RFP# 19-0621E2-155

Literacy Tutoring Service for Adults – Re-bid

Proposals to be opened
at: 11:30AM local time
on: Tuesday, June 18th, 2019

Jennifer LoTempio
Assistant Director of Purchase

Name of Bidder: _______________________________________

Address: ______________________________

Contact Person: _____________________________

Phone Number: _____________________________

Fax Number: ______________________________

E-mail: ________________________________

ADVERTISE:
Website  5/31/19
Buffalo News  6/2/19
NYS Contract Reporter  5/31/19
Rockets  6/6/19
Criterion  6/8/19
Buffalo Public Schools
Bureau of Purchase
65 Niagara Square
816 City Hall
Buffalo, New York 14202

Dear valued partner,

In an effort to determine the efficacies of our distribution of procurement opportunities, the Buffalo Public Schools would request that you indicate the method or source in which you have obtained knowledge of this and any other procurement opportunities from us.

Below, please indicate the method/source from which you obtained this RFP.

Thank you.

_____ New York State Contract Reporter

_____ Buffalo News classifieds

_____ Buffalo Rockets

_____ Buffalo Criterion

_____ Buffalo Public Schools Purchasing Dept. web page

_____ Buffalo Public Schools Twitter Account

_____ Buffalo Public Schools Facebook page

_____ Email notification from Purchasing Department staff

_____ Third Party Municipal Bid Aggregator (BidNet, Govcb.com, etc.)

Please indicate source:_____________________________________________________

_____ Other – please indicate source:__________________________________________

NAME OF COMPANY __________________________________________________________
Dear valued partner,

If you choose not to bid, please complete the questionnaire below and return it via email or fax (716-851-3605) to the Purchase staff listed on the cover of the RFP. The purpose of gathering this information is to permit the District an opportunity to analyze no-bid rationale and is greatly appreciated.

- If you decline to provide the information requested below, your company may be considered unresponsive and not interested in receiving future invitations to bid and shall be removed from consideration for future opportunities.

Thank you,
Michael Yeates
Director of Purchase

* * * * * No Bid Questionnaire: * * * * *

A no bid is submitted in reply to the Buffalo Board of Education RFP 19-0621E2-155 – Literacy Tutoring Service for Adults-Re-Bid

Date Due: June 18, 2019, for the following reasons:

_____ Item/service not supplied by our company.

_____ Bid specifications (give reason(s), e.g., too restrictive, not clear, etc.): _____________________

____________________________________________________________________________

_____ Profit margin on municipal bids too low.

_____ Past experience with BPS (give specifics, e.g., payment delay, bid process, administrative problems, etc.)

__________________________________________________________________________________

_____ Insufficient time allowed to prepare and respond to bid request.

_____ Bid requirement too large _____ or too small _____ for our company.
_____ Priority of other business opportunities limit time/other resources available to deliver or perform according to bid specifications.

_____ Other reason(s), please specify: ________________________________________________

_________________________________________________________________________________

Please remove our company from your Bidder List files ________.

Please keep our company on the Bidder List for this requirement ________.

Please add/ensure our company is included on Bidder List for the following products/services:

______________________________   ________________________________

______________________________   ________________________________

Company Name and Address:  ______________________________________

______________________________________  ____________________________

Phone: (_____) _______________________

(Signature) ____________________________ (Typed/Printed Name & Title)

If you are “NO-BIDDING” this opportunity, please return this document (pages 3 & 4) only. There is no need to include the rest of the RFP.
RFP TERMS AND CONDITIONS

Supplier Default – Failure of the supplier to comply with any of these provisions may be considered reason for rejection of proposal.

1. The issuance of this Request for Proposals (RFP) constitutes only an invitation to submit a response to the Buffalo Public Schools (District). It is not to be construed as an official and customary invitation to bid, but as a means by which the District can facilitate the acquisition of information related to the purchase or implementation of services.

2. Any and all information presented herein, including drawings, specifications, instructions, policies, engineering guides, questionnaires, methodologies, etc., which is a part of this RFP package, or disclosed during the selection process, is the property of the District, and shall not be duplicated or disclosed except to those employees of the recipient who have a need to know in order to prepare the response.

3. The District neither makes nor assumes any contractual obligations by issuing this RFP, receiving and evaluating supplier response, or making preliminary supplier selection. Providing a response as provided herein shall neither obligate nor entitle a Responder to enter into a contract with the District.

4. This RFP does not commit the District either to award a contract or to pay for any costs incurred in the preparation of a submission. Responders shall bear all costs associated with submission preparation, submission and attendance at presentation interviews, or any other activity associated with this RFP or otherwise.

5. The District reserves the right to determine, in its sole and absolute discretion, whether any aspect of the submission satisfactorily meets the criteria established in this RFP, the right to seek clarification from any Responder(s), and the right to cancel and/or amend, in part or entirely, the RFP, at any time prior to a written contract.

6. Responses should be directed to Jennifer LoTempio, Assistant Director of Purchase, at Room 816 City Hall, 65 Niagara Square, Buffalo, New York 14202 no later than the time and date stated on the cover sheet, for the opening of the RFP with title, date of opening and RFP number marked on envelope. Late submissions may be deemed disqualified and may be returned unopened. Submittal of RFP by fax or e-mail is not acceptable.

7. The District is not obligated to respond to any submission submitted nor is it legally bound in any manner whatsoever by the submission of a response.

8. Upon submission, all responses become the property of the District. The District reserves the right to use the information and any ideas presented in any submission in response to this RFP, whether or not the submission is accepted.

