



**an equal opportunity
employer**

Ladies and Gentlemen:

The Board of Public Education
208 Bull Street, Savannah, Georgia, 31401 912-201-5600

The Savannah-Chatham County Public Schools take this opportunity to announce that we are requesting proposals for **Montessori Teacher Credentialing**. All proposals should be delivered to the Savannah-Chatham County Public Schools Purchasing Department, 208 Bull Street, Room 213, Savannah, Georgia, 31401. Proposals will be accepted prior to **11:00:00 AM, September 5, 2013** at which time they will be publicly opened and a list of offerors registered. If you are unable to submit a bid response at this time, and wish to remain on our list of potential suppliers, complete and return the Certification and Local and/or Minority/Women Business Enterprise Development (LMWBE) Information document found in this packet marked "No Response". All proposals will be evaluated as described in the attached document. Time is of the essence and any proposal received after the announced time and date for submittal whether by mail or otherwise, will be rejected. The time of receipt shall be determined by the time stamp in the Purchasing Department. Offerors are responsible for ensuring that their proposals are stamped by Purchasing Department personnel before the deadline indicated. **Late proposals received will be so noted in the bid file in order that the vendor's name will not be removed from the subject commodity/service list. Late proposals will not be considered.**

Enclosed is a proposal packet, which outlines the items being solicited and instructions which describe the submission of the proposal.

All proposals must be submitted in duplicate in the enclosed special envelope. If proposal materials require additional envelopes, then all mailing articles must be combined together with the special envelope on top. If you wish to receive a copy of the proposal register, enclose a self-addressed stamped envelope and a copy of the register will be returned to you.

Please include in the proposal package a copy of the current business license if the prospective vendor is located within the City of Savannah of the County of Chatham.

If you have any questions concerning this proposal, please submit them in writing to **Roger E. Roriex** at the address above or fax them to 912-201-7648. Your interest and participation in submitting a proposal will be appreciated.

Sincerely,

Sabrina Scales
Purchasing Director

REQUEST FOR PROPOSAL #14-15

The Board of Public Education for the City of Savannah and the County of Chatham (hereinafter referred to as "the Board") is soliciting sealed proposals for **Montessori Teacher Credentialing** as specified in this Request for Proposal (RFP). The successful bidder(s) (hereinafter referred to as "the offeror") shall meet the terms and conditions set forth in this document and all attachments.

I. Standard Terms and Conditions of Proposal

A. Definition

Competitive sealed proposals are being solicited in response to this RFP. The competitive sealed proposal process differs from competitive sealed bidding in two important ways:

1. It permits discussions with competing offerors and changes in their proposal including price; and
2. It allows comparative judgmental evaluations to be made on various criteria (in addition to cost) for award of the contract.

B. Pricing

No charge will be allowed for those federal, state or local sales and excise taxes where the Board is exempt by state and Federal law. A tax exemption certificate will be furnished by the Board to the successful offeror upon request.

The Board will factor any rebates offered for total dollar volume or quantities ordered over the performance period of this contract in the award of this proposal.

In the event the offeror wishes to provide additional services above and beyond the stated requirements of this proposal at "no cost" to the Board, these services should be identified and included in the proposal response.

C. Shipping, Delivery, Terms of Payment & Invoicing

All orders shall be shipped F.O.B. Destination to the designated site after receipt of the purchase order. Since the successful offeror(s) will be responsible for all freight expenses, the selection of carrier shall be determined by the offeror.

The successful offeror agrees to reference the following on all shipping documents and invoices:

- 1.) Purchase Order Number
- 2.) Serial Number (as applicable)
- 3.) Part Number/Description/Nomenclature
- 4.) Quantity Ordered
- 5.) Quantity Shipped
- 6.) Site Destination

Failure to ship order in its entirety will prevent payment of your invoices. **Per Board policy, backorders will not be accepted.** Accordingly, successful offeror(s) should not invoice until one shipment has been made for all items on order.

Offerors shall guarantee delivery of supplies and services in accordance with such delivery schedule as may be provided in the specifications.

The Board's Purchasing Director reserves the right to charge the vendor for each day the supplies or services are not delivered in accordance with the delivery schedule. The per diem charge may be invoked at the discretion of the Board's Purchasing Director and said sum to be taken as liquidated damages and deducted from the final payment, or charged back to the vendor.

All invoices should be mailed to:

Savannah-Chatham Co. Board of Public Education
Attn.: ACCOUNTS PAYABLE
208 Bull Street, Room 119
Savannah, GA 31401

Terms of payment will be 2% 10th Net 40 Days.

D. General Specifications/Scope of Work

Specifications/Scope of Work for **items/services** to be purchased are detailed in the attached Specifications Sheet "Attachment A" following Section III.

When reference is made in the specifications to manufacturer or brand name, such references are made solely to designate minimum acceptable levels of quality and do not indicate a preference.

In the event an offeror is proposing another manufacturer and/or model number other than stated in the specification, the offeror must provide complete technical information, specifications, manufacturer's name, model number and a complete list of deviations from stated specifications. The burden of proof for documenting equality rests with the offeror. All determinations of the acceptability of an equal or alternate material or equipment shall rest with the Board staff and their decision shall be final.

Proposals on equipment must be on standard, new equipment of the latest model and in current production, unless otherwise specified. Used, reconditioned or refurbished equipment is not acceptable unless otherwise specified.

All regularly manufactured stock electrical items must bear the label of the Underwriters Laboratories, Inc.

Any obvious error or omission in specifications shall not inure to the benefit of the offeror but shall put the offeror on notice to inquire of or identify the same from the Board.

E. Discontinuation of Equipment

In the event items requested are discontinued by the manufacturer, offeror shall substitute an equivalent replacement item from the same manufacturer at equal or lower pricing. Offeror shall advise of any anticipated discontinuations. Proposed replacement equipment must be submitted for review and approval prior to completion of any substitution.

F Submittal of Objections

Objections from offerors to this Request for Proposal and/or these specifications should be brought to the attention of the Board, Director of Purchasing. The offeror should submit any objections in writing not less than (5) days prior to the opening of the proposal. The objections contemplated may pertain to form and/or substance of the RFP documents and specifications. Failure to object in accordance with this

procedure will constitute a waiver on the part of the offeror to protest this Request for Proposal.

G. RFP Interpretations/Addenda

If any questions should arise pertaining to the RFP documents, the offeror may mail or fax a written request for interpretation to:

Savannah-Chatham Board of Public Education
Attn.: Roger E. Roriex

208 Bull Street, Room 213
Savannah, GA 31401
Fax No.: (912)201-7648

Any interpretation of documents shall be made by addendum to the RFP. Copy of such addenda will mailed or faxed to each offeror receiving a set of documents. All requests for interpretation must be submitted on or before the close of business, **05:00:00 PM on August 13, 2013**. The Board shall not be responsible for any other explanation of questions submitted after this date. The Board shall mail, fax, or contact offeror for pickup of any addenda prior to the **close of business on August 16, 2013**.

Any addenda issued during the time of the RFP shall be covered in submitted proposals, and in closing the contract shall become a part thereof.

H. Failure to Respond

If a proposal is not to be submitted but the offeror wishes to remain on the Board's list of offerors, the offeror should complete and return the Certification LMWBE Information document found in this packet marked "No Response".

I. Receipt & Registration of Proposals

Proposals and modifications shall be time-stamped upon receipt. Proposals shall not be opened publicly but shall be opened in the presence of two or more Purchasing officials. Proposals and modifications shall be shown only to Board personnel having a legitimate interest. Only after award of the contract shall proposals be open to public inspection.

