

**Monomoy Regional School District  
425 Crowell Road  
Chatham, MA 02633  
508-945-5148**

**REQUEST FOR PROPOSAL FOR  
INFANT/TODDLER and PRESCHOOL SERVICES**

**September 1, 2019 to July 30, 2022**

**June 18, 2019**

**Due Date is July 16, 2019 2:00pm**

**REQUEST FOR PROPOSAL FOR INFANT/TODDLER  
PRESCHOOL SERVICES**

The **Monomoy Regional School District** hereafter referred to as the “*Awarding Authority*,” invites sealed proposals from child care providers licensed or certified by the **Massachusetts Office for Children** and the **Commonwealth of Massachusetts** for “*Infant Toddler and Preschool Programs*.”

Specifications and proposal forms may be obtained on or after **June 18, 2019**, beginning at **10:00 a.m.**, preferably through email to [kisernio@monomoy.edu](mailto:kisernio@monomoy.edu) at the district office:

**Monomoy Regional School District  
Business Office  
425 Crowell Road  
Chatham, MA 02633  
Phone: (508) 945-5148  
Monday - Friday, 9:00 a.m. to 3:00 p.m.**

Proposals will be received up to **2:00 p.m. on July 16, 2019**, and will be publicly recorded at that time\* at the address shown above. **Mandatory Attendance by bidder in required at a Parent Forum, July 9, 2019, 6:00pm** at Harwich Elementary School.

*\* If, at the time of the scheduled bid opening, the School Department is closed due to inclement weather or other unforeseeable events, postponed until 2:00 p.m. on the next normal business day. RFPs will be accepted until 2:00 p.m. on that date.*

The *Awarding Authority* reserves the right to waive any informalities in proposals submitted and to accept any proposal or part thereof, and to reject any and all proposals, or any part of any proposal, if it be in the interest of the **Monomoy Regional School District** to do so.

A contract is expected to be awarded within **30 workdays** of the public recording.

**The Monomoy Regional School District extends contract opportunities to Minority/Women Businesses. Minority/Women Business Enterprises are encouraged to participate.  
THE MONOMOY REGIONAL SCHOOL DISTRICT, MA IS AN EEO/AA - H/WBE EMPLOYER**

**REQUEST FOR PROPOSAL FOR INFANT/TODDLER**  
**PRESCHOOL SERVICES**  
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## I. INTRODUCTION

### A. Background

The **Monomoy Regional School District** has an established part day preschool program and is soliciting bids for a new contract and lease agreement for full day, full year infant/toddler program and preschool services beginning on or about **September 1, 2019**. The Monomoy Regional School District has determined that the selection of a child care provider to operate its full day, full year infant/toddler and preschool programs requires the School District to evaluate the experience of the company, quality of the staff, quality of programs and adequacy of safety protocols, among other matters, in order to provide the highest quality of care to Monomoy Regional School District Students. Thus, selection will be made of the “Most Advantageous” proposal considering comparative judgments in addition to price.

### B. Purpose of RFP

The **Monomoy Regional School District** is seeking the services of a child care company licensed or certified by the **Massachusetts Office for Children** and the **Commonwealth of Massachusetts** to establish and operate a full day, full year infant/toddler program and preschool program within the school facilities. This RFP is designed to identify the most qualified respondent to the work statement and bidder qualifications.

### C. Responses to RFP

Responses to this solicitation will be in the form of a proposal according to the format described in **Section III, Proposal Format & Required Documents**. The proposal shall document the bidder’s qualifications to perform the tasks described in the **Section V, Work Statement**.

### D. Contract Amendments

The **Awarding Authority** reserves the right to modify the work agreement or to increase or decrease the amount of this contract to meet budget or program requirements.

### E. Contact Person

Questions or clarifications about this **RFP** should be directed in writing through email to:

**Kathleen Isernio**  
**Business Manager**  
**Monomoy Regional School District**  
**425 Crowell Road**  
**Chatham, MA 02633**  
**Telephone: (508) 945-5148**  
**kisernio@monomoy.edu**  
**Monday through Friday - 9:00 a.m. to 3:00 p.m.**

### F. Key Action Dates

Key activities and times for this **RFP** are presented below:

- RFP Notice in Newspaper – June 18, 2019
- RFP Pick up by vendor – on or after June 18, 2019
- Mandatory Attendance by bidder at Parent Forum, July 9, 2019, 6:00pm Harwich Elementary School
- Question Session immediately following Parent Form, one half hour at conclusion of forum
- Distribute Questions/Answers and Addendum (if any) to RFP - By July 11, 2019, 3:00 PM
- Deadline to Submit Proposal – July 16, 2019, at 2:00 PM
- Award Contract – On or before July 18, 2019
- Commence Program - September 1, 2019 (approx.)

