



Request for Proposals

**Kent Intermediate School District
Postsecondary Attainment Asset Mapping Project
October 31, 2025**

1. PURPOSE AND INTENT OF THE RFP

Kent Intermediate School District (“Kent ISD”) seeks proposals from qualified consultants or firms to conduct a comprehensive Postsecondary Attainment Asset Mapping Project.

The intent of this RFP is to identify and contract with a consultant to inventory, analyze, and map existing programs and services that promote postsecondary access, persistence, and credential attainment in Kent County, Michigan.

This work will provide a strategic understanding of the ecosystem supporting postsecondary attainment, including K-12, higher education, and workforce development sectors, and identify gaps and opportunities for improved alignment.

This RFP is a limited solicitation for the provision of professional services, not subject to MCL Section 380.623a. Kent ISD is issuing this RFP to exercise due diligence consistent with Board Policy 3301.

2. RFP TIMELINE

Kent ISD anticipated timeline for its selection process is:

- Issuance of RFP: October 31, 2025
- Last Date for Questions: November 14, 2025, 4:00pm
- Questions & Answers Posted: November 18, 2025
- Proposal Due Date: December 8, 2025, 4:00pm
- Anticipated Award: December 19, 2025

3. BID SUBMISSION REQUIREMENTS AND DEADLINES

- a. All Bids are due on or before 4:00 PM EST, on December 8, 2025 (“Due Date”)
- b. Hand deliver, mail, or email proposals by the deadline. If mailing or emailing, proposals must be **received** by the Due Date. The bidder will receive a confirmation of delivery by email upon receipt of the proposal, using the point of contact listed in the proposal. If a confirmation is not received, it is the responsibility of the bidder to ensure successful delivery by the Due Date.

Deliver proposals to:

Attention: James Hissong
Kent ISD Educational Service Center
2930 Knapp St. NE, Grand Rapids, MI 49525
jameshissong@kentisd.org

- c. All Bids must have a cover letter with the information below to be considered:
 - Company/Consultant Information: Name, Address, Phone, and Website (if applicable)
 - Company/Consultant Contact Person: Name, Address, Phone, and Email
- d. Proposals must be submitted in an envelope or email subject line, if submitting by email, marked as follows: **“Kent County PSA Asset Map”**
- e. Proposals received after this day and time will not be considered.
- f. Kent ISD reserves the right to award this Bid in total or in partial, according to the best interest of Kent ISD.
- g. All Bid prices must remain firm for ninety (90) days from the date the Bid window closes.
- h. Kent ISD is tax exempt from applicable Federal and State Taxes. All Bids must take this into consideration.
- i. Kent ISD reserves the right to postpone, accept, and reject any or all Bids.
- j. Please note carefully – In Bidding, Bidder must be certain that they can deliver the requested service and give complete information for services, labor, and materials needed to provide the required service to Kent ISD. Any hidden fees or charges could result in your proposal not being considered.
- k. Each Bidder, by submitting its Bid, releases the Kent ISD from any and all claims arising out of, and related to, this RFP process and selection of a Vendor.
- l. A recipient of this RFP is responsible for any and all costs and liabilities incurred by it (or others acting on its behalf) in preparing or submitting a Bid, or otherwise responding to this RFP, or any negotiations incidental to its Bid or this RFP.
- m. All Bids submitted cannot be withdrawn and shall be irrevocable for a minimum period of ninety (90) calendar days following the Due Date for receipt of Bids set forth above.
- n. The Bidder, by making a Bid, represents that they have read and understood the RFP and Bid Documents, and that their Bid is made in accordance therewith.

4. SPECIFICATIONS

- a. Respondents must use proposal forms included with this RFP. Bidder response forms include the following:
 - i. Bid Pricing and Narrative Form (Attachment B) - Respondents must include a completed pricing form and responses to each narrative question.

