



**MANCHESTER PUBLIC SCHOOLS
OFFICE OF FINANCE AND MANAGEMENT**

**REQUEST FOR PROPOSAL
FOR**

**MANCHESTER PUBLIC SCHOOLS
BEFORE AND AFTER SCHOOL CARE – GRADES K-6**

RFP #021-002

**PROPOSALS DUE:
FRIDAY, JULY 17, 2020
1:45 P.M.**

**VIRTUAL OPENING **
FRIDAY, JULY 17, 2020
2:00 P.M.**

**Office of Finance and Management
45 North School Street
Manchester, CT 06042
(860) 647-3445
Fax: (860) 647-8210**

**** Please see page 3 for important information about changes to the opening process due to COVID-19.**

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Proposer's Initials: _____

***** IMPORTANT *****
BID/RFP PROCESS CHANGES DUE TO COVID-19

Due to the current pandemic, Manchester and Glastonbury Public Schools have changed bid opening procedures.

1. Bid/RFP responses must be received by the date/time indicated in the documents. Vendors have the option of mailing documents so that they are received prior to the opening date and time, or, due to the public schools being closed, vendors may contact the Office of Finance & Management to make an appointment to drop off their documents.
2. Bid/RFP openings will be held virtually through **Google Meet**. Instructions will be provided for access to the virtual opening prior to the start of the electronic meeting. Bidders must contact the Office of Finance & Management for login information.
3. **The virtual opening will be held 15 minutes after the proposals are due** to give vendors time to log-in.
4. The virtual opening will be exactly the same as a regular opening – a representative of the Office of Finance & Management will open the packages and read the results out loud. Results are not final until reviewed. Awardees will be notified. Tabulations will be compiled and distributed to vendors.

In order to maintain the health and safety of our staff and interested bidders, the bid process will continue to be revised as we learn more about COVID-19 and as we receive additional guidance.

If you have any questions, please contact the Office of Finance & Management at (860) 647-3444, (860) 647-3445 or email RFPs-Bids@mpspride.org.

Karen L. Clancy
Director of Finance & Management
Manchester Public Schools
(860) 647-3444

Proposer's Initials: _____

**LEGAL NOTICE
REQUEST FOR PROPOSALS
MANCHESTER PUBLIC SCHOOLS
TOWN OF MANCHESTER, CONNECTICUT**

Manchester Public Schools will receive sealed proposals at the Office of the Director of Finance and Management, 45 North School Street, Manchester, CT, 06042, on the date and time listed below for the following:

**RFP #021-002 MANCHESTER PUBLIC SCHOOLS
BEFORE AND AFTER SCHOOL CARE – GRADES K-6**

Proposals will be accepted until Friday, July 17, 2020, at 1:45 p.m.

Please direct any questions about the RFP to the Office of Finance and Management, 45 North School Street, Manchester, CT.

The right is reserved to reject any and all proposals. Specifications and forms are available on our website <https://www.mpspride.org/Page/311>.

Manchester Public Schools is an equal opportunity employer and requires affirmative action policy for all of its contractors and vendors as a condition of doing business with the school district, as per Federal Order 11246.

Date of Notice: July 6, 2020
Karen L. Clancy
Director of Finance and Management
Manchester Public Schools

Proposer's Initials: _____

CONTENT AND ORGANIZATION OF PROPOSAL

The Request for Proposals (RFP) is intended to provide interested Proposers with information concerning the conditions and requirements for submitting proposals. Proposers must examine all information and materials contained in this RFP. **Failure to do so will be at the Proposer's risk.** In response to the RFP, Proposers shall adhere to the established format. By doing so, comparable objective data will be provided for Manchester Public Schools' (MPS) review and analysis. The proposal shall contain the following sections, in order and format described.

A. Submittal Letter

A letter of transmittal addressed to **Karen L. Clancy, Director of Finance and Management**, which includes a statement by the Proposer accepting all terms, conditions and requirements contained in the RFP. The letter should also include a brief discussion of the Proposer's background, experience, financial ability and ability to perform this contract in accordance with the scope of services.

B. Price Proposal

Proposers shall submit a price proposal which indicates their full cost to provide the scope of services outlined. All costs associated with the performance of these services must be clearly delineated.

C. Proposer Documents

Proposers shall sign and include all documents and forms provided with the RFP. These documents are in a PDF fillable format except for the signature and date sections. Also to be included is a listing of four (4) municipal or private sector references for whom recent (3 years or less) similar services were provided. Proposals submitted must be bound, paginated, indexed and numbered consecutively and must include the original, clearly identified as such, and a copy.