J. Errors in Proposals

Offerors or their authorized representatives are expected to fully inform themselves as to conditions, requirements, and specifications before submitting proposals. Failure to do so will be at the offeror's own risk. The offeror may withdraw a proposal prior to the proposal opening date and time by requesting to do so in writing.

K. Standards of Acceptance of Proposal for Contract Award

The Board reserves the right to reject any and all proposals and to waive any irregularities or technicalities in proposals received whenever such rejection or waiver is in the best interest of the Board. The Board has the right to disqualify a proposal of any offeror as being unresponsive when such offeror cannot document its ability to deliver requested services or when investigation show it is not in a position to perform the contract.

L. Compliance With Laws

The offeror shall obtain and maintain all licenses, permits, liability insurance, workman's compensation insurance and comply with any and all other standards or regulations required by Federal, State, or County statutes, ordinances and rules during the performance of any contract between the Board and the offeror. Any such requirement specifically set forth in any contract document between the offeror and the Board shall be supplementary to this section and not in substitution thereof.

M. Indemnity Provisions

Where offeror is required to enter or go onto property to provide services or gather information, the offeror shall be liable for any injury (including death), damage or loss occasioned by negligence of the offeror, his agent, or any person the offeror has designated to visit Board property and shall indemnify and hold harmless the Board, its officers, employees, agents and volunteers from any liability arising therefrom. Offerors should not include an indemnity or hold harmless agreement from the Board in any proposal. The Board will not be bound by any such agreement. Board Policy DJE provides in part: No contract, provision, agreement or term of any procurement, contract or agreement with the Board shall obligate the Board or System to indemnify, save or hold harmless any vendor for any future claim, loss, expense or liability.

N. Cancellation/Default of Contract

In the event the successful offeror, through any cause, should fail to fulfill the agreed upon obligations in an effective and timely manner, the Board shall have the right to terminate its contract by specifying the date of termination in a written notice to the selected vendor. The cancellation shall become effective on the date as specified in the notice of cancellation sent to the contractor. The Board also reserves the right to procure the articles or services from other sources and hold the defaulting vendor responsible for any excess cost incurred.

O. Certification of Independent Price Determination

By submission of this proposal, the offeror certifies, and in the case of a joint proposal each party thereto certifies as to its own organization, that in connection with this Request for Proposal:

1. The pricing structure in this proposal has been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other offeror or with any competitor;
2. The pricing structure which has been quoted in this proposal has not been knowingly disclosed by the offeror and will not knowingly be disclosed by the offeror prior to opening, directly or indirectly to any other offeror or to any competitor; and
3. No attempt has been made or will be made by the offeror to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.

P. Local and/or Minority/Women Business Enterprise (LMWBE)

It is Board policy to improve opportunities for Local and/or Minority/Women Business Enterprise (LMWBE) to participate competitively in proposals for materials and supplies, and professional services.

All bidders must read and complete all documents included in Attachment "C" with all pertinent Exhibits.

Q. "Responsive" Offeror Criteria

* Availability of Products/ Services

- * Warranties/Guarantees
- * Ability to Meet Equipment Specifications/Proposal Conditions
- * Documented Quality of Product and Manufacturer
- * Service and Support Capability

R. Qualification of Offeror

A responsible offeror is defined as one who meets, or by the date of the proposal acceptance can meet, all requirements for licensing, insurance, and service contained within this Request for Proposal. The Board has the right to require any or all offerors to submit documentation of the ability to perform, provide, or carry out the service requested.

S. Proposal Discussion with Individual Offerors

Discussion may be held with offerors submitting proposals acceptable or potentially acceptable. The purpose of the discussions are:

1. Promote understanding of the Board's requirements and the offeror's proposals; and
2. Facilitate arriving at a contract most advantageous to the Board taking into consideration price and other evaluation factors set forth in the RFP.

T. Compliance with Specification/Terms and Conditions

The Request for Proposal, Legal Advertisement, General Terms and Conditions, Proposal Submittal Instructions, Special Terms and Conditions, Specifications, Attachments, Vendor's Response, any addenda, and/or any other pertinent documents form a part of the offeror's proposal and by reference are made a part hereof.

U. Award of Contract

The contract, if awarded, will be awarded by means of a two- step process as described in Attachment "A" Specifications for .

Product quality, service issues and other factors stipulated above in Condition "O" must be met to the satisfaction of the Board for a proposal to be considered responsive. Moreover, the Board will award the contract to the next most qualified offeror if the selected offeror is unable to execute a contract and provide delivery within the time parameters specified in this RFP.

In the case of a tie of more than three offerors at the conclusion of the first step, the top three offerors will be determined by the following criteria:

1. Savannah-Chatham County LMWBE
2. Savannah-Chatham County Vendor
3. Metropolitan Statistical Area Vendor
4. Georgia Vendor

If proposals remained tied, then award will be made by means of a public coin flip performed by the buyer and witnessed by one other Board employee and all interested parties.

Any contract resulting from the acceptance of a proposal shall contain, at a minimum, all applicable provisions of this Request for Proposal.

At its option, the Board may take either of the following actions in order to form an agreement between the Board and the selected offeror:

1. Accept a proposal by issuing a written "Notice of Award" to the selected offeror, which incorporates the proposal documents by reference and accepts all or selected portions of the offeror's proposal. This "Notice of Award" will represent a contractual obligation, and will be executed by both the Board and the selected offeror.
2. Enter into negotiations in an effort to reach a mutually satisfactory agreement entitled "Memorandum of Agreement for **Montessori Teacher Credentialing**", which represents a contractual obligation and will be executed by both the Board and the selected offeror. This agreement will be based on proposal documents, the submitted proposal and the associated negotiations.

V. Vendor Performance

The successful offeror(s) will be evaluated by the Board over the duration of the contract period. Performance will be documented. Poor performance may result in the vendor being disqualified on future proposals.

W. Signed Proposal Considered Offer

The signed proposal shall be considered an offer on the part of the offeror, and shall be deemed accepted upon approval by the Board. In case of a default on the part of the offeror after such acceptance, the Board may take such action as it deems appropriate, including legal action for damages or lack of required performance.

X. Public Information

It is the policy of the Board that at the conclusion of the selection process, the contents of all proposals will be placed in the public domain and be open to inspection by interested parties. Trade secrets or proprietary information that are recognized as such and are protected by law may be withheld, if clearly identified as such in the proposal. Failure to list all proprietary sections of the submitted proposal shall relieve the Board from any responsibility should such information be viewed by the public, a competitor, or be in any way accidentally released.

II. Proposal Submittal Instructions

All proposals must be prepared in the standard format described below in order to facilitate comparison and evaluation. Failure to follow the format or to address an area adequately may cause the proposal to be deemed unresponsive and therefore, be excluded from consideration. Any proposed deviation from the requested item must be noted and fully explained.

A. Completion of Certification Form & LMWBE Program Information Form

1. Complete the attached Certification Form. Include a contact person for this proposal with a phone number where that person may be reached. **Include this form as the first page of the submittal.**

The offeror is required to provide references, including phone number and contact person, of at least three firms for whom similar items or services have been supplied.

2. Complete the LMWBE Information Form with pertinent information for minority/women/majority designation.

3. Complete the "Where Did You Hear About This Proposal" section. This information is for statistical use

only.

4. Complete all pertinent documents within Attachment "C".

B. Completion of Proposal Submittal Form

For each item listed on the Proposal Submittal Form, complete with the requested information.

C. Proposal Preparation and Submittal

All proposals shall be:

* Typewritten or legibly printed in ink and signed by an authorized representative, with all erasures or corrections initialed and dated by the official signing the proposal. ALL SIGNATURE SPACES MUST BE SIGNED. Facsimile, printed, copied or typewritten signatures are not acceptable.

