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American International Academy

**REQUEST FOR PROPOSALS**

**for**

**Professional Employer Organization services**

**Release Date: Thursday, April 20, 2017**

**Response Due Date:  
3 PM (EDT)  
Tuesday, May 2, 2017**

**Responses must be submitted to: [r.wittmann@americanintlacademy.com](mailto:r.wittmann@americanintlacademy.com)**

**AMERICAN INTERNATIONAL ACADEMY  
REQUEST FOR PROPOSALS  
PEO SERVICES**

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**American International Academy  
Request for Proposal  
Professional Employer Organization**

This document is intended to convey all the information necessary to enable a prospective proposer to submit a response to this Request for Proposals (RFP). Proposals submitted in response to this solicitation shall be submitted as specified in Part II and III of this RFP.

**PART I. PROPOSAL SUBMISSION INFORMATION AND INSTRUCTIONS**

American International Academy (AIA) is soliciting proposals for a Professional Employer Organization (PEO) firm to be the Employer of Record for worksite employees at each of the Academy's two (2) school sites in Westland and Inkster Michigan. The AIA Board is not seeking to contract with an Educational Service Provider or management company to operate the academy by this RFP.

**A. Background**

American International Academy is a Michigan public school academy and nonprofit corporation authorized by Lake Superior State University and operating pursuant to the Michigan School Code. The academy currently serves students in grades K-9 and is expanding to add a full high school in the near future. The academy's mission is to provide a quality education for underprivileged students residing primarily in the Inkster and Westland communities in a state-of-the-art technology-rich learning environment. The academy is governed by a Board that currently contracts the operations of the school system to an HR company that directly employs the staff who deliver the academy's educational and auxiliary programs, which contract ends June 30, 2017.

**B. Objective**

AIA is soliciting proposals from qualified firms to provide professional employer services for approximately 50-60 employees who report to and are directed by the Chief Executive Officer (CEO) of the academy, also to be an employee of the PEO. The CEO will be the primary point of service contact between AIA and the successful contractor. The goal is to provide continuous employment status for Academy staff regardless of any potential transitions to a new service delivery contractor. The PEO Contractor will work under contract with AIA.

**C. Eligible Proposers**

AIA will initially review all proposals for completeness and compliance with the terms and conditions of the RFP, including eligibility criteria outlined herein. Proposals clearly inconsistent with the RFP requirements will be deemed non-responsive and will be eliminated from further consideration. Proposals that pass the completeness and compliance review will be evaluated against the criteria outlined herein.

Qualified vendors include:

- Any company, firm, corporation, organization, or association that is licensed to conduct business in the State of Michigan in accordance with the Michigan Professional Employer Organization Regulatory Act (Act 370 of 2010, being MCL Sec. 338.3721 – 338.3747); and
- The successful organization will have the following background, skills and expertise:
  - Engaged in continuous business, providing Professional Employer services for at least three (3) years immediately preceding the date of this RFP;
  - Licensed to conduct business as a PEO in the State of Michigan;
  - Have identified a third-party administrator (TPA) or carrier for Employee Health Benefits, which must be authorized to do business in the State of Michigan;
  - Ability to work within the hours required by the school sites being supported; and
  - Ability to provide timely responses to needs of all personnel;
  - Experience with K-12 schools, particularly in Michigan, is not required but is helpful.

All proposers shall submit verification of any industry memberships or certifications.

**D. Scope of Services**

1. The selected Professional Employer Organization (PEO) firm shall provide the following services for American International Academy staff under the direction and control of the Academy CEO at any given time:
  - Payroll Processing;
  - Payroll Tax Reporting;
  - Employee Benefits Administration;
  - Human Resources Management; and
  - Safety and Risk Management.

The PEO would be the Employer of Record for the following described workforce:

- Approximately 50-60 Employees, of which 50+ will be benefits eligible. *(Currently; AIA employs 49 employees of which 47 are benefit eligible and expects to grow next year 2017-18 by at least 10% in enrollment and staffing.)*
  - \$2.1M current Annual Payroll Processed on a Semi-Monthly (2x) Basis
  - Worker's Compensation Codes: 7380, 8810, 8868, 8015, 9058
2. The Employee Benefit Package includes the benefits shown on Schedule 1 Benefits Summary Guide appended to this Request for Proposal. The Group Health Insurance must include in-network coverage for the workforce assigned in the locations shown below.

