

Longview School District

REQUEST FOR PROPOSALS (RFP)

PROJECT TITLE: Services to students and families as identified in Longview School District Indian Education Formula Grant.

PROPOSAL DUE DATE: June 22, 2009 – 3:00 p.m.

EXPECTED TIME PERIOD FOR CONTRACT: July 31, 2009 – June 10, 2010. Based on 180 state mandated student attendance.

ELIGIBILITY: This procurement is open to those individuals or organizations that satisfy the minimum qualifications stated herein and that are available and licensed for work in Washington State.

SCHOOL DISTRICT RFP COORDINATOR:

NAME: Ann Cavanaugh

PHONE: 360-575-7007

FAX: 360-575-7022

E-MAIL: acavanaugh@longview.k12.wa.us

ADDRESS: Longview School District #122, 2715 Lilac Street,
Longview, Washington 98632-3526

This RFP is available on the Longview School District website located at www.longview.k12.wa.us and at the District Office, which is located at the above address.

TABLE OF CONTENTS

<u>1.</u>	INTRODUCTION.....	3
1.1	PURPOSE AND BACKGROUND.....	3
1.2	OBJECTIVE AND SCOPE OF WORK	3
1.3	CONSULTANT QUALIFICATIONS	3
1.4	FUNDING.....	3
1.5	PERIOD OF PERFORMANCE.....	4
1.6	NON-DISCRIMINATION AND DISBARRMENT.....	4
<u>2.</u>	GENERAL INFORMATION FOR BIDDERS.....	4
2.1	RFP COORDINATOR.....	4
2.2	ESTIMATED SCHEDULE OF PROCUREMENT ACTIVITIES.....	5
2.3	SUBMISSION OF PROPOSALS.....	5
2.4	PROPRIETARY INFORMATION/ PUBLIC DISCLOSURE.....	5
2.5	REVISIONS TO THE RFP	6
2.6	ACCEPTANCE PERIOD	6
2.7	RESPONSIVENESS.....	6
2.8	MOST FAVORABLE TERMS	7
2.9	CONTRACT AND GENERAL TERMS	7
2.10	COSTS TO PROPOSE	7
2.11	REJECTION OF PROPOSALS	7
2.12	INSURANCE COVERAGE	7
<u>3.</u>	PROPOSAL CONTENTS.....	9
3.1	LETTER OF SUBMITTAL (MANDATORY).....	9
3.2	TECHNICAL PROPOSAL	10

1. INTRODUCTION

1.1 PURPOSE AND BACKGROUND

The Longview School District "District" is soliciting proposals from organizations or individuals that are qualified and interested in providing the following services to the district:

For students who are registered and qualify as part of the Indian Education Program.

- Tutoring at school, during school hours for middle school/high school age students in reading and math
- Afterschool support in content areas for qualified students using APEX online learning supplied by school district and adult instruction
- Afterschool recreation to support and supplement academic work
- Positive adult mentorship
- Monthly family culture classes

Proposers must comply with federal and state laws, as well as District policies and procedures.

1.2 OBJECTIVE AND SCOPE OF WORK

The objective of the RFP is to determine the most qualified organization or individual to:

- Provide academic and social/recreation support
- Provide culture sensitive family activities

1.3 CONSULTANT QUALIFICATIONS

- Proven record of engaging family and students in positive social/recreational and academic behavior
- Proven record of establishing positive mentoring relationship
- Proven record of organization to work with a variety of cultures
- Experience working within and with middle school and high school setting

1.4 FUNDING

The District has budgeted an amount not to exceed \$93,746 for this project. **Proposed in excess of \$93,746 will be rejected as non-responsive and will not be evaluated.** Any contract awarded as a result of this RFP is contingent upon the

availability of funding. Proposers should provide their most favorable and competitive cost estimate to perform the work.

1.5 PERIOD OF PERFORMANCE

The period of performance of any contract resulting from this RFP is tentatively scheduled to begin on or about July 31, 2009 and continue through June 10, 2010. Amendments extending the period of performance, if any, shall be at the sole discretion of the District.

1.6 NON-DISCRIMINATION AND DISBARRMENT

The District does not discriminate on the basis of race, creed, color, national origin, age, sex, marital status, sexual orientation, physical, sensory or mental disabilities or use of a trained guide dog or service animal. Proposers may contact the RFP Coordinator to receive this Request for Proposals in an alternative format.

In accordance with A-133 Compliance Supplement, Section 31, effective November 26, 2003, Longview School District Cannot contract with vendors who are suspended or debarred.

In accordance with the above paragraph, your signature on this bid certifies that your non-federal entity has not been suspended or debarred or otherwise excluded.

2. GENERAL INFORMATION FOR PROPOSERS

2.1 RFP COORDINATOR

The RFP Coordinator is the sole point of contact in the District for this procurement. All communication between a Proposer and the District shall be with the RFP Coordinator identified on the cover page of this RFP.

