



Request for Qualifications – RFQ 27.0005
International Exchange Student Program Service Provider
Effective: July 1, 2027

General Introduction and Purpose

The objective of this Request For Qualification for an International Exchange Student Program Service Provider (the “RFQ”) is to offer experienced professional international exchange student management companies the opportunity to present a thoroughly detailed summary of their qualifications and experience in locating eligible international students who meet the eligibility requirements set forth in this RFQ and managing those international students admitted into the International Exchange Student Program.

The qualifications summary should detail the international exchange student management company’s experience and expertise in order to allow Oakland Schools to properly and promptly evaluate each international exchange student management company.

Oakland Schools desires to establish and maintain an International Exchange Student Program. The Program will provide those international students admitted into the Program with the opportunity to pursue one year of high school academic studies at, and potentially graduate from, a high school of a participating school district within Oakland County, Michigan, United States of America.

The purpose of this RFQ is to provide Oakland Schools with the opportunity to evaluate professional international exchange student management companies and establish a contractual relationship with one or more professional international exchange student management company(ies) who will be responsible, among other obligations more fully set forth in this RFQ, to locate international students, compile all valid visas and necessary educational documentation, and provide those prospective international students to Oakland Schools for potential admittance into the Program, and manage all aspects of the admitted international students while they are participating in the Program in accordance with the terms and conditions of any subsequent contracts entered into between Oakland Schools and the professional international exchange student management companies as a result of this RFQ.

About Oakland Schools

Created by the Legislature in 1962, Oakland Schools is one of Michigan’s 56 educational service agencies that save money and resources for K-12 districts by:

- providing consolidated support and services
- training teachers in the latest research-based methods
- piloting innovative programs
- coordinating early childhood, special education and vocational services across the regions.

Oakland Schools is an autonomous, tax-supported public school district governed by Michigan General School Laws.

Oakland Schools supports 28 local school districts, serving diverse communities and more than 175,000 students across the county. These districts vary in size, student needs and community characteristics. Through shared services, specialized expertise and regional programs, Oakland Schools helps districts address those needs and expand educational opportunities for students.

The mission of Michigan's educational service agencies (ISDs, RESAs and RESDs) is to provide visionary leadership and quality services to strengthen teaching and learning for all citizens.

Term Overview

The Contract shall commence on July 1, 2027, and remain in effect through June 30, 2030, with options to renew for an additional two (2) years in one (1) year increments through June 30, 2032.

Letter of Transmittal

Limit to one or two pages

- a. Briefly state the professional international exchange student management company's understanding of international student exchange programs.
- b. Give the names of the people authorized to represent the professional international exchange student management company and their titles, addresses, and contact information.

Profile of Professional International Exchange Student Management Company

- a. Identify locations; give the location of the office from which the work is to be done and the number of officers, partners, and/or employees employed at the office. If more than one office may do the work, provide that information for each office. Describe how the Company is organized for delivering the services set forth in this RFQ.
- b. Please explain if the Company, its officers, partners, and/or employees have been a party to any litigation or other legal proceedings as a defendant relating to the services provided by the Company. The explanation must include the current status or disposition of each matter.
- c. Does the Company expect any significant developments such as changes in ownership, restructuring, personnel reorganization, or reduction in personnel?

Summary of the Professional International Exchange Student Management Company's Qualifications

- a. Identify the officers, partners, and/or employees who will be assigned to work for Oakland Schools, including staff from other than the local office. Include a vitae for each officer, partner, and/or employee assigned to the account.
- b. Describe your company's recent international exchange student services experience involving public school districts. List all public school and other relevant accounts handled by your office in the last three (3) years and give the names and telephone numbers of school district client officials who were the primary contacts for these accounts.

Professional Services Agreement

Include a copy of the professional international exchange student management company's agreement.

Exceptions

Identify any exceptions the professional international exchange student management company has to the terms and conditions identified in this RFQ.

