

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

PROPOSAL FOR: **AN EDUCATIONAL DATA CONSULTANT FOR THE
SOMERVILLE PUBLIC SCHOOLS**

RFP OPENING: **3:00 P.M.; FRIDAY, AUGUST 15, 2014**

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 # S2015-10

Enclosed you will find an RFP for:

**AN EDUCATIONAL DATA CONSULTANT 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" # S2015-10" Proposal for An Educational Data Consultant for the Somerville Public Schools" - Time – "3:00 P.M. " Date "Friday, August 15, 2014" 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, 17th Floor, Boston, MA or you may access their web site at: 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 # S2015-10

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

SECTION A. Sealed Proposals for: **An Educational Data Consultant 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 **3:00 p.m. on Friday, August 15, 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 **Wednesday, July 23, 2014**.

SECTION C. The RFP response shall be submitted in two sealed envelopes clearly marked as follows: **"RFP Non-Price Proposal #S2015-10" and "RFP Price Proposal #S2015-10" "Proposal for an Educational Data Consultant", "Time: 3:00 p.m." "Date: Friday, August 15, 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.

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 **September 1, 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 (RFP) for Educational Data Consultant for for the Somerville (MA) Public Schools

Summary: The Somerville Public Schools (SPS) has an exciting opportunity for an Educational Data Consultant. The Consultant will provide a comprehensive and multi-faceted tool that the SPS will use to measure and track school quality. The Consultant will work collaboratively with the district leadership to develop and refine this tool over the course of the contract period.

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 central high school, one early childhood center, two alternative schools, and seven elementary schools. For the past several years, SPS has seen strong gains in student achievement especially with regard to MCAS Student Growth (SGP); with respect to MCAS Growth scores, in 2013, SPS was the leading urban school district in Massachusetts. While the District recognizes and celebrates this significant accomplishment, in light of SPS's commitment to the education of the "whole child," the District desires a more holistic view of its school improvement efforts that goes "beyond MCAS." To achieve this goal, SPS seeks a robust, comprehensive and multi-faceted school quality "yardstick" that takes into account a variety of indicators of school quality – including standardized test scores and SGP.

2. Scope of Work: Somerville Public Schools seeks an educational data consultant with demonstrated successful experience working with complex data sets to assist District leadership team in the development of a robust and comprehensive school quality measure for the Somerville Public Schools.

The consultant will:

- Provide a framework then work in partnership with the District leadership team to design a comprehensive tool for measuring school effectiveness and school quality.
- Provide regular consultation with District leaders in the development of the "Beyond MCAS" metric for school quality. This measure will take into account a variety of factors, not limited to the following examples: school culture, resources, availability of social services, community support, school safety, student engagement and the adult learning community. SPS expects that the tool be suitable for both intra District and inter-District comparisons, which must be anticipated in the data selection and planning phase of the project.
- **Phase 1 (Planning):** Provide a draft project proposal with a detailed description of the framework, including data sources. Consultant will make every effort to utilize already existing data sources that are common to school districts in Massachusetts.
- **Phase 2 (Feedback and Refinement of Data Tool):** Consult with District leadership and Data Analyst on refinement of tool, including weeding out measures that do not have readily available data sources while maintaining the integrity of the final product.



- **Phase 3 (Test Runs):** Following the tool refinement phase, the consultant will run the tool using actual data on a trial basis. Following this test run, additional changes may be made to the tool.
- **Phase 4 (Run Data):** The consultant will run the data and provide detailed reports to the District leadership team.

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

RFP Phase

- Issue RFP: July 21.
- Written inquiries accepted from prospective consultants until August 8.
- Proposals due August 15.
- Proposal Review and Selection of Consultant, August 22.
- Contract Discussion Approval of Contract, August 22

Work Phase: September 1st, 2014 – June 30th, 2015 with specific completion dates of Phases as follows:

Phase 1: September 17, 2014

Phase 2: October 17, 2014

Phase 3: November 1, 2014

Phase 4: December 15, 2014

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.

4. BUDGET: Not to exceed \$24,500

5. Proposal Process: Proposals must be received at the address below on or before 3:00 p.m. on August 15, 2014.

Somerville Public Schools
Attn: Patricia Durette, Finance Director
42 Cross Street
Somerville MA 02143

All inquiries should be submitted by email or by phone and directed to:

Patricia Durette
Finance Director
pdurette@k12.somerville.ma.us
617-629-5236

6. Submit Proposal:

A. Consultant Profile & Approach to Project—General

B. Qualifications and Capability

- 1) General Information
- 2) 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. Experience and Expertise

- 1) Project History
 - a. 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 involve similarity in scope of work, schools design challenges, community profile, and number of students.
- 2) Include the following information on each project (*no preferred format*):
 - a. Project Identification.
 - b. Project Dates.
 - c. Project Size. Number of students, schools, and the total project cost
 - 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. Comments. Comment on any special features, services, conditions, etc
 - g. References. Names and contact information of representatives who can serve as references.
- 3) Personnel Information.
 - a. Qualifications and Experience. Describe the number and experience of the staff to be employed on this project and their areas of expertise. List all areas of expertise related to educational data analysis.
- 4) Sample of Previous Work—please provide any relevant samples.

D. Proposed Project—Delineate the approach you or your firm would use in providing the services as specified in the scope of work. Specifically address the following considerations:

- 1) Participants and the services they would perform.
- 2) Description of the processes to be used to provide the services as outlined in the scope of work
- 3) Timeline for the work to be performed. Include those activities which you would expect SPS to perform.
- 4) Requirements for SPS.

E. 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 RFP
- c. Include all information requested
- d. Demonstrate the experience and capacity to perform the services required in the scope of work

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 – 60%
 - a. Projects of similar scope of work with development of multi-faceted, data – driven, approaches to school improvement work.
 - b. Consultant's experience in similar scope of work
 - c. Proven success in working with school districts in completion of a complex data task.
- 2) Project Design– 30%
 - a. Focus on outcomes and process as identified in the scope of work
 - b. Methodology to accomplish the outcomes.
- 3) Total Cost – 10%

F. List of Resources

- 1) District Goals and Strategic Plan
<http://www.somerville.k12.ma.us/education/components/scrapbook/default.php?sectiondetailid=20187&linkid=nav-menu-container-4-76906>
- 2) DESE Profile for Somerville
<http://profiles.doe.mass.edu/profiles/general.aspx?topNavId=1&orgcode=02740000&orgtypecode=5&>

**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: _____

Online at: www.somervillema.gov/purchasing



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.

Signature

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>
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C. SEXUAL ABUSE/CHILD MOLESTATION

General Aggregate	<u>\$ N/A</u>	Each Occ.	<u>\$ N/A</u>
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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).**