Any other communication will be considered unofficial and non-binding on the District. Bidders are to rely on written statements issued by the RFP Coordinator. Communication directed to parties other than the RFP Coordinator may result in disqualification.

2.2 ESTIMATED SCHEDULE OF PROCUREMENT ACTIVITIES

Issue Request for Proposals - June 1, 2009
Question answered by calling Ann Cavanaugh @ 360-575-7007
Proposals due – June 22, 2009 – 3:00 p.m.
Evaluate proposals – June 22 – 23, 2009
Conduct oral interviews with finalists, if needed – June 24 & 25, 2009
Announce “Apparent Successful Contractor” and send notification via fax or e-mail to unsuccessful proposers – June 26, 2009
Begin contract work – July 21-24, 2009

The District reserves the right to revise the above schedule.

2.3 SUBMISSION OF PROPOSALS

Proposers are required to submit two (2) hard copies of the proposal. The proposal, whether mailed or hand delivered, must arrive at the District no later than 3:00 PM., local time, on June 22, 2009 at the Longview School District Office, located at 2715 Lilac Street in Longview, Washington.

Mailed proposals are to be sent to: Longview School District, ATTN: Ann Cavanaugh-RFP Coordinator, 2715 Lilac Street, Longview WA, 98632-3526. The envelope/package should be clearly marked.

Proposers must allow normal mail delivery time to ensure timely receipt of their proposals by the RFP Coordinator. Proposers assume the risk for the method of delivery chosen. The District assumes no responsibility for delays caused by any delivery service. Proposals may not be transmitted using electronic media such as email or facsimile transmission.

Late proposals will not be accepted and will be automatically disqualified from further consideration. All proposals and any accompanying documentation become the property of the District and will not be returned.

2.4 PROPRIETARY INFORMATION/PUBLIC DISCLOSURE

Materials submitted in response to this competitive procurement shall become the property of the District.

All proposals received shall remain confidential until the contract, if any, resulting from this RFP is signed by the Superintendent and the apparent successful proposer; thereafter, the proposals shall be deemed public records that are subject to disclosure under the Public Records Act (RCW 42.17).

Any information in the proposal that the proposer desires to claim as proprietary and exempt from disclosure under the provisions of RCW 42.17.250 to .340 must be clearly designated. The page must be identified and must include the particular exception from disclosure upon which the proposer is relying. Each page claimed to be exempt from disclosure must be clearly identified by the word "Confidential" printed on the lower right hand corner of the page.

The District will consider a proposer's request for exemption from disclosure; however, the District will make a decision predicated upon the Public Records Act. Marking the entire proposal exempt from disclosure will not be honored. The proposer must be reasonable in designating information as confidential. If any information is marked as proprietary in the proposal, such information will not be made available until the affected proposer has been given an opportunity to seek a court injunction against the requested disclosure.

A charge will be made for copying and shipping. No fee shall be charged for inspection of contract files, but twenty-four (24) hours' notice to the RFP Coordinator is required. All requests for information should be directed to the RFP Coordinator.

2.5 REVISIONS TO THE RFP

In the event it becomes necessary to revise any part of this RFP, addenda will be provided to anyone who has notified the District they are responding to the RFP and who has requested notice of any addenda. Proposers' questions regarding this RFP and the RFP Coordinator's answers, as well as any other pertinent information shall be provided in addenda.

The District reserves the right to cancel or to reissue the RFP in whole or in part, prior to execution of a contract. The District also has the right to reject any or all proposals.

2.6 ACCEPTANCE PERIOD

A proposer may not withdraw his/her proposal after the time and date the proposals are due and before the District has awarded a contract, unless the District does not award a contract within sixty (60) days of the date the proposals were due. If the District's decision to award a contract is delayed for more than sixty (60) days, the District may invite proposers to agree to extend their proposal.

2.7 RESPONSIVENESS

All proposals will be reviewed by the RFP Coordinator to determine compliance with administrative requirements and instructions specified in this RFP.

The District reserves the right, at its sole discretion, to waive minor administrative irregularities and to reject any or all proposals.

2.8 MOST FAVORABLE TERMS

The District reserves the right to make an award without further discussion of the proposal that is submitted. Therefore, the proposal should be submitted with the most favorable terms. The District may contact the proposer for clarification, but there not be an opportunity for proposers to present "best and final" offers. Proposers must be prepared to enter into a contract based on their proposal and the terms and conditions in this RFP.

2.9 CONTRACT AND GENERAL TERMS

The successful proposer is expected to enter into a contract which is substantially the same as the sample contract set forth in Exhibit B.

2.10 COSTS TO PROPOSE

The District shall not be liable for any costs incurred by the proposer in preparation of the proposal that is submitted in response to this RFP, or for any presentations or other activities related to responding to this RFP.

2.11 REJECTION OF PROPOSALS

The District reserves the right in its sole discretion to reject any and all proposals and not to issue a contract. This RFP does not obligate the District to award a contract for the services specified herein.

