

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

PROPOSAL FOR: **A GRANT EVALUATOR FOR THE PEP (CAROL M.  
WHITE PHYSICAL EDUCATION PROGRAM) GRANT.**

RFP OPENING: **3:00 P.M.; FRIDAY, OCTOBER 10, 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 # S2015-13**

**Enclosed you will find an RFP for:**

**A GRANT EVALUATOR FOR THE PEP (CAROL M. WHITE PHYSICAL  
EDUCATION PROGRAM) GRANT.**

**When submitting your proposal, please identify proposal clearly.**

**In two separate, sealed envelopes "RFP Price Proposal" and "RFP Non-Price Proposal" # S2015-13 "A Grant Evaluator for the PEP (Carol M. White Physical Education Program) Grant" - Time - "3:00 P.M. " Date "Friday, October 10, 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, 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 # S2015-13**

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.

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 May 31, 2017.

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: \_\_\_\_\_



# Somerville Public Schools

Education • Inspiration • Excellence

42 Cross Street • Somerville, MA 02145-3246

[www.somerville.k12.ma.us](http://www.somerville.k12.ma.us)

T 617-629-5200 • F 617-666-1130

September 10, 2014

## **Request for Proposals (RFP)**

**Carol M. White PEP Grant Evaluation:** Consultant to Evaluate Somerville's Carol M. White PEP Grant; Somerville (MA) Public Schools

**Summary:** The Somerville Public Schools (SPS) offers an opportunity for a consultant with experience in the evaluation of Carol M. White PEP grants. A consultant is sought to assist in the implementation and assessment of a three year PEP grant received by the district. The consultant will work in partnership with the PEP Grant Project Director and SPARK Curriculum Coordinator in the evaluation of the PEP Grant implementation in the Somerville Public Schools and partner community organizations. . The implementation and evaluation, to be concluded no later than the end of May 2017, will result in increasing the fitness and nutritional health of approximately 3,500 K-8 SPS students by strategically aligning school-based and community initiatives to create a culture of healthy lifestyles among the target population.

**Background/Purpose:** Somerville Public Schools (SPS) is an urban school district serving nearly 5,000 students in one comprehensive high school, one early childhood center, two alternative schools, six K-8 schools and one K-6 school. Somerville, Massachusetts is the most densely populated city in New England, adjacent to the cities of Boston and Cambridge, Massachusetts. Somerville boasts a vibrant population of nearly 76,000 residents packed into 4.1 square miles. It is the 13<sup>th</sup> largest city in Massachusetts and also one of the most economically, culturally, and linguistically diverse, bringing together recent immigrants from all over the world and generations of families who have made Somerville their home for decades. Somerville Public Schools' student demographics mirror those of the City's, creating a culturally rich school community. SPS students bring widely divergent backgrounds and experiences to their school communities. Sixty-nine percent (69%) of the students are low-income; 51% have a first language that is not English.

Through a collaborative and strategic approach the planning and governance, and with strong Mayoral leadership, Somerville has established an institutionalized and sustainable infrastructure to serve a richly diverse community. The PEP grant furthers the effort to bring the whole community together to create a culture of health and fitness. There is a critical need to do just that beginning with a consistent approach at a young age which transcends cultural experiences and includes the whole day and the whole child.

**Scope of Work:** Somerville Public Schools seeks an evaluation consultant with demonstrated successful experience working with schools, community based after-school programs, and city-wide partners to implement and assess PEP grants. **Budget not to exceed \$60,000 for the 3-year period.**

The consultant will:

### **Project planning, coordination and feedback:**

- Provide consultation, technical support, and feedback to Project Director, SPARK Curriculum Coordinator and PEP Grant Advisory team.
- Develop collaborative agreements on use of data between stakeholders
- Develop APR (Annual Progress Report) annually
- Participate in disseminating findings to state or national audiences



# Somerville Public Schools

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## Data Collection and Analysis