* Submitted in the provided manila envelope, which is plainly marked with the proposal number and title, and date and time of proposal opening. If proposal materials require additional envelopes, then the proposal package must be combined together with the special envelope on top.

* Submitted on proposal forms as included in this RFP and in accordance with instructions stated above.

* Mailed or delivered in sufficient time to ensure receipt by the Purchasing Director prior to the Public Proposal Opening date and time. Whether sent by mail or by means of personal delivery, the offeror assumes the risk for having the proposal deposited on time and at the place specified on the first page of this RFP. Late proposals will be returned unopened to the offeror.

* Proposals submitted by facsimile transmission will not be accepted.

* Considered an irrevocable offer for a period of sixty (60) days from the date of public proposal opening.

Offerors are encouraged to review carefully all provisions and attachments of this document prior to submission. Each proposal constitutes an offer and may not be withdrawn except as provided herein.

Offerors shall provide **two (2) copy(s)** of submitted proposal proposals containing all pertinent documentation. The Board assumes no responsibility or obligation to respondents and will make no payment for any costs associated with the preparation or submission of the proposal.

III. Special Terms and Conditions

The offeror agrees that the Board shall have the right to place purchase orders referencing **14-15** for quantities of listed items as the Board may require. The projected requirements are subject to increase or decrease contingent upon the availability of state and federal grants and local funding. The Board will award this contract on an "all or nothing" basis or an item by item basis based on the best interest of the Board.

A. Pricing

The offerors shall provide a **unit price for each item** on this RFP which will remain valid throughout the stipulated performance period or until delivery is completed. Price shall include the items as specified. If so stated in the bid specifications, the Board may request an option to renew the contract at the bid prices for a specified time period.

OR

The bidder shall provide a **lump sum price totaling all items** on this RFP.

B. Samples/Demonstrations

The Board reserves the right to request samples after proposals are opened and before the award is made. Samples, when requested must be submitted in accordance with instructions. Samples must be furnished free of charge and if not destroyed during testing will, upon request be returned at the offeror's expense. A call tag must be furnished and all shipping costs shall be at the offeror's expense. Each individual sample must be labeled with the offeror's name and manufacturer's brand name and part/model number.

C. Warranty

The offeror shall guarantee the products to be free of defects of material and/or workmanship for a period of at least **one (1) year** from the date of delivery. Any additional warranty offered by the offeror should be so stipulated in the proposal documents. If, during the warranty period, such faults develop, the successful offeror agrees to replace the unit or part affected without cost to the Board.

**CERTIFICATION FORM
BOARD OF PUBLIC EDUCATION
FOR THE CITY OF SAVANNAH AND THE COUNTY OF CHATHAM**

RFP #14-15

The undersigned offeror certifies that he/she has carefully read the preceding list of instructions to offerors and all other data applicable hereto and made a part of this Request for Proposal; and further certifies that the proposal submitted is in accordance with all documents contained in this request for Proposal package, and that any exception taken thereto may disqualify his/her proposal.

This is to certify that I, the undersigned bidder, have read the instructions to bidder and agree to be bound by the provisions of the same.

This _____ day of _____, 20 _____. By _____
Name (printed)

Title Signature

Company

Address (Street, City, State, Zip)

Phone No. Fax No.

Federal Taxpayer I.D. No. e-Verify No.

Contact Person for This Bid Phone Number

REFERENCES OF AT LEAST THREE ORGANIZATIONS SUPPLIED WITH SIMILAR ITEMS:

1. Company Name: _____

Contact Person: _____

Phone Number: _____ Fax Number: _____

2. Company Name: _____

Contact Person: _____

Phone Number: _____ Fax Number: _____

3. Company Name: _____

Contact Person: _____

Phone Number: _____ Fax Number: _____

Acknowledge Receipt of Addendum(s) # _____ # _____ # _____



Local and/or Minority/Woman Business Enterprise Development Information

It is the desire of the District to maximize participation of local and disadvantaged business enterprises at all levels in the procurement process. In order to accurately document participation, businesses submitting bids, proposals or Statements of Qualifications are required to report ownership status.

OFFEROR: _____ RFP #

Please check ownership status as applicable:

___ Local ___ Woman

___ African American ___ Hispanic

___ Majority ___ Non-Local

Name, Title Authorized Signature Date

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE _____ DAY OF
_____, 201_____

Expires: _____ Notary Public; My Commission

HOW DID YOU HEAR ABOUT THIS RFP?

(This information is for statistical use only.)

___ City of Savannah, Department of Economic Development ___ The Herald Legal Ad

___ Received Request for Qualifications by Mail ___ Savannah News Press Legal Ad

___ The Savannah Tribune Legal Ad ___ Visiting the Purchasing Office

___ Other

Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1)

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of Savannah-Chatham County Public School System has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Contractor Name of Project

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct. Executed on _____, 201_ in _____(city), and ____ (state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE _____ DAY OF _____, 201_

NOTARY PUBLIC

My Commission Expires: _____

Subcontractor Affidavit under O.C.G.A. § 13-10-91(b)(3)

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with _____ on behalf of the Savannah-Chatham County Public School System (“SCCPSS”) has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the subcontractor with the information required by O.C.G.A. § 13-10-91(b). Additionally, the undersigned subcontractor will forward notice of the receipt of an affidavit from a sub-subcontractor to the contractor within five business days of receipt. If the undersigned subcontractor receives notice that a sub-subcontractor has received an affidavit from any other contracted sub-subcontractor, the undersigned subcontractor must forward, within five business days of receipt, a copy of the notice to the contractor. Subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Subcontractor

Name of Project

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, ____, 201__ in _____(city), _____(state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE _____ DAY OF _____, 201__.

NOTARY PUBLIC

My Commission Expires:

THE PRIME CONTRACTOR OR ARCHITECT MUST GET THIS FORM COMPLETED BY THE
SUBCONSULTANT/SUPPLIERS

Sub-subcontractor Affidavit under O.C.G.A. § 13-10-91(b)(4)

By executing this affidavit, the undersigned sub-subcontractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with _____ and _____ on behalf of (Savannah-Chatham County Public School Systems ("SCCPSS")) has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned sub-subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned sub-subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the sub-subcontractor with the information required by O.C.G.A. § 13-10-91(b). The undersigned sub-subcontractor shall submit, at the time of such contract, this affidavit to (name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract). Additionally, the undersigned sub-subcontractor will forward notice of the receipt of any affidavit from a sub-subcontractor to (name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract). Sub-subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Sub-subcontractor

Name of Project

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, ____, 201__ in _____(city), _____(state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE _____ DAY OF _____, 201__.

NOTARY PUBLIC
My Commission Expires:

THE PRIME CONTRACTOR OR ARCHITECT MUST GET THIS FORM COMPLETED BY THE SUB-SUBCONSULTANT/SUPPLIERS

DISCLOSURE OF RESPONSIBILITY STATEMENT

1. List any convictions of any person, subsidiary, or affiliate of the company, arising out of obtaining, or attempting to obtain a public or private contract of subcontract, or in the performance of such contract or subcontract.
2. List any convictions of any person, subsidiary, or affiliate of this company for offenses such as embezzlement, theft, fraudulent schemes, etc. or any other offenses indicating a lack of business integrity or business honesty which affect the responsibility of the contractor. List any convictions or civil judgments under state or federal antitrust statutes.
3. List any violations of contract provisions such as knowingly (without good cause) to perform, or unsatisfactory performance, in accordance with the specifications of a contract.
4. List any prior suspensions or debarments by any government agency.
5. List any contracts not completed on time.
6. List any penalties imposed for time delays and/or quality of material and workmanship.
7. List any documented violations of federal or state labor laws, regulations, or standards, occupational safety and health rules.
8. List any pending civil actions against company for nonperformance of contract.

