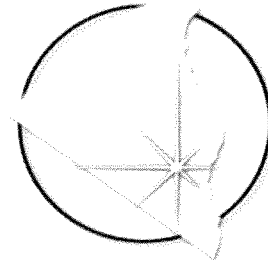


ROCKLAND BOCES

BOARD OF COOPERATIVE EDUCATIONAL SERVICES



JACKIE CINQUEMANI
PURCHASING AGENT

65 PARROTT ROAD
WEST NYACK, NY 10994-0607
PHONE: (845) 627-4746 FAX: (845) 623-5337
EMAIL: JCINQUEM@RBOCES.ORG
WWW.ROCKLANDBOCES.ORG

NOTICE TO PROPOSERS

The Board of Cooperative Educational Services, Rockland County, popularly known as Rockland BOCES (in accordance with Section 104b of Article 5-A of the General Municipal Law), hereby invites the submission of sealed Proposals for the following:

PROGRAM/GRANT EVALUATOR - RFP #2015/16-13

Proposals will be received until Friday, June 26, 2015 at 11:00 AM by the PURCHASING OFFICE at:

PURCHASING DEPARTMENT - BUILDING #4

Rockland County Board of Cooperative Educational Services (BOCES)
65 Parrott Road
West Nyack, NY 10994-0607

at which time and place all proposals will be publicly opened at 11:00 AM on the above date. Conditions, Specifications, Forms and instructions for submitting proposals may be downloaded from our website at <http://www.rocklandboces.org> or from the Purchasing Office. Vendors are requested to carefully review the instructions contained therein.

ROCKLAND BOCES IS NOT RESPONSIBLE FOR PROPOSALS OPENED PRIOR TO THE PROPOSAL OPENING IF PROPOSAL NUMBER AND OPENING DATE DO NOT APPEAR ON THE OUTSIDE OF THE ENVELOPE. PROPOSALS OPENED PRIOR TO THE DATE AND TIME INDICATED ARE INVALID.

THE PROPOSER ASSUMES THE RISK OF ANY DELAY IN THE MAIL OR IN THE HANDLING OF THE MAIL BY EMPLOYEES OF ROCKLAND BOCES, AS WELL AS IMPROPER HAND DELIVERY. Please refer to the General Information/Conditions for details.

The Rockland County Board of Cooperative Educational Services reserves the right to waive any informalities in the proposals, or to reject all proposals, or to accept any proposal which in the opinion of the Board will be to their best interest.

Board of Cooperative Educational Services
Sole Supervisory District
65 Parrott Road
West Nyack, NY 10994-0607

By: Jackie Cinquemani, Purchasing Agent

SERVING: CLARKSTOWN CENTRAL · EAST RAMAPO CENTRAL · HAVERSTRAW-STONY POINT CENTRAL ·
NANUET UNION FREE · NYACK UNION FREE · PEARL RIVER UNION FREE · RAMAPO CENTRAL · SOUTH ORANGETOWN CENTRAL

**Rockland Board of Cooperative Educational Services
(a/k/a Rockland BOCES)**

REQUEST FOR PROPOSAL

For

Program/Grant Evaluator

RFP #2015/16-13

For School Year 2015-2016

**Rockland BOCES
65 Parrott Road
West Nyack, NY 10994**

June 17, 2015

A. Statement of Purpose:

The Rockland Board of Cooperative Educational Services (BOCES) is seeking Request for Proposals (RFP) from an experienced vendor to conduct program/grant evaluations as needed in order to determine program/grant effectiveness. Requested services include conducting evaluations of grant funded programs or initiatives using scientifically sound quantitative and qualitative methods. Based upon the requirements of the funding agency and the specific grant requirements, the evaluator will be expected to design and execute appropriate evaluation designs and communicate the results of the evaluation in writing to Rockland BOCES.

B. Time Line:

Release of RFP Specifications	→	On or about June 17, 2015k
RFP Proposal Due	→	June 26, 2015
Notification of Award (BOE Approval)	→	July 9, 2015
Effective Date of Award	→	July 10, 2015

C. Submission of Proposal:

The following are general requirements to which applicants must adhere in response to the RFP:

1. Proposals are to be sent showing the following information on the outside and shall be mailed or hand delivered to the following address:

<p>Rockland BOCES – Purchasing Department 65 Parrott Road – Bldg #4 West Nyack, NY 10994</p>
--

<p><i>RFP #2015/16-13 – Program/Grant Evaluator</i></p>
--

Please be sure your return address is shown on the outside of the envelope.