## II. ADMINISTRATIVE INFORMATION

**A. Background on RFP**

The competitive method used for this procurement of services is a **Request for Proposal (RFP)**. A proposal submitted in response will be reviewed for compliance with the **RFP's** stated qualifications and services. Every proposal must establish, in writing, the bidder's ability to perform the **RFP's** requirements. Every proposal will be scored based on the criteria described in **Section VII, Evaluation Criteria**.

**B. Definitions**

Important definitions for this **RFP** are presented below:

**Word Term:**

- Awarding Authority
- Committee
- RFP - Request for Proposal
- Proposal
- Bidder

**Definition:**

- Monomoy Regional School District
- Monomoy School Committee
- This entire document
- Formal written response to this document
- Respondent to this RFP

**Contact Person**                    **Kathleen Isernio**  
**Business Manager**  
**Monomoy Regional School District**  
**425 Crowell Road**  
**Chatham, MA 02633**  
**Telephone: (508) 945-5148**  
**kisernio@monomoy.edu**

**C. Mandatory Attendance by prospective bidder is required at a Parent forum to be held Tuesday July 9, 2019 at 6:00pm at the Harwich Elementary School.**

**D. Questions about RFP**

Questions requiring consideration shall be answered in an addendum delivered to all Bidders in attendance at the Parent Forum. Questions/Answers and Addendum (if any) will be distributed all Bidders in attendance at the Parent Forum - By July 11, 2019, 3:00 PM.

**E. The Awarding Authority Can Cancel this RFP at any time.**

If it is in the **Committee's** best interests, the **Awarding Authority** reserves the right to do any of the following:

- Cancel this **RFP**;
- Modify this **RFP** as needed or;
- Reject any and all proposals received in response to this **RFP**.

## II. ADMINISTRATIVE INFORMATION Con't.

### F. Term of the Contract

The contract will be effective for three (3) years with two (2) one year options. In addition, any contract which is awarded pursuant to this Request for Proposals will include the provision that the contract may be terminated upon thirty (30) days written notice, by registered mail, from the *Awarding Authority* to vendor if, in the *Awarding Authority's* sole judgment, the vendor's service(s) have not been timely or satisfactory.

### G. RFP in Final Contract

At the **Committee's** discretion the content of this **RFP** will be incorporated into the final contract.

### H. Verbal Communication

Any verbal communication from an *Awarding Authority* employee concerning this **RFP** is not binding on the **Committee**, and shall in no way alter a specification, term, or condition of the **RFP**.

### I. Bidder's Cost

The cost of developing a proposal is each bidder's responsibility and cannot be charged to the **Committee**.

### J. Addendum

If it is necessary to amend this **RFP**, the *Awarding Authority* will mail or e-mail written addendum to all parties in receipt of the **RFP**. The *Awarding Authority* will mail any addenda on or before July 11, 2019 by 3:00 PM. **To all bidders in attendance at the mandatory Parent Forum.**

### K. Proposal Submission Date

Each bidder is solely responsible for delivery of proposal to the *Awarding Authority*. The *Awarding Authority* will not accept late proposals.

**The Deadline For Proposal Submission is Tuesday July 16, 2019 at 2:00 P.M.**

### L. Methods to Deliver Proposals

A bidder may deliver a proposal by:

- U.S. Mail;
- In person or;
- Messenger Service

If a bidder chooses either of the last two methods, delivery must be made during the normal business hours.

## II. ADMINISTRATIVE INFORMATION Con't.

### M. Proposal Submittal Location

All proposals must be delivered **by 2:00 p.m. on July 16, 2019** to:

**Kathleen Iernio  
Business Office – 2<sup>nd</sup> Floor  
Monomoy Regional School District Administrative Offices  
425 Crowell Road  
Chatham, MA 02633  
Telephone: (508) 945-5148**

### N. Withdrawal Modification

A bidder may, by letter to the **Contact Person**, withdraw or modify a submitted proposal prior to the proposal submission date.

### O. Standard Documents

Bidders are required to complete all documents and answer all questions in the RFP. Incomplete proposals will be considered non-responsive and will be rejected. The district reserves the right to allow bidders to correct minor informalities.

### P. Proposals are Committee Property

On the proposal submission date, all proposals and related material submitted in response to this **RFP** become:

1. The Property of the Awarding and;
2. A Public Record.

### Q. Immaterial Defect

The **Awarding Authority** may waive any immaterial defect or deviation contained in a bidder's proposal. The **Awarding Authority** waiver shall in no way modify the **RFP** or excuse the successful bidder from full compliance.

### R. Sub-Contractors

If a bidder intends to use subcontractors to conduct any of the work described in the proposal, the bidder must identify the subcontractors in its proposal. The bidder must provide a summary of each subcontractor's qualifications, experience, and duties that would be performed under **Section V, Work Statement**.

### S. Drug-Free Workplace

The successful bidder, by signing the final contract, certifies compliance with a drug-free workplace.

