

CITY OF SOMERVILLE  
SCHOOL DEPARTMENT  
42 CROSS STREET  
SOMERVILLE, MA 02145

PROPOSAL FOR: **CONSULTANT SERVICES TO PROVIDE A STUDY OF  
THE SPECIAL EDUCATION PRACTICES FOR THE  
SOMERVILLE PUBLIC SCHOOLS**

RFP OPENING: **2:00 P.M.; FRIDAY, JANUARY 16, 2015**

CONTACT PERSON: **PATRICIA DURETTE, FINANCE DIRECTOR  
SOMERVILLE SCHOOL DEPARTMENT  
617-629-5236**

**CITY OF SOMERVILLE, MASSACHUSETTS  
SCHOOL DEPARTMENT  
42 CROSS STREET  
SOMERVILLE, MA 02145**

**PROPOSAL INSTRUCTIONS FOR RFP # S2015-15**

Enclosed you will find an RFP for:

**CONSULTANT SERVICES TO PROVIDE A STUDY OF THE SPECIAL  
EDUCATION PRACTICES FOR THE SOMERVILLE PUBLIC SCHOOLS**

When submitting your proposal, please identify proposal clearly.

In two separate, sealed envelopes "RFP Price Proposal" and "RFP Non-Price Proposal" # S2015-15" Consultant Services to Provide a Study of the Special Education Practices for the Somerville Public Schools" - Time – "2:00 P.M. " Date "Friday, January 16, 2015" and "Proposer's Name and Address" on the outside of your sealed proposal.

**PROPOSAL SUBMITTED MUST BE AN ORIGINAL.**

The completion of the following forms is necessary for consideration of a potential contract award.

**VERY IMPORTANT!!!**

**WHEN SUBMITTING PROPOSAL DOCUMENT, PLEASE RETAIN ORDER OF DOCUMENTS AS ORIGINALLY PROVIDED.**

Form #RFP#1 – "Notice to Proposers" signed by person submitting proposal

Form #33 - "Signature Form" complete when submitting your proposal

Form #55A - Certificate of Non-Collusion

Form #5A - Vendor Certification Form

Please review and return with your sealed proposal as sent. Also, insure that all forms are completed and your proposal response is submitted as requested.

Your cooperation is greatly appreciated.

## **CERTIFICATE OF GOOD STANDING**

TO: VENDOR  
FROM: SCHOOL DEPARTMENT  
RE: **CURRENT GOOD STANDING FORM**

The **AWARDED VENDOR** must comply with our request for a **CURRENT "CERTIFICATE OF GOOD STANDING"**.

If you require information on how to obtain the Good Standing Certificate or Certificate of Registration (Foreign Corporations) from the Commonwealth of Massachusetts, please call the Secretary of State's Office, Order Room for Corporations at **(617) 727-2850** (Press #1) located at One Ashburton Place, 17<sup>th</sup> Floor, Boston, MA or you may access their web site at: [www.MA.GOV/SEC/COR](http://www.MA.GOV/SEC/COR).

If your company is incorporated outside of Massachusetts and therefore is a "foreign corporation", but is registered to do business in Massachusetts, please comply with our request for the Certificate of Registration from the Commonwealth of Massachusetts. If your company is a "foreign corporation", but is not registered to do business in Massachusetts, please provide the Good Standing Certificate from your state of incorporation.

Please note that without the above certificate(s), the City of Somerville, School Department cannot execute your contract.

### **IMPORTANT NOTICE**

Requests for Certificates in Good Standing by mail may take a substantial amount of time. A certificate may be obtained immediately in person at the Secretary's Office at the address above. Also, at this time, the Secretary of State's Office may not have your current annual report recorded. If this is the case, and you are therefore unable to obtain the Certificate of Good Standing, please forward a copy of your original Certificate of Good Standing to the School Department, Finance Office.

Thank you,

Patricia Durette,  
Finance Director

**NOTICE TO PROPOSERS**  
**RFP # S2015-15**

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

SECTION A. Sealed Proposals for: **Consultant Services To Provide A Study Of The Special Education Practices for the Somerville Public Schools** will be received at the office of the Finance Director, Somerville School Department, 42 Cross Street, Somerville, Middlesex County, MA 02145 no later than **2:00 p.m. on Friday, January 16, 2015** 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 **Friday, December 26, 2014**.

