



MONTGOMERY COUNTY PUBLIC SCHOOLS

www.montgomeryschoolsmd.org

MARYLAND

301-279-3555

June 25, 2019



RFP Number: 4886.1
Due Date: July 15, 2019
Open Time: 2:00 p.m.

To: Prospective Respondents:

The purpose of this Request for Proposal (RFP) is to solicit and engage one or more professional and knowledgeable organization(s) to serve as External Consultant(s) to conduct a comprehensive analysis of the school and cluster boundaries for student assignment in Montgomery County Public Schools (MCPS). This review will analyze data including, but not limited to: school facility utilization and capacity; student demographics; school and cluster boundaries; articulation patterns; transportation patterns and distances; and geographic proximity and features. This review will offer findings and observations on the impact and effect on these factors of the current school and cluster student assignment boundaries, as well as what possibilities exist for future boundary modifications to align student assignment patterns with Board of Education policy.

A pre-proposal conference will be held on July 9, 2019 from 9:00 – 11:00am at 45 W. Gude Dr., Rockville, MD 20850 in the Pine Conference Room, 3rd Floor. Questions regarding the RFP must be submitted by the close of business, 4:00 p.m., on July 3, 2019. Responses will be posted on eMaryland Marketplace and on MCPS' Procurement website on July 8, 2019.

Please respond according to the instructions provided in the attached. Proposals must be received on or before 2:00 p.m., on July 15, 2019, 2019. Proposals received after this date and time will not be considered. Proposals shall be delivered in a sealed opaque envelope with the RFP number, opening date and opening time indicated in the lower left corner of the envelope. Proposals shall be delivered to Montgomery County Public Schools Procurement Unit, 45 West Gude Drive, Suite 3100, Rockville, Maryland 20850.

The contractor must submit one (1) original, one (1) redacted copy, one (1) electronic version on CD or flash drive and five (5) separate copies of the proposal. The proposal must be signed by an official having authority to contract with MCPS. The firm and official's name shall be used. This solicitation does not commit the district to pay any costs incurred in the submission of proposals or guarantee that an award will be made.

In the event of emergency closing of the MCPS Board of Education offices, this RFP will open at the same time on the next regular working day.

Sincerely,

Angela McIntosh Davis, Team Leader
Procurement Unit

AMD
Enclosure

Procurement Unit

45 West Gude Drive, Suite 3100 ♦ Rockville, Maryland 20850-9999

Department of Materials Management
MONTGOMERY COUNTY PUBLIC SCHOOLS
Procurement Unit
45 West Gude Drive, Suite 3100
Rockville, Maryland 20850

Request for Proposal No. 4886.1, Boundary Analysis Consultant

1.0 INTENT

The purpose of this Request for Proposal (RFP) is to solicit and engage one or more professional and knowledgeable organization(s) to serve as External Consultant(s) to conduct a comprehensive analysis of the school and cluster boundaries for student assignment in Montgomery County Public Schools (MCPS). This review will analyze data including, but not limited to: school facility utilization and capacity; student demographics; school and cluster boundaries; articulation patterns; transportation patterns and distances; and geographic proximity and features. This review will offer findings and observations on the impact and effect on these factors of the current school and cluster student assignment boundaries, as well as what possibilities exist for future boundary modifications to align student assignment patterns with Board of Education policy.

On January 8, 2019, the Board of Education adopted the following resolution:

Resolved, That the superintendent of schools hire a consultant, through the Request for Proposal process and with the approval from the Board of Education, to review school boundaries in light of revised Policy FAA, *Educational Facilities Planning*, gather information and data regarding current school boundaries, benchmark with comparable school systems, and collect community input on the opportunities and challenges related to boundary setting using multiple methods and venues, including but not limited to Capital Improvements Program hearings in fall 2019; and be it further

Resolved, That the consultant present the findings and options to the Board of Education and the superintendent of schools with all deliberate speed, no later than spring 2020, and that the findings and options explore potential modifications to current school boundaries that comport to the four factors in Policy FAA, *Educational Facilities Planning*: student demographics, geography, stability of assignments over time, and facility utilization; and be it further

Resolved, That, after receiving the consultant's report, the Board of Education determine next steps, including how to obtain feedback from the community.”

The full text of this resolution can be viewed [HERE](#). This RFP is issued to implement the Board of Education's adopted resolution. Vendors must demonstrate knowledge of and experience with school systems of comparable size and demographic characteristics; experience facilitating community meetings; experience with broad community outreach and engagement, and a wide range of engagement strategies; knowledge of and experience with boundary assignment processes; and experience with large scale, multi-variate data analysis.

2.0 INTRODUCTION

MCPS, which is operated by the Board of Education of Montgomery County, is the 14th largest school system in the United States, and the largest in the state of Maryland. MCPS currently serves more than 162,000 students from 157 countries speaking 150 languages. With a Fiscal Year (FY) 2019 Operating Budget of approximately \$2.59 billion, MCPS employs more than 23,300 employees. Among the 206 schools that MCPS operates, 37 are National Blue Ribbon schools. Six MCPS high schools rank in the top 200 of The Washington Post 2015 High School Challenge, and all 25 MCPS high schools appear on this list, which only includes the top 11 percent of high schools in the country. MCPS has one of the highest graduation rates among the nation's largest school districts, according to an Education Week report. In 2010, MCPS was the recipient of the Malcolm Baldrige National Quality Award, the highest presidential honor given to American organizations for performance excellence.

