

Shared
Solutions ...



Shared PUBLIC
Services
INITIATIVE

Solutions
Shared



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Are your budgets getting tight? Are you looking for ways to save money or protect the services that your community or school offers? Welcome to the Michigan Shared Public Services Initiative. Here's how we can help!

I. Introduction: Michigan Shared Public Services Initiative (SPSI)

Program:

The Shared Public Services Initiative provides a collaborative framework through which local governments and school districts can access needed resources to develop and implement shared services. It includes:

- Technical Services such as facilitation, business case analysis and implementation planning accessed through the State Planning and Economic Development Regions (Regional Offices – i.e. SEMCOG) or Intermediate School Districts (ISDs)
- A funding source to provide 50% of the cost for the technical services
- A Statewide Catalog of shared services which can be purchased or utilized by local governments and school districts. It includes State services and services provided by other governmental entities (i.e. County, Township or ISD), not the private sector.

Partners/Roles:

In October of 2009, Governor Granholm asked a group made up of State agencies, non-profits and local governmental policy groups to form a steering committee to work with local governments and schools. The Committee was charged with developing a process to help local entities achieve structural changes and investments to address their funding gaps. The initial Steering Committee included representation from: Michigan Association of Regions; Michigan Municipal League; Michigan Townships Association; Michigan Association of Counties; MI AFL-CIO; Public Sector Consultants; Michigan Professional Fire Fighters Union; and the Citizens Research Council of Michigan – from the State of Michigan, the Governor's Office and four State agencies: DTMB, MSHDA, Treasury, Education and Centers for Regional Excellence.

SPSI was the result of the Steering Committee's efforts and the following partnerships and roles have resulted:

Local governments and school districts have the responsibility in seeking out opportunities for sharing services and initiating contact with their local Regional Office to seek additional assistance.

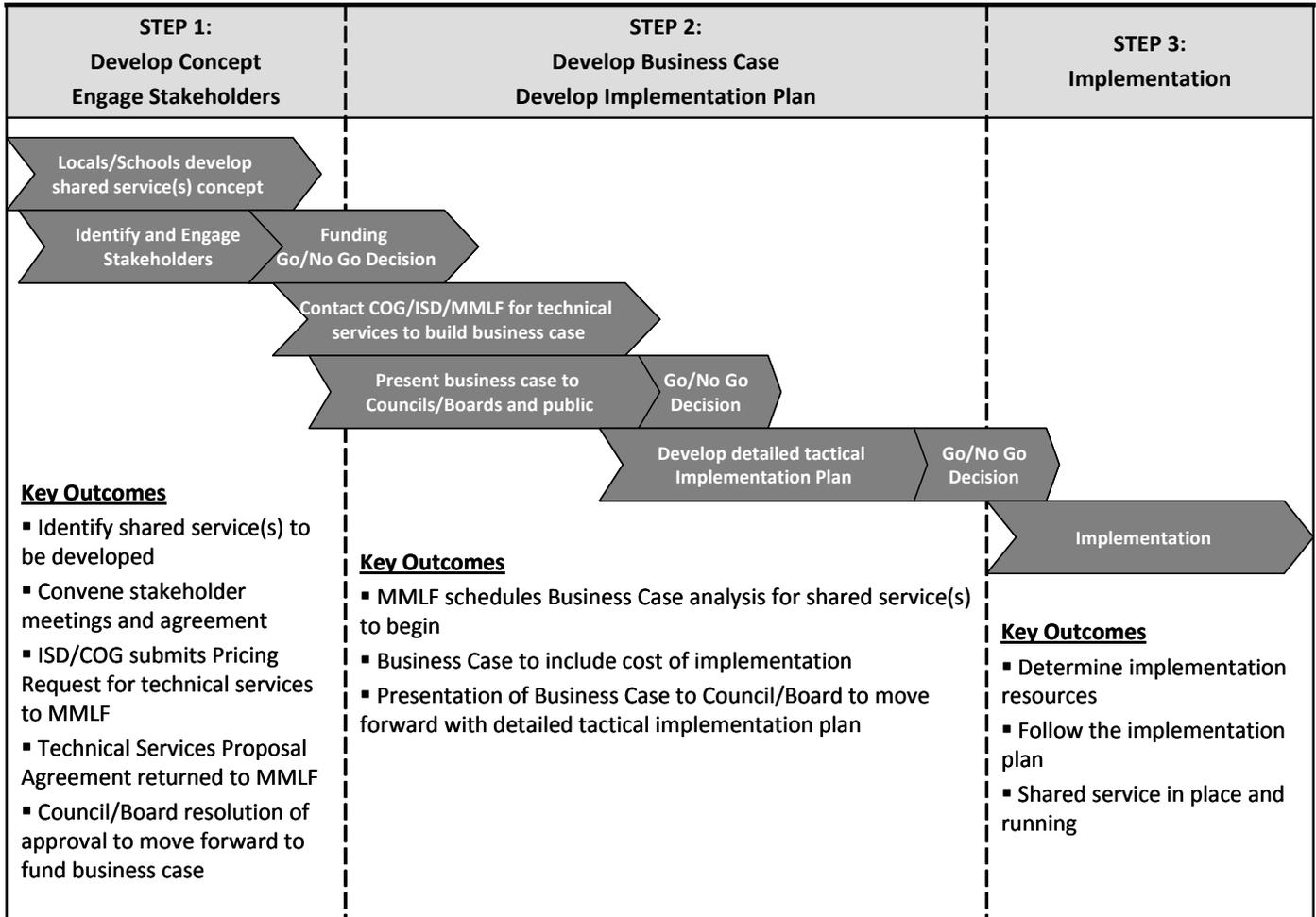
The local State Planning and Development Regions/Council of Governments and Intermediate School Districts (ISDs) will act as the intake and clearing house for beginning the process of acquiring external technical services resources (Step 1 Feasibility Assessment).