D. Exceptions

Proposers wishing to take any exceptions to any requirement in the RFP shall state and explain such exceptions. MPS may accept proposals which take exception to any requirements of the RFP. Any exception must be clearly delineated and cannot materially affect the substance of this RFP.

Proposer's Initials: _____

INSTRUCTIONS TO PROPOSERS

1. The proposal and any addenda will be issued on the Manchester Public Schools' website at <https://www.mpspride.org/Page/311>. It shall be the responsibility of the proposer to download this information. Manchester Public Schools (MPS) will not mail a separate hard copy of addendum to proposers. Failure of any proposer to receive any such addendum or interpretation shall not relieve such proposer from any obligation under his proposal as submitted. All addenda so issued shall become part of the Contract Documents. No addendum shall be issued less than 2 calendar days before the due date unless it is to change the due date.
2. The attached proposal is signed by the proposer with full knowledge of an agreement with the general specifications, conditions and requirements of this proposal.
3. Submit two (2) originals of the proposal in an envelope marked with the proposer's name and address on the upper left hand corner. Proposals shall be made out in the exact form as described under Content and Organization of Proposal of enclosed Invitation to Proposal, on proposer's letterhead and shall be signed by an officer of the company or corporation. **Proposals are to be plainly marked in the lower left hand corner with proposal number, name of proposal, opening date and time. Proposals will be accepted until Friday, July 17, 2020, at 1:45 pm.**
4. Proposals sent by mail should be addressed to the Director of Finance and Management, Manchester Public Schools, 45 North School Street, Manchester, CT 06042.
5. Bidders must contact the Office of Finance & Management to make an appointment to drop off their proposals prior to the opening date and time.
6. Proposals received later than the date and time specified will not be considered. Amendments to or withdrawals of proposals received later than the date and time set for proposal opening will not be considered.
7. MPS will not be liable for costs incurred in the preparation of the response to this RFP or in connection with any presentation before a selection committee.
8. Openings will be held virtually through Google Meet. Instructions for logging in shall be provided. All proposals shall be opened by MPS staff and read aloud. All proposals shall be tabulated and copies of said tabulation shall be made available to bidders upon their request.
9. MPS reserves the right to reject any and all proposals, to waive technical defects and to make such awards including accepting a proposal, although not the low proposal, as it is deemed to be in the best interest of MPS.
10. MPS may make such investigation as deemed necessary to determine the ability of the proposer to discharge a contract. The proposer shall furnish MPS with all such information and data as may be required for this purpose. MPS reserves the right to reject any proposal if the proposer fails to satisfactorily convince MPS that he/she is properly qualified by experience and/or does not have the facilities to carry out the worked called for herein. Conditional proposals will not be accepted.
11. Specifications cannot be modified by anyone other than the assigned agent for MPS.

Proposer's Initials: _____

12. Successful proposer shall, after being awarded the contract, and before doing any work, furnish Certificates of Insurance, including Automobile Property Damage Liability, Public Liability and Workers Compensation Insurance in the amounts shown in INSURANCE REQUIREMENTS. The proposer shall carry insurance under which Manchester Public Schools and the Town of Manchester, CT, shall be named as an additional insured for the duration of this work. All Liability Insurance required herein shall be Comprehensive, General and Automobile Bodily Injury and Property Damage Policy or Policies. Certificate of Proposer Liability shall be filed with MPS before work is started and contain a ten (10) day written notice of cancellation clause.
13. The work included in these specifications covers all labor, material equipment, and services required to complete what is listed in the Request for Proposal.
14. The proposer shall be required to submit the AFFIRMATIVE ACTION STATEMENT with their completed proposal package. The successful proposer shall comply in all respects with the Equal Employment Opportunity Act. Findings of non-compliance with applicable State and Federal equal opportunity laws and regulations will be sufficient reason for revocation or cancellation of this contract.
15. The proposer shall be required to submit the BACKGROUND CHECK COMPLIANCE AGREEMENT with their completed proposal package.
16. The proposer shall be required to submit the PROPOSER INDEMNIFICATION with their completed proposal package.
17. The proposer shall be required to submit the NON-COLLUSIVE PROPOSAL STATEMENT with their completed proposal package.
18. There shall be no smoking or other use of tobacco products in any school building nor on school ground at any time. Proper attire is to be worn at all times. Proposer's personnel shall use extreme caution while driving motor vehicles on school property.
19. The proposer shall not sublet, sell, transfer, assign or otherwise dispose of contract or any portion thereof or of his right, title or interest therein, or of his obligations thereunder, without consent of MPS.
20. **Hold Harmless:** The proposer/insured shall indemnify and hold harmless MPS and, if applicable, the engineer and their agents and employees from and against all claims, damages, losses and expenses, including attorney's fees of counsel selected by MPS, arising out of or resulting from the performance of the work and/or the supplying of materials, provided that any such claim, damage, loss or expense (a) is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property including the loss of use resulting there from, and (b) strictly limited to the extent caused in whole or in part by any negligent act or omission of the proposer/insured, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not they are caused in part by a party indemnified hereunder.