Our Mission

- Every student will have the academic, creative problem solving, and social emotional skills to be successful in college and career.

Our Vision

- We inspire learning by providing the greatest public education to each and every student.

Our Core Purpose

- Prepare all students to thrive in their future.

Our Core Values

- Learning
- Respect
- Relationships
- Excellence
- Equity

Click [HERE](#) for more detail on the MCPS core values.

Our 206 schools

- 134 elementary schools
- 40 middle schools
- 25 high schools
- 1 career and technology center
- 5 special schools
- 1 alternative education program

Our students

Demographics

- 32.3 percent Hispanic/Latino
- 28.3 percent White
- 21.4 percent Black or African American

- 14.4 percent Asian
- ≤ 5.0 percent Two or more races
- ≤ 5.0 percent American Indian or Alaskan Native
- ≤ 5.0 percent Native Hawaiian or other Pacific Islander

Services

- 17.5% participate in English for Speakers of Other Languages (ESOL)
- 11.7% receive special education services
- 35.1% participate in Free and Reduced-price Meals System (FARMS)

Montgomery County Public Schools has experienced dramatic enrollment growth for many consecutive years, as well as dynamic changes in the demographic characteristics of the student body population. Since the 2009-2010 school year, total enrollment has increased by 20,903 students, with a nearly 30,000 student net increase since 2000. While the rate of enrollment growth appears to be slowing at this time, enrollment projections continue to trend upward for the next several years and the growth rate is expected to increase again as residents births remain over 13,000 per year.

Demographic trends have shifted during this time period as well. In 2005, 9.7 percent of students were receiving ESOL services, while 17.4 percent of students receive these services in the current school year. Similarly, in 2005, 22 percent of students participated in Free and Reduced-price Meals System (FARMS), with 35.1 percent of students participating in FARMS in the current school year.

MCPS has taken several steps recently to adapt the school system's educational facility planning and capital budget processes to this dynamic enrollment environment as well as to the changing planning and land use environment of Montgomery County. The Board of Education adopted revised [Policy FAA, Educational Facilities Planning](#), on September 24, 2018. The revised policy integrates multiple capital facility planning objectives into one capital planning and budget continuum; revises processes for determining boundaries for student assignment; and updates community engagement models to reflect current day communication patterns and trends.

Policy Context

The 206 schools of MCPS are organized into a cluster model. Each cluster consists of one high school and the middle and elementary schools that articulate to that high school. Policy FAA identifies four factors to be considered in determining boundaries for student assignment: student demographics, geography, stability of assignments over time, and facility utilization. For any given school, cluster, or geographic area requiring a change in student assignment boundary, boundary options are developed by MCPS staff that advance one or more of the four factors. Staff conducts broad community outreach on the boundary process and options. Following this process, the Superintendent recommends a boundary assignment option for the Board of Education. The Board puts forward boundary assignment alternatives for public comment, then makes a final decision on the student assignment boundary for the identified school, cluster, or geographic area. At each stage of this process, boundary options and alternatives that are developed must identify the extent to which they advance each of the four factors for consideration in Policy FAA.

The revisions to Policy FAA adopted on September 24, 2018, included the following changes pertinent to determining student boundary assignments:

- More explicitly increased the breadth and range of strategies to employ to increase community outreach and engagement in the boundary review process;
- Retained the four factors for consideration in determining student boundary assignment;
- Added language detailing and defining what kinds of elements are considered within each factor;
- More explicitly specified that in examining boundary assignments options should consider adjacent schools and adjacent clusters to the identified boundary area; and
- Stated that options should “especially strive” to create a diverse student body population in each affected school.

The following links are to videos of Board of Education discussions and media accounts that may provide additional background and context on these policy changes.

- Policy Management Committee discussion of the revisions to Policy [FAA September 13, 2018](#)
- Board of Education discussions of the revisions to [Policy FAA, action September 24, 2018](#)
- Media accounts, including newspaper articles and Kojo Nnamdi program are listed below:
 1. Community Members Divided Over Montgomery School Boundary Analysis - <https://www.mymcmedia.org/community-members-divided-over-montgomery-school-boundary-analysis/>
 2. MCPS Superintendent: ‘We Need To Talk About Students Respectfully’ - <https://bethesdamagazine.com/bethesda-beat/schools/mcps-superintendent-we-need-to-talk-about-students-respectfully/>
 3. MCPS Hosts Boundary Assessment Community Conversations - <https://www.mymcmedia.org/mcps-hosts-boundary-assessment-community-conversations/>
 4. How Students In Montgomery County Are Leading The Push For School Redistricting - <https://wamu.org/story/19/04/02/how-students-in-montgomery-county-are-leading-the-push-for-school-redistricting/>
 5. Education Activists Claim School Enrollment Projections Are Flawed - <https://bethesdamagazine.com/bethesda-beat/schools/education-activists-claim-school-enrollment-projections-are-flawed/>
 6. Colleagues Say Tenacity, Diplomacy Were Strengths of Student School Board Member - <https://bethesdamagazine.com/bethesda-beat/schools/colleagues-say-tenacity-diplomacy-were-strengths-of-student-school-board-member/>
 7. ‘It Won’t Change Unless We Address It’ - <https://bethesdamagazine.com/bethesda-beat/schools/it-wont-change-until-we-address-it/>
 8. Montgomery County bans new housing development due to school overcrowding - <https://www.wusa9.com/article/news/local/maryland/montgomery-county-bans-new-housing-developments-due-to-school-overcrowding/65-bea4b904-5131-4b17-8ed0-f0845461a06b>
 9. Kojo Roadshow: A Town Hall On School Diversity in Montgomery County - <https://thekojonnamdishow.org/shows/2019-02-28/kojo-roadshow-a-town-hall-on-school-diversity-in-montgomery-county>