The Michigan Municipal League Foundation (MMLF) will assist in obtaining outside expertise to develop the business case and implementation plan for a shared service project and play a fiduciary role managing the funding for the Shared Public Services Initiative. It will also take the lead on additional opportunities to increase funding for the project with the non-profit and for profit business sectors.

The State of Michigan's (SOM) role will be to facilitate statewide services (services not constrained by boundaries) such as broadband or network services and make other appropriate State services (MiDeal or Bing Maps) available to locals where applicable. Also, SOM will provide a matching contribution through its agencies to the Michigan Municipal League Foundation (MMLF) for technical services to be procured on behalf of local communities.

Regional Office Contact Information: See Appendix A

II. How to Access Technical Services



Step 1: Develop the Concept and Engage Stakeholders

1. Identify shared service (s) to be developed and participating communities (See [Collaboration Checklist](#) in Appendix B – 1)
2. Identify stakeholders that include affected constituents from community groups, unions and elected officials
3. Convene a meeting of stakeholders to discuss project feasibility and agree to concept. If facilitator skills are needed, contact your Regional Office.*
4. Contact the Regional Office to submit a [Pricing Request Form](#) for technical services (business case analysis and implementation planning) to the MMLF. (See attached form in Appendix B – 2)
5. The MMLF returns a proposal that includes pricing, outcomes and timelines to the Regional Office who will share the proposal (prepared by the service provider) with participating communities. (See attached for [Technical Services Proposal Agreement](#) in Appendix B – 3)
6. A Go/No Go decision by locals in the form of a Council or Board resolution of approval (See [Sample Resolution Language](#) in Appendix B-4) is provided to move forward to pay for its share of the accepted technical services proposal. Note: Local community/school's share of cost can come from other sources in the community: i.e. community foundations, businesses or local chamber of commerce.)

*Council of Governments, Planning and Development Regions, ISDs



Step 2: Develop the Business Case & Implementation Plan

Cost for this step is as follows:

Local Cost/School: 50%

SPSI Funding: 50%

1. The locals' project lead confirms with the MMLF that the proposal approval process has been met and submits to the MMLF the following with a copy to the Regional Office:
 - A. Copies of participating local entities' approval through resolution or board meeting minutes
 - B. Signed Technical Services Proposal Agreement Form
 - C. Half of the cost of the local share which is split among participating communities
2. MMLF enters into a contract with the service provider for project
3. Service provider schedules a series of meetings with communities to gather pertinent information for the project
4. Business Case analysis which includes costs for implementation is presented to the local communities. The remaining balance of the local share for the technical services is due at this time to the MMLF.
5. Business Case is presented to the Council/Board for Go/No Go decision to move forward with detailed, tactical implementation plan. Service provider participates in this presentation
6. Service provider develops detailed, tactical Implementation Plan
7. Implementation Plan presented to the Council/Board for Go/No Go decision to implement

Step 3: Implementation

Cost for this phase is as follows:

Local/School: 100%

1. Determine implementation resources
2. Follow the implementation plan

Any community in the fourteen State of Michigan Planning and Development Regions/Council of Governments and Intermediate School Districts is eligible for participation in the Shared Public Services Initiative.

III. Payment Process

The authorization of payment for each of the contracted services for this initiative will follow the agreements established between the MMLF and local governments/ISDs and a contract between the MMLF and the service provider. MMLF will act as the contract manager. The local participating entities will identify a project lead.