2. RFP's must be **received** by BOCES on or before 11:00 A.M. on Friday June 26, 2015. **Proposals received after this time will NOT be accepted.**
3. To facilitate the evaluation process, the applicant is required to submit two (2) copies of the proposal.

D. Questions Concerning the RFP:

From the issue date until the selection of the successful applicant, all contacts with BOCES personnel concerning the contents of this RFP must be through Ms. Jackie Cinquemani, Purchasing Agent. To the extent possible **each question should be submitted in writing,** citing a particular RFP section, prior to any formal conference with interested applicants. Answers to all questions of a substantive nature will be addressed in writing. Copies of questions and answers will be provided to all participants.

E. Oral Presentation:

The BOCES reserves the right to require all applicants, under final consideration, to make oral presentations regarding their RFP.

F. Addendum to RFP:

The BOCES reserves the right to amend the RFP. If it becomes necessary to revise any part of the RFP, an addendum will be provided to all prospective applicants who received the RFP. It is the responsibility of the applicants to ensure that they have responded to all addendums before submission of the RFP.

G. Incurred Costs:

The BOCES is not liable for any cost incurred by prospective applicants or applicants submitting proposals.

H. Request for Supplemental Information:

During the evaluation period, applicants may be requested to present supplemental information clarifying their proposal. This information must be submitted in writing and will be included as a formal part of the applicant's proposal.

I. Notification of Award:

Following the notification of the selected vendor, a contract will be executed between the parties as soon as possible thereafter.

J. Contract Terms:

These specifications will become part of any "contract" forms that may be required and will take precedence over any other terms or conditions submitted by the bidder. Any agreement resulting from this RFP shall be governed by and construed under the laws of the State of New York.

K. Indemnification:

The successful vendor hereby agrees to indemnify, defend and hold harmless the other party from all suits, claims and the liability for injury or damage to persons or property resulting from or arising out of any activity conducted by either the respective parties or their agents, employees, invitees or designees except for injuries or damage caused or contributed to by the acts, omissions or negligence of the other party.

L. Payment for Services:

Upon receipt of invoice payment will be made.

M. Term of Engagement:

The vendor contract will be subject to the specific program or grant requirements. The initial contract shall be for the school year of 2015-2016.

This timeframe is subject to review and recommendation of the BOCES, the satisfactory negotiation of terms (including a professional fee acceptable to the BOCES and the selected consultant), the annual availability of appropriation, and annual approval by the Rockland BOCES Board.

The vendor, as well as the BOCES shall have the option to cancel the engagement, provided that thirty days written notice is given to the Assistant Superintendent of Administration, 65 Parrott Road, Bldg. 7, West Nyack, NY 10994-0607.

N. Subcontracting:

No subcontracting will be allowed without the express prior written consent of the BOCES.

O. Scope of Work to be Performed:

The scope of work includes the following key responsibilities:

- Develop and maintain a positive relationship with Rockland BOCES
- Design evaluation tools to evaluate the effectiveness of key components of program and/or grant specifications
- Active leadership in gathering evaluative data in the form of developed surveys and analysis of data
- Provide written reports of such findings
- Communicate findings to BOCES in the manner that is required to fulfill obligations of any grant source
- Provide expertise in the use of scientifically sound quantitative and qualitative methods of evaluation to Rockland BOCES

Deliverables

- Initiate and attend quarterly meetings
- Develop strategies to meet requirements of any grant funded program as per grant specifications, including on site data collection
- Develop strategies to meet requirements to evaluate any program identified by BOCES
- Design required surveys as per any grant specifications
- Design data collection systems as per grant or program model/specifications
- Attend required conferences as per program or grant requirements
- Prepare and present annual evaluation report

Daily Rate: _____

Total: _____

Fees shall include all expenses.