### T. American with Disabilities Act

The successful bidder, by signing the final contract, certifies compliance with the *Americans with Disabilities Act (ADA) of 1990, (42 U.S.C. 12101 et seq.)* which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the **ADA**.

**U. Award of Contract**

The *Awarding Authority* will award the contract for this **RFP** to the successful bidder on or before: **July 18, 2019**. The successful bidder will be determined by a selection committee based upon bidder qualifications, the quality of the program proposal, the cost of the program to participants, and the amount revenue the *Awarding Authority* will receive.

**V. No Contract Until Signed and Approved**

No agreement between the *Awarding Authority* and the successful bidder is in effect until a contract has been signed by successful bidder and the *Awarding Authority*.

### **III. PROPOSAL FORMAT & REQUIRED DOCUMENTS**

**A. About this section**

This section provides bidders with information about how to prepare a proposal in response to this **RFP**, including the:

- Mandatory format for every proposal
- Documents and statements required in every proposal
- Number of copies required for every proposal

The *Awarding Authority* may reject any proposal that fails to comply with the items presented in this section.

**B. Mandatory Format**

The following information/documents, further described below, constitute the mandatory format and order of presentation for a proposal:

1. Cover Letter
2. Table of Contents
3. Summary: program philosophy, description staff training, health & safety procedures, procedures for release of children, emergency procedures, policies for discipline and drug-free environment, parent communications, staff-to-child ratios
4. Bidder's Qualifications
5. Proposed Personnel and Resume Synopsis
6. Description of Organization
7. Approach to Tasks Outlined in Work Statement
8. Required Documents and Statements:
  - State Tax Certification Form
  - Certificate of Non-Collusion
  - Affidavit Sheet
  - Insurance Certificate
  - Similar Child Care Contracts
  - Corporate Authority
  - Litigation History



- Financial Statements and information
  - Release of Liability/Indemnification
9. Cost Proposal (to be submitted under separate cover)

**C. Cover Letter**

Each bidder will submit a cover letter that includes, but is not limited to:

- Summary of the bidder’s ability to perform the services described in the **Work Statement** and;
- Statement that the bidder is willing to perform those services and enter into a contract with the **Awarding Authority**.
- The cover letter must be signed by a person having the authority to commit the bidder to a contract.

**D. Table of Contents**

Each proposal must include a **Table of Contents** organized in the order cited in **Section III (B)**, **Mandatory Format**, and with page numbers for each topic.

**E. Summary**

Summarize the bidder’s overall approach in completing the tasks outlined in the **Section V, Work Statement**.

**F. Bidder’s Qualifications**

Document the bidder’s qualifications as they apply to performing the task described in the **Section V, Work Statement**. Describe the nature and quality of recently completed work. Identify client references for these projects, include title and phone number of individual contacts. Describe the bidder’s experience with public agencies.

**G. Proposed Personnel and Resume Synopsis**

Identify key staff members who would be committed to the tasks and describe their roles. Describe relevant experience and education, including professional licenses, of these key staff members.

**H. Description of Organization**

Describe the organizational structure of the bidder. Describe reliability, continuity, professional awards, location of the bidder, and sub-contractors, if any. Include type of organization, composition, functions to be performed by members of the bidder or sub-Contractors and how they pertain to this contract. Identify a primary contact person for the Bidder.

**I. Approach to Tasks**

Bidders must provide a detailed approach for the primary tasks described in the **Section V, Work Statement** and describe why each approach is the most appropriate one.

**J. Required Documents**

**State Tax Certification Form, Certificate of Non-Collusion, Insurance Certificate, Affidavit Sheet, List of Similar Contracts, Pending Litigation, Financial Statements, and Release of Liability & Indemnification** must be submitted, utilizing the forms included in this **RFP**, for a proposal to be considered “responsive” and complete. Non-responsive proposals will be rejected.

**K. Proposal Submittal**

Bidders must submit the technical (non-price) and price proposals in **SEPARATE SEALED ENVELOPES** marked: “**MONOMOY TECHNICAL PROPOSAL**” and “**MONOMOY PRICE PROPOSAL**” respectively.

**L. Copies of Proposal**

Each bidder must mail or deliver an **original proposal and two (2) copies** to the address given in **Section II, Item M, Proposal Submittal Location**. The bidder must submit the **non-price copies** in a sealed envelope labeled “**Monomoy Technical Proposal.**” **AND** an **original and two (2) copies** of the **price copies** must be delivered at the same time in a separate sealed envelope labeled “**Monomoy Price Proposal.**”

**M. Interview**

The Awarding Authority may choose to schedule interviews with the offeror as part of the determination of the Most Advantageous proposal. Any interviews will be scheduled in the sole discretion of the Awarding Authority.

