	Whiteriver Unified School District, #20 Request for Proposals		PO Box 190 Whiteriver, AZ 85941
	RFP#: 20-16-25 PROJECT: Special Education Services at Whiteriver USD	Page 1 of 58	

Request for Proposals #	20-16-25
Material and/or Service	Special Education Services at Whiteriver USD
Due Date & Time	October 8, 2020 at 2:00 PM (Mountain Standard Time)
Delivery Locations	PO Box 190 OR to 959 S Chief only if you make an appointment in advance of the due date. Masks and Social Distancing are Mandatory
Opening Location	Whiteriver Unified School District, #20 959 S Chief Whiteriver, AZ 85941
Questions Due By Email	No later than noon on September 28, 2020.

In accordance with School District Procurement Rules in the Arizona Administrative Code (A.A.C.) promulgated by the State Board of Education pursuant to A.R.S. §15-213, proposals for the material or services specified will be received by **Whiteriver Unified School District**, at the above specified location, until the time and date cited. Proposals received by the correct time and date shall be opened and only the name of the Offerors shall be publicly read and recorded. All other information contained in the Proposal shall remain confidential until award is made. **If you need directions to our office**, please call (928) 358-5800. **The RFP and any amendments will only be posted to www.wusd.us**. It is the vendor's responsibility to check for amendments. **WUSD is not in an overnight delivery area!**

Proposals shall be in the actual possession of the District, at the location indicated, on or prior to the exact time and date indicated above. Late Proposals shall not be considered. Proposals must be submitted in a sealed envelope with the solicitation number and Offeror's name and address clearly indicated on the envelope. All Proposals must be written legibly in ink or typewritten. Additional instructions for preparing a Proposal are provided herein.

Four (4) copies are requested: one (1) marked "Original" and Two (2) copies of your response in addition to one (1) electronic copy in the form of a USB Flash Drive are requested by the District.

Please read the enclosed requirements and specifications as Whiteriver Unified School District reserves the right to accept or reject any or all proposals, waive minor informalities, cancel or re-bid and accept any contract deemed to be in their best interest. The submission of a proposal will indicate that the vendor is accepting of all terms and conditions and can meet the specifications and requirements stated in this solicitation.

OFFERORS ARE STRONGLY ENCOURAGED TO CAREFULLY READ THE ENTIRE REQUEST FOR PROPOSAL AND SEEK CLARIFICATION OF ANY ITEM THAT MAY NOT BE CLEAR.

Sandie Sedillo

September 25, 2020

Sandie Sedillo, Business Manager

Date

Phone: (928) 358-5800

Email: ssedillo@wusd.us

This solicitation document originated at the District's website, www.wusd.us, which serves as its official site for all related materials. The District shall not be liable for any solicitation documents or materials obtained by any other source. All amendments are related solicitation documentation may be found on the District's website, www.wusd.us



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REQUEST FOR PROPOSALS #

20-16-25

MATERIAL OR SERVICE

Special Education Services at Whiteriver USD

DUE DATE

October 8, 2020 at 2:00 PM (Mountain Standard Time)

Delivery Locations

PO Box 190 **OR** to 959 S Chief only **if** you make an appointment in advance of the due date. **Masks and Social Distancing are Mandatory**

Opening Location

Whiteriver Unified School District, #20
959 S Chief
Whiteriver, AZ 85941

This solicitation may only be obtained from our solicitation website at www.wusd.us. All amendments will be posted to www.wusd.us, the District's website. Any interested offerors without internet access may obtain a copy of this solicitation by calling (928) 358-5800 or a copy may be picked up during regular business hours at the District's Business Department, PO Box 190. If you experience any problems receiving this Request for Proposal, please call (928) 358-5800.

If you do not wish to respond to this solicitation, please provide written notification of your decision. Failure to respond could result in deletion of your name from the District's vendor listing. This form may be returned to the address above. A "No Bid" will be considered a response.

_____ **Here is my "No Response"; I cannot provide services of this nature.**

_____ **I am eager to do business with Whiteriver Unified School District as I provide these services. I will download it from the website, www.wusd.us. However, I am unable to attend the pre-proposal meeting.**

Name of Company

Date Signed

Authorized Signature/Local Representative

Cell Phone Number

Type Name and Position Held with Company

Mailing Address

City

State

Zip

Email Address

RFP Issued:

September 25, 2020

Email to: ssedillo@wusd.us

Complete and Return this page.



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NOTE: Bolded forms above should be submitted with your proposal.

DOCUMENTS REFERENCED

You may access a copy of the documents referenced within this RFP at the following web addresses:

Arizona Revised Statutes (A.R.S.) is available at: <http://www.azleg.gov/arstitle/>

School District Procurement Rules in the Arizona Administrative Code (A.A.C.) is available at:
http://apps.azsos.gov/public_services/Title_07/7-02.pdf

I.R.S. W-9 form (Request for Taxpayer I.D. Number) is available at: <http://www.irs.gov/pub/irs-pdf/fw9.pdf>



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1. Definition of Terms

In addition to the definitions specified in Arizona Administrative Code R7-2-1001, the terms listed below are defined as follows:

- A. **“Attachment”** means any item the Solicitation requires an Offeror to submit as part of the Proposal.
- B. **“Contract”** means the combination of the Solicitation, including the Uniform and Special Instructions to Offerors, the Uniform and Special Terms and Conditions, and the Specifications and Statement or Scope of Work; the Offer and any Best and Final Offers; and any Solicitation Amendments or Contract Amendments; and any terms applied by law.
- C. **“Contract Amendment”** means a written document signed by the School District that is issued for the purpose of making changes in the Contract.
- D. **“Contractor”** means any person who has a contract with the School District.
- E. **“Days”** means calendar days unless otherwise specified.
- F. **“Exhibit”** means any item labeled as an Exhibit in the Solicitation or placed in the Exhibits section of the solicitation.
- G. **“Gift or Benefit”** means a payment, distribution, expenditure, advance, deposit or donation of monies, any intangible personal property or any kind of tangible personal or real property that is not of nominal value such as a greeting card, t-shirt, mug or pen.
- H. **“Gratuity”** means a payment, loan, subscription, advance, deposit of money, services, or anything of more than nominal value present or promised, unless consideration of substantially equal or greater value is received.
- I. **“Offer”** means bid, proposal or quotation.
- J. **“Offeror”** means a vendor who responds to a Solicitation.
- K. **“Procurement Officer”** means the person duly authorized to enter into and administer Contracts and make written determinations with respect to this solicitation or his/ her designee.
- L. **“Responsible Offeror”** means the Offeror who has the capability to perform the contract requirements and the integrity and reliability to assure complete and good faith performance and who submits the lowest Proposal.
- M. **“Responsive Offeror”** means the Offeror who submits a Proposal that conforms in all material respects to this Request for Proposals, Instructions to Offerors and the Plans and Specifications which are incorporated herein by this reference.
- N. **“Solicitation”** means an Invitation for Bids (“IFB”), a Request for Proposals (“RFP”), or a Request for Qualifications (“RFQ”).
- O. **“Solicitation Amendment”** means a written document that is authorized by the Procurement Officer and issued for the purpose of making changes to the Solicitation.
- P. **“Subcontract”** means any Contract, express or implied, between the Contractor and another party or between a subcontractor and another party delegating or assigning, in whole or in part, the making or furnishings of any material or any service required for the performance of the Contract.
- Q. **“School District”** means the District or public entity that executes the Contract.

2. Inquiries

- A. **Duty to Examine.** It is the responsibility of each Offeror to examine the entire Solicitation, seek clarification in writing, and check its Proposal for accuracy before submitting the Proposal. Neither lack of care in preparing a Proposal shall not be grounds for withdrawing the Proposal after the due date and time nor shall it give rise to any Contract claim.
- B. **Solicitation Contact Person.** Any inquiry related to a Solicitation, including any requests for or inquiries regarding standards referenced in the Solicitation shall be directed solely to the Solicitation contact person. The Offeror shall



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not contact or direct inquiries concerning this Solicitation to any other employee unless the Solicitation specifically identifies a person other than the Solicitation contact person as a contact.

- C. Submission of Inquiries. The Procurement Officer or the person identified in the Solicitation as the contact for inquiries may require that an inquiry be submitted in writing. Any inquiry related to a Solicitation shall refer to the appropriate Solicitation number, page, and paragraph. Do not place the Solicitation number on the outside of the envelope containing that inquiry since it may then be identified as an Proposal and not be opened until after the Proposal due date and time.
- D. Timeliness. Any inquiry shall be submitted as soon as possible and at least seven (7) days before the Proposal due date and time. Failure to do so may result in the inquiry not being answered.
- E. No Right to Rely on Verbal Responses or Electronic Mail Responses. Any inquiry that results in changes to the Solicitation shall be answered solely through a written Solicitation Amendment. A verbal or electronic mail reply to an inquiry does not constitute a modification of the solicitation.
- F. Solicitation Amendments. The Solicitation shall only be modified by a Solicitation Amendment. Unless otherwise stated in the Solicitation, each Solicitation Amendment shall be acknowledged by the person signing the Offer. Failure to acknowledge a material Solicitation Amendment or to follow the instructions for acknowledgement of the Solicitation Amendment may result in rejection of the Offer.
- G. Pre-Proposal Conference. If a Pre-Proposal Conference has been scheduled under this Solicitation, the date, time, and location appear on the Solicitation cover sheet or elsewhere in the Solicitation. An Offeror should raise any questions it may have about the Solicitation or the procurement at that time. An Offeror may not rely on any verbal responses to questions at the conference. Material issues raised at the conference that result in changes to the Solicitation shall be answered solely through a written Solicitation Amendment.
- H. Persons with Disabilities. Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting the appropriate Solicitation contact person. Requests shall be made as early as possible to allow time to arrange the accommodation.

3. Proposal Preparation

- A. Forms: No Facsimile or Telegraphic Offers. An Offer shall be submitted either on the forms provided in this Solicitation or their substantial equivalent. Any substitute document for the forms provided in this Solicitation will be legible and contain the same information requested on the form. A facsimile, telegraphic or mailgram offer shall be rejected.
- B. Typed or Ink; Corrections. The Proposal should be typed or in ink. Erasures, interlineations or other modifications in the Proposal should be initialed in ink by the person signing the Proposal. Modifications shall not be permitted after Proposals have been opened except as otherwise provided under R7-2-1030.
- C. Evidence of Intent to be Bound. Failure to submit verifiable evidence of intent to be bound, such as an original signature, shall result in rejection of the Proposal.
- D. Exceptions to Terms and Conditions. All exceptions included with the Offer shall be submitted in a clearly identified separate section of the Offer in which the Offeror clearly identifies the specific paragraphs of the Solicitation where the exceptions occur. Any exceptions not included in such a section shall be without force and effect in any resulting Contract unless such exception is specifically referenced by the Procurement Officer in a written statement. The Offeror's preprinted or standard terms will not be considered as a part of any resulting Contract.
 - 1. Invitation for Bids: An Offer that takes exception to a material requirement of any part of the Solicitation, including terms and conditions, shall be rejected.
 - 2. Request for Proposals: All exceptions that are contained in the Offer may negatively affect the impact of an Offeror's susceptibility for award. An offer that takes exception to any material requirement of the solicitation may be rejected.
- E. Subcontracts. Offeror shall clearly list any proposed subcontractors and the subcontractor's proposed responsibilities in the Proposal.



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- F. Cost of Proposal Preparation. The District will not reimburse any Offeror the cost of responding to a Solicitation.
- G. Solicitation Amendments. Unless otherwise stated in the Solicitation, each Solicitation Amendment shall be acknowledged by the person signing the Proposal. Failure to acknowledge a material Solicitation Amendment or to follow the instructions for acknowledgement of the Solicitation Amendment shall result in rejection of the Proposal.
- H. Federal Excise Tax. School Districts/Public Entities are exempt from Federal Excise Tax on manufactured goods. Exemption Certificates will be prepared upon request.
- I. Provision of Tax Identification Numbers. Offerors are required to provide their Arizona Transaction Privilege Tax number and/or Federal Tax Identification number, if applicable, in the space provided on the Offer and Acceptance Form and provide the tax rate and amount, if applicable, on the Proposal Cost Sheet.
- J. Identification of Taxes in Proposal. School Districts are subject to all applicable state and local transaction privilege taxes. All applicable taxes shall be identified as a separate item offered in the Solicitation. When applicable, the tax rate and amount shall be identified on the price sheet.
- K. Disclosure. If the Firm, business, or person submitting this Proposal has been debarred, suspended, or otherwise lawfully precluded from participating in any public procurement activity, including being disapproved as a subcontractor with any federal, state, or local government, or if any such preclusion from participation from any public procurement activity is currently pending, the Offeror must fully explain the circumstances relating to the preclusion or proposed preclusion in the Proposal. The Offeror shall include a letter with its Proposal setting forth the name and address of the governmental unit, the effective date of this suspension or debarment, the duration of the suspension or debarment, and the relevant circumstances relating to the suspension or debarment. If suspension or debarment is currently pending, a detailed description of all relevant circumstances including the details enumerated above must be provided.
- L. Solicitation Order of Precedence. In the event of a conflict in the provisions of this Solicitation and any subsequent contracts, the following shall prevail in the order set forth below:
1. Amendments
 2. Special Terms and Conditions
 3. Uniform General Terms and Conditions
 4. Scope of Work/Specifications
 5. Attachments
 6. Exhibits
 7. Special Instructions
 8. Uniform Instructions to Offerors
- M. Delivery. Unless stated otherwise in the Solicitation, all prices shall be F.O.B. Destination and shall include all delivery and unloading at the destination(s).

4. Submission of Proposal

- A. Sealed Envelope or Package. Each Proposal shall be submitted to the location identified in this Solicitation, in a sealed envelope or package that identifies its contents as a Proposal and the Solicitation number to which it responds. The appropriate Solicitation Number should be plainly marked on the outside of the envelope or package.
- B. Offer and Acceptance. Offer shall include a signed Offer and Acceptance form. The Offer and Acceptance form shall be signed by the person authorized to sign the offer, and shall be submitted with the Offer no later than the Solicitation due date and time. Failure to return an Offer and Acceptance form may result in rejection of the Offer.
- C. Solicitation Amendments. A Solicitation Amendment shall be acknowledged no later than the Offer due date and time. Failure to acknowledge a Solicitation Amendment may result in rejection of the Offer.
- D. Proposal Amendment or Withdrawal. An Offeror may modify or withdraw a Proposal in writing at any time before Proposal opening if the modification or withdrawal is received before the Proposal due date and time at the location designed in the RFP. A Proposal may not be amended or withdrawn after the Proposal due date and time except as otherwise provided under R7-2-1044.



