

GRETCHEN WHITMER
GOVERNOR

RACHAEL EUBANKS STATE TREASURER

DETROIT FINANCIAL REVIEW COMMISSION <u>SCHOOL DISTRICT RESOLUTION 2019-9</u>

APPROVING THE COMMUNITY DISTRICT'S APRIL 2019 CONTRACT REQUESTS

WHEREAS, Public Act 181 of 2014, the Michigan Financial Review Commission Act (the "Act"), allows for the creation of the Detroit Financial Review Commission (the "Commission") within the Michigan Department of Treasury; and

WHEREAS, Section 6(1) of the Act empowers the Commission to provide oversight for the Detroit Public Schools Community District (the "Community District") beginning on June 2016; and

WHEREAS, Section 6(6) of the Act provides that during the period of oversight, the Commission review and approve the Community District's applicable contracts, as defined by Section 3(a) of the Act, and that an applicable contract does not take effect unless approved by the Commission; and

WHEREAS, at the Commission meeting on April 29, 2019, the Community District presented applicable contracts, attached as **Exhibit A** to this Resolution, for the Commission's review and approval.

NOW THEREFORE, be it resolved by the Detroit Financial Review Commission as follows:

- 1. That the Community District's April 2019 contract requests, attached as **Exhibit A** to this Resolution but excluding any contracts a majority of Commission members present has agreed to exclude as noted in the minutes, are hereby approved.
- 2. That the minutes of the Detroit Financial Review Commission meeting at which this Resolution is adopted take notice of the adoption of this Resolution.
- 3. This Resolution shall have immediate effect.

Contract Requests

The following contracts are being provided to the Financial Review Commission ("FRC") for review and approval. Contracts over \$750,000 or a two (2) year period must also be provided to the FRC for review and approval pursuant to section 6(6) of the Michigan Financial Review Commission Act. Please review the individual Action Items provided for more detailed information.

Department	Contract Number	Description	Contract Request Type	Competitively Bid? If not a new contract, was the original contract competitively bid?	Lowest Bid? If not a New Contract, was the original contract the lowest bid?	DPSCD Approval Date	Comments
Human Resources	19-0202-C	Contract Amount: \$1,809,340.00 Contract Period: July 1, 2019 – June 30, 2022 Source: General Funds Purpose: Provide third party benefits administration services Contractor: Kapnick Insurance Group Location: 769 Chicago Road, 3 rd Floor, Troy, MI 48083	New	Yes	Yes	School Board 04.16.2019 Anticipated Approval FRC 04.29.2019	RFP 19-0202 was issued in February 2019 to solicit Third Party Administration (TPA) services to process employee health benefit claims and perform other employee benefits related administrative services, such as handling call center queries and supporting the enrollment period. Kapnick Insurance Group was the only vendor to submit a response. The District would like to award Kapnick a three-year contract with two one-year renewal options effective July 1, 2019, in an amount not to exceed \$1,809,340 over three years.
Curriculum and Instruction	18-0048-C	Contract Amount: \$4,600,000.00 Contract Period: April 29, 2019 – June 30, 2020 Source: General Funds Purpose: To purchase and replenish ELA materials districtwide for grades K-8 Contractor: Open Up Resources Location: 1600 El Camino Real, Ste 155, Menlo Park, CA 94025	Renewal	Yes	No	School Board 04.16.2019 Anticipated Approval FRC 04.29.2019	An RFP was issued in March of 2018 to solicit instructional materials for K-8 ELA. Though Open Up was not the lowest-cost source, their proposal was the most comprehensive and included foundational skills consumables as well as trade books. The proposed purchase will cover the replacement of consumable student materials, replenishment of lost/damaged textbooks for students/teachers, and will provide professional development resources for teachers.

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3	Curriculum and Instruction	18-0049-C	Contract Amount: \$1,880,000.00 Contract Period: April 29, 2019 – June 30, 2020 Source: General & Grant Funds Purpose: To purchase and replenish materials districtwide for grades K-8 mathematics Contractor: Great Minds, LLC Location: 55 M S/E, Suite 340, Washington, D.C., 20003	Renewal	Yes	No	Anticipated Approval School Board 04.16.2019 FRC 04.29.2019	An RFP was conducted in March of 2018 to solicit instructional materials for K-8 Math. Though Great Minds, LLC was not the lowest-cost source, their math curriculum is the most widely used in the United States, according to a study released by the RAND Corporation. It is also one of only two curriculums found by EdReports.org to align fully with the CCSS for all grades, K-8. The proposed purchase will cover the replacement of consumable student workbooks, replenishment of lost/damaged teacher materials, and will provide professional development resources for teachers.

