



R-20/21-12

Fiber Optic Infrastructure Services

Issue Date: 2/4/2021

Questions Deadline: 2/18/2021 12:00 PM (CT)

Response Deadline: 3/4/2021 01:00 PM (CT)

Contact Information

Contact: Heather Falls

Address: Purchasing

702 SE 291 Highway

Lee's Summit, MO 64063-4306

Event Information

Number: R-20/21-12
Title: Fiber Optic Infrastructure Services
Type: Request for Proposal
Issue Date: 2/4/2021
Question Deadline: 2/18/2021 12:00 PM (CT)
Response Deadline: 3/4/2021 01:00 PM (CT)
Notes: The Lee's Summit R-7 School District is soliciting proposals for Fiber Optic Infrastructure Services. This contract will include but is not limited to: On-call, as needed Fiber Optic Infrastructure Services. 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.

This is an ERate funded purchase. The bidder must have or be able to obtain a Service Provider Identification Number (SPIN) and will bill the Erate funded portion to USAC directly, not the customer.

If you are having difficulty submitting electronically, please contact Heather Falls at 816-986-2195 or email 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.

Billing Information

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

Bid Attachments

4_-_MO_Tax_Exemption_Certificate.pdf

Missouri Tax Exemption Certificate

[View Online](#)

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

E-Verify

[View Online](#)

1_-_Sample_Insurance_Certificate.pdf

Certificate of Insurance

[View Online](#)

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

[Download](#)

General Terms and Conditions

5 - Prevailing Wage Order No. 26.pdf

[Download](#)

Prevailing Wage Order No. 26

PW-4 Form.pdf

[Download](#)

Prevailing Wage Affidavit

Pricing Sheet - Fiber Optic Infrastructure Services.pdf

[View Online](#)

Pricing Sheet

LR21-47001-210019199 Certified.pdf

[Download](#)

E-Rate Form 470

Bid Attributes

1 Introduction

The Lee's Summit R-7 School District is soliciting proposals for Fiber Optic Infrastructure Services. This contract will include but is not limited to: On-call, as needed Fiber Optic Infrastructure Services. 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.

This is an ERate funded purchase. The bidder must have or be able to obtain a Service Provider Identification Number (SPIN) and will bill the Erate funded portion to USAC directly, not the customer.

2 Instructions to Respondents

1. All questions regarding this RFP 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. Respondent shall quote net costs of all goods and services requested and all quotes shall include all transportation to destination and inside delivery.
5. There will be no public opening of the proposals.
6. Acceptance of this proposal or any part thereof, in writing, within ninety (90) days after the closing date, by the District shall constitute a legal and binding agreement; wherein, the vendor shall furnish the services in accordance with the specifications and offeror's proposal on the written order of the District.
7. 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.
8. 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 proposals will be evaluated by a District Selection Committee (DSC) comprised of selected District personnel. The overall process may consist of two steps: the first being a review and evaluation of all responsive proposals and the second being the interview phase for the short list of respondents selected for interview, if applicable.

Evaluation of Proposals

Members of the DSC will review and rate 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. Applicable resources offering quality assurances/quality control procedures; as well as adequacy of team/resources to complete the project within the proposed time-frame.

- d. Project approach including project schedule and detailed approach to complete this project, familiarity with this project, identification of unique issues related to project, and the process proposed for communications with District staff.

- e. Eligible Cost

The Proposal Ranking Sheet for the evaluation of the proposals is included in this RFP. The DSC may request additional submittals.

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 three (3) years from date of award, with no additional renewals. All prices MUST remain firm during that time period.

I have read and understand.

(Required: Check if applicable)

8 Bid Pricing

The successful bidder(s) must agree to accept the District's Purchase Order or the District's Mastercard P-card for the work order. These purchases are tax exempt.

The Lee's Summit R7 School District will review all bid submissions with regards to pricing, product performance, equipment features, references and experience. The District plans to award the bid within 60 days after the bid opening.

