



R-19/20-06

Speaking and Consulting Services

Issue Date: 4/21/2020

Questions Deadline: 5/16/2020 12:00 PM (CT)

Response Deadline: 5/25/2020 03:00 PM (CT)

Contact Information

Contact: Heather Falls

Address: Purchasing

702 SE 291 Highway

Lee's Summit, MO 64063-4306

Event Information

Number: R-19/20-06
Title: Speaking and Consulting Services
Type: Request for Qualifications
Issue Date: 4/21/2020
Question Deadline: 5/16/2020 12:00 PM (CT)
Response Deadline: 5/25/2020 03:00 PM (CT)
Notes: The Lee's Summit R-7 School District is soliciting qualification proposals from qualified persons or firms to potentially be added to an "Approved Vendor List" to provide Consultant and/or Speaker services to the District. This contract will include but is not limited to: Speaking and Consulting Services for staff training and professional development. Lee's Summit R-7 School District (or the "District") is requiring proposers to submit their proposals electronically. Electronic submission help eliminate errors, eliminate unnecessary work, and is more friendly to the environment. Lee's Summit R-7 School District will not accept proposals that are submitted via email or fax machine. The District reserves the right to accept or reject any and all proposals and to waive any formalities or technicalities if deemed in the best interest of the District. It is the responsibility of all responders to review the entire proposal, seek clarification of any item or requirement that may not be clear, and check all responses for accuracy before submitting a response.

If you are having difficulty submitting electronically, please contact Heather Falls at heather.falls@lsr7.net for instructions.

It is the responsibility of interested firms to check <https://lsr7ebid.ionwave.net> for any addendums or notices of information prior to the opening date and time of this RFP.

Ship To Information

Contact: Heather Falls
Address: Purchasing
702 SE 291 Highway
Lee's Summit, MO 64063-4306

Billing Information

Address: 301 NE Tudor Rd
Lee's Summit, MO 64086-5702
Phone: (816) 986 x1000

Bid Attachments

General Terms & Conditions for RFPs, RFQs and Bids.pdf

General Terms & Conditions

[Download](#)

1_-Sample_Insurance_Certificate.pdf

Certificate of Insurance

[View Online](#)

3_-E-Verify-LSR7_(1) (1).pdf

E-Verify

[View Online](#)

4_-MO_Tax_Exemption_Certificate.pdf

Missouri Tax Exemption Certificate

[View Online](#)

Bid Attributes

1 Introduction

The District is soliciting qualification proposals from qualified persons or firms to potentially be added to an "Approved Vendor List" to provide Consultant and/or Speaker services to the Lee's Summit R-VII School District. This contract will include, but is not limited to: Speaking and Consulting Services for staff training and professional development. Lee's Summit R-7 School District (or the "District") is requiring proposers to submit their proposals electronically. Electronic submission help eliminate errors, eliminate unnecessary work, and is more friendly to the environment. Lee's Summit R-7 School District will not accept proposals that are submitted via email or fax machine. The District reserves the right to accept or reject any and all proposals and to waive any formalities or technicalities if deemed in the best interest of the District. It is the responsibility of all respondents to review the entire proposal, seek clarification of any item or requirement that may not be clear, and check all responses for accuracy before submitting a response.

2 Instructions to Respondents

1. All questions regarding this RFQ shall be submitted online via the "Questions" tab of this bid opportunity. The District reserves the right to reject any and all proposals, to waive technical defects in proposals, and to select the proposal(s) deemed most advantageous to the District.
2. It is the responsibility of each respondent before submitting a proposal to examine the documents thoroughly and request written interpretation or clarifications soon after discovering any conflicts, ambiguities, errors, or omissions in the proposal documents. Requests for clarification must be submitted online via the "Questions" tab.
3. Changes to the specifications will not be allowed except by written addendum issued by the District through this online procurement system. Oral explanations or instructions given prior to award will not be binding.
4. The District reserves the right to award this contract in its entirety or to split the contract among bidders, whichever is in the best interest of the District. The District may accept any item or group of items of the bid unless qualified by specific limitation of the bidder.
5. To be considered, a firm must have at least three (3) proven clients of similar size to our district.