SECTION C. The RFP response shall be submitted in two sealed envelopes clearly marked as follows: **"RFP Non-Price Proposal #S2015-15" and "RFP Price Proposal #S2015-15" "Proposal for Consultant Services for Special Education Practices", "Time: 2:00 p.m." "Date: Friday, January 16, 2015" 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.

SECTION G. (1) BONDS:

Performance Bond in the amount of \$ N/A.

Payment Bond in the amount of \$ N/A.

(2) INSURANCE:

Worker's Compensation.

**See Form 19A.**

Automobile Liability Insurance.

**See Form 19A.**

General Liability Insurance.

**See Form 19A.**

SECTION H. The requirement in Section E, F and/or G will be waived if the words "Non-Applicable" (N/A) are inserted in the space designated.

SECTION I. Deliveries to be made to: \_\_\_\_\_. See Specifications for details.

SECTION J. The City of Somerville reserves the right to accept or reject any or all RFPs, to waive any informalities, to amend any specifications, if the best interest of the City of Somerville would be served by so doing.

SECTION K. The City reserves the right to cancel a contract if awarded proposer does not respond to all necessary documents and required signature forms within twenty (20) working days or receipt of contract.

SECTION L. Contract will run from January 26, 2014 until June 30, 2015 .

SECTION M. Questions concerning this RFP must be in writing to:  
Patricia Durette, Finance Director for the Somerville School Department, 42 Cross Street, Somerville, MA 02145 not less than ten (10) working days prior to the scheduled RFP opening date.

SECTION N. If any changes are made to this RFP, an addendum will be issued. Addenda will be mailed or faxed to all proposers on record as having picked up the RFP.

NOTE

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Firm: \_\_\_\_\_

By: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_ Tel. No. \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

## **Request for Proposals: Consultant Services to Provide a Study of the Special Education Practices for the Somerville Public Schools**

### **INTRODUCTION**

**Background/Purpose:** Somerville Public Schools (SPS) is an urban school district adjacent to the cities of Boston and Cambridge, Massachusetts. The District serves nearly 5,000 students in one comprehensive high school, one early childhood center, two alternative schools, and seven elementary schools. Approximately 67% of the total student body qualifies for free or reduced lunch.

The School Department is seeking proposals for consulting services to conduct a comprehensive study of the current special education organization, practices and services offered by the District. The consultant will evaluate and make recommendations to improve the effectiveness of the Somerville Public School's Special Education services, its program structure, as well as the cost and efficiency of delivering services to our students.

#### ***A. Purpose***

The School Department is seeking proposals for consulting services to conduct a district-wide evaluation of special education programs and services. The evaluation will assist the school administration in determining the current status, effectiveness and efficiency of the organizational structure, staffing patterns, program and service offerings, personnel roles and responsibilities, utilization of current professional and paraprofessional staffing positions, overall strengths, and areas of programmatic and service needs. This study will also address issues related to strategies cost efficiencies, procedural practices, over/under identification, pre-referral practices, professional development opportunities for all district personnel, issues related to student demographics, the co-teaching model of instruction, trend lines, and an analysis of comparative student and expenditure data with "like" school districts. SPS seeks recommendations that will assist in addressing future program needs, the effective inclusion of students with disabilities into general education classes, and the instructional supports that are required to ensure greater access to the general curriculum by students with special needs.

Data provided by this study will enable the district administration, along with school-based Special and regular education personnel, to develop an action plan that will lead to more effective approaches for serving the students of Somerville, approaches that are closely linked to the District's overall improvement strategies.

#### **B. Project Background, Characteristics of the District**

In the 2013-14 school year, 20.7% of Somerville's students received special education services. Each school provides a variety of services including full inclusion, partial inclusion, academic support, classroom support, co-teaching programs and related services. The district also has substantially separate programs for students with social/emotional needs, significant physical disabilities, Autism Spectrum Disorder (ASD), Intellectual Impairment and Learning/Language disabilities. Somerville currently supports 17 "resource rooms," a "life skills" a program at all grade levels and access to a 45 day program at SHORE Collaborative. The alternative middle and high schools (Next Wave and Full Circle, respectively), which enroll both Special Education and non-Special Education students, have a 504i designation.

The Preschool program includes 5 sections of integrated programming, 3 full day self-contained program(s) and related services for the students enrolled in these classrooms. Other pre-school children walk in for related services.

