

**CITY OF WALTHAM, MASSACHUSETTS
REQUEST FOR PROPOSALS
ADULT EDUCATION PROVIDER**

Competitive sealed proposals are invited in accordance with the provisions of Massachusetts General Laws, Chapter 30B.

Procedures under this invitation require a separate and confidential submission of pricing and a separate submission of a technical proposal. The Office of the Mayor will evaluate technical proposals without knowledge of prices. The Purchasing Agent will determine the most advantageous proposal after taking into consideration the evaluation of technical proposals made by the Office of the Mayor together with a consideration of prices.

Proposals may be held open for a period of sixty (60) days from the proposal submission date unless award is made sooner or the time for award is extended by the consent of all parties concerned.

The City reserves the right to accept or reject any or all proposals submitted and waive informalities and technicalities.

Award of a contract is subject to approval of the Mayor of the City of Waltham.

Award, payment and performance obligations shall depend on the availability and appropriation of funds.

Any questions pertaining to this Request for Proposal are to be directed, in writing only, to **Joseph Pedulla**, Purchasing Agent, 610 Main, Waltham, Massachusetts 02452, telephone (781) 314-3240. Please email your questions to jp pedulla@city.waltham.ma.us.

PROPOSAL SUBMISSION

Proposals will be received at the City of Waltham, MA Purchasing Office until Monday, November 4 2013 at 10 AM. For copies of the solicitation please go to www.city.waltham.ma.us/open-bids.

Proposals must be submitted in two (2) packages. The City intends to consider responses in the technical proposal before considering costs. Price proposals must be kept entirely separate from the technical proposals. Failure to follow this instruction will result in rejection of the proposal.

Four (4) of each proposal shall be submitted as follows:

Price proposal shall be submitted on the form furnished and sealed in an envelope marked:

**Proposal Envelope A
Price Proposal
Adult Education Provider**

Bidder's Name _____

Technical proposal shall be submitted on the form furnished and sealed in an envelope marked:

**Proposal Envelope B
Technical Proposal
Adult Education Provider**

Bidder's Name _____

CONTRACT PERIOD

The contract period shall be for three (3) one-year periods renewable each year at the sole discretion of the Mayor. The contract will be effective on the date of the Mayor Signature and subject to annual funding.

SERVICE LOCATION

The bidder is to provide the address of the proposed service location and indicate whether the location is a leased or owned property.

SERVICES REQUIRED

The adult education provider will be expected to offer the following:

1. Provide education services to adult resident students of Waltham only. The bidder is required to respond with a detailed proposal of what courses it will offer, class duration and how often.
2. The selected vendor will be required to provide, at the time of billing, a detailed listing of the students attending class, the type of class and the duration of the class. The invoice will also indicate the town residence of the participating students.
3. Act as an advocate and catalyst for Waltham's adult education agenda.
4. Coordinate multi-sector adult education planning, generating programs and initiatives as appropriate.
5. Seek the full resources of Waltham's communities – business, government, schools higher education, – to structure and implement these programs.

PRICE PROPOSAL REQUIREMENTS

The price proposal is to be submitted in a separate marked envelope in accordance with directions given under the heading PROPOSAL SUBMISSION:

Interested parties should submit their price proposal on an annual basis for each year.

1. Prices quoted shall include the cost of all labor, materials, insurance, and all other necessary expenses to fulfill the conditions of the contract. All travel costs to be incurred by the contractor shall be paid by the contractor. The City of Waltham will not pay for travel time or any travel related expenses. The City of Waltham will not provide medical benefits as it will not act as an employer.

TECHNICAL PROPOSAL REQUIREMENTS

The technical proposal is to be submitted in a separate marked envelope in accordance with directions given under the heading PROPOSAL SUBMISSION.

A complete technical proposal shall consist of all of the following:

1. A synopsis of similar projects undertaken by the proposing firm.
2. Resumes of key personnel who will be interacting with the City including a statement of specific professional experience, qualifications and education together with a report of experience related to the scope of work.
3. A list with the name, address, telephone number, date of service and contact person's name for a minimum of one (1) account to which the proposer is providing or has provided similar adult education services.
4. The number of consecutive years the proposer has been engaged in the field of adult educational services.

5. The adult education services must meet the definition of Adult Basic Education provided by the Department of Education. (See attachment #1) Additionally, the provider must ensure the program will comply with any and all federal, state or local education requirements and services relating to adult education.

