



R-20/21-23 Addendum 1

Comprehensive Legal Services

Issue Date: 4/27/2021

Questions Deadline: 5/27/2021 12:00 PM (CT)

Response Deadline: 6/8/2021 02:00 PM (CT)

Contact Information

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Event Information

Number: R-20/21-23 Addendum 1
Title: Comprehensive Legal Services
Type: Request for Proposal
Issue Date: 4/27/2021
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Notes: REQUEST FOR PROPOSAL COMPREHENSIVE LEGAL SERVICES

The Lee's Summit R-VII School District is inviting sealed proposals for:
Comprehensive Legal Services.

Proposals must be received in the District's e-procurement site through IonWave no later than the date and time listed below
May 18, 2021 @ 2:00 P.M., CDT TIME

It is the responsibility of the offeror to ensure timely posting of the proposal. Any proposal received after the proposal closing time will not be accepted. There will not be a public opening. All information contained in the Proposal shall be held confidential. Proposals will not be available for public inspection until contract(s) award.

The initial term of the contract shall be one year beginning on the date of award. The District reserves the option to renew the contract for a total of four (4) additional years on an annual basis or a portion thereof. Annual renewals thereafter shall be based solely on the determination of the District as to the performance, costs and general quality of the services provided by the successful provider(s). Prices shall be firm for the initial term of the contract.

The District reserves the right to accept or reject any or all proposals or any part thereof, and to waive any minor informalities in any proposal not deemed to be in the best interest of the District. All questions regarding this proposal must be submitted in writing to the e-procurement system so that they may be posted for all interested vendors to view.

Billing Information

Address: Accounts Payable
Stansberry Leadership Center
301 NE Tudor Road
Lees Summit, MO 64081
Phone: (816) 986 x1000

Bid Attachments

1_ - Sample_Insurance_Certificate.pdf

Certificate of Insurance

[View Online](#)

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

[Download](#)

General Terms and Conditions

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

[View Online](#)

E-Verify

4 - MO Tax Exemption Certificate.pdf

[View Online](#)

Missouri Tax Exemption Certificate

Attachment #1 Ref & Exp Sheet - RFP Comp Legal Serv.pdf

[View Online](#)

Attachment #1 Ref & Exp Sheet

Attachment #2 Proposed Pricing Sheet - RFP Comp Legal Serv.pdf

[View Online](#)

Attachment #2 Proposed Pricing Sheet

Attachment #3 Comp Legal Serv Self Ranking Sheet.xlsx

[View Online](#)

Attachment #3 Self Ranking Sheet of Services

Attachment #4 Internal Eval Sheet - RFP Comp Legal Serv.pdf

[View Online](#)

Attachment #4 Internal Eval Sheet

Bid Attributes

1 Introduction

The Lee's Summit R-7 School District is soliciting proposals from qualified law firms for providing **Comprehensive Legal Services**.

The purpose of this Request for Proposal (RFP) is to establish the requirements for Comprehensive Legal Services, and to solicit Proposals from reputable, licensed law firms or individuals (hereafter "Company") who are members of, and in good standing with, The Missouri Bar for providing such legal services. The RFP requests a great amount of detail to avoid delays, misunderstanding, and to simplify the evaluation of the Proposals. The Company is requested to respond to each specification and attribute.

The Company must submit a complete Proposal covering all requirements identified in this RFP package in order to be considered. All Proposals will be carefully scrutinized to ensure that such requirements can be met. Proposals submitted must be the original work product of the Company. All information contained in the Proposal shall be held confidential. Proposals will not be available for public inspection until contract(s) are awarded.

The Lee's Summit R-7 School District (or the "District") requires proposers to submit their proposals electronically. Electronic submissions 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, mail courier, hand delivered 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 for Completing the Request for Proposal (RFP)

I. GENERAL

- 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.
- 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.

