

# REQUEST FOR PROPOSAL (RFP)

NUMBER: 20220309

SUMNER COUNTY BOARD OF EDUCATION

RFP Title: ACT Preparation Resources

Purchasing Staff Contact:

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Purchasing Supervisor	Purchasing Coordinator
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Release Date: February 24, 2022	Proposal Due Date: March 9, 2022 @ 1:00 pm Local Time
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2. Requirements

2.1. Scope of Work / Specifications

Curriculum

A. Teacher Materials

1. Scripted/Clear explanations

a. It's not

### 3. Source Selection and Contract Award

## 5. Instructions for Proposal

### 5.1. Required Forms

- Proposer must complete and submit the Attachments in Section 6 as well as the TECHNICAL PROPOSAL & EVALUATION GUIDE and COST PROPOSAL & SCORING GUIDE. Attachments may be omitted depending on the RFP requirements. Refer to the Table of Contents for omitted Attachments.
- Copy of State of Tennessee License (if applicable) in respective field.
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### 5.3. Acknowledgement of Insurance Requirements

By submitting a proposal, Proposer acknowledges that it has read and understands the insurance requirements for the proposal. The Proposer who may have employees, contractors, subcontractors or agents working on SCS properties shall carry current certificates for general and professional liability insurance and for workers' compensation as indicated below. The owner or Principal of each Proposer must also be insured by workers' compensation if they perform any of the services on SCS properties. There will be no exceptions to the insurance requirement. Proposer also understands that the evidence of required insurance must be submitted within fifteen (15) working days following notification of its offer being accepted; otherwise, SCS may rescind its acceptance of the Proposers proposal.

- General Liability

General Aggregate	\$2,000,000
Each Occurrence	\$1,000,000

- Workers Compensation

Workers Compensation	Tennessee Statutory Limits
Employer's Liability	\$500,000

### 5.4. Clarification and Interpretation of RFP

The words "must" and "shall" in the RFP indicate mandatory requirements. Taking exception to any mandatory requirement shall be considered grounds for rejection. There are other requirements that SCS considers important but not mandatory. It is important to respond in a concise manner to each section and submit an itemized list of all exceptions.

### 5.5. Proposal Package

Each response to this RFP must consist of a Technical Proposal and a Cost Proposal. The Technical and Cost proposal must be delivered in separate, sealed packages.

The Technical Proposal package containing the proposal must be sealed and clearly marked on the outside of the package as applicable to the submitted response:

" 20220309 ACT Preparation Resources"  
 TECHNICAL PROPOSAL  
 DO NOT OPEN

The Cost Proposal package containing the proposal must be sealed and clearly marked on the outside of the package as applicable to the submitted response:

" 20220309 ACT Preparation Resources"  
 COST PROPOSAL  
 DO NOT OPEN







ATTACHMENT 6.1 – Contact Information

Company Legal Name: \_\_\_\_\_

Company Official Address: \_\_\_\_\_

\_\_\_\_\_

Company Web Site (URL): \_\_\_\_\_

Contact Person for project administration:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_ (office)

\_\_\_\_\_ (mobile)

Email Address: \_\_\_\_\_









ATTACHMENT 6.6 – Drug Free Workplace Affidavit

The Sumner County Board of Education is committed to maintaining a safe and productive work environment for its employees and to providing high quality service to its citizens. The goal of this policy is for Sumner County Board of Education employees and contractors to remain, or become and remain, drug-free. Abuse and dependency on alcohol and/or drugs can seriously affect the health of employees, contractors and citizens, jeopardize personal safety, impact the safety of others and impair job performance.

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

The undersigned, principal officer of \_\_\_\_\_, an employer of five (5) or more employees contracting with Sumner County Board of Education to provide goods or services, hereby states under oath as follows:

1. The undersigned is a principal officer of \_\_\_\_\_ (hereinafter referred to as the "Company") and is duly authorized to execute this Affidavit on behalf of the Company.
2. The Company submits this Affidavit pursuant to T.C.A. § 50-9-113, which requires each employer with no less than five (5) employees receiving pay who contracts with the state and any local government to provide contracted services to submit an affidavit stating that such employer has a drug-free workplace program that complies with Title 50, Chapter 9 of the
3. The Company is in compliance with T.C.A. § 50-9-113 and all applicable Federal Laws, Rules and Regulations requiring a drug-free workplace program.