## **Request for Proposals: Consultant Services to Provide a Study of the Special Education Practices for the Somerville Public Schools**

About 1.4 % of the special education students are currently enrolled in out of district placements located in sites throughout Eastern Massachusetts. Somerville completed the self-assessment component of a DESE Coordinated Program Review in 2014 and will complete the full review in the Spring, 2015. A DESE Circuit Breaker audit was recently completed. An external evaluation of Next Wave and Full Circle schools was conducted in 2011.

The SPS budget for FY15 is \$60,317,201 which accounts for approximately 30% of the City of Somerville's budget. Per pupil cost for FY13 in the Somerville Public Schools is \$16,494. Within the Somerville Public School's budget, \$17,381,251 is allocated for special education services including instructional and therapeutic services as well as administrative costs for students with an Individualized Education Program. Federal and state grants amounting to \$3,011,173 provide additional services including instructional and therapeutic supports and early childhood special education inclusive programs.

### **C. Project Requirements and Approach**

#### **Goals:**

- Thorough review of existing programs for students receiving special education services, students with health and medical needs, students serviced through the preschool program, student support teams, contract mental health services.
- Consideration of program and student placement for the full range of student needs typical of an urban environment including dually-identified students requiring both English Language Learner and Special Education services.
- Consideration of other program options, best practices being used in school systems around the Commonwealth and the country for possible adoption in Somerville.
- Comparison of the Somerville system with other Massachusetts communities including structure of special education services, forms of specialized instruction, populations served, outplaced student costs and student outcomes.

### **D. Deliverables**

The consultant will provide a written report which must include specific recommendations that are research and evidence-based. The report must include:

1. A detailed analysis of the effectiveness, efficiency, and productivity of each element of the special education process:
  - a) School-based general education interventions
  - b) Child Find, referral and eligibility to ensure that all students in need of special education and related services are located, evaluated and identified
  - c) IEP development and implementation – including goals/objectives, accommodations, modifications, service delivery, extended school year/day programming, transportation and placement
  - d) Consideration, recommendation, and implementation of assistive technology
  - e) Transition planning for students
  - f) Consideration of English Language Learning needs/Dual-Identified students



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2. A detailed analysis of staffing qualifications, as well as staff needs and professional development/training provided to staff.
3. Detailed analysis of personnel deployment, including models for inclusion and co-teaching, and case management to determine their effectiveness and ability to support high expectations for student learning in a least restrictive environment. Analysis should also include the organization, staffing (both professional and support), and administration of SPS Special Education Department to include its interface with other school system departments.
4. A thorough evaluation of programs targeting strengths, weaknesses, and cost effectiveness as well as recommendations for improvements or for other cost-effective service models.
5. Metrics to define and assess student success and measure program effectiveness for existing programs and any new programs recommended as a result of the study. To include an analysis of the achievement gap between students who receive special education services and students who do not, with comparisons to other similar communities.
6. A comprehensive review of the continuum of service delivery models in the context of a system committed to inclusion with practical recommendations for these and other service delivery models to improve efficiency.
7. A plan for ongoing, clear, two-way communication with parents/guardians and the general public, to build confidence in SPS programming, staffing, and organization of special education services. This plan must be based on specific data obtained from stakeholders, parents/guardians and students as appropriate.
8. Recommendation for possible designation change for the district's two alternative schools, Next Wave and Full Circle.
9. Recommendations to improve existing student data management tools, including interface with the District's student information system, to best meet federal and state special education reporting requirements and which allow end users to access information for planning and evaluation purposes and to measure student program efficacy.
10. A detailed analysis of the cost of our program in relationship to program effectiveness. Cost analysis should be completed for each program element by building, grade level and disability and include all funding sources (local, state, and federal funds and grants).
11. A comprehensive comparison of all special education programs and their various elements and costs to those in other comparable communities, as appropriate.
12. A detailed analysis of numbers/percentages of accepted/rejected IEPs, mediations and hearing in the Somerville Public Schools compared to similar communities with respect to frequency and cost.
13. Clear definitions of terminology, such as "full inclusion."