- 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.
- The information presented in the RFP is not to be construed as a commitment of any kind on the part of the District. There is no expressed or implied obligation for the District to reimburse responding firms for any expenses incurred in preparing Proposals in response to this request.
- All Proposals must be submitted on the District forms as attached with this specification. Proposals submitted on forms other than the enclosed may be rejected. No alternate Proposals that significantly deviate or modify the concept and ultimate objectives of this Proposal will be considered. Non-compliance with RFP specifications will disqualify Proposals from further consideration.
- Any explanation or statement that the Company wishes to make must be contained with the Proposal but shall be written separately and independently of the Proposal proper and attached thereto. Unless the Company so indicates, it is understood that the Company has proposed in strict accordance with the RFP requirements.
- All Proposals shall be deemed final, conclusive and irrevocable and no Proposal shall be subject to correction or amendment for any error or miscalculation. No Proposal shall be withdrawn without the consent of the District after the scheduled closing time for the receipt of Proposals.
- Proposals, prices, terms and conditions shall remain firm for a period of ninety (90) days from the due date for Proposals or until that time when the District takes official action on the Proposals.
- Proposals may contain data that the Company does not want used or disclosed for any purpose other than evaluation of the Proposal. The use and disclosure of such data may be so restricted, provided the Company marks the cover sheet of the Proposal with the following legend: **“Technical data contained on pages ___ and ___ in this Proposal furnished in connection with the Request for Proposal of the Lee’s Summit R-VII School District shall not be used nor disclosed except for evaluation purposes, provided that, if a Contract is awarded to this Company as a result of or in connection with the submission of this Proposal, Lee’s Summit R-VII School District shall have the right to use or disclose technical data to substantiate the award of a Contract.”**
- The above restriction does not limit the District’s rights to use or disclose without the Company’s permission any technical data obtained independently from another source. Proposals shall not contain any restrictive language different from the above legend. Proposals submitted with restrictive legends or statements which differ from the above will be treated under the terms of the above legend. The District assumes no liability for disclosure or use of unmarked technical data and may use or disclose the data for any purpose.
- The District reserves the right to hold negotiations in an attempt to clarify and qualify terms of any Proposal.
- The District reserves the right to negotiate final contract terms with any Company, regardless of whether such Company was interviewed or submitted a best and final offer.
- The District may accept any Proposal as submitted whether or not negotiations have been conducted between the parties.
- Neither the commencement nor cessation of negotiations shall constitute rejection of the Proposal or a counteroffer on the part of the District.
- The Company shall not, under penalty of law and immediate disqualification of the Proposal, offer or give any gratuities, favors or anything of monetary value to an officer, employee, agent, or Board of Education member of the District for the purpose of influencing favorable disposition toward a submitted Proposal or for any reason while a Proposal is pending or during the evaluation process.
- No Company shall engage in any activity or practice, by itself or with other Companies, the result of which may be to restrict or eliminate competition or otherwise restrain trade. Violation of this instruction will result in immediate rejection of the Company’s Proposal.
- In the event of a conflict between the Proposal and the RFP, the District shall resolve any inconsistency in favor of the RFP. Additionally, the District shall in good faith decide all inconsistencies and/or disputes pertaining to the RFP and the Proposal. The Company agrees to abide by the decisions of the District.
- Initial Proposals may not be withdrawn for ninety (90) calendar days from the due date for Proposals except with the express written consent of the District. If a Proposal is accepted as submitted, the negotiated final Agreement shall consist of the Agreement, this RFP, plus any addenda thereto, and the Company’s Proposal.
- The District shall not be responsible for any pre-Agreement expenses of any Company, including the successful Company, incurred prior to the commencement of the Agreement.
- The submission of a proposal will indicate the Company has read the general and specific instructions, that the Company understands the requirements and can supply the services specified.
- There will be no public opening of the proposals.

- 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.

II. CERTIFICATION

By submission of this proposal the Company certifies:

- That the Company has not paid nor agreed to pay any person, other than a bona fide employee, a fee or brokerage resulting from the award of this contract.
- That the fees quoted in this proposal have been arrived at independently, without consultation, communication or agreement, for the purpose of restricting competition as to any matter relating to such fees with any other firm.
- That the Company is duly licensed to perform the work requested in this Proposal and is in good standing with the Missouri Bar Association. The Company agrees to comply with all applicable legal provisions as set forth in the Missouri Revised Statutes, to include all federal, state and county regulations and understands these provisions are part of any contract awarded to the Company.
- The Company agrees to keep the information related to all Board issues in strict confidence. Other than the reports submitted to the Board, the Company agrees not to publish, reproduce or otherwise divulge such information in whole or in part in any manner or form, or authorize or permit others to do so, taking such reasonable measures as are necessary to restrict access to the information to those employees on its staff, Board's staff or the District's staff who must have the information on a "need to know" basis.