3. The locations of the Academy’s workforce sites are:

AIA Westland  
300 S. Henry Ruff Rd.  
Westland, MI 48186

AIA Inkster Avondale  
27100 Avondale  
Inkster, MI 48141

**E. Length of Contract**

AIA and the contractor(s) selected as a result of this RFP will be the parties to the contract for services. AIA will develop the contract document to include, at a minimum, the conditions stipulated in this RFP. The selected contractor shall have the opportunity to accept the terms and conditions as offered by executing the contract or may offer counter terms and conditions for consideration by AIA.

The proposed contract will be for the period July 1, 2017 through June 30, 2018 with the option for AIA to renew for up to a period consistent with the Academy’s charter contract extension period. AIA’s current charter contract runs through June 30, 2018. Staff will remain employed by the current contractor until June 30, 2017.

**F. Description of the Procurement Process**

Proposals should be put forward in two parts. Both parts should be presented in a clear and easy to read format that contains only the facts and data necessary to present a complete and effective proposal.

The RFP packet contains information about the contracting process, service specifications, evaluation criteria, and the format in which the proposal must be completed and returned in order to be considered for award.

**Schedule of Major Events:**

Proposal Release Date .....	April 20, 2017
Notice of Intent to Submit Proposal.....	April 26, 2017
Questions Due .....	COB, April 27,2017
Question & Answer Document Released .....	April 28, 2017
Proposal Submission Deadline .....	3 PM EDT, May 2, 2017
Award Date .....	NLT May 25, 2017
Contract Start Date.....	July 1, 2017
Contract End Date.....	June 30, 2018

**Notice of Intent to Submit a Proposal**

**A Notice of Intent to Submit a Proposal must be emailed to [r.wittmann@americanintlacademy.com](mailto:r.wittmann@americanintlacademy.com) by 5:00 p.m. EDT on April 26, 2017. This is a required step for submitting a proposal; however, submitting the Notice does not commit the respondent to submitting a proposal. Upon receipt of the Notice, the RFP will be emailed to the contact person in MS Word format.**

**Authorized Designated Contact Address:** Clarifications about the RFP and/or the proposal submission process may be requested via the email address listed below. All questions must be submitted in writing on or before COB, April 27, 2017: [r.wittmann@americanintlacademy.com](mailto:r.wittmann@americanintlacademy.com). All Questions and Answers will be emailed to intended proposers by April 28, 2017.

**Other Communication:** Communication with any personnel regarding this RFP other than through the designated email address above is prohibited. Solicitation of AIA Board members or academy staff by subrecipients, contractors, service providers, or proposers concerning proposals, bids, or contract awards is prohibited. Any such solicitation may result in rejection of the proposal, bid and contract award, and disqualification, suspension or debarment of the subrecipient, contractor, service provider or proposer.

**Proposal Due Date and Delivery Method:** All responses (see required format below) must be delivered by email, mail, courier, special delivery, or in person by Tuesday, May 2 no later than 3 PM EDT. No proposals will be accepted by fax.

Responses must be delivered to:

Robert Wittmann  
American International Academy  
300 S. Henry Ruff Road  
Westland, MI 48186  
ATTN: PEO Response

#### **Required Format**

- The proposal submitted in response to the RFP must be on 8 ½ " x 11" paper reproduced or printed on one side only.
- Each complete proposal shall include a Table of Contents (which will serve as a Checklist) reflecting the numbering and placement of items in the proposal. A Title Page shall be attached to the top of the proposal, preceding the Table of Contents.
- Proposal responses should all contain a header or footer with the name of the organization submitting the response and page numbers. Page numbers should be consecutive from beginning to end, including attachments. Proposals are not to be paginated by sections.
- Proposals should not be elaborately bound, but should be clipped at the top with clips. Do not use any type binder or staples.
- **One (1) proposal must be a paper original with original signatures signed in blue ink and marked as "Original," along with one electronic copy using Microsoft Office format submitted to [r.wittmann@americanintlacademy.com](mailto:r.wittmann@americanintlacademy.com).** The proposer is encouraged to retain a paper reference copy.
- Proposals must include the contents listed in Part I and II of this RFP. AIA may refuse to consider a proposal that lacks any of the required contents listed in Part I and II.
- Please DO NOT submit materials that have not been specifically requested, as they will not be reviewed. AIA retains the right to request additional information of all proposers.
- It will be the responsibility of the proposer to obtain verification of receipt of the proposal. No proposal will be accepted after the date and time noted above.