Further affiant saith not.

Principal Officer: \_\_\_\_\_

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

Before me personally appeared \_\_\_\_\_, with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence) and who acknowledged that such person executed the foregoing affidavit for the purposes therein contained.

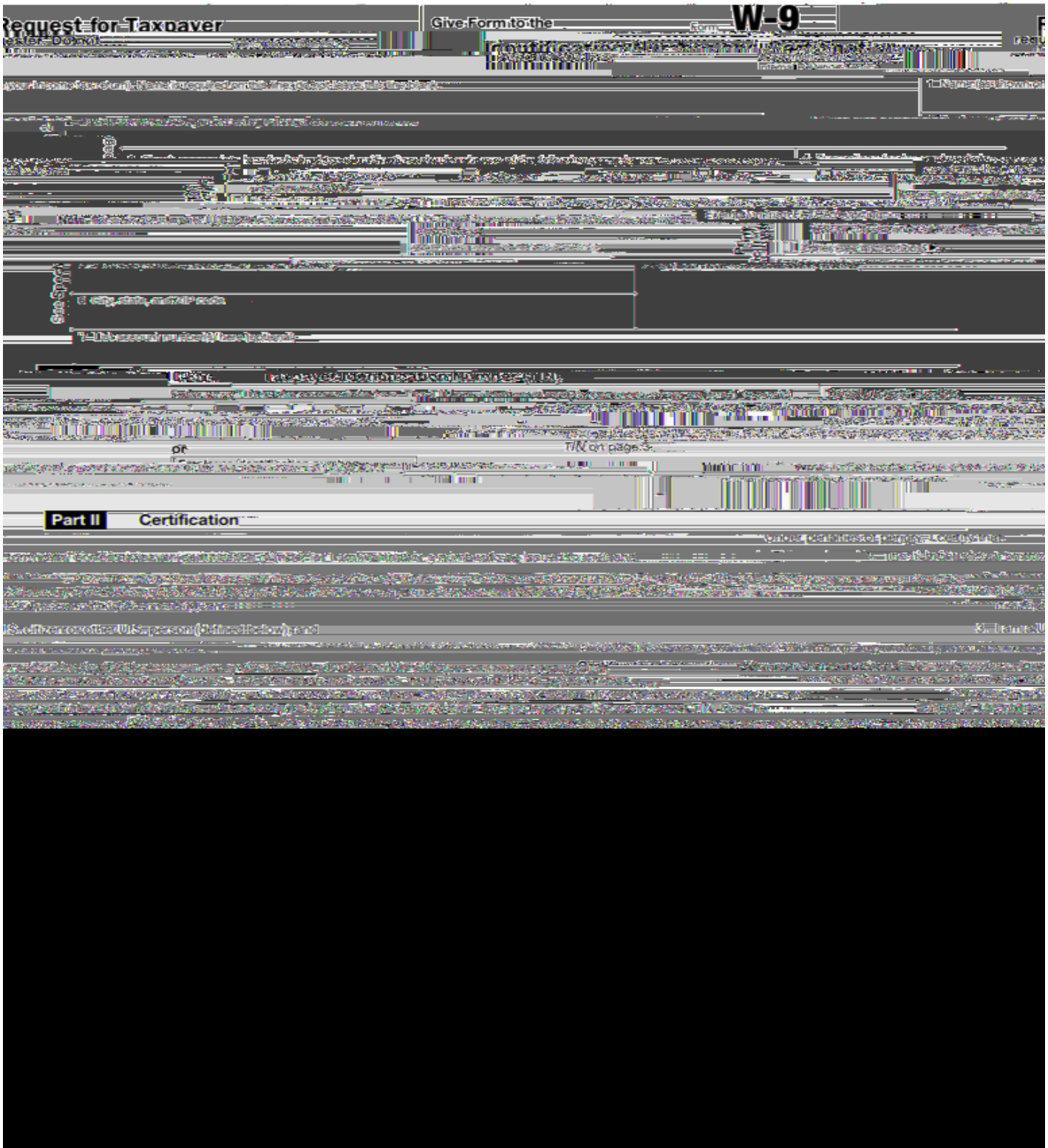
Witness my hand and seal at office this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_



