



BOARD OF CONTRACT AND SUPPLY
CITY OF PROVIDENCE, RHODE ISLAND

BID FORM 1: BIDDERS BLANK

1. Bids must meet the attached specifications. Any exceptions or modifications must be noted and fully explained.
2. Bidder's responses must be in ink or typewritten, and all blanks on the bid form should be completed.
3. The price or prices proposed should be stated both in **WRITING** and in **FIGURES**, and any proposal not so stated may be rejected. **Contracts exceeding twelve months must specify annual costs for each year.**
4. Bids **SHOULD BE TOTALED** so that the final cost is clearly stated, however **each item should be priced individually**. Do not group items. Awards may be made on the basis of **total bid** or by **individual items**.
5. Each bidder is required to state in their proposal their full name and address and must state the names of all persons or firms with whom they are submitting a joint bid. All bids **SHOULD BE SIGNED IN INK**.

Name of Bidder (Firm or Individual): Perkins School for the Blind

Contact Name: Teri Turgeon

Address: 175 North Beacon Street, Watertown, MA 02472

Phone #: 617-972-7331

Agrees to bid on (Items(s) to be bid): Orientation and Mobility Services for three year contract

Please visit <http://www.naics.com/search/> and identify the NAICS Code(s) for items being bid on. Enter the NAICS code(s) here or in parentheses next to each item listed immediately above: _____

611710- Educational Support Services

Delivery Date (when not immediate): _____

Name of Surety Company (if applicable): _____

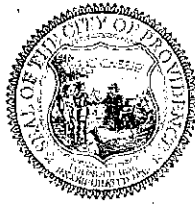
Total Amount in Writing: Seven hundred fifty six thousand, four hundred and ⁰⁰/₁₀₀

Total Amount in Figures: \$ 756,400.00 (over 3 years)

Additional Bidding Details (Use Additional Pages if Necessary)

Rosa A. Calise (R)
Signature of Representative

CFO
Title



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BID FORM 2: CERTIFICATION OF BIDDER

(Non-Discrimination/Hiring)

Upon behalf of Perkins School for the Blind (Bidder's Name),

I, Lisa A Calise (Name of Person Making Certification),

being its CFO (Title or "Self"), hereby certify that:

1. Bidder does not unlawfully discriminate on the basis of race, color, national origin, gender, sexual orientation and/or religion in its business and hiring practices.
2. All of Bidder's employees have been hired in compliance with all applicable federal, state and local laws, rules and regulations.

I affirm by signing below that I am duly authorized on behalf of Bidder,

on this 8 day of August 2016.



Signature of Representative

Lisa A. Calise

Printed Name



FORM D2: MBE / WBE PARTICIPATION Independent WAIVER REQUEST FORM

Does the Bidder intend to subcontract any portion of the proposed work/service to a MBE/WBE? Yes No
This form is for Bidders in Category 1 and 2 only, so if you answered Yes to the above question, please review the Bidder Category Worksheet (page 3) and Form Matrix (page 1) to determine the correct forms to use.

Name of Bidder: Perkins School for the Blind

Bid Proposal
Contract Name/Number: Orientation and Mobility Services Bid Due Date: August 9, 2016

Goals on this contract: _____ % MBE _____ % WBE

I have achieved _____ % MBE _____ % WBE

I am requesting a waiver of 0 % MBE 0 % WBE

Is the **BIDDER** certified by the State of Rhode Island Minority Business Enterprise Program Yes No
If Yes, please check the type(s) of certification and enter the Certification number immediately below:


Type of Firm: MBE WBE

MBE/WBE Certification Number (MBCN#): _____ Expiration Date: _____

I acknowledge the City of Providence's goals of supporting MBE/WBE certified businesses. If an opportunity is identified to subcontract any task associated with the fulfillment of this contract, a good faith effort will be made to select MBE/WBE certified businesses as partners

Lisa A. Calise
Signature of Bidder

Lisa A. Calise
Printed Name

8/8/16
Date 

Submit this form to the City of Providence MBE/WBE Office for signature and approval by either the MBE/WBE Compliance Officer or the MBE/WBE Coordinator. All requests must be made at least four (4) days prior to the bid opening date.

