|  |  |
| --- | --- |
| https://mconnect.milwaukee.k12.wi.us/MPS-Intranet/SUPT/Media/Community-Engagement/Brand/Logo/MPSlogoRGB.jpg | REQUEST FOR CONTRACT SERVICES QUOTE FORM This does not represent a commitment. Any ACTUAL contract from this solicitation will be on a Milwaukee Public Schools Professional Service Contract. |

**DUE DATE:** Monday, June 29  **DUE TIME:** 2:00 pm **(Central) RETURN TO:** albinglw@milwaukee.k12.wi.us          

|  |  |  |  |
| --- | --- | --- | --- |
| **MPS INFORMATION (MPS to complete):** | | **VENDOR INFORMATION (MPS to complete):** | |
| Requestor Name: | Wes Albinger | Vendor: |  |
| School: | Milwaukee Public Schools Department of Procurement | Contact Name: |  |
| Delivery Address: | n/a | Contact Information (fax or email): |  |
| Phone: | 414-773-9928 | Phone: |  |
| Contact information (fax or email): | albinglw@milwaukee.k12.wi.us |  | |

|  |
| --- |
| **DESCRIPTION OF SERVICES REQUESTED BY SCHOOL OR DEPARTMENT**:  1. **Services Requested** (Describe the services being requested in a complete and thorough manner): Milwaukee Public Schools (MPS) is requesting qualified vendors to conduct a survey of approximately 90,000 households of children enrolled/attending MPS around back to school and reopening considerations. Content and contact information will be provided to awarded vendor. Content is under development and expected to include approximately 15 questions. Survey can be conducted electronically, using email lists provided by MPS. Telephone follow up may be necessary to achieve minimum response rate to achieve a representative sample of households and acceptable margin of error. Survey responses must include qualitative and quantitative responses, with Yes/No, scaled, and text responses acceptable. Individual and aggregate survey output must be compatible with Microsoft Excel. With response, vendor to identify:  1) proposed response rate and margin of error,  2) recent experience conducting similar activities, with emphasis on target demographics,  3) format/platform/delivery method |
| 2.  **Price** (Indicate how you would like the vendor to quote the services to be provided, i.e. hourly rate, project rate, or other rate structure): project rate, itemized by steps/phase of project. Budget for 2 hours to present results to MPS Senior Management and/or Board of Directors. |
| 3. **Dates of Service** (Indicate the desired time of services, i.e. start and end dates, if applicable, or anticipated hours and dates of work, if applicable): As soon as possible, but to be completed no later than July 15. With your response, please identify the earliest date survey can be completed to achieve the minimum response rate, assuming that all content and contact lists are provided to vendor by July 1. |

**VENDOR RESPONSE:** (Please quote your price in accordance with rate structure outlined above.)

|  |
| --- |
| By signing this form, you hereby agree to be bound by the terms and conditions of the Milwaukee Board of School Directors Professional Services Contract, found on the MPS portal (<http://mps.milwaukee.k12.wi.us>) and located by clicking on “District”, “Vendors & Contractors”, “Vendors”, and “Vendor Forms”: “Professional Services Contract Long Form.”  By checking “No exceptions” below, you indicate that you take no exceptions to the MPS Professional Services Contract (viewable as indicated above):  No Exceptions |

|  |  |  |  |
| --- | --- | --- | --- |
| Authorized Vendor Signature | | Please print name clearly here | |
|  | |  | |
| Company Name | | Federal Tax ID. No. | |
|  | |  | |
| Date | Address | | City, State, Zip |
|  |  | |  |