**Withdrawal of Proposal:** A proposal may be withdrawn at any time prior to the selection announcement by writing to [r.wittmann@americanintlacademy.com](mailto:r.wittmann@americanintlacademy.com).

**Amendment of Proposal:** A proposal may be amended at any time after submission but prior to the due date by writing to [r.wittmann@americanintlacademy.com](mailto:r.wittmann@americanintlacademy.com). After the due date, proposals may not be amended.

**Changes and Amendments:** AIA reserves the right to amend or withdraw this RFP at any time by notifying each potential proposer of record.

**Selection, Negotiation, and Contract Execution:** AIA reserves the right to have the proposal evaluation process conducted by an external/independent evaluation review team or by an internal evaluation team to be designated by AIA. AIA will evaluate responses received, make a tentative selection decision, and may negotiate with the top ranking applicant(s).

**Award and Finalization:** When a selection decision is made, AIA will notify all responsive proposer(s) of the decision via email.

After selection and notification, AIA and the successful proposer will finalize a contract. No contract is effective until signed by AIA.

#### **G. General Conditions:**

The following general conditions should be considered by proposers in preparing responses:

- The main purpose of the RFP is to ensure uniform information in the solicitation of a Professional Employer Organization. This RFP is not to be construed as a purchase agreement or contract, or as a commitment of any kind.
- AIA reserves the right to correct any error(s) and/or make changes to this solicitation, as it deems necessary. It will provide notifications of such changes to all proposers recorded in the official record as having received or requested an RFP.
- AIA reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with all qualified proposers, or to cancel in part or in its entirety this RFP if it is in the best interest of AIA to do so.
- AIA shall not be liable to the selected proposer(s) for any costs incurred or performances rendered by proposer before the commencement of a resultant contract or after termination of the contract.
- AIA reserves the right to request additional information, clarification of, or explanation for any aspect of a response to this RFP.
- All costs directly or indirectly related to preparation of a response to the RFP or any oral presentation required to supplement and/or clarify a proposal which may be required by AIA shall be the sole responsibility of and borne by the proposer.
- Proposals must conform to all relevant federal, state and local regulations and policies.
- AIA specifically reserves the right to vary the provisions set forth herein at any time prior to execution of a contract where such variance is deemed to be in the best interest of AIA, and to act otherwise as is deemed necessary at their sole discretion.
- AIA is not under any legal requirement to execute a resulting contract, if any, on the basis of this procurement, and intends that the material provided herein serve only as a means of identifying the various contract alternatives and the general cost of services desired.



- All proposals and their accompanying attachments become the property of AIA upon submission. Materials submitted will not be returned. All proposals are subject to the Michigan Freedom of Information Act (FOIA).
- This is a negotiated procurement utilizing the Competitive - Request for Proposal method. As such, the award does not have to be made to the proposer submitting the lowest priced proposal, but rather the proposer, as determined by the RFP evaluation process, having the most responsive proposal satisfying AIA requirements.
- The proposed contract will be for the period July 1, 2017 through June 30, 2018 with the option to renew for a period consistent with the academy's charter contract extension period.
- The parties to the proposed contract will be AIA and the entity selected as a result of this solicitation, to be executed by an official of the entity duly authorized to legally bind the firm to contractual terms and conditions. AIA shall not be a party to any subcontract or third party contract that the contractor requires to perform under the proposed contract. The contractor shall be solely responsible for satisfying the deliverables and performance standards.
- The contractor will be required to maintain books, records and documents that properly and sufficiently represent expenditures of funds provided by AIA under the proposed contract and shall maintain performance records and any and all records relative to the contract. The contractor shall provide access to any and all such records, developed by or in the possession of the contractor relative to the proposed contract to AIA.
- AIA reserves the right to de-obligate, reduce, or cancel contract funding if AIA does not receive adequate funding from the State of Michigan or other funding sources.
- The proposed contract will be governed by and construed in accordance with the laws of the state of Michigan within the jurisdiction of Wayne County.
- **The successful contractor shall obtain and maintain insurance as required by AIA's charter contract with Lake Superior State University (LSSU) in accordance with the requirements of the Michigan University Self Insurance Corporation (MUSIC) and applicable law.** In addition, the successful contractor shall name AIA as an additional insured on their insurance policies in amount and on such terms as LSSU and the AIA Board may require.
- The successful contractor shall indemnify and hold harmless AIA, its officers, employees, agents, attorneys, representatives, successors and assigns from any and all claims, demands, costs, expenses (including attorney's fees and expert witness fees), liabilities and losses of whatsoever kind or character arising out of or in connection with any act or omission of Contractor or its officers, employees, or agents, during the term of this contract. Contractor shall assume on behalf of AIA and the indemnified parties described above, and conduct with due diligence and in good faith, the defense of any and all such claims whether or not AIA is joined therein, even if such claims are groundless, false, or fraudulent.
- The successful contractor shall agree in the event of any dispute, claim, question, or disagreement arising from or relating to this contract or the breach thereof, the parties hereto shall use their best efforts to settle the dispute, claim, question, or disagreement. To this effect, they shall consult and negotiate with each other in good faith and, recognizing their mutual interests, attempt to reach a just and equitable solution satisfactory to both parties. If they do not reach such solution within a period of 60 days, then, upon notice by either party to the other, all disputes, claims, questions, or differences shall be finally settled by arbitration administered in accordance with the Michigan Revised Uniform Arbitration Act.

