

**REQUEST FOR PROPOSALS**  
**RFP No.052020**  
**Safe School Ambassadors Expansion Training Services**



Sandon Schwartz  
Deputy Superintendent

**Contact:**

**Susan Harautuneian**  
**Director of Purchasing**  
**Madera Unified School District**  
**1205 S Madera Avenue**  
**Madera, CA 93637**  
**[susanharautuneian@maderausd.org](mailto:susanharautuneian@maderausd.org)**

**MADERA UNIFIED SCHOOL  
NOTICE INVITING PROPOSALS**

Notice is hereby given that the Madera Unified School District ("MUSD") will receive sealed proposals for RFP No.052020-Safe School Ambassadors Expansion Training Services

**Sealed Proposals must be received by June 12, 2020 no later than 10:01 am located at MUSD Purchasing Department, 1205 Madera Avenue, Madera CA 93637. (2nd Floor)**

**Due to the current and changing situation and to continue with work that is needed at our School Sites we have implemented changes as to how we are going to handle the Bid/RFP Turn In Process.**

**The District encourages vendors to submit bids in advance by mail and we will accept emailed bid packets. If you email the packet, it will only be accepted if it is sent to [susanharautuneian@maderausd.org](mailto:susanharautuneian@maderausd.org) and it must be received no later than the date and time listed.**

RFP must be sealed, marked with the RFP number and title and returned to the Purchasing Department of Madera Unified School District. RFP must conform and be responsive to the Request for Proposal documents. RFP received later than the designated time and date will NOT be accepted. Facsimile (FAX) copies of the RFP will not be allowed.

Each organization submitting a proposal shall submit an original, signed document and Three (3) copies.

Copies of the RFP documents may be downloaded from **Madera Unified School District Purchasing Department Website**  
<http://www.madera.k12.ca.us/Page/6706>

Refer questions to Susan Harautuneian via email to [susanharautuneian@maderausd.org](mailto:susanharautuneian@maderausd.org) later than June 8, 2020 @ 10:01 a.m. Only question received via email will be responded to.

Published June 2, 2020

## **SECTION 1 - GENERAL INFORMATION**

**One (1) original and Three (3) copies of qualification must be submitted in a sealed envelope with the words “RFP No.052020-Safe School Ambassadors Expansion Training “clearly marked on the outside, no later than 10:01 a.m. on June 12, 2020, to the following address:**

**Madera Unified School  
District Susan  
Harautuneian  
Director of Purchasing  
1205 S Madera Avenue (located on the 2<sup>nd</sup>  
floor) Madera, CA 93637**

RFPs received later than the aforementioned date and time will be returned to firm unopened. Facsimile (FAX) copies or e-mailed RFPs will not be accepted.

In order to control information disseminated regarding this Request for Proposals bidders interested in submitting proposals are directed **not** to make personal contact with members of the Board of Trustees. Failure to do so may result in the revocation of the submitted proposal from review.

**All questions are to be directed to Susan Harautuneian, Director of Purchasing, via E-mail: [susanharautuneian@maderausd.org](mailto:susanharautuneian@maderausd.org) no later than 10:01 a.m. on June 8, 2020**

The District reserves the right to accept or reject any or all RFPs, to select a qualified candidate with or without interviews and to negotiate with any or more than one of the responsible submitters. Submitters shall be responsible for any and all expenses that they may incur in preparing qualifications. Responses received from this RFP will be used as the foundation for the development of an agreement and contract with specific provisions subject to review, negotiations and approval of the Board.

The DISTRICT reserves the right to accept or reject any and all proposals and to waive any informality in bidding as deemed to be in the best interest of the DISTRICT. Proposals will remain open and valid for sixty (60) days after the date set for the opening. Any bidder may withdraw his/her proposal, either personally or by written request, at any time prior to the scheduled closing time for receipt of proposals. No objections concerning the application, meaning, or interpretation of these specifications will be considered after the opening of the subject proposals

## **Introduction & Background:**

Madera Unified School District needs of expanding and enhancing our *Safe School Ambassadors* (SSA) program and peer-to-peer prevention programming (PPPP) beyond our current three-year implementation at our two comprehensive high schools and three comprehensive middle schools. We are accepting proposals in response to this Request for Proposal (this “RFP,” or this “Request for Proposal”) in order to find a qualified source to provide the Safe School Ambassadors expansion training. Our goals with this SSA expansion are to:

Develop SSA Training of Trainers for school and district staff from staff previously trained to implement the program.