**IV. MINIMUM QUALIFICATIONS OF BIDDERS**

**A. Introduction**

A bidder for this **RFP** is required to provide specific background information and meet certain minimum qualifications before the **Awarding Authority** will consider the bidder’s proposal. To comply with this section, each bidder must:

**Minimum Criteria:**

It is a requirement of the Monomoy Regional School District for the bidder to be currently licensed by **The Massachusetts Office for Children** and the **Commonwealth of Massachusetts**.

It is a requirement of the Monomoy Regional School District for the bidder to have 5 or more similar contracts in the New England Area.

It is a requirement of the Monomoy Regional School District for the bidder to maintain a staff-to-child ratio as required by licensure.

Bidders are required to follow the proposal format described herein and fill out the RFP in its entirety. Incomplete proposals are unacceptable and will be rejected.

**B. History and Background**

Each bidder must provide a brief history and background, including:

1. Date and location where bidder’s business was established

2. Major services and activities
3. Date bidder first engaged in child care services.
4. Current number of employees
5. Evidence of licensing by Commonwealth of Massachusetts and the Mass. Office for Children.

**C. Experience**

Bidders are required to provide a list of at least five (5) current or former references where programing similar to the programing proposed herein was performed.

**D. Personnel**

Every bidder must:

1. Describe lead personnel and anticipated supporting personnel to be employed during the contract (by classification and title) and their qualifications to perform the work.
2. Identify a Project Coordinator
3. Provide resumes for each major contract participant who will exercise a major policy, administrative, or consultive role in carrying out the services of this contract.
4. Identify sub-Contractors; describe why they were selected, what work the sub-Contractors will perform, and the estimated amount associated with the work. Provide resumes of each major sub-contractor participant, and a description of how sub-contracted work will be controlled, monitored, and evaluated.
5. Submit Criminal (C.O.R.I.) forms to the Awarding Authority for all personnel prior to their working in the Monomoy Schools and as hired.

**V. WORK STATEMENT**

**A. About This Section:**

In this section, the *Awarding Authority* describes the tasks the successful bidder will be asked to perform during the term of the contract.

**B. Primary Tasks:**

**The Monomoy Regional School District is seeking a child care agency licensed by the Massachusetts Office for Children and the Commonwealth of Massachusetts to provide new contract for full day, full year infant/toddler program and preschool services.**

The full day, full year infant/toddler program and preschool program(s) are expected to be conducted at the:

**Harwich Elementary School  
263 South Street  
Harwich, MA 02645**

**With potential program expansion to the:**

**Chatham Elementary School  
147 Depot Road  
Chatham, MA 02633**

It is the intent of the Monomoy Regional School District to locate the programs at the locations listed above, however the Monomoy Regional School District reserves the right to locate the at any location that fits the needs of the Monomoy Regional School District.

**C. Hours of Operation**

The service will be provided full year, full day. Below are the current hours of operation at each school. The district reserves the right to change the hours of operation, with 30 days' notice to the contractor.

**Harwich Elementary School 7:00 a.m. – 5:30 p.m. (estimated).**

**D. Hours Of Operation – Miscellaneous Requirements**

- i. The service may be provided each day school is on vacation break at the school location, **during the hours of 7:00 a.m. to 5:30 p.m. (estimated).**
- ii. The program will not run on major Federal holidays.
- iii. The vendor MAY operate its programs when the Monomoy Regional School District are NOT in session due to inclement weather or other emergency conditions.
- iv. Note - the *Awarding Authority* reserves the right to decrease program locations or expand the program to additional grade levels and school locations.
- v. **All state and local regulations and guidelines shall be followed.**

**E.** The successful bidder will provide a cost effective and reasonably priced program for families utilizing these services.

**F.** The successful bidder will provide a high quality, educationally sound, structured, supervised infant/toddler program and preschool services that is consistent with the philosophy and goals of the Monomoy Regional School District and which will include the provision of educational, recreational and other enrichment activities, and associated supplies.

**G.** The successful bidder will maintain an off-site office location and mailing address.

**H.** The successful bidder will provide adequate safety and health procedures, parent communication mechanisms, as well as school communication mechanisms.

**I.** The successful bidder will supply storage cabinets at each location.

**J.** The successful bidder will provide a telephone at each location.

**K.** The successful bidder will CORI check and fingerprint all of its employees working in the Monomoy Regional School District. Copies of such shall be furnished to the Office of the Superintendent of Schools prior to August 1<sup>st</sup> of each year and upon hiring of new employees throughout the year.

**L.** The successful bidder will submit Facility Use Request Forms to the Facilities Department for use of kitchens and other spaces in the building.

**M.** Program staff will have access to individual school locations, prior to students' first day of school for preparation.

