

Request for Proposal by

WESTFIELD WASHINGTON SCHOOLS

Response Due Date: June 20, 2022 by 1:00 PM EST

SECTION I: GENERAL INFORMATION AND REQUESTED SERVICES

1.1 INTRODUCTION

Westfield Washington Schools (“School”) intends to solicit responses to this Request for Proposals (RFP) for qualified organizations to conduct a programmatic facility study. This RFP and addendums are being posted at <https://www.wws.k12.in.us/Page/1002> Neither this RFP nor any response submitted hereto are to be construed as a legal offer.

1.2 SUMMARY OF PRODUCTS & SERVICES

School seeks for Respondents to outline how it would provide a programmatic facility study upon the following parameters:

- User locations: see <https://www.wws.k12.in.us> for building locations and <https://inview.doe.in.gov/corporations/1030300000> for school demographics
- Study specifications: See Exhibit A, B, and C
- Responses should be no more than 75 pages.

Additional requirements are present in Exhibit A. If School makes a written determination that funds are not appropriated or otherwise available to support continuation of performance of the arrangement, the contract may be canceled.

1.2 RFP OUTLINE

Section	Description
General Information and Requested Products or Services	This section provides an overview of the RFP, general timelines for the process, and a summary of the products/services being solicited by School via this RFP

Proposal Preparation Instruction	This section provides instructions on the format and content of the RFP including a Business Proposal, Technical Proposal, and a Cost Proposal
Proposal Evaluation Criteria	This section discusses the evaluation criteria to be used to evaluate Respondents' proposals

1.3 PRE-PROPOSAL CONFERENCE

A pre-proposal conference will be held on the date specified in the Summary of Milestones. At this conference, interested Respondents may ask questions about the RFP. No answers at any time are binding on School and any information provided at the conference are not binding unless later issued in writing.

1.4 QUESTION/INQUIRY PROCESS

Questions/Inquiries may be submitted via tomamichelb@wws.k12.in.us and must be received by 3:00 PM, June 6, 2022. The subject line of the email submissions must clearly state the following:

WWS Programmatic Facility Study RFP

School will compile a list of any questions/inquiries submitted by Respondents. No Respondent shall rely upon, take any action, or make any decision based upon verbal communications with any School employee. Inquiries are not to be directed to any staff member of School. Such action may disqualify Respondent from further consideration for a contract resulting from this RFP.

If it becomes necessary to revise any part of this RFP, or if additional information is necessary for a clearer interpretation of provisions of this RFP prior to the due date for proposals, an addendum will be posted on the school website. If such addenda is necessary, the school may extend the due date and time of proposals to accommodate such additional information requirements.

Answers to submitted questions will be posted on the district's website at <https://www.wws.k12.in.us/Page/1002>, by 9:00 am on June 15, 2022.

1.5 DUE DATE FOR PROPOSALS

Each Respondent must email and then submit three (3) copies of the proposal, including the Transmittal Letter and other related documentation as required in this RFP. All proposals must be delivered to and then an electronic copy received via email before the deadline in the Summary of Milestones section to:

Brian Tomamichel, Westfield Washington Schools, 1143 E 181st Street, Westfield, IN 46074
and via email to: tomamichelb@wws.k12.in.us

School accepts no obligations for costs incurred by Respondents in anticipation of being awarded a contract.

1.6 PRICING

Pricing on this RFP must be firm and remain open for a period of not less than 90 days from the proposal due date.

1.7 SITE VISITS

School may request a site visit to a Respondent's buildings and facilities to aid in the evaluation of the Respondent's proposal.

1.8 TYPE AND TERM OF CONTRACT

School intends to sign a contract with one or more Respondent(s) to fulfill the requirements in this RFP. The term of the contract shall last for a minimum period of one (1) year from the date of contract execution. There may be one (1) year renewals at School's option.

1.9 CONFIDENTIAL INFORMATION

Respondents are advised materials contained in proposals are subject to the Indiana Access to Public Records Act (APRA), and after the contract award, the entire RFP file may be viewed and copied by the public.

1.10 TAXES

Proposals should not include any tax from which School is exempt.

1.11 GOVERNMENT REGISTRATION

Respondents must possess any required licenses and registrations issued by state, county, and local governmental entities.

1.12 SUMMARY OF MILESTONES

Due to the unpredictable nature of the evaluation period *and* force majeure events, the estimated dates below are subject to change.

Estimated RFP Dates

Activity	Date
Publication of RFP	May 20 & 27, 2022
Pre-Proposal Conference (Optional)	June 1, 2022 at 10:00 AM held at WWS Facilities Building, 18160 Market Ct, Westfield, IN 46074
Deadline to Submit Written Questions	June 6, 2022
Response to Written Questions/RFP Amendments	June 15, 2022
Submission of Proposals	June 20, 2022 by 1:00 PM EST
*The dates for the following activities are target dates only. These activities may be completed earlier or later than the date shown.	
Proposal Evaluation	TBD
Proposal Discussions/Clarifications (if necessary)	TBD
Oral Presentations (if necessary)	TBD
Best and Final Offers (if necessary)	TBD
RFP Award Recommendation	July 12, 2022 board meeting

SECTION II: PROPOSAL PREPARATION INSTRUCTIONS

2.1 GENERAL

To facilitate the timely evaluation of proposals, the format for proposal submission is as follows:

- Each item requesting information must be addressed in the Respondent’s proposal.
- Each item, i.e. Business Proposal, Technical Proposal, Cost Proposal, etc., must be separate standalone electronic files on the CD-ROM / USB Thumb Drive.
- Confidential Information must also be clearly marked in a separate folder/file on any included CD-ROM / USB Thumb Drive.

