

HUB AND STUDENT ENGAGEMENT INFORMATION AND FORMS

All the information you need related to Historically Underutilized Business (“HUB”) or Student Engagement Program, including all applicable forms, can be found in this document.

If HUB and Student Engagement Requirements are Zero

If the HUB and Student Engagement requirements are zero in the RFP you are responding to, the only form you must fill out is **Appendix B**, the Prime Vendor Information Sheet. This information will not be used in making the award and is kept solely for statistical reporting purposes to the Board of School Directors.

Historically Underutilized Business (“HUB”) Requirements

HUB firms are defined as for-profit businesses 51% or more owned, controlled, and managed by minority, women, disadvantaged, emerging, small or other MPS-targeted business owners who have been certified as such by an MPS-recognized agency. MPS has an annual HUB participation goal equal to 35% of all applicable purchases. Contact Contract Compliance Services (CCS) for other eligible considerations.

Appendix A must be completed only if a HUB requirement is assigned to this RFP.

ALL HUB PARTICIPATION MUST BE COMMERCIALY USEFUL TO THIS PROJECT. “Commercially Useful” means the goods and/or services to be provided by the HUB firm are a direct function of the scope of services described in the RFP. The HUB requirement may be met in several ways: (1) by identifying yourself as a certified HUB vendor who intends to perform a minimum of the required HUB participation for this RFP; (2) by engaging in a joint venture with a certified HUB firm; (3) by subcontracting with a certified HUB firm(s); or (4) by making second-tier purchases from a certified HUB firm(s). Respondents are free to meet HUB participation requirements with any certified HUB vendor as long as proof of certification is provided. You may also contact CCS for a list of MPS-registered HUB firms.

A HUB Utilization Plan, attached as Appendix A, must be completed to document how you expect to meet the HUB requirement for this project. This will become a binding part of the contract. Failure to return the HUB Utilization Plan will result in your proposal being deemed non-responsive and ineligible for consideration. MPS reserves the right to award a contract to the vendor who submits a meaningful utilization plan that provides a real opportunity for HUB involvement.

Contractors with questions about the HUB Program before contract award should email those questions to mpsrfps@milwaukee.k12.wi.us.

Student Engagement Program

The Student Engagement Program seeks to maximize contractor involvement in career education and employment opportunities for students. The anticipated results are young people who are able to make better career and post-high school education choices that ultimately have a positive effect on our local business community. This program component consists of specific requirements for contractors to engage in. They are: (1) career education activities that directly involve MPS students and/or (2) fulfilling paid student employment hours that provide students with an actual work experience. **The students must be MPS students registered through CCS who have completed the required job readiness training.**

A. Qualified Recipients

Career Awareness/Education Activities: (1) any school that is the contracted project site or (2) other CCS-approved options.

Student Employment Requirement: (1) high school students, 16 years or older, who are currently enrolled in an MPS school and have participated in CCS Job Readiness Training, or (2) with prior authorization from CCS, students who have graduated from an MPS high school not more than twelve months from their date of matriculation and have received job readiness training provided by CCS.

B. Student Engagement Requirements

1. All vendors shall provide ten (10) hours of career education activities on each contract unless otherwise specified in the RFP. Contractors are allowed two (2) hours of preparation time per MPS project. This two (2) hour preparation time is not applied to the requirement until the actual activities have been completed. The remaining eight (8) hours must be **actual engagement with MPS students that provides a meaningful career-related experience.**
2. If a project is required to have student employment, MPS shall designate prior to bid, the total MPS student hours of employment required. The successful bidder will be required to commit to providing a meaningful employment experience for one or more MPS students. Under no circumstances shall students work under conditions that would be considered a hazardous work environment.

C. Program Specifications

1. Career Awareness/Education activities (with CCS approval) include but are not limited to the following:
 - a. Classroom presentations at MPS project sites or various contractor career-specific activities.
 - b. Full classroom or small group tours of office environments to provide an orientation to potential careers and the education-related skill involved in those careers. If a contractor is going to provide this type of activity, all required permission slips/arrangements must be made with the school by following normal field trip procedures. CCS only provides approval of activity type.
 - c. Classroom skill development project activities in conjunction with teacher lesson plans such as math, science, reading, writing, etc.
 - d. Other CCS-approved contractor-provided options.
2. Student employment participation can include but is not limited to the following activities:
 - a. Student summer employment placement (full-time/part-time).
 - b. Student after-school and weekend placement (20 hrs/wk max) where appropriate.
 - c. Placement with a sub-tier contractor on the project.
 - d. Alternative placement may be made when the contractor's place of employment is beyond the transportation resources of available students or when certain project circumstances exist that prevent student employment on the job site. In such cases, the contractor maintains responsibility for the student's work site and wages as well as ensuring a reasonably safe and meaningful work experience. All alternative work assignments are the responsibility of the prime contractor and **require CCS approval**.
 - e. Other CCS-approved contractor provided options.
3. Extended Student absences – Students must notify hiring contractor of any planned family or other absences that will occur during the employment period.
4. Super Student Status – Contractors who retain or rehire an MPS student or graduate from the CCS student database on or across multiple projects within a maximum 12 month period from original hire date, or have maintained employment for at least six (6) months beyond that past contract period, shall be able to count current hours worked by that same student at 1.25 hours for every hour worked on the new contract. Contractors planning to take advantage of Super Student status must submit a letter to CCS with this request. Request must be submitted before the beginning of the project. This status must also be noted on the Schedule H2 submitted with each invoice to MPS. Super Students retain this status for 24 months following the approved request.
5. Career Awareness/Education Banking Hours - A contractor may perform career awareness/education hours a maximum of 12 months in advance of having a contractual requirement for student engagement. Contractor must submit a written request to CCS for approval to bank hours PRIOR to the activity. No credit will be allowed after activity has been completed without prior approval. The Education Hour Confirmation form must be submitted to CCS no less than 10 days following the activity.
6. No other CCS requirements may be banked.

D. Student Engagement Sanctions

Contractors must submit Schedules H1-A and H1-B indicating how they intend to meet their Student Engagement requirement. These schedules must be submitted five (5) business days after official MPS RFP award date

MPS shall withhold funds from the pay request when Student Engagement requirements are not met. Other sanctions may include withholding of payments, termination, suspension, or cancellation of the contract in whole or in part, prohibition from participation in any further contracts awarded by MPS for a specified period of up to three years, and any other remedy available to MPS at law or in equity.

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