Payment:

1. Upon receipt of the Technical Services Proposal Agreement which includes pricing, deliverables and timetable, the local governments/schools will sign the agreement and make a payment of half the local share to the MMLF.
2. Once all the deliverables that have been agreed to are completed, MMLF will invoice the local governments/school districts for final payment of the local share balance due for the technical services.



IV. Statewide Shared Services Catalog

The Statewide Shared Services Catalog is a dynamic “Yellow Pages” that includes available opportunities for local governments/schools to purchase services from one another or possibly from the State of Michigan. Any government/public education entity can add a service for sale if they have excess capacity. For example, a county could post assessing or equalization services for sale. The initial offerings for viewing are State services and will expand as others add to the web site. Private sector services are not included.

Examples of State service opportunities include:

- MiDEAL is Michigan’s nationally recognized cooperative purchasing program that offers more than 200 competitively bid contracts to its members
- State of Michigan / Microsoft Bing Maps for Enterprise with Imagery Collection
- Municipal Employees’ Retirement System (MERS) of Michigan

To access the Statewide Shared Services Catalog go to: www.Michigan.gov/sharedpublicservices



Appendix A

Page	
8	Contact Information
	1. State of Michigan
	2. Michigan Municipal League Foundation
9	3. Local Region
11	4. Intermediate School Districts