I, _____,
Name of Individual Title & Authority

Of _____
Company Name

declare under oath that the above statements, including any supplemental responses attached hereto, are true.

Signature

State of _____

County of _____

Subscribed and sworn to before me on this _____ day of _____ 20____ by representing him/herself to be of the company named herein.

PROPOSER SUBMITTAL FORM

RFP #14-15

SOURCE SELECTION METHOD: The competitive sealed proposal procurement process described herein will be conducted in a Two (2) Step Process: Step 1 (Total Possible Points 75) - Submission of Technical Proposals and Step 2. Submission of Sealed Fee Proposals and Best and Final Offers (Total Possible Points 25). All proposals submitted will be subject to the same review and assessment process. Proposals will be evaluated and ranked on the basis of points awarded by a Technical Evaluation Review Committee. The District will not consider proposals from any firm or offeror who lacks accreditation or authorization to provide the supplies and services requested or who fails to meet the minimum qualification requirements.

FORMAT OF RESPONSES:

To be considered, proposers must submit a complete response to the RFP. The format provided below is not negotiable. To assure a uniform review process and obtain a maximum degree of comparability, each proposal shall include the following content and be presented in tabbed sections in the following order:

- A. MACTE Accreditation
- B. Public Montessori Friendly
- C. Common Core Savvy
- D. Date Compatibility
- E. Satellite Flexible
- F. Broad Spectrum Montessori Credentialing
- G. Community/Para Education
- H. References
- I. Fee Proposal- One (1) original to be submitted with technical proposal, in the format requested on and on the form provided, sealed in a separate #10 envelope, and marked with RFP number and title. Fee Proposals not submitted in the format requested and on the form herein will be considered "non responsive". After initial review of all fee proposals, the District may request "Best and Final Offers".

*******EACH TECHNICAL PROPOSAL MUST BE SUBMITTED IN ONE (1) ORIGINAL, FIVE (5) COPIES, AND ONE (1) CD-Rom*****to:**

**Savannah-Chatham County Public School System
Attn: Sabrina L. Scales, CPPB, Interim Purchasing Director
208 Bull Street, Room 213
Savannah, GA 31401**

Response Format

Offeror should organize their responses into the sections described below. Each section should be tabbed and clearly marked. Responses that do not substantially follow this format may be rejected.

Tab 1 – Executive Summary/Overview

1. Executive Summary

2. Provide an overview and a thorough understanding of the scope of service to be performed.

Tab 2 – Offeror's Company Profile

1. Company Cover letter- Clearly state your Company's qualifications, number of full-time employees, number of personnel, training, qualifications, certifications, etc.
2. Bond based on the overall price (not required at this time)
3. Proof of required insurance
4. Financial information – Include financial information about your company. This information will be used to determine your Company's overall financial strength and will be treated as confidential by SCCPSS.
5. Provide at least three (3) references for which your company has done similar work for in the past year.
6. Provide information on the qualifications of Staff, including company certifications.

Tab 3 – Main Body of Response

- 1) **MACTE Accreditation** – Is the program accredited by the Montessori Accreditation Council for Teacher Education (MACTE)?
- 2) **Public Montessori Friendly** – Does the program have interest and experience in partnering with a public Montessori school?
- 3) **Common Core Savvy** – Does the program have firm knowledge of the Common Core curriculum and can they give us guidance on how to align Montessori teaching methods with the Common Core Curriculum?
- 4) **Date Compatibility** – Can the program operate on dates that are compatible with our school calendar?
- 5) **Satellite Flexible** – Does the program have the resources needed to run a satellite program in Savannah given their other commitments, and are they interested in doing so?
- 6) **Broad Spectrum Montessori Credentialing** – Is the program able to meet our current need for elementary-level training as well as our future need for secondary-level training?
- 7) **Community/Para Education** – Can the program provide additional educational opportunities for para-professionals and the community at large?
- 8) **References** - Provide at least three (3) references for which your company has done similar work for in the past year.

Tab 4 -Cost Proposal

Cost – How much will the program cost overall, including materials, travel, certification, and school-year visits? Can the program be flexible in structuring payments? All reference to cost shall be submitted in a separate sealed envelope mark "Cost Proposal/Budget".

Incurred Costs

All costs associated with a Offeror’s response to this RFP shall be borne by the Offeror. SCCPSS will not be liable for any costs incurred by the Offeror in responding to this RFP.

Evaluation

This RFP is not meant to favor any Offeror. Instead, it is intended solely to meet the needs and requirements of SCCPSS. The District will evaluate each proposal based on its technical merit and cost. SCCPSS will also consider the Offeror’s ability to provide the required services in the allotted time, any previous work done for SCCPSS, and references of similar projects. In addition, the offeror’ clear understanding of the RFP requirements and his willingness to enter into an agreement with SCCPSS to provide a quality solution will be weighed. The inability of the Offeror to meet these qualifying factors may be cause for rejection of his offer. SCCPSS will evaluate all RFP responses using the following criteria to determine which proposal provides the best value to the District:

Evaluation Criteria:

Evaluations Criteria	Max Points
Criteria and Questions:	
MACTE Accreditation	10
Public Montessori	10
Common Core Savvy	10
Date Compatibility	5
Satellite Flexible	15
Broad Spectrum Montessori Credentialing	10
Community/Para Education	10
References	5
Cost	25
Total	100

ATTACHMENT "A"

SPECIFICATIONS

RFP #14-15

Montessori Teacher Credentialing

All bid postings on this web site are not intended to be official. This information is provided as a public service. Any information presented here is subject to revisions at any time and is reproduced from official documents of the Purchasing Department. In case of errors and/or omissions you are advised to contact the Purchasing Department for the current status of any bid posting. All bids and RFP's submitted to the Purchasing Department must be clearly marked with the Bid/Proposal name and number on the outside of the document.

General Intent

Charles Ellis Montessori Academy works to meet and exceed the educational goals set by the Georgia Department of Education, SCCPSS, and the federal government; by using specialized teaching methods pioneered by Maria Montessori and refined by generations of Montessori educators over the past hundred years. We believe our success in meeting these goals is a testament to the effectiveness of these methods, and we believe that we can continue to improve our students' performance and enhance the learning experience by ensuring that our next generation of teachers is as well trained as the generation that opened the school. The high numbers of families entering our lottery every year speaks to the fact that Savannah families value greatly the opportunity to receive a Montessori education – whether or not we can continue to provide one rests on the education of our teachers.

Charles Ellis is unusual as a specialty school in that we do not require regular monetary outlays towards certification by an independent body, specialized textbooks, or educational software. Our materials are unique, but they are durable and long-lasting, and cared for by our teachers and parents. What matters most to us is the training of our teachers, and their knowledge of and commitment to Montessori teaching methods. Montessori teachers make a Montessori school.

Brief Summary of Charles Ellis Montessori Academy Training Needs

Charles Ellis Montessori Academy has been a Montessori Specialty School within the Savannah Chatham Public School System for 25 years. As teachers are now retiring and new teachers are entering our Montessori community, there is a dearth of credentialed Montessorians which has repercussions for the sustainability of the Montessori practices at the school. Consequently our intention is to have a MACTE accredited satellite training program at our school starting in June 2013.