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- E. **Confidential Information.** If an Offeror believes that any portion of an Offer, protest, or correspondence contains a trade secret or other proprietary information, the Offeror shall clearly designate the trade secret and other proprietary information, using the term “confidential.” An Offeror shall provide a statement detailing the reasons why the information should not be disclosed including the specific harm or prejudice that may arise upon disclosure. The Procurement Officer shall review all requests for confidentiality and provide a written determination. Until a written determination is made, a Procurement Officer shall not disclose information designated as confidential except to those individuals deemed to have a legitimate District interest. In the event the Procurement Officer denies the request for confidentiality, the Offeror may appeal the determination to the District Representative within the time specified in the written determination. Contract terms and conditions, pricing, and information generally available to the public are not considered confidential information.
- F. **Public Record.** Under applicable law, all Offers submitted and opened are public records and must be retained by the School District. Offers shall be open to public inspection after Contract award, except for such Offers deemed to be confidential by the School District.
- G. **Non-collusion, Employment, and Services.** By signing the Offer and Acceptance form or other official contract form, the Offeror certifies that:
1. It did not engage in collusion or other anti-competitive practices in connection with the preparation or submission of its offer; and
 2. It does not discriminate against any employee, applicant for employment, or person to whom it provides services because of race, color, religion, sex, national origin, or disability, and that it complies with all applicable federal, state, and local laws and executive orders regarding employment.

5. Evaluation

- A. **Unit Price Prevails.** Where applicable, in the case of discrepancy between the unit price or rate and the extension of that unit price or rate, the unit price or rate shall govern.
- B. **Taxes.** The amount of any applicable transaction privilege or use tax of a political subdivision of this state will not be a factor when determining lowest bidder.
- C. **Late Proposals, Modifications or Withdrawals.** A Proposal, Modification or Withdrawal submitted after the exact Proposal due date and time shall not be considered except under the circumstances set forth in R7-2-1044.
- D. **Disqualification.** A Proposal from an Offeror who is currently debarred, suspended or otherwise lawfully prohibited from any public procurement activity may be rejected.
- E. **Proposal Acceptance Period.** An Offeror submitting a Proposal under this Solicitation shall hold its Proposal open for the number of days that is stated in the Solicitation. If the Solicitation does not specifically state a number of days for the Proposal acceptance, the number of days shall be ninety (90).
- F. **Payment.** Payments shall comply with the requirements of A.R.S. Titles 35 and 41, Net 30 days. Upon receipt and acceptance of goods or services, the Contractor shall submit a complete and accurate invoice for payment within thirty (30) days.
- G. **Waiver and Rejection Rights.** Notwithstanding any other provision of this solicitation, the School District reserves the right to:
1. Waive any minor informality;
 2. Reject any and all Proposals or portions thereof; or
 3. Cancel a solicitation.

6. Award

- A. **Number or Types of Awards.** Where applicable, the School District reserves the right to make multiple awards or to award a Contract by individual line items, by a group of line items, by an incremental award or by Region, as indicated within the Special Instructions, Terms and Conditions. The award will be limited to the least number of Offerors that the School District determines is necessary to meet the needs of the School District.
- B. **Contract Commencement.** A Proposal does not constitute a Contract nor does it confer any rights on the Offeror to the award of a Contract. A Contract is not created until the Proposal is accepted in writing by the District with an



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authorized signature on the Offer and Acceptance Form. A letter or other notice of award or of the intent to award shall not constitute acceptance of the Proposal.

- C. Effective Date. The effective date of this Contract shall be the date that the Procurement Officer signs the Proposal and Acceptance Form or other official contract form, unless another date is specifically stated in the Contract.
- D. Final Acceptance for each participating School District will be contingent upon the approval of their Governing Board, if applicable.


7. Protests

A protest shall comply with and be resolved according to Arizona Department of Education School District Procurement Code Rule A.A.C. R7-2-1 141 through R7-2-1 153. Protests shall be in writing and be filed with the District Representative, who is Jennifer Plath, Superintendent. A protest of a solicitation shall be received by the District Representative before the Offer due date. A protest of a proposed award or of an award shall be filed with the Procurement Officer within ten (10) days after the protester knows or should have known the basis of the protest. A protest shall include:

- A. Any interested party may protest a solicitation issued by the school district, a determination that a proposal is unacceptable, or the proposed award or the award of a school district contract. Protests shall be filed with the district representative.
- B. Content of protest. The protest shall be in writing and shall include the following information:
 - 1) The name, address and telephone number of the interested party;
 - 2) The signature of the interested party or the interested party's representative;
 - 3) Identification of the solicitation or contract number;
 - 4) A detailed statement of the legal and factual grounds of the protest including copies of relevant documents; and
 - 5) The form of relief requested.
- C. The interested party shall supply any other information requested by the district representative within 10 days of the request.
- D. The interested party may file a written request with the district representative for an extension of the time limit for providing additional information set forth in subsection (C). The written request shall be filed before the expiration of the time limit set forth in subsection (C) and shall set forth good cause as to the specific reason that the interested party is unable to provide the additional information with the 10 days. The district representative shall approve or deny the request in writing, state the reasons for the determination, and if an extension is granted, set forth a new date for submission of the filing.

E. Time for filing protests R7-2-1143.

- 1) Protests based upon alleged improprieties in a solicitation that are apparent before the due date and time for responses to the solicitation, shall be filed before the due date and time for responses to the solicitation.
- 2) In cases other than those covered in subsection (A), the interested party shall file the protest within 10 days after the school district makes the procurement file available for public inspection.
- 3) The interested party may file a written request with the district representative for an extension of the time limit for protest filing set forth in subsection (B). The written request shall be filed before the expiration of the time limit set forth in subsection (B) and shall set forth good cause as to the specific action or inaction of the school district that resulted in the interested party being unable to file the protest within the 10 days. The district representative shall approve or deny the request in writing, state the reasons for the determination, and, if an extension is granted, set forth a new date for submission of the filing.
- 4) If the interested party shows good cause and it is advantageous to the school district, the district representative may consider any protest that is not filed timely.
- 5) The district representative shall immediately give notice of the protest to the successful contractor if award has been made or, if no award has been made, to all interested parties.
- 6) At any time the district representative or hearing officer may refer the protest to the governing board for resolution in accordance with R7-2-1152.

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1. Definition of Terms

As used in this Solicitation and any resulting Contract, the terms listed below are defined as follows:

- A. **“Attachment”** means any item the Solicitation requires an Offeror to submit as part of the Offer.
- B. **“Contract”** means the combination of the Solicitation, including the Uniform and Special Instructions to Offerors, the Uniform and Special Terms and Conditions, and the Specifications and Statement or Scope of Work; the Offer and any Best and Final Offers; and any Solicitation Amendments or Contract Amendments; and any terms applied by law.
- C. **“Contract Amendment”** means a written document signed by the Procurement Officer that is issued for the purpose of making changes in the Contract.
- D. **“Contractor”** means any person who has a Contract with the School District.
- E. **“Days”** means calendar days unless otherwise specified.
- F. **“Exhibit”** means any item labeled as an Exhibit in the Solicitation or placed in the Exhibits section of the Solicitation.
- G. **“Gift or Benefit”** means a payment, distribution, expenditure, advance, deposit or donation of monies, any intangible personal property or any kind of tangible personal or real property that is not of nominal value such as a greeting card, t-shirt, mug or pen.
- H. **“Gratuity”** means a payment, loan, subscription, advance, deposit of money, services, or anything of more than nominal value present or promised, unless consideration of substantially equal or greater value is received.
- I. **“Materials”** means all property, including equipment, supplies, printing, insurance and leases of property but does not include land, a permanent interest in land or real property or leasing space.
- J. **“Offer”** means bid, proposal or quotation.
- K. **“Offeror”** means a vendor who responds to a Solicitation.
- L. **“Owner”** means the Whiteriver Unified School District.
- M. **“Procurement Officer”** means the person duly authorized to enter into and administer Contracts and make written determinations with respect to the Contract or their designee.
- N. **“Services”** means the furnishing of labor, time or effort by a contractor or subcontractor which does not involve the delivery of a specific end product other than required reports and performance, but does not include employment agreements or collective bargaining agreements.
- O. **“Solicitation”** means an Invitation for Bids (IFB), a Request for Proposals (RFP), or a Request for Quotations (RFQ).
- P. **“Solicitation Amendment”** means a written document that is authorized by the Procurement Officer and issued for the purpose of making changes to the Solicitation.
- Q. **“Subcontract”** means any Contract, express or implied, between the Contractor and another party or between a Subcontractor and another party delegating or assigning, in whole or in part, the making or furnishings of any material or any service required for the performance of the Contract.
- R. **“School District”** means the School District that executes the Contract.

2. Contract Interpretation

- A. Arizona Law. The law of Arizona applies to this Contract including, where applicable, the Uniform Commercial Code as adopted by the State of Arizona and the Arizona School District Procurement Code, Arizona Revised Statutes (A.R.S.) § 15-213, and its implementing rules, Arizona Administrative Code (A.A.C.) Title 7, Chapter 2, Articles 10 and 11.
- B. Implied Contract Terms. Each Provision of law and any terms required by law to be in this Contract are a part of this Contract as if fully stated in it.
- C. Contract Order of Precedence. In the event of a conflict in the provisions of the Contract, the following shall prevail in the order set forth below:
 - 1. Amendments;



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Uniform General Terms and Conditions

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2. Special Terms and Conditions;
3. Uniform General Terms and Conditions;
4. Statement or Scope of Work;
5. Specifications;
6. Attachments;
7. Exhibits;
8. Documents Referenced in the Solicitation;
9. Best and Final Offer; and
10. Vendor's Proposal.

- D. Relationship of Parties. The Contractor under this Contract is an independent Contractor. Neither party to this Contract shall be deemed to be the employee agent of the other party to the Contract.
- E. Severability. The provisions of this Contract are severable. Any term or condition deemed illegal or invalid shall not affect any other term or condition of the Contract.
- F. No Parol Evidence. This Contract is intended by the parties as a final and complete expression of their agreement. No course of prior dealings between the parties and no usage of the trade shall supplement or explain any terms used in this document.
- G. No Waiver. Either party's failure to insist on strict performance of any term or condition of the Contract shall not be deemed waiver of that term or condition even if the party accepting or acquiescing in the nonconforming performance knows of the nature of the performance and fails to object to it.

3. Contract Administration and Operation

- A. Records. Under A.R.S. § 35-214 and § 35-215, the Contractor shall retain and shall contractually require each Subcontractor to retain all data and other records ("records") relating to the acquisition and performance of the Contract for a period of five years after the completion of the Contract. All records shall be subject to inspection and audit at reasonable times. Upon request, the Contractor shall produce a legible copy of any or all such records.
- B. Non-Discrimination. The Contractor shall comply with State Executive Order No. 99-4, 2000-4 and all other applicable Federal and State laws, rules and regulations, including the Americans with Disabilities Act.
- C. Audit. Pursuant to A.R.S. § 35-214 at any time during the term of this Contract and five (5) years thereafter, the Contractor's or any Subcontractor's books and records shall be subject to audit by the School District and, where applicable, the Federal Government, the extent that the books and records relate to the performance of the Contract or Subcontract.
- D. Inspection and Testing. The Contractor agrees to permit access to its facilities, Subcontractor facilities and the Contractor's processes for producing the materials, at reasonable time for inspection of the materials and services covered under this Contract. The School District shall also have the right to test at its own cost the materials to be supplied under this Contract. Neither inspection at the Contractor's facilities nor testing shall constitute final acceptance of the materials. If the School District determines non-compliance of the materials, the Contractor shall be responsible for the payment of all costs incurred by the School District for testing and inspection.
- E. Notices. Notices to the Contractor required by this Contract shall be made by the School District to the person indicated on the Offer and Acceptance Form submitted by the Contractor unless otherwise stated in the Contract. Notices to the School District required by the Contract shall be made by the Contractor to the Solicitation Contact Person indicated on the Solicitation cover sheet, unless otherwise stated in the Contract. An authorized Procurement Officer and an authorized Contractor representative may change their respective person to whom notices shall be given by written notice and an Amendment to the Contract shall not be necessary.
- F. Advertising and Promotion of Contract. The Contractor shall not advertise or publish information for commercial benefit concerning this Contract without the prior written approval of the Procurement Officer.
- G. Property of the School District. Any materials, including reports, computer programs and other deliverables, created under this Contract are the sole property of the School District. The Contractor is not entitled to a patent or copyright on those materials and may not transfer the patent or copyright to anyone else. The Contractor shall not use or release these materials without the prior written consent of the School District.



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- H. Ownership of Intellectual Property. Any and all intellectual property, including but not limited to copyright, invention, trademark, trade name, service mark, and/or trade secrets created or conceived pursuant to or as a result of this contract and any related subcontract (“Intellectual Property”), shall be work made for hire and the District shall be considered the creator of such Intellectual Property. The District shall own the entire right, title and interest to the Intellectual Property throughout the world. Contractor shall notify the District, within thirty (30) days, of the creation of any Intellectual Property by it or its subcontractor(s). Contractor, on behalf of itself and any subcontractor(s), agrees to execute any and all document(s) necessary to assure ownership of the Intellectual Property vests in the District and shall take no affirmative actions that might have the effect of vesting all or part of the Intellectual Property in any entity other than the District. The Intellectual Property shall not be disclosed by contractor or its subcontractor(s) to any entity not the District without the express written authorization of the District.
- I. Federal Immigration and Nationality Act. By entering the contract, contractor warrants compliance with A.R.S. 41-4401, A.R.S. 23-214, the Federal Immigration and Nationality Act (FINA), and all other federal immigration laws and regulations. The District may request verification of compliance from any contractor or subcontractor performing work under this contract. The District reserves the right to confirm compliance in accordance with applicable laws. Should the District suspect or find that the contractor or any of its subcontractors are not in compliance, the District may pursue any and all remedies allowed by law, including, but not limited to: suspension of work, termination of the contract for default, and suspension and/or debarment of the contractor. All costs necessary to verify compliance are the responsibility of the contractor.
- J. E-Verify Requirements. In accordance with A.R.S. § 41-4401, Contractor warrants compliance with all Federal immigration laws and regulations relating to employees and warrants its compliance with Section A.R.S. § 23-214, Subsection A.
- K. Offshore Performance of Work Prohibited. Due to security and identity protection concerns, direct services under any subsequent contract shall be performed within the borders of the United States. Any services that are described in the specifications or scope of work that directly serve the school district(s) or charter school(s) or its clients and may involve access to secure or sensitive data or personal client data or development or modification of software for the State shall be performed within the borders of the United States. Unless specifically stated otherwise in the specifications, this definition does not apply to indirect or “overhead” services, redundant back-up services or services that are incidental to the performance of the contract. This provision applies to work performed by subcontractors at all tiers.