Planning Context

The capital construction program for MCPS is approved as a six-year Capital Improvements Program (CIP) and approved in full on a biennial cycle with an opportunity for amendments in even-numbered fiscal years. The FY2020 Capital Budget and Amendments to the FY2019-2024 Capital Improvements Program was approved on May 23, 2019, and can be accessed from the following link: [HERE](#)

Together with the FY2020 Educational Facilities Master Plan, which will be published on July 1, 2019, these two documents frame the construction and facility planning context for MCPS. The CIP and Master Plan detail the funding and sequencing of major capital construction, a significant amount of which will provide additional capacity for student enrollment. The CIP and Master Plan also indicate areas where specific study is underway to identify facility solutions, ranging from construction to student reassignment, that are needed to address capacity or other facility issues.

This project analysis must take into account not only the currently approved capital construction and planning context, but also the recent years of construction and planning actions as well as the CIP that will be developed for the FY2020-2026 capital planning cycle. This recent, current, and upcoming capital construction and planning framework will serve as a foundation from which this analysis can build, while changes to the approved CIP and Master Plan are outside the scope of the project.

Additional Context

Student assignment can also occur through participation in an academic program offered in a school outside of the home school boundary. MCPS has numerous programs that student participate in through application and selection processes. This student assignment through program choice is important context related to boundary assignment but is outside the direct scope of this project.

In January, 2015, the Board of Education contracted with Metis Associates to conduct a review of choice programs in MCPS. This study resulted in an extensive report and implementation plan that is ongoing work for the district. For additional information on the choice study and its implications, click [HERE](#).

In September 2017, the Board of Education received a report from an external consultant, Education Strategy Group, on Career and Technology Education in MCPS. Click [HERE](#) to read the report and [HERE](#) to see the MCPS action plan on this area of programming.

3.0 SCOPE OF SERVICES

Following the Board of Education's approval of this project in its January 8, 2019, resolution, the Board of Education directed the Superintendent of Schools to solicit community feedback and input on the scope of services for this analysis. The purpose of this community engagement was to inform the development of this RFP and to ensure that the scope of services encompasses the interests and perspectives of our community. This section of the RFP reflects not only language from the Board of Education's January 8, 2019, resolution, but also the themes, comments,

concerns, suggestions, and overarching feedback received during the winter and spring community engagement process. For the full report of the community feedback, please click [HERE](#).

The Offeror must conduct a comprehensive analysis of school and cluster boundaries across the entire countywide MCPS school district. The analysis will include:

- an assessment of the degree to which the current boundaries facilitate or impede equitable use of facilities across the system;
- an assessment of the degree to which the current boundaries facilitate or impede facility utilization in terms of program capacity and enrollment in schools;
- an assessment of the degree to which the current boundaries facilitate or impede striving to create a diverse student body population in each school; and
- an assessment of the degree to which the current boundaries otherwise advance or inhibit the four factors in Policy FAA for consideration in boundaries: student demographics, geography, stability of assignments over time, and facility utilization.

The analysis must also include an assessment of the degree to which the current placement of magnet or other application/lottery academic programs in schools advances or inhibits the four policy factors in Policy FAA.

The Offeror will benchmark with comparable school systems to identify possible approaches and best practices to student assignment processes and patterns that could be applicable to the experience of Montgomery County Public Schools. As part of this benchmarking, the Offeror will analyze whether the factors utilized in MCPS would be implicated by any other commonly used factors in school boundary drawing, including student achievement. The project review will consider implications for MCPS in using any other factors.

The Offeror will not make specific recommendations for student reassignment. The boundary analysis must present findings related to the current state of school and cluster boundaries countywide; and potential opportunities to modify boundaries or change the location of magnet or other application programs that would maximize facility utilization, especially strive to create diverse student body populations, and further advance the four policy factors.

The Offeror must analyze the impact of the following features on both the current boundaries and any potential boundary modifications:

- **Facility utilization:** including the ability to reduce over-crowding through student reassignment to areas with available capacity, the use or reduction of relocatable classrooms, and the ability to reduce the need for new construction.
- **Student body demographics:** including the impact of boundaries on diversity among student body populations among schools in racial/ethnic composition of the student population, the socioeconomic composition of the student population, including student participation in the Free and Reduced Meals (FARMS) Program, the level of English language learners, and other reliable demographic indicators and participation in specific educational programs.