Charles Ellis Montessori Academy serves 568 children in PreK through 8th Grade. Our classrooms are currently arranged in 2 year cycles but our desire is that through training the teachers will acquire the knowledge and rationale to return our school toward authentic 3 year cycles. Our classrooms are well stocked with Montessori didactic apparatus and teacher-made materials, even though some materials have been much loved over the years.

Credentialing vs. In-House Training

Credentialing

- Credentialing is 13.5 weeks of full-time college level coursework
- Credentialing is a seasoned, licensed professor laying the foundation for Montessori pedagogy

- Credentialing is a review and lesson on EVERY material used at the grade levels that will be taught.
- Credentialing is two years of observed teacher tracking to ensure proper implementation of the lessons and to help correct where needed
- Credentialing requires commitment from the teacher to keep a portfolio and take a final exam based on the summer courses and the 2 years' practicum

In-House Training

- In-house training is an introduction to the materials given on a part-time basis in the two weeks before a new teacher starts at the school
- In-house training is provided by an experienced teacher on staff who is also responsible for her own classroom. Many of Ellis' veteran teachers are retiring soon and the school will no longer have staff members who are able to provide this training.
- In-house training does not give teachers a foundational review of the Montessori pedagogy which is essential to fully understanding the "difference" of the Montessori classroom nor does it provide lessons on all the materials.
- In-house training does not have a built in observation element because the "training teachers" have to be focused on their own classrooms during the regular school year.

Overview of Montessori Training Program Design

Montessori credentialing is separated into courses of study based on the age level of the students. The courses most relevant to the needs of Charles Ellis Montessori are: Early Childhood, covering ages 2.5 - 6, Elementary 1, covering ages 6-9, Elementary 2, covering ages 9-12, and Secondary 1 covering ages 12 – 15. The courses are progressive, meaning that in order to become credentialed in Elementary 2, you must first be credentialed in Elementary 1, and so forth. Elementary 1 courses typically include study of Early Childhood in order to provide a foundation.

These courses are intensive, akin to Masters-level study. Certification in Elementary 1 and Elementary 2, which is our goal for Ellis' teachers, requires 13.5 weeks of daily day-long training as well as 2 years of classroom experience and observation. Most programs are designed to split the course material over three summers, and some include weekend workshops during the school year. Elementary 1 certification would be achieved after 2 summers of study plus the intervening year's practicum. Elementary 2 certification requires an additional year's practicum and a third summer of study. Montessori credentialing programs are overseen by the federal Dept. of Education, through the Montessori Accreditation Council for Teacher Education (MACTE). We would want to use a training program that is MACTE-accredited, as this is a guarantee of quality and rigor.

Options for Provision of Montessori Training and Rationale for Creation of a Local Satellite Training Program

There are multiple MACTE-accredited Montessori teacher training programs located throughout our region, but none are currently located within commuting distance.

We would like to pursue the option of creating a local satellite training program for several reasons.

1. Because the credentialing will be voluntary rather than mandatory, we believe we will see much higher participation rates if training is done locally.
2. The cost to set up a satellite program is comparable to or less expensive than sending teachers away, on a per teacher basis, because it avoids the travel costs for each teacher, though there are additional costs for bringing in the trainers and for getting our site certified – see below.
3. It is generally recommended that teachers who will be working together be trained as a cohort, so that they are all steeped in the same philosophy and methods. Setting up a satellite program

allows us to serve all of our non-credentialed teachers at once.

4. Setting up the site in Savannah has the added advantage of allowing interested para-pros, specialty teachers, and credentialed teachers to sit in on sessions that are relevant to them, at minimal to no additional cost.

5. A satellite program can be tailored to our particular needs based on the strengths and weaknesses of our current program, GA-specific curriculum requirements, and our school calendar. In particular, we will ask our trainers to help us align our Montessori curriculum with the new Common Core curriculum.

6. While Charles Ellis will have enough teachers to fill an entire cohort, we are hopeful that locating a satellite program in Savannah will benefit other schools that are looking for affordable training opportunities by setting a viable precedent for their future training needs, including Coastal Empire Montessori, local private schools, and perhaps regional private and public schools.

Fiscal Funding

Notwithstanding any other provisions of this agreement, the parties hereto agree that the charges hereunder are payable to the contractor by the SCCPSS solely from appropriations received by the Savannah-Chatham County Public School System. In the event such appropriations are determined by the Chief Financial Officer/Comptroller of SCCPSS to no longer exist or to be insufficient with respect to the charges payable hereunder, this agreement shall terminate without further obligation of SCCPSS at the end of any fiscal period (hereafter to as "Event"). In such Event, the Purchasing Director of SCCPSS shall certify to the Contractor the occurrence thereof.

Schedule of Events

The following is the anticipated schedule of events for this project. The schedule may change depending on the results of the Proposals. The final schedule will be established prior to contracting with the successful offeror.

Release of Proposal	July 28, 2013
Questions/Clarifications/Comments Due	August 13, 2013 @ 5:00pm
Addenda Due	August 16, 2013, 5:00pm
Closing Due Date	August 27, 2013; 11:00am

Addenda

Addenda to the RFP must be authorized and issued in writing by the SCCPSS to be valid. Any addenda that modify the RFP document by adding, deleting, clarifying, or correcting its content will be issued prior to the proposal receipt deadline. All request for clarifications and questions shall be submitted by 5:00pm, August 9, 2013. An addenda will be issued to all interested offeror August 14, 2013. All request must be submitted in writing, no response will be issued to verbal request. SCCPSS will not be responsible for any information received outside of this process.

Demonstration/Training

Successful offeror may be called upon to provide in-house training to Board personnel to demonstrate the most cost effective use of their products. Demonstrations and training shall be provided by the successful Offeror at no cost to the district.

Acceptance Period

A one hundred-twenty days (120) period from the RFP closing date is generally allowed to review and evaluate responses. There is an expectation that all processes will be completed during this time frame. If the District envisions that the process will not be completed by the end of the one hundred-twenty days (120) period, an extension will be requested. In the event that no extension is requested, the solicitation shall be deemed cancelled if the process is inactive.

Performance Period

This bid will establish an annual contract to remain open for one year beginning with the award of the contract. SCCPSS reserves the right to extend the contract for additional one (1) year period with bilateral agreement.

Transition Period

Due to the nature of our purchasing process, oft times a transition period is required during the evaluation period, final contract negotiations or contract award and execution. The successful Offeror shall agree to maintain the same terms and conditions as the original contract/agreement for a period not to exceed ninety (90) days, if necessary, as a transition period. In addition, if the current provider is not the successful bidder, he or she shall agree to provide the same level of services for a period not to exceed ninety (90) days, allowing for an orderly transition.

Taxes

Offeror will timely pay all taxes lawfully imposed upon Offeror with respect to this Contract. Offeror makes no representation whatsoever regarding any tax liability of Offeror, nor regarding any exemption from tax liability related to this Contract.

Insurance

Bidders shall submit proof of insurance as listed in Attachment "B" with their bid submittal. Upon notification of award the successful bidder will be given seven (7) days to supply insurance certificates with the Board named as certificate holder. Failure to provide proof of insurance coverage will result in rejection of the submitted bid. Failure to provide and maintain insurance coverage during the life of the contract will be grounds for termination of the contract.

Ambiguity, Conflict, or Other Errors in Bid

If a bidder discovers any ambiguity, conflict, discrepancy, omission or other error in the bid, they shall immediately notify the Purchasing Director of such error in writing and request modification or clarification of the document. Modifications shall be made by issuing an addenda and shall be given by written notice to all parties who have received this bid from the Savannah-Chatham Public School System's Purchasing Department. The bidder is responsible for clarifying any ambiguity, conflict, discrepancy, omission or other error in the bid prior to submitting the bid or it shall be deemed waived. The Board of Education will not be responsible for any oral instructions. No questions shall be answered by telephone. All addenda shall be acknowledged by the bidder(s).