Signature of MBE/WBE Officer

Printed Name

Date



BOARD OF CONTRACT AND SUPPLY
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BID TERMS

1. Financial assurances may be required in order to be a successful bidder for Commodity or Construction and Service contracts. If either of the first two checkboxes below is checked, the specified assurance **must accompany** a bid, or the bid will not be considered by The Board of Contract and Supply. The third checkbox indicates the lowest responsible bidder will be contacted and required to post a bond to be awarded the contract.
 - a) A certified check for \$_____ must be deposited with the City Clerk as a guarantee that the Contract will be signed and delivered by the bidder.
 - b) A bid bond in the amount of _____ per centum (%) of the proposed total price, to be deposited with the City Clerk as a guarantee that the contract will be signed and delivered by the bidder; and the amount of such bid bond shall be retained for the use of the City as liquidated damages on account of default.
 - c) A performance and payment bond with a satisfactory surety company will be posted by the successful bidder in a sum equal to one hundred per centum (100%) of the awarded contract.
 - d) No financial assurance is necessary for this item.
2. It is hereby mutually understood and agreed that no payment for extra work shall or will be claimed or made unless ordered in writing by the Board of Contract and Supply.
3. Awards will be made within sixty (60) days of bid opening. All bid prices will be considered firm, unless qualified otherwise. Requests for price increases will not be honored.
4. Failure to deliver within the time quoted or failure to meet specifications may result in default action in accordance with the general specifications. It is agreed that deliveries and/or completion are subject to strikes, lockouts, accidents and Acts of God.

The following entry applies only for COMMODITY BID TERMS:

5. Payment for partial delivery will not be allowed except when provided for in blanket or term contracts.

The following entries apply only for CONSTRUCTION AND SERVICE BID TERMS:

6. Only one shipping charge will be applied in the event of partial deliveries for blanket or term contracts.
7. The successful bidder shall, prior to commencing performance under the contract, attach and submit evidence that they have complied with the provisions of the Rhode Island Worker's Compensation Act Title 28, Chapter 29, Section 1, et seq. (R.I.G.L.). If the successful bidder is exempt from compliance under the Worker's Compensation Act, an officer of the successful bidder shall so state by way of sworn Affidavit, which shall accompany the signed contract.
8. The successful bidder shall, prior to commencing performance under the contract, attach and submit a certificate of insurance, in a form and in the amount satisfactory to the City by which the successful bidder will indemnify and hold harmless the City during the term of the contract from and against all loss or damages arising from the performance under the contract including all claims for personal injury or damages to property sustained by third persons, or their agents, servants and/or those claimed under them.



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DESCRIPTION AND / OR SPECIFICATIONS

PLEASE BID AS PER ATTACHED SPECIFICATIONS

HOURLY RATE	Yr 1 \$	<u>132</u>	
HOURLY RATE	Yr 2 \$	<u>134</u>	
HOURLY RATE	Yr 3 \$	<u>136</u>	
Total Amount for Package	Year 1		\$ <u>248,400</u>
Total Amount for Package	Year 2		\$ <u>252,100</u>
Total Amount for Package	Year 3		\$ <u>255,900</u>
Maximum Hour Total Per Week: (7/1/16-6/30/17) Year 1 (Or Last Day of School)			\$ <u>5,400</u>
Maximum Hour Total Per Week: (7/1/17-6/30/18) Year 2 (Or Last Day of School)			\$ <u>5,480</u>
Maximum Hour Total Per Week: (7/1/18-6/30/19) Year 3 (Or Last Day of School)			\$ <u>5,563</u>
Maximum Number of Students Served Per Week: Year 1 * (7/1/16-6/30/17 Or Last Day of School)			\$ _____
Maximum Number of Students Service Per Week: Year 2 * (7/1/17-6/30/18 Or Last Day of School)			\$ _____
Maximum Number of Students Service Per Week: Year 3 * (7/1/18-6/30/19 Or Last Day of School)			\$ _____

*Total number of students cannot provide cost breakdown.

Request For Proposal
Orientation and Mobility Services
3 year contract

Orientation and Mobility Services

A. Work to be Performed:

- ◇ Provide direct Orientation and Mobility services to students consistent with their IEP requirements. This may include individual, small group, or classroom based provision of services.
- ◇ Provide complete orientation and mobility evaluations or students referred for initial assessments or triennial review.
- ◇ Provide written reports, as required by the Special Education Department.
- ◇ Complete any and all paper work associated with the referral and assessment process, and the provision of services including IEP development and Medicaid reimbursement forms.
- ◇ Attend IEP Conferences for students who are receiving services and /or ant students who may need services.
- ◇ Provide quarterly reports for Providence Department School Board.
- ◇ Provide direct vision service to children if necessary.

B. Target Population:

Visually Impaired Students 3-21 who are enrolled in Special Education Programs throughout the City of Providence.

C. Location:

Services will be provided in various Elementary, Middle and High Schools in Providence.