- **Transportation patterns:** including walking, public transit, and traffic patterns; the impact on school system provided transportation; and transportation as a factor in equitable access to after school and other extracurricular activities.
- **Geographic proximity to schools:** including the preservation or interruption of natural or defined neighborhood boundaries; distances to schools; contiguity of school and cluster boundaries; availability of walking routes to school for students; and major topographical features.
- **The concept of “community schools”:** including support services provided through non-profit or government partners to benefit students and families, community use of schools as public facilities, and equitable access to services as well as after school or other extracurricular activities.
- **Articulation and feeder patterns:** including split articulation within schools, and continuity of feeder patterns across and within school clusters.
- **Frequency of review:** including the pros and cons of a regular cycle of reviewing boundary assignments, and the impact on stability of assignment over time for students and families.

All potential modifications to existing boundaries presented or developed by the Consultant must reference and take into account the language in revised Policy FAA regarding the factors for consideration in determining school boundaries. The assessment and analysis may include the degree to which findings and possible modifications are consistent with or divergent from the policy language.

The Offeror must engage in mapping exercises that show visually whether possible boundary changes would positively impact the four policy factors and advance equitable facility utilization and diverse student body populations.

Offeror must include community outreach and engagement as part of the assessment process, and include community feedback as a component of the final report. Community engagement will include providing comment on the current state of school and cluster boundaries; opportunities and challenges of determining boundaries to advance policy objectives; and the opportunity to provide feedback on interim findings and analysis. Multiple methods and strategies will be employed to gather public feedback, and can include methods relying on technology as well as public forums. Offeror will be expected to provide outreach strategies in multiple languages, and to employ both traditional and non-traditional outreach strategies and approaches to reaching communities.

Offeror must provide a proposed timeline and work plan including the following elements:

- Data analysis
- Benchmarking with other jurisdictions
- Public input
- Interim status report to the Superintendent and Board
- Presentation of final report no later than June 1, 2020.

DELIVERABLES

The required deliverables for this project must include, but are not limited to, the following:

Planning retreat. The External Consultant shall convene and facilitate a planning retreat with MCPS staff promptly after the award of the contract and prior to beginning the project. This retreat will orient the Consultant to relevant data and other contextual information available within MCPS; identify other data sources as needed to complete the project; develop a list of school districts for benchmarking purposes; and review the proposed timeline and structure for the project.

Detailed project work plan. The External Consultant will develop a detailed project work plan, including a timeline for the review, as well as specific plans and timelines for undertaking each of the elements of the project. The Consultant will provide MCPS with a draft of the detailed work plan within one month of the award of contract. The draft will provide MCPS staff the opportunity for feedback to be addressed in the final work plan.

Community engagement plan. The Consultant shall provide, within one month of the award of contract, a detailed plan for community engagement at multiple stages of the project. This plan shall include a general timeline of community engagement points; a description of strategies and methods for community engagement and outreach; elements of both traditional and non-traditional outreach approaches; outreach in multiple languages; and a description of how the community feedback will be compiled, shared with MCPS staff, and reported to the public.

Facilitated community engagement with the Board of Education. In the fall of 2020, the External Consultant shall facilitate an interactive public engagement opportunity with the Board of Education and members of the public on the scope and work of the analysis. The purpose will be to engage the Board members and the public in facilitated interactive communication; to receive feedback and input from the public on the project; and to provide an opportunity for the community to hear and understand the complexity and multiple aspects of the project. The Consultant will propose a format and structure for this engagement; the final format and structure will be designed in consultation with MCPS and Board of Education staff.

Board member and senior leadership briefings. At the request of MCPS, the External Consultant shall collaborate with MCPS staff to brief the Board of Education and executive leadership on the status and progress of elements of the project.

Interim report. No later than February 15, 2020, the Consultant shall provide an interim report on the project to the Superintendent and Board of Education. This report shall include a status and summary of steps and work conducted to date; a summary of community engagement and feedback provided to date; and a preliminary report on the data analysis and benchmarking components of the project. A draft of the interim report will be provided to MCPS staff no later than January 8, 2020, to provide sufficient time for review and feedback, and the final version of the interim report will be available to the public.

Final report. No later than June 1, 2020, the Consultant shall provide a final report on the project to the Superintendent and the Board of Education. This report shall include:

- summary of the work and steps involved in completing the project;

- summary of community engagement and feedback collected throughout the project;
- final analysis of the data review;
- summative analysis of the benchmarking comparisons, including the implications or potential applications to MCPS;
- mapping exercises showing whether potential boundary changes positively impact the four factors and align boundaries with Board of Education policy;
- findings and observations on the current state of MCPS school and cluster boundaries and their impact on the four factors in Board policy;
- potential modifications that would positively impact the four factors and align student assignment patterns with Board policy; and
- analysis of any potential modifications that are identified and presented.

A draft of the final report will be provided to MCPS staff no later than April 15, 2020, to provide sufficient time for review and feedback, and the final version of the final report will be available to the public.