5a. Interested parties shall submit, as part of this response, a proposed schedule, showing frequencies and class duration, of the subject matter offered.

The adult education services will be offered to Waltham residents only. Residency will be proven by presenting a tax or utility bill acceptable to the City at the time of enrollment.

6. A completed PROPOSAL SIGNATURE FORM.

Note: Responses to items one (1) through four (5) will be used to evaluate proposals on a comparative basis. Proposers should provide complete responses in the format specified.

- **MINIMUM EVALUATION CRITERIA**

Each technical proposal shall first be reviewed to ascertain whether or not the following minimum criteria has been met:

- ME-1 The proposal includes all of the items for a complete proposal.
- ME-2 Proposers must be in the field of providing adult educational services and have at least five (5) years of experience in such field.
- ME-3 Proposers must have successful experience providing adult educational services to at least one (1) Massachusetts governmental unit.

- **COMPARATIVE EVALUATION CRITERIA**

Each technical proposal meeting the Minimum Evaluation Criteria shall be rated according to the following Comparative Evaluation Criteria:

- CE-1 Quality of proposal and quality of experience

Highly Advantageous

The proposal must demonstrate an in-depth ability to provide adult educational services to adult residents of the City of Waltham. The proposal must exhibit a thorough capability to act as an advocate as it relates to adult educational services. The proposal must demonstrate an in-depth ability to comply with any federal, state or local education requirements and services relating to adult education. The proposal must demonstrate an in-depth ability to coordinate multi-sector adult educational planning, generating programs and initiatives as appropriate. The proposal must show an in-depth ability to broker the full resources of Waltham's communities – business, government, schools higher education, and social service provider communities – to structure and implement these programs.

Advantageous

The proposal must demonstrate good ability to provide adult educational services to adult residents of the City of Waltham. The proposal must exhibit good capability to act as an advocate as it relates to adult educational services. The proposal must demonstrate good ability to comply with any federal, state or local education requirements and services relating to adult education. The proposal must demonstrate good ability to coordinate multi-sector adult educational planning, generating programs and initiatives as appropriate. The proposal must show good ability to broker the full resources of Waltham's communities – business, government, schools higher education, and social service provider communities – to structure and implement these programs.

Not Advantageous

The proposal does not demonstrate good ability to provide adult educational services to adult residents of City of Waltham. The proposal does not exhibit good capability to act as an advocate as it relates to adult educational services. The proposal does not demonstrate good ability to comply with any federal, state or local education requirements and services relating to adult education. The proposal must demonstrate good ability to coordinate multi-sector adult educational planning, generating programs and initiatives as appropriate. The proposal does not show good ability to broker the full resources of Waltham's communities – business, government, schools higher education, and social service provider communities – to structure and implement these programs.

Unacceptable

Proposal does not meet the minimum evaluation criteria above.

- **INTERVIEWS**

After review of the technical proposal, the City may, at its discretion, schedule interviews with any or all of the proposers for the purpose of further evaluation of the proposer's qualifications and ability to provide the required service. Interviewees will be ranked based on their presentation.

**City of Waltham, Massachusetts
Purchasing Office
610 Main Street
Waltham, MA 02452**

PRICE PROPOSAL

To Be Submitted In Envelope A

Marked as Follows:

PRICE PROPOSAL – ADULT EDUCATION PROVIDER

Bidder's Name

Name of Individual or Company Making Proposal

The prices quoted below include the cost of all labor, materials, insurance, and all other necessary expenses to fulfill the conditions of the contract. All travel costs to be incurred by the contractor shall be paid by the contractor. The City of Waltham will not pay for travel time or any travel related expenses. The City of Waltham will not provide medical benefits as it will not act as an employer.

We herewith propose to provide Adult Educational Services in accordance with our technical proposal and otherwise as noted below.

PRICE

YEAR 1. \$ _____ per year *

YEAR 2. \$ _____ per year *

YEAR 3. \$ _____ per year *

* A year is defined as the City Fiscal Year from July 1 to June 30

NOTE: FOUR (4) COPIES OF PROPOSAL ARE TO BE SUBMITTED.

