

PROVISO TOWNSHIP HIGH SCHOOLS DISTRICT 209
8601 W. Roosevelt Road
Forest Park, IL 60130
708-338-5956

July 5, 2017

To Whom It May Concern:

The Board of Education of Proviso Township High Schools District 209 is accepting Request for Proposals (RFP) for furnishing all equipment, materials, supplies, and labor to provide for the service of community schools coordination. This service will be for Proviso East High School and Proviso West High School. RFP instructions and specifications are enclosed.

Proviso Township High Schools District 209 is a public high school district serving grades 9 – 12. We have three high schools with a total enrollment of approximately 4,600 students.

All proposals must be submitted to Proviso Township High Schools District 209 no later than July 24, 2017 by 10:00 a.m. Please note all questions related to this RFP are due by July 19, 2017 no later than 10:00 a.m. Please submit all questions to spalmer@pths209.org. All questions and responses will be forwarded to all potential proposers.

Proviso Township High Schools District 209
8601 W. Roosevelt Road
Forest Park, IL 60130
Attention: Sharon Palmer, Director of Accounting

Sincerely,

Sharon Palmer
Director of Accounting

SECTION I: GENERAL INFORMATION

1. GENERAL

- A. RFP shall be submitted in an envelope properly marked with the title Community Schools Coordination.
- B. Seal and deliver your RFP to the Business Office on or before the time scheduled for the opening.
- C. Your RFP shall be made on the form provided.
- D. Unsigned or late Proposals will not be considered.
- E. Proviso Township High School District 209 is not subject to Federal Excise Tax or Illinois Retailers Occupational Tax.
- F. Prices quoted shall include all charges for packing, transportation, and delivery to the school building or District Office as designated on the RFP.
- G. Correspondence shall be addressed to the Business Office.
- H. Each RFP from a Contractor with 25 or more employees must be accompanied by a Certificate of Compliance with the Illinois Drug-Free Workplace Act certifying that the company shall provide a drug-free workplace for all employees engaged in the performance of work under the contract and that the company is not barred from submitting a proposal on public contracts due to a violation of the Illinois Drug-Free Workplace Act. Each RFP from an individual must be accompanied by a Certificate of Compliance with the Illinois Drug-Free Workplace Act certifying that (he, she, it) shall not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the performance of the contract and that (he, she, it) is not barred from submitting a proposal on public contracts due to a violation of the Illinois Drug-Free Workplace Act. The Certificates of Compliance with the Illinois Drug-Free Workplace Act are included within the RFP documents. The contract awarded shall be subject to suspension of payments or termination, or both, if it is determined that the proposer has made a false certification or that the proposer has violated the certification by failing to carry out the requirements of the Illinois Drug-Free Workplace Act.
- I. Each RFP must be accompanied by a certificate regarding a sexual harassment policy certifying that the proposer has a written sexual harassment policy that includes: information that sexual harassment is illegal; defines sexual harassment under Illinois law; describes sexual harassment using examples; has an internal complaint process including penalties; informs employees of their rights under the Illinois Human Rights Act and the complaint process available through the Department of Human Rights and Illinois Human Rights Commission; states that anyone filing a complaint will be protected against retaliation.

2. RESERVATION OF RIGHTS BY THE DISTRICT

The Board of Education reserves the right to reject any or all Request for Proposals, to waive irregularities, and to accept the RFP, which is, considered to be in the best interest of the District. Any such decision shall be considered final.

3. EXCEPTIONS

Any exceptions to these conditions or deviations from written specifications must be in writing and attached to the bid form.

4. SIGNATURE CONSTITUTES ACCEPTANCE

The signing of these RFP forms shall be construed as acceptance of all provisions contained herein.

5. EQUAL EMPLOYMENT OPPORTUNITY

During the performance of this contract (whether or not Federal funds are involved) the Contractor agrees as follows:

- A. The Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, sex, or national origin. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, creed, color, sex, or national origin. Such action shall include but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.
- B. The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, creed, color, sex, or national origin.
- C. The Contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the labor union or workers' representative of the Contractor's commitments under Section 202 of Executive Order No. 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- D. The Contractor will comply with all provisions of Executive Order No. 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- E. The Contractor will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, and by the rules, regulations and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- F. In the event of the Contractor's noncompliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the Contractor may be declared ineligible for further Government contracts or Federally assisted construction contracts, in accordance with the procedures authorized in Executive Order No. 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order No. 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor or as otherwise provided by Law.
- G. The Contractor shall include the provisions of paragraphs (A) through (F) in every subcontract or purchase order unless exempted by rules, regulations, or order of the Secretary of Labor issued pursuant to Section 204 of Executive Order No. 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The Contractor shall take such action with respect to any subcontractor or purchase order as the contracting agent may direct as a means of enforcing such provisions, including sanctions for noncompliance: Provided, however, that in the event the Contractor becomes involved in, or is threatened with,

litigation with a subcontractor or vendor as a result of such direction by the contracting agency, the Contractor may request the United States to enter into such litigation to protect the interest of the United States.