- N. The successful bidder will provide the Superintendent of Schools and School Business Manager payment of monthly invoice(s) for rent, and other possible charges payable to the Monomoy Regional School District as invoiced by the District.
- O. The successful bidder will submit quarterly student enrollment reports for each location on the following dates: October 1, December 1, and April 1 and June 1 of each year. The Monomoy Regional School District reserves the right to audit enrollments at any time during the term of the contract
- P. The successful bidder will be expected to communicate with parents directly.
- Q. The successful bidder will institute educationally sound and effective disciplinary procedures.
- R. The successful bidder will be a respectful user of all buildings and will be responsible for building area cleanliness in so far as returning occupied areas to the conditions they were in at the beginning of the program each day.
- S. The successful bidder will be responsible for contracting for services with individual parents and for collecting all user fees.
- T. The successful bidder will provide the following indemnification:

Neither ***Monomoy Regional School District*** nor its officers, employees, boards, committees, agents and representatives shall in any way or manner be answerable for, or suffer loss, damage, expense, or liability for, any loss or damage that may happen as a result of the transportation services or child care services required by this ***Contract***. The ***Contractor*** shall assume all liability of every kind or nature arising from such services either by accident, negligence, theft, vandalism, or any cause whatsoever, and shall, to the fullest extent permitted by law, indemnify, defend (with counsel acceptable to Monomoy) and hold harmless MONOMOY and its officers, employees, boards, committees, agents and representatives from and against any and all loss, liability, damages, claims, causes of action, suits, and costs, including reasonable attorney's and expert witness fees, caused in whole or in part by the ***Contractor's*** failure to provide services as required under this ***Contract*** or of the willful misconduct or negligent act or omission of the ***Contractor*** or its officers, employees, or agents in connection with the services to be performed under this ***Contract***, regardless whether such loss, liability, damages, claims, causes of action, suits, or costs are caused in part by a party indemnified under this provision.

## VI. REQUIRED INSURANCE

**Prior** to the start of the Contractor's work, the Contractor shall procure for the Contractor's work, and maintain in force with companies licensed to sell insurance in Massachusetts the following:

- Workers' Compensation and employer's Liability Insurance.
- Commercial General Liability insurance including contractual liability to cover the contractor indemnification obligation. Completed operations coverage to continue in force for 2 years beyond completion of work for the District.
- Automobile Liability insurance on all owned, leased, hired and non-owned Vehicles.

- Umbrella Liability Insurance

The Monomoy Regional School District shall be named as additional insured on all of these policies except for Workers' Compensation. The additional insured endorsement shall limit that status to the acts or omissions of the Contractor, or the acts or omissions of any party for whom the contractor is responsible.

All insurance shall be maintained with limits of liability not less than the following:

| <u>Coverage</u>              | <u>Limits</u>   |
|------------------------------|---|
| Workers' Compensation        | Statutory   |
| Employers Liability          | \$ 500,000 each accident<br>\$ 500,000 each employee - Disease<br>\$ 500,000 policy limit - Disease   |
| Commercial General Liability | \$ 3,000,000 general aggregate<br>\$ 1,000,000 per occurrence<br>\$ 1,000,000 aggregate, completed operations<br>\$ 1,000,000 personal injury |
| Automobile Liability         | \$ 1,000,000 combined single limit  |
| Umbrella Liability           | \$ 5,000,000 per occurrence<br>\$ 5,000,000 general aggregate   |

The successful bidder must comply with all insurance regulations required by the State and the Monomoy Regional School District, including Worker's Compensation Insurance. Appropriate insurance certificates must be provided to the **Awarding Authority** by August 1 of each year during the contract period. The general liability policy must be amended to provide coverage for claims alleging sexual abuse or molestation.

The Contractor shall maintain in effect all insurance coverage required under this agreement at the Contractor's sole expense and with insurance companies acceptable to the Town.

All insurance policies shall contain a provision that the coverage afforded shall not be canceled or non-renewed, nor restrictive modifications added, until at least 30 days prior written notice has been given to the Town, unless otherwise specifically required in contract documents. Underwriter will certify annually that there is no impairment of aggregate limits on each policy.

In the event the Contractor fails to obtain or maintain any insurance coverage required under this agreement, the town may purchase such coverage and charge the expense thereof to the contractor or terminate this agreement.

A letter by a reputable insurance company must accompany the bid proposal signifying that the bidder (contractor) is insurable to the amount stipulated in the bid specifications. The Town shall be named as an additional insured on the Certificate on Insurance to be provided by the Contractor. The certificate of any insurance policy must be delivered to the Superintendent of Schools or his/her designee before the contract may be signed.

No cancellation of, change, or revision in the insurance by the Insurer of Insured, the existence of which insurance is evidenced by this certificate, shall be valid unless written notice thereof is given to the Monomoy Regional School District, 425 Crowell Road, Chatham, MA 02633, at least thirty (30) days prior to the intended date of cancellation, change, or revision by mail, postage prepaid and evidenced by a return receipt, or if the insurance is canceled, the contract is null and void.

