

Nyack Public Schools – Coordinator – Nyack Basics Campaign

REQUEST FOR PROPOSAL “COORDINATOR/NYACK BASICS CAMPAIGN – INDEPENDENT CONTRACTOR”

PROPOSAL DUE DATE: Monday, June 25, 2018

NOTICE OF REQUEST FOR PROPOSALS

The NYACK PUBLIC SCHOOL DISTRICT (“DISTRICT”), Nyack, New York is seeking sealed Proposals from qualified firms or individuals to provide the above referenced service(s) to the District. The District seeks to purchase excellent affordable quality service(s).

A formal Request for Proposals (“RFP”) will be available Wednesday, June 6, 2018, on the Nyack Public School District website: www.nyackschools.org under the link for Departments - Business - Bids/RFP. No Proposal shall be considered unless the organization making the Proposal has first obtained a copy of the RFP. Specific requirements are provided in the RFP. For questions or assistance, please call Beth Phillips at 845-353-7027.

The Proposer’s qualifications, cost, and compliance with the requirements of the District will be used during the evaluation of the Proposer selection.

The response to this Request for Proposal must be received no later than 11:00 A.M., Monday, June 25, 2018, in the Office of the Nyack Public Schools’ Business Office.

The District reserves the right to reject any or all Proposals, in whole or in part, to waive any and all informalities, and to disregard all non-conforming, non-responsive, or conditional Proposals.

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SECTION I: INTRODUCTION

The NYACK PUBLIC SCHOOL DISTRICT (“the District”) hereby solicits sealed competitive Proposals from Proposers qualified to serve as the Coordinator of the Nyack Basics Campaign for the District.

It is the purpose of this Request for Proposal (RFP) to select a Proposer to provide the services that will best satisfy the requirements of the District.

This RFP does not commit the District to pay any costs incurred in the preparation of Proposals. Further, the District reserves the right to accept or reject any or all Proposals or any part of a Proposal, if it is in its best interest to do so.

Any factual information contained in this RFP is for informational purposes only, and is subject to independent verification by the Proposer.

SECTION II: SCHEDULE

The anticipated schedule of key events with regard to this Proposal process is as follows:

RFP Issued	Wednesday, June 6, 2018
Request(s) for Content Clarification(s) No Later Than	Monday, June 18, 2018 at 11:00 a.m.
RFP Due Date	Monday, June 25, 2018 at 11:00 a.m.
Board Award Date	July 10, 2018
Services to Begin	July 11, 2018
Contract Term	July 11, 2018 thru June 30, 2019

Note: The District reserves the right to revise these dates

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SECTION III: REQUEST FOR PROPOSALS (RFP)

A. Request(s) for Content Clarification(s)

If discrepancies or omissions are found by any prospective Proposer or if there is doubt as to the true meaning of any part of this RFP, a written request for a clarification or interpretation shall be submitted to via e-mail to Beth Phillips (bphillips@nyackschools.org) before Monday, June 18, 2018 at 11:00 a.m. as indicated in Section II. Questions and answers to such requests for clarification will be posted on the District's website as an addendum to this RFP. Potential Responders to this RFP must check the website for such questions and answers before completing their response. Verbal questions and responses are not permitted; if you have requested clarification and do not see a response posted on our website within 2 business days please call (845) 353-7027 to ensure your question was received.

B. Addenda

Any interpretation, corrections and changes to this RFP and requirements or extensions to the submittal date will be made in writing by Addenda. Sole issuing authority of Addenda shall be vested in the Business Office as entrusted by the Board. Addenda will be mailed, e-mailed, faxed or delivered to all that are known to have received a copy of the RFP. Proposers shall acknowledge receipt of all addenda (including answers to "Request(s) for Content Clarification" above) in Exhibit A-3 of this document. Any Addenda so issued are to be considered a part of this RFP document.

