



Ladies and Gentlemen:

The Bibb County School District takes this opportunity to announce that we are requesting bids for support instruction on an adapted curriculum for students with disabilities. All bids should be delivered VIA BONFIRE ONLY.

Bids will be accepted prior to **04/24/2024**.

At this time, they will be reviewed by the Procurement Office.

All bids will be evaluated as described in the attached document time is of the essence and any bids received after the announced time and date for submittal whether by mail or otherwise, will be rejected. The time of receipt shall be determined by the time clock stamp in the Purchasing Department.

Late bids received will be so noted in the bid file in order that the vendor's name will not be removed from the subject commodity/service list. Late bids will not be considered.

All Vendors Completing this bid should register online as well, please visit the Bibb County School District website, under Department, Procurement, and Vendor Registration. www.bcsdk12.net.

If you have any questions concerning this bid, please submit them in writing to Elaine M. Wilson, Elaine.Wilson@bcsdk12.net. In addition, all communication relating to this bid solicitation, either before or after the bid opens, must be coordinated through the Purchasing Department to Elaine Wilson, via email ONLY at Elaine.Wilson@bcsdk12.net.

Your interest and participation in submitting a bid will be appreciated.

Procurement Staff

TENTATIVE TIMELINE

RFP # 24-033

RFP TITLE: Proposals for an Access Curriculum Instruction Services

RFP Schedule - Action

Date & Time

RFP Issued	03/29/2024
RFP Proposal Meeting	04/16/2024 @ 9 am, EST
RFP QUESTION DEADLINE	04/19/2024 @ 8 am , EST
RFP Due Date and Time	04/24/2024 @ 9 am, EST
<i>Proposals must be received by the due date and time. No late proposals will be accepted.</i>	
Evaluation of Proposals	TBD
Contract Negotiations	TBD

RFP Buyer Contact Information

Name	Elaine M Wilson - Beverly
Phone Number	(478) 779-3526
E-Mail	Elaine.Wilson@bcsdk12.net ;
<i>Any inquiries or requests regarding clarification of this RFP document shall be submitted to the buyer in writing.</i>	
<i>Offerors may contact ONLY the buyer regarding the terminology stated in the procurement documents.</i>	

RFP Submittal Location

All Submittals are completed Via BONFIRE:	https://bcsdk12.bonfirehub.com/portal/?tab=openOpportunities . Registration is FREE – A valid account is needed to review the bid opportunity.
RFP Terms	One Time Purchase with the option of THREE RENEWALS.



Background:

The Bibb County School District has over 20,000 students along with 38 Sites, as well as 25 Departments. The BCSD Services for Exceptional Children Department (SEC) supports PK-12 schools with the provision of effective instruction for all students with disabilities. This includes providing an adapted curriculum. Currently, schools are utilizing a variety of resources to provide specialized instruction for all academic content areas, at the discretion of the school leadership, with Unique Learning Systems serving as the primary core curriculum for students on an adapted curriculum. The SEC department would like to provide a consistent data-driven curriculum as well as training and support to all teachers that is evidenced-based for students with intellectual functioning below 70 and/or significant developmental delays.

Purpose:

Bibb County School District System (BCSD) is soliciting proposals from vendors to support instruction on an adapted curriculum for students with disabilities to rollout beginning in the Fall of 2024. To adequately address the existing achievement gap between students with significant cognitive disabilities and their non-disabled peers, an evidence-based, researched, and reviewed adapted curriculum is required to provide this group of students access to general education standards. BCSD seeks a comprehensive ELA, mathematics, science, and social studies curriculum that provides up-to-date relevant and appropriate materials that will effectively support teaching and learning of all learners in pre-kindergarten through high school with intellectual functioning below 70 and/or significant developmental delays. All curricular content, including online and printed materials, as well as formative assessments in the hands of teachers must allow for differentiated instruction and timely support to students, including accessibility features. In addition to curricular resources and materials, BCSD is also seeking ongoing professional development and coaching for our special education teachers to support fidelity and sustainability of implementation.

A. Invitation:

The procurement office, on behalf of the Bibb County School District would like to extend a formal offer to all-qualified contractors according to the specifications indicated within this RFP. Please review carefully all sections of the RFP, along with the Closing Date and Time. All questions pertaining to this RFP should be emailed to the Procurement Director, Elaine M. Wilson, Elaine.Wilson@bcsdk12.net,

Please make sure that you put the Bid Number in the subject (24-029). All questions and answers will be posted under the purchasing menu, located on the Bonfire website; www.bcsdk12.net, under Procurement.

