

**CHAPPAQUA CENTRAL SCHOOL DISTRICT
66 ROARING BROOK ROAD
CHAPPAQUA, NY 10514**

REQUEST FOR PROPOSALS

CCSD RFP # 2019-2

THE BOARD OF EDUCATION OF THE CHAPPAQUA CENTRAL SCHOOL DISTRICT (HEREINAFTER REFERRED TO AS THE "DISTRICT") HEREBY INVITES THE SUBMISSION OF PROPOSALS FOR THE FOLLOWING PROFESSIONAL SERVICES:

JOB DEVELOPMENT AND JOB COACHING

2019-2020

FORMS FOR PROPOSAL, CERTIFICATION, CONDITIONS, AND SPECIFICATIONS MAY BE OBTAINED AT THE CHAPPAQUA CENTRAL SCHOOL DISTRICT SCHOOL BUSINESS OFFICE LOCATED AT 66 ROARING BROOK ROAD, CHAPPAQUA, NY 10514

IN ALL CASES IT MUST BE UNDERSTOOD THAT CONDITIONS AND SPECIFICATIONS OF THE CHAPPAQUA CENTRAL SCHOOL DISTRICT SHALL APPLY. SEALED PROPOSALS MUST BE MARKED, "**CCSD RFP # 2019-2: JOB DEVELOPMENT AND JOB COACHING**", AND WILL BE RECEIVED UNTIL 2:00 P.M. ON **MARCH 26TH, 2019** AT THE CHAPPAQUA CENTRAL SCHOOL DISTRICT AT 66 ROARING BROOK ROAD, CHAPPAQUA, NY 10514, AT WHICH TIME AND PLACE ALL PROPOSALS WILL BE PUBLICLY OPENED AND SUBSEQUENTLY ANALYZED.

THE BOARD OF EDUCATION RESERVES THE RIGHT TO CONSIDER QUALIFICATIONS, EXPERIENCE, AND REPUTATION IN THE SPECIAL EDUCATIONAL RELATED SERVICES FIELD, AS WELL AS THE SPECIFIC QUALIFICATIONS OF A PROPOSER SET OUT HEREIN, IN CONSIDERING PROPOSALS AND AWARDING THE CONTRACT. THE BOARD OF EDUCATION RESERVES ALL RIGHTS AND MAY REJECT ANY OR ALL PROPOSALS AS IT MAY DEEM APPROPRIATE TO DO SO.

DATED: MARCH 4TH, 2019

**BOARD OF EDUCATION OF THE:
CHAPPAQUA CENTRAL SCHOOL DISTRICT**

CHAPPAQUA CENTRAL SCHOOL DISTRICT

REQUEST FOR PROPOSALS CCSD RFP # 2019-2 JOB DEVELOPMENT AND JOB COACHING

DATE OF OPENING: MARCH 26TH, 2019

TIME: 2:00 P.M.

The Chappaqua Central School District, hereinafter referred to as “the District,” invites proposals from qualified individuals and agencies, hereinafter referred to as “Provider(s)” to perform related educational services for selected students.

1. Purpose

The District requests proposals from qualified individuals and agencies interested in providing job development and job coaching to selected students of the District for the purpose of soliciting quotes for these services. Quotes will be used for contracts for the 2019-2020 school year, and may be extended annually for up to four additional years pending formal approval by the Board of Education.

2. Proposal Submission

Proposals must be clearly labeled and submitted to the Business Office located at 66 Roaring Brook Road, Chappaqua, NY 10514 on or before 2:00 PM, prevailing time, on March 26th, 2019. The names of the proposing providers shall be available following the proposal opening.

Proposals shall be irrevocable for a minimum period of forty-five (45) days from the date of proposal opening. Alterations to said proposals must be submitted in writing. Proposals submitted after the stated time and date will not be considered and will be returned to the individual or agency unopened. There is no expressed or implied obligation for the District to reimburse responding individuals or agencies for any expenses incurred in preparing quotations.