D. Schedule:

Up to 30 hours per week of service beginning July 1, 2016 to June 30, 2017

Up to 30 hours per week of service beginning July 1, 2017 to June 30, 2018

Up to 30 hours per week of service beginning July 1, 2018 to June 30, 2019

Provider will work maximum of 30 hours per week in the school setting and the community. **Total hours awarded are contingent upon funding and student's need.** Up to 20 hours to provide orientation and mobility and up to 10 hours to provide vision services when needed.

E. Service Provider:

1. Must have certification per R.I. Regulations
Orientation and Mobility Certification & Teacher of Visually Impaired
2. Must have experience working with students ages 3-21 with varying disabilities.

3. Must have capability to work as an itinerant with own means of transportation
4. Must provide weekly PPSD payroll sheets signed by classroom teacher and/or parent/guardian to PPSD for payment. Provider will provide services as outlined in the IEP. Work collaboratively with other vision specialists and must have flexible scheduling to accommodate various needs.

F. Evaluation:

Student:

- a. Service Provider will provide Annual Progress Reports on individual student performances.
- b. Service Provider will document on Easy IEP's quarterly reports for students being serviced.

G. Bidder Will:

1. Specify process through which work will be performed as outlined in proposal.
2. Provide complete description of qualification, as requested.
3. Specify individual rates per hour and total amount of hours to be worked per week. Bidder may submit bid for all part of the hours required in this bid package.
4. If successful bidder is not incorporated, then payment may be received through the Providence School Department Payroll Office consistent with IRS guidelines for temporary employees.

H. Cancellation:

Cancellation shall be made upon termination of work to be performed as determined by the Special Education Department of the Providence School System. Cancellation will be initiated if job performance of the successful bidder does not meet minimum standards of this proposal. If successful bidder is unable to fulfill requirements to Providence School Department will be able to utilize the next bidder or contract agency. **Cancellation of part or entire award will be initiated as staff recruited by the Providence School Department for the services.**

Community Programs/Educational Partnerships Services Rates

2016-2017

Combined Service Rates (Inclusive of standard travel and standard preparation):

Teacher of Students with Visual Impairment	\$132.00 per hour
Orientation and Mobility Specialist	\$132.00 per hour
Deafblind Specialist	\$132.00 per hour

Additional information related to billing for snow days, student absences, progress/annual reports and attendance at IEP meetings are outlined in the Perkins contract.

*Consultation Activities in Support of Instruction (CASI): Unless specified otherwise in this contract, for each hour of service, CASI will be billed at an additional **15 minutes** of time billed, per hour in 15 min increments. CASI is defined as time spent on a broad range of consultative activities associated with supporting students, including but not limited to Braille preparation, assistive adaptations or other exceptional low vision modifications and accommodations.*

Evaluation Services:

Initial Assessments and Reevaluations:	\$132.00 per hour (up to 15 hours)
Program Evaluations by Senior Staff:	\$163.00 per hour (up to 15 hours)

Professional Development and Training:

On-site presentation:	\$132.00 per hour
Preparation Costs:	\$132.00 per hour. Each 1.5 hours of presentation will include billing for one hour of preparation. Presentations of one hour will incur a minimum preparation fee of one hour.

Assistive Technology Services:

AT Student Evaluation:	\$132.00 per hour within New England
AT Training:	\$132.00 per hour

Travel Costs: If travel time is **one hour or more**, a full hourly rate will be billed one way and prorated for the time above the hour in increments of 15 minutes. Travel time under one hour will not be charged.

Benefits and Services of Collaborating with Perkins Community Programs

To assure and maintain high quality services, Community Programs/Educational Partnerships will also provide:

- Direct and consultative services from certified teachers of students with visual impairments (TVI), certified orientation and mobility specialists (COMS) and teachers with specialization in deafblindness (TDB).
- Ongoing professional development provided to our staff to assure the highest qualifications to serve your students.
- Administrative and supervisory support to our teachers in the form of direct supervision, mentorship, employee benefits, secretarial services, access to braille and large print resources, training, technological support, and the opportunity to review curriculum materials before making purchases for students.
- Access to expertise in the specialized areas of the Expanded Core Curriculum for students with blindness and visual impairments, including those with additional disabilities and/or deafblindness. The Expanded Core Curriculum includes areas of assessment mandated in IDEA 2004, which addresses the unique needs of students with blindness, visual impairment, and deafblindness.
- Assistance and collaboration around administration of MCAS or MCAS/alt, district, and other psych-educational and developmental assessments.
- Access to in-service programs for your special educators, classroom teachers, parents and professionals.
- Access to the Perkins Assistive Device Center, which designs and builds specialized adaptive equipment.
- Access to Perkins Solutions, who provide AT hardware and software which can be used to assist in accessing the general education curriculum.
- Access to additional Perkins resources, such as the Low Vision Clinic, the Perkins Training center, Outreach Services and the Braille and Talking Book Library.