Within ten (10) business days after notice of the contract award, the Contractor shall deposit with the Superintendent, a Certificate of Insurance from the insurer stating that the insurance policies required in the above section have been issued to the Contractor.

The Contractor must file a copy of these policies with the Superintendent by August 1 of each school year during the contract period.

Evidence of Workers' Compensation coverage shall be filed with the Superintendent of Schools by August 1 of each year that the contract is in effect.

The Monomoy Regional School District is not responsible for any loss or damage whatsoever to the property of the Contractor.

Bidder must submit a statement indicating the number of accidents and any and all lawsuits, insurance settlements or out-of-court settlements, during the past five (5) years. The information regarding the lawsuits should include all pending and/or previously settled lawsuits directly relating to school bus transportation and day care services. Supporting evidence from the bidder's insurance company's accident data must be included.

Failure to provide and continue in force the required insurance shall be deemed a material breach of this contract and shall be cause for immediate termination.

## VII. EVALUATION CRITERIA

**Minimum Criteria:**

- |  |            |           |
|--|------------|-----------|
| 1. Can the bidder meet the bidder qualifications outlined in <b>Section IV</b> ?   | <b>Yes</b> | <b>No</b> |
| 2. Can the bidder meet the required deadlines?   | <b>Yes</b> | <b>No</b> |
| 3. Does the bidder have evidence of successful operation of projects of a similar nature?                                      | <b>Yes</b> | <b>No</b> |
| 4. Does the bidder have previous experience with school-based full day, full year infant/toddler program and preschool program | <b>Yes</b> | <b>No</b> |
| 5. Does the bidder have the appropriate resources and staff to meet the requirements outlined in the work statement?           | <b>Yes</b> | <b>No</b> |
| 6. Can the bidder provide programs consistent with the tasks outlined in Section V?  | <b>Yes</b> | <b>No</b> |

**Comparative Evaluation Criteria**

The criteria listed below for bidders are rated on a three-point scale:

- H.A. (Highly Advantageous) = 2
- A. (Advantageous) = 1
- N.A./U. (Not Advantageous/Unacceptable) = 0

Proposals will be evaluated on the above and the below criteria, terms, and conditions in the **RFP**, its attachments and addenda (if applicable.) **Proposers should submit information addressing these evaluation criteria.** Failure to follow the instructions, meet the criteria, or agree to terms and conditions in this **RFP** may cause rejection of the proposal as non-responsive. Judgment rendered in the evaluations shall be final and incontestable. The **Awarding Authority** reserves the right to apply varying weights to all criteria found in this **RFP** as deemed in the best interest of the Monomoy Regional School District.

- **Organization Experience**  
**Previous experience with public and/or private entities in providing infant/toddler and preschool programs**  
**H.A.** = 5+ years of experience    **A.** = 2-5 years of experience    **N.A./U.** = 1 year of experience
- **Size and Organizational Stability of Agency**  
**Sufficient staffing capacity to meet scope of work and staff availability.**  
**H.A.** = 7+ staff members    **A.** = 2-7 staff members    **N.A./U.** = 1 staff member



## VII. EVALUATION CRITERIA Con't

- **Quality of Work**  
Previous child care programs will be reviewed and appropriate references contacted to determine the quality of work and level of performance provided.  
H.A. = 5+ references    A. = 2-5 references    N.A./U. = 1 reference
- **Qualifications of Personnel**  
Staff education attainment levels and staff years of experience with the vendor, will be reviewed to determine quality of care.  
H.A. = 5+ years of experience and Bachelor's Degree  
A. = 2-5 years of experience and Associates Degree  
N.A./U. = 1 year experience and high school degree or less
- **Enrichment Activities and Educational Programs**  
Social-emotional, educational, recreational, and field trip program offerings will be evaluated for consistency with philosophy and goals of the Monomoy Regional School District. Preference will be given to Proposer whose staff is trained in social-emotional learning programs.  
H.A. = 7+ offerings    A. = 4-5 offerings    N.A./U. = 1-3 offerings
- **Procedural Criteria**  
Safety protocols, policies regarding late pick-ups, fee structures, and approach to discipline will be reviewed.  
H.A. = 5+ policies    A. = 2-5 policies    N.A./U. = 1 policy
- **Student to Staff Ratio**  
H.A. = 5:1    A. = 6-13:1    N.A./U. = 14+:1
- **Program Content**  
Activities are developmentally appropriate for the age group. Range of activities and experiences offered respect and address individual differences and interests.  
H.A. = 25+ offerings    A. = 11-24 offerings    N.A./U. = 1-10 offerings
- **Any other criteria that the Awarding Authority considers relevant and appropriate to the needs of the program and the Monomoy Regional School District**  
H.A. = 5    A. = 2-5    N.A./U. = 1

**VIII. Price Proposal Template  
Infant/Toddler Program and Preschool Services**

\*The undersigned proposes to furnish a full day, full year Infant/Toddler and Preschool services for students in accordance with the Scope of Services of this RFP. This form must be signed by the individual authorized to negotiate for and commit the Bidder to a binding agreement. All prices are to be indicated in ink (or typewritten).