4.0 CONTRACT TERM

The initial term of contract shall be for one year as stipulated on the RFP. However, the contract may not begin until one day after approval by the Montgomery County Board of Education and will conclude as stated under the contract term. MCPS reserves the right to extend this contract at existing prices, terms, and conditions for up to three (3) additional terms for one (1) year each. Written notice indicating MCPS' intention to pursue the extension of the contract will be issued to the successful vendor 90 days prior to the expiration of the original contract. The vendor shall have ten (10) days from the date of notification to return the notice acknowledging its intent to accept or reject the extension.

Once all responses are evaluated, MCPS staff may make a recommendation to the Board to extend the contract or decide to rebid. If the contract is extended by the Board, a contract amendment will be issued.

5.0 CONTRACT TERMINATION

MCPS reserves the right to cancel the contract in whole or in part at any time in accordance with Article 12 of the MCPS General Contract Articles. MCPS also reserves the right to cancel the contract with a Respondent for failure to comply or failure to fulfill the terms of this contract in accordance with Article 13 of the MCPS General Contract Articles.

6.0 REFERENCES

All Contractors shall include a list of a minimum of three references who use the Contractor's services who can attest to their quality of work and, if possible, shall include school districts of comparable size to MCPS that have utilized the Respondents' services. Include names of client,

contact person, email address and phone number of all references. Also, as an attachment, Contracts shall include a list of all current school district clients.

References may or may not be reviewed or contacted at the discretion of MCPS. Typically, only references of the top ranked short listed Contractors are contacted. MCPS reserves the right to contact references other than, and/or in addition to, those furnished by a Contractor.

<u>Company Name & Address</u>	<u>Contact Person</u>	<u>Phone Number</u>
1. _____		
Email _____		
2. _____		
Email _____		
3. _____		
Email _____		

7.0 FORMAT OF RESPONSE

- 7.1 Response to this RFP shall be submitted in the same order as the RFP and provide an individual response to each RFP specification.
- 7.2 Contractors shall include any and all statements and representations made within its proposal in the contract for services with the MCPS. This includes, but is not limited to, the vendors' point-by-point response to this RFP. If the vendor responds only "Understand and comply," it is assumed that the vendor complies with MCPS' understanding of the requirement.
- 7.3 MCPS shall not be responsible nor be liable for any costs incurred by the vendor in the preparation and submission of their proposals and pricing.
- 7.4 A pricing proposal shall be submitted as a separate document.

8.0 MANDATORY SUBMISSIONS

Each Contractor must submit a complete proposal including all required information and attachments. The response shall address each paragraph in the same order as the RFP and provide an individual response to each RFP specification. All proposals must be presented using the same numbering sequence and order used in this RFP document or as otherwise specified by MCPS. Contractors may request via e-mail to Mrs. Angela McIntosh Davis, Team Leader, MCPS Procurement Unit, at angela_s_mcintosh-davis@mcpsmd.org, a Microsoft Word version to help them in preparing the response.

One (1) original and five (5) copies, as well as one (1) electronic version on CD or flash drive of the response, and one (1) redacted copy, as well as one (1) electronic version on CD or flash drive of the redacted response must be sent by mail, courier, or hand-delivery to the address below. Responses shall be in binders with tabs identifying each section. A table of contents should be included and all pages numbered as referenced in the Table of Contents. No faxes or electronic submission of proposals will be accepted. Proposals are to be received no later than 2:00 p.m. on July 15, 2019. Submit responses of the entire RFP proposal to:

Montgomery County Public Schools
Procurement Unit
45 West Gude Drive, Suite 3100
Rockville, MD 20850

Submissions will become the property of MCPS.

The proposal must be signed by an official having authority to contract with MCPS. The firm and the official's name shall be used in the contract process. MCPS reserves the right to make an award without further discussion of the proposals received. MCPS also may negotiate with the one Contractor who submits the best proposal or with two or more Contractors who are in the competitive range. Therefore, it is important that the Contractor's proposal be submitted initially on the most favorable terms from both the technical and cost standpoints. After the submission and closure of proposals, no information will be released until after the award. It is understood that the Contractor's proposal will become a part of the official file on this matter without obligation to MCPS.

The proposal must be complete and comply with all aspects of these specifications. Marketing or promotional verbiage will likely overshadow the Contractor's qualifications and expertise. MCPS urges the Contractor to be specific and brief in their responses.

MCPS shall not be responsible or liable for any costs incurred by the contractor in the preparation and submission of their proposals and pricing.

Complete Response must include:

Failure to include the following required submissions may render the proposal non-responsive as determined by the director of the Department of Materials Management.

- Point-by-point Response to each section of the RFP
- A list of at least three (3) references for the contracting agency including contact persons and telephone numbers must be submitted, See 6.0 References.
- Respondent's annual fiscal report in order to demonstrate the Respondent's financial stability (If desired, the Respondent also may include any other financial documents that the Respondent wishes to include regarding Respondent's financial condition).
- Equal Opportunities Certification (Attachment A)
- Certification of Non-segregated Facilities (Attachment B)

- Minority Business Enterprise (Attachment C)
- Non-Debarment Acknowledgement (Attachment D)
- Mid-Atlantic Purchasing Team Rider Clause (Attachment E)
- Current Form W-9
- A redacted copy of the Respondent's proposal as specified in Section 8.0.

