

**WESTPORT BOARD OF EDUCATION  
21-005-RFQ  
REQUEST FOR QUALIFICATIONS  
EQUITY STUDY**

The Westport Board of Education (herein referred to as “Board”) is requesting statements of qualifications for the services of conducting an Equity Study.

**Minimum Qualifications Include:**

- Prior experience collaborating and supporting school districts to identify systemic inequalities and develop strategic action plans.
- Expertise and scholarship in the area of equity, inclusion, and education.
- Successful experience providing K-12 educators with professional development in diversity and inclusive teaching practices.
- Experience and expertise in conducting research studies, including both qualitative and quantitative inquiry.
- Must be willing to sign a “confidentiality” agreement with the Board.
- Must be able to post requisite insurance requirements with the Board (See Insurance Requirements).
- Will be subject to a criminal background check and be free of liens to the Town of Westport.

Firms or individuals may express interest and request consideration by making a submittal to the Board as outlined herein.

**RFQ Submission Requirements:**

**Date Due: Monday, January 4, 2021 @ 11:00 AM**

Submit three (3) hard copies and one (1) electronic copy (flash drive) to:

Elio Longo  
Westport Public Schools - CFO  
Town Hall, Room 300  
110 Myrtle Avenue  
Westport, CT 06880

- Submittals should be clearly marked with 21-005-RFQ Equity Study
- All responses must indicate the name of the Respondent and be signed by an officer or employee authorized to transact business on behalf of the Respondent.
- Submittals received after the stated date and time will not be considered.
- The Board will not allow the submission of any additional written information after the RFQ deadline.
- The Board reserves the right to waive any and all defects and informality in any response, to reject any or all responses for whatever reason and to accept that response deemed to be in the best interest of the Board.
- Further, the Board reserves the right to reject any response if the evidence submitted by or investigation of the Respondent fails to satisfy the Board that the Respondent is properly qualified to perform the services.

**Proposals Submissions:**

Proposal submitted must include the following:

- A brief business history of the organization including staff experience, resumes (of those who would be involved) and accomplishments as they pertain to conducting an equity study for the district.
- Describe the experience the organization or individual has in the providing K-12 teachers professional development in the areas of equity, inclusion and diversity.
- At least three (3) references complete with name, address, phone number, and e-mail address for which the organization has provided and performed services aligned with those outlined in the qualifications section of this document.
- Identify individual(s) who would have primary responsibility for the Board’s business.

**Selection Criteria:**

It is the intent of the Board to conduct a fair and comprehensive evaluation of all responses. The contract, if awarded, will be to the Respondent whose proposal is the most advantageous to the Board. All responses will be evaluated based on the following criteria:

- Demonstrated long term success and experience in providing equity and inclusion support to school districts.
- Experience and knowledge designing and conducting research.
- Experience and success in providing K-12 educators professional development in the areas of equity, inclusion and diversity.

- Professional qualifications of the firm and individual(s) identified in the response.
- References

### **Insurance Requirements**

The successful respondent shall purchase from and maintain, throughout the term of the agreement, the following insurance in a company or companies with an A.M. Best rating of A- (VII) or better:

A. Workers Compensation required by law with employer's liability limits for at least the amounts of liability for bodily injury by accident of \$500,000 each accident and bodily injury by disease of \$500,000, including a waiver of subrogation.

B. Commercial General Liability Insurance policy with an edition date of 1986 or later including products and completed operations. Limits should be at least: Bodily injury & property damage with an occurrence limit of \$1,000,000: Personal & advertising injury limit of \$1,000,000 per occurrence: General aggregate limit of \$2,000,000 (other than products and completed operations): Products and completed operations aggregate limit of \$2,000,000.

- The policy shall name the Town of Westport and Westport Board of Education as an additional insureds and include ISO Form CG 2010 (07/04) and CG 2037 (07/04).
- Such coverage will be provided on an occurrence basis and will be primary and shall not contribute in any way to any insurance or self-insured retention carried by the Town of Westport or Board.
- The policy shall contain a waiver of liability in favor of the Town of Westport and the Westport Board of Education.
- Such coverage shall contain a broad form contractual liability endorsement or wording within the policy form to comply with the hold harmless and indemnity provision of the contract
- A per project aggregate limit of liability endorsement shall apply for any construction contract.
- Deductible and self-insured retentions shall be declared and are subject to the approval of the Board.

C. Umbrella or Excess Liability Insurance policy in excess (without restriction or limitation) of those limits and coverages described in items (A) through (C). Such policy shall contain limits of liability in the amount of \$3,000,000 each occurrence and \$3,000,000 in the aggregate.

D. Errors & Omissions Insurance for liability resulting from the negligent performance of professional duties or operations. Such policy shall contain limits of liability in the amount of \$1,000,000 each occurrence and \$3,000,000 in the aggregate. The policy shall name the Town of Westport and the Westport Board of Education as additional insureds.

As to the insurance required, the insurer(s) and/or their authorized agents shall provide the Board with certificates of insurance prior to execution of the agreement by the Board, describing the coverage and prior to 30 days of any renewal. The certificate will include a copy of the additional insured and contractual liability endorsements.