**Company Name:** \_\_\_\_\_

Amount to be paid annually, per location of Infant/Toddler and Preschool program to the Monomoy Regional School District:

\_\_\_\_\_  
Amount in Numeric Form

\_\_\_\_\_  
Amount in Written Form

The Vendor agrees to pay the Monomoy Regional School District the dollar amount listed above:

\_\_\_\_\_  
Signature of Officer

The undersigned agrees to provide the service outlined in the specifications detailed in Section V Work Statement and as otherwise stated in said specifications:

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Full Address

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Signature of Officer

\_\_\_\_\_  
Date

If you have any questions, please contact Kathleen Isernio, at 508-945-5148 or [kisernio@monomoy.edu](mailto:kisernio@monomoy.edu)



**IX. PLEASE RETURN THIS ENTIRE PACKAGE (Pages 20 to 30)**

**This Form and All Accompanying Bid Documents Must Be Typed or Legibly Printed.**

**Please Print:**

---

**Agent Submitting Bid (Full name)** \_\_\_\_\_ **Title** \_\_\_\_\_

\_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_

**Company** \_\_\_\_\_ **Phone(s)** \_\_\_\_\_

---

**Street** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

\_\_\_\_\_ a.m. to \_\_\_\_\_ p.m. \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_

**Office Hours** \_\_\_\_\_ **Days** \_\_\_\_\_ **Fax** \_\_\_\_\_

---

**Agent's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_



**Acknowledgement of Addendum (If Any)**

| <b>Number</b> | <b>Date</b> | <b>Initials</b> |
|---------------|-------------|-----------------|
| _____         | _____       | _____           |
| _____         | _____       | _____           |
| _____         | _____       | _____           |

**Return original and two (2) Copies of This Package and Retain One (1) For Your Files**

## X. STATE TAX CERTIFICATION FORM

All providers of goods or services to any agency of the **Commonwealth of Massachusetts** or of any subdivisions shall be required to attest that he/she is in compliance with all the laws of the **Commonwealth of Massachusetts**. The form of attestation shall also provide space for the provider to furnish his/her:

1. **Social Security Number or;**
2. **Federal Identification Number**

It should be noted that submission of a Social Security Number or Federal Identification Number is purely voluntary.

The attestation shall be in the following form:

*“Pursuant to M.G.L. Ch. 62C, Sec. 49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, the bidder has filed all state tax returns and paid all state taxes required under law.”*

**PLEASE PRINT**

\_\_\_\_\_  
Individual or Corporate Name of Bidder

\_\_\_\_\_  
Street

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
*has complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support.*

\_\_\_\_\_  
Signature and Title of Person Making Certification

\_\_\_\_\_  
Social Security Number or Federal Identification Number

**XI. CERTIFICATE OF NON-COLLUSION FORM**

The undersigned certifies, under penalties of perjury, that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

**PLEASE PRINT**

\_\_\_\_\_  
Name of Person Signing Bid or Proposal

\_\_\_\_\_  
Name of Company or Business

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



### XIII. INSURANCE CERTIFICATE FORM

The Town shall be named as an additional insured on the Certificate on Insurance to be provided by the Contractor.

➤ **THE CONTRACTOR AGREES TO CARRY:**

All insurance shall be maintained with limits of liability not less than the following:

| <u>Coverage</u>              | <u>Limits</u>   |
|------------------------------|---|
| Workers' Compensation        | Statutory   |
| Employers Liability*         | \$500,000 each accident<br>\$500,000 each employee - Disease<br>\$500,000 policy limit - Disease  |
| Commercial General Liability | \$3,000,000 general aggregate<br>\$1,000,000 per occurrence<br>\$1,000,000 aggregate, completed Operations<br>\$1,000,000 personal injury |
| Automobile Liability         | \$1,000,000 combined single limit   |
| Umbrella Liability           | \$5,000,000 per occurrence<br>\$5,000,000 general aggregate   |

\*must provide coverage for claims alleging sexual abuse or molestation.