- ii. Iran Economic Sanctions Act Compliance (Attachment C) - Respondents must include a completed and notarized copy of the attached Iran Economic Sanctions Act compliance form.
 - iii. Familial Disclosure Form (Attachment D) – Respondents must include a complete and notarized copy of the attached familial disclosure form disclosing any familial relationship that exists between an owner or any employee of the Bidder and any member of the Kent ISD Board of Education or the Kent ISD Superintendent.
- b. Kent ISD reserves the right to request qualifications and/or additional information from any Bidder before issuing documents, receiving Bids, or awarding the Contract.
- c. Any name of a model, manufacturer, or brand in this RFP shall not be considered as exclusive of other brands. Kent ISD expects all supplies, materials, equipment, or products bid by a vendor to meet or exceed the Specifications set forth in this RFP. Further, it is Kent ISD's intent that this RFP encourage and permit competition. Accordingly, the use of any patent, proprietary name, or manufacturer's name is for demonstrative purposes only and is not intended to curtail competition. Whenever any of the Specifications, supplies, materials, equipment or Products requested in this RFP are specified by patent, proprietary name or by the name of the manufacturer, unless stated differently, such specification shall be considered as if followed by the words "or comparable equivalent," whether or not such words appear. All equals or substitutes offered by the Bidder shall be so designated. Failure to do so will disqualify the Bid. Any Bidder desiring to use any materials or products as a substitute must also submit satisfactory proof in a separate letter attached to its Bid that the proposed substitute is of equal or better quality than the Products and/or material(s), etc., specified. Kent ISD, in its sole and absolute discretion, shall have the right to determine if the proposed equivalent Products/brands submitted by Bidder meet the specifications contained in this RFP and possess equivalent and/or better qualities.
- d. It shall be the Bidder's responsibility to advise Kent ISD in writing if any language, requirements, scope, specifications, etc., or any combinations thereof, inadvertently restricts or limits the requirements stated in this RFP to a single source. Such notification shall be received by Kent ISD no later than five (5) days prior to the Due Date set for acceptance of Bids.
- e. If only one Bid is received in response to this RFP, a detailed cost proposal may be requested of the single Bidder. A cost/price analysis and evaluation and/or audit shall be performed of the cost proposal in order to determine if the price is fair and reasonable.

5. DISCREPANCIES, OMISSIONS OR INTERPRETATIONS

- a. Bidder shall promptly notify Kent ISD of any ambiguity, inconsistency, or errors that they may discover upon examination of the RFP and accompanying documents. Prospective Bidders may request that Kent ISD clarify information contained in this RFP.
 - Questions about this RFP should be directed to James Hissong, Kent ISD Director of Grants and Strategic Partnerships via email at jameshissong@kentisd.org with the subject line “**Clarification Request – Kent County PSA Asset Map**”. Only those questions which are emailed as instructed will be answered.
 - Questions will be answered in the form of addenda to this RFP, which will be issued in writing to interested parties. Parties wishing to receive addenda and any other updates/communications regarding this RFP must contact James Hissong at jameshissong@kentisd.org with the subject line “**Addenda Request – Kent County PSA Asset Map**” and provide your name, company name, and the email address to which all addenda, communications, and other information shall be sent.
- b. Unless a deadline extension occurs, Kent ISD will issue its final addenda by November 18, 2025. Thus, all questions regarding this RFP must be emailed to James Hissong by 4:00 PM, EST November 14, 2025, or the question may go unanswered.
- c. If any provisions of this RFP shall be held to be invalid, illegal, or unenforceable, the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired thereby.
- d. Any contract entered into with the Bidder shall not be construed as granting “any exclusive rights thereunder.” Kent ISD retains the right to contract with other parties for such Products as it deems necessary.