C. Proposal Due Date and Delivery Instructions

The Proposer is requested to submit only pages 17 through 25, and other documents in the manner specified in the RFP. The Proposal must be signed by a person authorized to legally bind the entity submitting the Proposal, enclosed in a sealed envelope or package clearly marked on the exterior with "**RFP: Coordinator/Nyack Basics Campaign**" DUE DATE: June 25, 2018 and TIME: 11:00 A.M. (EST)", and be received by mail or hand delivered to the Business Office; Attn. of Gloria Menoutis, School Business Executive no later than the time and date indicated in SECTION II, at the address shown below. Proposals shall be publicly acknowledged as received at such time. All Proposals will be dated and time recorded with the official time by the Business Office upon receipt. Any Proposals received after this stipulated time will be returned unopened. Proposals are to be clearly marked and delivered in sealed envelopes to:

NYACK PUBLIC SCHOOLS
BUSINESS OFFICE
ATTN. GLORIA MENOUTIS, SCHOOL BUSINESS EXECUTIVE
13A DICKINSON AVENUE
NYACK, NY 10960

D. Damaged/Illegible Proposals

The District is not responsible for any Proposal or portion of a Proposal submittal that has been damaged or destroyed while in transit to the District. Proposers should take the necessary precautions to insure that their submittal is received intact. Illegible Proposals, diskettes or documents received will be considered void and unacceptable.

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E. Late Proposals

Proposals received in the District Purchasing Office after the Submittal deadline shall be returned unopened and will be considered void and unacceptable. The District is not responsible for lateness of mail, carrier, etc. and the date/time stamp in the Purchasing Office shall be the official time of receipt.

F. Altering Proposals

Proposals cannot be altered or amended after Submittal deadline. Any interlineations, alteration or erasure made before opening time must be initialed by the signer of the Proposal, guaranteeing authenticity.

G. Withdrawal of Proposal

A Proposal may not be withdrawn or canceled by the Proposer without justifiable cause following the date designated for the due date of Proposals and Proposer so agrees upon submittal of their Proposal.

H. Exclusion

No oral, telegraphic, telephonic or facsimile Proposals will be considered.

I. No Submittal

Should the Proposer not wish to submit at this time but wishes to remain on the list for future Proposals, please submit a “NO SUBMITTAL” by the same time and at the same location as stated for acknowledgment. The Proposer is requested to return the Proposal Recap Sheet (Exhibit A-4) and so indicate in the designated area that they have chosen to “NO SUBMITTAL” the contract.

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SECTION IV: PROPOSAL EVALUATION

A. Evaluation Criteria

Evaluation criteria have been established to assist the District in determining which Proposer will provide the best-suited, quality service(s), which most nearly satisfies the requirements of the District. The criteria listed below are not of equal value or decision weights. The District will select a proposal or group of proposals after careful evaluation including, but not be limited to, the following criteria: the cost of the service, proposed service information, ability to comply with the scope of service, demonstrated experience and performance in providing services(s) to other similar schools and customers, complete submittal of required documents, responses and presentation during required interview of finalist(s), and any other criteria as reasonably determined by the District.

B. Evaluation of Proposals

1. During the RFP evaluation period all communication shall be directed to the Business Office.
2. Each Proposal will be evaluated according to the following process to determine if it meets the evaluation criteria outlined in this RFP.
 - a. Proposals will be reviewed to determine if the submittal conforms to the minimum criteria for consideration. Proposal packages failing to submit the necessary documentation shall be rejected without further evaluation and the Proposer will be so informed in writing.
 - b. All proposals meeting minimum criteria for consideration will be evaluated according to the criteria listed in this section to determine finalists. These criteria include an interview of finalist(s) by a select team of Nyack and Basics staff/participants (hereinafter referred to as “Interview Team”).
 - c. Finalists may be required to make an oral presentation to the Interview Team. The presentation will be to explain the various aspects of the proposal and to respond to questions that might arise before and /or during the evaluation.
 - d. Ratings of the Proposers will be made by the Interview Team, in its sole discretion, based upon the established criteria and overall requirements of this Request for Proposal.
 - e. The District reserves the right to reject all proposals. Any Proposers not selected will be notified in writing.