Contract Requests

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Operations	19-0055-C	Contract Amount: \$78,782,848.00 Contract Period: July 11, 2018 – June 30, 2020 Source: General Funds & Capital Project Funds Purpose: Facilities Management Contractor: GDI Services, Inc. Location: 24300 Southfield Rd., Ste. 220, Southfield, MI 48075	Increase	Yes	No	Anticipated Approval School Board 04.16.2019 FRC 04.29.2019	RFP 18-0077 was issued on DemandStar and received six (6) responses. In July 2018, the School Board and the FRC approved a contract with GDI based on overall evaluation scores, financial stability, and management experience. In October of 2018, GDI's contract was amended to include costs associated with the installation of Water Hydration Stations in District schools. This request is to increase the current contract from \$73,671,804 to \$78,782,848, an increase of \$5,111,044. In the fall of 2019 the District will be reactivating four schools (Barton, Logan, Hamilton and Edmonson) and this increase will provide non-construction maintenance and renovation services as well as facilities management to the reactivated schools. Additionally, the increase covers custodial services for five schools removed from the District Pilot Program, substitute staffing for five schools remaining in the District Pilot Program, and covers an increase to the budget for repairs and parts maintenance costs attributed to the aforementioned additional schools serviced by GDI.



Agenda Item Details

Meeting Apr 16, 2019 - Regular Board Meeting
Category 14. Consent Agenda (Administrative Items)

Subject 14.02 Approval of Additional Contract with Kapnick Insurance Group Third-party Benefit Administrator

Access Public
Type Action

Recommended Action That the School Board approve renewal of the contract with Kapnick Insurance Group (Kapnick), a third-party benefit administrator, for the

period July 1, 2019 through June 30, 2022, at an estimated annual cost of \$603,111 for a total cost of \$1,809,330.

Public Content

Recommendation:

That the School Board approve renewal of the contract with Kapnick Insurance Group (Kapnick), a third-party benefit administrator, for the period July 1, 2019 through June 30, 2022, at an estimated annual cost of \$603,111 for a total cost of \$1,809,330.

Description and Background:

This item was recommended for approval to the Board of Education by the Finance Committee on March 22, 2019.

The District has historically secured the services of a licensed third-party administrator (TPA) to process employee health benefit claims and perform other employee benefits related administrative services. The TPA is neither the insurer, insured, or the plan sponsor.

In calendar year 2019, the District opened a Request for Proposals (RFP) for a licensed TPA to administer the District's Flexible Spending Accounts (FSA) both medical and dependent care, dependent audits, processing of COBRA notices and payments, a call center to address employee benefit questions/concerns, as well as advocacy on behalf of the District and all of its employees for the 2019 through 2022 fiscal years.

Kapnick was awarded a three-year contract with two one-year renewal options effective July 1, 2019 in an amount not to exceed \$1,809,340 over three years. In addition to the services noted above, Kapnick also facilitates annual benefit enrollment campaigns. On site enrollment assistance is provided during open enrollment to assist employees who have questions or are not comfortable with computer-based benefit election submittals. Kapnick manages the District's electronic benefit elections for all employee health, dental and vision plans and provides the interface to transmit all enrollments and enrollment changes to the benefit carriers. In addition, Kapnick provides weekly reporting updates regarding new hires and separations from the District to either activate or terminate coverage, as well as biweekly updates to the Office of Payroll to update employee deductions.

Gap Analysis:

The continuance of TPA services are needed for employees to maintain their FSA elections, ensure timely processing of benefit elections (new hire, life event and open enrollment) and transmission to carriers as the District does not currently have systems in place to support this regular activity nor the required weekly carrier updates.

Previous Outcomes:

In calendar year 2018-2019, TPA costs were \$549,530. There was no increase in cost since inception in calendar year 2015-16.

Expected Outcomes:

In calendar year 2019-20, TPA costs will be approximately \$603,111. There is no increase in Per Eligible Employee Per Month cost (\$8.66) since inception in calendar year 2015-16.