6. UNIT PRICES

- a. Each Bidder must Bid on all Unit Prices listed in the Bid Form, unless presenting an alternative bid. Kent ISD will consider alternative bids that result in a deliverable that does not fully address all project components listed in Attachment A. Any deviation from a work product that does not fully meet the requirements in Attachment A must be clearly identified in the pricing sheet and detailed in the narrative responses in Attachment B.
- b. Kent ISD will consider pricing models including but not limited to hourly or fixed rate. The pricing structure must be outlined in each Bidder’s response in Attachment B, and include a not to exceed cost for the proposed work product.

- c. Bids are considered irregular and may be rejected if Unit Prices contained in the Bid Form are obviously unbalanced either in excess of, or below, reasonable cost analysis values.
- d. Any Unit Price that, in the sole opinion of Kent ISD, is unbalanced or excessive, may be rejected without affecting the validity of the Bid or other unit prices. An entire Bid may be rejected if, in the sole opinion of Kent ISD, rejection of individual unit prices materially affects the Bid.
- e. All Unit Prices in the Bid shall be firm for a period of 90 days from the Due Date.

7. PAYMENT TERMS

Progress billing can be submitted based on a mutually agreed-upon percentage of completion between the ISD and the Contractor.

8. SALES TAX

Kent ISD is exempt from taxation on all tangible personal property purchase by Kent ISD for its use and consumption. Kent ISD will provide its Federal and State tax-exempt number upon request. All prices submitted on the Bid Form shall be inclusive of all other applicable taxes, if any.

9. EXCEPTION TO RFP

Any exceptions to the terms and conditions contained in this RFP MUST be specifically enumerated by the Bidder and be submitted as part of its Bid, together with an explanation as to the reason such terms and conditions of the RFP cannot be met by, or, in the Bidder's opinion, are not applicable to the Bidder. The selected Bidder shall be required and expected to meet the Specifications and requirements as set forth in this RFP in their entirety, except to the extent exceptions or special considerations or conditions are expressly set forth in the Bidder's Bid and those exceptions or special considerations or conditions are expressly accepted by Kent ISD. All Pricing factors must be clearly indicated in the manner required on the Bid Forms provided as part of this RFP.

10. WITHDRAWAL OR REVISION OF BIDS

- a. Any Bid may be withdrawn prior to the scheduled Due Date.
- b. A Bid may not be modified, withdrawn or canceled by the Bidder for ninety (90) calendar days following the Due Date, and Bidder so agrees in submitting its Bid.

11. ACCEPTANCE AND REJECTION OF BIDS

- a. Low Bid price is not always the determining factor in the awarding of the Bid. Other factors considered may include, but not be limited to, the following: delivery and/or completion time, quality, past performance, inventory availability, financial stability, and references.
- b. Bids are considered irregular and may be rejected for any of the following reasons unless otherwise provided by law:
 - 1. If the Bid Form furnished is not used or is altered.
 - 2. If there are unauthorized additions, qualifications, conditions, or irregularities of any kind which may make the Bid incomplete, indefinite, or ambiguous as to its meaning.
 - 3. If Bidder adds any provisions reserving the right to accept or reject any awards of a contract.
 - 4. If unit or lump sum prices or alternates contained in the Bid schedule are obviously unbalanced either in excess of, or below, reasonable costs analysis values
 - 5. If Bidder fails to complete any portion of the Bid Form where information is requested such that the Bid Form cannot be properly evaluated.
 - 6. Any pertinent instructions to Bidders are not fully complied with.
- c. Kent ISD reserves the right, in its sole and absolute discretion (for this provision and all other provisions contained in this RFP), to accept or reject, in whole or in part, any or all Bids with or without cause. Kent ISD further reserves the right to waive any irregularity or informality in the RFP process or any Bid, and the right to award the Contract to other than the Vendor submitting the best financial Bid (low Bidder). Kent ISD reserves the right to request additional information from any or all Bidders. Kent ISD reserves the right to negotiate with the Bidders concerning their Bids. In the event a Vendor's Bid is accepted by Kent ISD and that Bidder asserts exceptions, special considerations or conditions after acceptance, Kent ISD, in its sole and absolute discretion, reserves the right to reject the Bid and award the Contract to another Bidder. Notwithstanding the foregoing, any award to, or selection of, the successful Vendor shall be contingent upon the Vendor executing the form of contract acceptable to Kent ISD.
- d. Kent ISD shall have the right to accept alternates in any order or combination and to determine the low Bidder on the basis of the sum of the base Bid and the alternates accepted.
- e. Kent ISD shall have the right to accept combination Bids received from a Bidder for more than one Bid category.