I have read and understand.
(Required: Check if applicable)

3 SELECTION PROCESS

The qualification proposals will be evaluated and vetted by the Purchasing Department to determine if proposer has met qualifications and provided all required documentation to be added to the District "Approved Vendor List".

Evaluation of Qualification Proposals

The District will review each responsive proposal based on the following criteria:

- a. The firm's experience in providing similar services to school districts or governmental agencies during the past five (5) years.
- b. Key personnel that will be assigned to the District's project, and their experience with similar projects.
- c. Project narrative, including specific consulting or speaking services that persons or firm provides, approach to complete services, familiarity with industry, identification of unique issues related to project, and the process proposed for communications with District staff.

4 Responding to Attributes

There are attributes, including this one, associated with this proposal. Some are notes and require no response, but most have a required response. ****Please select each page from the bottom right-hand side of this list of attributes in order to view the next page of Bid Attributes.****

5 Attachments Required

Be sure to upload all required documents and forms to the "Response Attachments" Tab.

6 Purchase Agreements

Purchase Agreements shall be awarded in accordance with regulations adopted by the Lee's Summit R7 Board of Education and adhere to all applicable purchasing policies. Purchase Agreements will be negotiated with the lowest responsible bidder who meets the qualifications for quality, price, terms of bid, lead time, and determined to be in the best interest of the District. The bid award will be at the sole discretion of the District. The District reserves the right to reject any and all bids in part or in whole, and to accept the bid that is in the best interest of the District.

I have read and understand.

(Required: Check if applicable)

7 Terms of This Bid

The terms of this bid shall remain in effect for at least one year from date of award. All prices **MUST** remain firm during that time period. The District may make additional purchases at the itemized price listed in the bid packet for a period of one (1) year. The District may, at its option, renew the Contract for up to three (3) additional one-year contract periods by giving written notice to the supplier.

I have read and understand.

(Required: Check if applicable)

8 Communications Statement

Communications: Contact between vendors and Lee's Summit R7 personnel during the proposal process or evaluation process is prohibited. Any attempt by vendors during the proposal process to contact Lee's Summit R7 personnel may result in disqualification. All communication shall go through the Procurement and Contracts Department during this competitive process. All questions received and the corresponding answers will be distributed to all bidders. No verbal responses will be provided. The deadline for questions about this proposal is stated in the Bid Activities and the district will not respond to questions after this time and date. Response to questions will be posted in the form of an addendum to this proposal. The vendors will be responsible for checking the website for any posted addenda.

I have read and understand.

(Required: Check if applicable)

9 General Terms and Conditions

I have downloaded and read the General Terms and Conditions from the ATTACHMENTS tab. By selecting this box, I agree to to the terms and conditions.

I have read and agreed to the T&C

(Required: Check if applicable)

10 Proposal Requirement

PROPOSAL REQUIREMENTS

11 Scope

SCOPE: The District is soliciting qualification proposals from qualified persons or firms to potentially be added to an "Approved Vendor List" to provide Consultant and/or Speaker services to the Lee's Summit R-VII School District. This contract will include, but is not limited to: Speaking and Consulting Services for staff training and professional development.

Descriptive Literature: Respondent shall include descriptive literature, and configuration information for all equipment bid.

Training: Detail on-site training offered.

Anything else that is specific to your RFP.

I have read and understand.

(Required: Check if applicable)

12 No Deviations or Exceptions

Bidders are expected to bid on the items as listed on the Equipment Specifications List, or Scope of Work. If there are any deviations from the specifications or scope of work listed, the bidder is expected to make note, along with a brief description in the next below. The District reserves the right to determine the successful bidder and will make that decision based on the best interest of the District.

I have read and agree.