Alignment to Strategic Plan:

Exceptional Talent

Financial Impact:

\$1,809,330, General Funds

RFP 19-0202 was issued on DemandStar and shared with 290 suppliers in 2019 and received one response. Based on evaluation of the proposal and quality of work previously provided, Kapnick was selected as the TPA. Kapnick has the capability, experience, and competitive pricing to provide the services requested.

Contact for Item:

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Email: luis.solano@detroitk12.org

Supporting Documents/Attachments:

DPSCD Consolidated Proposal

DPSCD Consolidated Proposal 2.27.19.pdf (2,733 KB)

Administrative Content



Agenda Item Details

Meeting Apr 16, 2019 - Regular Board Meeting
Category 14. Consent Agenda (Administrative Items)

Subject 14.10 Purchase of District-Wide K-8 ELA/Literacy Instructional Materials

Access Public
Type Action

Recommended Action Motion to approve purchase of consumable and replenishment materials district-wide for grades K-8 Open Up Resources (EL Education)

English Language Arts in an amount not-to-exceed \$4,600,000.

Public Content

Recommendation:

That the School Board approve the purchase of the recommended replenishment instructional materials district-wide for grades K-8 from Open Up Resources (EL Education) English Language Arts in an amount not-to-exceed \$4,600,000.

Description and Background:

This item was recommended for approval to the Board of Education by the Finance Committee on March 22, 2019 and by the Academic Committee on March 25, 2019.

Last year, the District adopted and implemented OpenUp Resources (EL Education). The proposed purchase will cover the replacement of consumable student workbooks and decodable texts, replacement costs for lost and damaged student trade-books and teacher guides and ensures the district is prepared with the materials needed to manage any increase in enrollment. This cost also includes teacher access to professional development resources for all participating faculty, which will include differentiated pathways for teachers new to the district and those looking to deepen their knowledge after having used the materials for a year. The district will ensure that materials are delivered to schools on time or contract consequences will be applied.

Gap Analysis:

Each year, the District is required to replace consumable student workbooks and decodable texts, replacement costs for lost and damaged student trade-books and teacher guides and ensures the district is prepared with the materials needed to manage any increase in enrollment.

Previous Outcomes:

This year, the District paid \$5,457,892.

Expected Outcomes:

Sufficient materials will be available to staff and students.

Alignment to Strategic Plan:

Outstanding Achievement

Financial Impact:

General Fund: \$4,570,000 for materials General Fund: \$30,000 for contingency

Bid Process: RFP 18-0048-R was issued on DemandStar and received 12 response(s). Based on evaluation of the proposal, Open Up Resources was selected as the supplier providing core instructional materials for K-8 ELA/Literacy. They have the capability, experience, and competitive pricing to provide the services requested. Though Open Up was not the low-cost source, their response was the most comprehensive and complete. The other respondents, despite having a good program, did not submit costs for foundational skills or trade books, which can increase costs by millions of dollars.

Contact for Item:

Name: Beth Gonzalez Phone: 313-873-3485

Email: beth.gonzalez@detroitk12.org

Supporting Documents/Attachments:

Administrative Content





Agenda Item Details

Meeting Apr 16, 2019 - Regular Board Meeting
Category 14. Consent Agenda (Administrative Items)

Subject 14.11 Purchase of District-Wide K-8 Mathematics Instructional Materials & Professional Development

Access Public
Type Action

Recommended Action Motion to approve the purchase of the recommended replenishment instructional materials and related professional development district-

wide for grades K-8 Eureka Math instructional materials in an amount not-to-exceed \$1,880,000.

Public Content

Recommendation:

That the School Board approve the purchase of the recommended replenishment instructional materials and related professional development district-wide for grades K-8 Eureka Math instructional materials in an amount not-to-exceed \$1,880,000.

Description and Background:

This item was recommended for approval to the Board of Education by the Finance Committee on March 22, 2019 and by the Academic Committee on March 25, 2019.

Last year, the District adopted and implemented Eureka Math as its core curriculum for 2018. The proposed purchase will cover access to digital resources and instructional materials, replacement of student print resources, replacement of lost and/or damaged teacher print resources to support curriculum implementation, and teacher access to professional development resources for all participating instructional and administrative faculty which will begin during summer 2019 and continue through the 2019-20 school year. Purchases will be based on the number of students and teachers at each school site and will include an overage allocation for each school and the District. The District will ensure that materials are delivered to schools on time or contract consequences will be applied.