Basis for Award

In order to be awarded a contract, the proposed Offeror must be able to demonstrate its ability to perform the work outlined in these specifications, meet all qualification requirements, meet all insurance requirements, provide all documentation required within the proposal document, and provide the best combination of technical proposal and fee. It must be understood that the firm providing the lowest fee may not necessarily be awarded a contract. The District reserves the right to award this contract as deemed to be in the best interest of the District. PLEASE NOTE: COPIES OF ALL TECHNICAL AND FEE PROPOSALS RECEIVED AND EVALUATION COMMITTEE SCORES WILL REMAIN CONFIDENTIAL AND WILL NOT BE PUBLICLY DISCLOSED UNTIL AFTER THE DISTRICT APPROVES THE AWARD OF A CONTRACT. THE EVALUATION COMMITTEE MEMBERS ARE NOT PERMITTED TO DISCUSS COMMITTEE PROCEEDINGS WITH ANY FIRM THAT SUBMITS A PROPOSAL.

Offeror Required Review & Waiver of Objections

Each potential Offeror must carefully review this RFP, including but not limited to, attachments, worksheets, and any amendments, for questions, comments, defects, objections, or any other matter requiring clarification or correction (collectively called "questions and comments"). Any potential Offeror having questions and comments concerning this RFP must provide such in writing to SCCPSS no later than the Written Questions/Clarifications/Comments Deadline detailed in the RFP, Schedule of Events.

Protests based on any objection shall be considered waived and invalid if the objection has not been brought to the attention of SCCPSS, in writing, by the Questions/Clarification/Written Comments Deadline.

Confidential/Proprietary Information

SCCPSS is a governmental entity subject to the Georgia Public Information Act. Unless subject to a specific statutory exception, information in the District's possession is considered public information that is subject to release upon request. Any information in your Proposal that is of a confidential or proprietary nature must be clearly and specifically identified. Such identification shall not limit the District's right to use such information in the review of the Proposal.

Obligation of Owner

Issuance of this RFP does not create any obligation on the part of SCCPSS to enter into any contract or undertake any financial obligations with respect to the System referred to herein. There will be no discussions with offeror except for the purpose of clarification of a Proposal until the evaluation of the Proposals has been completed. Any subsequent discussion shall be at the discretion of SCCPSS.

Negotiation of Contract

After evaluation of all Proposals received, SCCPSS reserves the right to enter into negotiations with the Offeror that SCCPSS considers best qualified to meet its requirements. SCCPSS reserves the right to reject any and all proposals and to waive any nonconformity, whenever such actions are in its best interest, as determined solely by SCCPSS.

Owner's Rights Reserved

SCCPSS reserves the right to purchase or not purchase individual sections of the Offeror proposal and to purchase or not to purchase subsystems within a section.

Indemnity Hold Harmless

Offeror shall indemnify, save and hold SCCPSS, its Board, employees, agents, architects, consultants, contractors, attorneys, and guests, harmless from and against any and all claims, damages, liabilities, penalties, costs, charges, and expenses (including reasonable legal fees) which may be imposed upon or incurred or asserted against them in connection with the System(s), or any part thereof, and from the acts, errors or omissions of Offeror, its employees, and/or agents.

RFP Binding Period

Cost quoted in the Offeror's response for all labor and materials will remain in effect from the date of the contract to the agreed upon end date during which time Offeror must pass on all price decreases enacted or provided by the manufacturer. In no event shall pricing be allowed to rise above the stated contract prices.

Omissions

Omission in the Proposal of any provision herein described shall not be construed as to relieve the Offeror of any responsibility or obligation to complete and satisfactorily deliver, operate, and support any and all equipment or services.

Right to Terminate

SCCPSS, by written notice to the Offeror, may terminate the Contract, in whole or in part, for its convenience at any time prior to completion. Upon receipt of such notice, the Offeror shall take all necessary steps to avoid incurring any additional costs. In the event of such termination by SCCPSS, it is agreed that the termination charges shall be negotiated but shall not exceed 100% of the total costs, both direct and indirect, incurred by the Offeror in the performance of the Contract, including reasonable costs incurred with respect to termination and settlement with offeror and subcontractors as a result of termination, up to the date of termination. In the event of termination, Offeror shall provide all plans, engineering, other drawings, and all other materials within five (5) business days of termination in a form acceptable to SCCPSS.

The Offeror agrees to notify SCCPSS of all proposed settlements with offeror and subcontractors in the event of termination, not for cause, and the Offeror further agrees not to enter into any binding settlement until SCCPSS has approved the proposed settlement or thirty (30) days have elapsed from the date when such advice was furnished to SCCPSS, which approval shall not be unreasonably withheld.

Direct and indirect costs shall be determined in accordance with standard accounting practices and verified by an independent Certified Public Accountant. Final payment shall be in the amount of the total termination charges within sixty (60) days following submission of such total costs certified by the independent Certified Public Accountant.

In the event of termination not for cause, final payment shall be in the amount of the total termination charges up to the date of termination, less the following:
Amounts previously paid by SCCPSS to the Offeror.

SCCPSS may terminate Contract for cause immediately on notice to Offeror.

In the event of such termination for cause or not for cause, all materials generated under the contract, which will be issued upon award, shall become the property of SCCPSS.

Transfer of Contract

The contract, which will be issued upon award, shall not be assigned or transferred without the District's prior written consent.

Amendments and Modification

The contract, which will be issued upon award, shall be amended or modified only in writing signed by the parties. The modification, amendment, or waiver of part of this Contract shall not constitute a waiver of the whole.

Venue

The contract, which will be issued upon award, shall be construed under the laws of the State of Georgia, and venue arising out of this agreement is in Chatham County, Georgia, regardless of the place of execution or performance.

Contract Approval and Contract Payments

This RFP and its contractor selection processes do not obligate SCCPSS and do not create rights, interests, or claims of entitlement in either the Proposer with the apparent best-evaluated proposal or any other Proposer. SCCPSS obligations pursuant to a contract award shall commence only after the contract is signed by the SCCPSS' Board President, Superintendent or Chief Financial Officer and the Contractor and after the Contract is approved by all other Board officials as required by applicable laws and regulations.

No payment will be obligated or made until the relevant Contract is approved as required by applicable statutes and rules of the State of Georgia.

SCCPSS shall not be liable for payment of any type associated with the Contract resulting from this RFP (or any amendment thereof) or responsible for any work done by the Contractor, even work done in good faith and even if the Contractor is orally directed to proceed with the delivery of services, if it occurs before the Contract start date or after the Contract end date.

Disclosures

By signing its Proposal, a Offeror affirms that he/she has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor or service to a public servant in connection with the proposal submitted.

By signing its Proposal, a Offeror affirms that, to the best of his/her knowledge, the Proposal has been arrived at independently, and is submitted without collusion with anyone to obtain information or gain any favoritism that would in any way limit competition or give them an unfair advantage over other offeror in the award of this RFP.

Fairness of Pricing

SCCPSS shall pay the contract price contained in the winning Offeror's proposal and the successful Offeror warrants that such price is no higher than Offeror's current prices on orders by others for products of the kind and specification covered by this agreement for similar quantities under similar or like conditions and method of purchase. In the event Offeror breaches this warranty, the prices of the items shall be reduced to the Offeror's current prices on orders by others and overpricing refunded to the District within 30 days or, in the alternative, SCCPSS may cancel the contract, which will be issued upon award, without liability to Offeror for breach or Offeror's actual expense.

