

July 1, 2010

SUBJECT: REQUEST FOR PROPOSAL
ALTERNATIVE SCHOOL SERVICES
THE SCHOOL DISTRICT OF NEWBERRY COUNTY

The School District of Newberry County is seeking proposals for full-service alternative school contracts. Interested firms are invited to submit such a proposal in accordance with the attached guidelines and specifications.

Sincerely,

Cynthia A. Downs
Assistant Superintendent for Instruction

1539 MARTIN STREET
PO BOX 718
NEWBERRY, SC 29108

Instructions to Contractors

General Comments

This document and all appendices are considered part of the required specifications to the School District of Newberry County RFP# 2010-2 Contracted Alternative School Services.

The School District of Newberry County reserves the right to modify any part of the document at its discretion.

The School District of Newberry County reserves the right to reject any and all proposals.

Submission Requirements

One (1) original and three (3) copies of the proposal will be due on:

Thursday, July 8th, 2010 at 2:00 PM.

Sealed Proposals should be delivered by the required date and time to:

Howard Snelling, Director of Middle and Secondary Programs
The School District of Newberry County
1539 Martin Street
Newberry, SC 29108

Email and/or faxed proposals **will not** be accepted. Late proposals will be disqualified.

Presentations

The School District of Newberry County may invite the most responsive firm(s) to give oral presentations and respond to questions.

Start Date/Contract Term

The successful contractor will begin service on August 1, 2010. Contract will be for one (1) year with the School District of Newberry County having the option to renew for up to three (3) one-year extensions. Notice of intent to extend will be given at least 30 days in advance.

Extensions will be made based upon the recommendations of the authorized representatives of the School District of Newberry County and the contractor. Final approval for any extensions shall be made by the School District of Newberry County.

Any contract entered into by the School District of Newberry County shall be subject to cancellation without damages of further obligation when funds are not appropriated or are not available to support continuation of the contract.

Termination/Cancellation

In the event that contractor is non-compliant with any portion of the contract, the School District of Newberry County will give the contractor 30 days written notice to comply. If compliance is unsatisfactory after 30 days, then final written notice may be given to terminate contract 60 days thereafter. If contract is not to be renewed, the School District of Newberry County will give contractor 90 days written notice.

Payments

After approval the invoice will be forwarded for payment. Payment will be made monthly on a net 30 schedule.

Firm Offer

Each vendor must agree in advance in written form to submit a proposal with cost figures which will be firm for at least one (1) year after the opening date of the proposals.

A written award, purchase order or contract furnished to the successful offerer, within the time for acceptance specified in the offer, shall be deemed to result in a binding contract without further action by either party.

Contract Award

The selection of a contractor is planned to be finalized and announced by July 15th, 2010. This decision will be the one that The School District of Newberry County determines to be in its best interest, most responsive to its needs, and offers the greatest benefit for the proposed cost. Please see **Appendix I** for Evaluation Criteria. The School District of Newberry County reserves the right to reject any or all offers and to waive informalities and minor irregularities in proposals received.

Evaluation of Proposals

Evaluation of proposals submitted in response to the solicitation will be conducted by a committee of officials in the School District of Newberry County. In the process of evaluation the TOTAL vendor's proposal will be considered. However, particular attention will be paid to those criteria/evaluation factors which are referenced in Appendix I of this request. Each response will be assigned a numeric score rating by each evaluator, and the award which will be made by the School District of Newberry County will be predicated upon the composite ratings of officials referenced above with total cost for the program considered.

Addenda

Any "Addenda" or Instructions to Contractors issued by the School District of Newberry County prior to the time for receiving bids shall be covered in the proposal and in closing a contract they shall become a part thereof.

Insurance

The contractor shall provide at all times during the contract period the following insurance coverage:

1. Worker's Compensation Insurance pursuant to South Carolina law

2. Commercial General Liability Insurance in the amount \$1,000,000.00 per occurrence and \$2,000,000.00 aggregate including Professional Liability coverage.
3. Directors Officers and Employment Practice Liability Insurance in the amount of \$5,000,000.00.
4. The School District of Newberry shall be named as an additional insured on the commercial general liability on a primary basis with respects for any alleged liability on the part of the Contractor. This policy is meant to cover defense costs and damages for bodily injury or property damage to third parties for which the insured may be legally responsible, whether away from or on the premises of operations. This coverage also includes actions filed within the scope of duties for the Contractor. The Contractor shall provide the school board with a certificate of insurance evidencing compliance with the terms of the paragraph. Such certificate shall note on its face that the insured shall notify the school board, in writing, thirty (30) days prior to the lapse of insurance.

Personnel

All matters pertaining to the recruitment, screening, hiring, and retention shall be the exclusive responsibility of the contractor. These matters shall be done fully in compliance with existing statutes and regulations pertaining to affirmative action, non-discrimination, required teaching credentials, and any other stipulations germane to prudent personnel management.

All employees must undergo and pass a thorough background screening and check prior to employment with contractor. Contractor must perform both social security verification and criminal history screenings. Fingerprint background checks are required in applicable states. The contractor shall furnish a copy of a state background check on all applicants to the district prior to employment.

No employee who has a felony police record may be assigned duties under this contract. Contractor shall be responsible for the submission of police clearance records for each employee within 24 hours upon request.

Any employee whose work habits and/or conduct is deemed objectionable shall be removed from the work force upon request of the authorized School District of Newberry County representative.

Program Specifications

The Contractor shall provide a program summary that includes the purpose and scope of the program to serve seventy-five (75) students in grades 6-12.

The Contractor shall address the following components: staffing, assessment, induction/transition procedures, student progress monitoring, instructional strategies, parental involvement, and accountability outcome measures.

APPENDIX I**Evaluation Criteria Worksheet**

Each respondent will be evaluated based upon the following criteria below. The highest scoring respondent may be awarded but the district reserves the right to choose any contractor deemed as the best overall value for the needs of School District of Newberry County.

Criteria	Points Available	Points Scored
1. Qualifications		
a. Experience	5	
2. Program Components		
a. Staffing	5	
b. Assessment	5	
c. Induction/Transition	5	
d. Progress monitoring/reporting	5	
e. Instructional strategies	5	
f. Parental involvement	5	
g. Accountability outcomes	15	
1. Attendance		
2. Academic achievement		
3. Behavior		
3. Price – value	20	
Total	70	