

CITY OF SOMERVILLE
SCHOOL DEPARTMENT
8 BONAIR STREET
SOMERVILLE, MA 02145

PROPOSAL FOR: **A VENDOR TO PROVIDE ENGLISH CLASSES FOR
PARENTS/GUARDIANS OF STUDENTS IN THE
SOMERVILLE PUBLIC SCHOOLS**

RFP OPENING: **3:00 p.m., Tuesday, November 22, 2016**

CONTACT PERSON: **DAVID GORDON, FINANCE DIRECTOR
SOMERVILLE SCHOOL DEPARTMENT
617-629-5236**

PROPOSER'S CHECKLIST

Please ensure all documents listed on this checklist are included with your proposal. Failure to do so may subject the proposer to disqualification.

NON-PRICE PROPOSAL

Required with Sealed Proposals

- _____ RFP Instructions/Notice to Proposers
- _____ Acknowledgement of Addenda (if applicable and non-price related)
- _____ Somerville Living Wage Form
- _____ Certificate of Non-Collusion and Tax Compliance
- _____ Certificate of Signature Authority
- _____ Reference Form (or equivalent may be attached)

Required with Contract, *Post Award*

- _____ Certificate of Good Standing (will be required of awarded Vendor; please furnish with proposal if available)
- _____ Insurance Specifications (will be required of awarded Vendor; furnish sample certificate with bid, if possible)

**CITY OF SOMERVILLE, MASSACHUSETTS
SCHOOL DEPARTMENT
8 BONAIR STREET
SOMERVILLE, MA 02145**

PROPOSAL INSTRUCTIONS FOR RFP # S2017-02

Enclosed you will find an RFP for:

**A VENDOR TO PROVIDE ENGLISH CLASSES FOR PARENTS/GUARDIANS
OF STUDENTS IN 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" # S2017-02" Proposal for Evaluation Services - Time – "3:00 P.M. " Date "Tuesday, November 22, 1016" 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/lease award.

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.

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.

NOTICE TO PROPOSERS
REQUEST FOR PROPOSAL (RFP) # S2017-02

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

SECTION A. Sealed RFPs for: **A VENDOR TO PROVIDE ENGLISH CLASSES FOR PARENTS/GUARDIANS OF STUDENTS IN THE SOMERVILLE PUBLIC SCHOOLS** will be received at the Office of the Finance Director, Somerville School Department, 8 Bonair Street, Somerville, Middlesex County, 02145 no later than Tuesday, November 22, 2016 at 3:00 p.m. at which time and place a register of submitted proposals will be created.

SECTION B. Forms, specifications and terms of proposal can be obtained at the above office on or after Tuesday, November 8, 2016.

SECTION C. The RFP response shall be submitted in two sealed envelopes clearly marked as follows: **"RFP Non-Price Proposal" and "RFP Price Proposal" #S2017-02" Proposal for Evaluation Services - Time – "3:00 p.m. " Date "Tuesday, November 22, 2016" and "Proposers' Name and Address" on the outside of your sealed proposal.**

SECTION D. The copy of the RFP deposited with the City of Somerville will be accompanied by an RFP Guarantee – Bid Bond in the amount of \$ N/A .

RFP guarantees will be returned within ten (10) days to all unsuccessful proposers. The copy of the RFP deposited with the City of Somerville will also be accompanied by an RFP Guarantee – Bid Bond, Certified Treasurer's or Cashier's Check payable to and 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 RFP.

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

SECTION F. A Performance Bond in the amount of \$ N/A
A Payment Bond in an amount of \$ N/A

INSURANCE: (To be submitted by awarded vendor only.)

Worker's Compensation.	See Form 19A.
Automobile Liability Insurance.	See Form 19A.
General Liability Insurance.	See Form 19A.

NOTICE TO PROPOSERS (continued)

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

SECTION H. The City of Somerville's School Department reserves the right to accept or reject any or all RFPs, to waive any informalities or to amend any specifications, if in their judgment, through the issuance of an addendum to all proposers, the best interest of the City of Somerville's School Department would be served by so doing.

