

ANSONIA BOARD OF EDUCATION
42 GROVE STREET
ANSONIA, CT 06401
(203) 736-5095

REQUEST FOR QUALIFICATIONS/PROPOSAL SPECIFICATION FORM
CONSULTATIVE SERVICES/SPECIAL EDUCATION REVIEW

The City of Ansonia, acting by its Board of Education (the "Owner") will accept bids for the following contract:

NAME OF CONTRACT: CONSULTATIVE SERVICES/SPECIAL EDUCATION REVIEW

TYPE OF PROPOSAL: _____ VENDOR QUOTATION #: _____

PROPOSAL CLOSURE DATE: RECEIVED UNTIL: WEDNESDAY, APRIL 18, 2018, 2:00 P.M.

| | |
|--------------------------------|---|
| LOCATION TO FORWARD PROPOSALS: | Joseph DiBacco, Ed. D., Asst. Superintendent Ansonia Public Schools Robert E. Zuraw Building 42 Grove Street Ansonia, CT 06401 jdibacco@ansoniam.org |
|--------------------------------|---|

PROPOSAL SECURITY: Required _____ Not Required ✓

PREVAILING WAGE: Required _____ Not Required ✓

FORMS TO COMPLETE PROPOSAL: Submit 1 electronic copy and 5 paper copies

IDENTIFY ENVELOPE:
JOSEPH DIBACCO, ED. D., ASSISTANT SUPERINTENDENT
PROPOSAL: CONSULTATIVE SERVICES/SPECIAL EDUCATION REVIEW

LENGTH OF TIME PRICES WILL BE HONORED: _____

STATE ESTIMATED DELIVERY DATE: N/A

STATE ESTIMATED COMPLETION DATE: _____ (MUST BE COMPLETED NO LATER THAN JUNE 29, 2018)

I have read and understand the requirements of this Request for Qualifications/Proposal and my response is contained herein:

Signature of Company Representative _____ *Date* _____

PRINT NAME AND TITLE: _____

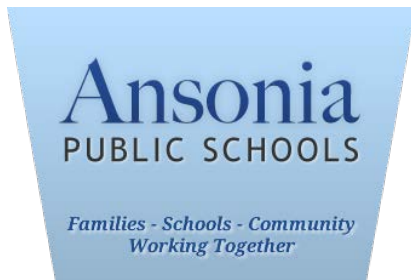
COMPANY: _____

ADDRESS: _____

TOWN: _____ STATE: _____ ZIP: _____

TELEPHONE NUMBER: _____ FAX NUMBER: _____

E-MAIL ADDRESS: _____



**REQUEST FOR QUALIFICATIONS / PROPOSALS
FOR
CONSULTATIVE SERVICES/SPECIAL EDUCATION REVIEW**

PROPOSAL SPECIFICATIONS

The Ansonia Board of Education has issued this Request for Proposals in order to identify the best qualified company or firm that submit a responsive proposal to prepare a comprehensive PUBLIC SCHOOL SYSTEM SPECIAL EDUCATION REVIEW for Ansonia.

INTRODUCTION

Overview of the Ansonia Public School System – There are presently four (4) public schools in Ansonia. Two schools are elementary (one is grades K-6, while the second is Prek-6); one middle school (grades 7-8, with a pre-k program in one wing of the school); and one is a traditional high school (grades 9-12) that houses an alternative high school program (PACE). The names of the schools and current enrollment are listed below:

| Public School Name | 2017-18 Enrollment | Number of Students with IEPs | Number of Students with 504s |
|---------------------------------------|--------------------|------------------------------|------------------------------|
| John C. Mead Elementary School | 638 | 122 | 31 |
| John G. Prendergast Elementary School | 658 | 119 | 21 |
| Ansonia Middle School | 374 | 67 | 31 |
| Ansonia High School | 600 | 135 | 29 |
| Pre-K (in Ansonia Middle School) | 94 | 23 | 0 |
| Students in Outplacements | 70 | 70 | 0 |
| Magnet/Charter/Foster | | 24 | 10 |
| Non Public Service Plans | | 5 | |
| Total | 2434 | 565 | 122 |

SCOPE OF SERVICES

The Proposal should include a detailed analysis of the current programs that serve students with special needs; an audit of the enrollment for the past five years; and an audit of financial management and costs. The proposal should include recommendations for program improvement and potential cost savings. The proposals should include, but are not limited to, the following:

- An audit of in-district programs, which include an analysis of leadership and accountability (teacher evaluation practices; organizational structure of the Department of Special Services; and staffing levels, including student to teacher ratios vs. comparable districts.
- An audit of the Core Instruction/Prevention Programs, which include an analysis of remedial and prevention programs. This will include a review of all core ELA and Math curriculum materials, core classroom instruction through observation and focus groups; summative assessment data for special education and non-special education students; screening tools used; remedial and prevention program curriculum pending outcome of core curriculum reviews; and SRBI processes for academics and behavior.
- An audit of out of district and homebound/alternative educational placements, which includes a review of policies and procedures; tuitions and transportation rates; and alternative program monitoring and overall placement management.
- An audit of special education enrollment data, which includes a detailed analysis of the special education population over the past five years.
- An audit of financial management and special education costs, which includes an analysis of budgetary activities (i.e., a review of the budget building process); analysis of management of the IDEA grants (i.e., allocation of the funds and who or what gets assigned to the grants); analysis of management of reimbursement grants (including, but not limited to, Medicaid and Excess Cost); analysis of transportation for special education students; and analysis of financial management for special education.

The following questions should be addressed once the audit is conducted and recommendations are made:

1. To what extent are special education students receiving educational benefit from the programs and services provided by the school district?
2. Are the procedures used by special education and related services effective, efficient, and adhered to with fidelity?
3. Are resources utilized effectively and efficiently to meet the needs of the special education population? This should include staffing assignments and organization of special education and pupil services.
4. To what extent is the communication with stakeholders both within and outside the system effective in meeting the needs of students requiring special education?

DEADLINE FOR RESPONSES IS WEDNESDAY, APRIL 18, 2018, 2:00 P.M.

Deliver 1 electronic copy and 5 paper copies to:

Joseph DiBacco, Ed. D.
 Asst. Superintendent
 Ansonia Public Schools
 Robert E. Zuraw Building
 42 Grove Street
 Ansonia, CT 06401
 jdibacco@ansoniam.org

ANSONIA BOARD OF EDUCATION
CONSULTATIVE SERVICES/SPECIAL EDUCATION REVIEW

I. INSTRUCTIONS

These bid specifications accompany all contracts for supplies, services and construction for the Board of Education of the Town of Ansonia. (The Town and its Board of Education are collectively referred to herein as the Owner.) Certain of these specifications will apply only to certain types of contracts, as will be apparent from the content.

The Owner has provided information about the contract on the Cover Sheet. These Bid Specifications may also be accompanied by other contract documents depending on the type of contract. Bidders should review all information and documents carefully and include with their bid any additional sheets that are to be filled out, including alternates and unit prices.

The Owner is exempt from the payment of Federal Excise Taxes and Connecticut Sales and Use Tax. These taxes must not be included in bid prices nor added to any items specified.

II. BIDDING PROCEDURE

Bids will be accepted until the date and time indicated on the Cover Sheet.

Bids shall be in sealed envelopes with the bidder's name in the upper left corner and the name of bid and the time and date of bid opening in the center of the envelope. Two original executed copies of all bid papers must be included in the envelope. All documentation must be readable and legible.

Bids may not be sent by fax or any other electronic means.

Any bid may be withdrawn prior to the scheduled bid opening as indicated on the specification Cover Sheet, or prior to an authorized postponement date thereof.
Any bid received after the date and time specified on the specification Cover Sheet for receipt of the bid or an authorized extension thereof will not be considered.

No bidder may withdraw its bid for a period of 60 days following the actual time of bid opening.

Any questions by bidders must be submitted in writing no later than forty-eight (48) hours prior to the scheduled bid opening. If appropriate the Owner will respond by Addenda.

III. REVIEW AND AWARD OF BID

Award of this bid is conditional upon funding and budget approval for the project.

The Owner reserves the right to reject any and all bids.

The Owner reserves the right to negotiate with any bidder prior to the final award.

The Owner reserves the right to waive any informality in bids.

The Owner may reject any bid deemed non-responsive or conditional.

The Owner may make such investigations as it deems necessary to determine the ability, qualifications and experience of the bidder to perform the work. The bidder shall furnish to the Owner all such information and data for this purpose as the Owner may request. Any information requested of the bidder by the Owner that is not provided to the satisfaction of the Owner will result in the bidder and bid being disqualified from consideration.