Gap Analysis:

Each year, the District is required to replace consumable student manuals, lost and/or damaged teacher manuals and to account for any increases to the District's enrollment for the upcoming school year.

Previous Outcomes:

This year, the District paid \$1,402,147 for consumables.

Expected Outcomes:

Sufficient materials will be available to staff and students.

Alignment to Strategic Plan:

Outstanding Achievement

Financial Impact:

\$1,880,000, General Funds, Title II (Grant Funds)

Professional Learning cost: \$300,000 Instructional Material cost: \$1.580,000

Note: The increase in cost is due to increased professional learning opportunities for staff. Staff will be offered 100 days instead of 66 days.

Bid Process: RFP 18-0049-R was issued on DemandStar and received 16 response(s). Based on evaluation of the proposal, Great Minds, LLC was selected as the supplier providing core instructional materials for K-8 Mathematics. They have the capability, experience, and competitive pricing to provide the services requested. The low-cost vendor only provided the District with a 6-8 submission, but the District was seeking K-8 Curriculum. Though Great Minds, LLC was not the low-cost source, their curriculum is the most widely used math curriculum in the United States, according to a study released by the RAND Corporation. It is also 1 of only 2 curriculums found by EdReports.org to align fully with the CCSS for all grades, K-8.

Contact for Item:

Name: Beth Gonzalez Phone: 313-873-3485

Email: beth.gonzalez@detroitk12.org

Supporting Documents/Attachments:

Administrative Content





Agenda Item Details

Meeting Apr 16, 2019 - Regular Board Meeting

Category 14. Consent Agenda (Administrative Items)

Subject 14.08 Approval of Amendment to GDI Contract

Access Public
Type Action

Recommended Action Motion to approve an amendment to the contract with GDI Integrated Facilities Management for custodial, maintenance, and engineering

services in an additional amount of \$5,111,044 for the period of January 1, 2019 through June 30, 2020 for a total amount not-to-exceed

\$78,782,848.

Public Content

Recommendation:

That the school board approve an amendment to the contract with GDI Integrated Facilities Management for custodial, maintenance, and engineering services in an additional amount of \$5,111,044 for the period of January 1, 2019 through June 30, 2020 for a total amount not-to-exceed \$78,782,848.

Description and Background:

This item was recommended for approval to the Board of Education by the Finance Committee on March 22, 2019.

GDI currently provides facilities management to 91 of the District's buildings through a contract awarded July 11, 2018 for two years. The increased contract will allow for the following additional services:

- a. restorative maintenance of Barton Elementary, Logan, Hamilton and Edmonson, cost \$1,766,120;
- b. custodial, maintenance and engineering services for the four (4) reactivated schools, cost \$802,167.84;
- c. custodial services for the five (5) schools not included in the custodial pilot, cost \$1,095,197;
- d. substitute custodial staffing for the five (5) schools included in the custodial pilot, cost \$197,559; and
- e. an increase in parts expenditures for the schools currently managed by GDI and for the four (4) reactivated schools, cost \$1,250,000.

Restorative maintenance of Barton Elementary, Logan, Hamilton and Edmonson

Without full-time maintenance employees and the need to address multiple layers of restoration projects, the district cannot rely on multiple vendors to upgrade the schools by the beginning of the year. To streamline the multiple layers of work that is required to ensure the school buildings are ready and hold one firm accountable, the district will rely on one of its current maintenance providers. Detroit's projected \$5.1 billion dollar construction boom includes continuous projects over the next year. Many of the projects have secured committed vendors and labor, which could delay the immediate hire of contractors to perform the work needed for the reactivated schools. GDI currently employees trades people who can immediately work on District projects thereby preventing a delay of school opening. The ~\$9.7M in maintenance projects across the district will be bid for competition.

This work will not include capital construction which will be contemporaneously bid through a formal RFP.

Complete Facility Management Services for the Four Reopened Buildings

Four District buildings (Hamilton, Edmonson, Logan, and Barton) will reopen as District schools in the Fall of 2019. GDI will assume facility management of these buildings.