Questions may be directed to directed to the following no later than March 25th, 2019.

Dr. Heidi McCarthy, Director of Special Education, by phone: 914-238-7200, Ext. 1102, or e-mail: mamcarthy@ccsd.ws

Patricia Sullivan, Secretary to the Director of Special Education, by phone: 914-238-7200, Ext. 1102, or email: pasullivan@ccsd.ws

3. Scope of Services

Scope of services shall include but may not be limited to the following in relation to Job Development and Job Coaching:

- Develop job/internship opportunities in the community for students with disabilities.
- Monitor the progress of the internships and provide support and guidance to employer and/or student.
- Provide on-site job coaching and support at individual job sites.

4. Term

The contract term is **July 1st, 2019 through June 30th, 2020** with an option to renew for a one-year period, for a second, third, fourth and fifth year, at the discretion of the contracted district. Contract renewal will be subject to any adjustments or agreements between the two parties, but not limited to a maximum increase based on the annual Consumer Price Index change that is used for contingent budgets for New York State School Districts. Said C. P. I. is published in March or April of the preceding year.

5. Proposals

Two copies of each proposal will be accepted. One copy should be marked, "ORIGINAL" and the second should be marked, "COPY," and should be submitted in a format that permits multiple copying for review by the District.

Each page of the proposal must state:

- Name of the Firm or Individual submitting the proposal.
- Proposal is for the Chappaqua Central School District.
- Page number.

All proposals must be submitted in two parts:

- Part I must consist of responses to the management and qualification items.
- Part II must consist of completed Quotation Sheet(s). **Include separate quotations for each service offered i.e. hourly rate (will be pro-rated per session) for direct service to student(s), consulting rate (defined as service rendered to faculty, administration, parent, attendance at CSE or other meetings), rate per evaluation.**

Incomplete submissions may not be considered for award. Proposals should not be excessively long. All materials submitted in response to this request for quotation shall become the property of the District.

The District reserves the right to reject any or all proposals that they consider not to be in the best interest of the District, as well as to ignore material defects if, in their sole discretion, the District determines that doing so is in its best interest.

PART I – Management and Qualifications

In setting forth its qualifications, each individual or agency submitting a proposal shall:

- A. Provide evidence of the individual's or agency's credentials (including certifications and/or licenses and security clearance including SED fingerprinting) and qualifications in the area of service to be provided.
- B. Describe the individual's or firm's experience and expertise providing and supervising the services to be provided.
- C. State the name(s) of the officer(s) and associate(s) in the firm.
- D. Identify the nature of any potential conflict of interest the individual or agency might have in providing these services to the District.
- E. Provide any other information that might be beneficial to the District.
- F. Provide evidence of Insurance as listed in the attached Insurance Requirements document.
- G. Provide background check clearance documentation for all service providers working under contract with students of the Chappaqua Central School District.

PART II – Quotations

A. Cost:

This section shall include the proposed cost/rate and unit of payment (ex. per hour) to provide the related educational service(s) offered by Provider. Note: if the unit of payment is "per session," indicate the duration of the session (for comparison). Please clearly delineate the specific service that is to be provided to the District along with the aforementioned price structure.

Include any other cost and price information that would be contained in a potential agreement with the District.

B. Termination of Contract:

Any contract agreed to under this Request for Proposal is subject to termination by either party with thirty (30) days written notice. In the event of termination of the contract, the District's responsibility shall be to pay for unpaid services performed and authorized by the District.

C. Right to Reject Proposals:

The District reserves the right to reject without prejudice any and all quotations received under this Request for Proposals, to request additional information from all proposers, and to negotiate the terms of the engagement.

The District intends to select individuals or agencies that, in their opinion, best meet the District's needs, and not necessarily the firm(s) whose fees are the lowest.

Proposals shall be evaluated based upon the following:

- A. Professional Qualifications
- B. Prior experience
- C. Total proposed price for the District
- D. Proposer's demonstrated capabilities (financial solvency, location, past experience)
- E. Length of time in business
- F. Client references
- G. Staffing

The evaluation process is designed to award the proposal(s) not necessarily to the proposers of least cost, but rather to the proposers with the best combination of attributes for the needs of the target student population, based on the evaluation criteria.