P. Qualifications of Candidate

- Experience as grant/program evaluators in educational setting
- Proven record of successful work with educational institutions
- Formal training in conducting evaluation/education research using scientifically proven methodologies
- Ability to work cooperatively in team environment
- Ability to provide high quality written reports

Q. Proposal Submissions

Those wishing to submit proposals must include responses to the following:

1. A letter describing the services to be provided to Rockland BOCES.
2. A schedule of the fees the individual or organization intends to charge the District based on a daily rate.
3. Provide the names of all current and former School District and BOCES clients with information on the number of years of service to each along with the names and telephone numbers of contact persons in each District.
4. Provide a statement verifying that there are no conflicts of interest between the individual or organization and the Rockland BOCES Board.
5. Identify any litigation brought against the individual or organization during the past five years. Explain any pending litigation that may have a financial impact on your firm.
6. Provide a Certificate of Insurance to Rockland BOCES to verify coverage in relationship to these services.
 - a. Commercial Liability
 - b. Professional Liability

R. Scoring Criteria

1. Qualifications – Experience of individual or organization, educational background, specialized skills.
2. Number of New York State schools districts/BOCES that the individual or organization has worked with, including total years of service.
3. Results of interview by BOCES Board or Administration.
4. Fees – Estimated costs as compared to other proposals

S. Evaluation of Proposals

- (1) The BOCES reserves the right to:
 - Reject any and all proposals/received in response to this RFP
 - Select a proposal other than the proposal offering the lowest fee
 - Waive or modify irregularities in proposals received, after prior notification to the applicant
 - Negotiate with any applicant whose proposal is within the competitive range.
 - This RFP should not be considered as an offer. It constitutes only an invitation to negotiate.

- (2) Once the proposal has been evaluated the District Superintendent will recommend a consultant to whom the BOCES Board will award the contract.

- (3) Fees - This contract will for be one year. The fee shall include consultant's cost in full for all transportation, labor, materials and equipment used- in performing the services herein.

- (4) References - Consultants should make available a list of references of successful work with clients on the issues listed above.

BID PROPOSAL CERTIFICATIONS

Firm Name _____ Telephone No. _____

Business Address _____ Fax No. _____

I. General Bid Certification

The bidder certifies that he will furnish, at the prices herein quoted, the materials, equipment and/or services as proposed on this bid.

II. Non-Collusive Bidding Certification

By submission of this bid proposal, the bidder certifies that he is complying with Section 103-d of the General Municipal Law as follows:

Statement of non-collusion in bids and proposals to political subdivision of the state or any public department, agency or official thereof where competitive bidding is required by statute, rule, regulation, or local law, for work or services performed or to be performed or goods sold or to be sold, shall contain the following statement subscribed by the bidder and affirmed by such bidder as true under the penalties of perjury: Non-collusive bidding certification.

"(a) By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

(1) The prices in this bid have been arrived at independently without collusion, consultation, communication or agreement, for the purpose of restricting competition as to any matter relating to such prices with any other bidder or with any competitor.

(2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and

(3) No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition."

(b) A bid shall not be considered for award nor shall any award be made where (b) (1) (2) and (3) above have not been complied with; provided, however, that if in any case the bidder cannot make the foregoing certification the bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons therefor. Where (a) (1) (2) and (3) above have not been complied with, the bid shall not be considered for award. Nor shall any award be made unless the head of the purchasing unit of the political subdivision, public department, agency or official thereof to which the bid is made, or his designee, determines that such disclosure was not made for the purpose of restricting competition.

The fact that a bidder (a) has published price lists, rates, or tariffs covering items being procured (b) has informed prospective customers of proposed or pending publication of new or revised price lists for such items, or (c) has sold the same items to other customers at the same prices being bid, does not constitute, without more, a disclosure within the meaning subparagraph one (a).

2. Any bid hereafter made to any political subdivision of the state or any public department, agency or official thereof by a corporate bidder for work or services performed or to be performed or goods sold or to be sold, where competitive bidding is required by statute, rule, regulation, or local law, and where such bid contains the certification referred to in subdivision one of the section, shall be deemed to have been authorized by the board of directors of the bidder, and such authorization shall be deemed to include the signing and submission of the bid and the inclusion therein of the certificate as to non-collusion as the act and deed of the corporation.