3. Costs and Payments

- A. Payments. Payments shall comply with the requirements of A.R.S. Titles 35-342 and 41, Net 30 days. Upon receipt and acceptance of goods or services, the Contractor shall submit a complete and accurate invoice for payment from the School District within thirty (30) days. The Purchase Order number must be referenced on the invoice.
- B. Delivery. Unless stated otherwise in the Contract, all prices shall be F.O.B. destination and shall include delivery and unloading at the destination.
- C. Applicable Taxes.
1. Payment of Taxes by the School District. The School District will pay only the rate and/or amount of taxes identified in the Proposal and in any resulting Contract.
 2. State and Local Transaction Privilege Taxes. The School District is subject to all applicable state and local transaction privilege taxes. Transaction privilege taxes apply to the sale and are the responsibility of the seller to remit. Failure to collect taxes from the buyer does not relieve the seller from its obligation to remit taxes.
 3. Tax Indemnification. Contractor and all Subcontractors shall pay all federal, state, and local taxes applicable to its operation and any persons employed by the Contractor. Contractor shall, and require all Subcontractors to hold the School District harmless from any responsibility for taxes, damages and interest, if applicable, contributions required under federal, and/or state and local laws and regulations and any other costs including transaction privilege taxes, unemployment compensation insurance, Social Security and Worker’s Compensation.
 4. IRS W-9. In order to receive payment under any resulting Contract, Offeror shall have a current I.R.S. W-9 Form on file with the School District.
- C. Availability of Funds for the Next Fiscal Year. Funds may not presently be available for performance under this Contract beyond the current fiscal year. No legal liability on the part of the School District for any payment may arise under this

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Contract beyond the current fiscal year until funds are made available for performance of the Contract. The School District will make reasonable efforts to secure such funds.

4. Contract Changes

- A. Amendments. This Contract is issued under the authority of the Procurement Officer who signed this Contract. The Contract may be modified only through a Contract Amendment within the scope of the Contract signed by the Procurement Officer. Changes to the Contract, including the addition of work or materials, the revision of payment terms, or the substitution of work or materials, directed by an unauthorized employee or made unilaterally by the Contractor are violations of the Contract and or applicable law. Such changes, including unauthorized written Contract Amendments, shall be void and without effect, and the Contractor shall not be entitled to any claim and this Contract based on those changes.
- B. Subcontracts. The Contractor shall not enter into any Subcontract under this Contract without the advance written approval of the Procurement Officer. The Subcontract shall incorporate by reference the terms and conditions of this Contract.
- C. Assignment and Delegation. The Contractor shall not assign any right nor delegate any duty under this Contract without the prior written approval of the Procurement Officer. The Procurement Officer shall not unreasonably withhold approval.

5. Risk and Liability

- A. Risk of Loss. The Contractor shall bear all loss of conforming material covered under this Contract until received by authorized personnel at the location designated in the purchase order or Contract. Mere receipt does not constitute final acceptance. The risk of loss for nonconforming materials shall remain with the Contractor regardless of receipt.
- B. General Indemnification. To the extent permitted by A.R.S. § 41-621 and § 35-154, the School District shall be indemnified and held harmless by the Contractor for its vicarious liability as result of entering into this Contract. Each party to this Contract is responsible for its own negligence.
- C. Indemnification - Patent and Copyright. To the extent permitted by A.R.S. § 41-621 and § 35-154, the Contractor shall indemnify and hold harmless the School District against any liability, including costs and expenses, for infringement of any patent, trademark, or copyright arising out of Contract performance or use by the School District of materials furnished or work performed under this Contract. The School District shall reasonably notify the Contractor of any claim for which it may be liable under this paragraph.
- D. Force Majeure.
 1. Except for payment of sums due, neither party shall be liable to the other nor deemed in default under this Contract if and to the extent that such party's performance of this Contract is prevented by reason of force majeure. The term "*force majeure*" means an occurrence that is beyond the control of the party affected and occurs without its fault or negligence. Without limiting the foregoing, force majeure includes acts of God; acts of the public enemy; war; riots; strikes; mobilization; labor disputes; civil disorders; fire; flood; lockouts; injections-intervention-acts; or failures or refusals to act by government authority; and other similar occurrences beyond the control of the party declaring force majeure which such party is unable to prevent by exercising reasonable diligence.
 2. Force Majeure shall not include the following occurrences:
 - a. Late delivery of equipment or materials caused by congestion at a manufacturer's plant or elsewhere, or an oversold condition of the market; or
 - b. Late performance by a Subcontractor unless the delay arises out of a force majeure occurrence in accordance with this force majeure term and condition; or
 - c. Inability of either the Contractor or any Subcontractor to acquire or maintain any required insurance, bonds, licenses, or permits.
 3. If either party is delayed at any time in the progress of the work by force majeure, the delayed party shall notify the other party in writing of such delay, as soon as is practicable and no later than the following working day, of the commencement thereof and shall specify the causes of such delay in such notice. Such notice shall be delivered or mailed certified-return receipt requested, and shall make a specific reference to this article, thereby invoking its provisions. The delayed party shall cause such delay to cease as soon as practicable and shall notify the other party in writing when it has done so. The time of completion shall be extended by Contract Amendment for a period of time equal to the time that results or effects of such delay prevent the delayed party from performing in accordance with this Contract.



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4. Any delay or failure in performance by either party hereto shall not constitute default hereunder or give rise to any claim for damages or loss of anticipated profits if, and that such delay or failure is caused by force majeure.

E. Third Party Antitrust Violations. The Contractor assigns to the School District any claim for overcharges resulting from antitrust violation the extent that those violations concern materials of services supplied by third parties to the Contractor toward fulfillment of this Contract.

6. Warranties

A. Liens. The Contractor warrants that the materials supplied under this Contract are free of liens.

B. Quality. Unless otherwise modified elsewhere in these terms and conditions, the Contractor warrants that for one year after acceptance by the School District of the materials or services, they shall be:

1. A quality to pass without objection in the trade under the Contract description;
2. Fit for the intended purposes for which the materials or services are used;
3. Within the variations permitted by the Contract and are of even kind, quality, and quality within each unit and among all units;
4. Adequately contained, packaged and marked as the Contract may require; and
5. Conform to the written promises or affirmations of fact made by the Contractor.

C. Fitness. The Contractor warrants that any material or service supplied to the School District shall fully conform to all requirements of the Solicitation and all representations of the Contractor, and shall be fit for all purposes and uses required by the Contract.

D. Inspection/Testing. The warranties set forth in subparagraphs A through C of this paragraph are not affected by inspection/testing of or payment for the materials or services by the School District.

E. Exclusions. Except as otherwise set forth in this Contract, there are no express or implied warranties or merchant ability fitness.

F. Compliance with Applicable Laws. The materials and services supplied under this Contract shall comply with all applicable federal, state and local laws, and the Contract shall maintain all applicable licenses and permits.

G. Survival of Rights and Obligations after Contract Expiration or Termination.

1. Contractor's Representations and Warranties. All representations and warranties made by the Contractor under this Contract shall survive the expiration of termination hereof. In addition, the parties hereto acknowledge that pursuant to A.R.S. § 12-510, except as provided in A.R.S. § 12-529, the School District is not subject to or barred by any limitations of actions prescribed in A.R.S. Title 12, Chapter 5.
2. Purchase Orders. The Contractor shall, in accordance with all terms and conditions of the Contract, fully perform and shall be obligated to comply with all purchase orders received by the Contractor prior to the expiration or termination hereof, unless otherwise directed in writing by the Procurement Offices, including, without limitation, all purchase orders received prior to but not fully performed and satisfied at the expiration or termination of this Contract.

7. School District's Contractual Remedies

A. Right to Assurance. If the School District in good faith has reason to believe that the Contractor does not intend to, or is unable to perform or continue performing the Contract, the Procurement Officer may demand in writing that the Contractor give a written assurance of intent or ability to perform. Failure by the Contractor to provide written assurance within the number of days specified in the demand may, at the School District's option, be the basis for terminating the Contract under the Uniform General Terms and Conditions.

B. Stop Work Order.

1. The School District may, at any time, by written order to the Contractor, require the Contractor to stop all or any part, of the work called for by this Contract for a period of up to ninety (90) days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage.



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2. If a stop work order issued under this clause is canceled or the period of the order or any extension expires, the Contractor shall resume work. The Procurement Officer shall make an equitable adjustment in the delivery schedule or Contract price, or both, and the Contract shall be amended in writing accordingly.

- C. Non-exclusive Remedies. The rights and the remedies of the School District under this Contract are not exclusive.
- D. Nonconforming Tender. Materials supplied under this Contract shall fully comply with the Contract. The delivery of materials or a portion of the materials in an installment that do not fully comply constitutes a breach of Contract. On delivery of nonconforming materials, the School District may terminate the Contract for default under applicable termination clauses in the Contract, exercise any of its remedies under the Uniform Commercial Code, or pursue any other right or remedy available to it.
- E. Right to Offset. The School District shall be entitled to offset against any sums due the Contractor, any expenses or costs incurred by the School District or damages assessed by the School District concerning the Contractor's nonconforming performance or failure to perform the Contract, including expenses, costs and damages described in the Uniform General Terms and Conditions.

8. Contract Termination

- A. Cancellation for Conflict of Interest. Per A.R.S. § 38-511, and R7-2-1087: the School District may cancel this Contract within three (3) years after Contract execution without penalty or further obligation if any person significantly involved in initiating, negotiating, securing, drafting, or creating the Contract on behalf of the School District is, or becomes at any time while the Contract or an extension the Contract is in effect, an employee of or a consultant to any other party to this Contract with respect to the subject matter of the Contract. The cancellation shall be effective when the Contractor receives written notice of the cancellation unless the notice specifies a later time.
- B. Cancellation for Gifting: R7-2-1087, G, If it appears that any person has not complied with A.R.S. § 15-213(O). The school district or school purchasing cooperative may, by written notice, terminate the Contract, in whole or in part, if the school district or school purchasing cooperative determines that any person or vendor has offered, conferred or agreed to confer any personal gift or benefit on any employee of the school district or school purchasing cooperative who supervised or participated in the planning, recommending, selecting or contracting of the Contract.
- C. Cancellation for Gratuities. R7-2-1087, H, The School District may, by written notice, terminate this Contract, in whole or in part, if the School District determines that employment or gratuity was offered or made by the Contractor or a representative of the Contractor to any officer or employee of the School District for the purpose of influencing the outcome of the procurement or securing the Contract, an Amendment to the Contract, or favorable treatment concerning the Contract, including the making of any determination or decision about Contract performance. The School District, in addition to any other rights or remedies, shall be entitled to recover exemplary damages in the amount of three (3) times the value of the gratuity offered by the Contractor.
- D. Suspension or Debarment. The School District may, by written notice to the Contractor, immediately terminate this Contract if the School District determines that the Contractor has been disbarred, suspended or otherwise lawfully prohibited from participating in any public procurement activity, including but not limited to, being disapproved as a Subcontractor of any public procurement unit or other governmental body.
- E. Termination for Convenience. The School District reserves the right to terminate the Contract, in whole or in part at any time, when in the best interests of the School District without penalty recourse. Upon receipt of the written notice, the Contractor shall immediately stop all work, as directed in the notice, notify all Subcontractors of the effective date of the termination and minimize all further costs to the School District. In the event of termination under this paragraph, all documents, data and reports prepared by the Contractor under the Contract shall become the property of and be delivered to the School District. The Contractor shall be entitled to receive just and equitable compensation for work in progress, work completed, and materials accepted before the effective date of the termination. The cost principles and procedures provided in A.A.C. R7-2-1125 shall apply.
- F. Termination for Default.
1. In addition to the rights reserved in the Uniform Terms and Conditions, the School District reserves the right to terminate the Contract in whole or in part due to the failure of the Contractor to comply with any term or condition of the Contract, to acquire and maintain all required insurance policies, bonds, licenses and permits, or to make satisfactory progress in performing the Contract. The Procurement Officer shall provide written notice of the termination and the reasons for it to the Contractor.



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2. Upon termination under this paragraph, all documents, data and reports prepared by the Contractor under the Contract shall become the property of and be delivered to the School District.
3. The School District may, upon termination of this Contract, procure, on terms and in the manner that it deems appropriate, materials and services to replace those under this Contract. The Contractor shall be liable to the School District for any excess costs incurred by the School District re-procuring the materials or services.

G. Continuation of Performance through Termination. The Contractor shall continue to perform, in accordance with the requirements of the Contract, up to the date of termination, as directed in the termination notice.

9. Contract Claims

All Contract claims and controversies under this Contract shall be resolved according to A.R.S. Title 15-213 and AAC R7-2-1155 through R7-2-1181 and rules adopted there under.

10. Gift Policy

The Whiteriver Unified School District will accept no gifts, gratuities or advertising products from Offerors. The District has adopted a zero tolerance policy concerning Offeror gifts. The District may request product samples from Offerors for official evaluation with disposal of those said samples at the discretion of the Procurement Officer.

11. Integrity of Proposal

By signing this Proposal, the Offeror affirms that the Offeror has not given, nor intends to give any time hereafter any economic opportunity, future employment, gift, loan gratuity, special discount, trip favor, or service to any employee of the School District in connection with the submitted Proposal. Failure to sign the Proposal, or signing it with a false statement, shall void the submitted proposal or any resulting contract.

12. Terrorism Country Divestments

Per A.R.S. § 35-392, the District is prohibited from purchasing from a company that is in violation of the Export Administration Act.

13. Boycott of Israel

Per A.R.S. § 35-393, the District is prohibited from purchasing from a company that is in violation of the Israel Boycott Divestments. Unless and until the District Court's injunction in *Jordahl v. Brnovich et al.*, Case No. 3:17-cv-08263 (D. Ariz.) is stayed or lifted, the Anti-Israel Boycott Provision (A.R.S. 35-393.01 (A)) is unenforceable and the State will take no action to enforce it.

14. Fingerprint Clearance

Contractor, including any employee of Contractor, a subcontractor and employee of a subcontractor, who is contracted to supply services on a regular basis (at least five (5) times during a month) at a District school shall at its own expense, obtain a valid fingerprint clearance card in accordance with A.R.S. §41-1758 and present it to District or school prior to commencement of services. An exception to this requirement may be made as authorized in Governing Board policy.

15. Registered Sex Offender Notification Restriction

Contractor agrees that no employee or agent of Contractor or a subcontractor, who has been adjudicated to be a registered sex offender, will perform work on District premises or equipment at any time when District students are, or are reasonably expected to be, present. Contractor further agrees that a violation of this condition shall be considered a material breach and may result in a cancellation of the Contract at District's discretion.

16. COVID-19

During this uncertain time, facial masks must be worn anytime the Contractor is on site and social distancing is mandatory.



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1. Inquiries

All questions regarding this RFP must be submitted in writing **no later than noon on September 28, 2020** to Sandie Sedillo via email at ssedillo@wusd.us. The District is not looking for staffing firms to recruit personnel.

2. Preparation of Proposals

A. Electronic Documents

This solicitation document is provided in an electronic format. Any unidentified alteration or modification to any solicitation documents, to any attachments, exhibits, forms, charts or illustrations contained herein shall be null and void. In those instances where modifications are identified, the original document published by the District shall take precedence. As provided in the Uniform Instructions, Offerors are responsible for clearly identifying any and all changes or modifications to any solicitations document upon submission to the District.

B. Proposal Format

Four (4) sets: One (1) original and two (2) copies and one (1) electronic copy in the form of a USB Flash Drive of the proposal should be submitted on the forms **and** in the format as contained in the RFP. All proposals including copies should contain all descriptive literature, specifications, samples (if requested), references, etc. Proposals should be typed in no less than 10 point font, double spaced and limited to no more than 50 numbered pages, front and back, in its entirety. This page limit preference does not include the required attachment forms.