9. The District will designate one representative who will act as the primary contact for this project. The representative will be responsible for conferring with any and all parties necessary to resolve unanticipated issues or requirements that might occur during the course of the RFP. Questions concerning this RFP should be directed to Jan Kowalski via e-mail at jtkowalski@buffaloschools.org by 6/7/2019 @ noon Local Time. All answers will be posted on the department webpage by end of business day on 6/11/2019.
1.0 BACKGROUND INFORMATION

1.1 TIMELINE

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/2/19</td>
<td>RFP Advertised</td>
</tr>
<tr>
<td>5/31/19</td>
<td>RFP Posted to Website</td>
</tr>
<tr>
<td>6/7/19</td>
<td>All Questions Submitted by Noon EDT</td>
</tr>
<tr>
<td>6/11/19</td>
<td>All Questions and Responses posted to website by COB</td>
</tr>
<tr>
<td>6/18/19</td>
<td>Proposals due in Room 816 City Hall by 11:30 AM local time</td>
</tr>
<tr>
<td>6/18-6/28</td>
<td>Proposal review process</td>
</tr>
<tr>
<td>6/26/19</td>
<td>Vendor Presentations (if called for)</td>
</tr>
<tr>
<td>6/28/19</td>
<td>Board Recommendation Uploaded to BoardDocs (BPS staff)</td>
</tr>
<tr>
<td>7/18/19</td>
<td>Award of Contract</td>
</tr>
</tbody>
</table>

The dates specified on the timeline of this RFP are subject to change with any District changes given to vendors via addendum or written vendor notices.

1.2 DEFINITIONS

- “District”: Buffalo Public Schools (BPS)/Buffalo City Schools/Buffalo Board of Education and any or all of the departments within the organization.
- “Vendor”, “Bidder”, “Proposer”: An individual, partnership, or corporation from whom the “District” is soliciting a proposal.
- “Contractor”: The individual, partnership, or corporation whose proposal is accepted and who is awarded
- “Contract”, “Agreement”: The legal document the District issues to bind the Contractor to provide the product and / or service described in the Request for Proposal.
- "Request for Proposal (RFP)”: A competitive negotiation process to procure the best value for the District.

1.3 REQUEST FOR PROPOSAL PARAMETERS & DISCLAIMERS

All Request for Proposal responses must be date stamped in the Buffalo Public Schools Purchasing Department no later than 11:30AM local time on June 18, 2019. Proposals received after this date will not be considered. See LATE BIDS section below.

Vendors must allow one (1) additional business day for proposal package delivery from the District Mailroom to the Purchasing Department. Proposals may also be hand-delivered, by vendor, in a sealed envelope to the Purchasing Department at the location indicated below.

- The Proposal is to be submitted in a sealed envelope. The company name, RFP number, and the date and time the proposal is due must be indicated on the front of the envelope or package.
- Proposals submitted should consist of:
  - one (1) original hard copy with longhand signatures in all appropriate fields, marked on the cover page “ORIGINAL”,
  - one (1) paper copy, and
  - one (1) electronic copy of signed original on a USB storage device (Thumb or Flash drive)
- The original proposal shall be signed and dated by an official authorized to contractually bind the vendor. **Unsigned proposals may be rejected.**
- **Submittal of RFP by fax or e-mail is not acceptable.**
- The District may negotiate with any Vendor who, in its judgment, may serve its interests. The District reserves the right to terminate negotiation with any Vendor at any time.
- Elaborate proposals in the form of brochures or other presentations beyond that necessary to present a complete and effective proposal are not desired unless specifically requested.
- This proposal shall be binding upon the Vendor for 180 calendar days following the RFP opening date. Any proposal on which the Vendor shortens the acceptance period may be rejected.
- Under penalty of perjury, the signer of any Proposal submitted in response to this RFP certifies that its Proposal has not been arrived at collusively or otherwise in violation of Federal or New York State antitrust laws. A signed Non-Collusive Bidding Certificate must be included with the proposal response.
- Disputes must be received in writing by the Buffalo City School Bid Protest Committee, 801 City Hall, Buffalo, NY 14202 within five business days of receipt of Intent to Award. The District’s decision on protest is final.
- A proposal may be withdrawn after its submission by written or facsimile request signed by the proposer or authorized representative, prior to the time and date specified for proposal submission. Proposals may be withdrawn and resubmitted in the same manner if done prior to the submission deadline. Withdrawal or modification offered in any other manner will not be considered.

### 1.4 PROPOSAL AND VENDOR INFORMATION

Qualified vendors are encouraged to submit a proposal for providing the goods and / or services described. If the vendor plans to subcontract any of the work described in the **Scope of Work** the vendor complete all proposal requirements for the subcontractor. If a vendor plans a joint venture with another company, the vendor shall specify accordingly and complete all proposal requirements for each company involved in the joint venture.

All proposals should clearly state/include the following:

1. Name and address of company.
2. A Project Manager who shall be the single point of contact for the contract should be identified and Curriculum Vitae attached.
3. Details of how each item under Section 3: Scope of Work will be addressed. This should take the form of a list that addresses each item.
4. A fixed fee for the requested services, inclusive of travel and other costs necessary to complete the contract services.
   - A list of each year’s costs for a two year period must be included.
5. A detailed description of how the company will:
   - train tutors so they will transition to the classrooms seamlessly
   - provide a detailed report of experience working with Literacy Zones and Literacy Zone populations. Any verification regarding training in these specific areas will be helpful.
6. A comprehensive training plan for the Literacy Zone Coordinator and tutors to be trained to meet New York State Education Department (NYSED) Adult Education standards.

7. Documents supporting your company’s experience with any projects of similar magnitude.

8. Vendor’s references if requested in the RFP.

9. Disclosure of any information to the extent possible of any proposed takeover; both for takeovers of this company by another company, or any takeovers of other service providers by this company.

10. Bidder status: Bidders must disclose any relevant conflicts of interest and / or pending lawsuits.

1.5 EVALUATION PROCEDURES

Review of Proposals
Proposals will be reviewed by a team comprised of the Director of Adult Education, and Director of ACCESS, the Division of Teaching and Learning, and the Division of Finance. Firms with unacceptably low qualifications will be eliminated from further consideration.

The District reserves the right to retain all proposals submitted and use any idea in a proposal regardless of whether that proposal was selected.

