



PUBLIC CHARTER SCHOOLS

Request for Proposal

Technology Consulting Services

RFP Issued	March 15, 2019
Final Day to submit questions	March 29, 2019
Proposals Due	April 12, 2019
Evaluation Complete	May 3, 2019
Award Announced	May 6, 2019
Contract Start Date	June 1, 2019

Lovette Curry
90 High Rock Street
Lynn, MA 01902
Lcurry@kipppma.org
(781) 244-8180

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SECTION 1: INTRODUCTION

1.1 Introduction

KIPP Massachusetts Public Charter schools is seeking a Contractor to provide technology consulting services for three campuses beginning in Spring 2019. KIPP Massachusetts is seeking a Contractor who is flexible, but also understands the critical nature of the timeline.

1.2 About KIPP MA

KIPP Academy Lynn Public Charter Schools and KIPP Academy Boston Public Charter Schools, hereafter referred to as KIPP Massachusetts or KIPP MA, is part of a non-profit network of college preparatory, public charter schools educating students across grades K-12 in Lynn and Boston. Comprised of two elementary, two middle, and one high school, we have an 15-year track record of preparing students in educationally underserved communities for success in college and life. Our schools are part of the free public school system and enrollment is open to all students.

Our campuses are currently located at:

- **20 Wheeler St, Lynn MA 01902.** KIPP Academy Lynn Elementary serves over 480 students within a grade span of K-3. The campus is undergoing a renovation project- transitioning to a high school building by Summer 2019.
- **90 High Rock St, Lynn MA 01902.** KIPP Academy Lynn Middle and Collegiate serves over 950 students within a grade span of 5 - 12. The campus is transitioning to a K-8 facility for the 2019 - 2020 school year.
- **37 Babson Street, Mattapan, MA 02136.** KIPP Academy Boston Elementary and Middle serves over 450 students within a grade span of 1-8.

We are part of a national network of 224 KIPP schools educating nearly 100,000 students on their path to and through college, careers, and life. For more information about our schools, please visit www.kippma.org.

1.3 Scope of work

KIPP Massachusetts intends to purchase consulting services for IT project management and process improvement for 6-12 months to review our current technology infrastructure, develop solutions to some of our key technology challenges, develop technology processes, as well as concurrent site moves. The scope of work of this RFP is centered on managing multiple, complex work streams in parallel with physical location shifts. We will be evaluating bids on their value and relative costs and strongly encourage interested bidders to propose a set of services which are the most cost efficient.

Specific tasks under this RFP include:

- Installation of various technology at our new KIPP MA site in Lynn
- Develop processes for asset management and help desk support
- Transition of main technology office
- Site moves, moving our schools across two campuses in Lynn
- Development and support for the Technology Manager and Associates
- IT Project Management
 - Lead multiple strategic and continuous improvement projects simultaneously
 - Partner with project team members and stakeholders, including vendors, to ensure timely and successful project completion.
 - Support the development of project charters, plans, and schedules; manage project budgets, communication plans, project review meetings, and deliverables.
 - Identify and monitor key measures to ensure project success and prepare project status reports.
 - Coordinate/facilitate/support all aspects of project management in regard to key organizational, process and technology change projects to align systems and operations with business objectives.
 - Serve as strategic advisor to leadership team on IT initiatives
- Process Improvement
 - Use data insights, process knowledge and critical thinking to identify and validate process improvement opportunities.
 - Develop business cases for strategic and continuous improvement projects.
- Communication and Change Management
 - Create and deliver stakeholder and executive level project and business case presentations.
 - Support the development of presentations that deliver succinct/concise recommendations to management team and be able to provide rationale and justifications behind the recommendations.