Compensation

Fee: see attached **Appendix A: Fee Proposal**

The Program

The International Exchange Student Program (the “Program”) established by Oakland Schools provides solely F-1 Visa international students admitted into the Program with the opportunity to pursue public high school academic studies for one academic year at a Student and Exchange Visitor Program (SEVP) certified high school of a participating school district within Oakland County, Michigan, United States of America. International students must have achieved an academic level to permit them to enter high school (equivalent to a high school student entering the 9th, 10th, 11th, or 12th grade). All prospective international students must be approved by Oakland Schools and the designated school administration for which they wish to attend. Oakland Schools SEVP Designated School Official(s) (DSO’s) issue I-20 forms for international students admitted to the program, allowing them to obtain the necessary visas and/or other immigration documentation to enter the United States to pursue academic studies as an SEVP-certified high school within Oakland County. Oakland Schools has 14 SEVP-certified school campuses and aims to place approximately 30 students per academic year.

International students admitted to the Program must reside with a host family in Oakland County, Michigan, specific to the district for which the International Student is placed. Once admitted into the Program, the district will provide, in accordance with their standard practices, each international student with educational and career planning and academic counseling.

The Program has limited capacity, and Oakland Schools will only admit the number of students that the district requests into the Program, regardless of the number of international students the selected Company(ies) locates and submits to Oakland Schools for consideration and admittance into the Program. F-1 Visa International Exchange Students admitted into the Program will attend high school at a district for one full academic year.

Company(ies) Obligations

Insurance: Throughout the term of the Contract, the Company(ies) shall procure and maintain, at its sole cost and expense, insurance with the minimum coverages and limits as set forth in this RFQ. Company(ies) agrees, at its sole cost and expense, to purchase, prior to the commencement of services, and maintain the following insurance coverages in the minimum amounts indicated for the entire duration of the Contract. All coverage shall be with insurance carriers licensed and admitted to do business in Michigan and acceptable to Oakland Schools.

- a. Commercial General Liability Insurance with limits of three million dollars (\$3,000,000) aggregate and not less than one million dollars (\$1,000,000) per occurrence for bodily injury, death, and property damage, including personal injury, contractual liability, independent contractors, broad-form property damage, and products and completed operations coverage;
- b. Professional Liability Insurance (Errors & Omissions) of one million dollars (\$1,000,000) each occurrence;
- c. Workers’ Compensation including Employer’s Liability Coverage of one hundred thousand dollars (\$100,000) per occurrence for all employees engaged in services or operations under this Contract in accordance with state law;
- d. Automobile Liability with limits of one million dollars (\$1,000,000) each occurrence combined single limit of liability for bodily injury, death, and property damage, including owned and non-owned automobile coverages, as applicable.

To the extent that any insurance coverage required under this paragraph is purchased on a “claims-made” basis, such insurance shall cover all prior acts of Bidder during the term of this Contract, and such insurance shall be continuously maintained until at least three (3) years beyond the expiration or termination of this Contract. The required coverage as described above shall include an endorsement stating the following: “It is understood and agreed that thirty (30) days advance Notice of Cancellation, Non-Renewal, Reduction and/or Material change shall be sent to: Office of Procurement & Contracting, Oakland Schools, 2111 Pontiac Lake Road, Waterford, Michigan 48328”. If such insurance is not in force, Oakland Schools may, at its option, terminate the Contract.

Compliance with Laws: The Company(ies) shall carry out all Company’s services in strict accordance with all regulatory laws, codes, and requirements of local, state, and federal law relevant to the services contemplated under this RFQ and any resulting contract, including, but not limited to, applicable student privacy laws (including FERPA), the Michigan Revised School Code, MCL 380.1 et seq., the Immigration and Nationality Act, 8 U.S.C. 1101 et seq., and all applicable regulations and requirements of the U.S. Department of Homeland Security and the Student and Exchange Visitor Program (SEVP) governing F-1 students.

Company(ies) Obligations In Locating Prospective International Students: The Company(ies) shall be obligated to locate prospective international students desirous of being admitted into the Program. In order for an international student to be eligible for consideration for admittance into the Program, the Company(ies) shall complete all of the following obligations in connection with submitting an international student to Oakland Schools for consideration for admittance into the Program:

