

REQUEST FOR PROPOSALS (RFP)

Thomaston Board of Education Thomaston, Connecticut

GENERAL INSTRUCTIONS

DUE: [Insert Due Date]

The Thomaston Board of Education (hereinafter, the "Board") invites interested parties to submit sealed bid proposals to assess and provide recommendations on the facility usage and regionalization potentials of the Thomaston Public Schools (hereinafter, the "District"). The intention of this project is to assess and provide recommendations on the educational and operational efficiency of Thomaston Public Schools. Proposals must be submitted to the Board's central office at [Insert Address] no later than [Insert Time] on [Insert Date]. Late submissions shall be rejected and not considered.

The Board reserves the right to accept or reject any or all proposals, to waive any informalities or technical defects, and to award the contract in a manner deemed to be in the best interest of the Board and the Town of Thomaston.

AVAILABILITY OF FUNDS

Any subsequent contract award associated with this RFP is contingent upon the availability and appropriation of funds. If funds are not available or not appropriated, any agreement resulting from this RFP shall become void and of no force and effect.

AGREEMENT

The Board shall enter into a formal agreement with the selected contractor for a mutually agreed-upon fee and period. The Board reserves the right to extend the terms of this agreement, subject to mutual agreement with the contractor. Until such time as the formal agreement is executed by all parties, no contract shall exist between the respondent and the Town or district. Responses to this RFP shall not be construed as creating any formal contract between the Town or the district and any respondent.

CANCELLATION OF AGREEMENT

The Board reserves the right to cancel any contract/agreement, at any time, with sixty (60) days prior written notice to the contractor, should any of the following conditions exist:

- Funds are not appropriated by the Town or the Board for continuance of this agreement.
- The Board, through changes in its requirements, method of operation, or program operation no longer has a need for the service.

SCOPE OF SERVICES

The selected firm will assess and provide recommendations on the educational and operational efficiency of Thomaston Public Schools through four defined efforts. Responding firms must provide individual pricing for each of the four efforts, as well as combinations where applicable. Any contract arising from this RFP shall be paid on a fixed-price basis, meaning that the overall price provided in the contract shall be for a fixed amount and not subject to “extras”, “change orders”, etc.

Effort #1 – Building and Programmatic Efficiencies Retaining the Current Facilities

The selected firm will evaluate all educational and support spaces within the district’s facilities to determine their size, condition, and educational appropriateness. The firm will analyze the physical attributes of each space in relation to its current use and provide recommendations for potential reconfiguration or repurposing of spaces to optimize operational and educational outcomes. The final report will outline strategies for maximizing efficiency while retaining all three existing school facilities.

Effort #2 – Educational and Operational Potentials in Reducing the Total Number of Facilities

The firm will assess the feasibility and impact of reducing the number of school facilities in the district. This study will involve an analysis of space utilization, student distribution, and building functionality to determine potential grade reconfigurations, consolidation strategies, and operational benefits. The final report will outline required building modifications, benefits of consolidation, and associated costs.

Effort #3 – Operational Shared Services Potential

This effort will explore opportunities for the district to increase administrative and operational shared services with neighboring districts or Regional Education Service Centers (RESCs). The firm will review past and current shared service initiatives, assess opportunities for further collaboration, and provide recommendations on the financial and operational implications of expanding shared services. The final report will include a list of functions that could be efficiently managed through regional cooperation.

Effort #4 – Comprehensive Regionalization Potential

The firm will analyze the potential for the district to enter into a regional school agreement with one or more adjoining public school districts. This analysis will include an examination of governance structures, financial impacts, operational constraints, and community expectations. The final report will outline the benefits and challenges of regionalization, as well as the implications of maintaining the district’s current independent status.

PROPOSED FEES FOR INDIVIDUAL EFFORTS

Effort #1 – Retaining the Current Facilities: [Insert Cost]

Effort #2 – Reducing the Total Number of Facilities: [Insert Cost]

Effort #3 – Operational Shared Services Potential: [Insert Cost]

Effort #4 – Comprehensive Regionalization Potential: [Insert Cost]

SCHEDULE

The selected firm must provide a detailed timeline for completing the analysis and reporting for each effort. The schedule should include key milestones such as data collection, stakeholder engagement, interim reporting, and final report submission.