Vendors may be required to make one presentation, at the District’s discretion, including a question and answer session before all review team members. Questions and specific requests to be addressed during the presentation will be forwarded to those vendors chosen to present.

Evaluation Criteria
- Access to NYSED’s Adult Student Information System and Technical Support (ASISTS) database
- Vendor should have at least 5 years of experience using ASISTS
- It is preferred that vendor have experience tutoring adult students within the City of Buffalo
- Effectiveness of curriculum, courseware and assessments
- Demonstrable alignment of curriculum and assessments to the NYSED Adult Education Learning Standards
- Level of proposed customer service
- Evidence of project management
- Ability to meet proposed start date
- Support service guarantees

2.0 PURPOSE OF REQUEST FOR PROPOSAL AND GENERAL PROVISIONS

2.1 PURPOSE OF THE REQUEST FOR PROPOSAL

The purpose of this RFP is to provide the Buffalo Public Schools Adult Education Division (BPSAED) with Adult Tutoring Service to meet the goals and standards of NYSED’s Workforce Innovation and Opportunity Act (WIOA) Literacy Zone requirements. The primary goal of this
endeavor is to close the achievement gap in urban and rural communities of concentrated poverty and high concentrations of families and individuals with limited literacy or English language proficiency.

This RFP will help BPSAED address the needs within the community by providing a systemic approach to meeting the literacy needs of the various City of Buffalo communities, specifically those which are characterized by significant poverty and deficits in literacy and English language proficiency. The system must provide individualized learning pathways out of poverty for individuals and families inside the Buffalo City limits.

2.2 PROPOSALS

All proposals and contracts awarded as a result of this or any RFP are subject to the District’s terms and conditions as stated in this RFP. The submission of any other terms and/or conditions by a Vendor may be grounds for rejection of the Vendor’s proposal.

2.3 REFERENCES

Proposer must provide a list of at least three client references and their contact information. References will be contacted at the sole discretion of the District.

2.4 RIGHT TO REJECT PROPOSALS

Submission of a proposal indicates acceptance by the firm of the conditions contained in this RFP unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the District and the firm selected. The District reserves the right, without prejudice, to reject any and/or all proposals.

2.5 REQUEST FOR PRESENTATION

Vendors may be required to make one presentation, at the District’s discretion, including a question and answer session before all review team members. Questions and specific requests to be addressed during the presentation will be forwarded to those vendors chosen to present.

2.6 FINAL SELECTION

The Board of Education and its representatives will select a firm based upon the recommendations of the review team. It is anticipated that a firm will be selected by July 17th, 2019. Following notification of the firm selected, it is expected that a contract will be executed between both parties by (TBD). The selected firm must be prepared to begin work upon execution of BPS contract. The contract will not necessarily be awarded to the proposal with the lowest cost projection.

2.7 TERM OF CONTRACT (Dates are approximate and dependent upon the process.)

The multi-year contract term option, will begin August 1st, 2019 or on the date the contract is executed and end June 30th, 2021, with the option to add two additional one-year options upon mutual agreement between District & Contractor under the same terms and conditions as set forth in this proposal.
3.0 SCOPE OF WORK

The Buffalo Public Schools currently offers options for adult tutoring services within the City of Buffalo. This service must align with the Workforce Innovation and Opportunity Act (WIOA) regulations set forth through NYSED and abide by the Literacy Zone reform initiative outcomes and requirements.

The Literacy Zone is a reform initiative to close the achievement gap in urban and rural communities of concentrated poverty and high concentrations of families and individuals with limited literacy or English language proficiency. Literacy Zones provide a systemic approach to meeting the literacy needs of these communities. Geographically defined as one or more adjacent census tracts using the US Census Bureau data, New York State Education Department has identified Literacy Zones across the State. Refer to https://www.nys-education-literacy-zones.org/index1.php?id=LiteracyZones.html

The BPSAED is seeking Literacy Zone tutoring services and coordination to support:

- A continuum of literacy from early childhood through adult, including strong support for parents’ involvement in their children’s literacy development at home and engagement with the school system
- Assistance and support for out-of-school youth to enable them to complete high school and succeed in postsecondary education or advanced training
- Postsecondary transition that enable adults to obtain a high school equivalency diploma and succeed in postsecondary education.
- Support services that enable adults who are receiving public assistance, or families with incomes of less than 200 percent of poverty, to obtain and retain employment
- Transition programs for adults returning to the community from incarceration
- Pathways to citizenship and English language proficiency for limited English language adult learners
- Workforce development programs, including apprenticeship, career and technical education, and career pathways
- Support for mature workers and senior citizens to enable them to stay out of poverty
- Support for individuals with disabilities and their families
- Transition support for returning veterans and their families, including disabled veterans

3.1 The successful vendor should have:
   1. Access to the NYSED ASISTS database and
   2. 5 years of previous ASISTS experience is preferred

3.2 A Literacy Zone Coordinator (LZC) will need to be provided by the Vendor. The LZC will provide:
   1. Community Partnership Coordination within the three (3) Literacy Zones and oversight of the Tutoring which occurs in the adult education classes provided by BPSAED in the zones.
   2. Coordinate a system of referrals and services that is available within the Zone to allow individuals in those communities access to a variety of services within their neighborhood
   3. The LZC will promote, network, establish schedules, coordinate services and share information relative to the NYSED Literacy Zones
4. The LZC will also communicate with all of the Family Welcome Centers and Success Centers to provide information about programs at each of the respective sites for referral purposes

3.3 The Vendor must attend bi-monthly visits to all Literacy Zone sites

3.4 The Vendor must hold monthly meetings with the BPS Literacy Zone Advisory Committee and quarterly meetings with Literacy Zone partners. The committee is made up of the LZC, the BPSAED Supervisor, and the BPSAED Coordinator. The Literacy Zone Partners are the organizations whose sites we use to hold some of the classes.