5. Iran Divestment Act

By submission of this RFP, each firm and each person signing on behalf of any firm certifies, and in the case of a joint RFP, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and behalf that each bidder is not on the list created pursuant to paragraph (b) of subdivision 3 of the section 165-a of the state finance law.

CHAPPAQUA CENTRAL SCHOOL DISTRICT
--

**REQUEST FOR PROPOSALS
CCSD RFP # 2019-2
JOB DEVELOPMENT AND JOB COACHING**

QUOTATION SHEET

(Use a separate sheet for each proposal being submitted by Provider)

Name of Provider: _____

Contact Name and Title: _____

Address: _____

Telephone #: _____ Fax #: _____

Website/Email: _____

Type of Service: _____

Rate information that would be included in a potential agreement with the District must be submitted for each proposal.

**CHAPPAQUA CENTRAL SCHOOL DISTRICT
66 ROARING BROOK ROAD
CHAPPAQUA, NY 10514**

**REQUEST FOR PROPOSALS
CCSD RFP # 2019-2
JOB DEVELOPMENT AND JOB COACHING**

INSURANCE REQUIREMENTS

As part of the submission, bidder must submit the following insurance requirements:

1. Notwithstanding any terms, conditions or provisions, in any other writing between the parties, the contractor hereby agrees to effectuate the naming of Chappaqua Central School District as an additional insured on the contractor's insurance policies, with the exception of workers' compensation and N.Y. State Disability insurance. . In box labeled "Certificate Holder" which is located at the bottom left hand corner of the form must display the following address;

Chappaqua Central School District
66 Roaring Brook Road.
Chappaqua, NY 10514

2. The policy naming the District as an additional insured shall:
 - a. Be an insurance policy from an A.M. Best rated "secured" or better insurer, authorized to conduct business in New York State. A New York licensed insurer is preferred. The decision to accept specific insurers lies exclusively with the District.
 - b. State that the organization's coverage shall be primary and non-contributory coverage for the District, its Board, employees and volunteers.
 - c. Additional insured status shall be provided by standard or other endorsements that extend coverage to the District for both on-going and completed operations. The decision to accept an endorsement rests solely with the District. A completed copy of the endorsements must be attached to the certificate of insurance.
3.
 - a. The certificate of insurance must describe the specific services provided by the contractor (e.g., roofing, carpentry, plumbing) that are covered by the liability policies.
 - b. At the District's request, the contractor shall provide a copy of the declaration page of the liability and umbrella policies with a list of endorsements and forms. If so requested, the contractor will provide a copy of the policy endorsements and forms.

- c. A fully completed New York Construction Certificate of Liability Insurance Addendum (ACORD 855 2014/15) must be included with the certificates of insurance.
- 4. The contractor agrees to indemnify the District for any applicable deductibles and self-insured retentions.
- 5. Required Insurance:
 - a. **Commercial General Liability Insurance**
\$1,000,000 per occurrence/ \$2,000,000 general and products/completed operations aggregates. The general aggregate shall apply on a per-project basis.
 - b. **Automobile Liability**
\$1,000,000 combined single limit for owned, hired and borrowed and non-owned motor vehicles.
 - c. **Workers' Compensation, Employers Liability and NYS Disability Insurance**
Statutory Workers' Compensation, Employers' Liability Insurance and NYS Disability Insurance for all employees. Proof of coverage must be on the approved specific form, as required by the New York State Workers' Compensation Board. ACORD certificates are not acceptable.
 - d. **Excess Insurance**
\$1,000,000 each Occurrence and Aggregate. Excess coverage shall be on a follow-form basis.
- 6. Endorsement Indicating Additional Insured:

The district shall be listed as an additional insured by using endorsement CG 20 10 11 85 or broader. Additional insured status for the district must include both on-going AND completed operations with confirmation of that written in the description section of the COI. The certificate must state that this endorsement is being used, and a copy of the endorsement must be attached to the certificate of insurance.
- 7. Insurance Certification Form:

The enclosed Insurance Certification form must be filled out and signed by both the bidder's insurance representative as well as the bidder. The signed form must then be submitted with bid documents in the bidder's sealed bid package.