- Partner with stakeholders to manage the impact of a project, including training, communication and risk management plans.
- Ensure adoption of new tools and processes by identifying, monitoring and communicating success metrics.
- Draft communications and partner with vendors to create and deliver updates to policies and procedures.
- Strategic Planning
 - Developing a short and long-term strategic plan for the technology at KIPP Massachusetts
 - Develop a staffing model based on the technology needs for our organization
 - Develop Key Performance Indicators for the technology team and each technology role
 - Support the development of roles and responsibilities for the technology team

Deliverables shall include but not be limited to:

- Creation and maintenance of weekly dashboard to track status of all ongoing projects and their dependencies
- Performance of technical reviews of vendor documentation
- Development of business process documentation, to include IT policies and procedures
- Creation of businesses cases and cost benefit analysis to support IT decision-making
- Delivery of regular briefings for KIPP Massachusetts Operations leadership and/or larger leadership team

Please note, these are high level tasks to help inform bidders' proposal narratives and budget. Interested respondents should propose a set deliverables to meet the objectives. Final contract Scope of Work will be based on KIPP Massachusetts needs, the selected bidders proposed timeline and approach (see section 2.0), and final negotiations with the selected bidder prior to contract award.

1.4 Contract Term

The term for this contract will be from the date of acceptance (estimated to be May 4, 2019) – December 31, 2019. This contract may be extended based on the needs of the organization.

1.5 Cancellation/Termination

If the Contractor defaults in its agreement to provide technology services to KIPP Massachusetts' satisfaction, or in any other way fails to provide service in accordance with the contract terms, KIPP Massachusetts shall promptly notify the Contractor of such default and if adequate correction is not made within ten (10) business days, KIPP Massachusetts may take whatever action it deems necessary to provide alternate services and may, at its option, immediately cancel this contract by providing written notice to the Contractor. Except for such

cancellation with cause by KIPP Massachusetts, either KIPP Massachusetts or the Contractor may terminate this contract by giving sixty (60) days advance written notice to the other party. Cancellation does not release the Contractor from its obligation to provide goods or services per the terms of the contract during the notification period.

SECTION 2: GENERAL INFORMATION & INSTRUCTIONS

2.1 Questions and Answers about the RFP

All questions about this RFP must be submitted in writing to lcurry@kipppma.org with the name of the RFP in the subject line. The final day to submit questions will be on March 29, 2019 at 5pm EST. Questions received after that time will not be answered. KIPP Massachusetts will respond to all questions no later than April 1, 2019.

2.2 Proposal Submission Guidelines

Section	Section Title	Page Limit
1	Cover Page	1
2	Proposal Narrative	5
3	Project Budget	2
4	References	3
5	Certificate of Insurance	1
6	Supplemental Information	n/a
7	Signed Bid Submission Sheet	1

The project budget should include everything necessary for the execution and completion of the project. Proposals are to exclude sales tax.

KIPP Massachusetts is not liable for any costs incurred by the bidder in the preparation of proposals submitted.

Contractors shall submit an electronic copy of the following documents via email with a subject **“Request for Proposal -- 2019 Technology Consultant -- Proposal Response”** based on the schedule below to:

Lovette Curry
[Lcurry@kipppma.org](mailto:lcurry@kipppma.org)
Managing Director of Operations and Human Resources
90 High Rock St, Lynn MA 01902

Responses received after 5:00 PM EST on Friday, April 12, 2019 *may* not be considered.

All submitted proposals shall include:

1. **Cover Page:** APPENDIX A of this package shall be filled out and signed by an authorized representative of the Company.
2. **Proposal Narrative:** Contractor shall include a full proposal narrative outlining their support plan for the organization based on the scope of work provided. In your proposal, please outline your approach for providing the services noted in the scope of services above. Please indicate whether there are services outlined in the scope that your organization is not prepared to offer at this time.
 - a. The written narrative portion of the RFP cannot exceed 5 double-spaced pages. Content beyond the 5-page limit will be removed before proposals are evaluated. Proposals that do not include a proposal narrative will be disqualified and will not be considered for funding.
 - b. Respondents must address the following sections in the proposal narrative:
 - i. **Organizational Qualifications and Project Management (20 points)**
 1. Please provide an overview of your organization and your organizations experience and qualifications for similar sized projects.
 2. Please describe the experience and qualifications of the project lead/project manager and other key members of the project team.
 - ii. **Project Approach (30 points)**
 1. Please outline your project management approach including how you will address competing timelines and inter-project dependencies.
 2. Please provide a concise timeline with key milestones and roles of responsibilities of Contractor and KIPP Massachusetts to achieve each milestone.
 3. Please describe your process for gathering stakeholder input and managing differing perspectives.
 4. Please describe your experiences managing the following: transitions from in-house IT support to managed services, professional development of in-house IT team members, IT process development, and IT structure review, and Wi-Fi installations.
 5. Please describe your experience managing external vendors against tight deadlines.
 6. Please provide specific risks you see related to this project and how your organization with manage/mitigate these risks through your project management approach.
3. **Project Budget – 30 Points:** Contractor shall include any additional projected fees not expressly stated or requested in this RFP, including one-time fees that may be charged.
4. **References – 20 points:** Contractor shall include background information on employees and references from other entities similar to KIPP Massachusetts for which the Contractor has provided services.
 - a. Proposals should be submitted with 3 customer references. School references are preferred.

5. **Certificate of Insurance:** Contractor shall provide proof of Workers’ Compensation, General Liability, and Fidelity Bonding insurance.
6. **Supplemental Documentation:** Contractor is welcome to include supplemental information.
7. **Bid Submission Sheet:** Proposals must be submitted with a signed Bid Submission Sheet, APPENDIX D of this document.

All proposals should be submitted via email to lcurry@kipppma.org by 5:00PM on **4/12/19**.

All questions about scope should be directed to Lovette Curry, Managing Director of Operations and Human Resources for KIPP Massachusetts via email at lcurry@kipppma.org. KIPP Massachusetts encourages all prospective consultants to submit any questions they may have as soon as possible. Questions should include “Technology Consultant 2019 RFP” in the subject line to ensure the email is identified properly.

2.3 Evaluation Criteria and Contract Award

An RFP Scoring Panel will score and rank proposals and make a recommendation for funding. The selection will be based upon proposal information supplied by the respondent in response to this RFP.

The following details the points assigned per section:

Section	Section Title	Point Award
1	Cover Page	n/a
2	Proposal Narrative	50
3	Project Budget	30
4	References	20
5	Certificate of Insurance	n/a
6	Supplemental Information	n/a
7	Signed Bid Submission Sheet	n/a

2.4 Proposal Evaluation

KIPP Massachusetts reserves the right to reject any and all proposals received as a result of this RFP. The selected proposal will be the most advantageous regarding price, quality of service, qualifications and capability to provide the specified service, and other factors, which KIPP Massachusetts may consider. Specific evaluation criteria includes, but is not limited to:

- Ability to meet required and desired contract specifications, including terms and conditions.
- Pricing.
- Experience and References.
- Contractor’s past relationship, if any, with KIPP Massachusetts or other charter schools.

2.5 Failing to Comply with Submission Instructions

Understanding Proposals received after the identified due date and time or submitted by any other means than those expressly permitted by the RFP will not be considered. Proposals must be complete in all respects, as required in each section of this RFP. By submitting a proposal, the Contractor agrees and assures that the specifications are understood and are adequate, and the Contractor accepts the terms and conditions herein. Any exception must be noted in the Contractor's response.

2.6 Rejection of Proposals; Right to Waive Immaterial Deviation

KIPP Massachusetts 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 KIPP Massachusetts. It is also within the right of KIPP Massachusetts to reject proposals that do not contain all elements and information requested in this RFP. A proposal will be rejected if the proposal contains any defect or irregularity and such defect or irregularity constitutes a material deviation from the RFP requirements, which determination will be made by KIPP Massachusetts on a case-by-case basis.

SECTION 3: SPECIFICATIONS AND REQUIREMENTS

3.1 Contractor Information

The Contractor will provide the company name, company address and the name, telephone number, and email address of the person or persons authorized to represent the company regarding all matters related to the proposal.