3.5 The LZC will assist in scheduling various presenters to meet all required Literacy Zone goals & outcomes

3.6 The LZC will assist in creation and distribution of related materials for all classes

3.7 The LZC must provide Adult Education Instruction tutors for individualized instruction within the BPSAED classrooms in the Literacy Zone sites. The tutoring services must fulfill the following requirements:

1. Provide a sufficient number of tutors to assist with instruction BPSAED Literacy Zone classes that meet on a weekly basis. Tutors will be requested as needed.

2. Tutors must be made available from July 1st through June 30th from 8:30am - 8:00pm, Monday – Friday. When the BPSAED department is closed tutors do not have to report.

3. Tutors must be able, and available, to provide tutoring services at all BPSAED locations within the City of Buffalo as needed. BPSAED teachers will complete a Tutor request form which is submitted to the teacher’s BPSAED Supervisor. This request is reviewed and submitted to the Vendor who will coordinate with the site Coordinator to determine a start day/time for the tutor, who will communicate that to the classroom teacher. The tutor will continue to work with the student until an educational gain is made and/or they are no longer needed.

4. The LZC will receive 2 days’ notice in advance of the need of tutor services at one of the BPSAED class sites.

5. Adult tutors will engage in one-on-one tutoring at the following sites (sites are subject to change):

<table>
<thead>
<tr>
<th>Adult Learning Center (ALC)</th>
<th>389 Virginia St - Buffalo, NY 14201</th>
</tr>
</thead>
<tbody>
<tr>
<td>Belle Center</td>
<td>104 Maryland St - Buffalo, NY 14201</td>
</tr>
<tr>
<td>Bryant &amp; Stratton</td>
<td>465 Main St - Buffalo, NY 14203</td>
</tr>
<tr>
<td>Buffalo Employment &amp; Training Center</td>
<td>77 Goodell St - Buffalo, NY 14203</td>
</tr>
<tr>
<td>Burgard Vocation High School</td>
<td>400 Kensington Ave - Buffalo, NY 14214</td>
</tr>
<tr>
<td>Career Collegiate Institute (CCI)</td>
<td>756 St. Lawrence Ave - Buffalo, NY 14216</td>
</tr>
<tr>
<td>Catholic Charities Workforce &amp; Education</td>
<td>1001 East Delavan Ave – Buffalo, NY 14215</td>
</tr>
<tr>
<td>Cosmetology &amp; Barbering</td>
<td>2625 Delaware Ave - Buffalo, NY 14216</td>
</tr>
<tr>
<td>Eerie Community College (ECC)</td>
<td>121 Ellicott St - Buffalo, NY 14203</td>
</tr>
</tbody>
</table>
6. Historically the BPSAED has required 2500-3000 hours of tutoring service time annually. **How many hours of tutoring would you be able to provide per week?**

What will the hourly charge for each tutor be?

What will the annual charge for the LZC be for:
   the 11 month period of 8/1/2019-6/30/2020 and
   the 12 month period of 7/1/2020-6/30/2021?

7. At least 51% of students served must be within the predetermined BPSAED Literacy Zone sites as required by NYS.

8. The average educational gain rate for the students who have received tutoring services must meet or exceed the NYSED education gain benchmark.

9. The vendor is required to recruit, screen, train, support and manage all tutors who work one-on-one with BPSAED students.

10. The Vendor is required to provide training to all tutors in NYS Adult Education requirements for literacy and English language instruction including Best Plus, Best Literacy & TABE testing.

11. LZC will facilitate communication between the vendor and BPSAED administration & teaching staff to secure student testing information and ensure targeted tutoring is taking place.

12. Provide instructional support to ensure the use of relevant materials/resources.

13. Offer and provide consistent continuing education on a monthly basis for all tutors as needed.
4.0 COURSEWARE MANAGEMENT SYSTEM REQUIREMENTS

4.1 The vendor must have their own individualized access to NYSED’s ASISTS database. They must have the ability to:
   - Access the internet from various locations across the City of Buffalo
   - Input results and descriptions of sessions as directed by BPSAED
   - Track student progress accordingly

4.2 BPSAED requires quarterly and annual reports demonstrating program effectiveness. These reports must include:
   - number of students tutored
   - number of hours of tutoring provided
   - number of tutors attending BPS classes
   - measurable student gain on the Best Plus/TABE assessments

4.3 If the requirements in any of these categories are below the annual NYSED required benchmarks BPSAED will have the right to cancel the remainder of the contract.

5.0 PROJECT REQUIREMENTS

5.1 Project design – Vendor will provide BPSAED team with a comprehensive design that includes process flows and processes that details the system of delivery of services as well as the projected outcomes to be attained over the period of the contract. The design should include detailed report mock-ups to be approved prior to development/implementation.

5.2 Development – the development of the system will be done with the BPSAED project team. The vendor will provide periodic (frequency determined by BPSAED project team) update and reviews.

6.0 EVALUATION CRITERIA

RFP submissions will be evaluated based upon the following criteria:

<table>
<thead>
<tr>
<th>EVALUATION CRITERION</th>
<th>MAXIMUM POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capacity to provide service</td>
<td>15</td>
</tr>
<tr>
<td>Experience tutoring &amp; aligning with NYSED requirements</td>
<td>15</td>
</tr>
<tr>
<td>Experience, techniques, and results utilizing curriculum</td>
<td>25</td>
</tr>
<tr>
<td>associated with Adult Basic Education</td>
<td></td>
</tr>
<tr>
<td>Previous Experience and Current use of ASISTS Database</td>
<td>10</td>
</tr>
<tr>
<td>Data Collection &amp; Reporting</td>
<td>10</td>
</tr>
<tr>
<td>Cost</td>
<td>25</td>
</tr>
<tr>
<td>Total</td>
<td>100</td>
</tr>
</tbody>
</table>
7.0 GENERAL PROVISIONS

DISTRICT'S RESERVED RIGHTS

The District reserves the right to:

• Reject any or all proposals received;
• Withdraw the RFP at any time, at the agency's sole discretion;
• Make an award under the RFP in whole or in part;
• Disqualify any bidder whose conduct and/or proposal fails to conform to the requirements of the RFP;
• Seek clarifications and revisions of proposals;
• Use proposal information obtained through site visits, management interviews and the District's investigation of a bidder's qualifications, experience, ability or financial standing, and any material or information submitted by the bidder in response to the agency’s request for clarifying information in the course of evaluation and/or selection under the RFP;
• Prior to the bid opening, amend the RFP specifications to correct errors or oversights, or to supply additional information, as it becomes available;
• Prior to the bid opening, direct bidders to submit proposal modifications addressing subsequent RFP amendments;
• Change any of the scheduled dates;
• Eliminate any mandatory, non-material specifications that cannot be complied with by all of the prospective bidders;
• Waive any requirements that are not material;
• Negotiate with bidders within the scope of the RFP in the best interests of the District;
• Conduct contract negotiations with the next responsible bidder, should the agency be unsuccessful in negotiating with the selected bidder;
• Utilize any and all ideas submitted in the proposals received;
• Unless otherwise specified in the solicitation, every offer is firm and not revocable for a period of 60 days from the bid opening; and,
• Require clarification at any time during the procurement process and/or require correction of arithmetic or other apparent errors for the purpose of assuring a full and complete understanding of an offerer's proposal and/or to determine an offerer's compliance with the requirements of the solicitation.

FREEDOM OF INFORMATION LAW

The New York State Freedom of Information Law as set forth in Public Officers Law, Article 6, Sections 84-90, mandates public access to government records. However, bids submitted in response to this RFP may contain technical, financial background or other data, public disclosure of which could cause substantial injury to the Bidder’s competitive position or constitute a trade secret. Bidders who have a good faith belief that the information submitted in their bids is protected from disclosure under the New York Freedom of Information Law must clearly identify the pages of the bids containing such information by typing in bold face on the top of each page, "The bidder believes that this information is protected from disclosure under the state freedom of information law". The BPS assumes no liability for disclosure of information so identified, provided that the BPS has made a good faith legal determination that the information is not protected under applicable law or where disclosure is required to comply with an order or judgment of a court of competent jurisdiction.
SUBCONTRACTORS (PURSUANT TO SECTION 408 OF THE CITY CHARTER)

The successful bidder shall submit a list of proposed subcontractors to the BPS for its approval and obtain written consent thereto prior to the execution of the Form of Agreement. The subcontracting of any part of the work or services under this contract to any person, firm or corporation by whom a proposal was submitted to the BPS for the same contract shall be absolutely prohibited.

PREVAILING WAGE RATE INFORMATION / INSTRUCTIONS

Under New York State Labor Law, contractors and subcontractors must pay the prevailing rate of wage and supplements (fringe benefits) to all workers under a public work contract. Employers must pay the prevailing wage rate set for the locality where the work is performed. Prevailing wage is the pay rate set by law for work on public work projects. This applies to all laborers, workers or mechanics employed under a public work contract. The Bureau of Public Work administers Articles 8 and 9 of the New York State Labor Laws:

Article 8 covers public construction
Prevailing Wage Schedules are issued separately for “General Construction Projects” and “Residential Construction Projects” on a county-by-county basis. General Construction Rates apply to projects such as: Buildings, Heavy & Highway, Tunnel and Water & Sewer rates.

Article 9 covers building service contracts
The Labor Law requires public work contractors and subcontractors to pay a service employee under a contract for building service work for a public agency, a wage of not less than the prevailing wage and supplements (fringe benefits) in the locality for the craft, trade, or occupation of the service employee. Such a public work building service contract must be in excess of one thousand five hundred dollars ($1,500.00). Building service employee includes, but is not limited, to watchman, guard, building cleaner, porter, janitor, gardener, groundskeeper, stationary fireman, elevator operator and starter, fire safety director, window cleaner, and occupations relating to the collection of garbage or refuse, and to the transportation of office furniture and equipment, and to the transportation and delivery of fossil fuel but does not include clerical, sales, professional, technician and related occupations.
Building service employee also does not include any employee to whom the provisions of Article 8 are applicable.

Wage schedules are issued on a county-by-county basis. They contain the pay rates for each work classification. Under State law, all contracts between a government entity and a contractor must contain these schedules.

CERTIFICATION OF EFFECTIVE INSURANCE

Prior to the signing of the contract, the Contractor shall furnish the BPS, for approval, a certified copy of each kind of insurance policy herein required of the Contractor, together with certificate of insurance, evidencing that the required insurance is in effect irrespective as to whether the Contractor or the BPS is the named insured.
THE SUCCESSFUL BIDDER MUST SUBMIT THE FOLLOWING INSURANCE.

1. **WORKERS’ COMPENSATION CERTIFICATE** to cover Contractor as named insured for his liability under the law. Certificate shall contain a provision providing that it shall not be cancelled or changed by the Contractor or Insurance Company without ten (10) days prior written notice to the Buffalo Board of Education.

2. **PUBLIC LIABILITY AND PROPERTY DAMAGE LIABILITY** insurance to cover Contractor as named insured and including there under as hereafter required. (Certified copy of POLICY must be submitted.)
   
   A. Contractual Liability Endorsement covering the BUFFALO PUBLIC SCHOOLS AND THE CITY OF BUFFALO.
   
   B. Cancellation Notice - Each insurance policy and certificate of insurance shall contain a provision providing that it shall not be cancelled or changed by the contractor or insurance company without ten (10) days prior written notice to the BPS.

**POLICY LIMITS**

<table>
<thead>
<tr>
<th></th>
<th>Bodily Injury</th>
<th>Property Damage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per Person</td>
<td>$500,000</td>
<td>$300,000</td>
</tr>
<tr>
<td>Per Accident</td>
<td>$1,000,000</td>
<td></td>
</tr>
</tbody>
</table>

(Above limits are the minimums required, they may be changed by the BPS if the contract calls for higher limits.)