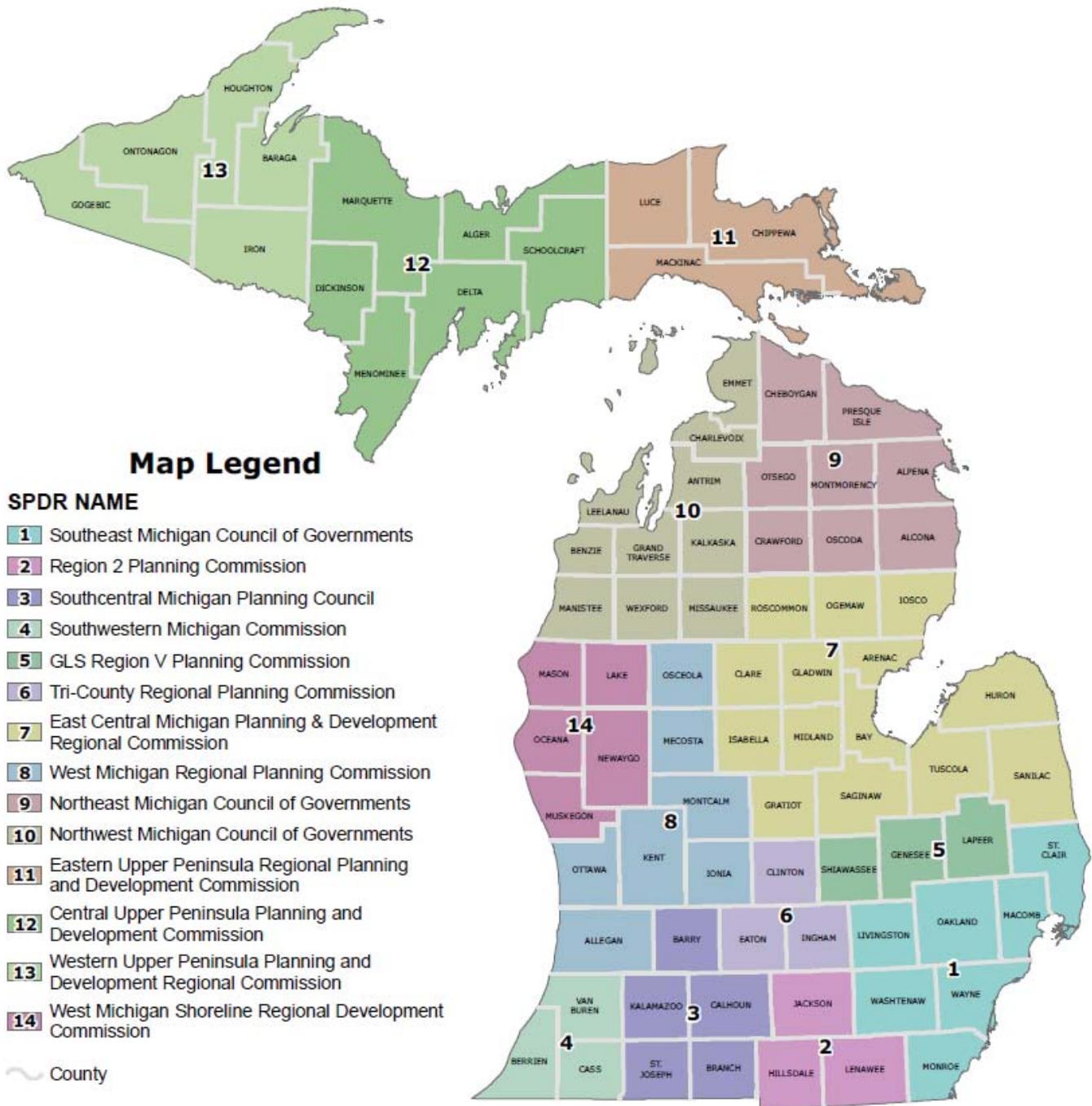


State of Michigan
Patricia Lockwood, Deputy Director
Shared Public Services Initiative
(517) 243-1987
lockwoodpa@michigan.gov

Michigan Municipal League Foundation
Arnold Weinfeld, President
(517) 908- 0304
aweinfeld@mml.org

For Program Questions, contact your local Region or ISD

MICHIGAN STATE PLANNING & DEVELOPMENT REGIONS (SPDRs)



**Michigan Association of Regions
Michigan Intermediate School Districts (MAP)**

Southeast Michigan Council of Governments (Region 1)
535 Griswold Street, Suite 300
Detroit, MI 48226-3602
Telephone: (313) 961-4266
Fax: (313) 961-4869
Web Site: www.semkog.org

Region II Planning Commission (Region 2)
120 W. Michigan Avenue
Jackson, MI 49201
Telephone: (517) 788-4426
Fax: (517) 788-4635
Web Site: www.region2planning.com

South Central Michigan Planning Council (Region 3)
P.O. Box 2137
Portage, MI 49081
Telephone: (269) 323-0045
Fax: (269) 323-1544

Southwest Michigan Planning Commission (Region 4)
185 E. Main Street, Suite 701
Benton Harbor, MI 49022
Telephone: (269) 925-1137
Fax: (269) 925-0288
Web Site: www.swmpc.org

GLS Region V Planning & Development Commission (Region 5)
1101 Beach Street, Room 223
Flint, MI 48502
Telephone: (810) 257-3010
Fax: (810) 257-3185

Tri-County Regional Planning Commission (Region 6)
913 W. Holmes, Suite 201
Lansing, MI 48910
Telephone: (517) 393-0342
Fax: (517) 393-4424
Web Site: www.tri-co.org

East Michigan Council of Governments (Region 7)
3144 Davenport Avenue, Suite 200
Saginaw, MI 48602
Telephone: (989) 797-0800
Fax: (989) 797-0896
Web Site: www.emkog.org

West Michigan Regional Planning Commission (Region 8)
820 Monroe NW, Suite 214
Grand Rapids, MI 49503
Telephone: (616) 774-8400
Fax: (616) 774-0808
Web Site: www.wmrpc.org

Northeast Michigan Council of Governments (Region 9)
P.O. Box 457
Gaylord, MI 49735
Telephone: (989) 732-3551
Fax: (989) 732-5578
Web Site: www.nemkog.org

Northwest Michigan Council of Governments (Region 10)
P.O. Box 506
Traverse City, MI 49685
Telephone: (231) 929-5000
Fax: (231) 929-5012
Web Site: www.nwm.org

Eastern Upper Peninsula Regional Planning & Development Commission (Region 11)
P.O. Box 520, 125 Arlington Street, Suite 18
Sault Ste. Marie, MI 49783
Telephone: (906) 635-1581
Fax: (906) 635-9582
Web Site: www.eup-planning.org

Central Upper Peninsula Planning & Development Regional Commission (Region 12)
2415 14th Avenue S.
Escanaba, MI 49829
Telephone: (906) 786-9234
Fax: (906) 786-4442
Web Site: www.cupp.ad.org

Western Upper Peninsula Planning & Development Regional Commission (Region 13)
P.O. Box 365
Houghton, MI 49931
Telephone: (906) 482-7205
Fax: (906) 482-9032
Web Site: www.wuppdr.org

West Michigan Shoreline Regional Development Commission (Region 14)
P.O. Box 387, 316 Morris Avenue, Suite 340
Muskegon, MI 49443-0387
Telephone: (231) 722-7878
Fax: (231) 722-9362
Web Site: www.wmsrdc.org