8. Contractor acknowledges that failure to obtain such insurance on behalf of the District constitutes a material breach of contract and subjects it to liability for damages, indemnification and all other legal remedies available to the District. The contractor is to provide the District with a certificate of insurance, evidencing the above requirements have been met, prior to the commencement of work or use of facilities.
9. The District is a member/owner of the NY Schools Insurance Reciprocal (NYSIR). The contractor further acknowledges that the procurement of such insurance as required herein is intended to benefit not only the District but also NYSIR, as the District's insurer.
10. The Contractor agrees to provide a copy of the insurance requirements to its insurance representative (such as, its insurance broker) prior to entering into the contract.

Insurance Certification

Bid or Project No. # _____ **Name of Project:** _____

Your insurance representative must completed the form below in order to be considered for the award of this bid or project, and it is important that you complete the Bidder's Acknowledgment section of this form. Please note that a certificate of insurance must accompany your bid submission in order for your bid to be considered.

Insurance Representative's Acknowledgment:

We have reviewed the insurance requirements set forth in the bid and are capable of providing such insurance to our insured in accordance with such requirements in the event the contract is awarded to our insured and provided our insured pays the appropriate premium.

Insurance Representative: _____

Address: _____

Are you an agent for the companies providing the coverage? Yes _____ No _____

Date: _____

Insurance Representative

Bidder's Acknowledgment:

I acknowledge that I have received the insurance requirements of this bid and have considered the costs, if any, of procuring the required insurance and will be able to supply the insurance required in accordance with the bid, if it is awarded. I understand that a certificate of insurance must be submitted with my bid; and if it is not, the Chappaqua CSD may reject my bid and award to the next lowest bidder. Firm Name:

Firm Name: _____

Address: _____

Date: _____

Bidder's Signature

**CHAPPAQUA CENTRAL SCHOOL DISTRICT
66 ROARING BROOK ROAD
P.O. BOX 21
CHAPPAQUA, NEW YORK 10514**

CCSD RFP # 2019-2: JOB DEVELOPMENT AND JOB COACHING

RFP CHECKLIST

LIST OF REQUIRED ITEMS TO BE CHECKED OFF AND INCLUDED IN SEALED RFP ENVELOPE

- 1) TWO (2) COPIES OF THE FIRM'S PROPOSAL
- 2) TWO (2) COPIES OF INSURANCE WITH POLICY NAMING CHAPPAQUA CENTRAL SCHOOL DISTRICT AS ADDITIONAL INSURED AS DESCRIBED ON INSURANCE REQUIREMENTS DOCUMENT. INSURANCE IS TO INCLUDE:
 - A. COMMERCIAL GENERAL LIABILITY INSURANCE - \$1,000,000 PER OCCURANCE/\$2,000,000 GENERAL AND PRODUCTS/COMPLETED OPERATIONS AGGREGATES
 - B. AUTOMOBILE LIABILITY - \$1,000,000 VOMBINED SINGLE LIMIT
 - C. WORKERS' COMPENSATION, EMPLOYERS LIABILITY AND NYS DISABILITY INSURANCE
 - D. EXCESS INSURANCE - \$1,000,000 EACH OCCURANCE AND AGGREGATE
 - E. ENDOURSEMENT INDICATING ADDITIONAL INSURED
 - F. COMPLETED AND SIGNED INSURANCE CERTIFICATION FORM

- 3) TWO (2) COPIES OF COMPLETED HOLD HARMLESS AGREEMENT
- 4) TWO (2) COPIES COMPLETED AND SIGNED BID PROPOSAL
CERTIFICATION SHEET