**INDEMNITY OF THE BUFFALO PUBLIC SCHOOLS/BOARD OF EDUCATION**

The Contractor shall indemnify and save harmless the Buffalo Public Schools, its officers and employees from all claims, suit actions, damages, losses, and costs of every name and description to which the Buffalo Public Schools may be subjected or put by reason of injury to the person or property of another, or the property of the Buffalo Public Schools, resulting from the negligence or carelessness, active or passive, of the Contractor, or the joint negligence, active or passive, of the Contractor and the Buffalo Public Schools, his or their employees, agents or subcontractors, in the performance of any work under this contract, or in the delivery of materials and supplies. The whole, or so much of the money is to become due under this contract as shall be considered necessary by the Buffalo Public Schools, may be retained by it until all suits or claims for damages shall have been settled or otherwise disposed of, and evidence to that effect furnished to the satisfaction of the Buffalo Public Schools.

**POST SELECTION PROCEDURES**

Upon selection, the successful bidder will receive a proposed contract from the District. All terms set forth in the selected bidder's technical proposal will be final. The selected bidder may be given an opportunity to reduce its cost proposal in accordance with the District's right to negotiate a final best price. The contents of this RFP, any subsequent correspondence during the proposal evaluation period, and such other stipulations as agreed upon may be made a part of the final contract prepared by the District. Successful bidders may be subject to audit and
should ensure that adequate controls are in place to document the allowable activities and expenditure of District funds.

**THE BUFFALO PUBLIC SCHOOLS WILL REQUIRE THE EXECUTION OF A FORMAL CONTRACT BY THE SUCCESSFUL RESPONDENT**

The Contractor shall not assign, transfer, convey, sublet or otherwise dispose of this contract, or his right, title or interest therein, or his power to execute the same, to any other person, company or corporation, without the previous consent in writing of the BPS. Any such purported action without such consent shall be null and void. The assignment of this contract to any person, firm or corporation by whom a proposal was submitted to the BPS for the same contract is absolutely prohibited.

**INVOICE REQUIREMENTS**

Invoices must be appropriately detailed to allow District personnel to verify that specific goods and/or services have been received/completed per the Contract’s Scope of Services and Purchase Order specifications and provide a clear, consistent and accurate document trail required by the District’s Audit department.

All invoices, along with required back up documentation, must be submitted in PDF format to the following email address - INVOICES@sp.buffaloschools.org. In situations where backup material is required (i.e. required reports, attendance sheets or receipts for reimbursements) these documents must be sent with the invoice. Do not send an invoice without the required back up. These documents should be referred to in the description of goods or services section of the invoice.

All invoices must contain a valid Buffalo Schools Purchase Order # (PO#). Vendors should not commence work without a PO#. Contact the District Designee in Section 3 with any problems obtaining a PO#. Invoices not containing a valid PO# cannot be processed for payment. All Invoices must contain the following standard information; your organizations name and contact information, Invoice Date, Invoice #, Terms – for early payment discounts, a Buffalo City School District PO# and a current Remit Address.

The description of goods or services section of the invoice must be consistent with both the Contract’s Scope of Services and the Purchase Order and include what service was performed, where it was performed, when it was performed and the cost for these services. Documentation required to support any charges based on staff time or reimbursements (e.g. attendance data, invoice receipts) must be submitted with the invoice (e.g. time sheets, subcontractor invoices, receipts).

For contracts that have a multi-line Purchase Order, the invoice must indicate which Purchase Order line number the invoice charges are to be applied against.

A separate invoice is required for each PO#. Do not include charges against more than one PO# on any one invoice.

Do not include sales tax on any invoice. As a governmental entity, the District is tax exempt.

Invoices should not be submitted prior to completion of services or receipt of goods.
The Buffalo Public Schools offers an "electronic payment" option in lieu of issuing checks. To obtain more information on electronic payments, contact Stephen Galante at SGalante@buffaloschools.org.

**RESTRICTED COMMUNICATION**

Restricted Communication Period (Cone of Silence) – as per New York State finance law, article 9, section 139-j, during the period of time from the earliest posting or distribution of this RFP until the Board approval a vendor shall contact only the representative named in item 9 (above) regarding this RFP. Any contacts during this period between a vendor and any Board of Education member, officer or employee is a violation of this provision. The District will not respond to any inquiries or questions by any vendor during this period unless it was properly put forth during and within the indicated question and answer period.

**PROTEST**

A bid Protest Committee has been established to consider any protest regarding the award of any contracts as a result of this bid. Any persons conceiving themselves to be injured or aggrieved by the result of an award must submit their written protests in duplicate to the following addresses:

(1) BID PROTEST COMMITTEE c/o 801 CITY HALL
BUFFALO, NEW YORK 14202
(2) FINANCIAL CONTROLLER c/o 815 CITY HALL
BUFFALO, NEW YORK 14202

Protests must be submitted within five (5) business days after a purchase contract is awarded. The committee is obligated to consider protests within thirty (30) days of receipt of said protest. The Bid Protest Committee is comprised of one (1) member of the Board of Education and two (2) District staff.

**LATE BIDS**

For purposes of Bid openings held and conducted by the Buffalo Board of Education, a Bid must be received in such place as may be designated in the Bid Documents, at or before the date and time established in the Bid Specifications for the Bid opening.

For purposes of Bid openings held and conducted by the Buffalo Board of Education, the term late Bid is defined as a Bid not received in the location established in the Bid Specifications at or before the date and time specified for the Bid opening. Any Bid received at the specified location after the time specified will be considered a late Bid.

A late Bid shall not be considered for award unless: (i) no timely Bids meeting the requirements of the Bid Documents are received or, (ii) in the case of a multiple award, an insufficient number of timely Bids were received to satisfy the multiple award; and acceptance of the late Bid is in the best interests of the Authorized Users.