Intermediate School Districts

Allegan Area Educational Service Agency

310 Thomas Street
Allegan, MI 49010
Telephone: (269) 673-2161
Fax: (269) 673-0339
Web Site: www.alleganaesa.org

Alpena-Montmorency-Alcona ESD

2118 U.S. Highway 23 South
Alpena, MI 49707
Telephone: (989) 354-3101
Fax: (989) 356-3385
Web Site: www.amaesd.k12.mi.us

Barry ISD

535 W. Woodlawn Avenue
Hastings, MI 49058
Telephone: (269) 945-9545
Fax: (269) 945-2575
Web Site: www.barryisd.org

Bay-Arenac ISD

4228 Two Mile Road
Bay City, MI 48706
Telephone: (989) 686-4410
Fax: (989) 667-3286
Web Site: www.baisd.net

Berrien RESA

711 St. Joseph Avenue
Berrien Springs, MI 49103
Telephone: (269) 471-7725
Fax: (269) 471-2941
Web Site: www.berrienresa.org

Branch ISD

370 Morse Street
Coldwater, MI 49036
Telephone: (517) 279-5730
Fax: (517) 279-5766
Web Site: www.branch-isd.org

Calhoun ISD

17111 G Drive N
Marshall, MI 49068
Telephone: (269) 781-5141
Fax: (269) 781-7071
Web Site: www.calhounisd.org

Lewis Cass ISD

61682 Dailey Road
Cassopolis, MI 49031
Telephone: (269) 445-6204
Fax: (269) 445-2981
Web Site: www.lewiscassisd.org

Charlevoix-Emmet ISD

8568 Mercer Road
Charlevoix, MI 49720
Telephone: (269) 547-9947
Fax: (269) 547-5621
Web Site: www.charemisd.org

Cheb-Otsego-Presque Isle ESD

6065 Learning Lane
Indian River, MI 49749
Telephone: (231) 238-9394
Fax: (231) 238-8551
Web Site: www.copesd.k12.mi.us

Eastern Upper Peninsula ISD

P.O. Box 883
Sault Ste. Marie, MI 49783
Telephone: (906) 632-3373
Fax: (906) 632-1125
Web Site: www.eup.k12.mi.us

Clare-Gladwin Regional Education Service District

4041 E. Mannsiding Road
Clare, MI 48617
Telephone: (989) 386-3851
Fax: (989) 386-3238
Web Site: www.cgresd.net

Clinton County RESA

1013 S. U.S. Highway 27, Suite A
St. Johns, MI 48879
Telephone: (989) 224-6831
Fax: (989) 224-9574
Web Site: www.ccreesa.org

Delta-Schoolcraft ISD

2525 Third Avenue S
Escanaba, MI 49829
Telephone: (906) 786-9300
Fax: (906) 786-9318
Web Site: www.dsisd.k12.mi.us

Dickinson-Iron ISD

1074 Pyle Drive
Kingsford, MI 49802
Telephone: (906) 779-2690
Fax: (906) 779-2669
Web Site: www.diisd.org

Eaton ISD

1790 E. Packard Highway
Charlotte, MI 48813
Telephone: (517) 543-5500
Fax: (517) 543-6633
Web Site: www.eatonisd.org

Genesee ISD

2413 W. Maple Avenue
Flint, MI 48507
Telephone: (810) 591-4402
Fax: (810) 591-4899
Web Site: www.geneseeisid.org

Gogebic-Ontonagon ISD

P.O. Box 218
Bergland, MI 49910
Telephone: (906) 575-3438
Fax: (906) 575-3373
Web Site: www.goisd.org

Traverse Bay Area ISD

P.O. Box 6020
Traverse City, MI 49696
Telephone: (231) 922-6200
Fax: (231) 922-6270
Web Site: www.tbaisd.org

Gratiot-Isabella RESD

P.O. Box 310
Ithaca, MI 48847
Telephone: (989) 875-5101
Fax: (989) 875-2858
Web Site: www.giresd.net/giresd/