ATTACHMENT 6.7 – W9



ATTACHMENT 6.8 – Standard Terms & Conditions  
SUMNER COUNTY BOARD OF EDUCATION (SCS)

1. PREPARATION AND SUBMISSION OF BID.

- a. Failure to examine any drawings, specifications, or instructions will be at the proposer's risk. Any deviation from the stated terms, conditions and specifications must be coordinated with and approved in writing by the SCS Purchasing Supervisor.
- b. RFP/ITB SUBMITTAL / SIGNATURE: Proposal shall give the full name and business address of the bidder. If the proposer is a corporation, the name shall be stated as it is in the corporate charter. Proposals must be signed in ink by the proposer's authorized agent. Unsigned proposals will be rejected. Proposals are to be sealed and the outside of the envelope is to reference the RFP/ITB number. The person signing the proposal must show their title, and if requested by the institution, must furnish satisfactory proof of his or her authority to bind his or her company in contract. Proposer understands that by submitting a proposal with an authorized signature, it shall constitute an offer to SCS. Proposals must be typewritten or in ink; otherwise they may not be

3. ACCEPTANCE AND AWARD. SCS reserves the right to reject any and all proposals and to waive any informality in proposals and, unless otherwise specified by the proposer to accept any item in the proposal. Action to reject all proposals shall be taken for unreasonably high prices, errors in the proposal documents, cessation of need, unavailability of funds, or any other reason approved by SCS.
- a. Contracts and purchases will be made with the lowest, responsive, responsible, qualified proposer. The quality of the articles to be supplied, their conformity with the specifications, their suitability to the requirements of the Institution, cash discount offered, and the delivery terms will be taken into consideration.
  - b. Any deviation from these stated terms, specifications and conditions must be coordinated with and approved in writing by the Purchasing Supervisor.
  - c. Prices quoted on the response (if any) are to be considered firm and binding until the said equipment, supplies or services are in the possession of SCS.
  - d. SCS reserves the right to order more or less than the quantity listed in the proposal.
  - e. If a proposer fails to state a time within which a proposal must be accepted, it is understood and agreed that SCS shall have ninety (90) days to accept.
  - f. No purchase or contract is authorized or valid until the issuance of a SCS purchase order in accordance with SCS policy. No SCS



20220309 ACT Preparation Resources

TECHNICAL PROPOSAL & EVALUATION GUIDE – SECTION A

SECTION A –

20220309 ACT Preparation Resources

TECHNICAL PROPOSAL & EVALUATION GUIDE –



20220309 ACT Preparation Resources

COST PROPOSAL & SCORING GUIDE

NOTICE TO PROPOSER: This Cost Proposal MUST be completed EXACTLY as shown

PROPOSER LEGAL ENTITY NAME:

SIGNATURE & DATE



## ATTACHMENT 6.9 – Vendor Checklist

Vendor Checklist for Prevention of Common RFP Mistakes that lead to Proposal Rejection1. Submission of Proposal

\_\_\_ On-Time Submittal

- Deadline is listed in Section 4 – Schedule of Events
- Late Proposals will be IMMEDIATELY DISQUALIFIED

\_\_\_ A Proposer may not submit alternate proposals unless requested.

\_\_\_ Tax not included in cost proposal.

\_\_\_ Clearly marked outside of envelope/package.

- RFP Number and "DO NOT OPEN"
- Vendor Name, License Number, Expiration Date & License Classification (if applicable)
- Other License data as required in Section 5.5 – Proposal Package

\_\_\_ No erasures on proposal documents.

Correct Format:

\_\_\_ One (1) Complete Original ( )

\_\_\_ Two (2) Additional copies of the Original ( )

\_\_\_ Original Signature on Original Proposal. NO copied or digital signatures (