Delays in United States mail deliveries or any other means of transmittal, including couriers or agents shall not excuse late Bid submissions. Similar types of delays, including but not limited to, bad weather, or security procedures for parking and building admittance shall not excuse late Bid submissions. Determinations relative to Bid timeliness shall be at the sole discretion of the Buffalo Board of Education.
BIDDER’S CHECKLIST

1. If your firm is MWBE Certified by any Municipal or Government agency, please include a copy of the certification establishing agency approval, date of certification and expiration of certification

☐ MWBE CERTIFICATION ENCLOSED

2. Please review each off the following items as their inclusion is necessary if a bid submitted to the Buffalo Public Schools exceeds a total of $9,999.99.

☐ Demonstrated ability to meet all of the requirements of this RFP
☐ Legible Cost Proposal with all inclusive rate
☐ Bidder’s Affirmation of Understanding of regarding Restrictions on Contact
☐ Bidder Disclosure of Prior Non-Responsibility Determinations
☐ Non Collusive Bidding Certification
☐ Certificate of Authority
☐ A copy or statement of the company’s equal employment opportunity policy
☐ A commitment by the company to make a good faith effort to utilize minority groups and females in the conduct of its business (sample page following)
☐ A breakdown of employees by job category, race, and gender

IF BID EXCEEDS $99,999.99, THE FOLLOWING IS APPLICABLE:

☐ Bid security of EITHER a certified check (aka official check) in the amount of 5% of the bid total OR a bid bond of 25% of the bid total bid exceeds $99,999.99

If submitting a check as bid security, please (print) fill in the following information:

Name of bank or institution drawn on: __________________________

Check Number: __________________________

Value of check: __________________________

Name of bid and bid number: __________________________

Company Name __________________________
Procurement Anti-Lobbying Law

I. Information and Forms

The Buffalo Board of Education (the “District”) adopts New York State Finance Law §§139-j and 139-k, which imposes certain restrictions on communications between District staff and any Bidder during this procurement process. A Bidder is restricted from contacting, or having a third party contact, District staff with the intent to influence governmental procurement. The only communication regarding this RFP should be with the designated contact person(s) as indicated in the RFP/Bid and in the matter proscribed by the solicitation and New York State Finance Law §§139-j, during the restricted period. This restricted period for contact will begin once the RFP is advertised and last through the time a final award is issued by the Buffalo Board of Education. Any communications you have with the District regarding the RFP or as pertaining to the RFP will be documented. Failure to comply with these restrictions may result in your ineligibility for an award with respect to this RFP. Your acknowledgement to these restrictions on contact is required.

**Bidder’s Affirmation of Understanding of regarding Restrictions on Contact pursuant to State Finance Law §139-j**

The Bidder affirms that it understands and agrees to comply with the terms of this solicitation and only engage in permissible Contacts as outlined by State Finance Law §139-j (3) and §139-j (6) (b).

Signed: ____________________________  Date: ____________________________

Name: ______________________________

Title: ______________________________

Contractor Name: ______________________________

Contractor Address: ______________________________

Designated Contact for this RFP:

All inquiries concerning this procurement should be addressed to the following:

Jan Kowalski  
Adult Education Department  
389 Virginia Street  
Buffalo, NY 14201  
716-888-7088  
jtkowalski@buffaloschools.org
All questions should be submitted in writing, citing the particular proposal section and paragraph number and in line with the specifications of this solicitation regarding the question and answer timeline. Prospective Bidders should note that all clarifications and exceptions, including those relating to the terms and conditions of the agreement, are to be resolved prior to the submission of a proposal. Answers to all questions of a substantive nature will be given to all prospective Bidders in the form of a formal addendum, which will be annexed to and become part of the resultant agreement.

II. Bidder Disclosure of Prior Non-Responsibility Determinations

Background:
New York State Finance Law §139-k(2) provides that a Governmental Entity shall obtain specific information regarding prior non-responsibility determinations with respect to State Finance Law §139-j. This information must be collected in addition to the information that is separately obtained pursuant to State Finance Law §163(9). In accordance with State Finance Law §139-k, an Bidder must be asked to disclose whether there has been a finding of non-responsibility made within the previous four (4) years by any Governmental Entity due to: (a) a violation of State Finance Law §139-j or (b) the intentional provision of false or incomplete information to a Governmental Entity. A violation of State Finance Law §139-j includes, but is not limited to, an impermissible Contact during the restricted period (for example, contacting a person or entity other than the designated contact person, when such Contact does not fall within one of the exemptions).

As part of its responsibility determination, State Finance Law §139-k(3) mandates consideration of whether a Bidder fails to timely disclose accurate or complete information regarding the above non-responsibility determination. In accordance with law, no Procurement Contract shall be awarded to any Bidder that fails to timely disclose accurate or complete information under this section, unless a finding is made that the award of the Procurement Contract to the Bidder is necessary to protect public property or public health safety, and that the Bidder is the only source capable of supplying the required Article of Procurement within the necessary timeframe. See State Finance Law §§139-j (10)(b) and 139-k(3).

III. Instructions

The attached form is to be completed and submitted by the individual or entity seeking to enter into a Procurement Contract.

IV. Bidder Disclosure of Prior Non-Responsibility Determinations

1. Has any Governmental Entity made a finding of non-responsibility regarding the individual or entity seeking to enter into the Procurement Contract in the previous four years? (Please circle):

   No   Yes

If yes, please answer the next questions:

2. Was the basis for the finding of non-responsibility due to a violation of State Finance Law §139-j (Please circle):

   No   Yes
3. Was the basis for the finding of non-responsibility due to the intentional provision of false or incomplete information to a Governmental Entity? (Please circle):

   No   Yes

4. If you answered yes to any of the above questions, please provide details regarding the finding of non-responsibility below.

