

**UNITED TOWNSHIP HIGH
SCHOOL DISTRICT #30**

- Yearbook Services -

REQUEST FOR PROPOSAL

March 7, 2018

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A. INTRODUCTION AND INSTRUCTIONS TO VENDORS

INTRODUCTION

United Township High School District No. 30 invites vendors to submit proposals for yearbook services for the 2018-19 school year in accordance with the requirements, terms, and conditions of this Request for Proposal (RFP).

The purpose and intent of the resulting contractual agreement is for the successful proposer to provide yearbook services for United Township High School District #30. United Township High School District No. 30 plans to award a contract for a period of one (1) year. The contract shall have an option to extend the terms of the existing contract to allow for completion of any work undertaken, but not completed, during the original term of the contract. UTHS #30 reserves the right to renew all contracts for two (2) additional one (1) year periods.

This RFP sets forth the requirements for all services and solicits a detailed response from vendors to include pricing and service descriptions in the specified format.

BACKGROUND INFORMATION

United Township High School District #30 is a 9-12 public high school district located in East Moline, Illinois. District #30 serves students from Barstow, Carbon Cliff, Colona, East Moline, Hampton, Silvis, portions of Moline and upper Rock Island County. Five elementary school districts (Carbon Cliff/Barstow, Colona, East Moline, Hampton and Silvis) and two private schools (Our Lady of Grace Catholic Academy and East Moline Christian School) send students to further their education at United Township High School.

United Township High School District #30 has one main building (approximately 250,000 sq ft) which houses their High School, Area Career Center and Administrative Center. There are additional outlying buildings that house the Transportation Department and bus fleet (8,800 sq ft) and an Automotive Body Shop (4,800 sq ft) which operates in conjunction with the Area Career Center. The district also has an Alternative Education Center (6,320 sq ft) in a leased building located across from the main campus.

United Township High School District #30 employs more than 220 teachers, administrators and non-instructional staff and serves approximately 1,700 students. Fifty-nine (59) percent of students come from economically disadvantaged households, 23 percent are Hispanic, 10 percent are Black/African American, 61 percent are White and 6 percent are Multicultural/Other.

GENERAL CONDITIONS

This RFP is not an offer to contract. Form of agreement shall be a signed United Township High School District No. 30 purchase order including specifications and accepted proposal. Board of Education approval is required prior to issuing the purchase order.

Failure to answer any question in this RFP may subject the proposal to disqualification. Failure to meet a qualification or requirement will not necessarily subject a proposal to disqualification.

Valid Period of Offer

The pricing, terms, and conditions stated in your response must remain valid for 90 days from the date of delivery of the proposal to our district.

Right of Rejection

We reserve the right to accept or reject any or all responses to this RFP and to enter into discussions and/or negotiations with one or more qualified vendors at the same time, if such action is in the best interest of the district.

Best and Final Offer

We reserve the right to request a best and final offer.

Cost of Proposals

Expenses incurred in the preparation of proposals in response to this RFP are the vendor's sole responsibility.

All Inclusive

All proposals shall provide a straightforward, concise delineation of capabilities to satisfy the requirements of this request. Emphasis should be on completeness and clarity of content. The proposal is to include the furnishing of all labor and materials required, including transportation and handling, in accordance with specifications herein.

Changes

Any changes in these general provisions will be effective only when made by written addendum signed by the Superintendent or Comptroller of United Township High School District No. 30.

Oral Presentation

Proposers may be required to make an oral presentation of their proposal. The Comptroller will schedule the time and location for this presentation.

Advertising

In the event a contract is awarded for services resulting from this proposal, no indication of such sales or services to the United Township High School will be used in product literature or advertisement without the express written permission of United Township High School District #30.

Taxes

United Township High School District No. 30 is exempt from Illinois Sales Tax. Necessary tax exemption certificates as applicable to public schools will be furnished upon request.

Indemnification

The successful proposer shall hold the Board of Education harmless from damage or accident to the building or occupants, to workers or persons engaged in or about the

building or passing the same, resulting either from contract work or extra work under this charge.