I have read and understand.

(Required: Check if applicable)

9 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 Purchasing 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)

10 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 the terms and conditions.

I have read and agreed to the T&C

(Required: Check if applicable)

11 Proposal Requirement

PROPOSAL REQUIREMENTS

12 Scope

SCOPE: The Lee's Summit R7 School District is soliciting proposals for Fiber Optic Infrastructure Services.

Specifications:

1. Responsibilities of the Service Provider:

- Service Provider is to provide services as needed, in accordance with the installation of new network

communication cabling and also re-location services of existing infrastructure. All work will be provided on an "as-requested" basis. All work shall include all labor, supervision, equipment, material and incidental costs necessary to provide the contracted work.

- Service Provider shall furnish all labor, materials, and equipment necessary to perform boring services for the District within the contract service area and within prescribed times.
- Service Provider will receive requests for service directly from the Coordinator of Network Services or assigned designee and a Purchase Order will be issued for the project.
- Upon receipt of a request for services, Service Provider will meet with the project manager to determine the scope of the project, visit the site and provide a Work Order Cost Estimate, according to the pricing table provided in the contract. This estimate must be written according to Purchasing Policy.
- Contractor shall not provide more than one thousand dollars (\$1,000) on non-emergency work, including materials, for a given job without a written estimate and obtaining written approval from the Network Administrator or his designee. The District reserves the right to bid any project over the District's bid threshold of five thousand dollars (\$5,000) and is determined to be in the best interest of the District.
- Hourly charges, if applicable, are to begin when Successful Provider arrives at job site or reports to the Coordinator of Network Services/Department Head or his designee, whichever is requested by the District. The Service Provider shall NOT commence any work until he has notified the proper District personnel of his arrival. Service Provider will not be allowed travel time. Please build into your quoted hourly rate the amount you feel necessary to cover travel time. The District shall not be responsible for payment to contractor for any briefings or meetings held between the District and the Service Provider, as these meetings are to the mutual benefit of both parties.
- Service Provider shall be responsible for providing, maintaining and transporting all necessary and customary equipment, tools and fuel needed to fulfill the contract. In no event shall the District be responsible for any damages to any of the contractor's equipment or clothing either lost, damaged, destroyed or stolen.
- All work shall be performed and all complaints handled with due regard to the District public relations. The Service Provider shall utilize competent employees in performing the work. At the request of the District, the Service Provider shall replace any incompetent, unfaithful, abusive or disorderly person in his or her employ. The District and the Service Provider shall each be promptly notified by the other of any complaints received.
- Service Provider will contact the appropriate District contact individual or Coordinator of Network Services at 816-986-1050 for all contract and administrative issues or problems with locations.
- Proper safety precautions shall be used at all times and shall remain the Service Provider's responsibility. The Service Provider shall be equipped to enter all District spaces meeting all Occupational Safety and Health Administration (OSHA) criteria.

2. District Standards for the Application of this Contract are to Include the Following:

-
- Armored Cable
- Application of labels to fiber optic cables
- Fusion Splicing
- Splicing to Include Testing
- Capable of 10GB Performance
- Brands Considered Acceptable by the District: Raychem, Tyco, Corning, Prysmian and Channel (or equivalent)
- Locate Wires to be Run with all Underground Work
- Documentation (as built) may be requested at the discretion of the District for any work performed under this contract, before payment is made to the successful vendor.

3. Investigations of Damage to District facilities:

-
- Should either party become aware of any damage to District facilities that occur after service provider has been asked to perform boring services with respect to the District facilities, the party learning of the damage shall

promptly notify the other party. This notification may be made orally. Both parties shall be entitled to investigate any report of damage to District facilities.

- Service Provider will investigate incidents of damage to District facilities and provide a written report of its findings to the customer.