Proposer's Initials: _____

INSURANCE REQUIREMENTS

- A. To the extent applicable, the amounts and types of insurance will conform to the minimum terms, conditions and coverage of Insurance Services Office (ISO) policies, forms and endorsements.
- B. If the Proposer/Insured has self-insured retentions or deductibles under any of the following minimum required coverage, the Proposer/Insured must identify on the certificate of insurance the nature and amount of such self-insured retentions or deductibles and provide satisfactory evidence of financial responsibility for such obligations. All self-insured retentions or deductibles will be the Proposer/Insured's sole responsibility.
- C. **Commercial General Liability:** The Proposer/Insured will maintain commercial general liability insurance covering all operations by or on behalf of the Proposer/Insured on an occurrence basis against claims for personal injury (including bodily injury and death) and property damage (including loss of use). Such insurance will have these minimum limits:
- Minimum Limits: \$1,000,000 each occurrence
- D. **Automobile Liability:** The Proposer/Insured will maintain business auto liability coverage for liability arising out of any auto, including owned, hired, and non-owned autos.
- Minimum Limits: \$1,000,000 combined single limit each accident
- E. **Worker's Compensation:** The proposer/insured will maintain workers' compensation and employer's liability insurance.
- Minimum Limits: Worker's compensation: statutory limit
Employer's Liability: \$1,000,000 bodily injury or each accident
 \$1,000,000 bodily injury by disease for each employee
 \$1,000,000 bodily injury disease aggregate
- F. **Umbrella/Excess Liability:** The proposer/insured will maintain umbrella/excess liability insurance on an occurrence basis of the underlying commercial general liability, auto liability and workers' compensation insurance. The coverage shall be at least as broad as each of the underlying policies. The amounts of insurance required may be satisfied by purchased coverage for the limits specified or by any combination of underlying and umbrella limits, so long as the total amount of insurance is not less than the limit specified for general liability, auto liability and workers' compensation when added to the limit specified in this section.
- Minimum Limits: \$5,000,000 combined single limit and aggregate limit.

Proposer's Initials: _____

SPECIFICATIONS FOR BEFORE AND AFTER CARE

Scope of Services

Manchester Public Schools (MPS) is soliciting proposals from qualified firms to provide Before and After School Care for MPS students in grades K-6.

The successful vendor will provide Before and After School Care at all seven (7) elementary school sites (Grades K – 4) and Bennet Academy (Grades 5 – 6). The list of schools with addresses, grade levels, and number of students by grade based on current year enrollment are provided on a separate page.

Hours of Operation

The hours of operation will be 7:00 a.m. to the start of the school day, either 8:15 a.m. for Bennet Academy or 9:10 a.m. for elementary schools, and from the end of the school day, either 2:45 p.m. for Bennet Academy or 3:40 p.m. for elementary schools, until 6:00 p.m. The hours of operation will be longer on the days schools is abbreviated for either conferences, staff professional development, or other days as designated by the Board of Education. The abbreviated school day ends at 11:45 a.m. for Bennet or 12:40 p.m. for elementary schools.

Proposal Requirements

The vendor will include the following information as part of the written proposal:

- Licensing to perform before and after school care services in Connecticut
- Number of spaces to be made available at each site
- Staff to student ratio
- Minimum age of staff
- Identification of all staff who will provide any portion of the services required under the contract, including background, experience, and areas and levels of responsibility.

Administration of Prior Contracts

The vendor will disclose any involvement in litigation or arbitration in the past five (5) years with any client under contract to provide professional services. This disclosure should include the name of the client, a description of the disagreement and the outcome.

Cost Proposal

The vendor will submit the full service fee and expected payment to perform before and after school care services as outlined above. All costs associated with the performance of these services must be clearly delineated. Also, any discount offered in the fee proposal shall be clearly delineated. The vendor must disclose all expected and potential payments, commissions or remuneration of any type (direct or indirect) which might be associated with being awarded this contract.

MPS reserves the right to negotiate fees and payment scheduled with the selected vendor.

Subcontracting

Use of subcontractors is prohibited unless authorized in writing by the MPS Director of Finance and Management, or Superintendent of Schools, or their duly authorized signatory authority.