### Proposer Written Assurances

As a condition to the receipt by AIA of financial assistance from the U.S. Department of Education, the proposer assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color and national origin;

Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;

The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and

Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.

The proposer also assures that it will comply with all regulations implementing the laws listed above.

(2) The assurance is considered incorporated by operation of law in any grant, cooperative agreement, contract or other arrangement whereby Federal financial assistance is made available, whether or not it is physically incorporated in such document and whether or not there is a written agreement between the Academy and federal or state agencies. The assurance also may be incorporated by reference in such grants, cooperative agreements, contracts, or other arrangements.

### **H. Screening and Evaluation Criteria**

AIA reviews the proposals received to determine if they are responsive. For a proposal to be considered responsive and to be evaluated for selection, the following requirements must be met:

- The proposal must have been submitted on time;
- The proposal must be complete with **required original signatures in blue ink**;
- The proposal must be for specific services requested and described in the RFP packet;
- The proposal must be submitted in the format described in the RFP packet.

All proposals will be screened for inclusion of all required information prior to release to the evaluation team. AIA may exclude from further consideration for review and contract award any non-responsive proposal. Proposals must also provide the assurances and certifications in Attachment E and F in order to be considered responsive.

An evaluation team will select the proposer based on a total review of the proposer's qualifications, work plan, and proposed cost. Specifically, the evaluation team will base their recommendations on the following elements in the review process:

Cost Effectiveness	.....	50 points
Quality of Work Plan	.....	25 points
Qualifications of Proposer	.....	25 points

**Part II. Proposal Format**

The Proposal Format should consist of the following items as outlined in Sections A – F and should be presented in a clear and easy to read format that contains only the facts and data necessary to present a complete and effective proposal.

- **Section A. Title Page**  
Proposers must complete the Title Page (Attachment A) and include it as the cover sheet for proposals submitted in response to this RFP.
  
- **Section B. Proposer Identification**  
Proposers must complete the Proposer Identification Page (Attachment B) and include a discussion of the proposed organizational structure for the project, the number and qualifications of personnel assigned to the project, and the manner in which they will be utilized. This section should include the resumes and/or biographies of key personnel and general qualifications of the proposed workforce, including pertinent experience, training, credentials, bonding and the like. Identify any Industry Affiliations/Memberships held by your organization and provide copies of any professional certifications/licenses held by key management staff as well as those assigned to this project.
  
- **Section C. RFP Response Format and Content**
  - Provide a description or flowchart of the employee transition process for the staff from the current employer to your organization
  
  - Provide a comprehensive description of the PEO Customer Service Model utilized.
  
  - Provide a description of how your organization’s staff will interact with AIA, with the service delivery contractor, and with staff, as the Professional Employer Organization (Employer of Record) for our schools’ worksite staff.
  