All of these written deliverables described above shall be submitted in electronic format (MS Word) with at least five (5) hard copies. Absent good cause, payment for the services provided by the External Consultant(s) shall be contingent upon meeting the mutually agreed-upon deadlines.

MCPS reserves the right to engage the External Consultant(s) in providing future consultation and follow up regarding the MCPS curriculum.

It is the intention to award to the most favorable respondent(s) based on the evaluation criteria in Section 11.0. However, the Board reserves the right to make awards according to the best interest of MCPS. This request for proposals may result in multiple awards for different components of the scope of services.

The selected provider(s) must have demonstrated experience in providing alternative programs for students to obtain a high school diploma (as defined in Section 3) in similar institutions (e.g., school districts, departments of education, etc.).

In determining the qualifications of a contractor, MCPS will consider the contractor's record and performance of any prior contracts with MCPS, federal departments or agencies, or other public bodies, including but not limited to the contractor's record providing such detailed programs/services as described in Section 3.0 to MCPS or other schools or school districts. MCPS expressly reserves the right to reject the proposal of any contractor if the investigation discloses that the contractor, in the opinion of MCPS, has not properly performed such prior contracts or has habitually and without just cause neglected the payment of bills or has otherwise disregarded its obligations to subcontractors or employees.

MCPS may conduct any necessary investigation to determine the ability of the contractor to perform the work, and the contractor shall furnish to MCPS all such information and data requested, such as information about its reputation, past performance, business and financial capability and other factors that demonstrate that the provider is capable of satisfying MCPS' needs and requirements for a specific contract. MCPS reserves the right to reject any proposal if the evidence submitted by the contractor or investigation of such contractor fails to satisfy MCPS that such contractor is properly qualified to carry out the obligations of the contract and to complete all requirements contemplated therein. Consideration will be given to any previous performance with MCPS as to the quality and the acceptability of bidder's services.

All Contractor's submitting a proposal shall include evidence that they maintain a permanent place of business. Copies of any appropriate licenses necessary to perform this work shall be submitted with each proposal. Contractors also shall demonstrate that they have adequate

staff to perform the required services. Use of subcontractor(s) and/or third party providers, if any, must be specifically identified within the proposal. Subcontractor and/or third party provider roles shall be clearly expressed. MCPS reserves the right to accept or reject use of proposed subcontractor(s) and/or third party provider(s).

MCPS reserves the right to add or delete vendors, as needed, should our requirements change during the contract term.

9.0 TREATMENT OF TECHNICAL DATA IN PROPOSAL

The proposal submitted in response to this request may contain technical data which the contractor does not want used or disclosed for any purpose other than evaluation of the proposal. The use and disclosure of any such technical data, subject to the provisions of the Maryland Public Information Act, may be so restricted:

Provided, that contractor marks the cover sheet of the proposal with the following legend, specifying the pages of the proposal which are to be restricted in accordance with the conditions of the legend: “Technical data contained in pages ___ of this proposal shall not be used or disclosed, except for evaluation purposes.”

Provided, that if a contract is awarded to this contractor as a result of or in connection with the submission of this proposal, MCPS shall have the right to use or disclose these technical data to the extent provided in the contract.

This restriction does not limit the right of MCPS to use or disclose technical data obtained from another source without restriction.

MCPS assumes no liability for disclosure or use of unmarked technical data or products and may use or disclose the data for any purpose and may consider that the proposal was not submitted in confidence and therefore is releasable. Price and cost data concerning salaries, overhead, and general and administrative expenses are considered proprietary information and will not be disclosed, if marked in accordance with the instructions in Section 12.0.

10.0 PROPRIETARY AND CONFIDENTIAL INFORMATION

Contractors are notified that MCPS has unlimited data rights regarding proposals submitted in response to this solicitation. Unlimited data rights means that MCPS has the right to use, disclose, reproduce, prepare derivative works, distribute copies to the public, or perform publicly and display publicly any information submitted by the contractor in response to this or any solicitation issued by MCPS. However, MCPS will exempt information that is confidential commercial or financial information of a contractor, as defined by the Maryland Public Information Act, State Government Article, Section 10-617, from disclosure. It is the responsibility of the contractor to clearly identify each part of its proposal that is confidential commercial or financial information by stamping the **bottom right-hand corner** of each pertinent page with one-inch bold face letters stating the words “**confidential**” or “**proprietary**.” The contractor agrees that any portion of the proposal that is not stamped as proprietary or confidential is not proprietary or confidential. As a condition for MCPS

keeping the information confidential, the contractor must agree to defend and hold MCPS harmless if any information is inadvertently released. Each contractor must submit a proprietary and confidential redacted copy of its proposal to be used in responding to MPIA requests.

11.0 EVALUATION CRITERIA

MCPS reserves the right to ask clarifying questions about submitted proposals. Contractors also may ask questions that they may have related to this RFP prior to submitting their responses. See Section 12.0, Schedule of Events. Only proposals received by the deadline will be considered. Proposals will be screened down to a number of finalists.