6. COMPLETION DELIVERY TIME

If delivery time will exceed thirty days after receipt of a purchase order, state the delivery time by the respective item in the “Description” column.

SECTION II SPECIFICATIONS

**Community Schools Coordination RFP Conditions and Stipulations for
Proviso Township High School District 209
2017 - 2018**

COMMUNITY SCHOOLS COORDINATION

The Contractor will be responsible for hiring and paying all employment costs of one (1) Community Schools Coordinator. The Community Schools Coordinator will provide the following services to District 209:

1. Conduct surveys of parents and community members to assist in determining the programming to be offered through the Community Schools Program.
2. Coordinate with District and School staff in the development of programming at Proviso East High School and Proviso West High School, based on the survey results.
3. Promote scheduled Community Schools Program events in order to ensure maximum participation.
4. Supervise and facilitate Community Schools Program events, and:
 - a. Create and maintain sign-in sheets to record names of participants.
 - b. Provide event evaluation forms to be completed by participants.
5. Develop relationships with other community agencies in order to provide the broadest possible scope of services, including: Triton College, other local colleges and universities, social services agencies, non-profit organizations, etc.
6. Effectively utilize existing relationships between the Contractor and other agencies to provide the broadest scope of services.
7. Provide training for the district-hired Parent Coordinators.

SITE INFORMATION:

Proviso East High School
807 South 1st Avenue
Maywood, IL 60153

Proviso West High School
4701 W. Harrison St.
Hillside, IL 60162

REQUIRED PROPOSAL ELEMENTS

1. In order to be responsive to this Request for Proposal, the vendor must design their proposals around the General Specifications and the Evaluation Criteria.

2. At a minimum, the proposal must include the following:
 - a. All items in the General Specifications must be addressed as completely as possible.
 - b. Supporting documents as needed.
 - c. An original, signed proposal, one unbound copy.
 - d. List and price of various services.

Submit a list of three (3) schools of similar size and nature, which you have serviced in the last year that can be called on or visited.

EVALUATION CRITERIA

1. Number of Community Schools Program activities held on an annual basis.
2. Number of parents and/or community members participating in Community Schools Program activities on an annual basis.
3. Survey results from participants in Community Schools Program activities.

BASE BID:

Base Bid for FY 2018

\$ _____

RFP FORM

TO: Office of Business Administration
Proviso Township High Schools
8601 West Roosevelt Road
Forest Park, IL 60130-2532

FROM: _____
(Name of Company)

TOTAL BASE PRICE FOR FY 2018 \$ _____

I have examined the specifications and instructions included herein and agree, provided I am awarded a contract within 90 days of bid due date, to provide the specified items for the sum shown in accordance with the terms stated herein. All deviations from specifications and terms are in writing and attached hereto.

Firm Name Signature

Address Print Name

City, State, Zip Code Title

Telephone and Fax Numbers Date

(Individual Vendor)

**CERTIFICATE OF COMPLIANCE WITH
ILLINOIS DRUG-FREE WORKPLACE ACT**

_____ (Individual Vendor), does hereby certify pursuant to Section 4 of the *Illinois Drug-Free Workplace Act* (Ill. Rev. Stat., ch. 127, par. 132.314) that (he, she) will not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the performance of the contract and that (he, she) is not ineligible for award of this contract by reason of debarment for a violation of the *Illinois Drug-Free Workplace Act*.

Individual Vendor

By: _____
Signature

Date

(Vendors With 25 or More Employees)

**CERTIFICATE OF COMPLIANCE WITH
ILLINOIS DRUG-FREE WORKPLACE ACT**

_____ (Vendor), having 25 or more employees, does hereby certify pursuant to Section 3 of the *Illinois Drug-Free Workplace Act* (Ill. Rev. Stat., ch. 127, par. 132.313) that (he, she, it) shall provide a drug-free workplace for all employees engaged in the performance of work under the contract by complying with the requirements of the *Illinois Drug-Free Workplace Act* and further certifies that (he, she, it) is not ineligible for award of this contract by reason of debarment for a violation of the *Illinois Drug-Free Workplace Act*.

Vendor

By: _____
Signature

Title

Date

**CERTIFICATE REGARDING
SEXUAL HARASSMENT POLICY**

_____ (Contractor), does hereby certify pursuant to Section 2-105 of the *Illinois Human Rights Act* (775 ILCS 5/2-105) that (he, she, it) has a written sexual harassment policy that includes, at a minimum, the following information: (1) the illegality of sexual harassment; (2) the definition of sexual harassment under State law; (3) a description of sexual harassment, utilizing examples; (4) an internal complaint process including penalties; (5) the legal recourse, investigative and complaint process available through the Department of Human Rights and Human Rights Commission; (6) direction on how to contact the Department of Human Rights and Human Rights Commission; and (7) protection against retaliation.

Name of Contractor

By: _____
Signature

Title

Date