  - Provide a description of payroll services offered, including:
    - Payment methods available;
    - Payroll input methods, including process and timelines;
    - Filing/reporting (new hire, W2, W4, FICA) to local, state, and federal agencies;
    - Tax reporting and compliance;

- Reporting (certified payroll, job costing, departmental billing);
  - Worker's Compensation; and
  - Unemployment Compensation.
- Provide a description of benefits offered matching or exceeding current benefits shown on Schedule 2, including:
- Available health plans and benefits with network coverage in the Metro Detroit area;
  - Availability of Section 125 cafeteria plan;
  - Availability of Health Savings Accounts;
  - Availability of COBRA; and
  - Availability of retirement plans (401K).
- Provide a description of additional benefits available beyond current package.
- Provide a description of human resource management services offered, including:
- Consultation/assistance for hiring (background checks, pre-employment testing, recruiting);
  - Consultation/assistance for termination;
  - Consultation/assistance with performance management and appraisal;
  - Consultation/assistance with ADA/discrimination/sexual harassment/legal issues;
  - Availability and types of professional development training (staff and managerial);
  - Development/assistance with employee handbooks and job descriptions;
  - Provision/handling of Workers & Unemployment Compensation; and
  - Provision of safety and risk management services.
- **Section D. Additional Requirements**

Information on the proposer's background and financial condition. This section should include a brief history of the company, its business, a listing of representative customers and a description of the general range of products and services offered.

Provide examples of current projects similar in kind, scope, and duration, including the location, type of organization and number of employees.

▪ **Section E. Project Cost and Cost Documentation**

Proposers must submit a cost and fees summary in sufficient detail to identify all costs proposed. At a minimum, the proposal must address all set-up fees and all services included in the Base Price as follows:

- Breakout of recurring charges for the services proposed, detailing all elements of your company's administrative costs and fees for services, including workers compensation by classification codes (**Note: detail and specificity will be awarded more points**);
- Breakout of any applicable set-up fees;
- A table showing the monthly premiums for all proposed benefits as outlined in Schedule 1 and comparable to or exceeding the academy's current benefit plan options listed in Schedule 2 as applicable.

▪ **Section F. References**

Proposers must include a reference list (Attachment C) of at least three (3) current or prior clients of similar size and scope for whom services have been provided.

▪ **Section G. Proposer Agreement**

Proposer must sign in blue ink and submit this form along with the proposal (See Attachment D).

**Part III. Attachments and Certifications**

Proposers must include all attachments A through F as part of their proposal. Attachments A-D should be incorporated into the body of the Proposal and Attachments E and F should be attached thereafter.

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**ATTACHMENT A  
(Title Page)**

**A Proposal Submitted in Response to  
AIA  
Professional Employer Organization  
Request for Proposals**

**Submitted By:**

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(Full Legal Name of Proposer)

**On:**

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(Date of Proposal Submission)

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**ATTACHMENT B**

**I. PROPOSER IDENTIFICATION**

Enter the Proposer firm's name and address below.

1. Name of Firm \_\_\_\_\_

2. Street Address \_\_\_\_\_

3. City, State & Zip Code \_\_\_\_\_

4. Federal ID# \_\_\_\_\_

5. Telephone \_\_\_\_\_

6. Fax \_\_\_\_\_

7. Email \_\_\_\_\_

8. Website \_\_\_\_\_

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**ATTACHMENT C**

**REFERENCES**

List at least three (3) current or former clients for whom services similar to those in this solicitation have been performed in the last three (3) years. Failure to provide the following information at the time and date this RFP closes could affect proposer's evaluation score under the qualifications evaluation criteria.

Please provide the following information for each reference:

Name and address of the firm to which the service is/was provided \_\_\_\_\_

Service period from/to \_\_\_\_\_

Name of Point of Contact \_\_\_\_\_ Telephone Number \_\_\_\_\_

Point of Contact's Job Title \_\_\_\_\_ Email Address \_\_\_\_\_



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**ATTACHMENT D**  
**PROPOSER AGREEMENT**

The proposer must sign this offering. By signing below, the proposer's firm agrees to provide the items and services described above and agrees to abide by all the terms and conditions as specified in this document and in any contract resulting from an award based on this Request for Proposals. Any exceptions taken to the terms and conditions as set forth in this document must be identified in detail and accompany this offering. Any exceptions not identified in detail at the time this proposal is presented will not be considered.