Hillsdale ISD

310 W. Bacon Street
Hillsdale, MI 49242
Telephone: (517) 437-0990
Fax: (517) 439-4388
Web Site: www.hillsdale-isd.org

Copper Country ISD

809 Hecla Street
Hancock, MI 49930
Telephone: (906) 482-4250
Fax: (906) 482-1931
Web Site: www.copperisd.org

Huron ISD

711 E. Soper Road
Bad Axe, MI 48413
Telephone: (989) 269-6406
Fax: (989) 269-9218
Web Site: www.hisd.k12.mi.us

Ingham ISD

2630 W. Howell Road
Mason, MI 48854
Telephone: (517) 244-1214
Fax: (517) 676-1714
Web Site: www.inghamisd.org

Ionia ISD

2191 Harwood Road
Ionia, MI 48846
Telephone: (616) 527-4900
Fax: (616) 527-4731
Web Site: www.ioniaisd.org

Iosco RESA

27 N. Rempert Road
Tawas City, MI 48763
Telephone: (989) 362-3006
Fax: (989) 362-9076
Web Site: www.iresa.k12.mi.us

Jackson ISD

6700 Browns Lake Road
Jackson, MI 49201
Telephone: (517) 768-5141
Fax: (517) 787-2026
Web Site: www.jcisid.org

Kalamazoo RESA

1819 E. Milham Avenue
Portage, MI 49002
Telephone: (269) 385-1510
Fax: (269) 381-9423
Web Site: www.kresa.org

Kent ISD

2930 Knapp Street NE
Grand Rapids, MI 49525
Telephone: (616) 364-1333
Fax: (616) 364-1488
Web Site: www.kentisd.org

Lapeer ISD

1996 W. Oregon Street
Lapeer, MI 48446
Telephone: (810) 664-5917
Fax: (810) 664-1011
Web Site: www.lcisid.k12.mi.us

Lenawee ISD

4107 N. Adrian Highway
Adrian, MI 49221
Telephone: (517) 265-1704
Fax: (517) 265-9875
Web Site: www.lisd.us/

Livingston ESA

1425 W. Grand River Avenue
Howell, MI 48843
Telephone: (517) 546-5550
Fax: (517) 546-7047
Web Site: www.lesa.k12.mi.us

Macomb ISD

44001 Garfield Road
Clinton Township, MI 48038
Telephone: (586) 228-3300
Fax: (586) 286-4420
Web Site: www.misd.net

Manistee ISD

772 E. Parkdale Avenue
Manistee, MI 49660
Telephone: (231) 723-4264
Fax: (231) 398-3036
Web Site: www.manistee.org

Marquette-Alger RESA

321 E. Ohio Street
Marquette, MI 49855
Telephone: (906) 226-5101
Fax: (906) 226-5134
Web Site: www.maresa.org

Mason-Lake ISD

2130 W. U.S. Highway 10
Ludington, MI 49431
Telephone: (231) 757-3716
Fax: (231) 757-2406
Web Site: www.mloisd.org

Mecosta-Osceola ISD

15760 190th Avenue
Big Rapids, MI 49307
Telephone: (231) 796-3543
Fax: (231) 796-3300
Web Site: www.moisd.org

Menominee ISD

1201 41st Avenue
Menominee, MI 49858
Telephone: (906) 863-5665
Fax: (906) 863-7776
Web Site: www.mc-isd.org

Midland County Educational Service Agency

3917 Jefferson Avenue
Midland, MI 48640
Telephone: (989) 631-5890
Fax: (989) 631-4361
Web Site: www.mcesa.k12.mi.us

Monroe ISD

1101 S. Rainsville Road
Monroe, MI 48161
Telephone: (734) 242-5799
Fax: (734) 242-0567
Web Site: www.misd.k12.mi.us

Montcalm Area ISD

P.O. Box 367
Stanton, MI 48888
Telephone: (989) 831-5261
Fax: (989) 831-8727
Web Site: www.maisd.com

Muskegon Area ISD

630 Harvey Street
Muskegon, MI 49442
Telephone: (231) 767-7201
Fax: (231) 773-1028
Web Site: www.muskegonisd.org

Newaygo County ISD

4747 W. 48th Street
Freemont, MI 49412
Telephone: (231) 924-8854
Fax: (231) 924-8910
Web Site: www.ncresa.org

Oakland Schools

2111 Pontiac Lake Road
Waterford, MI 48328
Telephone: (248) 209-2000
Fax: (248) 209-2206
Web Site: www.oakland.k12.mi.us

Oceana Intermediate School District

844 S. Griswold Street
Hart, MI 49420
Telephone: (231) 873-5651
Fax: (231) 873-5779
Web Site: www.mloisd.org

Ottawa Area ISD

13565 Port Sheldon Street
Holland, MI 49424
Telephone: (616) 738-8940
Fax: (616) 738-8946
Web Site: www.oaisd.org

C.O.O.R. ISD

P.O. Box 827
Roscommon, MI 48653
Telephone: (989) 275-9520
Fax: (989) 275-5881
Web Site: www.coorisd.k12.mi.us

Saginaw ISD

6235 Gratiot Road
Saginaw, MI 48638
Telephone: (989) 249-8701
Fax: (989) 793-1571
Web Site: www.sisd.cc



St. Clair County RESA

P.O. Box 1500
Marysville, MI 48040
Telephone: (810) 364-8990
Fax: (810) 364-7474
Web Site: www.sccresa.org