**E. Proposed Project Schedule:** The following schedule is proposed and may change during the project.

**RFP Phase**

- Issue RFP December 26, 2014
- Written inquiries accepted from prospective consultants until January 9, 2015
- Proposals due January 16, 2015
- Proposal Review and Selection of Consultant, January 23, 2015
- Contract Discussion Approval of Contract, January 26, 2015



**Request for Proposals: Consultant Services to Provide a Study of the  
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**Work Phase: February 2015 through Mid-March 2015**

- Early February: Consultant completes document/data and policy review and interviews with key stakeholders.
- Ongoing: consultation, interviews, observations with instructional leaders and stakeholder groups including Somerville Special Education Parent Advisory Committee. While some of these interviews may be conducted electronically/by phone, on-site visits are required and should be included in the price-proposal.
- Consultant will provide regular updates to project liaison/ Assistant Superintendent.
- March 23, 2011: Consultant's progress report is submitted to the Assistant Superintendent.
- By April 10, 2015: Final plan submitted by consultant to the Assistant Superintendent.
- Appear before the School Committee at a mutually convenient date to present its findings and recommendations in an oral presentation and answer any questions.
- Meet with the School Committee and Central Office Staff to initiate a plan and to make budget recommendations to implement the plan.

*Note: This schedule is subject to change.*

Qualifications: Only contractors who can clearly demonstrate the necessary experience, skills and capacity to meet the scope of work as defined by this RFP will be considered.

**Proposal Process:** Proposals must be received at the address below on or before 3:00 p.m. on January 21, 2015.

Somerville Public Schools  
Attn: Dr. Vincent McKay  
42 Cross Street  
Somerville MA 02143 or [vmckay@k12.somerville.ma.us](mailto:vmckay@k12.somerville.ma.us)

All inquiries should be submitted by email and directed to:

Dr. Vincent McKay, Assistant Superintendent for Curriculum, Instruction and Assessment  
[vmckay@k12.somerville.ma.us](mailto:vmckay@k12.somerville.ma.us)  
617-625-6600 x6035

**Submit Proposal:** Prepare responses to the four sections, A - D, including: Consultant Profile & Approach to Project; Qualifications and Capability; Experience and Expertise; and Proposed Project (see below). Responses may be in hard copy; electronic responses are preferred.

Please number and re-state each sub-heading or question, followed by your response. This improves clarity and makes it easier to evaluate your proposal.

1. Consultant Profile: Experience of the Firm or Individual
  - a) Years in educational consulting.
  - b) Number and value of contracts. Please indicate the number of educational consulting contracts actually implemented.
  - c) Project History: Briefly describe any education consulting or related projects that *you or your* firm has managed within the last three (3) years. Identify project references that

**Request for Proposals: Consultant Services to Provide a Study of the  
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involve similarity in scope of work, Special Education challenges, community profile, and number of students. Include the following information on each project (*no preferred format*):

- Project Identification
  - Project Dates
  - Project Size. Number of students, program evaluated, schools, and the total project cost
  - Please submit a list of School districts in which Consultant has conducted a similar study as outlined in this RFP within the past five years with at least one example of a public school district with a minimum of six schools and 4,000 students.
- d) List of Accomplishments. Type of services rendered and accomplishments achieved as a result of the consultation.
- e) Project and Budget Schedule. Indicate if the project was completed on schedule and if within budget. If not, please explain.
- f) Comment on any special features, services, conditions, etc.
- g) Please provide the names, telephone numbers, and addresses of three references, two of which must be from school districts of a similar size and economic diversity as the Somerville Public Schools and for which the consultant has provided similar services within the 36 months. In addition, the Somerville Public Schools reserves the right to use itself as a reference. A proposal may be rejected on the basis of one or more references reporting less than excellent past performance by the firm or individual.
- h) Personnel Information: Please submit a resume for the lead consultant and for every person who will be involved in the project. The resume shall include the number of years' experience providing similar services described in the Scope of Services Specification. List all areas of expertise related to English Language Learners within a Special Education program evaluation.
- i) Samples of Previous Work—please provide any relevant samples.

2. **BUDGET:** Cost to provide the services as outlined in the scope of work. Amount not to exceed \$40,000.

**Award of the Contract:** SPS will consider all applicants if they meet the following qualifications:

- a. Proposal submitted on or before the time specified in the Request for Proposals
- b. Follow the format published in the Request for Proposals
- c. Include all information requested
- d. Demonstrate the experience and capacity to perform the services required in the scope of work

The Somerville Public Schools shall enter into a contract with one Consultant, which may be an individual, a corporation, a partnership, or a joint venture. Submitted bids must demonstrate that the Consultant and any members of its project team have the specific experience outlined in this request. Specifically, the Consultant must demonstrate knowledge of IDEA, the Massachusetts Department of Elementary and Secondary Education and the Department of Early Education and Care, Special Education regulations and mandates, special education services (e.g. related services) and delivery of services as well as effective programming and inclusionary practices.