If no responsive bids are received, the Owner reserves the right to negotiate with all responsible bidders/vendors for the award of the contract.

IV. CONTRACT GENERAL CONDITIONS

Insurance

Prior to the start of work the bidder shall submit to the Owner certificates of insurance in the amounts indicated by the Insurance Requirements Chart attached hereto. The certificates shall indicate that both the Town of Ansonia and the Ansonia Board of Education are additional insurers under the applicable policies.

Subcontracting

Unless specifically indicated in the contract documents, no part of the contract may be subcontracted or sub-let without written permission of the Owner.

Cancellation

The Owner reserves the right to immediately cancel the contract for its convenience at any time. In such event, the Owner will only be liable for actual costs incurred but not lost profits, consequential damages, or charges related to reputation.

Changes, Deviation from the Specification

Any deviation from the contract requirements or specifications must be completely detailed in writing by the contractor and approved in writing by the Owner prior to the performance of said work. Any change in the work or contract requirements likewise must be detailed in writing by the contractor and approved in writing by the Owner prior to the performance of said work.

Funding Requirements

Some or the entire contract may be funded by, federal or other grant programs. The bidder is advised that such funding programs may include contractual provisions binding on contractors and which may, for example, require audits or certifications under oath that the contractor has not been debarred, suspended or excluded from any publicly funded project or programs.

Time of Performance: Delays

Bidders are advised to examine the contract documents regarding the time of performance.

If this is a services contract the contract documents may indicate the period of services sought, and may include provisions for renewal.

The commencement or performance of this contract may be delayed due to events which are not the contractor's responsibility. In such event the contractor shall be entitled to an extension of time but no monetary compensation. Such an extension shall be at the sole discretion of the Owner, in conjunction with the Contractor and the Director of Facilities.

Nondiscrimination and Affirmative Action

The bidder is required to comply with all provisions of the Civil Rights Act of 1964, State of Connecticut Executive Order #3, the Equal Employment Opportunity Act of 1972, Executive Orders 11246, 11375, 11478, and if applicable, the Connecticut Fair Employment Practice Law and any/all other applicable nondiscrimination and affirmative action provisions as presently stated, or as amended.

Pursuant to Conn. Gen. Stat. Sect. 4a-60, (1) the contractor agrees and warrants that in the performance of the contract, the contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation

or physical disability, including but not limited to, blindness, unless it is shown by the contractor that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or the State of Connecticut. The contractor further agrees to take affirmative action to insure that applicants with job-related qualifications are

employed and that employees are treated according to current state and federal employment laws; (2) the contractor agrees, in all solicitations or advertisements for employees placed by or on behalf of the contractor, to state that it is an affirmative action-equal opportunity employer, in accordance with regulations adopted by the Connecticut Commission on Human Rights and Opportunities; (3) the contractor agrees to provide each labor union or representative of workers with which such contractor has a collective bargaining agreement or other contract or understanding and each vendor with which such contractor has a contract or understanding, a notice to be provided by the commission advising the labor union or workers' representative of the contractor's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment; (4) the contractor agrees to comply with each provision of section 4a-60 and section 46a-68e and 6a-68f and with each regulation or relevant order issued by said commission pursuant to sections 46a-56, 46a-68e, and 46a-68f; and (5) the contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the commission, and permit access to pertinent books, records and accounts concerning the employment practices and procedures of the contractor as related to the provisions of this section and section 46a-56.

If this is a construction contract, the contractor agrees and warrants that it will make good faith efforts to employ minority business enterprises as subcontractors and suppliers of materials.

This contract may be governed by the State of Connecticut Department of Education procedures regarding affirmative action. It is the responsibility of the Contractor to comply with all requirements of these procedures. The contractor is required to determine from the procedures what affirmative action reports and other compliance will be required, and submit that information to the Owner at the time the contract is awarded.

Indemnification

To the greatest extent permitted by law, the bidder agrees to defend, indemnify and save harmless the City of Ansonia, the Ansonia Board of Education, their agents and employees against all claims, demands, damages, workers compensation payments, or other loss or expense, including costs and attorney's fees, arising out of or resulting from the performance of this contract, including any bodily injury, including death at any time resulting there from, sustained by any person or persons (including employees of the contractor or any subcontractor) or on account of damage to the property of any person, including the loss caused in any degree by the negligence of the City of Ansonia, the Ansonia Board of Education, their agents and employees or otherwise.