• III. SUMMARY OF PROPOSER'S QUALIFICATIONS

The Company must describe the qualifications of their firm and the staff to be assigned to the District. Descriptions should include:

- Law education and experience (include specific references to the experiences of providing services on the topics outlined in the Scope of Services section of this RFP;
- Prior experience working with similar organizations;
- Prior experience of the individual attorney(s) who will be assigned to the District, including education, position in firm, years and types of experience, continuing professional education, and state(s) in which licensed as an attorney.

The Company must describe its understanding of work to be performed, and demonstrate substantial knowledge and experience in the interpretation of state and federal laws as they relate to political subdivisions of the State, and to school districts in particular.

The Company must describe prior legal experiences including the names, addresses, contact persons and telephone numbers of organizations represented. Experience should include prior experience providing legal services to similar organizations (i.e., school districts and/or other political subdivisions of the State).

IV. AWARD

- Award(s) will not be made based on price alone. The award(s) will be made that will promote the public interest, taking into consideration the qualifications of the firm submitting the proposal; the responsiveness of the Proposal in meeting the requirements and specifications; contractual requirements and any additional specific criteria for evaluation included in the RFP. Only the District is in a position to determine its own best interest; therefore, the school District shall be the sole judge in determining the quality and appropriateness of the services proposed. The District's decision shall be final.
- Upon review of all proposals, firms deemed most qualified to provide the requested legal services may be invited to a screening panel to verbally present their qualifications and respond to questions from panel members. The panel may include, but will not be limited to members of the Superintendent's Leadership Team, and/or other designees qualified to rate proposals.
- Unless the Company states otherwise, or unless otherwise provided within the RFP, the District reserves the right to award by individual line item, by group of line items, or as a total, whichever is deemed most

advantageous to the District.

- The District reserves the right to make awards at any time within ninety (90) days after the date of the opening, during which period proposals may not be withdrawn unless authorized by the District.
- Each Company shall retain all books, accounts, reports, files and other records relating to the acquisition and performance of the contract for a period of five (5) years after completion of the contract. This requirement includes any subcontractors.

V. CONTRACT

- The issuance of a formal contract to the successful Company will be considered sufficient notice of acceptance of contract. This contract shall bind the Company to furnish and deliver goods or services at the prices specified in, and in accordance with the conditions of, this RFP. If the Company will require the District to sign an additional contract, then a copy of the contract **MUST** be included with the proposal. In the event of a conflict between the requirements of this RFP and the proposed contract, the terms and conditions of the RFP will take precedence.
- Non-performance of contract will give sufficient cause for the District to cancel the contract. Non-performance shall be construed to include, but is not restricted to, failure of successful firm to deliver in the time specified, or in the manner required. Cancellation of contract for any reason may result in the removal for an indeterminate time of the successful Company's name from the vendor list on future proposals.
- The District may, by written notice to the Company, immediately terminate this contract if the District determines that employment or gratuity was offered or made by the Company or a representative of the Company to any officer or employee of the District for the purpose of influencing the outcome of the procurement or securing the contract, an amendment to the contract, or favorable treatment concerning the contract, including the making of any determination or decision about contract performance.

VI. PAYMENTS

- Payment will be made only after submission of proper invoices as required by the District and within applicable state law. The invoice must identify the nature of the services performed, Department services were for, hours worked in one-tenth of an hour increments at contract rates and individuals performing the services.
- Payment of any invoice shall not preclude the District from making claim for adjustment on any item or service found not to have been in accordance with general conditions and specifications.

VII. OTHER

- The successful Company shall not be held responsible for any losses resulting if the fulfillment of the terms of the contract shall be delayed or prevented by wars, acts of public enemies, strikes, fires, floods, pandemics, acts of God or any other acts not within the control of the successful Company and which by the exercise of reasonable diligence the Company is unable to prevent.
- Unless otherwise provided for in the specific instructions or specifications, it is mutually understood and agreed that the successful Company shall not assign, transfer, convey, sublet or otherwise dispose of this contract or his right, title or interest therein without prior written approval of the District.
- Periods of time, stated as number of days, shall be in calendar days.