St. Joseph County ISD

62445 Shimmel Road
Centreville, MI 49032
Telephone: (269) 467-5400
Fax: (269) 467-4309
Web Site: www.sjcisd.org

Sanilac ISD

175 E. Aitken Road
Peck, MI 48466
Telephone: (810) 648-4700
Fax: (810) 648-5784
Web Site: www.sanilac.k12.mi.us

Shiawassee Regional ISD

1025 N. Shiawassee Street
Corunna, MI 48817
Telephone: (989) 743-3471
Fax: (989) 743-6477
Web Site: www.sresd.org

Tuscola ISD

1385 Cleaver Road
Caro, MI 48723
Telephone: (989) 673-2144
Fax: (989) 673-5366
Web Site: www.tisd.k12.mi.us

Van Buren ISD

490 S. Paw Paw Street
Lawrence, MI 49064
Telephone: (269) 674-8091
Fax: (269) 674-8030
Web Site: www.vbisd.org

Washtenaw ISD

P.O. Box 1406
Ann Arbor, MI 48106
Telephone: (734) 994-8100
Fax: (734) 994-2203
Web Site: www.wash.k12.mi.us

Wayne RESA

P.O. Box 807
Wayne, MI 48184
Telephone: (734) 334-1300
Fax: (734) 326-2610
Web Site: www.resa.net

Wexford-Missaukee ISD

9907 E. 13th Street
Cadillac, MI 49601
Telephone: (231) 876-2260
Fax: (231) 876-2261
Web Site: www.wmisd.org



Appendix B

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Forms

1. Collaboration Check List
 2. Pricing Request Form
 3. Technical Services Proposal Agreement
 4. Sample Resolution Language
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Collaboration Project Feasibility Checklist

<p>What are the main objectives in considering this shared services project?</p> <p><input type="checkbox"/> Improved services</p> <p><input type="checkbox"/> Cost savings</p> <p><input type="checkbox"/> Increased efficiency/streamline services</p> <p><input type="checkbox"/> Other (specify here) _____ _____</p>	<p>Will we need help from a technical service provider for a business case analysis?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>How will we pay for initial planning or set-up costs?</p> <p>_____</p> <p>_____</p>
<p>Are we able and willing to devote appropriate resources and time to this project?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	<p>Are there short- or long-term capital cost implications to implement shared services?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
<p>Type of arrangement</p> <p>Do we have a previous working relationship with this partner?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	<p>Political support</p> <p>Are there any political risks in collaborating?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>Will this process raise contention among the elected leaders?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>Will employee/unions support this project?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>How can we gain employee support for the project?</p> <p>_____</p> <p>_____</p>
<p>Impact on service</p> <p>Will this arrangement result in an improvement in services?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	<p>Community Support</p> <p>Will citizens react positively to this arrangement?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>How can we build community support for this program?</p> <p>_____</p> <p>_____</p> <p>Other local considerations</p> <p>_____</p> <p>_____</p>
<p>Economic considerations</p> <p>Will this arrangement save money?</p> <p>Short term?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Unknown</p> <p>Long term?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Unknown</p> <p>Is there cost associated with this arrangement?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	

Pricing Request Form

1. What are the key local policy objectives of the Shared Service Initiative?
2. Who are the key participating jurisdictions?
3. What is/are the targeted shared service(s) and what geographic area is covered?
4. Please provide a description of the current service(s) provision including the following:
 - A. Number of employees (collective for participating jurisdictions)
 - B. Service budget (collective for participating jurisdictions)
 - C. Identify affected contracts and expiration dates
 - D. Number of facilities, including a map as to location
 - E. Equipment (ex. Number of trucks, cars, etc.)
 - F. Affected systems (ex. IT) – if applicable
5. Please describe the status of any shared service analysis undertaken to date and attach a copy – if available.
6. What is your intended project schedule – including target deadlines?
7. Please name a key point of contact for follow up questions (title, email and phone).

***To be filled out by collaborative partners and submitted to the local regional office (Planning & Development Region/Council of Government or Intermediate School District) who in turn will submit to the MMLF if needed.**

Request for Pricing Proposal

Shared Public Services Initiative Request for Pricing Proposal

Statement of Work (SOW)

1.0 Project Identification

1.001 PROJECT REQUEST

1. Description of the project proposed
2. Key participating jurisdictions
3. Key policy objectives for the shared initiative

1.002 BACKGROUND

1. The problem, issues, events leading to the current situation
2. The goals and business objectives of this project
3. How these services are being provided currently
4. Description of any shared service analysis undertaken to date, including the feasibility analysis. Attach any documents and web-accessible information available to assist bidders in preparing proposals.