12. COMPLIANCE WITH LAWS

All Bidders and the Vendor shall perform and work on the Project and other operate in conformance with all applicable local, state, and federal laws, rules, regulations and ordinances. Nothing contained in the Contract shall be construed in any manner so as to require or permit any act that is prohibited by law.

13. INDEMNIFY AND HOLD HARMLESS AGREEMENT

Vendor agrees to accept responsibility for loss or damage to any person or entity, and to indemnify, defend, hold harmless and release Kent ISD, the members of its Board of Education (in their individual and official capacities), administrators and employees, from any and all claims, counter-claims, suits, debts, demands, actions, judgments, liens, liabilities, injuries, damages, costs, expenses, including actual attorneys' fees and actual expert witness' fees, and the cost of litigation that are asserted by any person or entity to the extent arising out of the acts or omissions or willful misconduct in the performance by the Vendor, its officers, employees and agents hereunder, whether or not there is concurrent negligence on the part of Kent ISD, or any breach of any terms or warranty(s) required under this RFP or the Contract, or the Vendor's failure to comply with any and all applicable laws. This indemnification obligation is not limited in any way by any limitation on the amount or type of damages or compensation payable to or for Vendor or its agents, under workmen's compensation acts, disability benefits acts or other employees' benefits acts. This Section shall survive the expiration or earlier termination of the Contract and shall not be limited by the Vendor's Insurance obligations contained in the Contract.

14. TERMINATION OF CONTRACT

- a. Vendor fails to conform to the requirements of the Contract; or
- b. Vendor seeks relief under any law for the benefit of insolvents or is adjudicated bankrupt;
- c. Any legal proceedings are commenced against Vendor which may interfere with the performance of the Contract; or
- d. Vendor has failed to supply an adequate material or proper quality, or has failed in any other respect to prosecute the Contract with the diligence and force specified and intended in any by the terms of the Contract, notice thereof in writing may be served upon him/her, and should he/she neglect or refuse to provide means for a satisfactory compliance with the Contract as directed by Kent ISD within the time specified Kent ISD in any such case shall have the right and power, at its option and without prejudice to any other right it may have, to terminate the Contract. Any excess of the cost arising therefrom will be charged against the Vendor. In the event of such termination, all monies due the Vendor or retained under terms of

the Contract shall be forfeited to Kent ISD; but such forfeiture will not release the Vendor from liability for failure to fulfill the Contract.

15. Ownership of Work Product

The Bidder must agree to assign to Kent ISD all right, title and interest in and to any Work Product created by the Bidder, or to which Vendor contributes as part of this contract, including all copyrights, trademarks and other intellectual property rights contained therein.

ATTACHMENT A - SCOPE OF WORK

Background/Description

The Kent County Reconnect Collaborative is a newly formalized consortium convened by Kent ISD alongside Grand Rapids Community College and multiple community partners working to increase postsecondary attainment rates in Kent County.

The Collaborative aims to strengthen alignment across K-12, higher education, workforce, and community-based systems to support individuals in enrolling in, persisting through, and completing a postsecondary credential or degree.

This project seeks to identify, document, and map current programs, services, and initiatives contributing to postsecondary attainment across the county. Findings will inform the Collaborative's strategy to target resources, streamline collaboration, and increase participation in programs leading to credential completion.