MCPS reserves the right to convene a meeting with the top qualified Contractor(s) prior to awarding a contract. The purpose of the meeting will be to afford both parties an opportunity to discuss any aspects of the requirements and services that will be performed and clarify any issues. Issues raised during the meeting, which cannot be resolved to the satisfaction of MCPS, shall be cause to reject the proposal.

All Contractors are advised that in the event of receipt of an adequate number of proposals, which, in the opinion of MCPS require no clarification and/or supplementary information, such proposals may be evaluated without further discussions. Therefore, proposals should be submitted initially on the most complete and favorable terms and conditions. Should proposals submitted require additional clarification and/or supplementary information, Contractors should be prepared to submit such additional clarification and/or supplementary information, in a timely manner, when requested.

Proposals meeting all requisite criteria will be evaluated. Those who do not meet requisite criteria will not be evaluated further.

11.1 The determination of those Offerors that are qualified, interested, and available, and MCPS' choice of the best qualified will be based on the following criteria:

- a. The Offeror's demonstrated knowledge of and experience with school systems of comparable size and demographic characteristics; experience facilitating community meetings among diverse communities and stakeholders, including a wide range of engagement strategies; knowledge of and experience with boundary assignment processes including legal parameters; and experience with large scale, multi-variate data analysis.
- b. The Offeror's proposed approach to conducting this comprehensive boundary analysis.
- c. Qualifications, reputation, and experience of the Offeror relevant to the Scope of Services including specific experience in analysis of data, school boundary assignments, and facilitation of community engagement.
- d. The sufficiency of personnel and financial resources of the Offeror to perform the

contract or provide the services.

- e. Past performance as determined by recent and relevant contracts. Evaluation will be based on information obtained from references provided by the Offeror as well as other relevant past performance information obtained from other sources known to MCPS.
- f. Pricing proposal and fee structure.

A selection committee comprised of MCPS staff and potentially outside stakeholders will evaluate proposals based on these criteria.

12.0 SCHEDULE OF EVENTS

The anticipated schedule of activities related to this RFP is as follows:

RFP issued:	June 25, 2019
Questions Due:	July 3, 2019 by 4:00pm
Post Responses:	July 8, 2019
Pre-Proposal Conference:	July 9, 2019 from 9:00 – 10:30am, Pine Conference Room
Proposals Due:	July 15, 2019 by 2:00pm
Potential Interviews:	July 19, 2019
Anticipated award date:	August 1, 2019

All dates are subject to change at the discretion of MCPS.

13.0 PRE- PROPOSAL CONFERENCE

A Pre-Proposal Conference for prospective contractors will be held on July 9, 2019 from 9:00 a.m. to 10:30 a.m, 45 W Gude Drive, Pine Conference Room, 3rd floor, Rockville, Maryland 20850. Attendance at this conference is encouraged, but is not mandatory. Questions to this RFP are due by 4:00 p.m. on July 3, 2019, so that responses can be prepared for distribution at the pre-proposal conference. The purpose of the pre-proposal conference will be to allow prospective firms the opportunity to obtain clarification of the RFP and ask questions directly of MCPS staff to assist them in the preparation of their proposal responses.

Firms shall provide the names of the persons who will attend the pre-bid conference. Please send no more than two representatives. Send the names to Emily Anderson, CPPB, contract administrator, fax number 301-279-3173, or e-mail Angela S_McIntosh-Davis@mcpsmd.org no later than July 7, 2019.

The following information is provided for contractors who wish to call into the pre-submission conference:

- 1. You must use a touch-tone phone to participate in an Instant Meeting conference.**
- 2. Dial the appropriate access number.**

Participants: Enter your numeric participant passcode followed by a # sign.

Toll Free :	USA 877-973-0884
Participant Passcode:	6489354

14.0 INQUIRIES

Inquiries regarding this solicitation must be submitted in writing to Mrs. Emily E. Anderson, Contract Administrator, MCPS Procurement Unit, 45 W. Gude Drive, Suite 3100, Rockville, MD 20850, via fax at 301-279-3173 or email to angela_s_mcintosh-davis@mcpsmd.org . Questions are due 4:00 p.m. on July 3, 2019. Responses will be posted on eMaryland Marketplace and on MCPS' Procurement website on July 8, 2019. The Board will not be responsible for any oral or telephone explanation or interpretation by any agent or employee of MCPS. Any binding information given to a contractor in response to a request will be furnished to all contractors as addenda/errata, if such information is deemed necessary for the preparation of proposals, or if the lack of such information would be detrimental to the uninformed contractor's. Only such addenda/errata, when issued by MCPS, will be considered binding on MCPS.

Contact by contractors' with any other MCPS employee regarding this solicitation until the contract is awarded by MCPS will be considered by MCPS as an attempt to obtain an unfair advantage and result in non-consideration of its RFP response. The MCPS Procurement website address is www.montgomeryschoolsmd.org/departments/procurement/.