Provide initial SSA Training to our new High School, Matilda Torres HS, when it opens in the 2020-21 school year.

Expand SSA Training to our three Alternative Educations Sites, four K-8<sup>th</sup> rural schools, and 6<sup>th</sup> graders in our fourteen elementary schools.

The objective of this Request for Proposal is to locate a source that will provide the best overall value to Madera Unified. While price is a significant factor, other criteria will form the basis of our award decision, as more fully described in the Evaluation Factors section of this Request for Proposal below.

## **Submission Guidelines & Requirements:**

The following submission guidelines & requirements apply to this Request for Proposal:

1. First and foremost, only qualified individuals or firms with prior experience on projects such as this should submit proposals in response to this Request
2. Bidders must be a Community Matters – Safe School Ambassador Consulting Partner
3. Bidders must list at least two projects that are substantially similar to this project as part of their response, including references for each. Examples of work should be provided as well.
4. A training and implementation proposal must be provided that is not more than thirty pages. This proposal must provide an overview of the proposed solution as well as resumes of all key personnel performing the work. In addition, the proposal should provide a proposed schedule and budget.
5. A price proposal must be provided that is not more than two pages. This price proposal should indicate the overall fixed price for the project.
6. Proposals must be signed by a representative that is authorized to commit bidder's company.
7. If you have a standard set of terms and conditions, please submit them with your proposal. All terms and conditions will be subject to negotiation.

## **Project Description:**

The purpose of this project is to expand our current Safe School Ambassador program and extend from to our new comprehensive high school, 3 alternative education sites, 4 K-8<sup>th</sup> rural sites (grades 6<sup>th</sup>-8<sup>th</sup>) and 14 elementary sites (6<sup>th</sup> grades only). SSA has been implemented in our 2 comprehensive high schools and 3 comprehensive middle schools since the 2017/18 school year, with over 450 students trained. SSA is included in SAMHSA's National Registry of Evidence-based Programs and Practices to:

- Increase rates of bullying intervention.
- Improve school climate among friends of Ambassadors.
- Decrease suspension rates.

## **Project Scope:**

The scope of the project entails

- Coordination with the Department of School Culture and Climate and previously trained SSA School Site Advisers to select staff eligible to become SSA Trainer of Trainers (TOT)
- Provide TOT training in Spring 2020
- Provide initial SSA training to New High School opening in Fall 2020
- Provide initial SSA training to Alternative Education, K-8<sup>th</sup> Rural Sites (6<sup>th</sup>-8<sup>th</sup> graders only) and Elementary Sites (6<sup>th</sup> graders only) from October 2020 – September 2024

The criteria set forth below should be met to achieve successful completion of the project:

1. Train MUSD site and district office staff as TOT, to be able to continue Refresher SSA after new sites have been initially trained in the model.
2. Train all MUSD sites serving students in 6<sup>th</sup> – 12<sup>th</sup> grade in Safe School Ambassadors
3. peer-to-peer prevention program.
4. Increase rates of bullying intervention.
5. Improve school climate among friends of Ambassadors.
6. Decrease suspension rates.

### **Evaluation Factors:**

Each of the criteria will be ranked using a numerical scoring system (ex:1-10) The point total for each will then be added together to obtain an overall RFP point

CRITERIA	POSSIBLE POINTS
Responsiveness to the requirements set forth in this Request for Proposal	10
Samples of Work	10
Cost, including an assessment of total cost of ownership	10
Technical expertise/experience of the bidder and bidders staff	10

Madera Unified reserves the right to award to the bidder that presents the best value to Madera Unified as determined solely by Madera Unified in its absolute discretion.