- a. Transcripts: The Company(ies) shall secure, and provide to Oakland Schools, each international students’ educational transcript. Each educational transcript must be translated into English. The transcripts must clearly indicate that each international student has achieved an academic level to permit them to enter high school (equivalent to a high school student entering the 9TH, 10TH, 11TH or 12th grade).
- b. Immunization Records: The Company(ies) shall secure, and provide to Oakland Schools, each international student’s full and complete immunization records. All immunization records must be translated into English.
- c. TOEFL or ELTiS Score: The Company(ies) shall secure, and provide to Oakland Schools, each international student’s English Proficiency Test score report (such as TOEFL or ELTiS) prior to school placement. Test scores must meet the minimum threshold established by Oakland Schools and must have been administered within twelve (12) months of the program start date.
- d. Guardianship Forms: The Company(ies) shall provide fully executed guardianship and authorization forms regarding each international student from the international student’s family. The Guardianship Forms must be translated into English.
- e. Insurance Certificates: The Company(ies) shall provide written proof that each international student has comprehensive, as determined by Oakland Schools, medical and dental insurance coverage in the United States during their enrollment in the Program.
- f. Visas: In compliance with Act and all other applicable laws, rules, regulations and ordinances, the Company(ies) shall provide written proof that each international student has secured all necessary approvals and valid Visas under the Act for lawful entry by the international students into the United States. The Company(ies) shall pay and be solely responsible for any fees or other costs associated with the international students obtaining these approvals and a Visa, entry into, or travel to and from the United States.

- g. Program Application: The Company(ies) shall provide a fully completed Program Application to Oakland Schools.
- h. Recommendation Letters: The Company(ies) shall provide current teacher and professional recommendation letters for entrance into the Oakland Schools Program.
- i. Tuition and Fees: The Company(ies) shall provide written proof to Oakland Schools that international students' tuition and fees have been paid.
- j. Student Financial Evidence: The Company(ies) shall provide the international student's financial information as proof that they have the financial resources to live and study in the United States for one academic year.

Company(ies) Obligations Regarding International Students Admitted to Program: The Company(ies) shall perform all of the following obligations in connection with international students admitted into the Program, and make any arrangements that may not be described but that are necessary to perform the Company (ies) services:

- a. Management of International Students: The Company(ies) shall have personnel locally, full-time, to manage all personal and medical needs of each international student, including, but not limited to, doctor/hospital visits, communication with international students' families, and securing any documentation necessary for the international students.
- b. International Student Orientation: The Company(ies) shall be responsible for providing each international student with a comprehensive orientation prior to or immediately upon arrival, addressing program expectations, school policies, cultural adjustment, immigration compliance requirements, student conduct expectations, health and safety resources, emergency procedures, and available support services.
- c. International Student Behavior and Academic Success: The Company(ies) shall actively monitor each international student's academic performance, attendance, behavioral conduct, and well-being, maintain regular communication with school personnel and host families, and promptly address concerns that may adversely affect the student's educational success, safety, or maintenance of F-1 status.
- d. International Student Travel: The Company(ies) shall be responsible for handling and paying for all travel arrangements for the international students. This includes travel to the United States at the beginning of the Program, travel back to the student's home at the end of the Program, and any travel to and from the student's home during the Program (e.g., during scheduled school breaks or other elective travel). Additionally, all planned student travel outside the United States must be reported to the DSO to initiate the Form I-20 travel endorsement.

Company(ies) Obligations Regarding International Student Families:

- a. International Student Family Management: Company(ies) shall manage all issues with the international student families, subject to the review of Oakland Schools.

Company(ies) Obligations Regarding Host Families:

- a. Host Family Recruitment: The Company(ies) shall be obligated to locate prospective host families in Oakland County, Michigan. The international student will attend high school in the district where the host family resides.
- b. Host Family Management: The Company(ies) shall manage required background checks and issues with the Host Families. Company(ies) shall notify Oakland Schools of all issues with the host families and if there is a change in host family placement resulting in an address change.

- c. Host Family Orientation: The Company (ies) shall provide the host families with the necessary information and guidance to successfully host an international student for one academic school year.
- d. Host Family Student Enrollment: The Company (ies) shall provide the host families with the necessary information and documentation which allows them to enroll the international student in the district high school for which the host family resides.

Submission Requirements

Each response to the RFQ must be submitted in English. Responses must demonstrate an understanding of the scope of work and the ability to accomplish the tasks set forth in this RFQ and must include information that will enable Oakland Schools to thoroughly evaluate each Company(ies) overall experience, qualifications, and ability to deliver the services in accordance with the requirements and obligations of this RFQ. Each response shall also include any other information that the Company(ies) feels is significant with respect to Oakland Schools making an informed decision relative to the submitted response.

