

EAST HARTFORD PUBLIC SCHOOLS

REQUEST FOR PROPOSALS # 1762-19

After School Programs at Norris Elementary School and Mayberry Elementary School

Sealed REQUEST FOR PROPOSALS addressed to the Director of Business Services for:

After School Programs at Norris Elementary School and Mayberry Elementary School

Will be received at the East Hartford Public Schools, Department of Business Services, 1110 Main Street, East Hartford, Connecticut, 06108, until **1:30 P.M. on Thursday, July 11, 2019**, at which time they will be publicly opened and read aloud, in the Department of Business Services.

Specifications are included. **Technical questions may be directed to Anita Kelly-Pizzutiello, Supervisor, pizzutiello-kelly.a@easthartford.org (860)622-5153 until July 3, 2019.** Bid questions may be directed to Stanley Staron at sstaron@easthartford.org.

REQUEST FOR PROPOSALS to be plainly marked in the lower left-hand corner of the envelope as follows:

REQUEST FOR PROPOSALS NUMBER: 1762-19
REQUEST FOR PROPOSALS NAME: AFTER SCHOOL PROGRAMS
AT NORRIS ELEMENTARY SCHOOL AND MAYBERRY ELEMENTARY SCHOOL

OPENING DATE: July 11, 2019

OPENING TIME: 1:30PM.

Please Note; One original and three (3) copies must be submitted.

The right is reserved to purchase either by option or the total options indicated, split awards and act, as it seems in the best interest of the East Hartford Public Schools.

After the opening of the REQUEST FOR PROPOSALS , no REQUEST FOR PROPOSALS can be withdrawn for a period of ninety (90) days.

The East Hartford Public Schools (EHPS) reserves the right to waive any formalities in REQUEST FOR PROPOSALS; to reject any or all REQUEST FOR PROPOSALS, or to accept the ones that in its judgment will be in the best interest of the East Hartford Public Schools and/or the Town of East Hartford, Connecticut.

The East Hartford Public Schools do not discriminate on the basis of sex, sexual orientation, race, religion or national origin.

cc: N. Quesnel/File

INSTRUCTIONS TO BIDDERS

These instructions are standard for all REQUEST FOR PROPOSALS issued by the East Hartford Public Schools, East Hartford, Connecticut (EHPS), where a vendor is to furnish professional service to complete a REQUEST FOR PROPOSALS as outlined in our detailed specifications. The East Hartford Public Schools may delete, supersede or modify any of these standard instructions for a particular REQUEST FOR PROPOSALS.

- 1.0 The attached REQUEST FOR PROPOSALS is signed by the vendor with full knowledge of and Agreement with the general specifications, conditions and requirements of this REQUEST FOR PROPOSALS.
- 1.1 Submit REQUEST FOR PROPOSALS in an envelope marked with the vendor's name and address in the upper left-hand corner. REQUEST FOR PROPOSALS number, name, opening date and opening time must be marked in the lower left hand corner. **Please note one (1) original and three (3) copies must be submitted.**
- 1.2 REQUEST FOR PROPOSALS received later than date and time specified will not be considered. Amendments to, or withdrawals of, REQUEST FOR PROPOSALS received later than the date and time set for REQUEST FOR PROPOSALS opening will not be considered.
- 1.3 The East Hartford Public Schools reserves the right to reject any and all REQUEST FOR PROPOSALS , to waive technical defects and to make such award, including accepting a REQUEST FOR PROPOSALS, although not the low bid, as it deems to be in the best interest of the East Hartford Public Schools.
- 1.4 The East Hartford Public Schools may withhold acceptances of work and payment thereof when it is determined that said work or materials do not meet the specified requirements. Payment will not be made until corrections are made which are acceptable to the East Hartford Public Schools officials and/or their authorized agent.
- 1.5 The East Hartford Public Schools may make such investigation as deemed necessary to determine the ability of the bidder to discharge his contract. The bidder shall furnish the East Hartford Public Schools with all such information and data including references of similar projects conducted for other school systems as may be required for that purpose. The East Hartford Public Schools reserves the right to reject any REQUEST FOR PROPOSALS if the bidder fails to satisfactorily convince the East Hartford Public Schools that he/she is properly qualified by experience and has the facilities to carry out the obligations of the contract and to satisfactorily complete the work called for herein. Conditional REQUEST FOR PROPOSALS will not be accepted.
- 1.6 Specifications cannot be relieved by anyone other than an assigned agent for the East Hartford Public Schools. All changes must be in writing, signed by agent.