3.2 Assignment

Neither party of the contract shall assign the contract without the prior written consent of the other, nor shall the Contractor assign the right to any proceeds from the performance of the contract without the prior written consent of the KIPP Massachusetts. In furnishing services, the Contractor shall be acting as an independent Contractor in relation to KIPP Massachusetts. The manner in which the services are performed shall be controlled by the Contractor; however, the nature of the services and the results to be achieved shall be specified by KIPP Massachusetts. The Contractor is not to be deemed an employee or agent of KIPP Massachusetts and has no authority to make any binding commitments or obligations on behalf of KIPP Massachusetts except as expressly provided herein. This clause of the Contract does not prevent KIPP Massachusetts from requiring Contractor to have its employees follow normal rules and guidelines for work performance, discipline and safety or from requiring Contractor to perform the requirements of this Contract satisfactorily.

3.3 Security/Confidential Information

The Contractor is required to screen all employees for on-site operations for prior criminal records of violence, acts against women or children, perversion or similar acts that could put members of KIPP Massachusetts community at risk. KIPP Massachusetts reserves the right to screen all contractor employees appointed to on-site operations, including independent background checks. KIPP Massachusetts reserves the right to bar access to the campus to individuals deemed to be a threat to the campus community. The campus is a drug free, alcohol free, and smoke free workplace, and KIPP Massachusetts reserves the right to request the removal of any Contractor employee from campus, at will. The Contractor must agree to comply with the request. Contractor shall be responsible for all keys issued to them and his/her employees. All doors and windows shall be closed and locked upon completion of cleaning or maintenance operations in the area. Contractor and his/her employees shall not disturb papers or personal effects on desks, and shall not open drawers or cabinets, or use any office equipment including but not limited to telephones, computers, radios or televisions. No unauthorized person or persons shall accompany Contractor's personnel conducting work under this contract.

3.4 Work Permission Requirement

The Contractor agrees and acknowledges that its employees and agents, employees, as well as any subcontractor or subcontractors' personnel, working on the contract must be a citizen of the United States, or must be lawfully admitted for residence and be permitted to work in the United States under the immigration and naturalization Act 8 U.S.C. 101, et seq.

3.5 Additional Requirements

At a minimum, the selected contractor must carry the following insurance for the entire period of the awarded contract and must name KIPP Massachusetts as an additional Insured:

- Workman's Compensation Insurance at a minimum \$1,000,000 per incident that covers all employees of contractor that works in/on the schools.
- General liability or similar comprehensive insurance policy with a minimum of \$1,000,000 per incident coverage for the following:
 - o Property Damage
 - o Contractual Liability
 - o Personal or Bodily Injury

Contractor warrants to KIPP Massachusetts that all labor performed and materials furnished by contractor shall conform to the specifications of this agreement, be of good quality and free of defects. Contractor expressly warrants that the work shall remain free of defect for a period of at least one (1) year from the date of completion.

SECTION 4: TERMS AND CONDITIONS

4.1 Payment Terms

KIPP Massachusetts' payment terms are thirty (30) days from date of good/service acceptance or receipt of a properly prepared and submitted invoice, whichever is later.

4.2 Right to Additional Competition

KIPP Massachusetts occasionally solicits qualifications or bids for services, and expressly reserves the right to enter into one or more service agreements for any goods and/or services described in this request if deemed to be in the best interest of KIPP Massachusetts.

4.3 Modifications

Any contract between the Contractor and KIPP Massachusetts may only be modified by a written agreement signed by both parties or their duly authorized agents.

4.4 Incurred Costs

KIPP Massachusetts is not liable for any costs incurred by a Contractor in the preparation and production of a bid/proposal or for any work performed prior to the issuance of a contract.

4.5 Duration of Submission

Submitted proposals shall remain valid and open for acceptance for a period no less than sixty (60) days subsequent to the opening of proposals. No bid/proposal may be withdrawn during the period of firm offering.