B. Specifications: See Below – We are looking for a vendor to provide the following items:

BCSD seeks to provide comprehensive training and curriculum resources to special educators who teach students on an adapted curriculum in grades Pk-12 to include online/technology-based materials, print and classroom materials, comprehensive and ongoing training, and access to data reports to assist with monitoring implementation and impacts.



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OFFEROR'S RESPONSIBILITY

It shall be the responsibility of the selected Offeror to meet all requirements and guidelines set forth therein. Offerors shall provide a single point of contact (POC) to troubleshoot any and all potential problems or issues with the proposed system. No offer will be considered that does not provide a serious and reasonable proposal to the solicitation. Each proposal will be evaluated in its entirety.

ORAL INTERVIEW/DEMONSTRATION

BCSD may require qualified Offeror(s), considered in the competitive range, to participate in a detailed oral interview/demonstration to fully discuss their proposal and qualifications for this project and to answer questions posed by BCSD. A final selection may be based upon the evaluation of both the written and oral responses of each Offeror.

C. INTERPRETATION/ADDENDA:

If any questions should arise pertaining to the RFP Documents, the bidders may email the Director of Procurement, Elaine M. Wilson, Elaine.Wilson@bcsdk12.net, please include the RFP number in the Subject line, in order to guarantee a response to the question submitted. The questions should be received prior to the deadline within the **TENTATIVE TIMELINE**.

D. ADDITIONAL INFORMATION:

We have provided documentation to be reviewed for these appraisals we asked if you have any other questions, or concerns.

"Responsive" Bidder Criteria

- Capability of providing report as indicated
- Warranties /Guarantees
- Ability to meet specifications/bid documents as indicated.
- Service and Support Capability
- Documented licensed as required by the State of Georgia
- Applicable Bond Information as needed
- Responsible Award Amount for the Bibb County School District

E. Cancellation/Default of Contract

In the event the successful bidder, through any cause, should fail to fulfill the agreed upon obligations in an effective and timely manner, the Board shall have the right to terminate its contract by specifying the date of termination in a written notice to the selected vendor at least thirty (30) days before that termination date. The Board also reserves the right to procure the articles or services from other sources and hold the defaulting vendor responsible for any excess cost incurred.

F. Indemnity Provisions

Where bidder is required to enter or go onto property to provide services or gather information, the bidder shall be liable for any injury (including death), damage or loss occasioned by negligence of the bidder, his agent, or any person the bidder has designated to visit Board property and shall indemnify and hold harmless the Board, its officers, employees, agents and volunteers from any liability arising offerors should not include an indemnity or hold harmless agreement from the Board in any proposal. The Board will not be bound by any such agreement. Board Policy provides in part: No contract, provision, agreement or term of any procurement, contract or agreement with the Board shall obligate the Board or System to indemnify, save or hold harmless any vendor for any future claim, loss, expense, or liability. 3



G. Errors in Bids

Bidders or their authorized representatives are expected to fully inform themselves as to conditions, requirements, and specifications before submitting bid proposals. Failure to do so will be at the bidder's own risk. The bidder may withdraw a bid prior to the bid opening date and time by requesting to do so in writing.

H. Standards of Acceptance of Bid Proposal for Contract Award

The Board reserves the right to reject any and all bids and to waive any irregularities or technicalities in proposals received whenever such rejection or waiver is in the best interest of the Board. The Board has the right to disqualify a bid of any bidder as being unresponsive when such bidder cannot document its ability to deliver requested services or when investigation shows it is not in a position to perform the contract.

I. Compliance with Laws

The bidder shall obtain and maintain all licenses, permits, liability insurance, worker's compensation insurance and comply with any and all other standards or regulations required by Federal, State, or County statutes, ordinances and rules during the performance of any contract between the Board and the bidder. Any such requirement specifically set forth in any contract document between the bidder and the Board shall be supplementary to this section and not in substitution thereof.