- 1.7 The **successful vendor** will be required to provide proof of insurance as outlined in Appendix A and sign an Indemnification Statement, a copy of which can be found in Appendix B. **Please note the insurance listed is typical for businesses and insurance requirements for individuals may be modified and considered on a case by case basis.**
- 1.8 All prices must be F.O.B. delivered.

**APPENDIX A
INSURANCE REQUIREMENTS**

A. GENERAL REQUIREMENTS

The **VENDOR** shall be responsible for maintaining insurance coverage in force for the life of this contract of the kinds and adequate amounts to secure all of the **VENDOR'S** obligations under this contract with an insurance company (ies) with an AM Best Rating of A-VII or better licensed to write such insurance in the State of Connecticut and acceptable to the Town of East Hartford Public Schools.

. Please note the insurance listed is typical for businesses and insurance requirements for individuals may be modified and considered on a case by case basis.

The insurer shall provide the East Hartford Public Schools with **Certificates of Insurance signed by an authorized representative of the insurer** prior to the performance of this contract describing the coverage and providing that the insurer shall give the East Hartford Public Schools written notice at least thirty (30) days in advance of any termination, expiration, or any and all changes in coverage.

Such insurance or renewals or replacements thereof shall remain in force during the term of this contract and any extensions.

The **VENDOR** at the **VENDOR'S** own cost and expense shall procure and maintain all insurance required and shall name the East Hartford Public Schools as Additional Insured on all contracts, except Workers' Compensation and Professional Errors & Omissions coverage's.

B. SPECIFIC REQUIREMENTS:

- 1) Workers' Compensation Insurance
The **VENDOR** shall provide Statutory Workers' Compensation Insurance, including Employer's Liability with limits of:

\$100,000 each accident
\$500,000 disease, policy limit
\$100,000 disease, each employee

- 2) Commercial General Liability Insurance
The **VENDOR** shall carry Commercial General Liability Insurance (Insurance Services Officer Incorporated Form CG-0001 or equivalent). A per occurrence limit of \$1,000,000 is required. The Aggregate Limit

will be not less than \$2,000,000. Any deviations from the standard unendorsed form will be noted on the Certificate of Insurance.

SPECIFIC REQUIREMENTS

3) Business Automobile Liability Insurance

The **VENDOR** shall carry Business Automobile Liability Insurance (Insurance Services Office Incorporated Form CA-00001 or Equivalent). A per occurrence limit of \$1,000,000 is required. "Any Auto" (symbol 1 or equivalent) is required. Any deviations from the standard unendorsed form will be noted on the Certificate of Insurance.

C. OTHER:

The **VENDOR** shall carry Excess Liability Coverage in the amount of \$1,000,000 per occurrence.

East Hartford Public Schools reserves the right to amend amounts of coverage required and type of coverage's provided based on work or service to be performed.

D. SUBCONTRACTOR'S REQUIREMENTS:

The **VENDOR** shall require the same insurance that it is required to carry by the East Hartford Public Schools to be carried by any subcontractors and independent contractors hired by the **VENDOR** and to obtain Certificates of Insurance before subcontractors and independent contractors are permitted to begin work.

The **VENDOR** shall require that the East Hartford Public Schools be named as Additional Insured on all subcontractors and independent contractors insurance before permitted to begin work.

The **VENDOR** and all subcontractors and independent contractors and their insurers shall waive all rights of subrogation against the East Hartford Public Schools and its officers, agents, servants and employees for losses arising from work performed by each on this contract.