Timeliness of Contract Obligations

Time is of the essence for work referenced in the contract. If Offeror fails to perform the services at the time agreed upon, or to perform the work there under such a manner as will endanger its ability to complete the Work or render timely performance of services, SCCPSS reserves the right to cancel the Contract or purchase elsewhere the services called for hereunder and hold Offeror accountable for additional costs or damages incurred by SCCPSS including but not limited to rent and holdover rent penalties, additional fees, and expenses to its Consultant.

Contractor Performance

The Contractor resulting from this RFP will be responsible for the completion of all service set out in this RFP (including attachments) as may be amended. All service is subject to inspection and evaluation by SCCPSS. SCCPSS will employ all reasonable means to ensure that service is progressing and being performed in compliance with the Contract, and the Contractor must cooperate with such efforts.

Severability

If any provision of this RFP is declared by a court to be illegal or in conflict with any law, said decision will not affect the validity of the remaining RFP terms and provisions, and the rights and obligations of the State and Proposers will be construed and enforced as if the RFP did not contain the particular provision held to be invalid.

Request For Interpretation

Interested bidders may contact the District to obtain clarification of the bid. All questions should be directed to Sabrina L. Scales, Interim Purchasing Director, in writing, to SCCPSS, Purchasing Department, 208 Bull Street, Savannah, GA, 31401 by fax at (912) 201-7648. No employee of the District is authorized to interpret any portion of the bid or to give information as to the requirements of the bid in addition to that contained in the written document. Interpretations of the bid or additional information as to its requirements, where necessary, shall be communicated to bidders by written addendum to all bidders who requested the bid. **No questions will be answered by telephone or emails.**

Due to the large number of offeror listed in certain categories of the SCCPSS Offeror's list, not all offeror will necessarily be sent a notice each time an Invitation to Bid is issued. The onus rests on the Offeror to view the SCCPSS website, www.sccpss.com, frequently for a listing of solicitations. To view on the Internet, go to the SCCPSS website; www.sccpss.com, click on "**District>Finance>Purchasing>Bids & RFPs**", **click on Bids and RFPs**, click **Bid** and search for description of current solicitation and number.

Controlling Law and Venue

The contract, which will be issued upon award, shall be construed under the laws of the State of Georgia, and venue arising out of this agreement is in Chatham County, Georgia, regardless of the place of execution or performance.

Termination For Cause/Default

In case of failure to deliver goods or supply services in accordance with the contract's terms and conditions, SCCPSS, after due oral or written notice, may procure them from other sources and hold the successful bidder(s) responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which SCCPSS may have. Specifically, if, through any cause, the successful bidder(s) shall fail to fulfill in a timely and proper manner their obligations under this

contract, or if the successful bidder violates any of the covenants, agreements, or stipulations of this contract, SCCPSS shall thereupon have the right to terminate, specifying the effective date thereof, at least five (5) days before the effective date of such termination.

Notwithstanding the above, the successful bidder shall not be relieved of liability to SCCPSS for damages sustained by SCCPSS by virtue of any breach of contract by the successful bidder. SCCPSS may withhold any payments to the successful proposer for the purpose of set off until such time as the exact amount of damages due to SCCPSS from the Offeror is determined.

Termination For Convenience

SCCPSS reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, whenever the Director of Purchasing determines that such a termination is in the best interest of SCCPSS. Any such termination shall be effected by delivery to the successful bidder, at least ten (10) working days prior to the termination date, a Notice of Termination specifying the extent to which performance shall be terminated and date upon which such termination becomes effective. After receipt of a notice of termination, the bidder must stop all work or deliveries under the purchase order/contract on the date and to the extent specified; however, any contract termination notice shall not relieve the bidder of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of termination. An equitable adjustment in the contract price shall be made for completed service, but no amount shall be allowed for anticipated profit on unperformed service.

Litigation History

Provide details of any federal, state or local government regulatory investigations, findings, actions, or complaints that your firm and/or any organization affiliated with your firm has received within the past three (3) years. This includes any lawsuits filed by current or former clients or customers within the past three (3) years. If the issue(s) has been resolved, state the corrective action taken.

E-Verify Registration Requirements and Information

offeror are required to complete the Contractor Affidavit Form verifying its compliance with Georgia state law. The State law requires that every public employer and every private employer that contracts for the physical performance of services or for a public works contract with a county must be registered with and use the E-Verify program. Private employers with more than 10 employees must register by 1 January 2013.

O.C.G.A. 50-36-1(e)(2) Affidavit

offeror are required to complete the O.C.G.A. 50-36-1(e)(2) Affidavit verifying his/her lawful presence in the United States that is accompanied by a copy of at least one "secure and verifiable document."

ATTACHMENT "B"

INSURANCE REQUIREMENTS

Before performing any work on the awarded contract, the successful bidder shall procure and maintain, during the life of said contract, insurance coverage as listed below. The policies of insurance shall be primary and written on forms acceptable to the Board and placed with insurance carriers approved and licensed by the Insurance Department in the State of Georgia and meet minimum financial A.M. Best & Company rating of no less than A:8. Further the contractor will provide copies of all insurance policies required thereunder. No changes are to be made to these specifications without prior written specific approval by the Board.

1. Worker's Compensation Insurance. Statutory in accordance with OGGA 34-9.
2. Commercial General Liability. Including but not limited to bodily injury, property damage, contractual and personal injury with limits of not less than \$100,000 combined single limit per occurrence, \$500,000 per project aggregate covering all work performed under this contract.
3. Automobile liability. Bodily injury and property damage including all vehicles owned, leased, hired and non-owned with limits of not less than \$1,000,000 combined single limit covering all work performed under the contract. (Limits may be satisfied by combining an Umbrella form and Automobile Liability form for a combined total limit of \$1,000,000). Each bidder shall submit a certificate of insurance and liability/collision coverage for drivers who will transport vehicles to and from Board property. The successful bidder shall be required to list the Board as additionally insured.
4. Umbrella Liability. With limits of not less than \$1,000,000 per occurrence covering all work performed under this contract.
5. The Board, its officers and/or officials, employees and volunteers shall be named as insured under awarded bidder's insurance policy for the duration of this contract.

ATTACHMENT C

LMWBE BUSINESS PARTICIPATION PROGRAM

It is the policy of the Board of Public Education (“owner”) that minority and women business enterprises shall have the maximum opportunity to participate in school board projects. The bidder who may receive contract award shall take all necessary and reasonable steps in accordance with this solicitation to insure that LMWBE’s have that maximum opportunity to participate in the resulting contract. The bidder shall not discriminate on the basis of race, color, national origin or sex in the award or performance of any subcontracts or purchase orders resulting from or relating to this solicitation. Moreover, the bidder shall take affirmative action and otherwise make good faith efforts as described in the section below entitled “Good Faith Efforts” to select contractors, vendors, and suppliers from certified LMWBEs.

The following completed documents are to be submitted with all bids:

1. Proposed schedule of LMWBE (Exhibit #1)
2. Documentation of Good Faith Efforts (Exhibit #2)

The following completed documents are to be submitted with all bids if applicable:

1. Joint Venture disclosure requirement form (Exhibit #3)

The successful bidder will be required to submit in duplicate and one copy submitted with contractor’s request for monthly and final payments and the second copy directly to the cooperative minority and women business development program.