Illinois Human Rights Act

All vendors and contractors must comply with the public contract provisions under the Illinois Human Rights Act, including the sexual harassment provisions. This bill amends the Illinois Human Rights Act to require every party to a public contract and every proposer to a public contract to have a written sexual harassment policy, post a notice of the policy, and provide training on sexual harassment prevention as a part of a new employee training program. The policy must, at a minimum, include the illegality of sexual harassment, the definition of sexual harassment under State law, a description of sexual harassment utilizing examples, the contractor's internal complaint process, including penalties, the legal recourse, investigative and complaint process available through the Department of Human Rights, directions on how to contact the Department, and protection against retaliation.

Equal Opportunity Policy

Because it is the desire of United Township High School District #30 to encourage equal employment opportunity policies, all contractors, including suppliers of goods or services to the district, are expected to comply with the spirit of equal opportunity employment, as well as, with the letter of all applicable statutes and regulations. Compliance shall require contractors not to discriminate and, in addition to take reasonable affirmative action to ensure that members of minority groups are effectively afforded equal employment opportunities.

Prevailing Wages

The proposer (contractor) shall comply in all respects to Chapter 820 Act 130 Prevailing Wage Act of the Illinois Compiled Statutes. The current prevailing rate of wages has been established by United Township High School District No. 30. These rates are available from United Township High School District No. 30. The proposer (contractor), and any subcontractor working under such proposer (contractor), shall pay not less than the specified rates to all laborers, workers and mechanics employed in the execution of the work. Additionally, the proposer (contractor), and any subcontractor working under such proposer (contractor), shall pay not less than the specified rates for legal holiday and overtime work. This requirement applies to the proposer (contractor) and all subcontractors. It is the proposer's (contractor's) responsibility to notify all subcontractors of this requirement. Failure to do so will make the proposer (contractor) liable for any interest, penalties or fines that would have been owed by the subcontractor had notice been provided. In case it shall become necessary for the proposer (contractor), or any subcontractor working under such proposer (contractor), to employ any laborer, worker or mechanic to execute the work and there is no prevailing rate of wages provided by United Township High School District No. 30, then the proposer (contractor) shall so notify the District and request a determination of the prevailing rate of wages.

The prevailing rate of wages shall be such rate in effect at the time the work is performed.

Compliance with Regulations

Fair, equitable and ethical practices are expected to be followed. The proposer shall comply with all federal, state and local statutes, ordinances, and regulations now in effect or hereafter adopted, in the performance of this contract. This includes criminal background checks and fingerprinting for all persons who will be on site and working directly with students. The proposer represents that it possesses all necessary licenses and permits required to conduct its business and will acquire any additional licenses and permits necessary for performance of this contract prior to the initiation of work. Any costs associated with violations of the law, including, but not limited to, remediation, fines, administrative or civil penalties or charges, and third party claims imposed on the United Township High School District #30 Board of Education by any regulatory agency or by any third party as a result of the noncompliance with federal, state or local laws and regulations by the proposer or by any of its subcontractors, consultants, sub-consultants, or any other persons, corporations or legal entities retained by the proposer for this contract, shall be paid by the proposer.

Quality of Work

The successful proposer shall provide specific plans for providing all services described in the Scope of Work. This plan must include all labor, materials and equipment necessary to perform and complete the work called for. This includes clearly outlining the work, materials and equipment which must be provided by the district. All work shall be done in a professional manner. All materials furnished shall be new and the best of their respective kinds, unless otherwise specified. The work shall be completed within the time stated in the contract, but the successful proposer shall not be liable for delays due to causes beyond its reasonable control.

Safety

The successful proposer shall be responsible for initiating, maintaining, and supervising all safety precautions in connection with the performance of the contract.

Nondiscrimination Practices

United Township High School District No. 30 does not discriminate against employees, students or the general public in its programs or practices, including vocational education opportunities, on the basis of race, color, religion, gender, disability, age, marital status, citizenship status, military status, unfavorable discharge from the military services, national origin or ancestry in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, any individual who is in the need of assistance or reasonable accommodations to be able to participate in a school district-related activity, including the employment application or interview process, should contact the Superintendent at the District administrative offices. Any individual who wishes to file a complaint of unlawful discrimination should contact the Superintendent at the District administrative offices, 1275 Avenue of the Cities, East Moline, Illinois 61244.

PROPOSAL INSTRUCTIONS AND TIME FRAMES

This section contains instructions governing the proposal to be submitted.