(Required: Check if applicable)

1
7

Lead Consultant Address

Enter the Lead Consultant Firm(s) (or Joint Venture) address.

street
city, state zip

(Required: Maximum 4000 characters allowed)

1
8

Lead Consultant Provider

Please designate the service area provided by the lead consultant.

Local Regional National

(Required: Check only one)

1
9

Year Provider Firm Established

Please enter the year the provider's firm was established.

(Required: Numbers only)

2
0

Years of Experience

Please enter the number of years of experience providing this service.

(Required: Numbers only)

2
1

Licensed in Missouri

Are you licensed to do business in the State of Missouri?

Yes No

(Required: Check only one)

2
2

Principal Contact

Please provide name, title, telephone number and email address of Principal contact

(Required: Maximum 4000 characters allowed)

2
3 **Address of Office to Perform Work**
Please provide address of office to perform work if different than Lead Consultant Firm address.

(Optional: Maximum 4000 characters allowed)

2
4 **Number of Persons Committed to District's Project**
Please list the number of persons by discipline that your Firm/Joint Venture will commit to the District's project

(Required: Numbers only)

2
5 **Joint Venture Areas of Responsibility**
If submittal is by Joint Venture or utilizes subcontractors, list participating firms/providers and outline specific areas of responsibility (including administrative and technical) for each firm.

(Optional: Maximum 4000 characters allowed)

2
6 **Has This Joint Venture Previously Worked Together?**
Has This Joint Venture Previously Worked Together?
 Yes No
(Optional: Check only one)

2
7 **Key Outside Consultants**

Key Outside Consultants

(Optional: Maximum 1000 characters allowed)

2
8 **Subcontractor #1 Name**
Please provide name of Subcontractor.

(Optional: Maximum 1000 characters allowed)

29 Subcontractor #1 Address
Please provide address of Subcontractor.

(Optional: Maximum 1000 characters allowed)

30 Specialty/Role with this Project
Provide Subcontractors Specialty/Role with this Project.

(Optional: Maximum 1000 characters allowed)

31 Worked with Lead Firm Before?
Worked with Lead Firm Before?
 Yes No
(Optional: Check only one)

32 Year Firm Established
Year Firm Established

(Optional: Numbers only)

33 Years of Experience
Please provide number of years experience providing this service.

(Optional: Numbers only)

34 Subcontractor #2 Name
Please provide name of subcontractor #2.

(Optional: Maximum 1000 characters allowed)

35 Subcontractor #2 Address
Please provide address of subcontractor #2

(Optional: Maximum 1000 characters allowed)

36 Specialty/Role with this Project
Please provide subcontractors specialty/role with this project

(Optional: Maximum 1000 characters allowed)

37 Worked with Lead Firm Before?
Has this Subcontractor worked with the lead firm before?
 Yes No
(Optional: Check only one)

38 Year Firm Established
Please provide year Subcontractors firm was established.

(Optional: Numbers only)

39 Years of Experience
Please provide subcontractors number of years of experience.

(Optional: Numbers only)

40 Resume of Key Personnel
Resume of Key Personnel

(Optional: Maximum 1000 characters allowed)

41 Name of Key Personnel
Provide name of key persons, specialists, or certified staff that shall be assigned to the District's project.

(Optional: Maximum 1000 characters allowed)

42 Title of Key Personnel
Provide job title of key personnel assigned to District's project.

(Optional: Maximum 1000 characters allowed)

43 Assignment
Experience of Key Personnel: Provide previous or current assignment of key personnel related to this service.

(Optional: Maximum 4000 characters allowed)

4
4 **Name of Firm with which Associated**
Experience of Key Personnel: Provide name of firm which assignment was/is associated with.

(Optional: Maximum 4000 characters allowed)

4
5 **Years of Experience with this Firm**
Please provide assigned key personnel's experience with this firm.

(Optional: Numbers only)

4
6 **Years of Experience with Other Firms**
Please provide assigned key personnel's experience with other firms.