Contract Management and Period

This contract shall be managed for MPS by the Director of Finance and Management or a duly authorized representative and will be in effect from September 1, 2020, through August 31, 2023, with the right to extend this contract for two successive one-year periods under the same terms and conditions.

Proposer's Initials: _____

**MANCHESTER PUBLIC SCHOOLS
SCHOOL LOCATIONS**

Manchester Public Schools			
School Name	Grades	Student Enrollment	Address
Bennet Academy	5-6	914	1151 Main Street
Bowers Elementary School	K-4	349	141 Princeton Street
Buckley Elementary School	K-4	336	250 Vernon Street
Highland Park Elementary School	K-4	311	397 Porter Street
Keeney Elementary School	K-4	250	179 Keeney Street
Martin Elementary School	K-4	225	140 Dartmouth Road
Verplanck Elementary School	K-4	480	126 Olcott Street
Waddell Elementary School	K-4	476	163 Broad Street

Proposer's Initials: _____

EVALUATION CRITERIA AND SELECTION

Proposals will be reviewed and evaluated based upon the following factors:

1. Experience with services of this nature
2. Competitiveness of Price Proposal
3. References

Manchester Public Schools (MPS) shall select that responsible and responsive Proposer whose proposal is determined by MPS to be best suited and most advantageous, and provides the greatest overall benefit to MPS on the basis of the criteria and/or factors of evaluation listed. MPS expressly reserves the right to negotiate with the selected Proposer prior to an award of any contract pursuant to the RFP.

Manchester Public Schools retains the right to request any additional information pertaining to the ability, qualifications, and procedures used to accomplish all work under this contract, as it deems necessary to ensure that services are provided in a satisfactory manner.

Proposer's Initials: _____

MANCHESTER PUBLIC SCHOOLS
45 North School Street
Manchester, CT 06042

PROPOSER INFORMATION

PROPOSER: _____
(Print Business, Partnership or Corporate Name)

ADDRESS: _____

SIGNED BY: _____ TITLE: _____
(Authorized Signature)

NAME: _____ DATE: _____
(please print)

TELEPHONE: _____ FAX: _____

The proposer is a/an (individual) (partnership) (corporation). Names and titles of other officers or partners are:

(for corporation, give State of incorporation and affix corporate seal)

Proposer's Initials: _____

MANCHESTER PUBLIC SCHOOLS
45 North School Street
Manchester, CT 06042

AFFIRMATIVE ACTION STATEMENT

TO: All Vendors
FROM: Karen L. Clancy,
Director of Finance and Management
SUBJECT: Affirmative Action

Manchester Public Schools is an Equal Opportunity Employer, and will not transact business with firms which are not in compliance with all Federal and State Statutes and Executive Orders pertaining to non-discrimination.

In order to have your firm listed on our acceptable vendor's list and thereby be eligible for consideration as a source for goods and services, please complete and return the following Statement of Policy to:

Karen L. Clancy
Director of Finance and Management

STATEMENT OF POLICY

It is the employment policy of _____ that there shall be no discrimination against anyone on the grounds of race, creed, national origin, sex, age or physical handicap in the hiring, upgrading, demotions, recruitment, termination and selections for training.

In addition, this firm is in full compliance with the letter and intent of the various Equal Opportunity and Civil Rights Statutes noted above.

Signed

Name

Date

Title

Telephone

Street Address

Fax

City/State/Zip Code

Proposer's Initials: _____

**MANCHESTER PUBLIC SCHOOLS
45 North School Street
Manchester, CT 06042**

CONTRACTOR INDEMNIFICATION

To the fullest extent permitted by law, the Contractor shall, defend, indemnify and hold harmless the School District and its respective officers, employees and agents from any and all loss, liability, damage, penalty, expense or fee, including attorneys' fees, arising from or relating to (i) the Contractor's breach of this Contract; (ii) strictly limited to the extent of negligence or willful misconduct of the Contractor and its officers, employees, and agents; or (iii) any other action or event arising out of or in any way connected with this Contract. The Contractor agrees that the School District shall have the right to participate in the defense of any such claim through counsel of its choosing. This indemnity shall not be affected by other portions of this Contract.

The existence of insurance shall in no way limit the scope of this indemnification. The Contractor further undertakes to reimburse MPS for damage to property of MPS caused by the Contractor, or its employees, agents, subcontractors or delivery persons, or by faulty, defective or unsuitable material or equipment used by him/her or them.