For more information on all programs and services, contact:

Teri Turgeon
Education Director
Community Programs

Perkins School for the Blind
175 North Beacon St.
Watertown, MA 02472
Teri.Turgeon@Perkins.org

Phone: 617-972-7331
Fax: 617-972-7586



BOARD OF CONTRACT AND SUPPLY
CITY OF PROVIDENCE, RHODE ISLAND

REQUEST FOR PROPOSALS

Item Description: RFP FOR ORIENTATION AND MOBILITY SERVICES-3 YEAR CONTRACT/PROVIDENCE SCHOOL DEPARTMENT-SPECIAL EDUCATION/FEDERAL PROGRAMS-IDEA

Date to be opened: AUGUST 9, 2016

Bids may be submitted up to **2:15 P.M.** on the above meeting date at the **Department of the City Clerk, Room 311, City Hall.** At 2:15 P.M. all bids will be publicly opened and read at the Board of Contract Meeting in the City Council Chambers, on the 3rd floor of City Hall.

INSTRUCTIONS

Potential vendors must submit sealed bids in an envelope labeled with the above captioned **Item Description**.

Communications to the Board of Contract and Supply that are not competitive sealed bids (i.e. product information/samples) should have "NOT A BID" written on the envelope or wrapper.

The bid envelope and information relative to the bid must be addressed to:

Board of Contract and Supply
Department of the City Clerk – City Hall, Room 311
25 Dorrance Street
Providence, RI 02903

Bid Package Checklist

Forms are available in the City of Providence Purchasing Department Office or online at <http://providenceri.com/public-property/vendor-center/forms>

The bid package must include the following, in order:

- Required:** Bid Form 1: Bidder's Blank as the cover page/ 1st page
- Required:** Bid Form 2: Certification of Bidder as 2nd page
- Required:** Forms from the Minority and Women Business Enterprise Program, based on Bidder Category
- Optional:** Bidder's Proposal/Packet, including additional pricing information and details related to the good(s) or service(s) being provided, if Bidder's Blank (Bid Form 1) is not adequate
- Financial Assurance**, as indicated, if checkbox 1a or 1b is checked under Bid Terms on Page RFP-3 of this document



BOARD OF CONTRACT AND SUPPLY
CITY OF PROVIDENCE, RHODE ISLAND

NOTICE TO VENDORS

1. The Board of contract and Supply will make the award to the lowest responsible bidder.
2. No proposal will be accepted if made in collusion with any other bidder.
3. A bidder who is an out-of-state corporation shall qualify or register to transact business in this State, in accordance with R.I. General Laws (as amended) in the Rhode Island Business Corporation Act, RIGL Section 7-1.2-1401, et seq.
4. The Board of Contract and Supply reserves the right to reject any and all bids.
5. In determining the lowest responsible bidder, cash discounts based on preferable payment terms will not be considered.
6. Where prices are the same, the Board of Contract and Supply reserves the right to award to one bidder, or to split the award.
7. Competing bids may be viewed in person at the Department of the City Clerk, City Hall, Providence, immediately upon the conclusion of the formal Board of Contract and Supply meeting during which the bids were unsealed/opened. Bids may also be accessed electronically on the internet via the City's Open Meetings Portal.
8. As the City of Providence is exempt from the payment of Federal Excise Taxes and Rhode Island Sales Tax, prices quoted are not to include these taxes.
9. In case of error in the extension of prices quoted, the unit price will govern.
10. The contractor will **NOT** be permitted to: a) assign or underlet the contract, b) assign either legally or equitably any monies hereunder or its claim thereto without the previous written consent of the City Purchasing Director.
11. Delivery dates must be shown in your bid. If no delivery date is specified, it will be assumed that an immediate delivery from stock will be made.
12. A certificate of insurance may be required of a successful vendor.
13. Bids may be submitted on an "equal" in quality basis. We reserve the right to decide equality. Bidders must indicate brand or the make being offered and submit detailed specifications if other than brand requested.
14. For contracts involving construction, alteration and/or repair work, the provisions of State Labor Laws concerning payment of prevailing wage rates apply (See R.I. General Laws Sec. 37-13-1 et seq. As amended)
15. No goods should be delivered or work started without a Purchase Order.
16. **Submit an ORIGINAL and three (3) copies of your bid to the City Clerk, unless the specification section of this document indicates otherwise.**
17. Vendor must certify that it does not unlawfully discriminate on the basis of race, color, national origin, gender, gender identity or expression, sexual orientation and/or religion in its business and hiring practices and that all of its employees are lawfully employed under all applicable federal, state and local laws, rules and regulations.