C. Acknowledgement of Amendments

In accordance with A.A.C. R7-2-1042(A.1.b), Offeror should acknowledge receipt of all amendments by signing the Acknowledgement Form of the RFP.

3. Submission of Proposal

A. Offer and Acceptance

Offeror shall include a signed Offer and Acceptance Form. The Offer and Acceptance Form shall be signed with an original signature by the person signing the Offer, and shall be submitted with the submitted bid no later than the Offer due date and time. Failure to return a signed Offer and Acceptance Form may result in rejection of the Offer.

CERTIFICATION

By signature in the Offer section above, the Bidder certifies:

1. The submission of the offer did not involve collusion or other anti-competitive practices and has taken steps and exercised due diligence to ensure that no violation of ARS 15-213 (O) has occurred.
2. The offeror shall not discriminate against any employee or applicant for employment in violation of Federal Executive Order 11246, State Executive Order 2009-09 or A.R.S. § 41-1461 through 1465.
3. The offeror has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted offer. Failure to provide a valid signature affirming the stipulations required by this clause shall result in rejection of the offer. Signing the offer with a false statement shall void the offer, any resulting contract and may be subject to legal remedies provided by law.
4. The offeror warrants that it and all proposed subcontractors will maintain compliance with the Federal Immigration and Nationality Act (FINA), A.R.S. § 41-4401 and A.R.S. § 23-214 and all other Federal immigration laws and regulations related to the immigration status of its employees which requires compliance with federal immigration laws by employers, contractors and subcontractors in accordance with the E-Verify Employee Eligibility Verification Program.
5. In accordance with A.R.S. § 35-392, the District is prohibited from purchasing from a company that is in violation of the Export Administration Act.
6. In accordance with A.R.S. § 35-393, the District is prohibited from purchasing from a company that is in violation of the Israel Boycott Divestments.
7. In accordance with A.R.S. §15-512, the offeror shall comply with fingerprinting requirements as identified in the Uniform Terms and Conditions.



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8. Certifies the Offeror has investigated all required fees, permits and regulatory requirements of authorities having jurisdiction and has properly included in the submitted bid the costs of such fees, permits and requirements not otherwise indicated as provided by the District.
9. By submission of this offer, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

By submission of this offer, the bidder has the expertise and financial capacity to perform and complete all obligations under the bidding documents.

B. Confidential Information

If a person believes that any portion of a proposal, bid, offer, specification, protest or correspondence contains information that should be withheld, then the Procurement Officer shall be so advised in writing (price is not confidential and will not be withheld). Such material shall be identified as confidential wherever it appears. The District, pursuant to R7-2-1016, shall review all requests for confidentiality and provide a written determination. If the confidential request is denied, such information shall be disclosed as public information, unless the person utilizes the 'Protest' provision as noted in R7-2-1142.

Any portion of your offer that is considered confidential in nature shall be cut from its document of origin and pasted within the confidential section. The confidential section shall be placed in a separate envelope inside your proposal. On the outside of the envelope there shall be a list of the contents, the reason this is confidential or proprietary, and whom is the contact person regarding the contents of the envelope. Reference to its location within the document of origin must be submitted for reference.

Any attachment that has confidential information within it cannot be removed once your offer has been submitted. If the District finds it is not confidential, the firm may pick up their envelope containing the confidential information and none of the material will be used in the evaluation process. Should the District find in favor of the firm, any information contained in the Confidential Information envelope, will be viewable only by appropriate procurement staff and evaluators.

C. Vendor Payment Form

A completed Vendor Payment form provides necessary information for the District to create a purchase order and subsequent payments and should be included in the proposal package.

D. Deviations and Exceptions

The form should be completed if there are any deviations/exceptions to the information found within the Request for Proposal. Any deviation or exception not included on the form provided shall be without force and effect in any resulting Contract. Failure to show specific deviations indicates full compliance with the RFP.

E. Familial Relationship Disclosure – Notarized

A notarized statement disclosing any relationship with the District, its employees, or Governing Board must be included in the proposal package.

F. Amendment Acknowledgement

The form should be used to acknowledge any/all Amendments that may be issued. The form does not have to be submitted within the proposal package if no Amendment(s) is issued. Signatures provided on this document serve as confirmation that the Offeror has reviewed and acknowledges any change, clarification or modification made to the original proposal and/or related documents.

G. Drug-Free Workplace

The form indicates if your firm has a policy in place or not and should be included in the proposal package.

H. Non-Collusion – Notarized

Offeror attests that the proposal is genuine, is neither a sham nor collusive, nor is made in the interest for or on behalf of any person or corporation not named within the proposal. The Offeror has not in any manner sought by collusion or anti-competitive means or practices to secure for itself an advantage over any other bidder. It also certifies that the Offeror



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has not directly or indirectly induced or solicited any other bidder to put in a sham or collusive proposal, or induced or solicited any other bidder to refrain from submitting an offer.

Offer attests that any person or vendor that has secured or has taken steps to secure a contract, purchase, payment, claim or financial transaction with a school district or school purchasing cooperative that offers, confers or agrees to confer any personal gift or benefit on a person who supervises or participates in contracts, purchases, payments, claims or other financial transactions, or on a person who supervises or participates in planning, recommending, selecting or contracting for materials, services, goods, construction or construction services of a school district or school purchasing cooperative is subject to the penalties prescribed in A.R.S. § 15-213(O). This form shall be notarized.

I. References

Each offering firm should provide at least two (2) references but no more than five (5) using the form included within this RFP. Performance Evaluation Surveys should also be provided to these references to submit on the firm's behalf.

J. EDGAR Certification

The following provisions are required and apply when federal funds are expended by Whiteriver Unified School District for any contract resulting from this procurement process. The Whiteriver Unified School District is the subgrantee or subrecipient by definition. In addition to other provisions required by the federal agency or non-Federal entity, all contracts made by the non-Federal entity under the Federal award must contain provisions covering the following, is applicable.

K. Certification Regarding Lobbying and Activities

Submission of this certification is a prerequisite for making or entering into this transaction and is imposed by Section 1352, Title 31, and U.S. Code. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure. ***This signed attached form shall become part of the contract.***

L. Certificate of Independent Price Determination

By submission of this offer, the Offeror certifies, and in the case of a joint Offer, each party thereto certifies as to its own organization, that in connection with this procurement:

- a. The prices in this Offer have been arrived at independently, without consultation, communication or Agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other Offeror or with any competitor;
- b. Unless otherwise required by law, the prices which have been quoted in this Offer have not been knowingly disclosed by the Offeror and will not knowingly be disclosed by the Offeror prior to opening in the case of an advertised procurement, or prior to award in the case of a negotiated procurement, directly or indirectly to any other Offeror or to any competitor; and
- c. No attempt has been made or will be made by the Offeror to induce any person or firm to submit or not to submit, an Offer for the purpose of restricting competition.

M. I.R.S. W-9 Form, Request for Taxpayer Information

Offeror should submit a current I.R.S. W-9 Form with the proposal package. The W-9 form is required in order to receive payment under the Contract. The current form is dated October 2018.

N. Proposal Cost Form

The Offeror should use the Proposal Cost Form Attachment provided in the RFP and include, as part of the response, an analysis of all of the costs associated with Special Education Services at Whiteriver USD:

1. Area of Service, Daily and/or Hourly Rates,

Offeror will provide the District with a fixed-fee cost for their services.



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2. Training and/or Professional Development Cost

The training costs are defined as an hourly rate.

3. Testing, Evaluation, and Therapy costs

This includes testing, evaluations for IEPs and could include providing some of the services needed.

O. Attachments

Offerors should include the attachment forms included within this RFP and completed accurately according to the instructions contained within the form. Failure to follow instructions and completion of forms may result in rejection of the Offer. A checklist is provided in this RFP document and should be used for your proposal package to ensure all required documentation has been submitted in accordance with the Special Instructions.

4. Evaluation

A. References and Experience Verification

The Offeror agrees that by submitting an Offer, the District may contact any entities listed in the Offer or any entities known to have a previous business relationship with the Offeror for the purpose of obtaining references relative to past performance and verifying experience or other information submitted with the Offer. In addition, by submitting an Offer, the Offeror is agreeing to give permission to the entity to provide information and the Offeror will take whatever action is necessary to facilitate, encourage or authorize the release of information. If necessary, the Offeror shall sign a release to obtain information.

B. Responsibility, Responsiveness and Acceptability

In accordance with R7-2-1076, R7-2-1161, R7-2-1168, R7-2-1171, and R7-2-1003(B), R7-2-1031 or R7-2-1046, the District shall consider the following in determining offeror's responsibility as well as the responsiveness of proposals submitted in response to the solicitation.

Offerors may not be considered responsible if they have been debarred from the practice of their profession that would otherwise be necessary in the provision of goods and services under any resulting contract. Offerors may not be considered responsible if they have had a contract with the District, within the last three-years, that was terminated for cause, due to breach or similar failure to comply with the terms of any such contract. Offerors may also not be considered responsible if there is factual evidence of their frequent and reoccurring failure to satisfy the terms of their agreements and contractual relationships, both with the District or other government entities. Factual evidence shall consist of any documented vendor performance reports, customer complaints and/or negative references.

Proposals may not be considered responsive if they are not submitted in the requested format; if they include significant exceptions to any requirements, terms or conditions that render the proposal unacceptable; or do not contain sufficient contents with which to evaluate the proposal, e.g., bonds, method of approach, key personnel, references, prices or pricing, other requested information.

Determinations of non-responsibility and/or non-responsiveness shall be made in writing, and shall set forth the basis for the determination. Proposals from offerors determined to be non-responsible or proposals determined to be non-responsive, may be set aside at the time of the determination without further evaluations. Offerors will be notified if their proposal is set aside for either of these reasons.

C. Opening

Proposals received by the correct time and date will be opened and the name of each Offeror will be publically available. Proposals will not be subject to public inspection until after contract award.

D. Clarifications

Upon receipt and opening of proposals submitted in response to this solicitation, the District may request oral or written clarifications, including demonstrations or questions and answers, for the sole purpose of information gathering or for eliminating minor informalities or correcting nonjudgmental mistakes in proposals. Clarifications shall not otherwise afford Offerors the opportunity to alter or change their proposal.



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E. Discussions

In accordance with A.A.C. R7-2-1047, after the initial receipt of proposals, the District may conduct discussions with those offerors who submit proposals determined by the District to be reasonably susceptible of being selected for award.

F. Oral Presentations

The District may request, but is not anticipating oral presentations. If requested, the Offeror shall be available for oral presentations with no more than ten (10) business days advance notice. Participants in the oral presentations should include the Offeror's key persons. Such oral presentations shall not otherwise afford an Offeror the opportunity to alter or change its Offer.

G. Evaluation

Representatives of the District will evaluate the proposals and rank them from the most likely to the one least likely to meet the requirements outlined in the RFP. If several proposals are very closely ranked, the District may call for interviews to assist in the decision making. In addition to interviews, the District reserves the option to call for and enter into discussions with the firms considered most likely to meet the requirements for the purpose of negotiations, on pricing and/or other portions of the proposal, if considered by the District to be in the best interest of the District.

H. Evaluation Criteria (1,000 Points)

	Area of Evaluation	Points Available
1	<p>Company Profile and Mandatory Qualifications of the Firm to provide the District with these services for the required period of time:</p> <ul style="list-style-type: none"> • Capacity, Legal Issues, Provided licenses and/or Certifications • Experience, references, experience with IEZP software • References 	300
2	<p>Method of Approach</p> <ul style="list-style-type: none"> • Cost Control measures while still providing services • Approach for testing, knowledge of reporting requirements, and testing students out • Knowledge of MIPS requirements • Approach to classroom teachers to adapt or modify 	200
3	<p>Experience of the Firm in:</p> <ul style="list-style-type: none"> • Experience providing these services to Arizona School Districts; especially in the non-urban sprawl areas of Arizona. • Working with computerized IEP Pro or IEZP software • Understanding of As Needed-When Needed Services • Sample billing: includes are items needed for MIPS billing, documentation of work done without breaking HIPPA or other federal requirements. 	125
4.	<p>Fees for services to be provided. The District requests your fees by hour and day. Lowest Proposer's Cost/this Firm's cost X number of points = Score</p> <hr/> <p>Proposer's Cost/Price (If lowest Firm's cost is \$100 and firm "A's" cost is \$200 and if the points available are 325, then the follow is true for Firm "A". (100/200) x 325 = 175 points)</p>	325



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5.	<p>Forms: Included all forms completed and signed Appropriate forms were notarized Followed all the instructions for Tabs</p>	50
Total Points		1,000
If Best and Final is requested, rescoring could occur.		

I. Best and Final Offers

If discussions are conducted pursuant to R7-2-1047, the District may issue a written request for best and final offers. If Offerors do not submit a notice of withdrawal or a best and final offer, the immediate previous offer will be considered as the best and final offer.

J. Contract Award

Award of a contract will be made to the most responsive and responsible Offeror(s) whose proposal is determined to be the most advantageous to the District based on the evaluation criteria set forth in the solicitation.





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1. Purpose

The Whiteriver Unified School District (WUSD) is requesting proposals from qualified firms that are interested in providing Special Education Services at Whiteriver USD. The District is not looking for staffing firms. The District will consider eTherapy given the current COVID issues.

2. Definition of Key Words Used

- A. Shall, Must, Will: Indicates a mandatory requirement. Failure to meet these mandatory requirements may result in the rejection of a proposal as non-responsive.
- B. Should: Indicates something that is recommended but not mandatory. If the Offeror fails to provide recommended information, the District may, at its sole option, ask the Offeror to provide the information or evaluate the proposal without the information.
- C. May: Indicates something that is not mandatory but permissible.

3. Contract Type

Fixed Firm Price

4. Price Clause

Prices shall be firm for the term of the contract. Prices as stated must be complete for the services offered and shall include all associated costs.

5. Price Adjustment

The District may review a fully documented request for a price increase only after the contract has been in effect for one (1) year. A price increase adjustment shall only be considered at the time of a contract extension and shall be a factor in the extension review process. The District shall determine whether the requested price increase or an alternate option is in the best interest of the District. However, a price reduction adjustment may be offered at any time during the term of a contract and shall become effective upon notice.

6. Contract Award

It is anticipated that contracts under this RFP will be awarded to multiple firms at an upcoming Governing Board meeting. The District reserves the right to award to multiple vendors, or a partial award, if determined to be advantageous.

7. Award Basis

The successful offeror(s) will be determined by Evaluation Criteria including but not limited to pricing. The District reserves the right to award as many contracts for the services as may be in the best interest of the District. Awards will not be made based on price alone, as the vendor must be responsive and responsible.

However, if a vendor receives a contract award and is unable to meet the service requirements as outlined in this Solicitation (and subsequent contract), or is unable to hold the contract price, or fails to provide acceptable service as determined by the District, the District reserves the right to go to the next highest ranked vendor if this determination occurs within a reasonable time period after contract award.

8. Multi-Award

The District intends to make multiple awards to satisfy the needs and wants of their services. Given the nature of this contract, the District needs to provide for all students as they come and go. Additionally, some services are currently delivered by employees; this could change in the future with transfers, retirements, and other life changing events.