Custodial Services for Schools Removed from the District Pilot Program

Ten schools were originally slated for full time district employment through the district's Custodial Pilot; however, the pilot began with only five schools due to low applicant numbers. This initiative began January 1, 2019. The five schools not included in the pilot include: A.L. Holmes, Brewer Elementary/Middle, Charles H. Wright, Mumford, and Breithaupt Vocational. This request covers the custodial services to be maintained by GDI from the dates of January 1, 2019 through June 30, 2020.

Substitute Staffing for the Five Schools in the District Pilot Program

Due to the low applicant pool and understaffing, the five schools involved in the Custodial Pilot require the services of four GDI custodians. Custodial Pilot schools requiring substitute services include: Thurgood Marshall, Henry Ford, Bow Elementary, Keidan Center, and Bethune Elem/Middle.

Increased Repairs and Parts Maintenance Costs

The current GDI contract permits \$2,000,000 in parts each year. As the 2018 Facilities Assessment indicates, the age of District facilities necessitates more frequent and more extensive maintenance. Protocols have also been implemented to ensure improved functionality of mechanical systems. These procedures will result in earlier detection and repair of problems before they escalate.

Gap Analysis:

GDI was contracted to provide facility management services to the District. As a selected vendor, the company provides a host of facilities and contracting services that will support the restoration of Barton, Logan, Edmonson and Hamilton. GDI will perform "non-construction" maintenance repairs to prepare the schools for a Fall 2019 opening. As the four previously leased schools are reinstated as functioning District schools there is the need for facilities services to ensure that the buildings are properly maintained daily.

In addition, due to the lack of a hiring pool for custodial and trades candidates to support the amount of work needed within the District, GDI will support District schools in the areas of engineering, maintenance, and custodial services. GDI currently has the capacity to provide staff for these services continuously to support the needs of the District. If not approved, Thurgood Marshall, Henry Ford, Bow Elementary, Keidan Center, and Bethune Elementary/Middle School will have insufficient custodial staffing.

Finally, given the age and poor maintenance of District buildings, the current allowance for replacement parts is insufficient. Additional funding is warranted for the proper maintenance of currently operating schools as well as the four slated to open in the Fall of 2019. If not approved, the schools in need of repairs may face school day closure.

Previous Outcomes:

Under its existing contract, GDI continues to service the majority of the schools and auxiliary facilities in the District. The company's familiarity with these facilities, the building staff and students, and their experience with District protocols allow for a smoother transition for continued custodial services, management of the four schools opening in the Fall of 2019.

Expected Outcomes:

GDI will:

- provide the maintenance and renovation services for Barton Elementary school, beginning April 22, 2019. Logan, Hamilton and Edmonson will also be renovated beginning July 1, 2019. The maintenance work will encompass those items that are considered "non-construction";
- provide custodial, maintenance, and engineering services to the four reactivated schools;
- continue to provide the custodial services for A.L. Holmes, Brewer Elementary/Middle, Charles H. Wright, Mumford, and Breithaupt Vocational;
- provide substitute supporting services of qualified custodial staffing to the five District custodial pilot schools from January 1, 2019 until June 30, 2020; and
- continue to repair maintenance issues within the schools they service by purchasing parts in the amount of from April 22, 2019 until June 30, 2019.

Financial Impact

Amendment Total Total Contract \$5,111,044 \$78,782,848

Alignment to Strategic Plan:

Responsible Stewardship

Financial Impact:

Bid Process: RFP 18-0077 was issued on DemandStar and received six 6 responses. Based on evaluation of the proposal, GDI was selected as the supplier providing facility management services based on finance stability, facility management experience and competency in performing the services.

\$3,344,924, General Funds \$1,766,120, Capital Funds

Contact for Item:

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Administrative Content

Burr Group.pdf (12,787 KB)	Burr Group - Pricing.pdf (g.pdf (220 KB) Diversified.pdf (22,833 KB) Diversified - Pricing.pdf (
GDI.pdf (1,871 KB) GDI	- Pricing.pdf (71 KB)	LGC.pdf (18,898 KB)	LGC - Pricing.p	df (74 KB)	RNA.pdf (1,830 KB)		
RNA - Pricing.pdf (77 KB)	US Metro.pdf (2,945 KB)	US Metro - Pricing.pd	lf (71 KB)	GDI - Base Contr	ract.pdf (1,399 KB)		
GDI - Contract Increase.pdf (67 l	KB) GDI - Section B A	Amendment.pdf (318 KB)					