

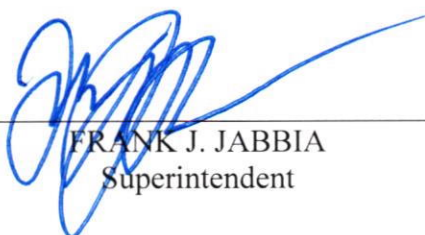
**ST. TAMMANY PARISH SCHOOL BOARD
COVINGTON, LOUISIANA**

**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

1.1 Introduction

The St. Tammany Parish Public School Board (STPSB) is seeking a firm to perform a School District Student Attendance Redistricting & GIS Analysis Services. The firm will create and refine multiple scenarios/maps to convert existing school attendance areas into new school attendance areas for the district's 55 schools. The STSPB reserves the right to reject any and all responses if another solution is deemed more advantageous for the district.

1.2 Instructions to Vendors

Keep your responses concise and to the point while still providing a complete response to the request. The selection committee will review each response in relation to the evaluation criteria listed in this Request for Proposal (RFP).

The enclosed Proposal Information Form must be completed and signed by a company official duly authorized to sign proposals/contracts (see Attachment A).

The attached STPSB Contract Addendum (Attachment B) must be completed and signed by an authorized company official.

The attached Affidavit of Compliance (Attachment C) with Section 889(a) of the Fiscal Year 2019 National Defense Authorization Act must be completed, notarized, and returned with your proposal.

All attachments, A-C, must be fully executed and included with your submittal. Failure to comply with this requirement will cause your proposal to be deemed non-responsive.

Questions regarding the RFP will be accepted via email to questions@stpsb.org until 4:00 PM on Friday, September 30, 2022.

For questions concerning the RFP submittal, email the Purchasing Department at purchasing@stpsb.org.

Please include a contact name, mailing address, email address, and telephone number in your response. EMAIL SUBJECT LINE SHOULD READ: RFP #163 STUDENT ATTENDANCE REDISTRICTING CONSULTANT 2022

The St. Tammany Parish School Board accepts submittals online or delivery to the address below. For delivery, the STPSB must receive and stamp at the address below an original, six (6) copies and an electronic copy (i.e., flash drive, USB drive, CD, etc.) of the response document by 4:00 PM on Monday, October 10, 2022. Any proposals submitted after that time will be disqualified and returned unopened.

All proposals should be typed or legibly written and submitted in a sealed envelope clearly labeled on the outside: RFP #163 STUDENT ATTENDANCE REDISTRICTING CONSULTANT 2022

Proposals delivered to:

St. Tammany Parish School Board
Purchasing Department
RFP #163 Student Attendance Redistricting Consultant 2022
321 N. Theard Street
Covington, LA 70433

Alternatively, proposals may also be submitted electronically at www.centralbidding.com. All documents must be included in the online submittal. Additionally, if submitting electronically, the original fully executed Affidavit (ATTACHMENT C), must be received at the above address by 4:00 PM on Monday October 17, 2022.

1.3 General Requirements

The STPSB does not claim to have included every possible piece of equipment or software that may be necessary for a complete and successful solution. Vendors are obligated to inform the STPSB of, and include in their response, any components that may be necessary for a successful and complete solution.

The STPSB reserves the right to reject any proposal. The STPSB reserves the right to reconsider any proposal submitted at any phase of procurement. The STPSB also reserves the right to meet with select vendors at any time to gather additional information. Furthermore, the STPSB reserves the right to delete or add functionality until the signing of the final contract.

All third-party hardware/software solutions proposed as part of this package are subject to the same guidelines of this RFP, unless otherwise stated.

Any vendor with access to STPSB information technology assets will be required to complete cybersecurity training provided by STPSB during the term of the contract, annually, and during any renewal periods. This requirement is mandated by ACT No. 155 of the Louisiana Legislature.

The STPSB will not be responsible for any expenses incurred by any vendor in the development of a response to this request including any onsite (or otherwise) interviews, presentations, supplemental information provided, submitted, or given to the STPSB or its representatives. Furthermore, the STPSB reserves the right to cancel work described herein prior to issuance and acceptance of any contractual agreement or purchase order by the recommended vendor even if the STPSB has formally accepted a recommendation.

The vendor shall protect all buildings, equipment, ceiling materials, personal items, trees, shrubs, lawns and all landscaping on School Board property from damage. In the event of damaged property resulting from work on this project, vendor shall be repaired or replaced at the vendor's expense. Labor shall be included in all restoration of buildings or grounds broken up during the installation of this project.

It is understood that the vendor and their representatives shall follow all applicable school district

regulations while on School Board property, including no smoking, no weapons, and drug free policies. All vendors and their representatives must check in with office personnel prior to any on-site work. All vendor personnel shall be easily identified by the use of identification badges and uniforms or shirts with the vendor's logo clearly visible. All vendor personnel shall submit to a background check. In accordance with Louisiana R.S. 42.1267, all vendor personnel shall show proof of Cyber Security training to access any of our assets. If vendor has not previously completed the Cyber Security training, they must do so prior to the start of the project.