4.6 Proposal Errors

Proposals will represent a true and correct statement and shall contain no cause for claim of omission or error. Request for withdrawal of proposal is allowed based on proof of mechanical error; however, Contractor may be removed from the KIPP Massachusetts approved vendor list.

4.7 Selection of Contractor

KIPP Massachusetts will enter into a written contract with the most responsive bidder as determined by the evaluation criteria mentioned above. KIPP Massachusetts reserves the right to reject any or all proposals, in

whole or in part, and is not bound to accept the lowest cost proposal if that proposal is contrary to the best interests of KIPP Massachusetts. KIPP Massachusetts also reserves the right to award contracts for individual items as may appear advantageous and to waive all formalities of bidding.

4.8 Undue Influence

In order to ensure the integrity of the selection process, Contractor's officers, employees, agents or other representatives shall not lobby or attempt to influence a vote or recommendation related to the Contractor's response, directly or indirectly, through any contact with KIPP Massachusetts board members or other KIPP Massachusetts officials from the date this solicitation is released until the award of a contract by KIPP Massachusetts.

4.9 Contractual Relationship

Nothing herein shall be construed as creating the relationship of employer or employee between KIPP Massachusetts and the Contractor or between KIPP Massachusetts and the Contractor's employees. KIPP Massachusetts shall not be subject to any obligations or liabilities of the Contractor or its employees, incurred in the performance of the contract unless otherwise herein authorized. Neither the Contractor nor its employees shall be entitled to any of the benefits established for KIPP Massachusetts employees, nor be covered by KIPP Massachusetts' Workers' Compensation Program.

4.10 Indemnification

The Contractor shall indemnify, defend and hold harmless KIPP Massachusetts, its officers, agents and employees, from and against any and all loss, cost, damage, expense and claims, including attorney's fees and liability of any kind for any acts or omission of the Contractor, its officers, agents or employees, in performance of contract, so long as the sole negligence of KIPP Massachusetts is not the cause of the loss, claim, damage expense or cost.

4.11 Gratuities

KIPP Massachusetts, by written notice to the Contractor, cancel any agreement between the Contractor and KIPP Massachusetts without liability to KIPP Massachusetts if it is determined by KIPP Massachusetts that gratuities, in the form of entertainment, gifts, or otherwise, were offered or given by the Contractor, or any agent or representative of the Contractor, to any officer or employee of KIPP Massachusetts with a view toward securing a contract or securing favorable treatment with respect to the awarding or amending, or the making of any determinations with respect to the performing of such a contract. In the event a contract is cancelled by KIPP Massachusetts pursuant to this provision, KIPP Massachusetts shall be entitled, in addition

to any other rights and remedies, to recover or withhold the amount of the cost incurred by the Contractor in providing such gratuities.

4.12 Advertising

The Contractor shall not advertise or publish, without the prior consent of KIPP Massachusetts, the fact that KIPP Massachusetts has entered into a contract with the Contractor, except to the extent necessary to comply with proper requests for information from an authorized representative of the federal, state or local government.

4.13 Student Information

Contractor acknowledges and agrees that certain federal and state laws protect the privacy interests of students and parents with regard to educational and health records maintained by KIPP Massachusetts, including, without limitation, the Family Educational Rights and Privacy Act (“FERPA”), 20 USC § 1232g, and the Health Insurance Portability Accountability Act of 1996 (“HIPAA”) Pub. L. No. 104-191, 110 Stat. 1936. KIPP Massachusetts may determine that the Contractor has a legitimate educational interest in the educational records, as that term is defined under FERPA, of KIPP Massachusetts’ students, and the Contractor is an agent of KIPP Massachusetts solely for the purpose of providing services to KIPP Massachusetts. The Contractor and its personnel, if any, shall maintain the confidentiality of student and medical records and comply with the requirements of FERPA, HIPAA, and all other applicable law with respect to the privacy of student records. This provision shall survive the termination of any agreement between KIPP Massachusetts and the Contractor. Upon the termination of any agreement between KIPP Massachusetts and the Contractor, the Contractor will return to KIPP Massachusetts all student records, documentation, and other items that were used, created, or controlled by the Contractor.

