

REQUEST FOR PROPOSALS (RFP)
Annual Report

SUBMISSION DEADLINE:

February 28, 2025, 12:00 PM EST. Submissions received after this time will **NOT** be accepted.

SUBMISSION CONTACT AND ADDRESS:

Director of Administration
East Greenwich Public Schools
111 Peirce Street
East Greenwich, RI 02818

Submissions via carrier - Mail to the above address, delivered in a sealed envelope marked "REQUEST FOR PROPOSALS – Annual Report."

Submissions via electronic transmittal – Email to mbaker@egsd.net with subject "REQUEST FOR PROPOSALS – Annual Report"

REQUIRED INFORMATION To be considered for the award, proposals must include the following vendor contact information in the order set out below.

Company Name

Contact Name

Address City, State, Zip

Phone

Fax

Email

Federal Tax ID

The contract period will be from March 18th, 2025, through June 30, 2025, with an option to renew for two additional fiscal years. The additional fiscal year would be from July 1, 2025, through June 30, 2026, and July 1, 2026 through June 30, 2027.

Please include pricing for the 2024-2025 school year and two additional options for FY 26 and FY 27.

Please address any questions related to this RFP to Maggie Baker, Director of Administration via email to mbaker@egsd.net.

All submissions must be signed.

Project Description

East Greenwich Public Schools (the "District") is soliciting proposals from qualified firms to represent the district in the development of an annual report. This would include writing, editing, and designing

an Annual Report covering the 2024-2025 school year and two potential additional years for East Greenwich Public Schools.

Compile all district reports, photographs, copy, and contents; provide writing and editing services; oversee design and layout; provide proofs for review; arrange for electronic delivery of final product; prepare files for and deliver files to any printer chosen by the district. Engage an experienced graphic designer to design a report.

Background

East Greenwich Public Schools is a public school system located in the Town of East Greenwich, Kent County, Rhode Island, approximately seventeen miles south of Rhode Island's capital city of Providence. The district's daily operations are led by the Superintendent of Schools and overseen by an elected committee of seven (7) individuals.

The East Greenwich School Department has a 2024-2025 enrollment of approximate 2500 students and an operating budget of \$49,981,716. The district maintains six school buildings (4 elementary schools, one middle school and one senior high school).

The School Committee reserves the right to waive certain formalities or to reject all bids.

An award is given in writing to the lowest responsive bid. A bid is deemed responsive when it.

1. Complies with the specifications.
2. Promises performance by time and date.
3. Project costs within budget.

Any bids which do not conform to the aforementioned provisions are deemed not responsive to the bid invitation. The School Committee reserves the right not to consider those bids.

After the bid is awarded, all documents pertaining to the winning bid will be available for public inspection.

Corrections or withdrawals may be allowed only with respect to regulations issued by the School Committee or their agent.

If all of the bids exceed the available funds, the School Committee may:

1. Resolicit bids under revised specifications,
or
2. Enter into competitive negotiations with the three (3) lowest and responsible and responsive bidders.

A reasonable inquiry to determine the responsibility of a bidder or offer may be conducted. Failure to promptly supply information related to such an inquiry may be grounds for a finding of non-responsibility. Any such information supplied is confidential. All questions or inquiries should be made to Maggie Baker, Director of Finance at mbaker@egsd.net

