

# **REQUEST FOR PROPOSALS:**

## **Elementary Attendance Zones Study**

## **Request for Proposals: Elementary Attendance Zones Study**

The Board of Education of the Ballston Spa Central School District invites responsible proposals for the study of our currently configured elementary attendance zones (hereafter "Consultant").

To be considered, proposals must be in accordance with the requirements as set forth in the enclosed document entitled:

Request for Proposals: Elementary Attendance Zones

Proposals are due on or before Friday, **TBD**, 2022, at 2:00 p.m.

Any proposals received after this date and time will not be considered. Each proposer shall assume the risk of any delay in the mail or in handling of mail by employees of the Ballston Spa Central School District or others. Whether sent by mail or delivered in person, the proposer assumes the responsibility for having the proposal delivered in a timely manner to the Purchasing Agent of the Ballston Spa Central School District, 70 Malta Avenue, Ballston Spa, NY 12020.

Each applicant shall submit one (1) signed original proposal and ten (10) copies to the following address:

Ms. Candace Staulters, Purchasing Agent  
Ballston Spa Central School District  
70 Malta Avenue  
Ballston Spa, NY 12020

Proposals are to be submitted in a sealed, opaque envelope clearly labeled:

**"Proposal for Elementary Attendance Zones"**

The Ballston Spa Central School District reserves the right to waive any informality in the proposals, to reject any or all proposals, or to accept any proposal which it deems to be in the best interest of the Ballston Spa Central School District

**REQUEST FOR PROPOSALS: Elementary Attendance Zones Study**

**Table of Contents**

<b>I.</b>	<b>General Submission Requirements</b>	<b>3</b>
<b>II.</b>	<b>Scope of Services</b>	<b>5</b>
<b>III.</b>	<b>Selection Criteria and Process</b>	<b>6</b>
<b>IV.</b>	<b>Response to RFP</b>	<b>7</b>
<b>V.</b>	<b>Terms and Conditions</b>	<b>8</b>
	<b>Appendix A: Fee Proposal Form</b>	<b>9</b>
	<b>Appendix B: Non-Collusive Bidding Certification</b>	<b>11</b>
	<b>Appendix C: Sexual Harassment Prevention Policy</b>	<b>13</b>

**I. GENERAL SUBMISSION REQUIREMENTS**

1. The Board of Education of the Ballston Spa Central School District (hereafter “District”) invites sealed, written proposals to be received at the Ballston Spa Central School District, District Office, 70 Malta Avenue, Ballston Spa, NY 12020.
2. Applicants must submit one (1) original (signed) and ten (10) copies of their proposal no later than:

**Friday, TBD at 2:00 p.m.**

Each proposer shall assume the risk of any delay in the mail or in handling of mail by employees of the Ballston Spa Central School District or others. Whether sent by mail or delivered in person, the proposer assumes the responsibility for having the proposal delivered in a timely manner to the Purchasing Agent of the Ballston Spa Central School District, 70 Malta Avenue, Ballston Spa, NY 12020.

3. The package must be identified with the title:

**“Proposal for Elementary Attendance Zones”.**

4. Proposers should clearly note, in their proposal, any modifications of the Scope of Services they believe to be necessary or appropriate for the provision of services.

Conditional proposals may be rejected given that questions should be resolved prior to the submission of the response to the RFP.

All questions should be faxed to Ms. Candace Staulters, Purchasing Agent, at 518-884-8140. All official addenda will be sent in writing via first class mail and faxed to all vendors who have received specifications. A written answer will be prepared and will thereafter be available to all proposers of record in the form of an addendum prior to the time of submission of the proposals.

Such written answer will be binding on all proposals. No explanation of procedures or interpretation of the proposal will be binding on the School District unless it is made in writing and no proposer should rely on an oral answer given by any person.

5. Any contract and/or financial interest therein from the response to the RFP may not be assigned to any third party in whole or in part.
6. Any proposal may be withdrawn or modified by written request of the proposer, provided such request is received by the Purchasing Agent at the above address prior to the date and time set for receipt of proposals.
7. The successful applicant, upon written notice of award by the District, shall provide the District with the required insurance binders naming the Ballston Spa Central School District as additional insured.

8. The District reserves the right to reject all proposals or waive any technical irregularities. This RFP does not commit the District to award a contract, pay any cost incurred in the preparation of a proposal in response to this RFP, or to procure or contract for services. The District intends to award a contract on the terms and conditions that best serve the interest of the District and reserves the right to accept or reject any or all proposals received as a result of this RFP, to negotiate with all qualified proposers, or to cancel this RFP in part or in its entirety if it is in the best interest of the District.