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 an interview phase for the short list of respondents selected, if applicable.

Step One: 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. Cost

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

Step Two: Interviews (If Applicable)

Members of the DSC may listen and rate oral presentations from a short list of firms chosen from the initial scoring round, if deemed necessary.

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

Contract 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. Agreements will be negotiated with the most responsive and responsible firm(s) that meets the qualifications of the RFP and determined to be in the best interest of the District. The RFP award(s) will be at the sole discretion of the District. The District reserves the right to reject any and all RFPs in part or in whole, and to accept the RFP response(s) that is in the best interest of the District.

I have read and understand.

(Required: Check if applicable)

7 Terms of This Request for Proposal (RFP)

The terms of this RFP shall remain in effect for at least one year from date of award. The District may, at its option, renew the Contract for up to four (4) additional one-year contract periods by giving written notice to the supplier. Annual renewals thereafter shall be based solely on the determination of the District at to the performance, costs and general quality of the services provided by the successful Company or Companies selected. Prices shall be firm for the initial term of the contract.

I have read and understand.

(Required: Check if applicable)

8 Evaluation Criteria

EVALUATION CRITERIA

District representatives and any outside experts the District considers necessary shall evaluate the proposals. The District reserves the right to arrange for discussions to assist in making the selection of the successful Company/Companies.

Evaluation of the proposals will be based upon the following criteria (listed in the relative order of importance). Specific weighting may be used, but will not be required.

1. Responsiveness of the proposal in clearly stating and understanding the scope of work, and in meeting the requirements of the RFP;
2. Previous experience of the Company in general as well as that of the individual(s) assigned to work with the District;
3. Ability to respond in a timely manner to the District's request for assistance and advice;
4. Qualifications of the firm, financial and otherwise, to provide the District with the services for the required period of time; to provide appropriate staffing; to provide necessary resources; and a history of demonstrated competence;
5. District's assessment of the Company's abilities to meet and satisfy the needs of the District, taking into consideration additional services or expertise offered that exceed the requirements, or the Company's inability to meet some of the requirements of the specifications. The District may divide services into three main areas of expertise for evaluation (Bond; Real Estate and General), using the self rating sheet provided in the attachments;
6. Relevancy to the District and appropriateness of the Company's affiliations, professional memberships, professional and staff training programs, publications and other contributions;
7. Information obtained by the District from the Company's references or other clients;
8. Fees for services to be provided. The ability to submit firm cost figures for more than the first year shall have a positive impact on the evaluation of the proposal.
9. Best interest of the District.

Awards will be made to the Company(s) providing the most advantageous Proposal to the District, taking into consideration the factors outlined in this RFP. Awards may be made to more than one Company based on its area(s) of expertise (Bond; Real Estate and General). Therefore, a multiple award may be made by the Board of Education in order to obtain the services deemed necessary. Only the District is in a position to determine its own best interests, and its decision shall be final.

The District will screen responses to the RFP using Attachments 1 - 4 to this RFP, or other such similar instruments as the District deems appropriate.

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)

1 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)

1 Proposal Requirement

PROPOSAL REQUIREMENTS

1 Scope of Services

I. INTRODUCTION

The purpose of this RFP is to select a Company or Companies to provide comprehensive legal services for District programs on an as-needed, if needed basis in support of the District. To this end, the District will entertain proposals from law firms for firm fixed-price agreements with attorneys who from time to time may be called upon to provide comprehensive legal services at an amount and according to the terms fixed by their agreement. Pricing shall remain firm for a period of one (1) year from the date of award.

The District makes no guarantees as to the amount of services required. The District reserves the right to review the qualifications of, and to approve in advance, any attorney within a given firm that is assigned to provide comprehensive legal services to the District. The issuance of subsequent contracts shall be at the sole discretion of the District.

II. SERVICES

The services requested may include, but are not necessarily limited to, the items identified below.