9. Multi-Term Contract

This contract shall be for a term of one (1) year with an option to renew for four (4) additional years not to exceed 60 months. This contract can be canceled with a written notification of 30 days in advance of cancellation from either party. The contract may be terminated by either party prior to the expiration date upon thirty (30) days written notice to the other party.



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Cancellation of the contract shall not relieve the contractor of responsibility for satisfaction of all work that should have been done up to the last day of the contract.

10. **Contract Payment Terms**

Offerors must indicate the prompt payment terms that they will offer to the District (for example: 2/10 Net 30; 2/15 Net 30, etc.) At a minimum, payment terms shall comply with the requirements of A.R.S. Titles 35 and 41, Net 30 days.

11. **Billing**

All billing notices and/or invoices must be sent to the District's Accounts Payable department, as shown on the purchase orders. All invoices shall identify the specific item(s) being billed, including but not limited to licensing, training, equipment, etc. Any purchase order issued by the District will refer to the RFP number of this solicitation.

12. **Non-Exclusive Contract**

Any contract resulting from this solicitation shall be awarded with the understanding and agreement that it is for the sole convenience of the District. The District reserves the rights to obtain like goods or services from other sources should the need arise.

13. **Authority**

This solicitation as well as any resulting contract is issued under the authority of the Governing Board and managed under the Superintendent. No alteration or any resulting contract may be made without the express written approval of the District in a form of an official contract amendment. Any attempt to alter any contract without such approval is a violation of the contract and the School District Procurement Rules. Any such action is subject to legal and contractual remedies available to the District inclusive of, but not limited to, contract cancellation, suspension and/or debarment of the vendor.

14. **Additional Agreements**

Any additional subscriber and/or user agreement(s) shall not supersede with the Contract Order of Precedence outlined in the Uniform Terms and Conditions and shall be without force. Any licensing, user or other type of agreement Firm requests must be included in the response. The District reserves the right to review and make changes to any proposed contract above and beyond the District's proposed contract.

15. **Lobbying**

Offerors are hereby advised that lobbying is not permitted with any District personnel or Board Members related to or involved with this RFP until the administration's recommendation for award has been posted in the District's Board minutes. All oral or written inquiries must be directed through the Purchasing Department.

Lobbying is defined as "any action taken by an individual, firm, association, joint venture, partnership, syndicate, corporation, and all other groups who seek to influence the Governmental Decision of a Board Member or ANY District Personnel after release and prior to the award of this contract by all entities." Any Offeror or any individuals that lobby on behalf of Offeror during the time specified will result in the rejection and disqualification of said offer.

16. **Family Educational Rights and Privacy Act**

Offeror understands that information access may include sensitive or personal or confidential information, and accepts responsibility for safeguarding it as appropriate. Offeror is aware of the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. §1232g; 34 CFR Part 99) and understands that it is a federal law that protects the privacy of student educational records, and recognizes that there are severe penalties for its violation.

17. **HIPAA (Health Insurance Portability and Accountability Act of 1996) Compliance**

The District requires documentation regarding the Contractor's HIPAA (Health Insurance Portability and Accountability Act of 1996) compliance status. The Contractor shall complete and sign the District's Business Associate Agreement which shall be retained as part of the procurement file. This agreement involves access to health information that is considered protected pursuant to federal, state and/or local laws and regulations in accordance with the privacy requirements of the HIPAA.

18. **Information Disclosure**

The Contractor shall establish and maintain procedures and controls that are acceptable to the District for the purpose of assuring that no information contained in its records or obtained from the District or from others in carrying out its functions



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under the contract shall be used or disclosed by it, its agents, officers, or employees, except as required to efficiently perform duties under the contract.

Persons requesting such information should be referred to WUSD. The Contractor also agrees that any information pertaining to individual persons shall not be divulged other than to employees or officers of the Contractor as needed for the performance of duties under the contract. The District shall receive advanced notification of the release of such data, and reserves the right to approve or disapprove the release of the information, unless otherwise agreed to in writing by WUSD.

19. Data Privacy/Security

Contractor, its employees, agents, and subcontractors shall cooperate and collaborate with appropriate District personnel to identify and respond to an information security or data privacy incident, including a security breach. Contractor agrees to notify the District's Chief Systems Officer and other key personnel as identified, of any perceived threats placing the supported infrastructure and/or applications in danger of a or an actual breach of security. The speed of notice shall be at least commensurate with the level of threat, as perceived by the Contractor(s).

20. Information Access

The Contractor shall, where applicable, implement and/or use network management and maintenance applications and tools and appropriate fraud prevention and detection and encryption technologies. The Contractor and its employees, agents and subcontractors shall comply with all policies and procedures of the District regarding data access, privacy and security, including those prohibiting or restricting remote access to the District's systems and data. WUSD shall authorize, and the Contractor shall issue, any necessary information-access mechanisms, including access IDs and passwords, and the Contractor agrees that the same shall be used only by the personnel to whom they are issued. The Contractor shall provide to such personnel only such level of access as is minimally necessary to perform the tasks and functions for which such personnel are responsible.

The Contractor may from time-to-time, upon request, provide an updated list of the Contractor's personnel having access to the District systems, software, and data, and the level of such access. Computer data and software, including the District employee and/or student Data, provided by the District or accessed (or accessible) by the Contractor personnel or the Contractor's Subcontractor personnel, shall be used by such personnel only in connection with the obligations provided hereunder, and shall not be commercially exploited by the Contractor or its Subcontractors in any manner whatsoever. Failure of the Contractor or the Contractor's Subcontractors to comply with the provisions of this contract may result in immediate termination of this contract. It shall be the Contractor's obligation to maintain and ensure the confidentiality and security of the District data in its possession or on its systems.

21. Insurance

Offeror agrees to maintain such insurance as will fully protect Offeror and the District from any and all claims under any workers' compensation statute or unemployment compensation laws, and from any and all other claims of any kind or nature for damage to property or personal injury, including death, made by anyone, that may arise from work or other activities carried on, under, or facilitated by this contract, either by Offeror, its employees, or by anyone directly or indirectly engaged or employed by Offeror. Offeror agrees to maintain such automobile liability insurance as will fully protect Offeror and the District for bodily injury and property damage claims arising out of the ownership, maintenance or use of owned, hired or non-owned vehicles used by Offeror or its employees, while providing services to the District.

Successful Offeror will be required to provide proof of and maintain comprehensive General Liability insurance with a limit of not less than \$2,000,000 per occurrence and \$2,000,000 aggregate coverage with a deductible of not more than \$2,000. Coverage may also be required for Technology Errors and Omissions insurance not less than \$2,000,000 per occurrence and \$2,000,000 aggregate coverage and such insurance shall cover any and all errors, omissions, or negligent acts in the delivery of products, services, and/or licensed programs under this contract. Network Security (Cyber) and Privacy Liability insurance not less than \$5,000,000 per occurrence and \$5,000,000 aggregate coverage. Such insurance shall include but not be limited to coverage for third party claims and losses with respect to network risks (such as data breaches, unauthorized access or use, ID theft, theft of data) and invasion of privacy regardless of the type of media involved in the loss of private information, crisis management and identity theft response costs – includes breach notification costs, credit remediation and credit monitoring, defense and claims expenses, regulatory defense costs plus fines and penalties, cyber extortion, computer program and electronic data restoration expenses coverage (data asset protection), network business interruption, computer fraud coverage, and funds transfer loss.



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Successful Offeror will be required to submit proof of and maintain Worker's Compensation and Employer's Liability Insurance as required by law. The Whiteriver Unified School District, # 20 shall be listed as an additional insured party for all required insurance coverage outlined.

22. **Licenses and Certifications**

Successful Offeror shall have the appropriate medical license or certification needed to provide the services offered. Firm shall also maintain in current status all federal, state, and local licenses and permits required by the operation of the business conducted by the Offeror. If you do not provide a copy of the licenses or certifications with your response, it must be provided within 48 hours of award in October/November 2020.

23. **Safety**

Offeror, at its own expense and at all times, shall take all reasonable precautions to protect persons and the District property from damage, loss or injury resulting from the activities of Offeror, its employees, its subcontractors, and/or other persons present. Offeror will comply with all specific job safety requirements promulgated by any governmental authority, including without limitation, the requirements of the Occupational Safety Health Act of 1970.

24. **Damages**

The successful Firm shall be liable for any and all damage caused by the firm and/or its employees to the Whiteriver Unified School District premises. The Offeror shall hold and save the Whiteriver Unified School District free and harmless from liability of any nature or kind arising from any use, trespass, or damage occurred by his operations on premises or third persons.

25. **Disentanglement**

Upon any termination or expiration of the Contract, vendor shall perform a complete transition of services, data and all other pertinent operational information to a replacement vendor(s) designated by the District without causing any interruption of services, or any adverse impact on related services provided in conjunction with the Contract.

26. **Performance**

Contractor agrees that, from and after the date that the applicable services commence its performance of the Scope of Work and other contract requirements, will meet or exceed industry best practices subject to the limitations and in accordance with the provisions set forth in this contract. If the Services provided pursuant to this contract are changed, modified or enhanced, the District and the Contractor will review the current performance experience and will in good faith determine whether such experience should be adjusted and whether additional services should be implemented or whether services be removed. Any formal program changes shall be made through a unilateral contract amendment. The following requirements shall also apply:

A. Failure to Perform

If Contractor fails to complete any deliverable or continues to not meet stated service levels, then Contractor shall:

1. Promptly perform a root-cause analysis to identify the cause of such failure;
2. Use commercially reasonable efforts to correct such failure and to begin meeting the requirements as promptly as practicable;
3. Provide the District with a report detailing the cause of, and procedure for correcting, such failure, and;
4. If appropriate under the circumstances, take action to avoid such failure in the future.

B. Root-Cause Analysis

In the event of the Contractor's failure to perform required services or meet agreed upon service levels or other Contractor service standards as required under this contract, the Contractor shall perform an analysis of the cause of the service level problem and implement remediation steps as appropriate. The District shall have the right to review the analysis and approve the remediation steps prior to or subsequent to their implementation, as deemed appropriate, if the remediation steps impact District assets or operational processes.



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27. Continuous Improvement and Best Practices

On an annual basis during the Contract, the Contractor and the District shall jointly review:

- A. Generally available information indicating industry-wide improvements of delivery of substantially similar services;
- B. Improved performance capabilities, including those associated with advances in technology and methods used to provide the services; and
- C. Reduced performance capabilities, including those associated with resource reductions.

28. Relationship of the Parties

It is understood and agreed that the awarded firm is a separate legal entity from WUSD and neither the firm nor any of their employees, volunteers, or agents contracted by it shall be deemed for any purposes to be employees or agents of WUSD. The vendor assumes full responsibility for the actions of its personnel and volunteers while performing any services incident to the Agreement, and shall remain solely responsible for their supervision, daily direction and control, payment of salary (including withholding of income taxes and social security), workers' compensation, disability benefits and like requirements and obligations.

29. Changes in the Scope of Work

During the duration of this contract there may be opportunity for special projects or changes in the scope of work due to State and/or Federal requirements for services not otherwise described within the scope of work. Changes in the scope, character, or complexity of the work may be negotiated if it is mutually agreed that such changes are desirable and necessary. Such changes must be authorized in writing by Whiteriver Unified School District and approved by the Procurement Officer, prior to the performance of the work.

30. Key Personnel

It is essential that the firm provide adequate experienced personnel, capable of and devoted to the successful accomplishment of work to be performed under this contract. The firm must agree to assign specific individuals to the key positions. Firm agrees that, once assigned to work under this contract, key personnel shall not be removed or replaced without written notice to the District. Key personnel are not members of the marketing staff of the firm, but they are the professionals who will provide the services to students.

31. Compliance with Federal Requirements

- A. Vendor agrees, when working on any federally assisted projects with more than \$2,000 in labor costs, to comply with the Contract Work Hours and Safety Standards Act, the Davis-Bacon Act, the Copeland "Anti-Kickback" Act, the Housing and Urban Development Act of 1968, the Equal Opportunity Employment requirements as amended by Executive Order. In such projects, vendor agrees to post wage rates at the work site and submit a copy of their payroll to the District for their files. In addition, to comply with the Copeland Act, vendor must submit weekly payroll records to the District. Vendor must keep records for three (3) years and allow the federal grantor agency access to these records, upon demand. When working on any projects funded with federal grant monies, vendor agrees to comply with the administrative requirements for grants to state, local and federally recognized Indian tribal government contract provisions. The forms listed below are incorporated by reference into this solicitation and any resultant contract:
 - 1. HUD-5369, Instructions to Offerors for Contracts, Public and Indian Housing Programs
 - 2. HUD-5369-A, Representations, Certifications and Other Statements of Offerors, Public and Indian Housing Programs
 - 3. HUD-5369-B, Instructions to Offerors Non-Construction
 - 4. HUD-5369-C, Certifications and Representations of Offerors Non-Construction Contract
 - 5. HUD-5390-C1, General Conditions for Non-Construction Contracts Section 1 (With Maintenance Work)
- B. For federally funded projects only, the requirements of an applicable form shall supersede conflicting requirements in this solicitation. The forms may be accessed via HUDClips (www.hud.gov)



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C. Davis-Bacon Act

For federally funded construction projects subject to the Davis-Bacon Act, the District shall specify the applicable Davis-Bacon wage decision, prior to the vendor providing a firm price quotation for the proposed project. The wage decision shall be identified by the WD number, modification number and date of wage decision. Davis-Bacon Wage information may be accessed at www.wdol.gov or by requesting a copy from the District.

D. Anti-Lobbying Certification

In accordance with the Federal Acquisition Regulation, 52.203-11:

1. The definitions and prohibitions contained in the clause, at FAR 52.203-12, Limitation on Payments to Influence Certain Federal Transactions, included in this solicitation, are hereby incorporated by reference in paragraph (b) of this certification.
2. The bidder, by signing this amendment, hereby certifies to the best of his or her knowledge and belief that on or after December 23, 1989–
 - a. No Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on his or her behalf in connection with the awarding of this contract;
 - b. If any funds other than Federal appropriated funds (including profit or fee received under a covered Federal transaction) have been paid, or will be paid, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on his or her behalf in connection with this solicitation, the bidder shall complete and submit, with its proposal, OMB standard form LLL, Disclosure of Lobbying Activities, to the Contracting Officer; and
 - c. He or she will include the language of this certification in all subcontract awards at any tier and require that all recipients of subcontract awards in excess of \$100,000 shall certify and disclose accordingly.
3. Submission of this certification and disclosure is a prerequisite for making or entering into this contract imposed by section 1352, Title 31, United States Code. Any person who makes expenditure prohibited under this provision or who fails to file or amend the disclosure form to be filed or amended by this provision shall be subject to a civil penalty of not less than \$10,000, and not more than \$100,000, for each such failure.

E. Clean Air Act, Clean Water Act and Environmental Protection Agency Regulations

Vendor and its subcontractors shall comply with all applicable standards, orders or requirements issued under section 306 of the Clean Air Act, section 508 of the Clean Water Act, Executive Order 11738 and Environmental Protection Agency regulations (7 CFR 3016.36 (i) (12)). This shall only apply to federally funded projects subject to the Clean Air Act, Clean Water Act and current applicable EPA regulations.