**No cancellation, change, or revision in the insurance by the Insurer of Insured, the existence of which insurance is evidenced by this certificate, shall be valid unless written notice thereof is given to the Monomoy Regional School District, 425 Crowell Road, Chatham, MA 02633, at least thirty (30) days prior to the intended date of cancellation, change, or revision by mail, postage prepaid and evidenced by a return receipt, or if the insurance is canceled, the contract is null and void.**

**PLEASE ATTACH CERTIFICATE HERE**





**SIMILAR CONTRACTS Continued...**

#4.

|                             |                          |
|-----------------------------|--------------------------|
| <b>Contact Name</b>         | <b>Title</b>             |
| <b>Company/Organization</b> | <b>Phone</b>             |
| <b>Street</b>               | <b>City</b>              |
| <b>State/Zip</b>            | <b>Dates of Contract</b> |

#5.

|                             |                          |
|-----------------------------|--------------------------|
| <b>Contact Name</b>         | <b>Title</b>             |
| <b>Company/Organization</b> | <b>Phone</b>             |
| <b>Street</b>               | <b>City</b>              |
| <b>State/Zip</b>            | <b>Dates of Contract</b> |

#6.

|                             |                          |
|-----------------------------|--------------------------|
| <b>Contact Name</b>         | <b>Title</b>             |
| <b>Company/Organization</b> | <b>Phone</b>             |
| <b>Street</b>               | <b>City</b>              |
| <b>State/Zip</b>            | <b>Dates of Contract</b> |

## **XV. LITIGATION HISTORY**

All submission must include the following information:

1. Identify any judgments, outstanding claims, arbitration proceedings, and lawsuits pending against the offeror, or its officer or directors;
2. Identify any lawsuits or arbitrations involving the offeror within the past five (5) years that relate to contracts or projects for services comparable to those contemplated in this RFP were performed and indicate the current status of any litigation involving those transactions;
3. State whether, within the past five(5) years, the offeror has defaulted, terminates (either for fault or convenience), or has had any liquidated damages or other contractual penalties assessed against it, and so, describe the circumstances in detail;
4. List and provide a complete and accurate description of any all criminal convictions against the offeror and/or any individual member of the offeror's team during the past ten (10) years related to the injury or death of any employee or contact worker;

List and provide a complete and accurate description of all proceedings brought within the past five (5) years, against the offeror or any owner or partial owner of the offeror, or any person in any way associated with or employed by the firm, to debar, suspend, disqualify or otherwise preclude the offeror from bidding or offering a proposal on contracts with any municipality or any agency or department of the Commonwealth of Massachusetts, or states, or the Federal Government.

## XVI. FINANCIAL STATEMENTS

**Contractor** shall include the most recent company financial statement, including balance sheet, income statement and statement of cash flow, and a list of bank and accounting references, or such other information that the Monomoy Regional School District deems satisfactory evidence of Bidders stability and ability to provide the required services throughout the term of the project.

**XVII. RELEASE OF LIABILITY AND INDEMNIFICATION FORM**

I/We \_\_\_\_\_ expressly agree to defend, indemnify and hold harmless from, and waive against, the Monomoy Regional School Committee, the Monomoy Regional School District and their employees, agents and assigns, any and all claims for injury to person or property, death, medical expenses, loss of services, loss of consortium or any other claims that may occur as a result of Infant/Toddler and Preschool services.

I/We have read and understand this Form and sign it voluntarily with full knowledge of its significance.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Service Provider

**XVIII. SUBMISSION CHECKLIST**

**Request for Proposals**

**Infant/Toddler and Preschool Services**

**THE FOLLOWING MUST BE SUBMITTED WITH THE RFP**

- Cover Letter [ ] Yes [ ] No
- Summary: program philosophy, description staff training, health & safety [ ] Yes [ ] No
- Procedures, procedures for release of children, emergency procedures, policies for discipline & drug testing, parent communications, staff-to-child ratios
- Bidder’s Qualifications/References [ ] Yes [ ] No
- Proposed Personnel & Resume Synopsis, Licensure [ ] Yes [ ] No
- Description of Organization [ ] Yes [ ] No
- Approach to Tasks Outlined in Work Statement [ ] Yes [ ] No
- Required Documents:     State Tax Certification Form [ ] Yes [ ] No
- Certificate of Non-Collusion/Tax Compliance [ ] Yes [ ] No
- Affidavit Sheet [ ] Yes [ ] No
- Insurance Certificate or Proof of Insurability [ ] Yes [ ] No
- List of Similar Contracts for Last Six Years [ ] Yes [ ] No
- Copy of Accident Record for the Past Five (5) Years [ ] Yes [ ] No
- Pending Litigation – Every Bidder Shall Provide a [ ] Yes [ ] No  
                                  List of Every Judicial or Administrative Proceeding  
                                  Relating to the Procurement or Performance of  
                                  Any Child Care Contract Instituted or Concluded  
                                  Adversely Against the Bidder’s Company or Any  
                                  Subsidiary of the Company Within the Last Three (3)  
                                  Years. If None, the Bidder Will Attest to This on  
                                  Company Letterhead
- Audited Financial Statements [ ] Yes [ ] No
- Release of Liability & Indemnification [ ] Yes [ ] No
- Cost Proposal/Acknowledgement of Addendum [ ] Yes [ ] No  
                                  (to be submitted under separate cover)

Signed: \_\_\_\_\_

Date: \_\_\_\_\_