4. Restoration Costs:

- If Service Provider receives a request to provide boring/digging services with respect to District facilities and an excavator causes damage to District facilities, then Service Provider will be responsible for paying the District restoration costs if such damages constitute at fault damages.

5. Invoices and Payment:

- The Service Provider shall submit, on a timely basis, an itemized statement of services rendered, including the following information:
 - Name of District personnel authorizing the work
 - Name of employee who performed the work
 - Hours and rates spent on each job for each given day
 - List of all materials used and cost
 - Detailed information for as built should include, but not be limited to splicing documentation, run lengths and geographic locations, etc.
 - Purchase order number shall be designated on all invoices
 - Requests for payment shall be submitted by the job.
 - For prompt payment, all invoices and copies of work orders shall be sent directly to the Lee's Summit, R-7 School District, 301 NE Tudor Road, Lee's Summit, MO 64086, Attn: Business Services.

6. Price Revisions:

- Service Provider may adjust the prices for boring/digging services upon thirty (30) days written notice to the District at the time of renewal.

7. Definitions:

- District facilities means any underground or above ground cables, lines, valves, wires, pipes or conduits.
- Damage to District facilities means the penetration or destruction of any protective coating, sheath, housing or other protective facility of underground plant, the partial or complete severance of underground facility or line, or the rendering of any underground facility or line partially or completely inoperable.
- Underground facilities means any item buried or placed below the ground for use in connection with the storage or conveyance of water, sewage, storm water, including but not limited to pipes, sewers, conduits, cables, valves, lines, wires, manholes, attachments and those parts of poles or anchors below ground.

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

1 3 SPECIFIC REQUIREMENTS OF RFP:

1. 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, and service, and determined to be in the best interest of the District. The RFP 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 proposal that is in the best interest of the District.
2. All bids shall be quoted per service, per facility unless otherwise specified. All services will be performed in accordance with District and industry standards.

3. Primary Service Location(s): The Lee's Summit School District area.
4. Successful bidder must provide labor and materials for utility pole work, underground boring, installation of conduit, cable, wire and trenching services for new buildings or relocates as needed for the IT department.
5. Under this contract, Successful bidder will be available for service from 8:00am to 5:00pm, Monday through Friday.
6. Successful bidder must provide a response to the District's service request within 24 hours. Response time for emergency calls will be within 8 hours of request. The Lee's Summit R-7 School District will have the sole determination as to what is deemed an emergency.
7. Service Agreements shall be awarded in accordance with regulations adopted by the Lee's Summit R-VII Board of Education and adhere to all applicable purchasing policies. Service Agreements will be awarded with the lowest responsible bidder who meets all of the qualifications for quality, price, terms of bid, service and is 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 appears to be the best overall value for the District.
8. The successful bidder must have a valid business license, hold all applicable certifications and agree to maintain each throughout the life of the agreement. The successful bidder must also maintain a liability insurance policy, not less than \$2 million dollars. See Insurance requirements in attachment tab.
9. Prevailing Wage: The wages for all work performed under this contract shall comply with requirements of the Prevailing Wage Law of the State of Missouri, Missouri Public Law 290.210. Annual Wage Order No. 26 will apply.
10. Work Authorization Affidavit: As a condition for the award of any agreement in excess of five thousand dollars (\$5,000), the selected respondent, as defined in § 285.530, RSMo, shall, by sworn affidavit affirming that it does not knowingly employ any person who is an unauthorized alien and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with this agreement. The required documentation must be from the federal work authorization program provider.

The Department of Homeland Security, U.S. Citizenship and Immigration Services, (USCIS) in partnership with the Social Security Administration (SSA) operate an FREE internet-based program called E-Verify that allows employers to verify the employment eligibility of their employees, regardless of citizenship. Based on information provided by employees on their Form I-9, E-Verify checks the information electronically against records contained in DHS and Social Security Administration databases. There are penalties for employing an unauthorized alien, including suspension of the vendor's business license, termination of the agreement, and debarment from work for a period of three years or permanently, and withholding 25% of the total amount due the selected respondent.