C. Disqualification of a Proposer & Rejection of a Proposal

Any one of the following may be considered sufficient for the disqualification of a Proposer and the rejection of the Proposal:

1. Evidence of collusion
2. Failure to satisfy the Submittal requirements of the RFP
3. Default or termination of other contracts or agreements
5. Illegible or vague Proposal
6. Lack of responsiveness (as demonstrated by past work performance, references, etc.) or other causes as deemed appropriate at the District’s sole and absolute discretion

D. Rights To Accept Or Reject

It is understood that the District reserves the right to accept or reject any and all Proposals for any/or all services covered in this RFP and to waive irregularities or technical deficiencies that, in the judgment of the District, best meet the requirements of the District. The final selection will be made on the basis of the District’s determination of the respondent’s overall ability to provide and manage the services for the District.

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E. Final Selection

1. Board of Education

The Board of Education will select a Candidate based upon the RFP, taking into consideration the recommendation of the Superintendent and School Business Executive and the Interview Team.

2. Notification of Candidate Selection

It is anticipated that a Candidate will be selected by July 10, 2018.

3. Right to Reject Proposals

Submission of a proposal indicates acceptance by the proposer of the conditions contained in this Request for Proposals unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the District and the firm selected.

4. The District reserves the right without prejudice to reject any or all proposals.

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SECTION V: RFP SUBMITTAL REQUIREMENTS

A. Confidential Information

The New York State Freedom of Information Law (FOIL), as set forth in Public Officers Law, Article 6, mandates public access to certain government records. Generally, Proposals submitted in response to this RFP may constitute government records subject to FOIL. Proposals may contain, among other things, certain technical, financial, or other data and information that constitute trade secrets, which, if publicly disclosed, could cause substantial injury to the commercial enterprise's competitive position. To protect this information from disclosure under FOIL, Proposers should specifically identify the pages of the PROPOSAL that contain such information by properly marking the top of the applicable pages as "CONFIDENTIAL" and inserting the following statement in the front of its Proposal:

The information or data on pages ___ of this Proposal, identified on the top thereof as "CONFIDENTIAL", contain financial, technical or other information which constitute trade secrets or such, if publicly disclosed, would result in substantial injury to our competitive position. We request that the District use such information only for the evaluation of this PROPOSAL but we understand that the District must comply with the provisions of the New York State Freedom of Information Law (FOIL) and that public disclosure of the information contained in this Proposal whether or not marked as "CONFIDENTIAL" and we agree to make no claim for any damages as a result of any such disclosure by the District pursuant to FOIL.

In the event the District receives a FOIL request for disclosure of information marked as "CONFIDENTIAL", the Proposer shall be notified of the request and may expeditiously submit a detailed statement and explanation indicating the reasons the Proposer has for believing that the information requested is exempt from disclosure under the law. This detailed statement and explanation shall be used by the District in making its determination as to whether disclosure is required under the law.

B. Minimum Qualifications

The District desires that all Proposers possess certain references to ensure high quality service(s) for the District. Therefore, Proposers must meet the following minimum requirements to be considered:

1. Proposer must have successfully provided services (s) of a similar of type and specification and to have a minimum experience of at least three (3) years coordinating community outreach or similar endeavors, not limited to a school district, prior to the submission of the Proposal.
2. Proposer must be otherwise qualified and eligible to receive an award of this RFP.

