

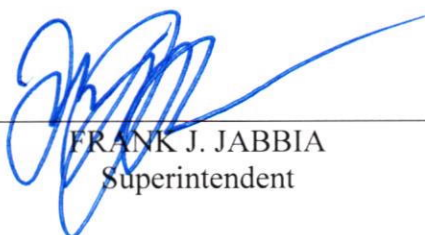
**ST. TAMMANY PARISH SCHOOL BOARD
COVINGTON, LOUISIANA**

**REQUEST FOR PROPOSALS
ON A STUDENT ATTENDANCE REDISTRICTING
CONSULTANT SERVICES 2022 (2nd REQUEST)**

The St. Tammany Parish School Board (STPSB) will receive written proposals until 4:00 PM on Monday, October 10, 2022 on Student Attendance Redistricting Consulting Services. All proposals arriving after the above date and time will be returned unopened to the proposers.

1. All proposals shall be received by the St. Tammany Parish School Board Office located at 321 N. Theard Street, Covington, LA 70433 by one of the methods below. Any proposals arriving after this date and time or not in the proper location or format will be returned unopened to the proposer.
2. Proposals may be sent via registered or certified mail, UPS or FedEx with a return receipt requested, hand delivered, in a sealed envelope clearly marked on the outside "RFP #163 STUDENT ATTENDANCE REDISTRICTING CONSULTANT 2022 or submitted electronically.
3. Proposals may be submitted electronically at www.centralbidding.com.
4. You can find related materials including detailed specifications and any addendums necessary to complete your proposal at www.centralbidding.com and/or www.stpsb.org/bids.
5. The enclosed Proposal Information Form must be completed and returned with your proposal (ATTACHMENT A). **Proposals submitted without this form will be considered "non-responsive."**
6. The attached STPSB Contract Addendum (ATTACHMENT B) must be completed and submitted with your proposal. **Proposals submitted without this form will be considered "non-responsive."**
7. The attached affidavit for compliance with Section 889(a) of the Fiscal Year 2019 National Defense Authorization Act (ATTACHMENT C) must be completed, notarized and returned with your proposal. **Failure to comply will cause your bid to be non-responsive. The original fully executed form must be received in our office by 4:00 PM on October 17, 2022.**
8. Proposals submitted will be evaluated by a committee consisting of at least three (3) members appointed by the St. Tammany Parish School Board Superintendent. During the evaluation process, the evaluators may, at their discretion, request any one or all firms/individuals to make oral presentations. Such presentations will provide firms with an opportunity to answer any questions the evaluators may have on a firm's proposal. Not all firms may be asked to make such oral presentations.
9. Proposals should be prepared in a concise and economical manner; and need not contain any special bindings, materials, promotional materials, et cetera. Proposal emphasis should be given to completeness and clarity of content.

10. The following, at a minimum, shall be included utilizing the same format and order of major headings as defined:
- 1) Executive Summary
 - 2) Company Profile
 - 3) References
 - 4) Product Information
 - 5) Proposal Implementation Requirements
 - 6) On-going Support Services
 - 7) Terms and Conditions
 - 8) Cost Quotation
11. The successful bidder(s) shall furnish a Certificate of Insurance within fifteen (15) calendar days following award but prior to start of service. Certificate shall provide for 30-day notice of cancellation, specifically name St. Tammany Parish School Board, its officers, and/or officials as additional insured, and:
- a. Comprehensive General Liability - \$1,000,000.00 combined single limit. Coverage to include premises, operations, contractor's protective liability, products and completed operation, contractual liability.
 - b. Comprehensive General Automobile Liability Insurance with minimum limits of Bodily Injury – Each Person \$1,000,000.00, Bodily Injury – Each Occurrence \$1,000,000.00, Property Damage – Each Occurrence \$1,000,000.00. Coverage shall be written to include all owned, non-owned and hired vehicles.
 - c. Workers' Compensation - State of Louisiana, Employer's Liability, Statutory requirements \$1,000,000.00. Provide waiver of subrogation in favor of the St. Tammany Parish School Board.
12. In accordance with La. R.S. § 42:1267 3(a)(b), successful proposer with access to STPSB Information Technology assets will be required to complete a cybersecurity training provided by STPSB during the term of the contract, annually and during any renewal periods.
13. In accordance with La. R.S. § 38:2237 A(9), the School Board may reject all proposals when it is deemed that such action is in the best interest of the School Board.
14. Questions pertaining to this Request for Proposal may be emailed to questions@stpsb.org until 4:00 PM on Friday, September 30, 2022.
15. For questions concerning RFP **submittal**, email the Purchasing Department @ purchasing@stpsb.org.



FRANK J. JABBIA
Superintendent

St. Tammany Parish Public Schools

Request for Proposal (RFP) # 163

Student Attendance
Redistricting Consultant 2022