Upon completion of each work day, the vendor must remove all tools, equipment, rubbish, and debris from the premises. Also, leave the premises clean and neat. The vendor is responsible for disposal of all debris through the vendor's outlet. The vendor may not use the STPSB's garbage dumpsters or any other School Board garbage service to dispose of rubbish and debris.

All work must adhere to all applicable city, parish, state, and federal codes. These include, but are not limited, to building and fire codes.

1.4 Insurance Requirements

Insurance coverage specified below shall be furnished with the following minimum limits:

- A. Workers' Compensation
 - Applicable State Statutory Requirements
 - Employer's Liability \$1,000,000.00
- B. 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, and broad form CGL endorsement. If exposure warrants, underground, explosion, and collapse are to be included.
- C. Automobile Liability
 - 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.

Additional Requirements:
Coverage listed in items A, B, and C shall provide for 30-day notice of cancellation, specifically name St. Tammany Parish School Board, its officers, and/or officials as additional insured, and provide waiver of subrogation in favor of the St. Tammany Parish School Board.

1.5 St. Tammany Parish Public School System Profile

The St. Tammany Parish Public School System current enrollment is approximately 38,500 students. The School System consists of 55 schools and 15 offices with approximately 6,000 staff members.

1.6 Proposal Format

In order to facilitate the analysis of responses to this request, vendors are required to prepare their proposals in accordance with the instructions outlined in this request. Each vendor is required to submit a proposal in a sealed package. Vendors whose proposals deviate from these instructions may be considered non-responsive and may be disqualified at the discretion of STPSB.

Proposals should be prepared as simply as possible while providing straight forward responsive information. Expensive bindings, promotional material, etc., are neither necessary nor desired. Emphasis should be concentrated on accuracy, completeness and clarity of content. All parts, pages, figures, and tables should be numbered and clearly labeled.

Provide your proposal utilizing the same format and order of major headings as defined within this scope.

Section 1 Executive Summary: Provide a brief narrative summarizing your company's ability to meet the requirements of this RFP. Please note the executive summary should include contact information with a valid e-mail address and telephone number.

Section 2 - Company Profile: Describe your company. Including but not limited to, years in business, general markets serviced, and any distinction of your company relating to redistricting consultation services. Also, include a listing of installations at entities similar to the STPSB by name and state, with the number of customers distinguished by type, if relevant. Any material (including letters of support or endorsement from clients) indicative of the vendor's capabilities are also encouraged.

Section 3 - References: Include three (3) references of clients similar to St. Tammany Parish School System who have utilized the consulting services you are proposing. School district(s) in Louisiana are of particular interest. Please provide the name, address, telephone number, contact name and contact title.

Section 4 - Product Information: Provide all information for the proposed redistricting consultation services. Please include any omitted required components necessary for a successful implementation of a complete solution.

- This RFP is a request for consulting services for redistricting student attendance boundaries.
- Must provide in-person and virtual meetings with district staff.
- The selected firm will give independent consultation and presentations to the School Board including requested boundary changes to account for "what-if" scenarios.
- The School Board will review the proposals in a public meeting allowing the public to offer input on the proposed redistricting plan.
- Include both short-term and long-term forecasts.
- Comprehensive reports, utilizing all data that was collected or provided.
- Demographic analysis using available census data and other district provided information.
 - The district will work with the vendor to provide relevant requested data.

- Consultant would work with the School Board to determine specific considerations for redistricting to better balance student attendance districts.
- Provide detailed maps of changes, using ArcGIS data.
- This RFP is being initiated to determine how to best utilize our current infrastructure, transportation systems, etc. given student growth in the district and where it is projected to grow.
- We can expand our criteria related to redistricting, but our initial focus will be on continuity of learning communities (as an example – as many junior high school students as possible would attend high school together), balancing high school attendance, balance length of bus travel time to and from school.
- Our goal is to implement any boundary changes in the 2023-2024 school year.

Section 5 - Proposal Implementation Requirements: Submit plans for consultation services for redistricting and re-drawing boundary lines. Project implementation plan must include a timeline for completion of services. When responding to this RFP, please follow all instructions carefully. Please submit proposal contents according to the outline specified and submit all hard copy and electronic documents according to the instructions.

Section 6 - On-going Support Services: Describe the warranty, support, training, and possible maintenance schedule if applicable depending on RFP. Please describe the process of reporting an issue/problem to support, along with any methods of escalation, and the resolution steps.

Section 7 - Terms and Conditions: Please provide us a copy of your standard agreement or contract, warranty information and any exceptions to the request. All firms submitting proposals must submit the most competitive proposal possible.