F. Energy Policy and Conservation Act

Vendor and its subcontractors shall comply with mandatory standards and policies relating to energy efficiency (7 CFR 3016.36 (i) (13)). This shall only apply to federally funded projects subject to current applicable energy policies and the Energy Conservation Act.

G. Procurement of Recovered Material

Vendor and its subcontractors shall comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act, as stated in 2 CFR 200.321.

H. Rights to Inventions

Rights to inventions made under a contract or agreement as specified under Appendix II to 2 CFR shall apply for federally funded projects.



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I. Subcontracts

Prime Contractor, if subcontracts are to be let, will allow all business to have an equal opportunity to sign up as a prospective bidder for work assigned under this contract.

1. Offeror shall comply with the following civil rights laws as amended: Title VI of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; Department of Agriculture regulations on nondiscrimination 7 CFR 210.23 (b); Title 7 CRF parts 15, 15a and 15b; the Americans with Disabilities Act; and the FNS Instruction 113-6; "Civil Rights Compliance and Enforcement in School Nutrition Programs".
2. Offeror shall comply with the provisions of the Consumer Product Safety Act.

32. **Other Requirements**

This is an occupied school campus where the educational process comes first. Thus, the ultimate standards must be in place:

- A. Firm's employees must possess positive photo identification at all times;
- B. Park in assigned locations;
- C. Breaks/lunch periods only in designated areas;
- D. No weapons in vehicles or on campus;
- E. No smoking on campus;
- F. No foul or offensive language;
- G. No alcohol/tobacco/illicit drugs of any kind;
- H. No clothing referencing any of the above;
- I. No speaking to staff nor students outside the scope of your work;
- J. No leering or whistling;
- K. Site must be safe at the end of each shift;
- L. These are no tolerance terms!



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1. Background

The Whiteriver Unified School District, #20 provides educational services for approximately 2,275 students district-wide. The District has five (5) schools/sites. 297 students are currently identified as special education students.

The District is currently having all but a few students on virtual learning status. It is hoped that the District will be able to enter Phase 2 status October 19, 2020. This would allow students K-6 to be in attendance at their elementary schools. Junior and senior high school students will remain on virtual learning status for the known future.

The District is seeking the services of competent professionals to provide services for our Exceptional Students in a variety of areas. While the District has some providers on staff, the needs are typically greater than our staff is able to service. Special Education populations expand and contract on a regular basis as families move, students are tested, and identifications expand. All services will be on an as-needed; when-needed basis with no guaranteed volume implied or given. Multiple awards will be made but will be limited to the least number to serve the needs of the District.

Teletherapy services will be acceptable ONLY for speech servicing students of IEP minutes. The District will accept services for Child Find speech evaluations. All other speech evaluations (Initial, re-evaluations, and articulation assessments) shall be in-person. Students have Chromebook for teletherapy; the vendor must provide their own equipment including laptops and tablets.

All therapists will have access to District provided testing supplies and materials.

Subcontractors will be acceptable with them meeting State requirements of Supervision that also must be met by the company. Out of state vendors must meet all ADE licensing requirements with Arizona and supervision requirements.

Exact information about current providers will not be released.

Information for each area and approximate that was used:

Psychological Services:

- 75- Psychoeducation evaluations to be completed by an AZ licensed School Psychologist
- 90- Hours of psychology consultation regarding psychoeducation evaluations results in MET eligibility meetings
- 30- Manifestation determinations planning/meetings
- 4- Emotional disabled student diagnostic social/emotional support and counseling services (150 hrs. on-site)
- 20- Threat assessment plans and determinations
- 150- Hours of diagnostic social/emotional support to ED and MDR students remote

Current Rates:

- Diagnostic Consultations at \$100 per hour
- Plans, Meetings, and Video Conferences at \$100 per hour
- Threat Risk Assessment (In Person) up to \$2,000 per assessment
- Evaluations at \$100-\$150 per hour

Speech Therapy:

- 100- Child Find/Preschool evaluations
- 20- (Indian Health Services or Arizona Early Intervention Program) preschool referral evaluations
- 70- Hours of on-site speech in person to low incident special education students
- 150- Quarterly progress reports to be completed 3 more times during the school year
- 134- Students receive speech for a total of 15,760 minutes per month

Servicing of speech and language deficit students for the typical 160 days:

- Whiteriver Elementary School- 58 students for a total of 9,080 min
- Seven Mile Elementary School- 32 students for a total of 3750 min



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Cradleboard Elementary School- 27 students for a total of 2690 min
Canyon Day Junior High- 10 students for a total of 660 min
Alchesay High School- 2 students for a total of 110 min
Preschool- 20 students for 4710 min

300 consultation hours on preschool evaluations
200 hours of preschool and low incident IEP goal writing
90 hours of MIPS billing
230 speech evaluations K-12
600 hours of IEP writing and goal writing
550 hours of consultation for speech results and meetings
60 days of classroom observations, teacher consultation, (as needed)

Current Rates:

- Evaluations Rates at \$75-\$150 per hour
- Daily Rate at \$500 includes classroom observations, teacher discussions
- IEP Writing and Goal plans at \$75 per hour

Occupational Therapy:

46- Students receive OT for a total of 4,200 minutes per month

Current Rate: N/A

A District Employee currently handles all OT

Physical Therapy:

20- Students receive PT for a total of 1,110 minutes per month

Current Rate:

- Physical Therapy Services including Screening, Evaluations, Therapy, IEP and MET, Development, Progress Reports, Medicaid Billing at \$65 per hour

Vision Services and PD:

Five (5) Students currently receive visions services for one hour per month.

Current Rate:

- 1 hour per month with the rate of \$100 per hour

2. **Objective**

To obtain special education provider services. To be fiscally responsible, this includes the usage of SLPAs, COTAs, and PTA's whenever possible and prudent. Firms are reminded that **a provider may respond to one or more areas of service.**

3. **Features, Functions, Items/Areas Requested**

The proposed Special Education Services at Whiteriver USD are to satisfy as needed and when needed. The major categories include: Psychological and Speech Services.

- a. Psychological services; Currently Outsourced



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- b. Behavior Coaching Not actively using at this time
- c. Adaptive physical education; OT is mentoring teacher
- d. Occupational therapy; Currently being met by district staffing
- e. Physical therapy; Currently outsourced
- f. Speech therapy; Currently outsourced
- g. Visions Services Currently outsourced
- h. Testing and IEP services; Currently outsourced

4. All contractors must provide the following as part of their contractual services:

- a. Provide qualified staff in appropriate numbers to meet the student's special education programmatic needs. The District's Special Education Department shall have the right to review and approve staff with direct student contact.
- b. Comply with all state and federal laws for the provision of Special Education Services.
- c. Have current and valid fingerprint clearance card prior to any services being offered.
- d. Assist and comply with each student's Individual Educational Plan (IEP) using IEP software to include: attending multi-disciplinary team meetings, developing and implementing IEP objectives, collecting and maintaining student data as needed. Incomplete reporting will delay payment of services.
- e. Indicate familiarity with school referral process, state standards and the District's Core Curriculum.
- f. Attend regularly scheduled staff meetings with District personnel.
- g. Conduct appropriate staff training to insure services can be effectively and safely implemented.
- h. Report evaluation results in written form.
- i. Maintain student records that comply with all aspects of the requirements as mandated by federal and state laws.
- j. Specify the ability to conduct the service in a language other than English.
- k. Coordinate services with all providers.
- l. Follow the District's instructional calendars for delivery of services for days of instruction, holidays and school vacation.
- m. Submit a monthly, itemized invoice for all services rendered using assigned student numbers to document dates of services. Invoices must comply with all State of Arizona District rules, regulations and policies. Submit data for Medicaid in the Public Schools (MIPS) reporting requirements as applicable.
- n. The District requires a valid social security number and proof of fingerprints for contractors who provide services to students. In addition, contractors must provide proof of licenses and certificates required under applicable state and federal laws, regulations and policies.

5. Psychological Services

- a. Perform and report psychological evaluations including comprehensive assessments of Special education students.
- b. Indicate familiarity with the range of assessment techniques that fall outside of the traditional evaluation methods.
- c. Consult with teachers regarding student behavior and academic achievement.
- d. Provide counseling with students individually and in group settings on school related problems.
- e. Serve as a member of multi-disciplinary teams in student assessment and placement.
- f. Interpret evaluations.
- g. Assure that students are placed in the least restrictive environment.
- h. Act as case manager for students at school sites.
- i. Provide consultation and/or direct academic intervention for students prior to referral for evaluation services.

6. Behavioral Coaches

Individual(s) proposed to work with students shall be fully qualified and possess the necessary certification and/or licenses to perform work. Contractor shall maintain in current status all Federal, State and local licenses and permits required for the operation of the business conducted by the Contractor.

7. Adaptive Physical Education

- a. Certified in Physical Education and/or Special Education with experience or coursework in Adaptive Physical Education.
- b. Responsible for planning individual adaptive physical education activities for students as specified on the IEP.
- c. Responsible for serving students at multiple sites.



Occupational Therapy

- d. Licensed in the area of occupational therapy.
- e. Evaluate and determine eligibility for services of referred students within the District.
- f. Design, develop and deliver services prescribed in the IEP for each student who meets the qualifications for services for occupational therapy.
- g. Collaborate with and assists in training staff members in the development of a variety of strategies to meet the educational needs of students in need of occupational therapy in the classroom.
- h. Assist with the screening of students who are coming to the school district with an identified disabling condition.
- i. Assist with the development of training staff members to carry out existing therapy routines for students in a daily setting in the classroom.
- j. Assist with the development of training parents to carry out existing therapy routines for students in a daily setting of the student's home.
- k. Provide technical assistance in the repair and modification of assistive devices that may be utilized to meet the specific needs of students receiving direct occupational therapy as part of their total program.

8. **Physical Therapy**

- a. Licensed in the area of physical therapy.
- b. Evaluate and determine eligibility for services of referred students with the District.
- c. Design, develop, and deliver services prescribed in the IEP for each student who meets the qualifications for direct services.
- d. Collaborates with and assists in training staff members in the development of a variety of strategies to meet the educational needs of students in need of physical therapy in the classroom.
- e. Assists with the screening of students who are coming to the school district with an identified disabling condition.
- f. Assists with the development of training parents to carry out existing therapy routines for students in a daily setting in the classroom.
- g. Assists with the development of training parents to carry out existing therapy routines for students in a daily setting of the student's home.
- h. Provides technical assistance in the repair and modification of assistive devices that may be utilized to meet the specific needs of students receiving direct physical therapy as part of their total education program.

9. **Speech Therapy**

- a. Certified and licensed in area of speech/language therapy.
- b. Complete assessments of students referred in the area of language, voice, articulation, and fluency, to include receptive and expressive language and speech production.
- c. Determine if speech and language deficits impact a student's academic performance.
- d. Differentiate between a language difference due to second language acquisition and a language disorder.
- e. Develop and implement individual education plans for students eligible for speech/language services.
- f. Familiarity with assistive technology and augmentative communication devices.
- g. Assist with the development of training staff members to carry out existing therapy for students in a daily setting of the student's home.
- h. Assist with the development of training parents to carry out existing therapy for students in a daily setting of the student's home.
- i. Collaborate with and assists in training staff members in the development of a variety of strategies to meet the educational needs of students in need of speech therapy in the classroom.

10. **Testing/Assessment for Comprehensive Exceptional Educational Students**

- a. Complete psycho-educational and related services assessments.
- b. Write comprehensive Multidisciplinary Evaluation Team Reports.
- c. Develop Individual Education Plans in accordance with the Individuals with Disabilities Education Act.
- d. Write Written Individualized Compensatory Instruction Plans, (WICIP) for English Language Learners.



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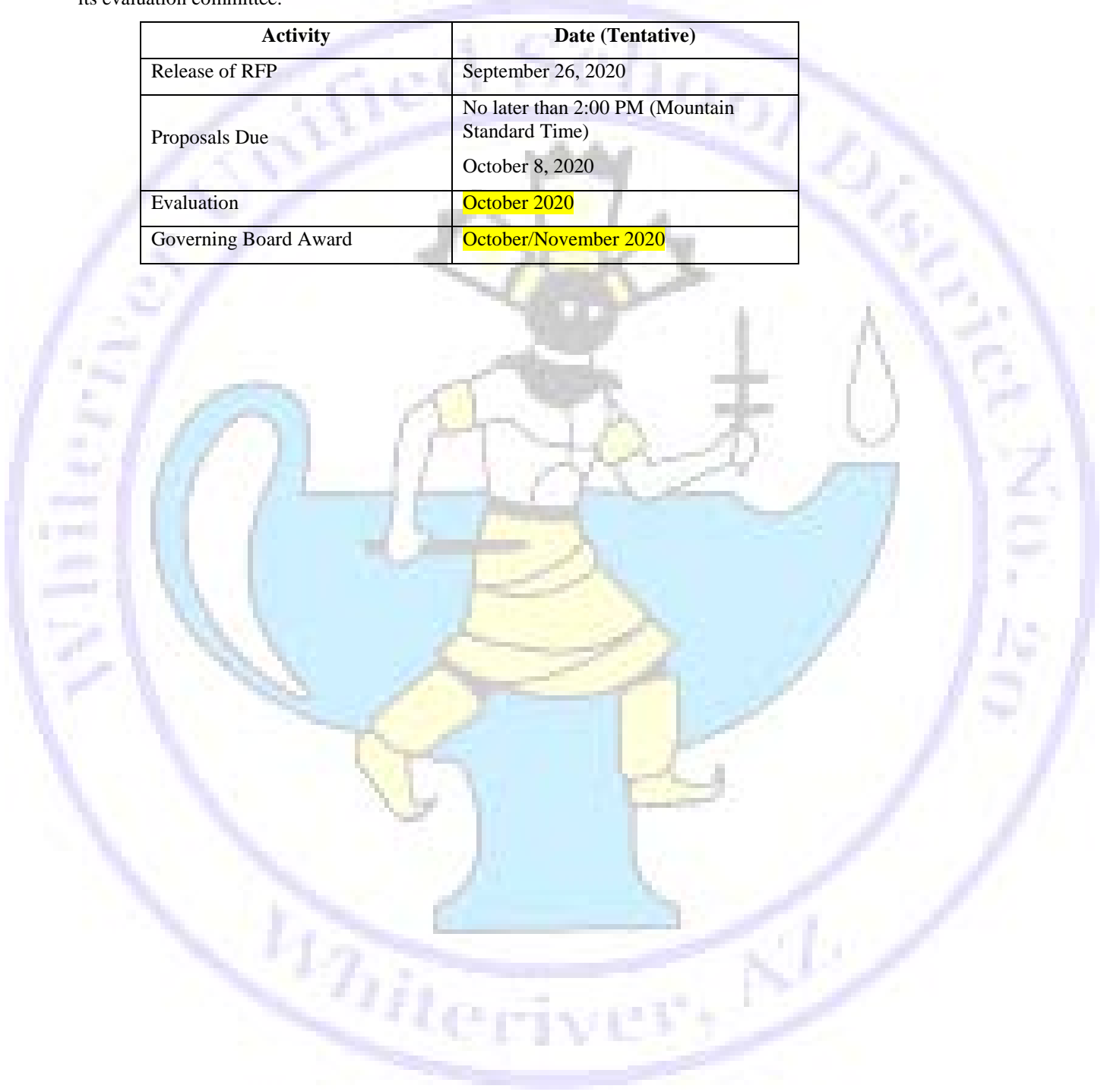
PO Box 190
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e. Facilitate coordination of services for Special Education and English Language Learner Students.