This RFP and resulting work are supported through a grant awarded to Grand Rapids Community College by the Michigan Department of Lifelong Education, Advancement, and Potential (MiLEAP).

Component 1: Asset Map of K-12 Postsecondary Access Programs

The selected consultant will identify and map existing district- and school-based initiatives, including work of nonprofit partners, that promote postsecondary readiness, enrollment, and completion. This will include, but not be limited to:

- College access initiatives, early college programs, or dual enrollment partnerships
- Near-peer advising and mentoring models
- FAFSA completion initiatives and college application campaigns
- Career pathway programs, including career and technical education initiatives that reduce barriers for students pursuing postsecondary credentials identified by the Kent County Reconnect Collaborative Credential Workgroup
- Career and college navigation supports (including local or ISD-led initiatives)
- Programs supporting first-generation or underrepresented students in accessing postsecondary education

Data collection should include program name, implementing organization, populations served, funding sources, and measurable outputs when available. The selected consultant will leverage the data systems, partnerships, and analytical resources of Kent ISD to support data collection.

Component 1 Deliverables:

- Comprehensive inventory of K-12 postsecondary access programs, organized by district and initiative type
- Summary analysis identifying strengths, service gaps, and promising practices

Component 2: Asset Map of Higher Education Access and Retention Services

The consultant will identify and map existing college and university programs serving Kent County students that support postsecondary access, transition, persistence, and completion. This includes institutionally, state/federally, and community-supported initiatives such as:

- Institutional Profiles and Core Capacities - Concise profile of each higher education partner serving the region, including degree and credential offerings
- Access, Transition, and Enrollment Supports - Programs that help students enter postsecondary education — especially first-generation, low-income, or adult learners
- Retention, Persistence, and Completion Supports - Wraparound and academic success services designed to keep students enrolled and on track

The consultant will engage with local higher education institutions and regional partners to ensure an accurate representation of services available to Kent County residents. Data collection should include program name, implementing organization, populations served, funding sources, and measurable outputs when available.

Component 2 Deliverables:

- Comprehensive inventory of institutional and community-based programs supporting postsecondary access and retention
- Analysis of alignment, gaps, and opportunities for collaboration among partners

Component 3: Asset Map of Credentialing and Certificate Providers

The consultant will map local credentialing and certificate-granting providers recognized under the Kent County Reconnect Collaborative Certificate Workgroup's definition of postsecondary attainment. This includes all programs that lead to industry-recognized, state-approved, or accredited credentials that provide economic value and are included in the Collaborative's approved credential list.

Tasks include:

- Identifying organizations offering approved credentials, certificates, or short-term training programs that align with in-demand industries
- Documenting program details such as provider name, credential title, duration, target populations, delivery format (online/in-person), and related career pathways
- Mapping provider locations and accessibility for priority populations (e.g., adults with some college and no credential, underemployed adults, and individuals facing barriers to education access)

Data collection should include program name, implementing organization, populations served, funding sources, and measurable outputs when available.

Component 3 Deliverables:

- Inventory and map of credential and certificate programs recognized by the Kent County Reconnect Collaborative Certificate Workgroup
- Gap analysis identifying sectors or populations underrepresented in the local credentialing landscape

Timeline:

This project is funded through a grant with a project period ending March 31, 2028. The work was initially funded with the goal of completing the asset map by March 31, 2026. However, consultants may propose an alternative timeline if deemed necessary, provided that all deliverables are completed no later than the grant period end date of March 31, 2028. Any proposed exceptions to this timeline must be clearly documented in the proposal and accompanied by a justification and alternative deliverable schedule.

