



# **MAGNOLIA PUBLIC SCHOOLS**

Request for Proposals  
for Facilities Management Software

Due Date:

**January 12, 2022**

- 1.0 The purpose of this Request for Proposal (“**RFP**”) is to solicit vendor information, product information, and cost quotations to evaluate Computerized Maintenance Management System (“**CMMS**”) offerings.

**INTRODUCTION**

Magnolia Education & Research Foundation doing-business as Magnolia Public Schools (“**MPS**”), a charter school management organization, operates 10 Charter Schools across Southern California. They are as follows:

<b>School</b>	<b>Address</b>	<b>Private Site or Co-Located on District Site</b>	<b>Size of Facility (Square Feet)</b>	<b>No of Stories</b>
1 & 5	18220-38 Sherman Way, Reseda, CA 91335	Private	50,000	2
2	17125 Victory Blvd., Van Nuys, CA 91406	Co-located	n/a	n/a
3	1254 East Helmick St., Carson, CA 90746	Co-located	n/a	n/a
4	11330 W Graham Place, Los Angeles, CA 90064	Co-located	n/a	n/a
6	1512 Arlington Ave Los Angeles, CA 90019	Co-located	n/a	n/a
7	18355 Roscoe Blvd., Northridge, CA 91325	Private	12,000	1
8	6411 Orchard Ave, Bell, CA 90201	Co-Located	n/a	n/a
San Diego	6525 Estrella Ave., San Diego, CA 92120	Private		1
Santa Ana	2840 W 1st St., Santa Ana, CA 92703	Private	50,000	2

MPS is seeking a CMMS solution for its schools located on private sites (as noted above).

Site Tour

Site tours will be facilitated if requested.

Proposals Due

Responses to the RFP are due no later than **5:00 PM (PST), January 12, 2022**, to the following individual:

Mustafa Sahin  
 Facility Project Manager  
 Magnolia Public Schools  
 250 East 1<sup>st</sup> Street  
 Suite 1500  
 Los Angeles, CA 90012  
[msahin@magnoliapublicschools.org](mailto:msahin@magnoliapublicschools.org)  
 760-587-6031

Questions regarding this RFP may be directed to the individual identified above via email.

Proposal Format:

One (1) electronic PDF copy (by email) of your proposal must be delivered to the person indicated by the deadline stated above. Please endeavor to keep any emailed material to a single manageable file size (at or about 10 MBs) so that it may be easily distributed to the Selection Committee.

Respondents are encouraged to only include information pertinent to the Project and the Selection Committee's ability to select the vendor best suited to successfully complete this job.

Interviews:

Interviews will be held at the discretion of MPS. Interviews, if any, are expected to be held on or about the week of January 17, 2022, via zoom.

If interviews are held, respondents will meet with the Selection Committee for approximately ½ hour to 1 hour. The interview will be an open, unscripted format. Respondents will have 20 minutes to present any information they feel is pertinent followed by questions and answers and general discussion.

Selection Committee:

The Selection Committee will be composed of representatives from MPS.

**1.1 Timeline**

RFP Distributed:	Monday, December 13, 2021
Proposals Due:	Wednesday, January 12, 2021
Interviews, if any (exact date and time TBD):	Week of January 17th, 2022
Selection Announced:	Friday, January 21, 2021
Contract Execution:	On or about Monday, January 24, 2022

**2.0 PROJECT DESCRIPTION**

The ultimate goal of this Project is to select a cost-effective, adaptable technology solution to provide a centralized source of asset data and supporting documentation, seamlessly manage both corrective and preventative work orders, and utilize system data to report and analyze department and compliance metrics. MPS desires to implement a solution that improves the capability for:

- 1) **Interactive Blueprints:** Map all assets, critical and safety devices and systems while displaying connectivity upstream and downstream.
- 2) **Work Order Management** – Gain efficiencies by having one solution that provides preventative maintenance tracking and work order ticketing.
- 3) **Asset Tracking** - Implement a consolidated database solution to accurately reflect the assets of the buildings managed by the facility both on a device card as well as a floorplan.
- 4) **Enterprise Integration** – Integrate with existing and future enterprise applications
- 5) **Reporting & Analytics** - Reduce intensive manual labor required to produce regulatory compliance reporting and improve internal (intra-department) and external

- 6) **Customer Interface** – Create a seamless interaction between the CMMS and the end-user, be it the technician in the field, facility occupant, executive awareness, or other user group

### 3.0 PROPOSAL FORMAT

Respondent shall format its response as set forth below to facilitate timely review and selection. Please be specific to the RFP, and do not include materials not explicitly requested, such as generic marketing materials.

**Your response should include the following:**

- Letter of interest
- Name of your company and the individual responsible for the account
- Restate all the requirements of Section 4.0 and provide responses to each

See Section 1.0 for additional proposal format clarifications.

### 4.0 PROPOSAL REQUIREMENTS

#### 4.1 Vendor Qualifications and Experience

##### 4.1.1 Vendor Description.

Provide a description of your company and why it is qualified to undertake the Project.

Provide the following:

A minimum of three (3) references, including

- (a) name and scope of the project
- (b) client name and contact information
- (c) contract amount

##### 4.1.2 Qualifications and Experience of Key Personnel.

Identify the person(s) that will be principally responsible for working with the MPS and leading this engagement and their qualifications and experience

#### 4.2 Cost

Respondent's proposal should include an overall not to exceed cost and should be broken down in detail. Currently, MPS anticipates using the product for its MSA-1, -5, -7, -San Diego and -Santa Ana campuses which are presently leased. MPS will roll out the selected product for its other campuses which are currently located on Los Angeles Unified School District campuses when suitable private sites are acquired for them. The proposal should also provide a break-down of any and all other costs and fees.

#### 4.3 Product Information

Respondent will confirm its ability to provide the Project as described above in Section 2.0.

#### **4.4 Schedule**

MPS desires to implement this project as soon as possible, please also provide the expected completion of the project.

#### **4.5 Contract**

MPS will sign a contract that is mutually acceptable to both parties.

#### **5.0 CONTACT**

Questions to Owner will be accepted via email by the Facility Project Manager identified above. Answers to questions will be provided to all participants as available.

#### **6.0 BID ACCEPTANCE/REJECTION**

The Owner reserves the right to reject any or all proposals or cancel the solicitation process at its sole discretion.

#### **7.0 PROPOSAL VALIDITY**

RFP responses shall be valid until execution of a contract, which is expected to occur on or about January 24 2022. No changes to information received within the Respondent's proposal shall be changed or altered without approval by the Owner.