4.14 Intellectual Property

Contractor acknowledges that, in connection with this project, it may have access to or create (alone or with others) confidential and/or proprietary information that is valuable to KIPP Massachusetts. For purposes of this project, “Confidential Information” shall include but not be limited to:

1. Information relating to KIPP Massachusetts’ financial, regulatory, personnel, or operational matters.
2. Information relating to KIPP Massachusetts’ clients, customers, beneficiaries, suppliers, donors, employees, volunteers, sponsors, or business associates and partners.
3. Trade secrets, know-how, inventions, discoveries, techniques, processes, methods, formulae, ideas, technical data and specifications, testing, methods, research, and development activities, and computer programs and designs.
4. Contracts, product plans, sales and marketing plans, and business plans.

5. All information not generally known outside of KIPP Massachusetts’ business, regardless of whether such information is in written, oral, electronic, digital, or other form, and regardless of whether the information originates from KIPP Massachusetts or its agents.
6. The term “Confidential Information” does not include the following:
 - a. Information available to the public through no wrongful act of the receiving party.
 - b. Information that has been published.
 - c. Information required in response to subpoena, court order, court ruling, or by law.

Contractor agrees that it will not, at any time during or after termination of any contract between the Contractor and KIPP Massachusetts, use or disclose any confidential information or trade secrets of KIPP Massachusetts to any person or entity for any purpose whatsoever without the prior written consent of KIPP Massachusetts, unless and except as otherwise required by applicable federal or state law, including but not limited to the Massachusetts Public Record Law.

Contractor agrees to release to KIPP Massachusetts all records and supporting documentation related to the services provided under any contract between the Contractor and KIPP Massachusetts upon completion of the services and/or termination of the contract.

4.15 Delivery Terms and Transportation Charges

All deliveries, unless specified otherwise in writing, shall be made to the campus or department specified, between the hours of 8:00AM- 4:00PM, Monday through Friday, except on school holidays. The delivery shall be made and articles shall be placed inside the school or district building in the room(s) designated, at no additional charge. The title and risk of loss of the goods shall not pass to KIPP Massachusetts until the school or district office receives, accepts, and takes possession of the goods at the point(s) of delivery. The place of delivery shall be set in any subsequent authorized work orders.

4.16 Insurance

The Contractor will carry and maintain Workers’ Compensation, General Liability, and Fidelity Bonding insurance if necessary. Proof of such will be furnished to KIPP Massachusetts as requested.

4.17 Price Warranty

The price to be paid by KIPP Massachusetts shall be that contained in the Contractor’s bid which the Contractor warrants to be no higher than the Contractor’s current prices on orders by others for services and/or products of the kind and specification covered by this project for similar quantities under similar or like conditions and methods of purchase. In the event the Contractor breaches this warranty, the prices shall be reduced to the Contractor’s current prices on orders by others, or in the alternative, KIPP Massachusetts may

cancel the contract between the Contractor and KIPP Massachusetts without liability to KIPP Massachusetts for breach at the Contractor's actual expense. The Contractor warrants that no person or selling agency has been employed or retained to solicit or secure a contract upon an agreement or understanding for commission, percentage, brokerage, or contingent fee excepting bona fide employees of bona fide established commercial or selling agencies maintained by the Contractor for the purpose of securing business. For breach or violation of this warranty, KIPP Massachusetts shall have the right in addition to any other right or rights to cancel the contract between the Contractor and KIPP Massachusetts without liability and to deduct from the contract price, or otherwise recover the full amount of such commission, percentage, brokerage or contingent fee.