J. Qualifications, Service Provider

- a. Prior Work Experience
- b. Documented Employees who are certified and qualified

K. Company Background and Experience

Offeror will describe their background, relevant experience and qualifications including, but not limited to the following:

a. Company Structure

The Offeror will include in the proposal the legal form of their business organization, the state in which incorporated (if a corporation), the types of business ventures in which the organization is involved, the office location that will be the point of contact during the term of any resulting contract, and a chart of the organization structure, including the reporting relationships, as they relate to this RFP.

b. Experience

The Offeror must include the total number of full consecutive years' experience as current business. The Offeror will provide a list of all clients for whom similar services, as detailed in this RFP, have been provided during the past three years. The list must include:

- dates of service
- name of contact person
- title of contact person
- phone number of contact person

The Offeror will also disclose any services terminated by the client(s) and the reason(s) for termination.

L. PREPARATION OF PROPOSAL:

Each proposal should be prepared as best as possible, however only content related to the specifications of this project should be addressed.

M. PACKAGING OF PROPOSAL

This BID IS ONLINE ONLY Via BONFIRE, we are seeking a BID TAB for the entire project. We request that you have



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a PDF file indicating your qualifications, Financial Overview, as well as PDF of the qualified organization.

N. EVALUATION PROCESS

The evaluation of proposals received on or before the due date and time will be conducted in the following phases. Evaluation for this RFP will be based on the following Categories:

References	50 pts
Overview	100 Points
Pricing	200 points
Capability	150 Points

✓ *Administrative Review*

The proposals will be reviewed by the Issuing Officer for the following administrative requirements:

A. Submitted by deadline.

O. MANDATORY REVIEW REQUIREMENTS

Proposals which pass the administrative review will then be reviewed by the Technical Evaluation Team to ensure all requirements are satisfied as requested.

P. PROPOSAL EVALUATION

Proposals which pass the Mandatory Requirements Review will be reviewed by the Technical Evaluation Team for quality and completeness.

Q. FINANCIAL PROPOSAL EVALUATION

Offerors will use only the Bid Tabulation Form provided with the RFP

R. IDENTIFICATION OF APPARENT SUCCESSFUL OFFEROR

The resulting Financial Proposal scores will be combined with the Technical Proposal score. The Offeror with the highest combined technical and financial score will be identified as the apparent successful Offeror.

S. REJECTION OF PROPOSALS/CANCELLATION OF RFP

The Board reserves the right to reject any or all proposals, to waive any irregularity or informality in a proposal, and to accept or reject any item or combination of items, when to do so would be to the advantage of the Board. It is also within the right of the Board to reject proposals **that do not contain all elements and information requested in this document**. The Board reserves the right to cancel this RFP at any time. The Board will not be liable for any cost/losses incurred by the Offerors throughout this process.

ADDITIONAL INFORMATION

All bids shall be:

- **Late bids will be marked late, and implemented in the bid file, with the time of receipt.**
- Bids submitted by facsimile transmission will not be accepted.
- Considered an irrevocable offer for a period of sixty (60) days from the date of Bid closing.
- Proposals shall be submitted in two separate parts, Technical Proposal and Financial Proposal.
- The Offeror must submit the Proposal Certification with original signature.
- The Offeror must submit a completed and notarized Certificate Regarding Debarment, Suspension, and Ineligibility Form.
- The Offeror must submit a completed E-Rate Certification Form.
- The Offeror must submit a completed Vendor Affidavit Form
- The Offeror must submit a Technical Proposal detailing the proposed approach to performing all of the services requested providing company information as detailed.
- All Items must be addressed and appropriately labeled to reflect the item number addressed.



BCSD NONDISCRIMINATION

The contractor, by the submission of a proposal or the acceptance of a contract, does agree that he will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The contractor shall take appropriate action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion, transfer, recruitment, layoff, termination, rates of pay or other forms of compensation and training. In the event of the contractor's noncompliance with the nondiscrimination policy of the BCSD, any contract or purchase order may be canceled, terminated or suspended in whole or in part and the contractor may be declared ineligible to transact further.

UTILIZATION OF MINORITY AND SMALL BUSINESS ENTERPRISES AND LOCAL AND MINORITY LABORERS

Minority and Small Business Subcontractors. The Owner has adopted a policy indicating its desire to increase the opportunity for participation by minority business enterprises and small business concerns in all its construction projects. The Contractor acknowledges this policy and agrees that it will actively solicit and encourage bids from qualified subcontractors identified by the Minority Assistance Corporation or other agencies as minority business enterprises. The Contractor shall also actively encourage and solicit bids from subcontractors who qualify as small business concerns.