APPENDIX A

	BROAD FORM CGL COMP. PROFESSIONAL REQUIRED REQUIRED	AUTO LIABILITY UMBRELLA REQUIRED	WORKMEN'S REQUIRED
CONSTRUCTION E & O REQ'D	\$1,000,000 \$2,000,000	\$1,000,000	CGS/100/500/100
NON-CONSTRUCTION	\$1,000,000	\$1,000,000	CGS/100/500/100
PROFESSIONAL (1) SERVICES/ARCHI- TECTURAL OR ENGINEERING \$1,000,000	\$1,000,000	\$1,000,000	CGS/100/500/100
DELIVERED GOODS/ SERVICES UNDER CONTRACT	\$1,000,000	\$1,000,000	CGS/100/500/100
BUILDING RENTAL ALL USE	\$1,000,000		

APPENDIX B

CONTRACTOR INDEMNIFICATION

The Contractor shall at all times indemnify and save harmless the East Hartford Public Schools and its officers, agents and/or employees against any and all claims, demands, damages, losses judgments, costs, worker’s compensation payments, litigation expenses and counsel fees arising out if injuries to the person (including death) or damage to property alleged to have been sustained by:

- a. officials, officers, agents and/or employees of the East Hartford Public Schools or;
- b. the Contractor, his subcontractors or materialmen or;
- c. any other person, whose injuries are alleged to have occurred on or near the work, or to have been caused in whole or in part by the acts, omissions or neglect of the Contractor or his sub-contractor or materialmen by reason of his or their use of faulty defective or unsuitable work.

The existence of insurance shall in no way limit the scope of this indemnification. The Contractor further undertakes to reimburse the East Hartford Public Schools for damage to property of the East Hartford Public Schools caused by the Contractor, or his employees, agents, subcontractors or materialmen or by faulty, defective or unsuitable material or equipment used by him or them.

STATE OF CONNECTICUT:

COUNTY OF: _____ SS

Signed: _____
Contractor

By: _____
Name

_____ Street

_____ City/State Zip

_____ Date

Subscribed and Sworn to before me on this _____ day of _____ .

Notary Public

**EAST HARTFORD PUBLIC SCHOOLS
1110 MAIN STREET
EAST HARTFORD, CT 06108**

TO: All Vendors
FROM: Paul Mainuli, Director/Business Services
SUBJECT: Affirmative Action

The East Hartford Public Schools is an Equal Opportunity Employer. The Board of Education has made it a matter of policy that it will not transact business with firms, which are not in compliance with all Federal and State Statutes and Executive Orders pertaining to non-discrimination.

A copy of the Board of Education Affirmative Action Statement is printed on the bottom of this letter.

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 us.

Paul Mainuli
Director of Business Services

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 or age in the hiring, upgrading, demotions, recruitment, termination and selections for training.

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

Date	Signed (Name/Title of Company Officer)
Area Code Telephone #	Street Address
Area Code Fax	City/State

REFERENCED CHECK/REQUEST FOR PROPOSALS 1762-19
After School Programs at Norris Elementary School and Mayberry Elementary School

In the interest of securing competent contractors we are requiring the following information be provided with your REQUEST FOR PROPOSALS. Failure to provide this information may jeopardize your firm being awarded this project.

Please provide three references:

Company Name/Person

Project description/dates/details

Telephone Number/e-mail

Date Job Completed

Company Name/Person

Project description/dates

Telephone Number/e-mail

Date Job Completed

Company Name/Person

Project description/dates

Telephone Number/e-mail

Date Job Completed

(Provide additional, separate sheet if required)

REQUEST FOR PROPOSAL # 1762-19
After School Programs at Norris Elementary School and Mayberry Elementary School

Specifications

OVERVIEW:

East Hartford Public Schools System is seeking to engage multiple contractors, to provide after school programs on a regular basis throughout the school year in the Town of East Hartford, CT.

East Hartford Public School System's primary goal is to provide a safe, secure on-site after school environment for children. A thorough description of the Contractor's policies and procedures geared toward keeping children safe is important to include in the proposal. Beyond this, the goal is that the Contractor deliver an enriching, enjoyable program format that blends academic enrichment and homework activities, literacy enrichment, science with recreation and arts.

All proposals are subject to public inspection upon award.