\_\_\_\_\_  
Signature of the person authorized to make this agreement

\_\_\_\_\_  
Date signed

\_\_\_\_\_  
Printed name of the person signing above

\_\_\_\_\_  
Name of Firm

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Email Address



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## ATTACHMENT F

### Assurances and Certifications

#### LOBBYING

This certification is required by the Federal Regulations, implementing Section 1352 of the Program Fraud and Civil Remedies Act, Title 31 U.S. Code, for the Department of Agriculture (7 CFR Part 3018), Department of Labor (29 CFR Part 93), Department of Education (34 CFR Part 82), Department of Health and Human Services (45 CFR Part 93).

The undersigned certifies that:

- (1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal grant award, grant, loan or cooperative agreement.
- (2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with this federal grant award, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form -LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including sub grant awards, sub grants, and grant awards under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

#### DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

This certification is required by the Federal Regulations, implementing Executive Order 12549, Government-wide Debarment and Suspension, for the Department of Agriculture (7 CFR Part 3017), Department of Labor (29 CFR Part 98), Department of Education (34 CFR Part 85), Department of Health and Human Services (45 CFR Part 76).

The undersigned certifies that neither it nor its principals:

- (1) Are presently debarred, suspended, proposed for debarment, and declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or Agency.
- (2) Have not within a three-year period preceding this grant award been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or Local) transaction or grant award under a public transaction, violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (3) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity

with commission of any of the offenses enumerated in Paragraph (2) of this certification; and,

(4) Have not within a three-year period preceding this grant award had one or more public transactions terminated for cause or default.

**DRUG-FREE WORKPLACE:**

This certification is required by the Federal Regulations, implementing Sections 5151-5160 of the Drug-Free Workplace Act, 41 U.S.C. 701; for the Department of Agriculture (7 CFR Part 3017), Department of Labor (29 CFR Part 98), Department of Education (34 CFR Part 85), and Department of Health and Human Services (45 CFR Part 76).

The undersigned certifies that it shall provide a drug-free workplace by:

- (a) Publishing a policy statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the consequences of any such action by an employee;
- (b) Establishing an ongoing drug-free awareness program to inform employees of the dangers of drug abuse in the workplace, the Board's policy of maintaining a drug-free workplace, the availability of counseling, rehabilitation and employee assistance programs, and the penalties that may be imposed on employees for drug abuse violations in the workplace;
- (c) Providing each employee with a copy of the policy statement;
- (d) Notifying the employees in the policy statement that as a condition of employment under this grant award, employees shall abide by the terms of the policy statement and notifying the employer in writing within five days after any conviction for a violation by the employee of a criminal drug statute in the workplace;
- (e) Notifying the Agency within ten days of receipt of a notice of a conviction of an employee; and,
- (f) Taking appropriate personnel action against an employee convicted of violating a criminal drug statute or requiring such employee to participate in a drug abuse assistance or rehabilitation program.

**CERTIFICATION**

These certifications are a material representation of fact upon which reliance is placed when entering into this transaction. Signature by an authorized representative of the awardee and return of this document to the Agency are prerequisites for finalizing the award.

Where the undersigned awardee is unable to certify to any of the statements above, an explanation shall be attached.

The undersigned certifies that the indicated statements are true and correct and understands that making a false statement is a material breach of the grant award and is grounds for grant award cancellation.

**American International Academy Request for PEO Service Quotes**

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The person signing this grant award on behalf of the awardee hereby warrants that he/she has been fully authorized to execute this grant award on behalf of the awardee and to legally bind the awardee to all the terms, performances and provisions herein set forth.

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Signature

Date

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Typed Name and Title of Authorized Representative

**Schedule 1**

**BENEFITS SUMMARY GUIDE**

**REQUIRED BENEFITS**

Medical Insurance

Dental Insurance

Vision Insurance

Short Term Disability

Life Insurance (\$10,000 minimum)

401k Retirement Plan

**OPTIONAL BENEFITS - 100% EMPLOYEE PAID**

Long Term Disability

Additional Life Insurance

Long Term Care Insurance

Flexible Spending Accounts

**SCHEDULE 2**

**Current Benefits**

**Medical Insurance:** Health Alliance Plan EPO  
Health Alliance Plan PPO

**Dental Insurance:** Delta Dental

**Vision Insurance:** VSP Plan B  
VSP Plan C