15.0 ADDENDA/ERRATA

Changes and addenda to a solicitation may occur prior to the solicitation opening date and time. It is the contractor's responsibility to check the MCPS website under "Event Calendar" <https://www.montgomeryschoolsmd.org/calendar/mcpsbids.aspx> or contact the Procurement Unit at 301-279-3555 to verify whether addenda/errata have been issued.

In the event that MCPS issues addenda/errata, all terms and conditions will remain in effect unless they are specifically and explicitly changed by the addenda/errata. Contractors must acknowledge receipt of such addenda/errata by returning one signed copy of each of the addenda/errata with its proposal. Failure to provide the signed acknowledgement of the addenda/errata may result in a bid being deemed non-responsive.

16.0 eMARYLAND MARKETPLACE

Maryland law requires local and state agencies to post solicitations on eMaryland Marketplace. Registration with eMaryland Marketplace is free. It is recommended that any interested supplier register at www.eMarylandMarketplace.com, regardless of the award outcome for this procurement as it is a valuable resource for upcoming bid notifications for municipalities throughout Maryland.

17.0 MULTI-AGENCY PARTICIPATION

MCPS reserves the right to extend the terms and conditions of this solicitation to any and all other agencies within the state of Maryland as well as any other federal, state, municipal, county, or local governmental agency under the jurisdiction of the United States and its territories. This shall include but not be limited to private schools, parochial schools, nonpublic schools such as charter schools, special districts, intermediate units, nonprofit agencies providing services on behalf of government, and/or state, community and/or private colleges/universities that require these goods, commodities and/or services. Use of this solicitation by other agencies may be dependent on special local/state requirements attached to and made a part of the solicitation at the time of contracting. The supplier/contractor agrees to notify the issuing agency of those entities that wish to use any contract resulting from this bid and will also provide usage information, which may be requested. A copy of the contract pricing and the bid requirements incorporated in this contract will be supplied to requesting agencies. Each participating jurisdiction or agency shall enter into its own contract with the Award contractor(s) and this contract shall be binding only upon the **principal's signing** such an agreement. Invoices shall be submitted "directly" to the ordering jurisdiction for each unit purchased. Disputes over the execution of any contract shall be the responsibility of the participating jurisdiction or agency that entered into that contract. Disputes must be resolved solely between the participating agency and the Award contractor. MCPS assumes no authority, liability, or obligation on behalf of any other public or nonpublic entity that may use any contract resulting from this bid. MCPS pricing is based on the specifications provided in this solicitation.

18.0 UNNECESSARILY ELABORATE BROCHURES

Unnecessarily elaborate brochures or other presentations beyond those sufficient to present a complete and effective proposal are not desired and may be construed as an indication of the contractor's lack of cost consciousness. Elaborate art work and expensive visual and other presentation aids are neither necessary nor wanted.

19.0 BID PROTESTS

Any bid protests, including appeals, will be governed by the applicable MCPS Procurement Unit Regulations, as stated in the MCPS Procurement Manual. The burden of production of all relevant evidence, data and documents and the burden of persuasion to support the protest is on the Contractor making the protest.

20.0 CONTRACT

MCPS plans to enter a contractual agreement with Respondent(s) to whom the award is made and intends to make MCPS General Contract Articles, attached hereto and incorporated herein as Appendix A, part of the contractual agreement, except and unless modified by MCPS. In addition, the Contractor will ensure that all private duty nurses abide by the provisions of the MCPS General Contract Articles. Proposals must clearly identify any variances from or objections to the specifications in this RFP and the terms and conditions of the MCPS General Contract Articles. Lacking any response to the contrary, MCPS will infer that the Respondent agrees to the specifications of this RFP and each term and condition of the MCPS General Contract Articles. Respondents should note that any variance may provide a basis for MCPS to reject the proposal.

21.0 NOTICE TO BIDDERS

The appropriate items below must be completed as part of the RFP. Failure to comply may disqualify your bid.

(See Next Page)

Type or print legibly in ink.

I. BIDDER INFORMATION:

As appropriate, check and/or complete one of the items below.

1. Legal name (as shown on your income tax return) _____
2. Business Name (if different from above) _____
3. Tax Identification Number _____

A copy of your W-9 must be submitted with this bid response.

II. BIDDER'S CONTACT INFORMATION: This will be filed as your permanent contact information.

1. Company Name _____
2. Address _____
3. Bid Representative's Name _____
4. Phone Number/Extension _____
5. Fax Number _____
6. Toll Free Number _____
7. Email Address _____
8. Website _____

III. VENDOR'S CERTIFICATION:

Upon notification of award, this document in its entirety is the awarded vendor's contract with MCPS. By signing below, the undersigned acknowledges that he/she is entering into a contract with MCPS.

- A. The undersigned proposes to furnish and deliver supplies, equipment, or services, in accordance with specifications and stipulations contained herein, and at the prices quoted. This certifies that this bid is made without any previous understanding, agreement or connection with any person, firm, or corporation making a bid for the same supplies, materials, or equipment, and is in all respects fair and without collusion or fraud.
- B. I hereby certify that I am authorized to sign for the bidder and that all statements, representations, and information provided in this response to the Request for Proposals, including but not limited to the Non-Debarment Acknowledgement, are accurate.

By (Signature) _____

Name and Title _____

Witness Name and Title _____