Bid prices will remain firm for the first two (2) years of the contract period with no wage adjustment(s) allowed. Thereafter, vendors may submit a request for adjustment on the yearly anniversary date of the contract. Any request for price adjustment (s) must be submitted thirty (30) days in advance, and in writing to:

East Hartford Public Schools
ATT: Paul Mainuli
1110 Main Street
East Hartford, CT 06108

It is the vendor's responsibility to check the East Hartford Public School website AND the State DAS website for changes to the bid prior to the bid opening. The bidder will be held to the bid and all addenda.

The East Hartford Board of Education will not award a bid to any bidder who owes delinquent tax to the town. Bidders certify by virtue of their signature on the bid sheet that neither the bidder nor any business or corporation which the Bidder owns an interest is delinquent in tax obligations to the Town. The Purchasing Department will verify that no delinquent taxes are owed before any bid is awarded

Contractor

Awarded contractors shall supply sufficient, competent, reliable, and properly licensed and/or certified personnel to provide adequate and satisfactory services under this contract.

Contractor must require all their assigned staff be fingerprinted prior to accepting assignment.

Contractor must conduct criminal background checks and verification that assigned staff does not appear on any Sex Offender Registry prior to assignment.

Contractor must provide staff coverage, as well as key contact person.

In cases where special licenses, accreditations and/or certifications are required by State, Federal and/or local law, statute, regulation, or EHPS BOE Policy, contractors are required to provide a copy upon request of the EHPS.

Contractors, if requested, shall also provide references, resumes, and/or test scores on individual assigned staff.

The Contractor is solely responsible for payment of all salaries, wages, bonuses, Social Security, Worker's Compensation, taxes, Federal and State Unemployment Insurance, Liability and Worker's Compensation Insurance, employee benefits, and any and all taxes related to personnel furnished under FICA taxes and shall provide Worker's Compensation for its personnel.

The Contractor is solely responsible for compliance to all other applicable laws relating to its employees, such as wages and hour laws, safety and health requirements, and collective bargaining laws.

Confidentiality: In accordance with all applicable laws, regulations, and procedures, the contractors and their staff shall maintain strict confidentiality of all information and records which the contractor may come in contact with or be privy to in the course of providing services. Please affirm, in writing, that confidential information shall not be disclosed either during or after the provision of services or following the termination of an individual's employment with the contractor. Note: the person signing the statement shall be a company official (i.e. owner, partner, etc...)

The Contractor(s) must sign a student data privacy agreement before on-site access is given.

Subcontracting

Use of subcontractors is prohibited unless authorized in writing by the EHPS Director of Business Services or Superintendent of Schools, or their duly authorized signatory authority.

Multiple awards

EHPS reserves the right to award to multiple vendors.

CONTRACT PERIOD:

This contract shall be in effect from approval by the full East Hartford Board of Education, fund availability and notification by EHPS, through June 30, 2020 with the right to extend this contract for a period up to the full original contract term or parts thereof upon mutual written agreement.

Adjustment (s) must be submitted thirty (30) days in advance, and in writing and will be reviewed and approved by both the Business Services Director and the Human Resources Director.

Programs may be expanded through school vacations subject to mutual written agreement.

SUBMITTAL REQUIREMENTS:

For consistency on all bid responses, bidders must organize their bids as follows:

- **Bidders should provide a minimum of three (3) references of relevant and consistent experience in similar services. Bidders are asked to verify current contacts. Information provided shall include:**
- **Client name;**
- **Project description;**
- **Project dates (starting and ending);**
- **Contact name and telephone number.**
- **Experience:**
- **Bidders must have at least 5 years of experience in providing services described within these special bid and contract terms and conditions and must explain in detail their experiences.**
- **Staff training & Staff Manual**
- **Cost for Services.**

Bidders are advised that the intent in having requirement above is to ensure that only a qualified and reliable vendor performs the work of the contract.

East Hartford Public School System 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 consistent with programs currently offered.