   Governmental Entity: ____________________________________________________________

   Date of Finding of Non-responsibility: _____________________________________________

   Basis of Finding of Non-Responsibility: ____________________________________________

   ______________________________________________________________________________

   ______________________________________________________________________________

   ______________________________________________________________________________

   ______________________________________________________________________________

   (Add additional pages as necessary)

5. Has any Governmental Entity or other governmental agency terminated or withheld a Procurement Contract with the above-named individual or entity due to the intentional provision of false or incomplete information? (Please circle):

   No   Yes

6. If yes, please provide details below.

   Governmental Entity: ____________________________________________________________

   Date of Termination or Withholding of Contract: ________________________________

   Basis of Termination or Withholding: ____________________________________________

   ______________________________________________________________________________

   ______________________________________________________________________________

   ______________________________________________________________________________

   ______________________________________________________________________________
State Finance Law §139-k(5) provides that:

New York State Finance Law §139-k(5) requires that every Procurement Contract award subject to the provisions of State Finance Law §§139-k or 139-j shall contain a certification by the Bidder that all information provided to the procuring Governmental Entity with respect to State Finance Law §139-k is complete, true and accurate.

The Governmental Entity reserves the right to terminate this contract in the event it is found that the certification filed by the Bidder in accordance with New York State Finance Law §139-k was intentionally false or intentionally incomplete. Upon such finding, the Governmental Entity may exercise its termination right by providing written notification to the Bidder in accordance with the written notification terms of this contract. The Bidder affirms that it understands and agrees to comply with the procedures of the Government Entity relative to permissible Contacts as required by State Finance Law §139-j (3) and §139-j (6) (b). I certify that all information provided to the Governmental Entity with respect to State Finance Law §139-k is complete, true and accurate.

Signed: ________________________________  Date:________________________

Name: ________________________________

Title: ________________________________

Contractor Name: ________________________________

Contractor Address: ________________________________
NON-COLLUSIVE BIDDING CERTIFICATION

By submission of this bid, each Bidder and each person signing on behalf of any Bidder certifies¹, under penalty of perjury, that to the best of his knowledge and belief:

1. The prices in this proposal have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition as to any matter relating to such prices with any other Bidder or with any competitor; and

2. Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the Bidder and will not knowingly be disclosed by the Bidder prior to opening directly or indirectly, to any Bidder or to any competitor; and

3. No attempt has been made or will be made by the Bidder to induce any other person, partnership, or corporation to submit or not to submit a proposal for the purpose of restricting competition

This proposal is made without any connection with any person making any proposal for the material herein listed and it is in all respects fair and without collusion or fraud, and also, that no Office or Member of the Buffalo Board of Education, City of Buffalo, is directly interested therein, or in the supplies to which it relates, or any portion of the profits thereof.

If the Bidder is a corporation, the execution of the non-collusive certification on the form of proposal shall be deemed to have been authorized by the Board of Directors of the Bidder and such authorization shall be deemed to include the signing and submission of the proposal and the inclusion therein of the certificate as to non-collusion as the act and deed of the corporation.

No proposal shall be considered for an award nor shall any award be made to a Bidder where the proposal does not include the statements as to non-collusion as set forth in the form of proposal herein; provided however, that if in any case the Bidder cannot make the foregoing certification, the Bidder shall so state and shall furnish with the proposal a signed statement which sets forth in detail the reason. No award shall be made unless the Buffalo Board of Education determines that such disclosure was not made for the purpose of restricting competition. It should be noted that the fact that a Bidder has published price lists, rates or tariffs covering items being procured or has informed prospective customers of the proposed or pending publication of new or revised price lists for such items, or has sold the same items to other customers at the same price as being proposal, does not constitute, without more, a disclosure to any other Bidder or to any competitor within the meaning of the non-collusive certification included in the form of proposal.

Respectfully submitted,

BY ___________________________________________
(signature)
_________________________________________
(print)
TITLE ___________________________________________
FIRM NAME_______________________________________
ADDRESS________________________________________
DATE   _____________________  PHONE ______________________________

¹In the case of any joint proposal (which for these purposes shall include any proposal where the Bidder has consulted with a subcontractor in making the proposal), each party or subcontractor thereto shall sign this non-collusion certification as to its own organization or corporation.
CERTIFICATION OF AUTHORITY

The Individual signing this document certifies that he/she is authorized to contract on behalf of the vendor/contractor.

The individual signing this document certifies that the vendor/contractor is not involved in any agreement to pay money or other compensation for the execution of this agreement other than to an employee of the vendor. Exceptions require full disclosure.

The individual signing this document certifies that the prices quoted have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition.

The individual signing this document certifies that the prices quoted in this proposal have not been knowingly disclosed by the vendor prior to an award to any other vendor or potential vendor/contractor.

The individual signing this document certifies that the vendor/contractor is properly certified /credentialed to perform the scope of work as outlined.

The individual signing this document certifies that the vendor/contractor is not currently involved in any legal dispute that could terminate or adversely affect performance up to and including all final reports and recommendations both written and verbal.

The individual signing this document certifies that he/she has read and clearly understands all of the information contained in the Request for Proposal.

BY

________________________________________
(Signature)

________________________________________
(Print)

________________________________________
TITLE

________________________________________
DATE
To whom it may concern:

This is to certify that _____________________ is an equal opportunity employer. This corporation shows no discrimination regarding race, creed, gender, religion, or ethnic origin in the conduct of its business.

__________________ has in the past, and will continue in the future to make every effort to utilize minority businesses in the normal operation of our business.

Signed

Name, Title
Company Name
<table>
<thead>
<tr>
<th>JOB CATEGORIES</th>
<th>Total # of employees</th>
<th>Caucasian</th>
<th>African American</th>
<th>Asian</th>
<th>Native American</th>
<th>Hispanic</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>male</td>
<td>female</td>
<td>male</td>
<td>female</td>
<td>male</td>
</tr>
<tr>
<td>Officials &amp; Managers</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professionals</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Technicians</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sales Associates</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office &amp; Clerical</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Skilled Crafts</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Semi-skilled Crafts</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-skilled Laborers</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Service Workers</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Formal on site in training**
- **White Collar**
- **Production**