**Request for Proposals: Consultant Services to Provide a Study of the  
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SPS reserves the right to waive any technicality or informality in the proposal process which is not of substantial nature.

Evaluation of written proposals: An evaluation team will review and score written proposals based on the following evaluation criteria:

- 1) Experience – 50%
  - a. Projects of similar scope of work with the evaluation of Special Education service delivery in an urban school system
  - b. Consultant's experience in similar scope of work
  - c. Proven success in working with diverse groups – teachers, administration, parents and communities
- 2) Project Design– 40%
  - a. Focus on outcomes and process as identified in the scope of work
  - b. Methodology to accomplish the deliverables
- 3) Total Cost – 10%

**PROPOSAL SUBMISSION REQUIREMENTS**

Failure to submit the documents with your proposal may result in the determination that your bid is non responsive unless the Somerville Public Schools deems such a failure to be a minor informality

**Award of Contract**

The award will be made to the lowest, responsible, and responsive bidder offering the lowest total bid.

In accordance with the provisions of G.L. c. 30B, sec. 9, the Somerville Public Schools reserves the right to waive any informalities in any or all proposals, or to reject any or all proposals, in whole or in part, if it be in the public interest to do so.

**Term of Contract**

It is anticipated that work under this contract shall begin approximately January 15, 2015 and shall be completed by April 30, 2015

All proposals shall remain firm for 30 calendar days after the proposal opening.

**Request for Proposals: Consultant Services to Provide a Study of the  
Special Education Practices for the Somerville Public Schools**

**A Study of the Special Education Services provided by the Somerville Public Schools**

The price proposal (one original copy) must be submitted without "conditions or exceptions" and must be submitted in a sealed envelope.

The price proposal set forth in this proposal shall constitute full and complete compensation for the services to be provided by the Consultant/Firm. There shall be no reimbursement for out-of-pocket or other expenses incurred by the Consultant in connection with the performance of the services. Any exceptions may result in proposal rejection. The total bid price must include all costs associated with travel, transportation, and expenses. All prices are to remain firm.

Price proposal for Special Education Evaluation and Assessment Study with Recommended Implementation Plan

Total Fixed Contract Price: \_\_\_\_\_

Total Fixed Contract Price in Words: \_\_\_\_\_

Name (Print) \_\_\_\_\_

Signature: \_\_\_\_\_

Company: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**CITY OF SOMERVILLE  
SCHOOL DEPARTMENT  
SIGNATURE FORM**

NAME OF COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNATURE OF AUTHORIZED CONTRACTING OFFICIAL: \_\_\_\_\_

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

RESIDENCE: \_\_\_\_\_

IF COMPANY IS A PARTNERSHIP:

FULL NAME AND RESIDENCE OF EACH PARTNER:

\_\_\_\_\_

\_\_\_\_\_

IF COMPANY IS A CORPORATION:

THE CORPORATE NAME IS: \_\_\_\_\_

THE CORPORATION IS ORGANIZED UNDER THE LAWS OF: \_\_\_\_\_

THE PRESIDENT IS: \_\_\_\_\_

THE TREASURER IS: \_\_\_\_\_

THE CLERK/SECRETARY IS: \_\_\_\_\_

NAME OF CORPORATION THAT WILL APPEAR ON A POTENTIAL CONTRACTUAL AGREEMENT IF  
DIFFERS FROM ABOVE:

\_\_\_\_\_

NAME AND TITLE OF PERSON WHO WILL BE RESPONSIBLE FOR THE SIGNING OF A POTENTIAL  
CONTRACTUAL AGREEMENT IF DIFFERS FROM ABOVE:

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

NAME OF CLERK/SECRETARY WHO WILL ALSO BE SIGNING FOR A POTENTIAL CONTRACTUAL  
AGREEMENT IF DIFFERS FROM ABOVE:

\_\_\_\_\_

**CITY OF SOMERVILLE, MASSACHUSETTS  
SCHOOL COMMITTEE  
42 CROSS STREET  
SOMERVILLE, MA 02145**

**REFERENCE FORM**

Bidder: \_\_\_\_\_

IFB Title: \_\_\_\_\_

1. Reference: \_\_\_\_\_ Contact: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ Fax: \_\_\_\_\_

Description and date(s) of services provided: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Reference: \_\_\_\_\_ Contact: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ Fax: \_\_\_\_\_

Description and date(s) of services provided: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Reference: \_\_\_\_\_ Contact: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ Fax: \_\_\_\_\_

Description and date(s) of services provided: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Form: \_\_\_\_\_  
Contract Number: \_\_\_\_\_

CITY OF SOMERVILLE

Rev. 08/01/12



## **Non-Collusion Form and Tax Compliance Certification**

**Instructions:** Complete each part of this two-part form and sign and date where indicated below.

### **A. NON-COLLUSION FORM**

I, the undersigned, hereby certify 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.