2.2 BUSINESS PROPOSAL

The Business Proposal must address the following topics unless identified as “optional.”

2.2.1 General (optional)

This section of the business proposal may be used to introduce or summarize any information the Respondent deems relevant to School’s successful acquisition of the products and/or services requested in this RFP.

2.2.2 Respondent's Company Structure

The legal entity for Respondent's organization accompanied by documentation from Indiana Secretary of State's office, the types of ventures in which the organization is involved, and a website showing the organization's hierarchy, resources, and services are to be included in this section.

2.2.3 References

School should receive references for whom the Respondent has provided services similar to services requested in this RFP.

2.3.4 Consultants

Any Respondent's proposal must identify all consultants and describe the contractual relationship between the Respondent and each consultant. The combined qualifications and experience of the Respondent and any or all consultants will be considered in School's evaluation.

2.3.5 General Information

Each Respondent must enter general information about its operations including contact information.

2.3 TECHNICAL PROPOSAL

The Technical Proposal must be divided into understandable sections. Where appropriate, supporting documentation may be referenced by a page and paragraph number.

2.3.1 Describe the professional services offered by the Respondent's primary business and how these services apply to the Programmatic Facility Study. Include similar information for all consultants.

2.3.2 Describe your approach and methodology to completing the Programmatic Facility Study. Include a proposed timeline (or list of steps) with estimated total duration for the study.

2.3.3 Describe three (3) similar programmatic facility studies of K-12 public school systems conducted by the Respondent or its consultants in the last five (5) years. Describe the content of the study, the client's goals, and results from your efforts. Include client contact information.

2.3.4 Describe Respondent's study team structure, members, roles, and responsibilities. Provide a resume for each key team member highlighting relevant experience.

2.3.5 Provide a simple matrix or chart identifying tasks for each key team member and approximate percentage of time the team member will spend on the study compared to the total hours anticipated.

2.3.6 Describe how the Respondent will involve stakeholders from Westfield Washington Schools in the study. List the key members of the school corporation who you anticipate will need to be involved in the study. Describe in general the amount of time these key members should expect to spend assisting you with the study.

2.3.7 Provide a concise list of K-12 educational clients with contact information and services provided from last five (5) years.

2.3.8 Provide a brief narrative (maximum 1,000 words) why the Respondent is the most qualified company to conduct this Programmatic Facility Study for Westfield Washington Schools.

2.4 COST PROPOSAL

In order for the Cost Proposal to be valid, Respondents must provide proposed total project costs for the Services and design, creation, manufacturing, and distribution of any Supplies. Prices must include all labor, materials, supplies, equipment, delivery, shipping, service, and administrative costs.

Cost Proposal Narrative

The Respondent should provide a brief narrative in support of each Cost Proposal item. The narrative should be focused on clarifying how the proposed prices correspond directly to the Respondent's Technical Proposal.

Cost Assumptions, Conditions and Constraints

The Respondent should list and describe as part of its Cost Proposal any special cost assumptions, conditions, and/or constraints relative to, or which impact, the prices presented on the Cost Schedules.

SECTION III: PROPOSAL EVALUATION

3.1 PROPOSAL EVALUATION PROCEDURE

School has selected personnel to act as a proposal evaluation team. Subgroups of this team will be responsible for evaluating proposals with regard to compliance with RFP requirements. All evaluation personnel will use the evaluation criteria stated in this RFP and allowed under applicable laws. Proposals will be opened so as to avoid disclosure of contents to competing offerors during the process of negotiation. Discussions may be conducted with responsible offerors who submit proposals determined to be reasonably susceptible of being selected for award.

Offerors will be accorded fair and equal treatment with respect to any opportunity for discussion and revisions of proposals. In conducting discussions with an offeror, information derived from proposals submitted by competing offerors may be used in discussion only if the identity of the

offeror providing the information is not disclosed to others. School will provide equivalent information to all offerors with which the School chooses to have discussions.

When the School determines it is in the best interests of the School: (1) the solicitation may be canceled or (2) offers may be rejected; in whole or in part as specified in this RFP. Notwithstanding any other law, offers may be opened after the time stated in this RFP if both of the following apply: (1) School makes a written determination that it is in the best interest of the School to delay the opening and (2) the day, time, and place of the rescheduled opening is announced at the day, time, and place of the originally scheduled opening. The determinations of the School are final and conclusive.

The procedure for evaluating the proposals against the evaluation criteria will be as follows:

- 3.1.1 Each proposal will be evaluated for adherence to requirements on a pass/fail basis. Proposals that are incomplete or otherwise do not conform to proposal submission requirements may be eliminated from consideration.
- 3.1.2 Each proposal will be evaluated on the basis of the categories included in Section 3.2.
- 3.1.3 Based on the results of this evaluation, the qualifying proposal determined to be the most advantageous to School, taking into account all of the evaluation factors, may be selected by School and School for further action, such as contract negotiations. If, however, School decides that no proposal is sufficiently advantageous to School, School may take whatever further action is deemed necessary to fulfill its needs. If for any reason, a proposal is selected and it is not possible to consummate a contract with the Respondent, School may begin contract negotiations with the next qualified Respondent or determine that no such alternate proposal exists or is desirable.

3.2 EVALUATION CRITERIA

Proposals will be evaluated based upon the ability of the Respondent to satisfy the requirements of the RFP in a cost-effective manner.

Summary of Evaluation Criteria

Criteria	Points
1. Firm Experience on Similar Projects	25
2. Experience of Assigned Team Members	25
3. Proposed Programmatic Study Plan (Stakeholder Involvement, Timeline, Process)	25
4. Cost of Proposal	25
Total Possible Points	100