2.12 INSURANCE COVERAGE

The successful proposer shall, at its own expense, obtain and keep in full force and effect insurance coverage described below for the entire term of the contract, including any extensions. The proposer shall furnish the District a Certificate of Insurance within fifteen (15) days of the contract effective date.

A proposer that is awarded a contract shall furnish the District with a Certificate of Insurance executed by a duly authorized representative of each insurer, showing compliance with the following insurance requirements:

Liability Insurance

- 1) **Commercial General Liability Insurance:** the proposer shall maintain general liability (CGL) insurance and, if necessary, commercial umbrella insurance, with a limit of not less than \$1,000,000 per each occurrence. If CGL insurance contains aggregate limits, the General Aggregate limit shall be at least twice the "each occurrence" limit. CGL insurance shall have products-completed operations aggregate limit of at least two times the "each occurrence" limit. CGL insurance shall be written on ISO occurrence form CG 00 01 (or a substitute form providing equivalent coverage). All insurance shall cover liability assumed under an insured contract (including the tort liability of another assumed in a business contract), and contain separation of insureds (cross liability) condition.

Additionally, the proposer is responsible for ensuring that any subcontractors provide adequate insurance coverage for the activities arising out of subcontracts.

- 2) **Business Auto Policy:** As applicable, the proposer shall maintain business auto liability and, if necessary, commercial umbrella liability insurance with a limit not less than \$1,000,000 per accident. Such insurance shall cover liability arising out of "Any Auto." Business auto coverage shall be written on ISO form CA 00 01, 1990 or later edition, or substitute liability form providing equivalent coverage.

Employers Liability ("Stop Gap") Insurance: In addition, the proposer shall buy employers liability insurance and, if necessary, commercial umbrella liability insurance with limits not less than \$1,000,000 each accident for bodily injury by accident or \$1,000,000 each employee for bodily injury by disease.

Additional Provisions

Above insurance policy shall include the following provisions:

1. **Additional Insured.** Longview School District No. 122, its elected and appointed officials, agents and employees shall be named as an additional insured on all general liability, excess, umbrella and property insurance policies. All insurance provided in compliance with this contract shall be primary as to any other insurance or self-insurance programs afforded to or maintained by the District.
2. **Cancellation.** Longview School District No. 122 shall be provided written notice before cancellation or non-renewal of any insurance, in accordance with the following specifications. Insurers subject to 48.18 RCW (Admitted and Regulation by the Insurance Commissioner) shall give the District 45 days advance notice of cancellation or non-renewal. If cancellation is due to non-payment of premium, the District shall be given 10 days advance notice of cancellation. Insurers subject to 48.15 RCW (Surplus lines) shall be given 20 days advance notice of cancellation. If cancellation is due to non-payment of premium, the District shall be given 10 days advance notice of cancellation.
3. **Identification.** Insurance policy must reference the Longview School District.

4. **Excess Coverage.** By requiring insurance herein, the District does not represent that coverage and limits will be adequate to protect the proposer, and such coverage and limits shall not limit proposer's liability under the indemnities and reimbursements granted in the contract with the District.

Worker's Compensation Coverage

The successful proposer will at all times comply with all applicable workers' compensation, occupational disease, and occupational health and safety laws, statutes, and regulations to the full extent applicable. The District will not be held responsible in any way for claims filed by the proposer or its employees for services performed under the terms of the contract.

3. PROPOSAL CONTENTS

The proposal shall contain the following four components in this order:

1. Submittal Letter
2. Technical Proposal
3. Management Proposal
4. Cost Proposal

Proposal Criteria

- Font Size 12
- Margins not less than 1"
- 4 page limit
- Pages to separate the four components
-

3.1 SUBMITTAL LETTER (MANDATORY)

The Letter of Submittal must be signed and dated by a person authorized to legally bind the proposer to a contractual relationship. Along with introductory remarks, the Letter of Submittal is to include by attachment the following information about the proposer and any proposed subcontractors:

1. Name, address, principal place of business, telephone number, and fax number/e-mail address of legal entity or individual with whom contract would be negotiated.
2. Name, address, and telephone number of each principal officer (President, Vice President, Treasurer, Chairperson of the Board of Directors, etc.)
3. Legal status of the proposer (sole proprietorship, partnership, corporation, etc.) and the year the entity was organized to do business as the entity now substantially exists.
4. Federal Employer Tax Identification number and the Washington Uniform Business Identification (UBI) number issued by the State of Washington Department of Revenue.

5. Location of the facility from which the proposer would operate.
6. Identify any District State employees or former District employees employed or on the proposers governing board as of the date of the proposal. Include their position and responsibilities within the proposer's organization. If following a review of this information, it is determined by the District that a conflict of interest exists, the proposer may be disqualified from further consideration for the award of a contract.

3.2 TECHNICAL PROPOSAL

The Technical Proposal must contain a comprehensive description of services including the following:

- a. Describe how you plan to engage program qualified youth and family into service during and afterschool and for family culture classes.
- b. Describe working with staff to identify qualified youth in need of service and how you determine academic need for tutoring.
- c. Give examples of possible family culture class offerings.