

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

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

RFP OPENING: **3:00 p.m., Friday, October 9, 2015**

CONTACT PERSON: **PATRICIA DURETTE, FINANCE DIRECTOR  
SOMERVILLE SCHOOL DEPARTMENT  
617-629-5236**

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

PROPOSAL INSTRUCTIONS FOR RFP # S2016-02

Enclosed you will find an RFP for:

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

When submitting your proposal, please identify proposal clearly.

In two separate, sealed envelopes "RFP Price Proposal" and "RFP Non-Price Proposal" # S2016-02" Proposal for Evaluation Services - Time – "3:00 P.M. " Date "Friday, October 9, 2015" and "Proposer's Name and Address" on the outside of your sealed proposal.

PROPOSAL SUBMITTED MUST BE AN ORIGINAL.

The completion of the following forms is necessary for consideration of a potential contract/lease award.

WHEN SUBMITTING PROPOSAL DOCUMENT, PLEASE RETAIN ORDER OF DOCUMENTS AS ORIGINALLY PROVIDED.

Form #RFP#1 – “Notice to Proposers” signed by person submitting proposal.

Form #33 - “Signature Form” complete when submitting your proposal.

Form #55A - Certificate of Non-Collusion.

Please review and return with your sealed proposal as sent. Also, insure that all forms are completed and your proposal response is submitted as requested.

Your cooperation is greatly appreciated.

**NOTICE TO PROPOSERS**  
**REQUEST FOR PROPOSAL (RFP) # S2016-02**

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

**SECTION A. Sealed RFPs for: A VENDOR TO PROVIDE ENGLISH CLASSES FOR PARENTS/GUARDIANS OF STUDENTS IN THE SOMERVILLE PUBLIC SCHOOLS**

will be received at the Office of the Finance Director, Somerville School Department, 42 Cross Street, Somerville, Middlesex County, 02145 no later than Friday, October 9, 2015 at 3:00 p.m. at which time and place a register of submitted proposals will be created.

**SECTION B.** Forms, specifications and terms of proposal can be obtained at the above office on or after Tuesday, September 22, 2015.

**SECTION C.** The RFP response shall be submitted in two sealed envelopes clearly marked as follows: **"RFP Non-Price Proposal" and "RFP Price Proposal" #S2016-02" Proposal for Evaluation Services - Time – "3:00 p.m. " Date "Friday, October 9, 2015" and "Proposers' Name and Address" on the outside of your sealed proposal.**

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

RFP guarantees will be returned within ten (10) days to all unsuccessful proposers. The copy of the RFP deposited with the City of Somerville will also be accompanied by an RFP Guarantee – Bid Bond, Certified Treasurer's or Cashier's Check payable to and to become the property of the City of Somerville if the RFP is accepted and the successful proposer either neglects or refuses to comply with the terms of the RFP.

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

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

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

Worker's Compensation.	<b>See Form 19A.</b>
Automobile Liability Insurance.	<b>See Form 19A.</b>
General Liability Insurance.	<b>See Form 19A.</b>

**NOTICE TO PROPOSERS (continued)**

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

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

SECTION I. The City of Somerville's School Department reserves the right to cancel a contract, if awarded proposer does not respond to all necessary documents and required signature forms within twenty (20) working days of receipt of contract.

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

Firm: \_\_\_\_\_

By: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_ Tel No. \_\_\_\_\_

Signature \_\_\_\_\_



September 10, 2015

## Request for Proposals (RFP)

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

#### **Background**

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

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

#### **Scope of Services**

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

1. Teach 5 “English for Parents” classes at 3 Somerville Public Schools during 2015-16. Each class will meet 5 hours per week (2 2.5 hour sessions) for 20 - 26 weeks per year. The Somerville Public Schools, in consultation with Vendor, will determine the location of the classes.
2. Provide training for all teachers in the “English for Parents” curriculum, including Parent Liaison(s) and/or other school staff. The Vendor will provide teachers for 4 of the 5 classes. The Somerville Public Schools will be responsible for compensating school staff for teaching the 5th class.
3. Provide substitute coverage for Vendor designated classes when necessary
4. Observe and meet with teachers in each classroom at least twice per semester to ensure quality.
5. Adapt existing ESOL curriculum to be appropriate for each of three levels of “English for Parents” classes.
6. Develop new curriculum elements to further integrate with Somerville Public Schools/Somerville Family Learning Collaborative priorities.
7. Ongoing coordination with SFLC staff.



The Somerville Public Schools will be responsible for:

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

### **Proposal Submission Requirements**

Vendors should submit the following:

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

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

### **RFP Phase**

- Issue RFP: September 21, 2015.
- Written inquiries accepted from prospective consultants until October 5, 2015.
- Proposals due October 9, 2015.
- Proposal Review and Selection of Consultant, including possible interviews with finalists: October 13-15, 2015.
- Contract Discussion and Approval of Contract, October 16.

### **Work Phase: October, 2015– August 30<sup>th</sup>, 2016**

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

**Proposal Process:** Proposals must be received at the address below on or before 3:00 p.m. on October 9, 2015.

Somerville Public Schools  
Attn: Patricia Durette  
42 Cross Street  
Somerville MA 02143

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

Patricia Durette  
Finance Director  
[pdurette@k12.somerville.ma.us](mailto:pdurette@k12.somerville.ma.us)  
617-629-5216

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

Provide the total cost of providing the identified services and an anticipated payment schedule.  
*(This portion of the Proposal should be provided to SPS in a separate, sealed, envelope.)*

**Vendor Selection Criteria and Rating**

Vendor selection will be based on the following:

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

**Award of the Contract:** SPS will consider all applicants if they meet the following qualifications:

- a. Proposal submitted on or before the time specified in the Request for Proposals
- b. Follow the format published in the RFP
- c. Include all information requested
- d. Demonstrate the experience and capacity to perform the services required in the scope of work

SPS reserves the right to waive any technicality or informality in the proposal process which is not of substantial nature.