The existence of insurance shall in no way limit the scope of this indemnification.

The Contractor shall carry liability insurance covering the operation of trucks and automobiles and shall take out and maintain public liability and property damage liability insurance in not less than the following amounts:

BODILY INSURANCE

| <u>Each Person</u> | <u>Each Occurrence</u> |
|---------------------------|-------------------------------|
| \$1,000,000 | \$1,000,000 |

PROPERTY DAMAGE

| <u>Each Accident</u> | <u>Each Occurrence</u> |
|-----------------------------|-------------------------------|
| \$1,000,000 | \$1,000,000 |

Evidence of the above insurance in the form of certificates shall be issued to the Owner prior to starting work. Certificates of insurance shall state that the Owner will be notified, in writing, ten (10) days prior to cancellation of any insurance coverage. Certificates shall be filed with the Owner and shall name the Ansonia Public Schools and the City of Ansonia as an additional insured.

Payment will be authorized when project is completed and such inspection has been made, and all work is found to have been performed in accordance with the specifications and to the satisfaction of the owner. Any and all legal expenses incurred by the Ansonia Public Schools for the Contractor's failure to comply with these indemnification specifications will be borne by the Contractor.

The Contractor is to maintain for the duration of the contract and for the protection of all employees engaged thereunder workers compensation insurance as required by the labor laws of the state, and all municipal and federal liability. Evidence of Workers Compensation insurance is to be provided prior to starting work.

All bids must be made on this form. To be responsive this bid must be properly executed, accompanied by the appropriate bid security, and accompanied by any additional bid sheets and documents required by the contract documents and/or Bid Specifications.

The undersigned acknowledges that it has carefully examined all of the contract documents bound in with this bid, including any addenda, has participated in any mandatory site visit and is familiar with any factors which may affect this contract, and offers to perform, in strict conformity with each and every provision of the contract at the prices set forth in this bid and within the period of time specified for completion in the contract documents.

This offer shall be irrevocable for a period of 60 working days from the date on which the Contractor notifies the Owner, in writing, that it wishes to terminate the contract. If the contractor does not provide appropriate cancellation notification and vacates the contract prior to the expiration of the contract, the Contractor will be liable for any and all costs to the Owner for completion of the contract through the contract's expiration date.

By submission of this bid, the undersigned and each person signed on behalf of the undersigned certifies, under penalty of perjury, that: (a) the prices in this bid 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; (b) unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the undersigned and will not knowingly be disclosed by the undersigned prior to opening, directly or indirectly, to any other bidder or to any competitor; and (c) no attempt has been or will be made by the undersigned to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

Ansonia Board of Education Bid Response Form

Name of Contract: CONSULTATIVE SERVICES/SPECIAL EDUCATION REVIEW

Total Bid Amount: \$ _____

Anticipated date of Completion: _____

AND

In witness whereof, the undersigned has caused this bid to be signed and delivered as of the date bids are to be received and opened by the Owner.

Name of Bidder: _____
(Exact name of individual, firm, or corporation)

Signature of Officer: _____

Typed Name and Title of Officer: _____

Address: _____

Telephone: _____ Fax: _____

Email: _____

CERTIFICATE IF BIDDER IS A CORPORATION

I, the undersigned, as Secretary to the corporation submitting the foregoing bid, hereby certify that under and pursuant to the by-laws and resolutions of said corporation, each officer who has signed such bid on behalf of the corporation, including the foregoing assurance of irrevocability, is fully and completely authorized so to do.

(Typed Name)

Secretary

(Date Signed)

ANSONIA BOARD OF EDUCATION BID
References for CONSULTATIVE SERVICES/SPECIAL EDUCATION REVIEW

REFERENCES for: _____

[List your name here]

1. Company: _____

Contact Person: _____

Address: _____

Phone (contact person): _____

Email Address: _____

2. Company: _____

Contact Person: _____

Address: _____

Phone (contact person): _____

Email Address: _____

3. Company: _____

Contact Person: _____

Address: _____

Phone (contact person): _____

Email Address: _____