



Lexington Public Schools

146 Maple Street

Lexington, Massachusetts 02420

AMENDMENT 6

RFP SUBMITTAL CHECKLIST

Required Submissions. Proposers shall provide one copy of the following general information in their non-price proposals for review:

- ☐ A cover letter describing your organization and explaining your philosophy of after school structured programs for elementary school students.
- ☐ All Amendments regarding the After School Structured Program for Elementary Students RFP must be included with a bidder's bid submission.
- ☐ The lease agreement details specific conditions of the lease and describes in detail the areas included for use by the lessee. The proposer agrees to execute an agreement substantially in this form. Submit the revised "Lease of Space" document included in Amendment 2.
- ☐ Submit the revised price proposal for each after school structured program in your bid submission located in Amendment 1 excluding Hastings Price Proposal. If bidding on Hastings after school structured program, submit Hastings Price Proposal located in Amendment 5 with the bid submission.
- ☐ Proposals consist of two parts for each location: a price proposal and a non-price proposal.
2 copies (one original and one photocopy) of price proposals must be submitted separately in a sealed envelope from the Non-Price Proposals on the attached forms entitled:

"Price Proposal – Bowman Elementary School"

"Price Proposal – Estabrook School"

"Price Proposal – Fiske Elementary School"

"Price Proposal – Harrington Elementary School"

"Price Proposal – Hastings Elementary School".

2 copies (one original and one photocopy) of non-price proposals must be submitted separately in a sealed envelope from the Price Proposals, on the attached forms entitled:

"Non-Price Proposal – Bowman Elementary School"

"Non-Price Proposal – Estabrook Elementary School"

"Non-Price Proposal – Fiske Elementary School"

"Non-Price Proposal – Harrington Elementary School"

"Non-Price Proposal – Hastings Elementary School".

Please Note: Submit the General Requirements & Criteria Information for all Elementary Schools located on Page 24-26 with the Non-Price Proposal.

- ☐ **Form of Proposal Submission:** The Price Proposal and the Non-price Proposal shall be submitted in separate sealed envelopes, marked "Price Proposal" and "Non-price Proposal", respectively, and both sealed envelopes containing the Price and Non-Price Proposals shall be enclosed in a third sealed envelope, marked as follows:

**PROPOSAL FOR LEASE OF SCHOOL SPACE
FOR AFTER SCHOOL PROGRAM**

The Proposal shall be addressed to:

Mary Ellen Dunn
Assistant Superintendent for Finance and Business
Lexington Public Schools
146 Maple Street,
Lexington, MA 02420

The proposal is due in hand by March 9, 2011 at 1:00 p.m. at the Business Office at Lexington Public Schools, 146 Maple Street, Lexington, MA 02420.

- ☐ A copy of your license to operate a school-age childcare program from the appropriate state licensing agency.
- ☐ A description of how educational, social, parental, and community involvement will be maintained.
- ☐ A plan for financing your program which demonstrates sufficient revenue to cover program expenses. Include a letter of endorsement from any projected funding sources, and a copy of your most recent audited financial statement.
- ☐ A detailed plan to evaluate the program's quality and effectiveness. Include the criteria that will be evaluated.
- ☐ A description of your plan relative to the health, safety and nutrition of students, including: procedures to monitor children's arrival and follow up on children who do not arrive; procedures for the safe release of children, first aid and emergency procedures.
- ☐ A description of your procedures for student enrollment and registration. The Program will begin on or about August 30, 2011.
- ☐ A description of your procedure for providing financial assistance to students, whose families face income limitations in affording program fees.

- ☐ The annual tuition/fee schedule for the lease term (first year is fixed and should reflect actual tuition to be charged).
- ☐ A sample quarterly enrollment report for each location.
- ☐ Parent late pick up fee policy.
- ☐ A description of your sliding fee schedule.
- ☐ A description of training your staff has received in social/emotional learning programs
- ☐ The following certifications in the forms attached to these proposal documents:
 - Certificate of Non-Collusion
 - Certificate of Compliance with Massachusetts Tax Laws (Attestation Statement located on Non-Collusion form)
 - Disclosure Statement under G. L. c. 7, §40J (Disclosure Statement Acquisition or Disposition of Real Property) attached to this RFP Submittal Checklist.
 - Certificate of Authority
 - Certification Regarding Debarment, Suspension, Ineligibility-Voluntary Exclusion Form
 - Corporate/Partnership Form (if applicable)
 - Copy of the bidder's W-9 Form

Required Site-Specific Submissions: Proposers also are required to provide the following site-specific information in their non-price proposals:

- ☐ A description of the program structure and content.
- ☐ Proposed hours of operation. This should include staff arrival and departure and student arrival and departure.
- ☐ A description of staff, including program supervision, management and support, as well as staff qualification requirements. Note: Individual school principals shall have final approval of program staff working within their buildings. A criminal background check will be conducted on all of the organization's employees before a program will be permitted to commence.
- ☐ Proposed staff-to-child ratios. Also include the maximum number of children that can be accommodated by your program at each school.
- ☐ A description of how your program would transport students, if needed. No transportation will be provided by Lexington Public Schools, without the prior approval of the School Committee.
- ☐ Evaluation Criteria. Proposals will be evaluated on the basis of the Evaluation Criteria. In addition and to the extent not already included to the required submissions listed above, proposers should submit information addressing the Evaluation Criteria located on Page 9-10 of the RFP.
- ☐ Proposed Tuition Rate Form included in Amendment 2

DISCLOSURE STATEMENT ACQUISITION OR DISPOSITION OF REAL PROPERTY

For acquisition or disposition of Real Property by _____ the undersigned does hereby state, for the purposes of disclosure pursuant to Massachusetts General Laws, Chapter 7, section 40J, of a transaction relating to real property as follows:

(1) REAL PROPERTY DESCRIPTION

(2) TYPE OF TRANSACTION

(3) SELLER OR LESSOR

(4) BUYER OR LESSEE

(5) Names and addresses of all persons who have or will have a direct or indirect beneficial interest in the real property described above:

NAME

RESIDENCE

(6) None of the above mentioned persons is an employee of the Division of capital Asset Management or an official elected to public office in the Commonwealth except as listed below.

(7) This section must be signed by the individual(s) or organizations(s) entering into this real property transaction with the public agency named above. If this form is signed on behalf of a corporation or other legal entity, it must be signed by a duly authorized officer of that corporation or legal entity. The undersigned acknowledges that any changes or additions to items 3 and or 4 of this form during the term of any lease or rental will require filing a new disclosure with the Division of Capital Asset Management and Maintenance within thirty (30) days following the change or addition.

The undersigned swears under the pains and penalties of perjury that this form is complete and accurate in all respects.

Signature: _____

Printed Name: _____

Title: _____

Date: _____