**CITY OF SOMERVILLE  
SCHOOL COMMITTEE  
SIGNATURE FORM**

NAME OF COMPANY: \_\_\_\_\_

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

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

SIGNATURE OF AUTHORIZED CONTRACTING OFFICIAL: \_\_\_\_\_

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

RESIDENCE: \_\_\_\_\_

IF COMPANY IS A PARTNERSHIP:

FULL NAME AND RESIDENCE OF EACH PARTNER:

\_\_\_\_\_  
\_\_\_\_\_

IF COMPANY IS A CORPORATION:

THE CORPORATE NAME IS: \_\_\_\_\_

THE CORPORATION IS ORGANIZED UNDER THE LAWS OF: \_\_\_\_\_

THE PRESIDENT IS: \_\_\_\_\_

THE TREASURER IS: \_\_\_\_\_

THE CLERK/SECRETARY IS: \_\_\_\_\_

NAME OF CORPORATION THAT WILL APPEAR ON A POTENTIAL CONTRACTUAL AGREEMENT IF  
DIFFERS FROM ABOVE:

\_\_\_\_\_

NAME AND TITLE OF PERSON WHO WILL BE RESPONSIBLE FOR THE SIGNING OF A POTENTIAL  
CONTRACTUAL AGREEMENT IF DIFFERS FROM ABOVE:

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

NAME OF CLERK/SECRETARY WHO WILL ALSO BE SIGNING FOR A POTENTIAL CONTRACTUAL  
AGREEMENT IF DIFFERS FROM ABOVE:

\_\_\_\_\_





**Non-Collusion Form and Tax Compliance Certification**

**Instructions:** Complete each part of this two-part form and sign and date where indicated below.

**A. NON-COLLUSION FORM**

I, the undersigned, hereby certify under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person.

As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

**Signature:** \_\_\_\_\_  
**(Individual Submitted Bid or Proposal)**  
**Duly Authorized**

**Name of Business or Entity:** \_\_\_\_\_

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

**B. TAX COMPLIANCE CERTIFICATION**

Pursuant to M.G.L. c. 62C, §49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support, as well as paid all contributions and payments in lieu of contributions pursuant to MGL 151A, §19A(b).

**Signature:** \_\_\_\_\_  
**(Duly Authorized Representative of Vendor)**

**Name of Business or Entity:** \_\_\_\_\_

**Social Security Number or Federal Tax ID#:** \_\_\_\_\_

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

**INSURANCE SPECIFICATIONS**

**INSURANCE REQUIREMENT FOR AWARDED VENDOR ONLY:**

Prior to commencing performance of the Contract, the Vendor shall furnish to the School Department a Certificate of Insurance evidencing the following:

A. GENERAL LIABILITY - Comprehensive Form			
General Aggregate	<u>\$2,000,000</u>	Each Occ.	<u>\$1,000,000</u>
Products - Comp/OP Agg.	<u>\$ N/A</u>	Fire Damage	<u>\$ N/A</u>
Personal Injury	<u>\$ N/A</u>	Medical Exp.	<u>\$ N/A</u>

B. ERRORS & OMISSIONS (PROFESSIONAL LIABILITY)			
General Aggregate	<u>\$2,000,000</u>	Each Occ.	<u>\$1,000,000</u>

C. SEXUAL ABUSE/CHILD MOLESTATION			
General Aggregate	<u>\$ N/A</u>	Each Occ.	<u>\$ N/A</u>

D. COVERAGE FOR PAYMENT OF WORKERS' COMPENSATION BENEFITS PURSUANT TO CHAPTER 152 OF THE MASSACHUSETTS GENERAL LAWS IN THE AMOUNT AS LISTED BELOW:

E. WORKERS' COMPENSATION - EMPLOYER'S LIABILITY STATUTORY

F. AUTOMOBILE LIABILITY INSURANCE AS LISTED BELOW:

BODILY INJURY LIABILITY \$50,000-\$100,000

1. A contract will not be executed unless a certificate(s) of insurance evidencing the above-described coverage is attached.
2. Failure to have the above-described coverage in effect during the entire period of the contract shall be deemed to be a breach of the contract.
3. All applicable insurance policies shall read:  
    **"CITY OF SOMERVILLE" as a certificate holder and as an additional insured for general liability only** along with a description of operation in the space provided on the certificate.

**CITY OF SOMERVILLE  
c/o SCHOOL DEPARTMENT  
42 CROSS STREET  
SOMERVILLE, MA 02145**

**NOTE: IF DURING TERM OF THIS CONTRACT YOUR INSURANCE EXPIRES, YOU SHALL BE RESPONSIBLE FOR SUBMITTING A NEW CERTIFICATE(S) COVERING THE PERIOD OF THIS CONTRACT. NO PAYMENT WILL BE MADE ON A CONTRACT WITH AN EXPIRED INSURANCE CERTIFICATE(S).**

3/16/00

Form #19A