The solution proposed must meet all requirements of this RFP. If at any time an issue/problem is found, you will have 30 days to solve the issue/problem or STPSB reserves the right to terminate the contract and only be responsible for pro-rated service payment up to the termination date and refunded for cost incurred.

Indemnification and Institution Requirements: The successful vendor shall agree to indemnify St. Tammany Parish Schools, its Board, its officers and employees against loss or damage (including reasonable attorney's fees and other costs of litigation) caused by the successful vendor's negligent acts or omissions or the negligent acts or omissions of the successful vendor's agents or employees.

The successful vendor shall agree to defend any suit against St. Tammany Parish Schools alleging injuries or damages arising out of the service provided however, that nothing contained therein shall require the successful vendor to defend or indemnify St. Tammany Parish Schools for injuries or damages arising out of the negligence of St. Tammany Parish Schools, its agents, or employees.

Contract Law: Any contract and/or purchase order(s) resulting from this RFP will be subject to the laws of the State of Louisiana and all other applicable statutes. The Vendor must consent to and

yield to the exclusive venue and jurisdiction of the 22nd Judicial District Court for the Parish of St. Tammany, and waive any and all claims of entitlement to removal of any case from this jurisdiction, including any removal of any claim to any Federal Court, in connection with any proposal. The total contract and/or purchase order(s) will include only the negotiated and executed contract and/or purchase order(s), STPSB Contract Addendum (ATTACHMENT B), and the vendor's response to this request for proposal.

In no circumstance may any portion of the operation or of any negotiated and executed contract and/or purchase order(s) for the solution may be sublet, subcontracted, or otherwise assigned by the vendor without the prior written consent of St. Tammany Parish Schools. If approved, all responsibilities rest with the primary hardware/software vendor, and the vendor is required to manage the project installation through to completion. The vendor must provide details on the use of any/all approved subcontractors.

Notice: All documents submitted to the St. Tammany Parish School Board are subject to Louisiana Public Records Law, R.S. 44:1 et seq., and may be released when public records requests are made by any interested party. If proposer deems any document submitted with this RFP confidential business data, trade secrets, proprietary information, or data not otherwise subject to public disclosure, under LA RS 44:3.2, 44:4 or 44:4.1, or other provisions of law, the proposer shall clearly mark the documents CONFIDENTIAL prior to submission to the STPSB. Proposer shall clearly and boldly note on the cover sheet in bold type specifying the pages which are marked confidential and clearly mark each individual page which is considered restricted in accordance with LA law. Proposers self-declaration of confidentiality, trade secret or proprietary does not automatically protect data from being released.

Section 8 - Cost Quotation: Please provide a complete and detailed cost summary along with the breakdown of all pricing to include maintenance, support, and all shipping. Please provide a complete cost estimate for the consultation services, including overall cost of the project, licensing costs of any products that may be incurred from technologies used to implement and support the product and costs for ongoing support.

1.7 Evaluation Criteria

EVALUATION CRITERIA	POINTS
Proposed Consultation Services	30
References and Experience	20
Cost	50
TOTAL	100

VENDOR CHECKLIST

Please review this checklist to ensure that you have properly followed the instructions. Many proposals are rejected because the respondent simply failed to comply with the preparation and submission requirements.

- _____ Have you performed a final review of your response to ensure you have included all required documentation?
- _____ Have you verified all amounts to ensure that they are complete and accurate?
- _____ Is your proposal clear, concise, thorough, and easy to follow?
- _____ Does your proposal follow the instructions on pages 2 – 3?
- _____ Does your proposal follow the guidelines and format requirements set forth on pages 3 – 7 of the RFP?
- _____ Is your envelope properly marked? See pages 2 - 3 of the RFP for further details.
- _____ Have you included an original, six (6) copies and an electronic copy of the proposal or followed the guidelines for online submission?
- _____ Have you included copies of your company's business license(s) and other credentials relevant to this request?
- _____ Have you included the enclosed Proposal Information Form (Attachment A) executed by a duly authorized company official?
- _____ Have you included a fully executed STPSB Contract Addendum (Attachment B)?
- _____ Have you included a fully executed and notarized Affidavit (Attachment C)? And, if submitted electronically, the original fully executed Affidavit must be received in our office by 4:00 PM on Monday, October 17, 2022.

PROPOSAL INFORMATION FORM

DATE: _____

COMPANY NAME: _____
Legal Name of Agency Submitting Proposal

ADDRESS: _____

CONTACT NAME: _____

CONTACT #: _____ () _____

EMAIL ADDRESS: _____

SIGNATURE: _____
Company Official (Duly authorized to sign proposals/contracts)

Typed or Printed Name & Title of Company Official

NOTE: THIS FORM MUST BE FILLED OUT AND SUBMITTED WITH YOUR PROPOSAL.