- Provide technical support for purchasing and tracking equipment purchases
- Collaborate with Physical Education department to pilot PYFP fitness testing
- Monitor and collect process evaluation data
- Develop, coordinate, and administer quarterly student assessments
- Data entry and analysis of surveys
- Present, share, and promote use of the evaluation results or process and outcome evaluation
- Make recommendations for program quality improvement

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

### RFP Phase

- Issue RFP: September 18, 2014
- Written inquiries accepted from prospective consultants until September 25, 2014
- Proposals due October 10, 2014
- Proposal Review and Selection of Consultant: October 16, 2014
- Contract Discussion and Approval of Contract by: October 17, 2014

### Work Phase I: October 2014-August 2015 to include, but not limited to:

- Collect baseline data before implementation
- Finalize evaluation plan
- Present plan to Advisory Council
- Implement project data collection and analysis for Year 1
- Present formative data summaries to Advisory Councils
- Complete federal reporting and publish

### Work Phase II & III: September 2015- May 2017

- Continue to implement project data collection and analysis
- Present formative data summaries
- Complete federal reporting and publish

*Note: This schedule is subject to change.*

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

**Proposal Submission Deadline:** Proposal narratives and budgets must be **received** at the address below on or before 3:00 p.m. on October 10, 2014 in accordance with the submission guidelines noted in SECTION C of the Notice to Proposers included with this RFP. Please include three (3) copies of your **RFP Non-Price Proposal** narrative in one sealed envelope. One (1) copy of your **RFP Price Proposal** must be submitted separately, in a sealed envelope.

Somerville Public Schools  
Attn: Patricia Durette, Finance Director  
42 Cross Street  
Somerville, MA 02145



# Somerville Public Schools

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All inquiries regarding this RFP must be submitted in writing by September 25, 2014 to:

Patricia Durette, Finance Director  
Somerville Public Schools  
42 Cross Street  
Somerville, MA 02145

**Proposal Submission Requirements:** Prepare responses to the four narrative sections, A - D, including: Consultant Profile & Approach to Project; Qualifications and Capability; Experience and Expertise; and Proposed Project (see below), and a separate, detailed Budget Breakdown (E). All proposal documents must be submitted in hard copy.

Please number and re-state each narrative section subheading or question, followed by your response. It is recommended that you use a font size no smaller than 10-point, single- or 1.5-spaced. This improves clarity and makes it easier to evaluate your proposal.

**A. Consultant Profile & Approach to Project—General** *(not to exceed two single- or 1.5-spaced pages)*

**B. Qualifications and Capability** *(not to exceed one single- or 1.5-spaced pages)*

- 1) General Information
- 2) Experience of the Firm or Individual
  - a. Years in educational consulting, working with school district of similar size and scope.
  - b. Years of experience in evaluating PEP Grant projects.
  - c. Number and value of contracts. Please indicate the number of educational evaluation consulting contracts actually implemented.

**C. Experience and Expertise** *(not to exceed 2 single- or 1.5-spaced pages)*

- 1) Project History

Briefly describe any similar evaluation consulting or related projects that *you or your* firm has managed within the last five (5) years. Identify project references that involve similarity in scope of work, community profile, and number of students. 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.  
Please provide at least one (1) reference per project, and at least three (3) total reference contacts.

2) Personnel Information

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 the Carol M. White PEP Grant Project evaluation.



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- 3) Sample of Previous Work—please provide at least one sample of work of similar scope to the project proposed in this RFP. *(Does not count toward section C page limit.)*

**D. Proposed Project** *(not to exceed 6 single- or 1.5-spaced pages)*

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 Somerville Public Schools and partner agencies to perform.
- 4) Requirements for Somerville Public Schools.

- E. Budget Breakdown:** Provide a budget breakdown that includes a detailed budget narrative based on the scope of work outlined in your proposal narrative. One (1) copy of the Budget Breakdown must be submitted in a separately sealed envelope by the noted submission deadline.

**Contract Award Guidelines:** Somerville Public Schools will consider all proposals that meet the following qualifications, and will determine the **most advantageous** proposal from a responsible and responsive proposer, taking into consideration price and all evaluation criteria set forth in the RFP.