Each Proposal must include, at a minimum, the following:

- a. Background information regarding the Company, which will serve as an introduction of the Company on business letterhead.
- b. Company's mission and vision in respect to their work for international exchange programs.
- c. Background and qualifications of the personnel who will be involved in carrying out the services required under this RFQ. Describe the chain of command and reporting relationships. Include a proposed organization chart to demonstrate how the Company personnel will handle the management of the international students and their families, and once in the United States host families of the international students in the United States, and interaction with Oakland Schools and the Districts' personnel. The Company must clearly demonstrate that it will have a Company representative that will be based locally in Oakland County.
- d. Detailed evidence or comprehensive business plan that the Company is currently providing F-1 International Exchange Student Program Services or planning to provide for other K-12 public school districts. This should include the number of international exchange student programs operated in the United States annually for the past three years.
- e. References – Each Company may provide other K-12 public school districts or educational institutions with which the Company has contracted to provide international exchange student management services. The Company must provide this information, including contact names, addresses, phone numbers and type and scope of services provided to these other educational entities.
- f. Describe the Company's approach to locate and recruit prospective international exchange students for placement in the United States.
- g. Describe the Company's approach to locate, recruit, and select host families in the United States.
- h. Evidence of the ability to successfully implement and maintain all requirements and obligations for the Program under this RFQ. Include an implementation schedule for the 2027/2028 school year.
- i. Describe the Company's relationship management aspect in working with the international families, international exchange students, host families and school personnel. How were conflicts resolved such as unfavorable placements, homesick students, overprotective parents, etc. How does the Company handle?

- j. Describe the Company's return and reimbursement policy.
- k. Evidence of the Company's ability to provide adequate insurance coverages as required by this RFQ to protect the interests of the Company and Oakland Schools. This shall include liability, medical and dental insurance for the international students who are admitted into the Program.
- l. Documentation of sufficient financial resources or a comprehensive business plan to provide the services and carry out the Company's requirements and obligations for the Program under this RFQ.
- m. Demonstrate that the Company(ies) understands and will comply with all regulatory laws, codes, and requirements of local, state, and federal law relevant to the services contemplated under this RFQ and any resulting contract, including, but not limited to, applicable student privacy laws (including FERPA), the Michigan Revised School Code, MCL 380.1 et seq., the Immigration and Nationality Act, 8 U.S.C. 1101 et seq., and all applicable regulations and requirements of the U.S. Department of Homeland Security and the Student and Exchange Visitor Program (SEVP) governing F-1 students.
- n. Describe any other resources to be provided by the Company, not listed above, which would demonstrate or enhance the Company's ability to carry out its services for the Program required under this RFP.
- o. A list of any and all litigation or regulatory proceedings, for the past five years, within the State of Michigan, or if more than 85% of the Company's international exchange student program services are performed outside the State of Michigan, the State(s) where 85% or more of the Company's international exchange student program services contracts are performed. It is contemplated under this RFQ that workers' compensation and unemployment proceedings are not to be deemed part of this requirement.
- p. An audited financial report for the three (3) most recent fiscal years of the Company. If unavailable, please clearly state the reason for the unavailability and provide equivalent alternative financial documentation.
- q. A copy of the Company's proposed application form (to be translated into English) to be filled out by prospective international students desirous of participating in the Program.
- r. Copies of the proposed form of agreement the Company will enter into with each international student's family and each Host Family. Both agreements shall be submitted in English.
- s. All Pricing factors must be clearly indicated on the Appendix A: Fee Proposal provided as part of the Company's submission. Company is not permitted to charge more than is submitted in the RFQ without approval. Pricing shall be submitted in U.S. dollars.

Submission and Next Steps

We understand that there are many details within each component to discuss; however, this RFQ will provide a good starting point for further discussions. **Qualifications will be accepted until November 3, 2026 @ 2:00 PM. Qualifications are to be firm through June 30, 2032. Tentative interviews will take place November 18, 19, 20, 2026.**

Respond to Elizabeth Junek, purchasing@oakland.k12.mi.us
with Subject title: **RFQ 27.0005 International Exchange Student Program Service Provider**