1. Advice, direction and representation regarding operation of the Lee's Summit R-VII School District and provide other such services inherent to matters related to the comprehensive scope of programs provided by the Board and/or District.
2. Be physically present on days of Board meetings and or other meetings on an as-required basis.
3. Work collaboratively with legal counsels of insurance companies, consortiums, or other entities with whom the Board and/or District may be affiliated.
4. Conduct in-service programs on specified legal issues for appropriate staff members upon request.
5. Investigation, legal research and writing, preparation of pleadings, legal memoranda and brief appearances before administrative boards, trial and appellate courts.
6. Legal counsel and representation of the Board and/or District in litigation on an as-required basis on any or all matters, including, but not limited to:
 - Student/Parent Actions
 - Special Education Law

- Title VI, Title VII, Title IX
- FMLA
- HIPPA
- ADA
- OCR
- FERPA
- Section 504
- Board of Education Policies and Procedures
- Sunshine Law Requests
- Vendor Actions
- Intergovernmental Agreements
- Real Estate Acquisitions/Disposals, Easements, Leases and other contracts involving interest in real property matters

- Public Purchase and Lease Contracts
- Personnel and Employee Relations
- Labor Relations
- Employee Contracts
- Review and Interpretation of Statutes, Rules etc.
- Board of Education Liability
- Public Elected Officials Liability
- Construction Contracts and Litigation
- Construction and Maintenance Liability
- General Tort Liability
- Workers' Compensation
- Insurance Contracts
- Bond Counsel Services
- Employee Benefit Trust
- General District matters as required

7. Other required services including all clerical assistance, printing and duplicating as required. District personnel will be made available when appropriate, to provide necessary assistance such as research of historical records, or other information needed to perform comprehensive legal services for the District.

8. Regular accounting and monthly billing for services based on hours worked in one-tenth of an hour increments and expenses shall be required.

9. The successful Company shall agree not to engage in private litigation against the District without first obtaining written permission to do so from the Board of Education during the effective period of the agreement to provide comprehensive legal services.

III. GENERAL INFORMATION

1. Any agreement to provide comprehensive legal services must conform to and be governed by the laws of the State of Missouri.

2. The Lee's Summit R-VII School District will pay for professional services on the basis of an hourly rate in one-tenth of an hour increments. All other expenses incurred in representation of the District by the Company will be reimbursed on a cost formula basis or paid direct (e.g., deposition or expert witness fees.)

IV. SPECIAL TERMS & CONDITIONS

1. At the written request of the District, the firm will immediately replace any personnel assigned.

2. The services of any firm may be terminated upon thirty (30) days written notice given by the District. In the event of such action, the firm will comply immediately and provide the necessary best effort to transfer records and historical data to the District and/or succeeding counsel. The District reserves the right to utilize outside counsel not covered under the contract when deemed to be in the best interest of the District.

3. The successful Company shall be required to provide proof of and maintain:

- a) Worker's Compensation and Employer's Liability Insurance as required by law.

- b) Comprehensive General Liability Insurance with a limit of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate coverage with a deductible of not more than \$5,000.
- c) Professional Liability Insurance including errors and omissions with a limit of not less than \$1,000,000.

The Company shall provide required Certificate(s) of Insurance within ten (10) days of contract award notification and maintain such insurance during the entire term of the contract.

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

SPECIFIC REQUIREMENTS OF RFP:**PROPOSAL REQUIREMENTS**

The Company shall submit the following items as part of its response to the RFP:

1. A signed letter of interest, stating the Company's interest in and qualifications for providing these services; a brief history of the Company; the names and résumés of principals of the Company; and key individuals who will be assigned to work with the District; details of any technical training, or specialized education; professional organizations in which the Company is active; publications or other media to which the Company has contributed; and any other accomplishments pertinent to the District's needs.
2. A summary of the Company's experience on similar types and sizes of engagements. This summary must include the Company's experience in each of the areas of concern listed in the Scope of Services section above.
3. A statement indicating that the Company has a clear understanding of the services to be provided. Companies should rank their Company's expertise, using a scale of 1-10 (with 10 being highest) for those subject matters or areas (as related to the scope of work) in which they are qualified and willing to accept assignments on the Rating Sheet provided under Attachments Tab. Companies shall list any subject matter or area (as related to the scope of work) in which the Company is not offering to represent the District by indicating an N/A on the Rating Sheet provided.
4. A listing of the resources of the Company (i.e., number of partners, associates, paralegals, clerical staff, etc.)
5. A summary of professional or staff training educational programs of the Company.
6. Client references (minimum of five which encompass the areas for which the Company is proposing to provide services) – especially other local school districts and governmental agencies. The list must include the organization name, address, telephone number, and contact individual.
7. A listing of professional memberships, certifications, licenses (especially as related to education and employee relations) for key individuals assigned to the District.
8. A description of your firm's process for handling potential conflicts of interest.
9. A schedule of fees for services to be provided shall include hourly rates for the Company's partners, associates, and paralegals. Fees for the first year are to be firm. In evaluating proposals, preference may be given to firms who are able to submit firm cost figures for more than the first year. Pricing should be submitted for years 1 through 5 of the proposed contract period. However, note that price change requests for subsequent years will be subject to negotiation at the time of renewal, require approval by the Board of Education, and may result in non-renewal of the contract.
10. A listing of any items such as letters, phone calls or other types of services generating a cost to the District and not included in the fees shown on the proposal are to be included, plus a formula or explanation on how these additional costs will be determined and billed to the District.
11. An indication that the firm shall provide the required Certificate(s) of Insurance within ten (10) days of contract award notification.

