

**NOTICE TO PROPOSERS**  
**RFP # S2015-13**

All RFP's must be in accordance with terms and conditions set forth herein as stated.

SECTION A. Sealed Proposals for: **A Grant Evaluation for the PEP (Carol M. White Physical Education Program) Grant** will be received at the office of the Finance Director, Somerville School Department, 42 Cross Street, Somerville, Middlesex County, MA 02145 no later than **3:00 p.m. on Friday, October 10, 2014** at which time and place a register of submitted proposals will be created.

If, at the time of the scheduled RFP opening the Somerville School Department is closed due to uncontrolled events such as fire, snow, ice, wind, or building evacuation, the opening will be postponed until 2:00 p.m. on the next normal business day. Proposals will be accepted until that date and time.

SECTION B. Forms, specifications and terms of proposal can be obtained at the above office on or after **Thursday, September 18, 2014**.

SECTION C. The RFP response shall be submitted in two sealed envelopes clearly marked as follows: **"RFP Non-Price Proposal #S2015-13" and "RFP Price Proposal #S2015-13" "Proposal for a PEP Grant Evaluator", "Time: 3:00 p.m." "Date: Friday, October 10, 2014" and "Proposer's Name and Address" on the outside of your sealed proposal.**

SECTION D. If awarded vendor is incorporated in Massachusetts, vendor will be required to supply with contract a current copy of "Certificate of Good Standing" or copy of application for same and copy of check for filing application fee. If awarded vendor is incorporated outside of Massachusetts, vendor must supply with contract, either a copy of Massachusetts "Certificate of Registration" form, or a copy of the "Certificate of Good Standing" from the state of incorporation, or a copy of application for same and copy of check for filing application fee. See attached instructions.

SECTION E. The awarded vendor will be required to complete the "Somerville Living Wage Ordinance Form" attached as Form #4.

SECTION F. The copy of the RFP deposited with the Finance Director will be accompanied by a bid guarantee in the amount of: **N/A.**

Bid guarantees will be returned within 10 days to all unsuccessful bidders. Bid Bond, Certified Treasurer's or Cashier's Check is to be payable to become the property of the City of Somerville if the RFP is accepted and the successful Proposer either neglects or refuses to comply with the terms of the bid.