STATE OF CONNECTICUT:

COUNTY OF: _____ Signed _____
Proposer

By _____
Name

Legal Name of Vendor

Street

City/State/Zip Code

Date

Subscribed and Sworn to before me on this
_____ day of _____ 20____

Notary Public

Proposer's Initials: _____

MANCHESTER PUBLIC SCHOOLS
45 North School Street
Manchester, CT 06042

NON-COLLUSIVE STATEMENT

TO: All Vendors

FROM: Karen L. Clancy
Director of Finance and Management

SUBJECT: Non-Collusive Statement

The undersigned vendor, having fully informed themselves regarding the accuracy of the statements made herein certifies that:

1. The bid has been arrived at by the vendor independently and has been submitted without collusion with, and without any agreement, understanding, or planned common course of action with any other vendor of materials, supplies, equipment or services described in the Invitation to Bid, designed to limit independent bidding or competition, and;
2. The contents of the bid have not been communicated by the vendor or its employees or agents to any person not an employee or agent of the proposer or its surety on any bond furnished with the bid, and will not be communicated to any such person prior to the official opening of the bid.

The undersigned vendor further certifies that this statement is executed for the purposes of inducing Manchester Public Schools to consider the vendor and make an award in accordance therewith.

Legal Name of Vendor

Business Address

Name and Title of Authorized Signor

Signature

Date

Telephone

Fax

eMail Address

Proposer's Initials: _____

**MANCHESTER PUBLIC SCHOOLS
45 North School Street
Manchester, CT 06042**

BACKGROUND CHECK COMPLIANCE AGREEMENT

TO: All Vendors
FROM: Karen L. Clancy
Director of Finance and Management
SUBJECT: Background Check Compliance Agreement

PURPOSE

The Background Check compliance agreement is intended to ensure that proposer, awarded this contract, has or will hire qualified employees/staff to provide and maintain a safe and secure environment.

POLICY

Proposers shall comply with maintaining a policy and procedure in place for a background check and performing background checks, in accordance with any State and Federal laws for any person assigned to the Manchester Public Schools Before and After School Care – Grades K-6 contract.

DEFINITION OF A BACKGROUND CHECK

A background check is a process in which the specifics of an individual’s past history are verified for the purposes of determining qualifications for employment/work, and it is conducted in addition to a reference check. The type of background check conducted is dependent upon a position’s responsibilities and required qualifications by the contract. When conducting background checks, it is the proposer’s responsibility to comply with any State and Federal laws, including Public Act 16-67.

COMPLIANCE AGREEMENT

The proposer hereby agrees that assigned personnel for this contract have been administered a background check. To the best of the proposer’s knowledge, the employee has a satisfactory background check in accordance and in compliance with any State and Federal laws. The proposer and its employees release Manchester Public Schools, its officers and its employees from any and all liability arising out of or related in any way to such testing.

Legal Name of Vendor

Business Address

Name and Title of Authorized Signor

Signature

Date

Telephone

Fax

eMail Address

Proposer’s Initials: _____

MANCHESTER PUBLIC SCHOOLS
45 North School Street
Manchester, CT 06042

REFERENCE SHEET – REQUEST FOR PROPOSAL

NAME OF BUSINESS

CONTACT PERSON & TITLE

ADDRESS

PHONE NUMBER & EMAIL

NAME OF BUSINESS

CONTACT PERSON & TITLE

ADDRESS

PHONE NUMBER & EMAIL

NAME OF BUSINESS

CONTACT PERSON & TITLE

ADDRESS

PHONE NUMBER & EMAIL

NAME OF BUSINESS

CONTACT PERSON & TITLE

ADDRESS

PHONE NUMBER & EMAIL

Proposer's Initials: _____

MANCHESTER PUBLIC SCHOOLS
45 North School Street
Manchester, CT 06042

COST PROPOSAL

I/WE have received the proposal documents and addenda numbered and dated as follows:

Addendum # _____ dated _____ Addendum # _____ dated _____ Addendum # _____ dated _____

I/WE, the undersigned, hereby agree to furnish and deliver the requested services at the prices named herein, subject to and in accordance with the Cost Proposal, and Specifications, all of which are made a part of this Proposal. Any payment for travel time, mileage to and from any jobsite, and/or miscellaneous expenses, will not be allowed.

LEGAL NAME OF VENDOR: _____

SIGNED BY: _____ TITLE: _____
(Authorized Signature)

NAME: _____ DATE: _____
(please print)

TELEPHONE: _____ FAX: _____

FEDERAL TAX IDENTIFICATION NUMBER (FEIN): _____

E-MAIL: _____

NOTE: Proposals may not be withdrawn for a period of 90 days after bid opening

Proposer's Initials: _____