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 April 27, 2021
- Receive Proposals May 18, 2021
- Meet to review May 21, 2021
- Interviews (if deemed necessary) June 2, 2021
- School Board June 15, 2021
- Notice to Proceed June 16, 2021

The District desires the execution of the contract to meet the following dates: Services need to begin July 1, 2021.

1 **No Deviations or Exceptions**

5 Companies are expected to submit a response on the items as listed in the Scope of Work and Specific Requirements of the RFP. If there are any deviations from the specific requirements or scope of work listed, the company is expected to make note, along with a brief description in the next below. The District reserves the right to determine the successful response(s) 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)

1 **Cooperative Procurement with Other Jurisdictions**

7

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)

1 **Company Profile**

8

COMPANY PROFILE

1 **Lead Company Name**

9

Enter the Lead Company name.

(Required: Maximum 1000 characters allowed)

2 **Lead Company Address**

0

Enter the Lead Company address.

street
city, state zip

(Required: Maximum 4000 characters allowed)

2
1 **Lead Company Provider**
Please designate the service area provided by the lead company.
 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 designate one individual as the Company's representative to the District during the term of the Agreement. The representative will be contacted to solve any problems that may arise concerning the Proposal during the evaluation period. 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 Company address.

(Optional: Maximum 4000 characters allowed)

2
7 **Names & Titles of the Company's Officers**
Please list the Company's Officers (Names and titles)

(Required: Numbers only)

28	Resume of Key Personnel
	Resume of Key Personnel
<i>(Optional: Maximum 1000 characters allowed)</i>	

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

30	Title of Key Personnel
	Provide job title of key personnel assigned to District.
<i>(Optional: Maximum 1000 characters allowed)</i>	

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

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

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

3
4

Years of Experience with Other Firms

Please provide assigned key personnel's experience with other firms.

(Optional: Numbers only)

3
5

Education

Degree(s) or Certification(s)/Year/Specialization

(Optional: Maximum 4000 characters allowed)

3
6

Current Registration(s)

Please provide current registration(s)

(Optional: Maximum 4000 characters allowed)

3
7

Other Experience & Qualifications

Please provide other Experience & Qualifications relevant to the proposed project

(Optional: Maximum 4000 characters allowed)

**3
8** **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 (if applicable)
- 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)

**3
9** **REFERENCES & EXPERIENCE**

REFERENCES & EXPERIENCE

**4
0** **References & Experience**

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

Each Company must submit a minimum of five (5) references on Attachment #1 References and Experience. This sheet can be found under the attachments tab of the RFP. It must be completed and uploaded to the response attachments tab.

**4
1** **COST**

PROPOSED PRICING

**4
2** **Cost**
PROPOSED PRICING SHEET (YEARS 1 - 5)

Each Company must submit their proposed fees for service on Attachment #2 Proposed Pricing Sheet. The ability to submit firm cost figures for more than the first year shall have a positive impact on the evaluation of the proposal.

This sheet can be found under the attachments tab of the RFP. It must be completed and uploaded to the response attachments tab.

4
3

Company Officers (Names and titles)

Please list the Company's Officers (Names and titles)

(Required: Maximum 4000 characters allowed)

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