

ROCKLAND BOCES

BOARD OF COOPERATIVE EDUCATIONAL SERVICES



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PURCHASING AGENT

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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:

DIAGNOSTIC VOCATIONAL EVALUATOR – RFP #2018/19-17

Proposals will be received until Thursday, January 3, 2019 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. In the event that Rockland BOCES Purchasing Office is closed the day of the Bid Opening, the bid(s) will be opened at the same time, on the next day that the Rockland BOCES Purchasing Office is open. 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



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

REQUEST FOR PROPOSAL

for

DIAGNOSTIC VOCATIONAL EVALUATOR

RFP #2018/19-17

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

December 14, 2018

A. Statement of Purpose:

The Rockland Board of Cooperative Educational Services (BOCES) is seeking Request for Proposals (RFP) from qualified organizations or individuals for services of a DIAGNOSTIC VOCATIONAL EVALUATOR whose primary responsibilities will be to:

- administer standardized testing and special evaluations to measure participant's academic achievement, aptitudes, cognitive abilities, personality, and vocational interests, in order to assess those skills, abilities and barriers that would affect employment and ,
- to make vocational recommendations that will utilize individual strengths/abilities, alleviate identified barriers, and identify reasonable accommodations.

B. Time Line:

Release of RFP Specifications	→	December 14, 2018
RFP Proposal Due	→	January 3, 2019
Notification of Award (BOE Approval)	→	January 2019
Effective Date of Award	→	January 2019

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:

Rockland BOCES – Purchasing Department
Attn: Jackie Cinquemani
65 Parrott Road – Bldg #4
West Nyack, NY 10994

RFP #2018/19-17 – DIAGNOSTIC VOCATIONAL EVALUATOR

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 Thursday, January 3, 2019. 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 consultant, 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:

A one (1) year contract is contemplated, subject to the annual review and recommendation of the BOCES, the satisfactory negotiation of terms (including a price acceptable to the BOCES and the selected consultant), the annual availability of appropriation, and annual approval by the Rockland BOCES Board of Education.

The agreement may be extended to a 2nd and 3rd year engagement, upon mutual consent of both parties.

The Consultant, as well as the BOCES shall have the option to cancel the engagement for the school year 2018/2019, provided that thirty days notice is given to the other party or at the pleasure of the Board of Education.

N. Subcontracting:

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

O. Scope of Work to be Performed:

Rockland BOCES is seeking a consultant to perform Diagnostic Vocational Evaluator to select and perform standardized testing and specialized evaluation to evaluate individuals' academic achievement, aptitudes, cognitive abilities personality, vocational interests, and sensory/motor skills with the purpose of vocational exploration and goal development. The evaluator will prepare a reports within 10 business days of the assessment and must offer the option of a conference at the conclusion of each evaluation.

State your proposed fee for providing your service required in this RFP.

Fees shall include all expenses.

Evaluation Rate: _____

P. Qualifications of Candidate

Master's degree in vocational rehabilitation or related area such as personnel, counseling, or guidance and one year of experience in vocational rehabilitation or other suitable fields; OR Bachelor's degree and three years of appropriate experience in services to individuals with disabilities; OR equivalent; AND certification as an administrator of any instrument(s) utilized that requires such designation, or corresponding certification/license in the relevant field.

Q. Proposal Submissions

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

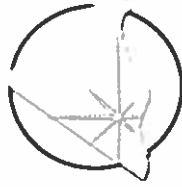
1. A letter describing the services to be provided to Rockland BOCES.
2. A schedule of the fees the individual or organization intends to charge the BOCES based on an hourly rate and an estimate of the hours spent on site per month.
3. Provide the names of all current and former School District clients 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 certificate of completion for Child Abuse and S.A.V.E. (Schools Against Violence in Education) coursework.
7. Prospective contracted service providers must be fingerprinted in accordance with Section 305 of Education Law.
8. 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 instructed, including total years of service.
3. Results of interview by Board of Education or Steering Committee.
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) The Steering Committee will evaluate each proposal submitted for the BOCES. The committee will recommend a Consultant to whom the Board will award the contract.
- (3) Fees - This contract will for be one year. The price shall include consultant's cost in full for all transportation, labor, materials and equipment use 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.



HOLD HARMLESS

(PROPOSER)

_____ does hereby covenant and agree to
(Individual/Firm)
defend, indemnify and hold harmless the Rockland BOCES from and against
any and all liability, loss, damages, claims, or actions (including costs and
attorney's fees) for bodily injury and/or property damage, to the extent
permissible by law, arising out of or in connection with the

(Name of project)
by the _____, it's agents, servants and
(Individual/Firm)
employees.

Signature: _____

Date: _____

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.

DIAGNOSTIC VOCATIONAL EVALUATOR - RFP #2018/19-17

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 _____