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C. Submittal Format

Proposers are encouraged to submit pertinent information sufficient to assist the District determining award of services. The Proposer shall provide the Proposal submittal, and all documents required by this Request for Proposal (RFP). Failure to provide this information may result in rejection of the Proposal. The Proposers submittal shall be marked with the designation below and submitted in the following format:

1. Cover Letter: (Limit 1 Page) Cover letter to identify proposer, the Proposer's business organization, and Proposer contact information including name, address and telephone number.
2. Executive Summary: (Limit 2 Pages) Executive summary of important features of the Proposal, including a statement of minimum qualifications that should be highlighted for District's review.
3. Experience: (Limit 3 Pages) Set forth the specific experience the proposer has had with providing similar service. Identify locations and for each location describe the service, length of time service provided and the name, address and telephone number of individual references.
4. Proposed Services: Coordinator/Nyack Basics Campaign
5. Required Documents: Pages 17 through 25 of this RFP document

D. Other Requirements

1. FACSIMILE OR EMAIL TRANSMITTALS – Proposals must be in hard copy format; proposals sent via fax or email will not be accepted
 2. OPENING DATE & TIME - Proposals must be received in the business office on or before the designated opening date and time - late submittals will not be accepted or opened
 3. SEALED & MARKED ENVELOPES – Proposals must be submitted in sealed envelopes clearly marked to identify that the contents are in response to the “RFP for Coordinator/Nyack Basics Campaign”
 4. SIGNATURES – Proposals must be signed in ink by an authorized officer of the company (facsimile, printed or typewritten signatures will not be accepted)
 5. DUPLICATE PROPOSALS – Only one proposal from a Proposer will be permitted
5. The District reserves the right without prejudice to reject any or all proposals.

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SECTION VI: GENERAL TERMS AND CONDITIONS

A. Contract/Agreement

The successful Proposer's submittal, when properly accepted by the District either by formal letter of acceptance or Purchase Order, shall legally constitute acceptance and therefore, be subject to all the terms and conditions of the Proposal documents. Successful Proposer may also be required to sign a form of contract that includes the terms of this proposal, as well as the final terms and conditions that resulted in any negotiation between the District and the proposer.

B. Purchase Order

The NYACK PUBLIC SCHOOL DISTRICT shall generate a purchase order(s) to the successful Proposer. The successful Proposer shall not sell, assign, transfer or convey this contract, in whole or in part, without the prior written consent of the District.

C. Contract Administrator

The District will designate the Assistant Superintendent for Instruction/Curriculum & Personnel as the contract administrator. The Assistant Superintendent for Instruction/Curriculum & Personnel has the designated responsibility to ensure compliance with all Contractual Terms and Conditions, including, but not limited to, the approval of the Contractor staff assigned to the District, and inspection and acceptance of service(s) provided. The Assistant Superintendent for Instruction/Curriculum & Personnel will serve as liaison between the District and the successful Proposer.

D. Payments:

1. The District will make payment only after receipt and acceptance by the District of the services(s) ordered.
2. Vendor invoices shall show the purchase order number and shall be mailed with accompanying documentation to: Nyack Public Schools, 13A Dickinson Avenue, Nyack New York, 10960. ATTN: Assistant Superintendent for Instruction/Curriculum & Personnel
3. Payments of any claim shall not preclude the district from making claim for adjustment for any service(s) found not to have been in accordance with specifications.
4. The Nyack Public School District is exempt from federal, state, or municipal sales/excise taxes therefore Proposal shall not include any such tax.
5. If during the term of the Agreement/Contract, the successful Proposer's fees to other customers under the same terms and conditions for services(s) awarded herein are reduced below the contracted price, it is understood and agreed that the benefits of that reduction shall be extended to the District.

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E. Other Terms and Conditions:

1. Conflict of Interest - No public official from the State of New York, Rockland County, or any local governmental unit located within the County of Rockland shall have interest in the Agreement.
2. Venue - The Proposer and the District explicitly agree that this RFP will be governed and construed according to the laws of the State of New York and the parties further agree that the Supreme Court, State of New York, County of Rockland, the United States District Court, of New York, Rockland County, shall be the forum for any actions brought under this RFP.
3. Silence of Requirements - The apparent silence of these Terms and Conditions as to any detail or to the apparent omission from it of the description concerning any point shall be regarded as meaning that only the best business practices are to prevail. All interpretations of these requirements shall be made on the basis of this statement.
4. Advertising - The successful Proposer shall not advertise or publish as a form of an endorsement, the fact that the District has entered into a contract, without the District's prior written approval except to the extent necessary to comply with proper requests for information from an authorized representative of the federal, state or local government.
5. Interference - There shall be no interference with the District's operations in the performance of the service(s) rendered under this contract.
6. Termination Rights by the District - The District may terminate the contract for cause upon thirty-(30) day's written notice, should the successful Proposer be in default of the contract.
7. Representations – No information derived from inspection of the District's records or reports of investigation concerning the Agreement will in any way relieve the successful Proposer from its responsibility or from properly performing its obligations under the contract. The District may have provided information as a convenience to the Proposer and did so without any warranty whatsoever by the District. The successful Proposer makes its own conclusions and interpretations from the data supplied by the District and from information available from other sources.
8. Cumulative Rights - The rights and remedies provided by this Agreement are cumulative and the use of one right or remedy by a party shall not preclude or waiver the right to use any or all of the remedies.
9. Indemnification - The successful Proposer shall indemnify and save The Board of Education and the Nyack Public School District and all District employees/representatives harmless from and against all claims, demands, losses, costs, damages, suits, actions and proceedings by whomsoever made, brought or prosecuted and in any manner based upon arising out or, related to, occasioned by or attributable to the infringement or contribution to the infringement of any intellectual or industrial property right by the articles, methods, processes or act employed by, or plans, drawings, specifications another written data provided by, the successful Proposer or its employees in concern with providing services(s) hereunder (including, without limitations, legal expenses on a solicitor and client basis).

The provisions of this Section shall survive the expiration or sooner termination of this Agreement.

10. Default - If the successful Proposer is in default, the District may, in its discretion, do all things

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necessary to effect compliance with the laws, regulation, by laws, directives, rules and conventions referred to therein, and the successful Proposer shall, on demand by the District, reimburse the District for all costs incurred by the District for that purpose.

11. Remedies – The successful Proposer and the District agree that both parties have all rights, duties and remedies available as stated in the Uniform Commercial Code.
12. Ethics - The Proposer shall not accept or offer gifts or anything of value nor enter any business arrangement with any employee, official or agent of the District. Any contact by a Proposer during the bid process, with District employees, Board members, other than with the Business Office, shall be grounds for disqualification.
13. Compliance - All service must comply with all federal, state, county and local laws concerning this type of service and the fulfillment of all ADA (American with Disabilities Act) requirements.
14. Drug/Smoke Free - Nyack Public School District maintains a drug and smoke free work place. Use, possession or under the influence of drugs and / or alcohol or smoking while in performance of the Agreement is strictly prohibited.
15. Non Discrimination Requirements - In accordance with Article 5 of the Executive Law (also known as the Human Rights Law) and all other State and Federal statutory and constitutional, non-discrimination provisions, the Proposer agrees that neither it nor its subcontractors, if any, shall discriminate for reason of race, creed, color, national origin, age, sex or disability: (a) discriminate in hiring against any person who is qualified and available to perform the work; or (b) discriminate against or intimidate any employee hired for the performance of work under the Agreement. The Nyack Public School District does not discriminate on the basis of sex in the educational program or activities which it operates, and it is required by Title IX of the Educational Amendments of 1972 not to discriminate in such a manner. This policy of non-discrimination includes the following areas; recruitment and appointment of employees; employment pay and benefits; counseling services for students; access by students to educational program; course offering and student activities.
16. Termination for Default/Non-Performance - The District reserves the right to terminate the contract immediately in the event the successful Proposer fails to: 1) meet and complete schedules; 2) otherwise perform in accordance with the scope of services. Breach of contract or default authorizes the District to award to the next lowest Proposer or obtain services elsewhere and charge the full increase in cost to the defaulting Proposer.
17. Approximate Service - Estimated service requirements are given. Approximate service does not constitute a request, but only implies the probable services the District will require. Services will be utilized on an as-needed basis and it is understood that the estimated services may be increased, decreased or omitted without any way invalidating Proposal fees.
18. Executory Clause - This contract shall be deemed executory only to the extent of the monies appropriated and available for the purpose of the contract, and no liability on account thereof shall be incurred by the purchaser beyond the amount of such monies. It is understood that neither this contract nor any representation by any public employee or officer creates any legal or moral obligation to request, appropriate or make available monies for the purpose of the contract.

