



***REQUEST FOR PROPOSAL
(RFP)***

Before and After School Program
Walter B Howard Elementary School

Submission Date:
Friday, July 12, 2019
Noon

Notice to Bidders

The New Lebanon Central School District is soliciting proposals for the purpose of entering into an agreement for a before and after care program to be housed at the Walter B Howard Elementary School (WBH) for the 2019-20 school year.

PROPOSALS ARE TO BE SUBMITTED TO:

Leslie Whitcomb
Superintendent of Schools
New Lebanon CSD
14665 State Route 22
New Lebanon, NY 12125

BY: Noon PREVAILING TIME on Friday, July 12, 2019

By mail, delivery service or in person. No proposals will be accepted if they arrive after the date and time specified above.

Proposals must be placed in a sealed envelope/package, with the following information on the envelope.

Project: **Before/After Care Program**

Date: **Friday, July 12, 2019**

Time: **12:00 PM**

Failure to properly label the proposal envelope may lead to the rejection of the proposal.

Respondent

Name of Company:

Address:

City, State Zip:

If awarded a contract, respondent shall be required to comply with the regulations of the New York State Office of Children and Family services. The Board of Education reserves the right to waive informalities in proposals and to reject any and all proposals, or parts thereof, if deemed in the best interests of the Board of Education to do so.

1. Interested Parties

No official of the Board, or member of the immediate family of any such person, may respond to this RFP or have a financial interest in the services.

2. Award of Contract; Resolution; Number of Days

Any agreement awarded under this process will be made by resolution of the Board, within sixty (60) days of the receipt of the proposals.

It is the intention of the Board to award the agreement to the respondent(s) whose response is the most advantageous to the District, price and other factors considered, and who will provide the highest quality service at fair and competitive prices.

3. Coordination of Activities

The following person will coordinate the activities for this proposal:

Name of Official: Kelly McGivern

Position Title: Board of Education Clerk

4. Presentation and Interviews

The Board may at its option require respondents of its choice to attend interviews and make presentations to the Superintendent of Schools. This process may only take place after proposals have been opened and reviewed and prior to the completion of the evaluation.

10. Outline of Program Expectations

The District will provide space for the program in the school cafeteria. When athletics, continuing education or school clubs do not need space in the gymnasium, that space will also be available to the program. The program will also have access to use of the school playgrounds

The program will be entirely self-supporting. The tuition for the before and after school programs will be paid by parents. The rate for the use of the space will be negotiated with the district as part of the award process. The district will assume all costs for utilities and for routine custodial maintenance.

The District's goal is to provide a safe, secure on-site before and after school environment for children. The District, on behalf of the Schools, intends to enter into a one (1) year agreement for services beginning September 5, 2019, with an option to extend the contract on a year-to-year basis. The agreement will also for a cancellation provision on 60 days prior written notice.

11. Information Required To Be Submitted With Proposal

1. Hours of operation

The school day at Walter B Howard Elementary School begins at 8:25. Breakfast is served beginning at 8:15. Dismissal is complete by 3:20 PM.

2. References

Please include a minimum of three references for your program. These should include parents and any cooperating or hosting organizations, if relevant.

3. A statement providing evidence that your organization is capable of full compliance with New York State Office of Children and Family Services regulations and laws.

4. Statement of Qualifications: The respondent should set forth its qualifications to perform the services required, included its experience, other districts served, its familiarity with Walter B Howard Elementary School and it's philosophy guiding program development.

5. Proposed fee structure.

Any questions regarding this RFP may be addressed to Leslie Whitcomb, Superintendent.