Proposal Delivery

Proposals must be submitted in a sealed envelope clearly marked “Yearbook Services” in the lower left-hand corner. Oral, telephone, faxed or electronically submitted documents will not be accepted. Late proposals will be returned unopened. Deliver 2 copies of your proposal to the address below not later than 1:30 p.m. (local time) on April 2, 2018 at which time they will be opened. Proposals will be accepted by:

**Tracy DeClerck
Comptroller
United Township High School District No. 30
1275 Avenue of the Cities
East Moline, IL 61244**

Questions and Review

The UTHS Yearbook Advisor contact regarding questions for this request for proposal is:

**Natalie Green
Yearbook Advisor
United Township High School District No. 30
1275 Avenue of the Cities
East Moline, IL 61244
(309) 752-2261
Ngreen@uths.net**

Vendor Selection

The Board of Education will approve the successful proposer at its meeting on April 9, 2018. Notification will be made on Tuesday, April 10, 2018, and a purchase order authorizing commencement of project will be issued.

PROPSAL PREPARATION

This section provides specific instructions on preparing your proposal.

General Preparation

- Complete proposal form with proposal cost and required certifications and signatures.
- Prepare responses as outlined below. Provide succinct responses. Extraneous/superfluous information will be detrimental to the proposal.
- Provide two (2) copies to United Township High School District No. 30.

Required Proposal Outline

The following chart details the required proposal outline and specifies the content of the proposal sections.

Required Proposal Outline		
Section Number	Section Title	Section Content
1	Corporate Profile	Responses to Section 1 of RFP
2	Implementation and Support	Responses to Section 2 of RFP
3	Pricing Information	Responses to Section 3 of RFP

Sections A and B of this RFP do not require responses.

Evaluation Criteria

Factors used to evaluate proposals and their weighting is listed below in descending order of importance:

Cost	30%
Experience and prior work performance with district	30%
Vendor has direct local support	20%
Training and class curriculum options	10%
Comprehensive implementation plan	10%
	100%

**UNITED TOWNSHIP HIGH SCHOOL
YEARBOOK SERVICES
SCOPE OF WORK**

The proposer will provide yearbook services for United Township High School.

United Township High School District #30 plans to award a contract for a period of one (1) year. The contract shall have an option to extend the terms of the existing contract to allow for completion of any work undertaken, but not completed, during the original term of the contract. United Township High School District #30 reserves the right to renew all contracts for two (2) additional one (1) year periods.

Yearbook services must include:

- All color publication
- 200 pages or as negotiated by the school
- Consulting and training services as needed for completion of yearbook
- Monthly consultant contact with yearbook advisor
- Prompt response time (within 24-48 hours) by consultant
- Spring delivery option
- Opportunities for training workshops
- On-line software
- Starter kits
- Artistic cover design (if school does not have own ready)
- Class curriculum
- Template pages
- On-line book sale option

Please provide credentials and experience of personnel who could be expected to work on this project and specific plans for providing the services described above.

CORPORATE PROFILE

COMPANY BACKGROUND

Provide a brief history of the firm, location, years in practice, etc. Provide credentials and experience of personnel who would be expected to work on this project; capability and skills; proposed services to be provided.

FINANCIAL INFORMATION

Provide financial information on your company (e.g., annual report, 10-K).

REFERENCE ACCOUNTS

Provide a minimum of three references from high schools of similar size/scope of work. Proposer must include name, title, address and telephone number of the contact person.

SAMPLES

Proposers must be willing to provide samples of yearbooks printed for high schools of similar size/scope completed within the past five (5) years.

SUPPORT

IMPLEMENTATION

Implementation Plan

Provide a sample implementation plan that details the smooth transition from our current yearbook services provider. Include the following information.

- A brief description of the major steps in the implementation process.
- Any major activity that involves our employees or premises
- Time frames for critical activities and other tasks required of our school.

Implementation Support

Identify the individual in your organization who will act as the district's point of contact for implementation and services.

Describe your escalation procedure for addressing problems during implementation.

Customer Support & Problem Resolution

Account Team Support

Provide an overview of your account team support structure. Indicate the support level offered and identify the account team members and responsibilities.

Trouble Reporting and Problem Resolution

What are your procedures for trouble reporting, escalation and problem resolution?

PRICING INFORMATION

PROPOSALS SHOULD INCLUDE THE FOLLOWING DETAILED INFORMATION:

- Cost per yearbook
- Installation or setup fees including all equipment and supplies necessary for implementation
- Customer Support Response Time
- Training hours and fees
- Additional charges