1.003 CURRENT SITUATION

(numbers to be provided are for each jurisdiction providing this service(s))

1. Number of employees
2. Current contracts in place and expiration date
3. Service budget
4. Number of facilities (include map)
5. Equipment assets
6. IT systems utilized

1.004 SCHEDULE

1. What is your intended project schedule – including target deadlines?

1.005 POINT OF CONTACT

1. Provide key point of contact for follow-up questions (title, email and phone)

1.1 Scope of Work and Deliverables

1.101 IN SCOPE

This project consists of the following scope and requirements for each item:

- ◆ Project Initiation
 - Project Plan
 - Kickoff Meeting
- ◆ Business Analysis
 - Executive Summary
 - Project Objectives
 - Project Approach
 - Conclusions and Recommendations
 - Strategic Fit
 - Financial
 - Current Costs
 - Cost Model
 - Return on Investment (ROI) calculations
 - Implementation costs
 - Legal and Contractual Considerations
 - Operations
 - Governance Model
 - Sharing of assets, including IT
 - Management
 - Staffing
 - Service Levels
 - Change Management and redefined processes
 - Migration Strategies
 - Assumptions
 - Risks
 - Facilitated Sessions
 - Optional Alternatives
- ◆ Implementation plan
 - Project plan
 - Timeline
 - Schedule
 - Funding requirements

- ◆ Communication Materials
 - Talking points
 - Public
 - Boards
 - Commissions

1.102 OUT OF SCOPE

Implementation services

1.2 ROLES AND RESPONSIBILITIES

1.201 BIDDERS STAFF, ROLES, AND RESPONSIBILITIES

- ◆ To provide the services identified in 1.101
- ◆ Provide a single point of contact as contract administrator
- ◆ Provide own space and equipment
- ◆ Travel expenses will not be reimbursed

1.202 MMLF STAFF, ROLES, AND RESPONSIBILITIES

- ◆ Contract administrator
- ◆ Contract oversight
- ◆ Vendor Payments

1.203 MUNICIPALITIES AND REGIONAL ENTITIES ROLES AND RESPONSIBILITIES

- ◆ Identify key project leaders
- ◆ Participate in 2-3 project meetings
- ◆ Timely review of deliverables



Bidders Reponse Form

CONTACT INFORMATION

Company Name: _____ Date: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Contact Person: _____

Phone Number: _____

Email Address: _____

WORK AND DELIVERABLE

Bidders should identify services (work) to be provided and deliverables for the successful completion of this project. Fully explain and define each deliverable with completion date. All pricing should be fixed firm and deliverable based.

A. Kick-off Meeting with COGs/ISDs and Locals

Include all tasks and deliverables: include time to complete

B. Business Case Analysis: Development and Communications

Include all tasks and deliverables: include time to complete

C. Implementation plan

Include all tasks and deliverables: include time to complete



Table 1: Summary of the Project Cost

No.	Cost Categories	Cost (\$)	Time to Complete	Comments
A.	Kick-off Meeting			
B.	Business Case Analysis			
C.	Implementation Plan			
	Total Costs	\$		

D. Bidders Staff

The Bidder will provide resumes for staff who will be assigned to the Contract, indicating the duties/responsibilities and qualifications of such personnel, and stating the amount of time each will be assigned to the project. The bidder will commit that staff identified in its proposal will actually perform the assigned work.

Subcontractors must be pre-approved by the MMLF. If approved, Bidder must provide a list of all subcontractors, including firm name, address, contact person, and a complete description of the work to be contracted. Include descriptive information concerning subcontractor’s organization and abilities.

Attach resumes of proposed staff



Sample Resolution Language

{County, City, Township, Village or School District} Of _____ Michigan,

RESOLUTION NO. _____

A RESOLUTION authorizing execution of a professional services agreement with the Michigan Municipal League Foundation to secure Technical Services for Business Case analysis and Implementation planning in the amount of _____.

THE {COUNTY, CITY, TOWNSHIP, VILLAGE OR SCHOOL DISTRICT} OF _____, MICHIGAN DOES RESOLVE AS FOLLOVES:

Section 1. The (Director, Supervisor or Manager) or his designee is hereby authorized to execute a professional services agreement with the Michigan Municipal League Foundation in the amount of _____ for technical services which include business case analysis and implementation planning for (type of shared service) in collaboration with (names of participating communities/schools).

Passed by the (Board/Council/Commission) this ____ day of _____, 2010, and signed in authentication of its passage this ____ day of _____, 2010.

(SEAL)

(Mayor, Chair)

Attest:

(Clerk - Secretary)