The District may select as the successful firm the one which, in the District's sole discretion, and with whatever modifications the District and the proposer may mutually agree upon, best meets the District's requirements whether or not that proposal is the most advantageous economically.

No proposer shall have any legal, equitable, or contractual rights of any kind arising out of its submission of a proposal. The District, in its sole discretion, shall enter into a contract with the proposer that it selects as the successful firm.

9. The consultant firm represents that all tasks will be performed in accordance with generally acceptable professional standards and further represents that the advice and consultation provided shall be within its authority and capacity as a professional organization. The firm will comply with the regulations, laws, ordinances and requirements of all governmental entities applicable to any assigned project. Exact details of the basic services will be specified for each project assignment.
10. All proposals and accompanying documentation become the property of the District. The District shall not divulge any information presented in the RFP, with the exception of a summary of quotation prices, to anyone outside the District without written approval of the firm.

## II. SCOPE OF SERVICES

### A. General Description

The District is seeking an individual or organization to conduct a study of its currently configured elementary attendance zones so as to provide options for the equitable<sup>1</sup> and efficient<sup>2</sup> distribution of our students across our four elementary schools.

### B. General Services

The individual or organization conducting the study will serve as a Consultant to the Board of Education, the Superintendent, and his administrative staff on matters related to the establishment of equitable and efficient attendance zones across our four elementary schools.

Included in this responsibility is working with the District's legal counsel in the preparation and review of any legal documents and the resolution of issues as they arise. Services as consultant to the district shall include, but not be limited to the following:

1. Determining the history and rationale of the currently configured zones;
2. Determining any restrictions that need to be considered in the potential establishment of new zones;
3. Determining options that the Board of Education may consider to achieve the outcomes of the study without changing current zones;
4. Determining additional costs or cost savings of any proposals that achieve the outcomes of the study; and
5. Preparing of any resolutions that may be necessary for Board action on the various proposals.

### C. Deliverables

The Consultant is expected to provide periodic interim reports on progress during the study, and a final report to the District summarizing its findings and its recommendations.

The final report and completion of the study is expected by **July 1, 2023.**

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<sup>1</sup> Equitable distribution refers to access to academic programs as well as special education, FRPL, and student subgroups

<sup>2</sup> Efficient distribution refers to required transportation needs for each proposal that could result in cost savings or cost neutrality.

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### III. SELECTION CRITERIA AND PROCESS

In the response to this RFP and possible interviews, applicants must demonstrate and document their ability to perform the services described. Applicants submitting proposals should be of a sufficient size to ensure stability and responsiveness during the engagement. Experience, quality of services, reliability, public school knowledge, and the capacity to perform the work will all be evaluated.

Selection criteria included in this evaluation will be:

- 1. Cost of Services (50 points)**  
Total estimated cost for all fees and expenses
- 2. Familiarity with School Districts (15 Points)**  
Prior experience with school districts and local governments in the local region
- 3. Staff Experience (10 Points)**  
Relevant experience of staff member(s) who will be assigned
- 4. Clarity of the firm's proposal (10 Points)**
- 5. Technical Capacity and Experience (15 Points)**  
Reference checks, the firm's past performance, length of time in business, etc.

**IV. RESPONSE TO RFP**

Each interested proposer should submit the following information *in the following order*:

> **Section One:**

Contact information for the firm, including at least:

- Legal Name, Address, Telephone, FAX, etc.
- Organizational Structure: (Corporation, partnership, etc.)
- Business History of Firm
- Names and Titles:  
Identify the principal supervisory and management staff, including engagement partner, managers, other supervisors and specialists, who would be assigned to the engagement. Indicate whether each such person is registered or licensed to practice law in the State of New York, and provide a short description of their education and work experience.

> **Section Two:**

Listing of ALL public school clients over the last 5 years in New York State

Include a brief indication of the nature of the consultant services and with name, address and telephone number of a contact person.

> **Section Three:**

Fee Proposal

The proposer shall provide a fee proposal on the form shown in Appendix A.

> **Section Four:**

Detail the firm's current general, property, auto, and professional liability insurance coverage. The minimum amount of liability insurance required by the District will be in an amount agreed upon during contract negotiations.

> **Section Five:**

Non-Collusive Bidding Certification

See attached Appendix B.

Sexual Harassment Prevention Policy Certification

See attached Appendix C.