SECTION I. The City of Somerville's School Department 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 of receipt of contract.

SECTION J. The selected proposer will be required to submit a disclosure of beneficial interests as required by M.G.L. c.7, §40J.

Firm: _____

By: _____ Title: _____

Date: _____ Tel No. _____

Signature _____



November 1, 2016

Request for Proposals (RFP)

English Classes for Parents/Guardians of Students Somerville Public Schools, Somerville, MA

Background

The Somerville Public Schools has a diverse student body representing fifty two different language backgrounds. Fifty one percent of students are living in bilingual homes and 18 % are classified as English Learners. Extensive educational research has shown that a high level of family engagement is a strong predictor of student success. An effective way to increase family engagement in schools is to provide immigrant parents/guardians opportunities to improve their English skills while learning more about how school structures and classroom expectations in the United States.

The Somerville Public Schools English Learner Education Department seeks a partner to collaborate with the Somerville Family Learning Collaborative to provide high quality English as a Second Language classes to Parents/Guardians with a curriculum focus on engagement in learning, and rights and responsibilities of parents in public schools in the United States.

Scope of Services

The vendor will provide the following services for The Somerville Public Schools:

1. Teach 5 "English for Parents" classes at 3 Somerville Public Schools during 2016-17. Each class will meet 5 hours per week (2 2.5 hour sessions) for 20 - 26 weeks per year. The Somerville Public Schools, in consultation with Vendor, will determine the location of the classes.
2. Provide training for all teachers in the "English for Parents" curriculum, including Parent Liaison(s) and/or other school staff. The Vendor will provide teachers for 4 of the 5 classes. The Somerville Public Schools will be responsible for compensating school staff for teaching the 5th class.
3. Provide substitute coverage for Vendor designated classes when necessary
4. Observe and meet with teachers in each classroom at least twice per semester to ensure quality.
5. Adapt existing ESOL curriculum to be appropriate for each of three levels of "English for Parents" classes.
6. Develop new curriculum elements to further integrate with Somerville Public Schools/Somerville Family Learning Collaborative priorities.
7. Ongoing coordination with SFLC staff.



The Somerville Public Schools will be responsible for:

1. Outreach to recruit students at each of the schools
2. Registration process to enroll students in classes and tracking attendance
3. Make phone calls to follow up on student absences.
4. Coordinate use and ensure availability of classroom space in participating schools
5. Identify and compensate parent liaison or other school staff for participation in ESOL teacher training and for co-teaching or teaching class.

Proposal Submission Requirements

Vendors should submit the following:

1. Brief summary of experience and capacity to in provide English Classes for parents/guardians in the public school and/or community context
2. Qualifications (resume of Program Administrator and Lead ESOL Teacher)
3. Sample curriculum (unit or lesson plan focused on parent engagement in schools)
4. Proposed Scope of Services including cost to provide Vendor Services described above

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

RFP Phase

- Issue RFP: November 8, 2016.
- Written inquiries accepted from prospective consultants until November 16, 2016.
- Proposals due November 22, 2016.
- Proposal Review and Selection of Consultant, including possible interviews with finalists: November 29-30, 2016.
- Contract Discussion and Approval of Contract, December 1, 2016.

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 November 22, 2016.

Somerville Public Schools
Attn: David Gordon
8 Bonair Street
Somerville MA 02143

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

David Gordon
Finance Director
dgordon@k12.somerville.ma.us
617-629-5236

Budget: Total Amount of Contract Not to Exceed \$40,000

Provide the total cost of providing the identified services and an anticipated payment schedule.

(This portion of the Proposal should be provided to SPS in a separate, sealed, envelope.)

Vendor Selection Criteria and Rating

Vendor selection will be based on the following:

1. Experience and capacity to provide English Classes for parents/guardians in public schools (20 points)
2. Qualifications (20 points)
3. Curriculum focused on parent engagement in schools (20 points)
4. Scope of Services (20 points)
5. Budget and cost (20 points)

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.