Exhibit A – General Scope of Work, Specifications and Requirements

After School Programs

Below is the General Scope of work/location/hours and description **of the current programs** however **East Hartford Public Schools is seeking to expand the selection and is receptive to new ideas which meet the following criteria:**

- An inclusive afterschool program that is safe and is a developmentally appropriate learning environment
- An enriching program that promotes student achievement and positive youth development through physical, intellectual, emotional and social development of each child. Activities may include visual and performing arts, music, physical activity, health/nutrition promotion and general recreation; career awareness and work preparation activities; community service-learning; and other youth development activities based on student need and interests
- Bid prices will remain firm for the first two (2) years of the contract period with no wage adjustment(s) allowed. Thereafter, vendors may submit a request for adjustment on the yearly anniversary date of the contract. Any requests for a price adjustment(s) must be submitted thirty (30) days in advance, and in writing to:

East Hartford Public Schools
ATT: Paul Mainuli
1110 Main Street
East Hartford, CT. 06108

- Funding for the after school programs each year is dependent on the availability of state after school grant funds for each program site. Contracts for program services are from year-to-year.
- Organizational structure that includes a combination of certified and noncertified dedicated and experienced staff.

A. Current Programs:

East Hartford Public Schools current after school “Crossroads Program” serves a minimum of (50) K-5 students in each of our elementary schools. Programs are modeled after the 21st Century Community Learning Center After School Programs. A voluntary registration fee of \$10 and a voluntary monthly fee of \$60.00 is charged to each family for each child enrolled in the program. The monthly fee is set by East Hartford Public Schools and is consistently applied throughout the school district. All revenue received from program fees are used to support our after school programs.

Students are enrolled on a first come first served basis and the program is open to all students. Reasonable accommodations are given to all students.

The Crossroads program runs for (131) school days each school year. EHPS does not offer the Crossroads program on half days and school holidays/vacations. It will begin on the first day of school (August 28, 2019) and end on the last full day of school in June of 2020. Below is the current daily schedule our after school programs adhere to.

Crossroads' Daily Schedule			
3:20 - 3:30	Arrival		
3:30 - 3:45	Snack/Social		
3:45 - 4:00	Transition/Bathroom		
4:00 - 4:45	Homework/Academics		
4:45 - 5:30	Enrichment		
5:30 - 6:00	Free Play/Pick Up		

B. Sample Program Outline:

Locations	Hours	Description	Academics & Enrichment Activities
Anna E. Norris Elementary School	Monday – Thursday 3:20PM- 6:00PM	Provide students with enrichment opportunities in multiple disciplines.	Homework, Arts Instruction, STEAM, Nutrition, Multicultural, Recreation
Franklin H. Mayberry Elementary School	Student daily program participation is required. Not a drop in program. Additional program opportunities can be proposed for non school days.	At least (45) minutes of each day must be reserved for Homework and individualized academic support.	Other types of Academics & Enrichment would be considered. End of year celebration event.

C. Additional Information:

- Space, utilities and other building operating costs will be the responsibility of EHPS for all programming that occurs during the regular program hours.
- Any changes in space needed outside of regular program hours will need to be requested and approved in advance with business services and additional building and rental fees may apply.
- Site Principals and the After School Program Manager must be notified daily of any issues that occur, especially DCF communication, incident reports, student and safety concerns.
- Program reviews and site visits will occur monthly.
- EHPS will develop a transition plan with the awarded contractor. The awarded bidder will give first hiring opportunities to existing employees.

**East Hartford Public Schools
REQUEST FOR PROPOSALS
FOR**

**After school programs at Norris Elementary School and Mayberry Elementary School
1762-19**

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 REQUEST FOR PROPOSALS, and Specifications, all of which are made a part of this Proposal.

Pricing submitted shall reflect NET pricing for full program as outlined above. Your proposal must include: Detailed costs for staffing coverage for (50) students, benefits, instructional supplies, purchased services and equipment.

Program Cost Per Site: \$ _____

Program description and budget narrative: (attach additional pages as needed)

BIDDER: _____

ADDRESS: _____

SIGNED BY: _____ TITLE: _____

NAME :(please print): _____ DATE: _____

TELEPHONE # _____ FAX # _____

E-MAIL: _____

Due 1:30 P.M. July 11, 2019