address: 930 McArthur River Drive, Eaton Rapids, MI 48827

I. Introduction

Muskegon Heights is transitioning from a public school academy (PSA) to a traditional public school. The timing is dependent on various studies being conducted and is dependent on meeting various Michigan Department of Education (MDE) requirements. The transition would be no sooner than July 1, 2026.

For the 2025-26 school year, and possibly beyond, depending on the outcome of the various studies, Muskegon Heights Public School Academy System (MHPSAS) is seeking proposals from qualified management companies to serve in the capacity of Educational Service Provider. The Board is seeking bids in one, two or all of the following options with the respective costs:

- 1) Human Resource (HR) Services only,
- 2) Human Resources and school finances/accounting,
- 3) Full Service including HR, school finance/accounting and educational services.

The MHPSAS will directly employ a Superintendent who will coordinate with the selected provider.

II. Scope of Services

The selected management company will be responsible for providing the following HR-related services:

A. HR Duties – Including but not limited to

1. Recruitment & Staffing
2. Onboarding & Employee Records Management
3. Performance Management & Professional Development
4. Compensation & Benefits Administration
5. Employee Relations & Compliance
6. HR Compliance & Policy Development
7. Technology & HR Systems Management

B. Payroll Duties – Including but not limited to

1. Payroll Processing & Administration
2. Compliance & Legal Responsibilities
3. Employee Benefits & Deductions
4. Reporting & Budgeting
5. Employee Support & Documentation
6. Integration with HR & Finance
7. Technology & Security

C. School Finance and Accounting Services – Including but not limited to

1. Compliance with public school accounting practices and record keeping
2. Providing monthly financial reports to the Board, including but not limited to check registers, expenses to budget reports, cash flow analysis
3. Providing budget review/analysis, amended budget documents for Board approval and preparation of the annual budget recommendations
4. Check and balance systems to receive, confirm and pay bills in a timely manner
5. Any and all other required school accounting and finance practices

D. Educational Services – Including but not limited to

1. Overseeing Instructional Activities
2. Insuring Curriculum Alignment with MDE Outcomes and Improvement Plan
3. Providing Staff In-service related to Curriculum
4. Integration with HR and Payroll Functions
5. Special Education Services
6. Any and all aspects of a successful Instructional Program

III. Proposal Submission Requirements

Interested vendors must submit a proposal that includes the following:

- 1• Company Information (Company name, address, primary contact details, and overview of HR/Payroll services expertise)
- 2• Qualifications & Experience (Relevant applicable experience, current/past clients, certifications)
- 3• Approach & Methodology (Service delivery plan, technology solutions, compliance strategies, levels of insurances/retirement coverages available)
- 4• Service Team & Staffing Plan (Key personnel, their roles, and expertise)
- 5• Cost Proposal (Fee structure, breakdown of costs by service category) for each of the options being proposed
- 6• Implementation & Transition Plan (Transition timeline, onboarding support)
- 7• Additional Information (Any other relevant details the vendor wishes to include)

IV. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

Category	Weight
Experience & Qualifications - Experience in educational settings	25%
Scope of Services - Ability to meet MIIPSAS's needs	25%
Cost Proposal - Affordability and pricing transparency	20%
Technology & Compliance - Use of technology and adherence to legal standards	15%
Implementation Plan - Effectiveness of transition and execution strategy	15%

V. RFP Timeline

The RFP process will follow the timeline below:

Milestone	Date
RFP Issuance	March 17, 2025
Deadline for Questions	March 31, 2025
Proposal Submission Deadline	April 2, 2025
Proposal Review & Vendor Interviews	April, 2025
Selection of Vendor	April, 2025
Contract Finalization	May, 2025
Service Implementation Begins	July 1, 2025

VI. Submission Instructions

Proposals must be submitted in **electronic format (PDF)** to goldman@bignet.net or mailed to:

Goldman & Associates, PLC
930 McArthur River Drive
Eaton Rapids, MI 48827
(231) 750-0275

Deadline: Proposals must be received by 5:00 PM, April 2, 2025. Late submissions will not be considered.

VII. Additional Terms & Conditions

- MHPSAS reserves the right to accept or reject any or all proposals.
- Submission of a proposal does not guarantee a contract award.
- The selected vendor must comply with all applicable state and federal employment laws.
- The selected vendor must be prepared to sign a contract outlining service expectations and performance measures.

VIII. Contact Information

For any questions or clarifications regarding this RFP, please contact:

Errol Goldman
goldman@bignet.net
(231) 750-0275