(Optional: Numbers only)

4
7 **Education**
Degree(s) or Certification(s)/Year/Specialization

(Optional: Maximum 4000 characters allowed)

4
8 **Current Registration(s)**
Please provide current registration(s)

(Optional: Maximum 4000 characters allowed)

4
9 **Other Experience & Qualifications**
Please provide other Experience & Qualifications relevant to the proposed project

(Optional: Maximum 4000 characters allowed)

50 Project Narrative

Use this space to provide a detailed project approach OR upload a response in the response attachments section.

Including but not limited to:

- Describe Services offered
- Identify any and all proven techniques used
- Roles of all involved parties clearly identified
- Familiarity with project location(s) as evidenced by proposal
- Identify/recognize critical or unique issues specific to the project and unique approaches used elsewhere
- Proposed communication process

(Required: Maximum 4000 characters allowed)

51 How many years has your company been in business?

(Required: Numbers only)

52 References

List multiple references and prior experience; preferably with other school districts or governmental agencies, in the last 3 – 5 year period; work or services in the same type and size to the project being proposed. Please list the following information for each school district:

53 Reference 1

Reference 1

54 Reference #1 Contact Person's Name

(Required: Maximum 1000 characters allowed)

55 Reference #1 - Contact Person's School District/Business

(Required: Maximum 1000 characters allowed)

5
6 **Reference #1 Address**
Enter Street address, city, state, zip code

(Required: Maximum 1000 characters allowed)

5
7 **Reference #1 Phone Number**
 ext:
(Required)

5
8 **Reference #1 Email**

(Required: Email address)

5
9 **Reference #1: Description of services performed and completion date**
Describe the services performed and completion date of project.

(Required: Maximum 4000 characters allowed)

6
0 **Reference 2**
Reference 2

6
1 **Reference #2 - Contact Person's Name**

(Required: Maximum 1000 characters allowed)

6
2 **Reference #2 - Contact Person's School District/Business**

(Required: Maximum 1000 characters allowed)

6
3 **Reference #2 Address: Street, City, State, Zip Code**

(Required: Maximum 1000 characters allowed)

6
4 **Reference #2 Phone Number**
 ext:
(Required)

6 5	Reference #2 Email <input type="text"/> <i>(Required: Email address)</i>
----------------	---

6 6	Reference #2: Description of services performed and completion date Describe the services performed and completion date of project. <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <i>(Required: Maximum 4000 characters allowed)</i>
----------------	--

6 7	Reference #3 Reference #3
----------------	--

6 8	Reference #3 Contact Person's Name <hr/> <hr/> <hr/> <i>(Required: Maximum 1000 characters allowed)</i>
----------------	--

6 9	Reference #3 - Contact Person's School District/Business <hr/> <hr/> <hr/> <i>(Required: Maximum 1000 characters allowed)</i>
----------------	--

7 0	Reference #3 Address: Street, City, State, Zip Code <hr/> <hr/> <hr/> <i>(Required: Maximum 1000 characters allowed)</i>
----------------	---

7 1	Reference #3 Phone Number <input type="text"/> (____) ____ - ____ ext: <input type="text"/> <i>(Required)</i>
----------------	--

7 2	Reference #3 Email <input type="text"/> <i>(Required: Email address)</i>
----------------	---

7
3

Reference #3: Description of services performed and completion date

Describe the services performed and completion date of project.

(Required: Maximum 4000 characters allowed)

7
4

Additional References

Additional References

Additional reference information can be submitted as document. The document can be uploaded to the "Response Attachments" tab within the bid event.

Be sure to include the following information:

- Reference Contact Name
- Reference contact's school district/business
- Reference address (street, city, state, zip)
- Reference phone number
- Reference email address
- Description of services performed and completion date

Supplier Information

Company Name: _____

Contact Name: _____

Address: _____

Phone: _____

Fax: _____

Email: _____

Supplier Notes

By submitting your response, you certify that you are authorized to represent and bind your company.

Print Name

Signature