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Norwalk Public Schools  
REQUEST FOR PROPOSAL  
August 3, 2018

Applied Behavioral Analysis Services

Proposal Response Date:  
August 22, 2018  
2:30p.m.

# Table of Contents

<b>Overview.....</b>	<b>2</b>
<b>I. Contact/Response.....</b>	<b>3</b>
<b>II. Consideration and Award.....</b>	<b>3</b>
<b>III Instructions to Proposers.....</b>	<b>4</b>
<b>IV. Scope of Work, Specifications and Response Sheet.....</b>	<b>8</b>
<b>VI. Non-Collusive Bid Statement.....</b>	<b>9</b>
<b>VIII. References.....</b>	<b>10</b>

## Overview

Norwalk Public School System is the 6<sup>th</sup> largest school district in the state of Connecticut with more than 11,000 students in 19 schools (27.7 square miles). There are 12 elementary schools, four middle schools, two high schools, and one early childhood center. Norwalk Public School administrative offices are located at: 125 East Avenue, Norwalk, CT 06852.

Proposals will be accepted until **August 22, 2018, 2:30 p.m.**, at which time they will be opened. No proposal received after that time will be considered. The Proposer assumes the risk of any delay in the mail or in the handling of the mail by employees of the Norwalk Public Schools whether sent by mail or by means of personal delivery, the proposer assumes responsibility for having its proposal received by Norwalk Public Schools on time at the place specified.

All proposals must be sealed and must be submitted in a plain opaque envelope.

Telephone quotations or amendments will not be accepted at any time. All materials submitted will become property of the District.

The Norwalk Public Schools may make any investigation necessary to determine the ability of the Proposer to meet the needs of this proposal. The Proposer shall furnish any additional information that the District shall request in order to make a determination of a proposal award.

The Norwalk Public Schools will consider cost, experience and service history in the award of this proposal. The Norwalk Public Schools reserves the right to waive technical defects in proposals, to reject any or all proposals, in whole or in part, and to make such awards in whole or in part, to re-advertise and invite new proposals; to modify proposals based upon negotiation with the proposer(s); that is in its judgment will be in the best interest of Norwalk Public Schools even if such proposal is not the lowest cost proposal. The Norwalk Public Schools also reserves the right to discuss the proposal with one or more proposers and to make such modifications as the Norwalk Public Schools, in its sole discretion, deems to be in its best interests.

### I. Request for Proposals

Instructions, Proposal Forms, and Specifications are enclosed within this packet. Proposals must be submitted on the response form included in this packet. Supplemental documentation is permissible. Quotation submissions should be in sealed envelopes that are clearly marked with the Request for Proposal title, date and time.

By submitting a proposal, the Proposer will be presumed to be thoroughly familiar with the Request for Proposal, Specifications, other documents, including all Addenda and to

have inspected the sites (if necessary) so as to be fully informed of NORWALK PUBLIC SCHOOLS's needs as they pertain to performance of this contract. It is strongly recommended that the proposer sign up for additional addendums on either the DAS or City of Norwalk websites (see below). The failure or omission of any Proposer to examine any site, form, instrument, or document shall in no way relieve the Proposer from any obligation with respect to its proposal. No proposal may be withdrawn for a period of sixty (60) calendar days after the scheduled closing for the receipt of proposals.

### **Posting Websites/Links for RFP's and Bids:**

State Website (DAS)

Sign up for notifications for future rfp/bids for NPS and other districts:

<http://das.ct.gov/cr1.aspx?page=372>

NPS website (no notification mechanism):

<http://norwalkps.org/district/purchasing>

City of Norwalk:<http://www.norwalkct.org/bids.aspx>

#### **1.01 Primary Contact**

All questions regarding this Request for Proposal shall be submitted via e-mail to:

Karen Bartron  
Norwalk Public Schools  
125 East Avenue  
Norwalk, CT 06852.  
bartronk@norwalkps.org

#### **1.02 Response Date**

A copy of the proposal must be received at the Business Office prior to **date and time listed in the rfp**. Any proposal in route to this location or delivered to other locations in the School District will not be considered timely and will be unopened. Proposals received after the deadline will be late and ineligible for consideration.

#### **II. Consideration and Award**

The NORWALK PUBLIC SCHOOLS may award a contract based upon the initial proposals received without discussion of such proposals. Accordingly, each initial proposal should be submitted with the most favorable price and service standpoint. All proposals shall include completed forms as provided by the District. The Norwalk Public School District reserves the right to reject any or all proposals received or any parts thereof for any reason whatsoever, to waive any informality in any proposal or in any provision in the request for proposals, to require a modification of contract terms at any time, and to select the bidder who, in the opinion of the District, will meet the best interests of the District, provided that nothing herein shall be deemed to waive any

requirement of federal, state or local law. Under no circumstances will the District be responsible for the cost of preparing any bid or proposal.