11. **Projected Timeline (dates are tentative and subject to change)**

Below are the tentative dates for activities related to this RFP and are subject to change to meets the needs of the District and its evaluation committee.

Activity	Date (Tentative)
Release of RFP	September 26, 2020
Proposals Due	No later than 2:00 PM (Mountain Standard Time) October 8, 2020
Evaluation	October 2020
Governing Board Award	October/November 2020



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PROPOSAL FORMAT – MINIMUM REQUIREMENTS

Four (4) sets of your response are requested. One (1) original and two (2) copies of each proposal in addition to one (1) electronic copy in the form of a USB Flash Drive should be submitted. Whiteriver Unified School District will not provide any reimbursement for the cost of developing or presenting proposals in response to this RFP. Failure to include the requested information may have a negative impact on the evaluation of the offeror's proposal. In order for your proposal to be considered, the following should be included and should be referenced with *index tabs*:

Tab 1. Company Profile and Mandatory Qualifications

1. Offeror should provide a Letter of Interest including an executive summary of the Special Education Services at Whiteriver USD being offered as related to the Scope of Work. This should be limited to no more than three (3) pages of additional information, including any technical highlights, the capacity of the firm to provide services and the designated contract signee.
2. The Letter of Interest should also provide a response to the following questions regarding the Offeror's financial stability:
 - a. Fully disclose involvement in any legal proceedings, settlements, lawsuits or governmental regulatory actions and any contractual demands for assurance regarding the provision of similar services, pending or occurring in the last seven (7) years.
3. Indicate the areas of service you are offering and a partially redacted copy of the license(s) or certification(s) of the actual people you are proposing. If you do not wish to provide this with your proposal, then indicate that your firm will have a copy of their full license and/or certification to the District within 48 hours of award.
4. Indicate in number of years how long the Firm has provided Special Education Services for school districts of comparable size and in Arizona.
5. Document the firm's key personnel's experience with working with computerized IEZP software. If you lack experience, please commit that if provided an opportunity you will learn and utilize it. The District will not be billed for your training time.
6. Include a statement that your firm understands that services are on an as needed, when needed basis; that no commitment to volume is required by your offer.

Tab 2. Method of Approach

1. The Method of Approach for providing the services outlined in the Scope of Work as it relates to the services you will provide to WUSD.
2. Detail how the firm will control costs and still provide services to WUSD.
3. Detail your approach for testing, documentation, reporting requirements, and testing students out.
4. Document your basic knowledge of the MIPS, Medicaid in Public Schools program.
5. Document your approach to regular classroom teachers and helping them adapt their classrooms to modification of students and their IEPs in the area your propose services.

This should not be more than be more than five pages. (The District will review providers who deliver services electronically.)

Tab 3. Experience of Firm

1. Indicate in number of years how long the Firm has provided Special Education Services for school districts of comparable size and in Arizona.
2. Document the firm's key personnel's experience with working with computerized IEZP. If you experience, please commit that if provided an opportunity you will learn and utilize it. The District will not be billed for your training time.
3. Include a statement that your firm understands that services are on an as needed, when needed basis; that no commitment to volume is required by your offer.

Complete and Return this page.



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4. References List of which clients were asked to complete a Performance Evaluation Survey. District is expecting at least two references but not more than five back.
5. Included a sample billing to Whiteriver of what a monthly statement will look like for each of the services you are offering.

Tab 4. Proposal Cost Form

Provide a schedule of all fees for the materials and/or services offered in response to the RFP using the Proposal Cost Form Attachment. Pricing for items that are considered beneficial, add enhancement to the operations of the SPED Services or value-added options are also requested.

Tab 5. Forms (Attachments)

- A. Completed and Signed Offer and Acceptance Attachment
- B. Completed Familial Relationship Disclosure Attachment
- C. Completed Deviations and Exceptions Attachment
- D. Certificate of Insurance and Sole Provider Alternate for Workmen’s compensation
- E. Deviation/Exceptions Attachment
- F. Confidentiality/Proprietary Information Attachment
- G. Completed Non-Collusion Affidavit
- H. Amendment Acknowledgement and Affidavit
- I. EDGAR Certification
- J. Compliance Statement Form Attachment
- K. Certification Regarding Lobbying Form Attachment
- L. Sole Proprietor if you do not have Workers Compensation Insurance
- M. Disclosure of Lobbying Activities (SF-LLL) Attachment
- N. Certificate of Independent Price Determination Attachment
- O. Vendor Payment Form Attachment
- P. I.R.S. W-9 Form, <https://www.irs.gov/pub/irs-pdf/fw9.pdf>

Proposal Checklist	Yes	Double Checked
Did you follow the Proposal Format by Tab?		
Did you sign the offer sheet?		
Did you sign and notarize the Non-collusion statement?		
Did you acknowledge all amendments, if applicable?		
Did you follow the order for submission of documents?		
Did you include one marked “original” and two (2) marked “copy”? Electronic Copy?		
Is the outside of your submittal envelope/ box marked correctly?		
Did you double check that you have a signed Offer and Acceptance Form?		
Did someone double-check all of the above?		

Complete and Return this page.



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Offeror should complete and include all costs associated with providing the specified Special Education Services at Whiteriver USD, as per the Scope of Work and related products/services requested. Offeror must include, as part of its response: The professional who will provide the services, partially redacted license or certificate.

Offeror will provide menu-style pricing for any additional modules or features considered value-additions that have not been identified otherwise.

A. Psychological Services

Services	Hourly Rate	Daily Rate
Evaluation Assessment	\$	\$
Consolation/Training	\$	\$
Therapy	\$	\$
Bilingual, if available, name language		
These rates apply to Bilingual	Hourly Rate	Daily Rate
	\$	\$
Check each area you or your firm is qualified to evaluate and indicate the fee per evaluation		
X	Fee	Evaluation Services
	\$	Compute accessibility and need
	\$	Need for communication aids
	\$	Adaptive/Mobility devices
	\$	Training/Technical Assistance
	\$	Other:

B. Behavioral Coaches

Services	Hourly Rate	Daily Rate
Evaluation Assessment	\$	\$
Consolation/Training	\$	\$
Therapy	\$	\$
Bilingual, if available, name language		
These rates apply to Bilingual	Hourly Rate	Daily Rate
	\$	\$
Check each area you or your firm is qualified to evaluate and indicate the fee per evaluation		
X	Fee	Evaluation Services
	\$	Compute accessibility and need
	\$	Need for communication aids
	\$	Adaptive/Mobility devices
	\$	Training/Technical Assistance
	\$	Other:

Complete and Return this page.



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C. Adaptive PE

Services		Hourly Rate	Daily Rate
Evaluation Assessment		\$	\$
Consolation/Training		\$	\$
Therapy		\$	\$
Check each area you or your firm is qualified to evaluate and indicate the fee per evaluation			
X	Fee	Evaluation Services	
	\$	Compute accessibility and need	
	\$	Need for communication aids	
	\$	Adaptive/Mobility devices	
	\$	Training/Technical Assistance	
	\$	Other:	

D. Occupational Therapy (Includes: OT, COTA)

Services		Hourly Rate	Daily Rate
Evaluation Assessment		\$	\$
Consolation/Training		\$	\$
Therapy		\$	\$
Bilingual, if available, name language			
These rates apply to Bilingual		Hourly Rate	Daily Rate
		\$	\$
Check each area you or your firm is qualified to evaluate and indicate the fee per evaluation			
X	Fee	Evaluation Services	
	\$	Compute accessibility and need	
	\$	Need for communication aids	
	\$	Adaptive/Mobility devices	
	\$	Training/Technical Assistance	
	\$	Other:	

E. Physical Therapy (Includes: PT, PTA)

Services		Hourly Rate	Daily Rate
Evaluation Assessment		\$	\$
Consolation/Training		\$	\$
Therapy		\$	\$
Bilingual, if available, name language			
These rates apply to Bilingual		Hourly Rate	Daily Rate
		\$	\$
Check each area you or your firm is qualified to evaluate and indicate the fee per evaluation			
X	Fee	Evaluation Services	
	\$	Compute accessibility and need	
	\$	Need for communication aids	
	\$	Adaptive/Mobility devices	
	\$	Training/Technical Assistance	

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	\$	Other:
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F. Speech Therapy (Includes: CSLPT, SLPT, SLT, SLPA)

Services		Hourly Rate	Daily Rate
Evaluation Assessment		\$	\$
Consolation/Training		\$	\$
Therapy		\$	\$
Bilingual, if available, name language			
These rates apply to Bilingual		Hourly Rate	Daily Rate
		\$	\$
Check each area you or your firm is qualified to evaluate and indicate the fee per evaluation			
X	Fee	Evaluation Services	
	\$	Compute accessibility and need	
	\$	Need for communication aids	
	\$	Adaptive/Mobility devices	
	\$	Training/Technical Assistance	
	\$	Other:	

G. Vision Services: (Includes VIT)

Services		Hourly Rate	Daily Rate
Evaluation Assessment		\$	\$
Consolation/Training		\$	\$
Therapy		\$	\$
Bilingual, if available, name language			
These rates apply to Bilingual		Hourly Rate	Daily Rate
		\$	\$
Check each area you or your firm is qualified to evaluate and indicate the fee per evaluation			
X	Fee	Evaluation Services	
	\$	Compute accessibility and need	
	\$	Need for communication aids	
	\$	Adaptive/Mobility devices	
	\$	Training/Technical Assistance	
	\$	Other:	

H. Other Costs and fees

Mileage will be at the ADOA rate for travel between sites.

Travel time if charged will not exceed half of the hourly billing rate.

Maximum Increase for fees			
Fiscal Year	% of base year	Translated as Hourly	Daily Rate
July 2020 – June 2021			
July 2021 – June 2022			
July 2022 – June 2023			
July 2023 – June 2024			

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References

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Offeror shall provide below a minimum of two (2) but no more than five (5) references from district that are similar in scope and size to this requirement. Failure to provide three accurate references will result in loss of points.

Offeror is responsible for sending a Performance Evaluation Survey to each client listed below.

1. Firm: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Contact Name: _____ Phone: _____

Date of Contract Initiation: _____

Type of Services Provided: _____

2. Firm: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Contact Name: _____ Phone: _____

Date of Contract Initiation: _____

Type of Services Provided: _____

3. Firm: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Contact Name: _____ Phone: _____

Date of Contract Initiation: _____

Type of Services Provided: _____

Complete and Return this page.



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Performance Evaluation Survey

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Reference for: _____

Subject: Special Education Services at Whiteriver USD

Return to the Attention: Sandie Sedillo, Business Manager

Name of Client responding to Survey: _____

Organization Representative: _____

Contact Phone for any follow-up: _____

To Whom It May Concern:

Whiteriver Unified School District is currently undergoing reference checks for the vendor listed above regarding their response to a current solicitation. The information will be used to assist the District in the evaluation to determine responsive and responsible procurement of the above firm. Both the company and the District would greatly appreciate you taking a few minutes out of your busy day to complete the questionnaire below.

Please evaluate the performance of the vendor (**10 means-you are Always satisfied, 5 means-you are Sometimes satisfied, and 1 means-you are very Dissatisfied because of very poor performance**). If you do not have sufficient knowledge of in a particular area, leave it blank.

No.	Criteria	Unit	Score
1.	Rate the overall quality of the Special Education Services at and related services/support provided by this firm.	(1-10)	
2.	Rate the ability of the Firm to provide adequate documentation for IEPs.	(1-10)	
3.	Rate the ability of the Firm to react to any issues during the initial six month phase, including meeting goals of IEP, paperwork on time, and billing was accurate	(1-10)	
4.	Was the Firm consistent with service levels over the contract period	(1-10)	
5.	Were there any unexpected cost increases after the first year?	(1-10)	
6.	Was the Firm able to provide services immediately after award?	(1-10)	
7.	Were serious situations handled to the District's satisfaction and in a timely manner?	(1-10)	
8.	Was the firm able to represent the District's team approach at IEP meetings?	(1-10)	
9	Did the Firm offer value-added features or services that were impactful?	(1-10)	
10.	Did the firm perform testing or documentation of students meeting goals and thereby reducing services needed?	(1-10)	

What special needs service did this firm provide for you? _____

TOTAL OUT OF 100 POINTS _____

What was the biggest issue you encountered? _____

Thank you for your time and effort in assisting the vendor in this important endeavor. Please email this survey directly to ssedillo@wusd.us NO LATER THAN October 8, 2020 at 2:00 PM.

Signature

Date

Printed Name

Title

Complete and Return this page.



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Offer and Acceptance Form

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The Undersigned hereby offers and agrees to furnish the material, service or construction in compliance with all terms, conditions, specifications, and amendments in the Solicitation and any written exceptions in the offer.

Company Name		For Clarification of this Offer, contact the following person:	
D-U-N-S Number		Name	
Federal Employer Identification No.		Phone	
Cost of your Bond as a _____ % (if applicable)		E-mail	

Street		Signature of Person Authorized to Sign Offer	
City			
Arizona	Zip	Printed Name of Person Authorized to Sign Offer	

CERTIFICATION

By signature in the Offer section above, the Bidder certifies:

1. The submission of the offer did not involve collusion or other anti-competitive practices and has taken steps and exercised due diligence to ensure that no violation of ARS 15-213 (O) has occurred.
2. The offeror shall not discriminate against any employee or applicant for employment in violation of Federal Executive Order 11246, State Executive Order 2009-09 or A.R.S. § 41-1461 through 1465.
3. The offeror has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted offer. Failure to provide a valid signature affirming the stipulations required by this clause shall result in rejection of the offer. Signing the offer with a false statement shall void the offer, any resulting contract and may be subject to legal remedies provided by law.
4. The offeror warrants that it and all proposed subcontractors will maintain compliance with the Federal Immigration and Nationality Act (FINA), A.R.S. § 41-4401 and A.R.S. § 23-214 and all other Federal immigration laws and regulations related to the immigration status of its employees which requires compliance with federal immigration laws by employers, contractors and subcontractors in accordance with the E-Verify Employee Eligibility Verification Program.
5. In accordance with A.R.S. § 35-392, the District is prohibited from purchasing from a company that is in violation of the Export Administration Act.
6. In accordance with A.R.S. § 35-393, the District is prohibited from purchasing from a company that is in violation of the Israel Boycott Divestments.
7. In accordance with A.R.S. §15-512, the offeror shall comply with fingerprinting requirements as identified in the Uniform Terms and Conditions.
8. Certifies the Offeror has investigated all required fees, permits and regulatory requirements of authorities having jurisdiction and has properly included in the submitted bid the costs of such fees, permits and requirements not otherwise indicated as provided by the District.
9. By submission of this offer, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
10. By submission of this offer, the bidder has the expertise and financial capacity to perform and complete all obligations under the bidding documents.