1. Proposal submitted on or before the **Proposal Submission Deadline** noted in this Request for Proposals
2. Proposal follows the format published in this Request for Proposals
3. Proposal includes all information requested
4. Proposal demonstrates the experience and capacity to perform the services required in the **Scope of Work** outlined in this Request for Proposals.

***Somerville Public Schools reserves the right to waive any technicality or informality in the proposal process which is not of substantial nature.***

**Evaluation of written proposals:** Members of the PEP Grant Advisory Committee will review and score proposals using the following criteria to rate the proposal based on Experience; Project Design, Staffing and Methodology; Demonstrated Ability to Complete Project on a Timely Basis; and Budget.

- Highly Advantageous
- Advantageous
- Not Advantageous
- Unacceptable

The following standards will be used in rating the proposals:

**1) Experience**

- a. Proposer's experience with projects with a scope of work similar to the Carol M. White PEP Grant Project program evaluation requested.
- b. Proven success in working with a wide range of stakeholder groups in completion of a program evaluation of similar scope.

**Rating Standards:**

- *Highly Advantageous* – The proposer has at least five (5) years of experience consulting with school districts on projects of similar size and scope to this project.
- *Advantageous* – The proposer has at least three (3) years of experience consulting with school districts on projects of similar size and scope to this project.
- *Not Advantageous* – The proposer has one (1) year of experience consulting with school districts on projects of similar size and scope to this project.



# Somerville Public Schools

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- *Unacceptable* – The proposer has no (0) experience consulting with school districts on projects of similar size and scope to this project.

## 2) Project Design, Staffing Plan and Methodology

- a. Focus on outcomes and process as identified in the scope of work
- b. Methodology to accomplish the outcomes.

### Rating Standards:

- *Highly Advantageous* – The proposal contains a clear, comprehensive and detailed plan that fully addresses the Scope of Work outlined in this RFP and includes a highly efficient scheme for producing annual complete and timely reports that address all of the grant requirements.
- *Advantageous* – The proposal contains a clear plan that addresses most of the items outlined in the Scope of Work and includes a credible scheme for producing annual complete and timely reports that address all of the grant requirements.
- *Not Advantageous* – The proposal contains a clear plan that addresses less than half of the items outlined in the Scope of Work and includes a scheme that would produce incomplete reports that may not meet all of the grant requirements.
- *Unacceptable* – The proposal contains a plan that does not address the majority of the Scope of Work, and does not include a credible scheme for producing reports that addresses all of the grant requirements.

## 3) Demonstrated Ability to Complete Project on a Timely Basis

- *Highly Advantageous* – All of the proposer's references indicate that the projects were completed on schedule or with minimal, insignificant delays.
- *Advantageous* – Only one of the proposer's references indicates that the project was completed with substantial delays attributable to the proposer, and no current project or project completed in the last three years experienced substantial delays attributable to the proposer.
- *Not Advantageous* – Two of the proposer's references indicate that the project was completed with substantial delays attributable to the proposer, and no current project or project completed in the last year experienced substantial delays attributable to the proposer.
- *Unacceptable* – More than two of the proposer's references indicate that the project was completed with substantial delays attributable to the proposer.

## 4) Budget Breakdown

- *Highly Advantageous* – The proposer's Budget Breakdown is within the budget and includes a detailed budget narrative that addresses every item on the Scope of Work outlined in this RFP.
- *Advantageous* – The proposer's Budget Breakdown is within the proposed budget and includes narrative detail on most of the Scope of Work outlined in this RFP.
- *Not Advantageous* – The proposer's Budget Breakdown is within the proposed budget and includes very limited narrative detail based on the Scope of Work outlined in this RFP.
- *Unacceptable* – The proposer's Budget Breakdown exceeds the proposed budget.

## List of Resources

- 1) Somerville Public Schools website: [www.somerville.k12.ma.us](http://www.somerville.k12.ma.us)
- 2) Somerville Public Schools Profile:  
<http://profiles.doe.mass.edu/profiles/student.aspx?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:** \_\_\_\_\_



## 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>
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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	<u>\$20,000 - \$40,000</u>
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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).**