Attachment B - Bid Pricing Form / RFP Narrative Questions

Item	Description	Price
1	Component 1: Asset Map of K-12 Postsecondary Access Programs	
2	Component 2: Asset Map of Higher Education Access and Retention Services	
3	Component 3: Asset Map of Credentialing and Certificate Providers	

Project Narrative

As part of your response to this RFP, please provide a detailed narrative describing the following requirements:

- 1) Outline your proposed methodology for completing each component of the Scope of Work. Describe the tools, methods, and data sources you will use to collect, verify, and assess information about programs, services, and credentials.
- 2) Describe your plan for engaging stakeholders throughout the project.
 - a) How will you engage K-12 districts, higher education institutions, credentialing providers, and community partners to collect accurate data and validate findings?
 - b) What strategies will you use to ensure equitable representation of diverse communities and populations across Kent County?
 - c) How will you manage communication and information-sharing throughout the process?
- 3) Provide a proposed work plan and timeline for major milestones and deliverables, noting any deviations from the initial goal of completion by March 31, 2026. If proposing an alternative timeline, provide justification and a detailed schedule through the grant period end date (March 31, 2028).
- 4) Explain your approach to organizing and presenting the collected data. What tools, software, or platforms will you use to manage, analyze, and visualize the asset map?
- 5) Describe your organization's experience conducting similar projects.

Authorized Representative Signature

Failure to provide an authorized signature may result in disqualification of the bid. Please include the following statement and signature on your bid pricing sheet:

"By submitting this bid, the undersigned acknowledges and certifies that they are an authorized representative of the bidding entity, with full authority to execute this bid on behalf of the entity."

Authorized Representative's Signature:

Printed Name:

Title: Date:

Attachment C

AFFIDAVIT OF COMPLIANCE – IRAN ECONOMIC SANCTIONS ACT

Michigan Public Act No. 517 of 2012

The undersigned, the owner or authorized officer of _____
(the "Bidder"), pursuant to the compliance certification requirement provided in the Kent Intermediate School District request for proposal, hereby certifies, represents and warrants that the Bidder (including its officers, directors and employees) is not an "Iran Linked Business" within the meaning of the Iran Economic Sanctions Act, Michigan Public Act No. 517 of 2012 (the "Act"), and that in the event Bidder is awarded a Contract as a result of the aforementioned Invitation To Bid, the Bidder will not become an "Iran Linked Business" at any time during the course of performing under the Contract.

The Bidder further acknowledges that any person who is found to have submitted a false certification is responsible for a civil penalty of not more than \$250,000.00 or 2 times the amount of the Contract or proposed Contract for which the false certification was made, whichever is greater, the cost of the Intermediate School District's investigation, and reasonable attorney fees, in addition to the fine. Moreover, any person who submitted a false certification shall be ineligible to Bid on an Invitation To Bid for three (3) years from the date it is determined that the person has submitted the false certification.

Contractor:

By: _____

Title: _____

Date: _____

STATE OF MICHIGAN)
)ss.

COUNTY OF _____)

This instrument was acknowledged before me on the ____ day of _____,
2024, by

_____.

_____, Notary
Public

_____ County,

My Commission

Expires: _____

Acting in the County of: _____

Attachment D
FAMILIAL RELATIONSHIP DISCLOSURE STATEMENT

Important: This disclosure statement must be included with your Bid - required by state law (P.A. 232 of 2004)

As required by Public Act 232 of 2004, all Bids shall be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the Bidder and any member of the School Board or the Superintendent of Kent ISD.

The undersigned, the owner or authorized officer of

(the Bidder), pursuant to the familial disclosure requirement provided in the attached invitation to Bid, hereby represent and warrant, except as provided below, that no familial relationships exist between the owner(s) or any employee of the company and any member of the School Board or the Superintendent of Kent ISD. If such a relationship exists, please explain:

BIDDER: _____

By: _____

Title: _____

STATE OF MICHIGAN)

)ss.

COUNTY OF _____)

This instrument was acknowledged before me on the ____ day of _____,
2024, by

_____.

_____, Notary

Public

_____ County,

My Commission

Expires: _____

Acting in the County of: _____