4.18 Safety Warranty

When applicable, Contractor warrants that products sold to KIPP Massachusetts shall conform to the standards promulgated by the U.S. Department of Labor under the Occupational Safety and Health Act of 1970. In the event the product does not conform to OSHA standards, KIPP Massachusetts may return the product for correction or replacement at the Contractor's expense. In the event the Contractor fails to make the appropriate correction within reasonable time, correction made by KIPP Massachusetts will be at the Contractor's expense. Additionally, no asbestos in any form may be used in the manufacturing or processing of any product purchased by KIPP Massachusetts. If any product called for by name in this specification should contain any asbestos material, the Contractor must notify KIPP Massachusetts immediately for the name of a suitable substitute asbestos-free product.

4.19 Suspension & Debarment

Neither the Contractor nor any of its officers, directors, owners, members, employees, or agents is listed on the General Services Administration's List of Parties Excluded from Federal Procurement or Nonprocurement Programs in accordance with E.O. 12549 and E.O. 12689--- Debarment and Suspension. This list contains the names of parties debarred, suspended, or otherwise excluded by agencies, and contractors declared ineligible under statutory and regulatory authority other than E.O. 12549.

4.20 No Waiver of Immunity

Notwithstanding anything to the contrary in this request, the Contractor acknowledges, stipulates, and agrees that nothing in this request shall be construed as a waiver of any defense available to KIPP Massachusetts, including but not limited to any statutory or governmental immunity available to KIPP Massachusetts under applicable law.

4.21 Equal Opportunity

KIPP Massachusetts is an equal opportunity employer. It is the policy of KIPP Massachusetts to offer equal educational and employment opportunities to all persons without discrimination on the basis of race, color, religion, sex, age, sexual orientation, national origin, disability or veteran status.

4.22 Sexual Harassment

KIPP Massachusetts is committed to providing a positive environment for all students and staff. Sexual harassment, whether intentional or not, undermines the quality of this educational and work climate. Failure of the contractor, its employees, and/or subcontractors to comply with KIPP Massachusetts policy regarding sexual harassment could result in termination of this contract without advance notice.

4.23 Smoking Policy

The Contractor must comply with KIPP Massachusetts' non-smoking policy. Smoking is not permitted on campus. The Contractor shall be responsible for the implementation and enforcement of this requirement with respect to its employees and subcontractors.

APPENDIX

APPENDIX A: COVER SHEET

Note to Proposers

Carefully read all instructions, schedule, requirements and specifications. Fill out all forms properly and completely. Submit your proposal with all appropriate supplements and attachments and return as instructed in this document to:

Lovette Curry

Lcurry@kipppma.org

Managing Director of Operations and Human Resources

90 High Rock St, Lynn MA 01902

An authorized company representative must complete and sign below; failure to do so could disqualify the proposal.

Company Name:

Company Address:

Employer Identification Number:

Telephone Number: _____ Fax Number: _____

Representative Name: _____ Signature: _____

APPENDIX C: DEBARMENT OR SUSPENSION CERTIFICATE

KIPP Massachusetts is prohibited from contracting with or making subawards under covered transactions to parties that are suspended or debarred or whose owners/members/principals and certain employees are suspended or debarred. Provider must certify that it and its owners/members/principals are not suspended or debarred under federal law and rule.

By submitting this certificate, Contractor certifies that no suspension or debarment is in place, which would otherwise preclude Contractor or its Owner/Members/Principals or employees from receiving a federally funded contract under applicable federal regulations and federal OMB Circulars.

Contractor Official Name

Contractor Name

Signature of Contractor Official

Date

APPENDIX D: BID SUBMISSION SHEET

This form must be returned, properly executed, along with three customer referrals and any additional materials. Please use this form as the cover sheet for your bid proposal.

Company: _____

Address: _____

Telephone: _____

Email: _____

I, _____, a duly authorized representative of the bidding firm, agree to provide all goods and services included in this bid submittal in accordance with all applicable federal, state and local laws, regulations and ordinances, and further, to hold KIPP Massachusetts harmless should any judgement be rendered against our firm for violation(s) during the performance of this project. The undersigned does, by his/her signature, indicate he/she has read, understands, and will comply with all requirements and conditions of the specifications.

Name (Please Print): _____

Title: _____

Signature: _____

Date: _____