**Signature:** \_\_\_\_\_  
**(Individual Submitted Bid or Proposal)**  
**Duly Authorized**

**Name of Business or Entity:** \_\_\_\_\_

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

### **B. TAX COMPLIANCE CERTIFICATION**

Pursuant to M.G.L. c. 62C, §49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support, as well as paid all contributions and payments in lieu of contributions pursuant to MGL 151A, §19A(b).

**Signature:** \_\_\_\_\_  
**(Duly Authorized Representative of Vendor)**

**Name of Business or Entity:** \_\_\_\_\_

**Social Security Number or Federal Tax ID#:** \_\_\_\_\_

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





## CITY OF SOMERVILLE, MASSACHUSETTS

**JOSEPH A. CURTATONE**  
**MAYOR**

### Vendor Certification

The vendor certifies that it has provided the City of Somerville with an accurate tax identification number (TIN). In the event that the City is fined by the IRS for an incorrect TIN provided by the vendor, the vendor agrees to reimburse the City for the amount of the fine.

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Signature

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Company

---

Tin Number

---

Date

## INSURANCE SPECIFICATIONS

### INSURANCE REQUIREMENT FOR AWARDED VENDOR ONLY:

Prior to commencing performance of the Contract, the Vendor shall furnish to the School Department a Certificate of Insurance evidencing the following:

- A. GENERAL LIABILITY - Comprehensive Form
- |                         |                    |              |                    |
|-------------------------|--------------------|--------------|--------------------|
| General Aggregate       | <u>\$2,000,000</u> | Each Occ.    | <u>\$1,000,000</u> |
| Products - Comp/OP Agg. | <u>\$ N/A</u>      | Fire Damage  | <u>\$ N/A</u>      |
| Personal Injury         | <u>\$ N/A</u>      | Medical Exp. | <u>\$ N/A</u>      |
- B. ERRORS & OMISSIONS (PROFESSIONAL LIABILITY)
- |                   |                    |           |                    |
|-------------------|--------------------|-----------|--------------------|
| General Aggregate | <u>\$2,000,000</u> | Each Occ. | <u>\$1,000,000</u> |
|-------------------|--------------------|-----------|--------------------|
- C. SEXUAL ABUSE/CHILD MOLESTATION
- |                   |               |           |               |
|-------------------|---------------|-----------|---------------|
| General Aggregate | <u>\$ N/A</u> | Each Occ. | <u>\$ N/A</u> |
|-------------------|---------------|-----------|---------------|
- D. COVERAGE FOR PAYMENT OF WORKERS' COMPENSATION BENEFITS  
PURSUANT TO CHAPTER 152 OF THE MASSACHUSETTS GENERAL LAWS IN  
THE AMOUNT AS LISTED BELOW:
- E. WORKERS' COMPENSATION - EMPLOYER'S LIABILITY STATUTORY

F. AUTOMOBILE LIABILITY INSURANCE AS LISTED BELOW:

BODILY INJURY LIABILITY \$20,000 - \$40,000

1. A contract will not be executed unless a certificate(s) of insurance evidencing the above-described coverage is attached.
2. Failure to have the above-described coverage in effect during the entire period of the contract shall be deemed to be a breach of the contract.
3. All applicable insurance policies shall read:  
    **"CITY OF SOMERVILLE" as a certificate holder and as an additional insured for general liability only** along with a description of operation in the space provided on the certificate.

CITY OF SOMERVILLE  
c/o SCHOOL DEPARTMENT  
42 CROSS STREET  
SOMERVILLE, MA 02145

**NOTE: IF DURING TERM OF THIS CONTRACT YOUR INSURANCE EXPIRES, YOU SHALL BE RESPONSIBLE FOR SUBMITTING A NEW CERTIFICATE(S) COVERING THE PERIOD OF THIS CONTRACT. NO PAYMENT WILL BE MADE ON A CONTRACT WITH AN EXPIRED INSURANCE CERTIFICATE(S).**