Utilization of Minority and Local Labor. It is the policy of the Owner that the contractor and all subcontractors shall, consistent with efficient contract performance, utilize to the maximum extent possible minority and local laborers and mechanics as on-site employees. The Contractor acknowledges this policy and agrees that the on-site labor force of contractors and all subcontractors shall include a meaningful representation of skilled and unskilled local and minority laborers and mechanics, consistent with the efficient performance of this contract. Meaningful representation for minorities means the employment of minority laborers and mechanics in at least the same proportion that minorities are represented in a discrete construction skill or craft in Bibb County and all adjacent counties, provided such individuals are available at the time of need. Meaningful representation of local laborers and mechanics means that at least 75% of the on-site work force of contractor and all subcontractors, taken as a whole, shall reside in the Bibb County and surrounding counties, provided such individuals are available at the time of need.

DRUG-FREE WORKPLACE

By submission of a proposal, the Offeror certifies that he/she will not engage in the unlawful manufacture, sale distribution, dispensation, possession, or use of a controlled substance or drug during the performance of the contract and that a drug-free workplace will be provided for the contractor's employees during the performance of the contract. The Offeror also certifies that he will secure from any subcontractor who works on the contract, written certification of the same drug free workplace requirements. False certification or violation by failing to carry out requirements of O.C.G.A. 50-24-3 may cause suspension, termination of contract, or debarment of such Offeror.

CERTIFICATION OF NONCOLLUSION

By submitting a proposal the Offeror certifies: "that this proposal is made without prior understanding, agreement, or connection with any corporation firm, or person submitting a proposal for the same materials, supplies, or equipment, and is in all respects fair and without collusion or fraud. That collusive pricing is understood to be a violation of State and Federal law and can result in fines, prison sentences, and civil damage awards."

IMMIGRATION REFORM AND CONTROL ACT

Offerors must abide by all federally mandated laws enforced by United States Department of Homeland Security which are established to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA) P.L. 99-603, in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

AUTHORIZED OFFICIAL



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It is agreed that all conditions of the proposal shall be abided and that the person signing this proposal is authorized to sign the proposal for the Offeror.

SOLICITATION TERMINATION

In any event in which this solicitation is terminated or cancelled, in whole or in part, or all proposals are rejected, there shall be no liability on the part of BCSD for any costs incurred by Offerors or potential Offerors in relation to the solicitation.

RIGHTS AND REMEDIES

The rights and remedies of BCSD provided above shall not be exclusive and are in addition to any other rights and remedies provided by law or under the contract.

INSURANCE

When the selected contractor has been identified, he will be notified of the necessity to provide required insurance. Proof of insurance shall be provided within 15 days of the date of written notification to the contractor.

Worker's Compensation and Employer's Liability Insurance

The contractor shall procure and maintain Worker's Compensation and Employer's Liability Insurance in the following limits. Such insurance is to cover each and every employee who is or may be engaged in work under the contract.

Worker's Compensation Limits: Statutory

Employer's Liability Limits:

Bodily Injury by Accident	\$ 100,000 each accident
Bodily Injury by Disease	\$ 100,000 each employee
Bodily Injury by Disease	\$ 100,000 policy limit

Contractor waives all rights against Owner and its agents, officers, directors and employees for recovery of damages to the extent these damages are covered by the workers compensation and employer's liability or commercial umbrella liability insurance obtained by Contractor pursuant to this agreement. The Waiver of Our Right to Recover from Others Endorsement, ISO Form SC 00 03 13 shall be attached to the policy showing the Owner listed in the Schedule. Commercial General and Umbrella Liability Insurance

The Contractor shall procure and shall maintain commercial general liability (CGL) and if necessary, commercial umbrella insurance with a limit of not less than \$250,000 each occurrence, as shall protect him and any Subcontractor performing Work covered by this Contract from claims for damages for bodily injury, including accidental death, as well as from claims for property damages, which may arise from operations under the Contract Agreement, whether such operations are by himself or by any Subcontractor or by anyone directly or indirectly employed by either of them.

- (1) Comprehensive Form
- (2) Contractual Insurance
- (3) Personal Injury
- (4) Broad Form Property Damage
- (5) Premises - Operations
- (6) Completed Operations

This coverage shall cover the use of all equipment, hoists, and vehicles on the site(s) not covered by Automobile Liability under the contract. Policy coverage must be on an occurrence basis.