The awardee vendor must supply all new equipment; no refurbished equipment will be accepted. Award of the proposal will be based upon the following criteria:

- Experience (new vendors should provide a brief narrative of past experiences with Norwalk Public Schools or references of work with other school districts, or of other facilities of similar size.)
- Flexibility of the vendor to work with the school district (predominantly while school is not in session or after hours).
- Quality of equipment/services offered.
- Pricing
- Availability (ability to provide all products/services in a timely manner).

### **III Instructions to Proposers**

#### **3.02 Pre-Proposal Inspections**

All proposals are awarded with the understanding that the Proposer is acquainted with all of the requirements. The Proposer shall not at any time after the submission of a proposal, make any claim whatsoever based on insufficient data or a misunderstanding of the requirements, nature, conditions, or extent of the work under the contract. Prior to any site visits proposers must obtain permission and date and time from the administration.

#### **3.03 Discrimination Prohibited**

- (a) That in the hiring of employees for performance of work under this contract, or any subcontract hereunder, no such contractor or subcontractor shall, by reason of race, creed or color, discriminate against a anyone who is qualified and available to perform the work to which the employment relates.
- (b) That no contractor, subcontractor, nor any person on his behalf shall in any manner discriminate against or intimidate any employee hired for the performance of work under this contract on account of race, creed or color.
- (c) That this contract may be canceled or terminated by Norwalk Public Schools and all money due or to become due hereunder may be forfeited, for a second or any subsequent violation of the terms or conditions of this portion of the contract.

#### **3.04 Insurance**

Contractor will maintain commercial general liability insurance coverage, including sexual abuse, molestation and contractual liability on an occurrence basis, for bodily injury and property damage Contractor will also maintain errors and omissions insurance for liability resulting from the negligent performance of professional duties

or operations, Prior to the commencement of any work and no later than ten (10) days after notice of award of the contract, the successful Contractor shall submit to Norwalk Public Schools evidence of insurance demonstrating that the contractor has coverage for all insurances with the minimum limits of liability set forth herein. contain a provision that such policies shall not be cancelled or permitted to expire until at least thirty (30) days prior written notice has been provided to Norwalk Public Schools and the Norwalk Board of Educations. Insurance shall be provided only by companies licensed to do so in Connecticut and shall have a current A.M. Best Rating of "B+" or greater. Insurance policy certification must accompany the proposal. Certificates identify the City of Norwalk and the Norwalk Board of Education as Certificate Holders prior to the rendering of the services and will maintain such coverage throughout the term of any contract with NPS with renewal certificates of insurance provided to Norwalk Public Schools and the Norwalk Board of Education no less than twenty (20) days prior to the expiration of the prior certificate

- (a) **Worker's Compensation Insurance** shall not be written for less than the statutory limits and shall include Employer's Liability Insurance at a limit of not less than Five Hundred Thousand Dollars (\$500,000);
- (b) **General Liability Insurance** to include sex abuse, molestation and contractual liability, shall be insured at a limit of not less than One Million Dollars (\$1,000,000) for each occurrence and Two Million Dollars (\$2,000,000) for total aggregate liability; additionally, shall be insured with an umbrella coverage not less than One Million Dollars (\$1,000,000) with coverage for up to three years after termination of the contract..
- (c) **Property Damage Insurance** shall be written at a limit of not less than One Million Dollars (\$1,000,000) for each occurrence and One Million Dollars (\$1,000,000) for each aggregate liability; and
- (d) **Errors and Omissions Insurance** shall be written at a limit of not less than **One Million Dollars (\$1,000,000) for each occurrence and Three Million Dollars (\$3,000,000) for each aggregate liability; and**

### 3.05 Invoices

Invoices received and approved by Norwalk Public Schools, by the first of the month, will be paid with forty-five (45) days.

### 3.06 Contractor's Responsibilities

- (a) **Licenses:** Contractor shall maintain in current status all federal, state, and local licenses and permits required for the operation of the business conducted by the Contractor.
- (b) **Safety Standards:** All items supplies on this contract shall comply with current applicable Occupational Safety and Health Standards of the State of Connecticut and other applicable safety standards.
- (c) **Performance Interference:** Contractor shall notify the School District immediately of any occurrence of conditions that interfere with the full performance of the contract,

and confirm it in writing within twenty-four (24) hours.

### 3.07 Contractor's Qualifications

- (a) **Base of Operations:** Contractor shall maintain a base of operation within the tri-state area.
- (b) **References:** Provide a list of at least three school district or business references to include names and phone numbers.
- (c) **Service Personnel:** Provide a list of names and copy of personnel employed by the contractor.