11. The successful bidder shall provide services as stated on each service request. All work shall be made in accordance with good commercial practice and shall be adhered to by the successful bidder(s); except in such cases where the service will be delayed due to acts of God, employee strikes, or other causes beyond the control of the bidder. In these cases, the successful bidder shall notify the District of the delays in advance of the service date so that a revised service date can be requested.
12. The successful bidder shall not invoice the District for delayed service until such services are delivered and accepted by the District's authorized representative. It is understood and agreed that the District may, at its discretion, verbally cancel delayed services and seek work from another vendor and choose to cancel this contract for failure to deliver stated services within the stated time periods.
13. The successful bidder shall be responsible to the Owner for acts and omissions of successful bidder's employees, Sub-Contractors and their agents and employees, and other persons or entities performing portions of the Work for or on behalf of successful bidder or any of its Sub-Contractors.
14. Successful bidder shall be responsible for compliance, during the course of the Work, with any laws and regulations that are protective of the environment or human health and safety.
15. Successful bidder, all Sub-Contractors, and delivery personnel associated with performing the Work of the Contract shall conduct themselves in accordance with all applicable Lee's Summit R-7 School District Board of Education Policies while on the job site or any District property. Applicable policies include, but are not limited to,

restriction of Tobacco, Drugs, Offensive Language, Weapons, and Sexual Harassment. Failure of a person to comply will be cause for his or her immediate dismissal from the Project. Noncompliance shall be considered a substantial breach of Contract.

16. Successful bidder shall be responsible to investigate their own employees for Sex Offender Registration and assure that any employee with such record shall not visit or perform Work at any Lee's Summit School job sites or District property. Noncompliance shall be considered a substantial breach of Contract. The Owner reserves the right to have any such Sexual Offender removed from the site.

17. The District's needs vary. Expenditures have averaged approximately \$50,000 a year over the past 5 ½ years in related to this work.

18. Service provider must have or obtain registration with the ERate program and have a Service Provider Identification Number for projects that are eligible for funding through the program.

19. All services will be provided within the School District boundaries which is a 117 square mile area covering the city of Lee's Summit, MO and bordering communities.

1 **Schedule of RFP Process**

4 Timeline for RFP Process:

The timeline listed below is the District's estimation of time required to complete the RFP process. All efforts shall be made to abide by this schedule; however, it is subject to change due to different circumstances.

RFP Notification 2/4/2021
Receive Proposals 3/4/2021
School Board 3/18/2021
Notice to Proceed 4/20/2021

The District desires the execution of the contract to meet the following dates: Services need to begin after 4/20/2021.

1 **No Deviations or Exceptions**

5 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 **Deviations and Exceptions**

6 If your company intends to deviate from the Specifications listed in the attached documents, all such deviations and exceptions must be listed here, with complete and detailed conditions and information included. The District will consider any deviations or exceptions in its bid award decisions. The District reserves the right to accept or reject any proposals based upon any deviations indicated below.

If none, please enter N/A (Not Applicable).

(Required: Maximum 4000 characters allowed)

17 Cooperative Procurement with Other Jurisdictions

This section is optional; it will not affect the agreement.

1) Sales will be made in accordance with the prices, terms, and conditions of the Request for Proposals and any subsequent term agreement.

2) There shall, however, be no obligation under the cooperative procurement agreement for any organization represented by MACPP or MARC to utilize the proposal or agreement unless they are specifically named in the Request or Proposals as a joint respondent.

3) All sales to other jurisdictions will be made on purchase orders issued by that jurisdiction. All receiving, inspection, payments and other agreement administration will be the responsibility of the ordering jurisdiction.

4) Each jurisdiction that is a party to the joint proposal has authority to act as Administrative Contracting Officer with responsibility to issue purchase orders, inspect and receive goods, make payments and handle disputes involving shipment to the jurisdiction.