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F. Right to Purchase:

The district reserves the right to reject the Proposal in part or its entirety and obtain services from state or county contracts should it be deemed in the best interest of the District.

G. Contract Term:

It is the intention of the District to award to the successful Proposer a contract for the term of the school year from July 11, 2018 through June 30, 2019, which may be extended upon mutual agreement. Said renewal will incorporate staffing modifications made at the discretion of the District, and otherwise consistent with this document, and will be contingent upon the approval of the School District's budget for renewal period.

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SECTION VII: SCOPE AND LOCATION OF SERVICES

SCOPE OF SERVICES

Overview - Nyack Basics Campaign

The mission of the Nyack Basics Campaign is to change the ways that the Nyack community supports early childhood parenting and caregiving, which the Nyack Union Free School District believes will benefit its public school system by having a coordinated community approach that endeavors to have children build solid developmental foundations and be ready to learn when they enter kindergarten. The Nyack Basics Campaign intends to mobilize existing social and organizational networks to embed the Basics – five simple, evidence-based parenting practices – routinely in their normal operations and interactions with parents and caregivers of infants and toddlers and thereby help children build solid developmental foundations and be ready to learn when they enter kindergarten.

Coordinator/Nyack Basics Campaign Position Overview

The Nyack Union Free School District seeks an Independent Contractor to serve as Coordinator for the Nyack Basics Campaign on a pilot basis during the 2018-2019 school year. The awarded proposer will be responsible for coordinating coalition and campaign efforts to incorporate The Basics into routine interactions of community-partner organizations and with the people they serve. The position is anticipated to require a minimum of 30 hours per week. The chosen Coordinator will adhere to an agreed-upon schedule with the District; services include but are not limited to the following:

1. Coordinate and facilitate the District’s participation in and analysis of the Nyack Basics Campaign.
2. Institute widespread use of the Basics in all early childhood related sectors in the Nyack community.
3. With approval of District Administrators, create and execute strategies to share the Basics with staff and volunteers in the healthcare sector, early childhood care and education sector, and other community based organizations, agencies, and businesses that interact with and serve families of young children.
4. Responsible for the dissemination and promotion of The Basics Messaging while working with District Communications and the Strategic Planning Team for Branding and Communications.
5. Develop and manage partnerships with public agencies, nonprofit service providers, and other stakeholders in the Nyack community.
6. Document the work to engage professional staff and volunteers who work directly with families, and assist with efforts to share data and anecdotes regarding the early outcomes experienced by families and service providers who are practicing the Basics in a manner consistent with New York and federal law, including but not limited requirements concerning data privacy and security.
7. Develop efforts to secure funding sources to support the work of the Nyack Basics Campaign.
8. With approval of District Administrators, develop and test training protocols and elements of the Basics toolkit.
9. Submit timely, accurate implementation reports to the Assistant Superintendent for Instruction/Curriculum

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and Personnel.

Qualifications

1. High level of cross cultural competence: Community Advocacy, Outreach and Engagement.
2. Extensive experience in strategic planning and program development.
3. Ability to develop and manage relationships and partnerships with public agencies, nonprofit Contractors, and other stakeholders.
4. Excellent organizational, managerial, and interpersonal skills.
5. Superb communications skills, both oral and written; ability to adapt to new communications and marketing platforms and technologies including strong experience in social media.
6. Ability to mobilize and energize key stakeholders and constituents.
7. Passionate commitment to the mission of the Nyack Basics Campaign.
8. Extensive experience as a trainer and facilitator in the nonprofit sector.