INSURANCE REQUIREMENTS

The selected contractor, upon receiving authorization to proceed, shall be required to deliver an insurance certificate in amounts acceptable to the Board. The contractor shall provide evidence of insurance coverage from a company or companies with an A.M. Best rating of A- (VII) or better. Such insurance will protect and indemnify the Board from claims arising out of or resulting from any obligation under this agreement.

Minimum coverage is as follows:

1. **Workers Compensation Insurance:** Contractor shall provide workers compensation and employers' liability insurance that complies with the regulations of the State of Connecticut with limits no less than \$100,000 per accident for bodily injury, \$100,000 per accident for disease, and a policy limit of \$500,000.
2. **Commercial General Liability Insurance:** Contractor shall provide commercial general liability insurance, including coverage for products, operations, and completed operations (with no exclusion for sexual abuse or molestation), with the following limits:
 - \$1,000,000 per occurrence for bodily injury & property damage
 - \$1,000,000 per occurrence for personal & advertising injury
 - \$2,000,000 general aggregate (excluding products and completed operations)
 - \$2,000,000 products and completed operations aggregate
 - The policy shall name the Board and the Town of Thomaston as additional insureds. Such coverage will be provided on an occurrence basis and will be primary and shall not contribute in any way to any insurance or self-insured retention carried by the Town or the Board. Such

coverage shall contain a broad form contractual liability endorsement or similar wording within the policy form.

3. **Commercial Automobile Insurance:** Contractor shall provide coverage of \$1,000,000 per accident covering bodily injury and property damage on a combined single limit basis, including coverage for hired and non-owned vehicles.
4. **Umbrella Liability Insurance:** Contractor shall provide an umbrella liability policy in excess (without restriction or limitation) of the above limits, with coverage amounts of \$1,000,000 per occurrence and \$1,000,000 aggregate, which may be amended during the term of the contract if deemed reasonable and customary by the Town or Board at the sole cost and expense of the contractor.
5. **Insurance Certificates:** The insurer(s) and/or their authorized agents shall provide the Board and the Town with certificates of insurance prior to execution of the agreement by all parties, describing the coverage.
6. Include a statement that no conflicts of interest exist in the provision of services.

AWARDING OF SERVICES

The contract will be awarded to the firm whose qualifications and proposal best meet the district's needs. Evaluation criteria will include:

- Experience and qualifications in educational facilities assessment and regionalization studies
- Proposed methodology and approach
- Cost-effectiveness
- References and past performance
- Any other factors relevant to the best interests of the district or the Town

SUBMISSION REQUIREMENTS

Proposals must include:

1. **Company Profile** – Overview of firm, including experience and qualifications.
2. **Experience** – Description of relevant past projects.
3. **References** – Contact details for at least three educational clients.
4. **Scope of Work Proposal** – Detailed approach and methodology.

5. **Fee Schedule** – Cost proposal for each effort and possible combinations.
6. **Additional Information** – Any relevant supporting details.
7. **Litigation Statement:** statement describing any litigation the responding firm has, in the past six years, been engaged in, arising from work performed for any Connecticut municipality. Or, if applicable, a statement there has been no such litigation.
8. **Affirmation:** affirmation by the responding firm that it is not barred from doing business with the State of Connecticut or with any municipality in Connecticut.
9. **Authorization Information:** Bid packages must include a signature from a person duly authorized on behalf of the responding firm to submit the proposal. Proposals must include the authorized signature, title of signatory, printed name of signatory, and the contact information (phone, fax, email, and website address) of the firm.

Proposals must be clearly labeled and submitted by the deadline to:

Thomaston Board of Education

[Insert Address]

Attn: [Insert Contact Person]

Questions regarding this RFP may be directed to: [Insert Contact Information]

SELECTION PROCESS

The Board, in the best interests of the district and the Town, reserves the right to reject any or all responses (including any parts thereof), to waive minor inconsistencies with the RFP, to negotiate changes to terms, and to select a provider based on qualifications, experience, and responsiveness to the RFP. The Board may conduct interviews with respondents as part of the evaluation process.