1. LMWBE monthly payment form (Exhibit #4)

DEFINITIONS OF LMWBE

A Minority Business Enterprise is an independent, continuing venture that is at least 51% owned by a minority person or persons that meets the criteria for a Disadvantaged Business. A Disadvantaged Business is a small business which is owned, controlled and managed on a daily basis by a majority of persons, not limited to members of minority groups, who have been deprived of the opportunity to develop and maintain a competitive position in the economy because of social disadvantage. This includes:

1. African - American - A person having origins in any of the Black racial groups of Africa;
2. Hispanic - American - A person of Spanish culture with origins in Mexico, South America, Central America or the Caribbean, regardless of race;
3. Local - A local business enterprise is defined as (1) having established a regular, physical place of business other than a job site office with at least one employee within the geographical boundaries of the Savannah Georgia Metropolitan Statistical Area (MSA) prior to the closing date on the solicitation (a post office box address will not satisfy this requirement); (2) having a current Business Tax Certificate and other licenses, certificates, or permits required by law to operate a business in that location; and (3) performing a commercially useful function within the local office.
4. Women Business Enterprise - WBE - A Women Business Enterprise is an independent, continuing venture that is at least 51% owned by one or more women. To qualify as an LMWBE, the owner must be a citizen or lawful permanent resident of the United States, be involved in daily business operations, and provide a commercially useful function. The ownership interest must be real and continuous and not created solely to meet the local/minority/women business or local/minority/women contractor good faith efforts.

The School District's Program Management Firm is available to identify and facilitate qualified Local and/or Minority and/or Women Owned Businesses through its community outreach division. The contact person for this assistance is Sylvester Formey, Phone 912-236-1766 and email sylvesterf@vangdist.com.

For more information regarding how to best provide opportunities for business growth and development for local and disadvantaged business enterprises, please contact:

Gail Delaney
Savannah Entrepreneurial Center
801 E. Gwinnett Street
Savannah, GA 31401
(912) 652-3582 (Phone)
email: gdelaney@savannahga.gov

The Savannah Entrepreneurial Center of the City of Savannah is merely a reference resource, and has and shall have no authority in the evaluation of Offerors or Statements of Qualifications, or in the disposition of grievances or protests pertaining to this RFQ.

ATTACHMENT C - Exhibit #1

PROPOSED SCHEDULE OF LMWBE PARTICIPATION

NAME OF BIDDER/PROPOSER: _____ BID NO.: _____

PROJECT TITLE: _____ TOTAL BID AMOUNT: \$ _____

NAME OF LMWBE PARTICIPANT	ADDRESS	TYPE OF WORK SUB-CONTRACTED	SUBCONTRACT VALUE
			\$
			\$
			\$
			\$
			\$
			\$

AFRICAN-AMERICAN PARTICIPATION TOTAL VALUE: _____ % \$ _____

WOMEN PARTICIPATION TOTAL VALUE: _____ % \$ _____

OTHER MINORITY PARTICIPATION TOTAL VALUE: _____ % \$ _____

The undersigned will enter into a formal Agreement with the LMWBE Sub-contractors/Proposers identified herein for work listed in this schedule conditioned upon execution of a contract with the Savannah-Chatham County School Board.

Signature: _____

Title: _____

Under penalties of perjury I declare that I have read the foregoing conditions and instructions and the facts are true to the best of my knowledge and beliefs.

Date: _____

Signature: _____

Title: _____

Note: The School District's Program Management Firm is available to identify qualified LMWBE's. Please contact the Office at (912) 236-1766.

ATTACHMENT C - EXHIBIT #2

GOOD FAITH EFFORTS REQUIREMENTS

Vendors are required to submit with bidding documents evidence of good faith efforts utilized to ensure that minority and women enterprises are provided with the maximum opportunity of compete on this contract. Such good faith efforts of a bidder will include, but not limited to, the following:

Attendance at pre-bid meetings, if any scheduled to inform LMWBE's of subcontracting opportunities.	Yes or No If no, please explain:
Advertisements in general circulation media, trade association publications, and minority and women business enterprise media to provide notice of subcontracting opportunities.	Yes or No
Communicating with the School District's Program Management Firm to identify available qualified LMWBEs.	Yes or No If no, which agencies were used to identify potential LMWBE Subcontractors?
Efforts made to select portions of work for subcontracting in areas with established availability of LMWBE subcontractors.	Yes or No
Providing a minimum of five (5) days written notice to known qualified LMWBEs that their interest in prime and subcontracting opportunities or furnishing supplies is solicited.	Yes or No
Efforts to negotiate with qualified LMWBEs for specific sub-bids, including reasons for rejections of any sub-bid offered.	Please explain efforts:

JOINT-VENTURE DISCLOSURE STATEMENT

If the prime bidder is a joint venture, please describe below the nature of the joint venture and level of work and financial participation to be provided by the LMWBE joint venture firm.

Joint venture firms	Level of work	Financial participation

ATTACHMENT C - Exhibit #4

LMWBE MONTHLY REPORT

NAME OF CONTRACTOR/CONSULTANT: _____

BID NO: _____

PROJECT TITLE: _____

DATE: _____

PROJECT LOCATION: _____

CONTRACT AMOUNT: \$ _____

NAME OF LMWBE PARTICIPANT	ADDRESS	TYPE OF WORK SUBCONTRACTED	MONTHLY PAYMENTS
			\$
			\$
			\$
			\$

PERCENTAGE OF TOTAL CONTRACT: _____%

PERCENTAGE OF OVERALL CONTRACT COMPLETION: _____%

The undersigned hereby affirms and declares that the above listed firms were actually employed in the performance of work services under this contract, and further that each such firm earned and has been paid the stated amounts for their respective efforts.

Under penalties of perjury, I declare that I have read the foregoing conditions and instructions and the facts are true to the best of my knowledge and beliefs.

Date: Signature: _____ Title: _____

Notes:

1. Contractor/proposer shall attach to this report a typewritten explanation of any differences in LMWBE participation between this report and LMWBE Form 1, including an accounting for any changes in LMWBE firms employed.

2. THIS REPORT MUST BE COMPLETED IN DUPLICATE AND ONE COPY SUBMITTED WITH CONTRACTOR'S REQUEST FOR MONTHLY AND FINAL PAYMENTS AND THE SECOND COPY DIRECTLY TO THE DISTRICT'S PROGRAM MANAGEMENT FIRM.

LMWBE FORM 4 BID #14-15

Cost Proposal Submittal

Cost and Parameters	Final Cost
Cost per Teacher	\$
Cost for 17 teachers	\$

Breakdown of all cost from above:

Site certification fee:	\$
17 teachers cohort for Elementary 1:	\$
Additional cost for more teachers:	\$
Material Fee per teacher:	\$
AMS/MACTE Registration Fee per teacher:	\$
40 hour Early Childhood overview:	\$
Travel costs:	\$

Questions Pertaining to Montessori Satellite Training Program

1. What are the advantages that your program could offer our Public Montessori School?
2. Is there a payment plan that you could establish to accommodate our allocated school budget and fund raising efforts for this project?
3. Our teachers have a limited summer vacation as our district calendar is changing. Teachers would prefer to start the week of June 10th. What would be the proposed calendar? You can view our current and proposed school calendars at www.sccpss.com under the calendar tab.
4. Is the program willing to take into account the current developmental levels set up at Charles Ellis Montessori Academy and the current teacher assignments?
5. Would the program be willing to offer a separate Upper Elementary Training and could this run concurrently with the Lower Elementary training knowing that the philosophical and pedagogical underpinnings are common to both and that there is a natural progression through the developmental levels?
6. Would the program collaborate and support teachers in aligning Common Core standards and frameworks to the Montessori curriculum? (Our teachers have already started the alignment process.)
7. Would the program cover aspects that our classroom assistants could audit for deeper connection to and understanding of their role at the school?
8. Is the program willing to volunteer some Community Education on Montessori Practices for parents and community stakeholders?