The successful proposer shall be required to:

1. Understand and agree that it will comply with and is responsible for compliance with all applicable Federal, State, and Local statutes, rules and ordinances; Contractor shall additionally adhere to all requirements and protocols as established by and communicated to it by the District.
2. Maintain and provide upon request documentation showing that each individual providing services to the District has:
 - a. Obtained fingerprint clearance from NYS Department of Education
 - b. Taken with acceptable results a 10 panel drug screen
3. Submit a completed Employment Eligibility Verification (Form 1-9), and otherwise demonstrate eligibility to work in the District's schools.
4. All Contractor's personnel, if any other than Contractor, providing services to the District shall be subject to approval by the District. The District reserves the right to reject any individual employee/agent of the Contractor at any time, consistent with applicable law.
5. Submit Invoice with accompanying time accounting/implementation logs as a prerequisite to payment for services.
6. Any employees of Contractor shall be deemed employees of Contractor for all purposes and Contractor alone shall be responsible for their work, personal conduct, direction, and compensation. Contractor acknowledges that it will not hold itself, its officers, its employees and/or its agents, out as employees of the District. Contractor is retained by the School District only for the purposes and to the extent set forth in this proposal,

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and its relationship to the District shall during the term hereof, be that of an independent Contractor. Neither Contractor nor its personnel assigned hereunder shall be considered as having employee status with the District and shall not be entitled to participate in any of the District's worker's compensation, retirement, fringe benefits, unemployment insurance, liability insurance, disability insurance, or other similar employee benefit programs.

7. Contractor and its employees/agents, if any, shall not share or accept any fee or gratuity for services provided pursuant to this proposal.
8. Contractor and Contractor's employees /agents, if any, shall identify and hold harmless the District and its agents and employees from and against all claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of or resulting from the performance of the Services under this Agreement, provided that any claim, damages, loss or expense is (i) attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property, including the loss of use resulting there from and (ii) caused in whole or in part by any negligent act of omission of Contractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, but only to the extent such claims, damages, losses or expenses are not caused in whole or in part by a party indemnified hereunder. This section shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity that either party would otherwise have under applicable law.
9. The District shall provide the Contractor and any employees/agents providing the Services hereunder with access to materials outlining the District's policies, procedures, rules and regulations. It shall be the responsibility of Contractor Personnel to fully familiarize themselves with the subject matter contained therein.
10. Contractor and any employees/agents shall prepare and submit all forms and reports related to services provided as required by the District.

LOCATION OF SERVICES:

Travel is required between our school buildings and the community (healthcare sector, early childhood care and education sector, and other community based organizations, agencies, and businesses that interact with and serve families of young children) to perform the required services and the chosen contractor is responsible for the cost of travel required to perform the functions of the position.

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EXHIBIT A REQUIRED DOCUMENTS

PROPOSERS NAME: _____

- A-1 Proposal Acknowledgment Form
- A-2 Non-Collusion Affidavit
- A-3 Addenda Acknowledgement
- A-4 RFP Recap Sheet
- A-5 Coordinator/Nyack Basics Campaign Pricing
- A-6 Insurance Agreement/Requirements

Please note that only pages 17 – 25 of this document should be returned with the Proposers submittal. All other pages are to be kept by the Proposer for their records.

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EXHIBIT A-1

PROPOSAL ACKNOWLEDGMENT FORM

The Proposer acknowledges that he/she has carefully read the RFP and understands the specifications requested.

The Proposer also acknowledges that this proposal is based on the written RFP document, any addenda listed in the addenda acknowledgment and not on any verbal communication or clarification from The District.

The Proposer further acknowledges that should this Proposal be accepted by the District, such action shall constitute a legally binding agreement and therefore, subject to all the terms and conditions of the bid documents.

Proposer further acknowledges that he/she will contract with the Nyack Public School District using a Purchase Order and comply with the requirements of the RFP and the Purchase Order terms and conditions.