**ALL ITEMS ON THIS LIST MUST BE SUBMITTED IN SEALED
ENVELOPE.**

CHAPPAQUA CENTRAL SCHOOL DISTRICT

CCSD RFP # 2019:2 "JOB DEVELOPMENT AND JOB COACHING"

HOLD HARMLESS AGREEMENT

The undersigned hereby agrees to defend, indemnify, and save harmless the Chappaqua Central School District from and against any and all liability, loss, damages, claims for bodily injury and/or property damages, cost and expense, including counsel fees, to the extent permissible by law, that may occur or that may be alleged to have occurred in the course of the performance of this agreement by the contractor, whether such claims shall be made by an employee of the contractor or by a third party. The contractor covenants and agrees that they will pay all costs and expenses arising there from and in connection therewith, and if any judgment shall be rendered against the Owner, in any such litigation, the Contractor shall at this own expense satisfy and discharge the same.

By: _____
(Signature of Authorized Representative of Corporation)

Print Name & Title: _____

Company Name: _____

Date: _____

CCSD RFP # 2019-2: JOB DEVELOPMENT AND JOB COACHING
PROPOSAL CERTIFICATION/NON COLLUSIVE CERTIFICATION

FIRM NAME_____

BUSINESS ADDRESS_____

TELEPHONE NUMBER_____ DATE OF BID_____

I. General rfp Certification – The submitting firm certifies that he/she will furnish, at the prices herein quoted, the material, equipment, and/or services as proposed on this bid.

II. Non-Collusive Certification

By submission of this request for proposal, the submitting firm certifies that he/she is complying with Section 103-d of the General Municipal Law as follows:

1. Statement of non-collusion in bids and proposals to political subdivision of the state. Every bid or proposal hereafter made to a political subdivision of the state or any public department, agency or official thereof where competitive bidding is required by statute, rule, regulation, or local law, for work or services performed or to be performed or goods sold or to be sold, shall contain the following statement subscribed by the bidder and affirmed by such bidder as true under the penalties of perjury:
Non-collusive bidding certification.

“(a) By submission of this RFP, each submitting firm and each person signing on behalf of any firm certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

- (1) The prices in this RFP have been arrived at independently without collusion, consultation, communication or agreement for the purpose of restricting competition, as to any matter relating to such prices with any other firm or with any competitor; and
- (2) Unless otherwise required by law, the prices which have been quoted in this RFP have not been knowingly discussed by the firm and will not knowingly be disclosed by the firm prior to opening directly or indirectly, to any other firm or to any competitor;
- (3) No attempt has been made or will be made by the firm to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.”

“(b) A RFP shall not be considered for award nor shall award be made where (a) (1), (2) and (3) above have not been complied with; provided, however, that if in any case the firm cannot make the foregoing certification, the firm shall so state and shall furnish with the RFP a signed statement which sets forth in detail the reasons therefore. Where (a) (1), (2), and (3) above have not been complied with, the RFP shall not be considered for award nor shall any award be made unless the head of the purchasing unit of the political subdivision, public department, agency or official thereof to which RFP is made, or his designee, determines that such disclosure was not made for the purpose of restricting competition.

The fact that a firm (a) has published price lists, rates, or tariffs covering items being procured, (b) has informed prospective customers of proposed or pending publication of new or revised price lists for such items, or (c) has sold the same items to other customers at the same prices being proposed, does not constitute, without more, a disclosure within the meaning of subparagraph one (a).

2. Any RFP submission hereafter made to any political subdivision of the state of any public department, agency or official thereof by a corporate firm for work or services performed or to be performed or goods sold or to be sold, where competitive bidding is required by statute, rule, regulation, or local law, and where such RFP submission contains the certification referred to in subdivision one of this section, shall be deemed to have been authorized by the board of directors of the RFP, and such authorization shall be deemed to include the signing and submission of the RFP and the inclusion therein of the certificate as to non-collusion as the act and deed of the corporation.”

Authorized Signature_____

Title_____