*****Bidders shall provide two (2) copies of submitted bid proposals containing all pertinent documentation. The Board assumes no responsibility or obligation to respondents and will make no payment for any costs associated with the preparation or submission of the bid proposal. Bidders are encouraged to review carefully all provisions and attachments of this document prior to submission. Each bid proposal constitutes an offer and may not be withdrawn except as provided herein. *****





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GENERAL TERMS AND CONDITIONS

PREPARATION OF PROPOSALS

Proposals must be on Forms furnished with this Request for Proposal.

Each vendor is responsible for having knowledge and understanding of any applicable State of Georgia Code and BCSD regulations or policies pertaining to BCSD procurement.

BCSDS Purchasing Regulations are hereby acknowledged, understood, and agreed to by both parties and are hereby fully incorporated into the RFP and Proposal Contract.

Conditional RFP's- Proposals that in any way qualify or vary the terms and conditions and specifications of this RFP may be considered non-responsive and disqualified.

COMMUNICATIONS WITH BCSD STAFF

All communications concerning this RFP must be submitted in writing to the BCSDS Purchasing Department. Email to Elaine.Wilson@bcsdk12.net is the preferred method of communication. Only written questions submitted via email will be accepted. No response other than written, distributed by the Purchasing Department will be binding upon BCSDS. User departments may be called upon for clarification in their area of expertise at the discretion of the Purchasing Department.

Answers will be provided in writing and posted on BCSD Bonfire Portal.

From the issue date of this Proposal until the completion of the selection process and the award notification is announced, vendors are not allowed to communicate with school system employees and/or contracted agents related to this RFP for any reason except as authorized by the Purchasing Department. Violation of this provision may result in rejection of the response.

It is the vendor's responsibility to check the BCSD Current Solicitations website for any addenda, responses to vendor questions, or other communications, which may be necessary during the solicitation period.

SUBMISSION OF PROPOSALS

Any proposal received after the designated time will be deemed late and will not be considered by the BCSD. Telephone or fax quotations in lieu of RFP Form will not be accepted. BCSD cannot be responsible for lateness of receipt due to delivery delays unless extraordinary circumstances such as acts of God or similar. Verify your quotation before submission as it cannot be withdrawn, corrected, or altered after submission. A responsible officer or employee must sign, and all obligations assumed by such signature must be fulfilled.

ASSIGNMENT, DELEGATION, OR SUBCONTRACT

Except as may be specifically permitted by the RFP, Vendor shall not delegate, subcontract, assign, or otherwise permit anyone other than the Vendor personnel to perform any of the work required under this Contract, or assign any of its rights or obligations hereunder, without written consent of BCSD, which consent may be withheld at its sole discretion.

INDEMNIFICATION

The successful Vendor shall be liable for any injury, damage or loss occasioned by negligence of the successful Vendor, its agents, or any other person the successful Vendor has designated to visit BCSD property and shall indemnify and hold harmless the Board, its officers, employees, agents, volunteers from any liability arising in the performance of this contract. A vendor's obligation under this section shall not extend to any liability caused by the sole negligence of the BCSD, or its employees.



TERMINATION

Termination-If BCSD or the successful vendor(s) wish to cancel this contract, written notice thirty (30) days in advance will be required of either party. In addition, either party may terminate the contract in the event the other party breaches any of its duties and obligations under this contract and fails to cure such breach within thirty (30) days after receiving notice specifying the breach. BCSD reserves the right to terminate without warning in the event of critical and/or material breach of contract.

ADDENDUM

Addendum(s) issued in writing during the time of solicitation will be incorporated in the subsequent contract. Vendor is responsible for checking the webpage frequently during solicitation period for any potential addendums.

SPECIAL TERMS AND CONDITIONS

Should the General Terms, Conditions conflict with the attached Special Terms and Conditions, the Special Terms and Conditions will control.



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COST/BID FORM

All cost considerations must be included with your response. BCSD will not consider any costs not disclosed and agreed upon at Award. All cost shall be label "6.0 Cost", tabbed, and included in your RFP response. *Tab and label with response*

Item #	Description	<i>Total Pricing</i>
1.	Total Services Pricing	
2.	Additional Fees If Applicable	