## **GENERAL TERMS AND CONDITIONS**

### **Project Meeting:**

### **Required Insurance:**

The selected bidder shall be required to obtain and /or maintain a policy of professional liability insurance, written on an "occurrence" basis, with minimum limits of \$1,000,000 per occurrence/\$2,000,000 aggregate. The selected bidder shall file a certificate of insurance evidencing such policy with the District prior to the execution of the Agreement and bidder shall maintain such insurance throughout the term of the Agreement.

### **Cover Letter:**

Include a cover letter signed by an individual authorized to bind the firm. Include a statement that warrants the truth and accuracy of the information included or representations made in the RFP.

### **Description of Firm:**

Provide specific information regarding the size, financial strength, location, nature of work performed, years in business and approach that will be used in meeting the District's needs.

### **Background of Bidders Personnel:**

Identify all personnel employed by Bidders who will work on the Project, including staff from other offices, as well as the executives who will support and provide oversight for them. Describe the role and responsibilities of each individual listed. Include a resume for each person assigned to the Project, specifying that person's education background, experience and continuing education. Resumes must in be included with RFP.

### **Project Plan and Methodology:**

Briefly describe the procedures your firm will use in conducting each phase of the project to insure that the needs of the District will be satisfied and that project will be completed in a cost effective and timely manner. Use this section to address the ability of your firm to undertake projects, keeping in mind the other workload in your office. Firms located outside the Fresno area should also use this section to describe how the geographical issues will be mitigated.

### **Fees:**

Describe the method you propose for charging fees for the project described in this Request for Qualifications. Identify if your fee will be based on time and materials or a combination of both.

### **Interest Statement:**

Briefly describe the particular or main interest your firm has in the projects for which you



**Other:**

Each bidders is encouraged to provide any additional information or description of resources the firm feels is pertinent to the Request for Proposals

**SECTION 2-SELECTION PROCESS:**

The process that will be used by the District in selection firm to perform services as outline in this Request for Proposals will be as follows:

- A. Screening Committee:  
The District Superintendent or designee will appoint a Screening committee made up of District administrators, and other individuals with Development of Database experience.
- B. Selection Committee:  
An Interview Committee may interview the most qualified of the firms ranked by the Screening committee. This committee will be appointed by the Superintendent or designee and will include district personnel.

The Selection committee will recommend one bidder to the Governing Board.

## **COMPENSATION**

State how much you expect to be compensated for all your services, time and materials.

\$ \_\_\_\_\_

Written Amount

\_\_\_\_\_

## PRIME POINT OF CONTACT

RFP No.052020-Safe School Ambassadors Expansion Training Services

*Each proponent's proposal must contain a statement indicating the name of their prime point of contact for the resolution of difficulties with the vendor's proposed offerings.*

---

Name of Company

---

Address

---

Signature

---

City

State

Zip Code

---

Print Name

---

Phone Number

Fax Number

---

Title

---

Email Address

## **REQUEST FOR REFERENCES TO BE EXECUTED AND SUBMITTED WITH RFP**

All Bidders are to submit with their RFP at least three (3) previous jobs of similar scope and size completed in the last three years. They must include a contact name and phone number for verification purposes. Failure to provide reference may result in your RFP being determined non-responsive.

1. \_\_\_\_\_  
Name of Reference Contact Person

\_\_\_\_\_  
Address Phone

\_\_\_\_\_

Scope of Work: \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_  
Name of Reference Contact Person

\_\_\_\_\_  
Address Phone

\_\_\_\_\_

Scope of Work: \_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_  
Name of Reference Contact Person

\_\_\_\_\_  
Address Phone

\_\_\_\_\_

Scope of Work: \_\_\_\_\_

\_\_\_\_\_

**NON-COLLUSION DECLARATION TO BE EXECUTED BY AND SUBMITTED WITH**

RFP No.052020-Safe School Ambassadors Expansion Training Services

The undersigned declares:

I am the \_\_\_\_\_ (*Title*) of \_\_\_\_\_ (*Firm*), the party making the foregoing bid.

The bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or sham. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid. The bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or to refrain from bidding. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder. All statements contained in the bid are true. The bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on \_\_\_\_\_ (*Date*), at \_\_\_\_\_ (*City*), \_\_\_\_\_ (*State*).

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_