If the District awarded you the proposed agreement, would you sell under the prices and terms of this agreement to any public school district or any other non-profit organization having membership in the Mid-America Council of Public Purchasing (MACPP) or Mid-America Regional Council (MARC) and located within the greater Kansas City metropolitan trade area? (All deliveries shall be F.O.B. Destination and there shall be no obligations on the part of any member of said Council to utilize this agreement).

Yes No

(Optional: Check only one)

18 Consultant Profile

CONSULTANT PROFILE

19 Lead Consultant Name

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

(Required: Maximum 1000 characters allowed)

20 Lead Consultant Address

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

street
city, state zip

(Required: Maximum 4000 characters allowed)

2
1 **Lead Consultant Provider**
Please designate the service area provided by the lead consultant.
 Local Regional National
(Required: Check only one)

2
2 **Year Provider Firm Established**
Please enter the year the provider's firm was established.

(Required: Numbers only)

2
3 **Years of Experience**
Please enter the number of years of experience providing this service.

(Required: Numbers only)

2
4 **Licensed in Missouri**
Are you licensed to do business in the State of Missouri?
 Yes No
(Required: Check only one)

2
5 **Principal Contact**
Please provide name, title, telephone number and email address of Principal contact

(Required: Maximum 4000 characters allowed)

2
6 **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
7 **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)

28 **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)

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

30 **Key Outside Consultants**

Key Outside Consultants

(Optional: Maximum 1000 characters allowed)

31 **Subcontractor #1 Name**
Please provide name of Subcontractor.

(Optional: Maximum 1000 characters allowed)

32 **Subcontractor #1 Address**
Please provide address of Subcontractor.

(Optional: Maximum 1000 characters allowed)

33 **Specialty/Role with this Project**
Provide Subcontractors Specialty/Role with this Project.

(Optional: Maximum 1000 characters allowed)

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

35	Year Firm Established Year Firm Established <input type="text"/> <i>(Optional: Numbers only)</i>
-----------	--

36	Years of Experience Please provide number of years experience providing this service. <input type="text"/> <i>(Optional: Numbers only)</i>
-----------	--

37	Subcontractor #2 Name Please provide name of subcontractor #2. <hr/> <hr/> <hr/> <i>(Optional: Maximum 1000 characters allowed)</i>
-----------	---

38	Subcontractor #2 Address Please provide address of subcontractor #2 <hr/> <hr/> <hr/> <i>(Optional: Maximum 1000 characters allowed)</i>
-----------	--

39	Specialty/Role with this Project Please provide subcontractors specialty/role with this project <hr/> <hr/> <hr/> <i>(Optional: Maximum 1000 characters allowed)</i>
-----------	--

40	Worked with Lead Firm Before? Has this Subcontractor worked with the lead firm before? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(Optional: Check only one)</i>
-----------	---

41	Year Firm Established Please provide year Subcontractors firm was established. <input type="text"/> <i>(Optional: Numbers only)</i>
-----------	---

42	Years of Experience Please provide subcontractors number of years of experience. <input type="text"/> <i>(Optional: Numbers only)</i>
-----------	---

4 3	Resume of Key Personnel
	Resume of Key Personnel
	<hr/> <hr/> <hr/> <p><i>(Optional: Maximum 1000 characters allowed)</i></p>

4 4	Name of Key Personnel
	Provide name of key persons, specialists, or certified staff that shall be assigned to the District's project.
	<hr/> <hr/> <hr/> <p><i>(Optional: Maximum 1000 characters allowed)</i></p>

4 5	Title of Key Personnel
	Provide job title of key personnel assigned to District's project.
	<hr/> <hr/> <hr/> <p><i>(Optional: Maximum 1000 characters allowed)</i></p>

4 6	Assignment
	Experience of Key Personnel: Provide previous or current assignment of key personnel related to this service.
	<hr/>
	<hr/>
	<hr/>
	<hr/> <p><i>(Optional: Maximum 4000 characters allowed)</i></p>