Signature (Authorized)

Title

Date

**BOARD OF COOPERATIVE EDUCATIONAL SERVICES
65 PARROTT ROAD
WEST NYACK, NY 10994-0607**

FORM-A

VENDOR IDENTIFICATION

Name of Organization: _____

Address of Organization: _____

Contact Person and Title: _____

Phone: () _____

Fax: () _____

E-Mail: _____

Website: _____

Federal ID #: _____

Are you incorporated: () Yes () No

a) If yes, in what State are you incorporated? _____

b) If you are not incorporated in New York State, are you authorized to do business in New York? _____

If you are not incorporated, you are a (n):

- _____ Partnership
- _____ Sole Proprietorship
- _____ Unincorporated association
- _____ Other (please specify)

This form must be returned with your bid.

**BOARD OF COOPERATIVE EDUCATIONAL SERVICES
65 PARROTT ROAD, WEST NYACK, NY 10994-0607**

FORM-A

VENDOR IDENTIFICATION (continued)

List all Principals of the proposing firm:

List all individuals who will be available throughout the term of the agreement for continuing advice and counsel:

List all Business Names, Corporate or otherwise, used by the above listed Principals over the past ten (10) years:

Have any of the projects represented by the above resulted in litigation? _____

If yes, please explain:

I, _____, _____ as Principal of the proposing firm,
(Print name) (Print title)

hereby certify that the above listed information is complete, true and accurate.

(Signature)

This form must be returned with your bid.

Rockland BOCES
65 Parrott Road, West Nyack, NY 10994-0607

IRAN DIVESTMENT ACT CERTIFICATION

As a result of the Iran Divestment Act of 2012 (Act), Chapter 1 of the 2012 Laws of New York, a new provision has been added to the State Finance Law (SFL), § 165-a, effective April 12, 2012. Under the Act, the Commissioner of the Office of General Services (OGS) will be developing a list (prohibited entities list) of “persons” who are engaged in “investment activities in Iran” (both are defined terms in the law). Pursuant to SFL § 165-a(3)(b), the initial list is expected to be issued no later than 120 days after the Act’s effective date, at which time it will be posted on the OGS website.

By submitting a Request for Proposal (RFP) in response to this solicitation or by assuming the responsibility of a Contract awarded hereunder, Proposer/Contractor (or any assignee) certifies that once the prohibited entities list is posted on the OGS website, it will not utilize on such Contract any subcontractor that is identified on the prohibited entities list.

Additionally, Proposer/Contractor is advised that once the list is posted on the OGS website, any Contractor seeking to renew or extend a Contract or assume the responsibility of a Contract awarded in response to the solicitation, must certify at the time the Contract is renewed, extended or assigned that it is not included on the prohibited entities list.

During the term of the Contract, should the Rockland BOCES receive information that a person is in violation of the above-referenced certification, Rockland BOCES will offer the person an opportunity to respond. If the person fails to demonstrate that it has ceased its engagement in the investment which is in violation of the Act within 90 days after the determination of such violation, then Rockland BOCES shall take such action as may be appropriate including, but not limited to, imposing sanctions, seeking compliance, recovering damages, or declaring the Contractor in default.

Rockland BOCES reserves the right to reject any proposal or request for assignment for an entity that appears on the prohibited entities list prior to the award of a contract, and to pursue a responsibility review with respect to any entity that is awarded a contract and appears on the prohibited entities list after contract award.

Signature: _____

Print Name: _____

Title: _____

Company Name: _____

Date: _____

This form must be returned with your bid.

**BOARD OF COOPERATIVE EDUCATIONAL SERVICES
65 PARROTT ROAD, WEST NYACK, NY 10994-0607**

NON-PROPOSER'S RESPONSE

The Rockland County Board of Cooperative Educational Services is interested in the reasons why prospective Proposers fail to submit proposals. Failure to submit a proposal without explanation may result in removal of your firm from our Proposers' list. If you are NOT submitting a proposal, please indicate the reason(s) by checking off one or more of the items below and return this form to us.

- 1. Unable to propose at this time, but would like to receive future RFPs.
- 2. Insufficient time allowed for preparation and submission of Proposal.
- 3. Other reasons _____

You may remove our name from the RFP List for:

This Service Class All Proposals

Company Name _____

Address _____

Phone: _____ Fax: _____

Email: _____ Website: _____

Authorized Signature _____

Printed Name _____

Date _____