Company Name of Proposer: _____

Business Address of Proposer: _____

Business Phone Name: _____

Business is a legally listed as:

- Sole Proprietorship
- Partnership
- Corporation

Authorized Agent: _____
(Printed)

Authorizing Signature: _____

Date: _____

Nyack Public Schools – Coordinator – Nyack Basics Campaign

EXHIBIT A-2

NON-COLLUSION AFFIDAVIT

Authorized officer: Proposer's submittal containing statements, letters, etc., shall be signed in the Proposal by a duly authorized officer of the company whose signature is binding on the Proposer.

The undersigned offers and agrees to provide all of the services(s) awarded to them upon which qualifications are stated in the accompanying Proposal. The period of evaluation and award of the contract by the Board, shall be up to forty-five (45) calendar days, from the date of the Proposal acknowledgement, unless otherwise indicated by Proposer.

I, _____ am a duly authorized officer of/agent for _____ and have been duly authorized to execute the foregoing on behalf of the said.

I hereby certify that the foregoing offer has not been prepared in collusion with any other Proposer or other person or persons engaged in the same line of business prior to the official opening of this Proposal. Further, I certify that the Proposer is not now, nor has been for the past six (6) months, directly or indirectly concerned in any pool or agreement or combination, to control the type of services/commodities offered, or to influence any person or persons to offer or not to offer thereon.

By submission of this Proposal, each Proposer and each person signing on behalf of any Proposer certifies and in the case of a joint Proposal each party thereto certifies as to its own organization, under penalty of perjury that to the best of his knowledge and belief:

- A. The fees in this Proposal have been arrived at independently without collusion, consultation, communication or agreement for the purpose of restricting competition as to any matter relating to such fees with any other Proposer or with any competitor;
- B. Unless otherwise required by law, the fees which have been offered in this Proposal have not been knowingly disclosed by the Proposer and will not knowingly be disclosed by the Proposer prior to the opening, directly or indirectly to any other Proposer or to any competitor; and,
- C. No attempt has been made or will be made by the Proposer to induce any other person, partnership or corporation to submit or not to submit a Proposal for the purpose of restricting competition.

Nyack Public Schools – Coordinator – Nyack Basics Campaign

EXHIBIT A-2

NON-COLLUSION AFFIDAVIT (CONTINUED)

Company Name of Proposer: _____

Address: _____

City/State/Zip: _____

Telephone Number: _____

Fax Number: _____

Authorized Agent:

Name: _____
(Printed)

Title: _____
(Printed)

By: _____
Signature

Nyack Public Schools – Coordinator – Nyack Basics Campaign

EXHIBIT A-3

ADDENDA ACKNOWLEDGEMENT

The Proposer acknowledges the receipt of all addenda listed below as issued by the District Business Office. Please list any additional addenda and sign below.

The Proposer further acknowledges the inclusion of said addenda to the original Proposal documents and therefore binding in the agreement of the Proposer with the District.

<u>Addenda Number</u>	<u>Date Received</u>	<u>Authorized Signature</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Nyack Public Schools – Coordinator – Nyack Basics Campaign

EXHIBIT A-4

RFP RECAP SHEET

RFP FOR: “Coordinator/Nyack Basics Campaign”

PROPOSAL DUE DATE: June 25, 2018 at 11 A.M. (EST)

PROPOSER’S NAME: _____

ADDRESS: _____

“NO-SUBMITTAL”

PLEASE CHECK HERE IF PROPOSER WISHES TO “NOT SUBMIT”

Nyack Public Schools – Coordinator – Nyack Basics Campaign

EXHIBIT A-5
PRICING – Coordinator/Nyack Basics Campaign

*****PLEASE PROVIDE BEST AND FINAL PRICING*****

Coordinator/Nyack Basics Campaign for the 2018-2019 school year:

\$ _____ Biweekly Rate

OR

\$ _____ Monthly Rate