**TERMS AND CONDITIONS**



1. The District is not liable for costs incurred in the preparation of this proposal and any other subsequent proposals or presentations.
2. All proposals should be prepared in accordance with the instructions in this RFP to receive consideration.
3. The contents of the successful firm's proposal may become part of the contractual obligations if deemed appropriate by the District.
4. All proposals shall be irrevocable for a period of at least sixty (60) days from the proposal deadline date.
5. The District reserves the right to accept or reject any and all proposals as it deems to be in the best interest of the District.
6. The successful firm shall not discriminate against any individual, in accordance with applicable federal, state or local laws.

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**APPENDIX A: Fee Proposal Form**

(Submit this form with RFP response document.)

The following outline provides a template for detailing all fees associated with Elementary Attendance Zones Study responsibilities. A complete listing of fees is required for submission with all responses to this request for proposals. Alternative formats are acceptable as long as all fees are clearly described.

**Fees**

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1. **Pre-study Information Gathering**

Fixed Fee

Variable Fee\*

\$ \_\_\_\_\_

\$ \_\_\_\_\_

2. **Conducting/Completion of the Study**

Fixed Fee

Variable Fee\*

\$ \_\_\_\_\_

\$ \_\_\_\_\_

3. **Preparation of Recommendations:**

Fixed Fee

Variable Fee\*

\$ \_\_\_\_\_

\$ \_\_\_\_\_

4. **Preparation of Proposed Resolutions:**

Fixed Fee

Variable Fee\*

\$ \_\_\_\_\_

\$ \_\_\_\_\_

5. **Other/Incidental:\***

Fixed Fee

Variable Fee\*

\$ \_\_\_\_\_

\$ \_\_\_\_\_

*\*Detail of Variable or Other fees must be provided for the RFP to be deemed responsible. Sufficient information must be provided to calculate a total cost for the study. Proposals with only fixed fee components are encouraged.*

Legal Name of Firm: \_\_\_\_\_

Authorized Signer (Name Printed): \_\_\_\_\_

Signature: \_\_\_\_\_

Title of Signer: \_\_\_\_\_

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

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## **APPENDIX B: Non-Collusive Bidding Certification**

(Submit this form with RFP response document)

By Submission of this bid proposal, the bidder certifies compliance with Section 103-d of the General Municipal as follows:

Statement of non-collusion in bids and proposals to political subdivision of the state of any public department agency or official thereof where competitive bidding is required by statute, rule, regulation, or local law, for work or services performed or to be performed or goods sold or to be sold, shall contain the following statement subscribed by the bidder and affirmed by such bidder as true under the penalties of perjury, Non-collusive Bidding Certification.

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best knowledge and belief:

1. The prices in this bid have 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 other competitor;
2. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly, disclosed by the bidder and will not knowingly be disclosed by the bidder prior to the opening, directly or indirectly, to any other bidder or to any competitor;
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 bid for the purpose of restricting competition.

A bid shall not be considered for award nor shall any award be made where (a) (1), (2), and (3) above have not been complied with; provided, however, that if in any case the bidder cannot make the foregoing certification, the bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons therefore.

Where (a), (1), (2) and (3) above have not been complied with, the bid shall not be considered of reward nor shall the political subdivision, public department, agency or official thereof to which the bid is made, or their designee, determines that such disclosure was not made of the purpose of restricting competition.

The fact that a bidder (a) has published lists, rates, or tariffs, covering items being procured (b) has informed prospective customers of proposed or pending publication of new or revised price lists for such items, or (c) has sold the same item to other customers at the same prices being bid, does not constitute, without more, a disclosure within the meaning subparagraph one (a).

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*Ballston Spa Central School District*

70 Malta Avenue, Ballston Spa, NY 12020

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Any bid hereafter made to any political subdivision of the state of any public department, agency or official thereof by a corporate bidder for work or services performed or to be performed or goods sold or to be sold, where competitive bidding is required by statute, rule, regulation, or local law, and where such bid contains the certification referred to in subdivision I of the section, 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 bid and the inclusion therein of the certificate as to non-collusion as the act and deed of the corporation.

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

AUTHORIZED SIGNATURE: \_\_\_\_\_  
(TITLE)

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

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

DATE OF BID: \_\_\_\_\_

**APPENDIX C: Sexual Harassment Prevention Policy Certification**

(Submit this form with RFP response document)

By submission of this response to this Request for Proposal, the signer below certifies under penalty of perjury, that the proposer organization has and has implemented a written policy addressing sexual harassment prevention training to all of its employees. Such policy shall, at a minimum, meet the requirements of Section 201-g of the New York State Labor Law.

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

AUTHORIZED SIGNATURE: \_\_\_\_\_  
(TITLE)

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

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

DATE OF BID: \_\_\_\_\_