SOMERVILLE LIVING WAGE ORDINANCE CERTIFICATION FORM
CITY OF SOMERVILLE CODE OF ORDINANCES SECTION 2-397 et seq.*

Instructions: This form shall be included in all Invitations for Bids and Requests for Proposals which involve the furnishing of labor, time or effort (with no end product other than reports) by vendors contracting or subcontracting with the City of Somerville, where the contract price meets or exceeds the following dollar threshold: \$10,000. If the undersigned is selected, this form will be attached to the contract or subcontract and the certifications made herein shall be incorporated as part of such contract or subcontract. **Complete this form and sign and date where indicated below on page 2.**

Purpose: The purpose of this form is to ensure that such vendors pay a "Living Wage" (defined below) to all covered employees (i.e., all employees except individuals in a city, state or federally funded youth program). In the case of bids, the City will award the contract to the lowest responsive and responsible bidder paying a Living Wage. In the case of RFP's, the City will select the most advantageous proposal from a responsive and responsible offeror paying a Living Wage. In neither case, however, shall the City be under any obligation to select a bid or proposal that exceeds the funds available for the contract.

Definition of "Living Wage": For this contract or subcontract, as of 7/1/2016 "Living Wage" shall be deemed to be an hourly wage of no less than \$12.31 per hour. From time to time, the Living Wage may be upwardly adjusted and amendments, if any, to the contract or subcontract may require the payment of a higher hourly rate if a higher rate is then in effect.

CERTIFICATIONS

1. The undersigned shall pay no less than the Living Wage to all covered employees who directly expend their time on the contract or subcontract with the City of Somerville.
2. The undersigned shall post a notice, (copy enclosed), to be furnished by the contracting City Department, informing covered employees of the protections and obligations provided for in the Somerville Living Wage Ordinance, and that for assistance and information, including copies of the Ordinance, employees should contact the contracting City Department. Such notice shall be posted in each location where services are performed by covered employees, in a conspicuous place where notices to employees are customarily posted.

* Copies of the Ordinance are available upon request to the Purchasing Department.

Contract Number: _____

3. The undersigned shall maintain payrolls for all covered employees and basic records relating hereto and shall preserve them for a period of three years. The records shall contain the name and address of each employee, the number of hours worked, the gross wages, a copy of the social security returns, and evidence of payment thereof and such other data as may be required by the contracting City Department from time to time.
4. The undersigned shall submit payroll records to the City upon request and, if the City receives information of possible noncompliance with the provisions the Somerville Living Wage Ordinance, the undersigned shall permit City representatives to observe work being performed at the work site, to interview employees, and to examine the books and records relating to the payrolls being investigated to determine payment of wages.
5. The undersigned shall not fund wage increases required by the Somerville Living Wage Ordinance by reducing the health insurance benefits of any of its employees.
6. The undersigned agrees that the penalties and relief set forth in the Somerville Living Wage Ordinance shall be in addition to the rights and remedies set forth in the contract and/or subcontract.

CERTIFIED BY:

Signature: _____
(Duly Authorized Representative of Vendor)

Title: _____

Name of Vendor: _____

Date: _____

INSTRUCTIONS: PLEASE POST

**NOTICE TO ALL EMPLOYEES
REGARDING PAYMENT OF LIVING WAGE**

Under the Somerville, Massachusetts' Living Wage Ordinance (Ordinance No. 1999-1), any person or entity who has entered into a contract with the City of Somerville is required to pay its employees who are involved in providing services to the City of Somerville no less than a "Living Wage".

The Living Wage as of 7/1/2016 is **\$12.31** per hour. The only employees who are not covered by the Living Wage Ordinance are individuals in a Youth Program. "Youth Program" as defined in the Ordinance, "means any city, state or federally funded program which employs youth, as defined by city, state or federal guidelines, during the summer, or as part of a school to work program, or in any other related seasonal or part-time program."

For assistance and information regarding the protections and obligations provided for in the Living Wage Ordinance and/or a copy of the Living Wage Ordinance, all employees should contact the City of Somerville's Purchasing Department directly.

Contract Number: _____

**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
SCHOOL COMMITTEE
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: _____

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 \$50,000-\$100,000

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).**

3/16/00

Form #19A

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,

David Gordon,
Finance Director