4 7	Name of Firm with which Associated
	Experience of Key Personnel: Provide name of firm which assignment was/is associated with.
	<hr/>
	<hr/>
	<hr/>
	<hr/> <p><i>(Optional: Maximum 4000 characters allowed)</i></p>

4 8	Years of Experience with this Firm
	Please provide assigned key personnel's experience with this firm. <input type="text"/> <p><i>(Optional: Numbers only)</i></p>

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

(Optional: Numbers only)

50 **Education**
Degree(s) or Certification(s)/Year/Specialization

(Optional: Maximum 4000 characters allowed)

51 **Current Registration(s)**
Please provide current registration(s)

(Optional: Maximum 4000 characters allowed)

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

(Optional: Maximum 4000 characters allowed)

**5
3** **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:

- Schedule and detailed approach is reasonable/responsive to District's needs
- Describe Services offered
- Identify any and all proven techniques used
- Roles of all involved parties clearly identified
- Familiarity with project location as evidenced by proposal/interview
- Identify/recognize critical or unique issues specific to the project and unique approaches used elsewhere
- Proposed timeline for implementation of contract
- Proposed communication process

(Required: Maximum 4000 characters allowed)

**5
4** **PROPOSAL SCORING CRITERIA**

PROPOSAL SCORING CRITERIA

**5
5** **Evidence of Experience & References with Similar Accounts (Ref & Exp)**
Evaluation Criteria

Evidence of Experience & References with Similar Accounts (Ref & Exp)

Consider the firm's experience and references in implementing and providing similar services to school districts or governmental agencies during the past five (5) years. This includes the District's past experience with the service provider.

**5
6** **Applicable Resources (Personnel Qualifications)**
Evaluation Criteria

Understanding of Scope

Familiarity with this project, identification of unique issues related to the project, and the process proposed for communications with District staff.

57 **Project Approach Evaluation Criteria**

Project Approach

Project approach including project schedule, ability to meet technical requirements, and detailed approach to complete this project on the required timeline.

58 **Cost Evaluation Criteria**

Eligible Cost

59 **REFERENCES**

REFERENCES

60 **How many years has your company been in business?**

(Required: Numbers only)

61 **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:

62 **Reference 1**

Reference 1

63 **Reference #1 Contact Person's Name**

(Required: Maximum 1000 characters allowed)

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

(Required: Maximum 1000 characters allowed)

65 **Reference #1 Address**

Enter Street address, city, state, zip code

(Required: Maximum 1000 characters allowed)

66 Reference #1 Phone Number
 ext:
(Required)

67 Reference #1 Email

(Required: Email address)

68 Reference #1: Description of services performed and completion date
Describe the services performed and completion date of project.

(Required: Maximum 4000 characters allowed)

69 Reference 2
Reference 2

70 Reference #2 - Contact Person's Name

(Required: Maximum 1000 characters allowed)

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

(Required: Maximum 1000 characters allowed)

72 Reference #2 Address: Street, City, State, Zip Code

(Required: Maximum 1000 characters allowed)

73 Reference #2 Phone Number
 ext:
(Required)

74 Reference #2 Email

(Required: Email address)

75 Reference #2: Description of services performed and completion date
Describe the services performed and completion date of project.

(Required: Maximum 4000 characters allowed)

76 Reference #3
Reference #3

77 Reference #3 Contact Person's Name

(Required: Maximum 1000 characters allowed)

78 Reference #3 - Contact Person's School District/Business

(Required: Maximum 1000 characters allowed)

79 Reference #3 Address: Street, City, State, Zip Code

(Required: Maximum 1000 characters allowed)

80 Reference #3 Phone Number

() - ext:

(Required)

81 Reference #3 Email

(Required: Email address)

82 Reference #3: Description of services performed and completion date
Describe the services performed and completion date of project.

(Required: Maximum 4000 characters allowed)

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