**City of Waltham, Massachusetts
Purchasing Office
610 Main Street
Waltham, MA 02452**

TECHNICAL PROPOSAL

To Be Submitted In Envelope B

Marked as Follows:

TECHNICAL PROPOSAL – ADULT EDUCATIONAL PROVIDER

Bidder's Name

Name of Individual or Company Making Proposal

The following are to be attached to this proposal form. (Responses should be detailed in accordance with the previous specific requests for information under "TECHNICAL PROPOSAL REQUIREMENTS" in the RFP document)

1. A synopsis of similar projects undertaken by the proposing firm.
2. Resumes of key personnel who will be interacting with the City including a statement of specific professional experience, qualifications and education together with a report of experience related to the scope of work.
3. A list with the name, address, telephone number, date of service and contact person's name for a minimum of one (1) account to which the proposer is providing or has provided similar adult educational services.
4. The number of consecutive years the proposer has been engaged in the field of adult educational services.
5. A completed PROPOSAL SIGNATURE FORM, NON-COLLUSION, TAX COMPLIANCE CERTIFICATE VOTE AUTHORIZATION FORM AND DEBARMENT in the section that follows.

NOTE: FOUR (4) COPIES OF PROPOSAL ARE TO BE SUBMITTED.

**City of Waltham, Massachusetts
Purchasing Office
610 Main Street
Waltham, MA 02452**

PROPOSAL SIGNATURE FORM

(This form to be submitted in Envelope B – Technical Proposal)

The undersigned, hereafter called the proposer, having fully familiarized him/herself with all the request for proposal documents, hereby agrees and declares:

1. That prices inserted in the Price Proposal (Envelope A) cover all necessary expenses to fulfill the conditions of the contract within the time stated.
2. Pursuant to M. G. L. c. 62C, § 49A, the proposer hereby certifies that the proposer has filed all state tax returns and paid all state taxes required under law.
3. The undersigned certifies under penalties of perjury that this 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.

The following items are to be completed by the Proposer:

Our Company is: Corporation _____
Partnership _____
Individually Owned _____

Signed: (Company Name) _____

Social Security or Federal Identification Number _____

By: (Company Official) _____

Company Address _____

Telephone Number: _____

NON-COLLUSION FORM AND TAX COMPLIANCE FORM

CERTIFICATE OF NON-COLLUSION

The undersigned certifies 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. The undersigned certifies that no representations made by any City officials, employees, entity, or group of individuals other than the Purchasing Agent of the City of Waltham was relied upon in the making of this bid

_____, _____
(Signature of person signing bid or proposal) Date

(Name of business)

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.

_____, _____
Signature of person submitting bid or proposal Date

Name of business

CERTIFICATE OF VOTE OF AUTHORIZATION

Date:

I _____, Clerk of _____ hereby certify that at a meeting of the Board of Directors of said Corporation duly held on the _____ day of _____ at which time a quorum was present and voting throughout, the following vote was duly passed and is now in full force and effect:

VOTED: That _____ (*name*) is hereby authorized, directed and empowered for the name and on behalf of this Corporation to sign, seal with the corporate seal, execute, acknowledge and deliver all contracts and other obligations of this Corporation; the execution of any such contract to be valid and binding upon this Corporation for all purposes, and that this vote shall remain in full force and effect unless and until the same has been altered, amended or revoked by a subsequent vote of such directors and a certificate of such later vote attested by the Clerk of this Corporation.

I further certify that _____ is duly elected/appointed _____ of said corporation

SIGNED:

(Corporate Seal)

Clerk of the Corporation:

Print Name: _____

COMMONWEALTH OF MASSACHUSETTS

County of _____

Date: _____

Then personally appeared the above named and acknowledged the foregoing instrument to be their free act and deed before me, _____

Notary Public;

My Commission expires: _____

DEBARMENT CERTIFICATION

In connection with this bid and all procurement transactions, by signature thereon, the respondent certifies that neither the company nor its principals are suspended, debarred, proposed for debarment, declared ineligible, or voluntarily excluded from the award of contracts, procurement or non procurement programs from the Commonwealth of Massachusetts, the US Federal Government and /or the City of Waltham. "Principals" means officers, directors, owners, partners and persons having primary interest, management or supervisory responsibilities with the business entity. Vendors shall provide immediate written notification to the Purchasing Agent of the City of Waltham at any time during the period of the contract of prior to the contract award if the vendor learns of any changed condition with regards to the debarment of the company or its officers. This certification is a material representation of fact upon which reliance will be placed when making the business award. If at any time it is determined that the vendor knowingly misrepresented this certification, in addition to other legal remedies available to the City of Waltham, the contract will be cancelled and the award revoked.

Company Name _____

Address _____

City _____, State _____, Zip Code _____

Phone Number (____) _____

E-Mail Address _____

Signed by Authorized Company Representative: _____

Print Name _____, Date _____