### 3.09 Standard of Quality

The contractor shall at all times maintain on the job a sufficient force of personnel and support to provide efficiency in all work. The work shall be carried on to interfere as little as possible with the normal conduct of school activities and every reasonable care shall be taken to protect the safety of the children, school staff and other employees, as well as any School District property.

All grounds are smoke free and alcohol free.

## **IV. Specifications for Norwalk Contracted Services**

District-wide Applied Behavioral Analysis Services, through a combination of nationally certified BCBA's, BCaBA's, and RBT's as per student IEPs, to be provided to students assigned by Norwalk Public Schools (NPS). Services will be provided to approximately 40-60 students at approximately 15 sites (with a concentration in two buildings). Contractor is required to provide nationally certified BCBA's and RBT's. Multiple agencies may be awarded this contract.

Job responsibilities to include:

- Provision of ABA-based services outlined in student IEPs
- Provision of parent counseling and training (at home, school, or community) as per District's requirement
- Ongoing electronic data collection, analysis, and progress reporting as per District's requirement
- Completion of attendance and service logs specified as per District's requirement
- Participation at PPT meetings and team meetings, with written progress report,s as requested by the District
- Completion of evaluations and written reports, at least 5 school days prior to scheduled meetings
- Onsite supervision of RBTs and BCaBA's in accordance with National BCBA Board of Ethics

Vendor(s) must:

- Maintain appropriate certification or licensure from CT Department of Education
- Maintain liability insurance coverages as required by NPS
- Maintain the confidentiality of student records and personally identifiable information and return all records to NPS once the information is no longer needed
- Not serve students on Norwalk assigned-students privately or via another agency

- Make up any missed mandated services due to provider unavailability within the month

## V. Evaluation

Selection criteria will be based upon the following. Each category will be rated from one to ten points (with ten being the highest rating, with a total possible score of 100):

	Item	Rating	Weight %	Total
1)	Firm's history and resource capability to perform required services.	X	15%	=
2)	Availability: To provide services required and ability to provide personnel required to meet the needs of the district.	X	15%	=
3)	Specific experience	X	10%	=
5)	Quality and content of references included.	X	5%	=
6)	Creativity of the proposal. Specific to Norwalk Public Schools requirements.	X	15%	=
7)	Completeness and professionalism of information submitted and qualifications of staff.	X	15%	=
8)	Fee for services and any reimbursables.	X	10%	=
9)	Overall impression	X	15%	=
	Total Score		100%	

## VI. Non-Collusion Affidavit

The undersigned, as a company proposing on the above indicated project, declares that the only persons or parties interested in this proposal as principals or in the contract proposed to be taken are named herein; that this proposal is fair in all respects and made without collusion or fraud; that the proposer has carefully examined the location of the proposed work, the Specifications including the Request for Proposal and all addenda thereto, prepared by the Owner; and proposed and agrees if these terms and conditions are accepted that the undersigned will contract, to provide all necessary and proper



personnel to do all the work and furnish all labor and material necessary or proper to carry out the contract in the completion of the work for the following lump sum pricing.

The undersigned further agrees, if awarded the contract on this proposal, to commence work at the time stated in the notice to proceed, unless otherwise permitted or directed by the Owner and further agrees to complete the work of this contract as specified.

This form must be signed by an officer authorized to represent and commit the organization to all terms and conditions contained in the proposal. The authorized person signing below further certifies that this bid has been prepared without collusion with any other bidder, the Norwalk Public Schools, or any employee of the Norwalk Public Schools.

Name of Company \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Email: \_\_\_\_\_

Federal I.D. #: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Email: \_\_\_\_\_

Federal I.D. #: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

**VII. Response Sheet:**

Proposals are scheduled to be accepted or rejected by the Norwalk Public Schools within sixty (60) days of the proposal due date. The Norwalk Public Schools reserves the right to waive any informality and to accept or reject all or any part of any or all Proposals.

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Submitted by: \_\_\_\_\_ (Printed name) \_\_\_\_\_ (Signature)

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Telephone #: \_\_\_\_\_

**REFERENCES:**

1. FIRM NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY, STATE, ZIP CODE: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_  
RESPONSIBLE COMPANY AGENT:  
NAME: \_\_\_\_\_

TYPE OF OPERATION (Bank, School, Industrial, etc.) \_\_\_\_\_

2. FIRM NAME: \_\_\_\_\_

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

CITY, STATE, ZIP CODE: \_\_\_\_\_

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

RESPONSIBLE COMPANY AGENT:

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

TYPE OF OPERATION (Bank, School, Industrial, etc.) \_\_\_\_\_

3. FIRM NAME: \_\_\_\_\_

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

CITY, STATE, ZIP CODE: \_\_\_\_\_

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

RESPONSIBLE COMPANY AGENT:

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

TYPE OF OPERATION (Bank, School, Industrial, etc.) \_\_\_\_\_