ACCEPTANCE OF OFFER The offer is hereby accepted.

The Contractor is now bound to sell the materials or services listed by the attached contract and based upon the solicitation, including all terms, conditions, specifications, amendments, etc., and the Contractor's Offer as accepted by the School District.

This contract shall henceforth be referred to as Contract No. 20-16-25 for Special Education Services at Whiteriver USD.

The effective date of the Contract is _____, 20_____

The Contractor is cautioned not to commence any billable work or to provide any material or service under this contract until Contractor receives purchase order, contract release document, or written notice to proceed.

Awarded this _____ day of _____, 20_____

Authorized signature of the District

Complete and Return this page.



Whiteriver Unified School District, #20
Familial Relationship Disclosure Statement

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Familial Relationship Disclosure Statement

All responses to this solicitation shall be accompanied by a sworn and notarized statement disclosing any familial relationship aka, conflict of interest that exists between the owner or any employee of the offeror and any member of the Governing Board of the Whiteriver Unified School District or any employee of the Whiteriver Unified School District:

The undersigned, the owner or authorized officer of _____ (the "Firm"), pursuant to the familial disclosure requirement provided in the attached solicitation, hereby represent and warrant, except as provided below, to their best knowledge that no familial relationships exist between the owner(s) or any employee of the company and any member of the Governing Board of the District, Superintendent of the Whiteriver Unified School District or any employee of Whiteriver Unified School District. If such a relationship exists, please explain:

Employee of Firm	Whiteriver Unified School District	How are they related



(Signature of Person Authorized to Sign Offer)

(Title)

Subscribed and sworn to before me

this _____ day of _____, 20 _____

Signature of Notary Public in and for the

State of _____

County of _____

Complete and Return this page.



Whiteriver Unified School District, #20
Non-Collusion Statement Attachment

RFP#: **20-16-25**
PROJECT: **Special Education Services at Whiteriver USD**

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PO Box 190
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State of _____)
County of _____) ss.

_____, affiant,
(Print Name of Person Authorized to Sign Offer)

the _____
(Title)

(Company Name)

the persons, corporation, or company who makes the accompanying submittal, having first been duly sworn, deposes and says:

That such submittal is genuine and not sham or collusive, nor made in the interest of, or behalf of, any persons not herein named, and that the Offeror has not directly or indirectly induced or solicited any other Offeror to put in a sham submittal, or any other person, firm or corporation to refrain from offering, and that the Offeror has not in any manner sought by collusion to secure for itself an advantage over any other Offeror.

That your firm has not provided any gift or other benefit to anyone involved in the procurement of this contract, or who will use this contract. That such behavior is subject to ARS 15-213 (O).



(Signature of Person Authorized to Sign Offer)

(Title)

Subscribed and sworn to before me

this _____ day of _____, 20 _____

Signature of Notary Public in and for the

State of _____

County of _____

Complete and Return this page.



Whiteriver Unified School District, #20
Deviations and Exceptions

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List any deviation or exception for any item listed in this RFP. The item number must be listed and the page it is found on. Any deviation/exception or inability of the provider to handle that particular item must be clearly and fully stated. Failure to show specific deviations indicates full compliance with the RFP.

The following deviations/exceptions are being submitted for consideration:

Section	Page	Item	Reason

Firm



Authorized Signature

Date

Complete and Return this page.



Whiteriver Unified School District, #20

Confidential/Proprietary Information

RFP#: **20-16-25**

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All materials submitted as part of a response to a solicitation are subject to Arizona public records law and will be disclosed if there is an appropriate public records request at the time of or after the award of the contract. Recognizing there may be materials included in a proposal response that are proprietary or a trade secret, a process is outlined in A.A.C. R7-2-1006, which allows qualifying materials to be designated as confidential and excluded from disclosure.

This form must be completed and returned with the proposal package, along with any supporting information to assist the District in making its determination as to whether any of the materials submitted as part of the solicitation response should be designated confidential because the material is proprietary or a trade secret and therefore not subject to disclosure.

Offerors must select one of the following:

- My response **does not** contain proprietary or trade secret information. I understand that my entire response will become public record.
- My response **does** contain trade secret information because it contains information that:
 1. Is a formula, pattern, compilation, program, device, method, technique or process, **AND**
 2. Derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use; **AND**
 3. Is the subject of efforts by myself or my organization that are reasonable under the circumstances to maintain its secrecy.

Please note that failure to attach an explanation may result in a determination that the information does not meet the statutory confidential and/or trade secret definition.

If the District agrees with the Offeror's designation of trade secret or confidentiality and the determination is challenged, the undersigned hereby agrees to cooperate and support the defense of the determination with all interested parties, including legal counsel or other necessary assistance.



Company Name

Signature of Person Authorized to Sign

Address

Printed Name

City State Zip

Title

Complete and Return this page.



Whiteriver Unified School District, #20

Acknowledgement and Affidavit

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Each proposer will initial as having read and complied with all the Instruction, Terms, Conditions and Specifications. Failure to do so may seriously hamper the evaluation process.

Uniform Instructions to Offerors _____ please initial

Uniform General Terms & Conditions _____ please initial

Special Instructions _____ please initial

Special Terms & Conditions _____ please initial

Acknowledgment & NC Affidavit _____ please initial

The Offeror certifies that the above referenced organization IS/ IS NOT a small business with less than 100 employees or has gross revenues of \$4 million or less.

Please initial as an acknowledgment, if applicable, for amendments received:

Amendment #1: _____ Amendment #2: _____ Amendment #3: _____ Amendment #4: _____

State of (_____) County of (_____)

Name Title Company Name

As an authorized representative of the persons, corporation, or company who makes the accompanying Proposal ("Offeror") with respect to the District's **RFP #20-16-25** and having first been duly sworn, I hereby depose and state as follows:

The accompanying Proposal is genuine and such Proposal is neither a sham nor collusive, nor is such Proposal made in the interest or on behalf of any person or corporation not named herein.

The Offeror has not directly or indirectly induced or solicited any other bidder to put in a sham or collusive proposal, or induced or solicited any other Offeror to refrain from submitting a proposal.

The Offeror has not in any manner sought by collusion or anti-competitive means or practices to secure for itself an advantage over any other Offeror.

By: _____ Title: _____



SUBSCRIBED AND SWORN to before me this _____ day of _____ 20____.

Notary Public: _____

My commission expires: _____

This page must be signed, notarized and returned with your proposal response.

Complete and Return this page.



Whiteriver Unified School District, #20
EDGAR Compliance Statement Form

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Vendors requesting to do business with Whiteriver Unified School District and accepting a purchase order for supplies and/or services **MUST** sign below verifying compliance with the identified state laws, in order for the transaction to take place. Failure to maintain compliance with these provisions will be considered a material breach of contract subject to penalties up to and including termination of the contract.

1. Federal Immigration and Nationality Act

By applying for a Vendor Application Form or a Vendor Number to do business with Whiteriver Unified School District the signer warrants that it and all proposed subcontractors are in compliance with: 1) Federal Immigration and Nationality Act (FINA), A.R.S.§41-4401 and A.R.S.§23-214 and all other Federal Immigration laws and regulations related to the immigration status of its employees. The signer shall obtain statements from all subcontractors certifying compliance with this requirement and shall furnish the statements to the District Procurement Officer upon request.

2. Terrorism Country Divestments

In accordance with A.R.S. §35-392, Whiteriver Unified School District is prohibited from purchasing from a company that is in violation of the Export Administration Act. By entering into a contract, a vendor/contractor warrants compliance with the Export Administration Act.

3. Federal Requirements

Contractor agrees, when working on any federally assisted projects with more than \$2,000 in labor costs, to comply with the Contract Work Hours and Safety Standards Act, the Davis-Bacon Act (Section 29, CFR Part 5), the Copeland “Anti-Kickback” Act, and the Equal Opportunity Employment requirements of Executive Order 11246 as amended by Executive Order 11375. Contractor also agrees to comply with State of Arizona Executive Order 75-5, as amended by Executive Order 99-4.

When working on any projects funded with Federal grant monies, Contractor additionally agrees to comply with the administrative requirements for grants and cooperative agreements to state and local governments (24 CFR, Part 85, Subpart 36 – Procurement). This compliance includes sections regarding requirements and regulations pertaining to reporting; patent rights; copyrights; and applicable standards, orders or requirements issued under: Section 306 of the Clean Air Act; Section 508 of the Clean Water Act; Executive Order 11738; EPA regulations; and standards and policies related to the Energy Policy and Conservation Act.

All federally assisted contracts that exceed \$10,000 may be terminated by the federal grantee for noncompliance by Contractor. In projects that are not federally funded, Offeror must agree to meet any federal, state or local requirements, as necessary. In addition, if compliance with the federal regulations increases the contract costs beyond the agreed on costs in this Solicitation, the additional costs may only apply to the portion of the work paid by the federal grantee.

If federal grant monies are spent under this contract, Contractor may be asked to provide additional information, disclosures and/or certification in compliance with federal regulations. This additional documentation may pertain to, but is not limited to, the following: federal lobbying (Section 319 of Public Law 101-121), certificate of independent price determination, international shipping, Clean Air Act, Clean Water Act, and debarment/suspension status.

4. Boycott of Israel:

In accordance with A.R.S. § 35-393, Whiteriver Unified School District is prohibited from purchasing from a company that is in violation of the Israel Boycott Divestments. Unless and until the District Court's injunction in

Complete and Return this page.



Whiteriver Unified School District, #20
EDGAR Compliance Statement Form

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Jordahl v. Brnovich et al., Case No. 3:17-cv-08263 (D. Ariz.) is stayed or lifted, the Anti-Israel Boycott Provision (A.R.S. 35-393.01 (A)) is unenforceable and the State will take no action to enforce it. By entering into a contract, a vendor/contractor warrants compliance.

5. Fingerprint Clearance Card Requirement

A contractor, subcontractor or vendor who is contracted to provide services on a regular basis on District property must obtain a valid fingerprint clearance card pursuant to A.R.S. §41-1758 et. seq. The Superintendent may exempt this requirement a contractor, subcontractor or vendor whom the Superintendent has determined is not likely to have independent access or unsupervised contact with students as part of the contractor’s normal job duties while performing service to a school or the district. The signer warrants compliance with this law.

_____ Signer is to initial here if the business they do with Whiteriver Unified School District does not include providing services on a regular basis on District property.

6. Small Business

The Offeror certifies that the above referenced organization IS/ IS NOT a small business with less than 100 employees or has gross revenues of \$4 million or less.

Vendor/Contractor acknowledges that the School District retains the legal right to inspect the papers of any contractor, subcontractor, vendor or employee of same who works on the contract to ensure compliance with the above requirements. The vendor/contractor shall facilitate this inspection process by giving prior notice to their employees and supervisors.



Company Name

Authorized Company Signature

Date

Printed or typed Name above & Title

Complete and Return this page.



Whiteriver Unified School District, #20
Certification Regarding Lobbying

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Applicable to Grants, Subgrants, Cooperative Agreements, and Contracts Exceeding \$100,000 in Federal Funds

Submission of this certification is a prerequisite for making or entering into this transaction and is imposed by section 1352, Title 31, U.S. Code. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative Agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative Agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative Agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all covered subawards exceeding \$100,000 in Federal funds at all appropriate tiers and that all sub recipients shall certify and disclose accordingly.

Name/Address of Organization

Name/Title of submitting Official



Signature

Date

Complete and Return this page.



Whiteriver Unified School District, #20
Disclosure of Lobbying Activities (SF-LLL)

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INSTRUCTIONS FOR COMPLETION OF SF-LLL

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or Agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Use the SF-LLL-A Continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Sub awards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee", then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative Agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
12. Check the appropriate box(es). Check all boxes that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
13. Check the appropriate box(es). Check all boxes that apply. If other, specify nature.
14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal official(s) or employee(s) contacted or the officer(s), employee(s), or Member(s) of Congress that were contacted.
15. Check whether or not a SF-LLL-A Continuation Sheet(s) is attached.
16. The certifying official shall sign and date the form; print his/her name, title, and telephone number.

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other, aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington. D.C. 20503.

Complete and Return this page.



Whiteriver Unified School District, #20
Certificate of Independent Price Determination

RFP#: **20-16-25**
PROJECT: **Special Education Services at Whiteriver USD**

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Both the District and the Offeror shall execute this Certificate of Independent Price Determination.

District

Offeror

- A. By submission of this Offer, the Offeror certifies and in the case of a joint Offer, each party thereto certifies as to its own organization, that in connection with this procurement:
- (1) The prices in this Offer have been arrived at independently, without consultation, communication or Agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other Offeror or with any competitor;
 - (2) Unless otherwise required by law, the prices which have been quoted in this Offer have not been knowingly disclosed by the Offeror and will not knowingly be disclosed by the Offeror prior to opening in the case of an advertised procurement, or prior to award in the case of a negotiated procurement, directly or indirectly to any other Offeror or to any competitor; and
 - (3) No attempt has been made or will be made by the Offeror to induce any person or firm to submit or not to submit, an Offer for the purpose of restricting competition.
- B. Each person signing this Offer on behalf of the Offeror certifies that:
- (1) He or she is the person in the Offeror's organization responsible within the organization for the decision as to the prices being Offered herein and has not participated, and will not participate, in any action contrary to (A)(1) through (A)(3) above; or
 - (2) He or she is not the person in the Offeror's organization responsible for the decision as to the prices being Offered herein, but that he or she has been authorized in writing to act as agent for the persons responsible for such decision in certifying that such persons have not participated and will not participate, in any action contrary to (A)(1) through (A)(3) above, and as their agent does hereby so certify; and he or she has not participated, and will not participate, in any action contrary to (A)(1) through (A)(3) above.

To the best of my knowledge, this Offeror, its affiliates, subsidiaries, officers, directors and employees are not currently under investigation by any governmental agency and have not in the last three years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:



Signature of Offeror's Authorized Representative

Title

Date

In accepting this Offer, the District certifies that no representative of the Offering Firm has taken any action which may have jeopardized the independence of the Offer referred to above.

Signature of District's Authorized Representative

Title

Date

Note: Accepting a firm's Offer does not constitute award of the contract.

Complete and Return this page.



Whiteriver Unified School District, #20

Vendor Payment Form

RFP#: **20-16-25**

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ORDER INFORMATION		PAYMENT INFORMATION	
LEGAL NAME OF ORGANIZATION / INDIVIDUAL		LEGAL NAME OF PAYEE	
STREET ADDRESS		STREET ADDRESS	
STREET ADDRESS 2		STREET ADDRESS 2	
CITY		CITY	
STATE	ZIP	STATE	ZIP
PHONE NUMBER W/ EXTENSION	FAX NUMBER	PHONE NUMBER W/ EXTENSION	FAX NUMBER
CONTACT NAME		CONTACT NAME	
EMAIL ADDRESS FOR PURCHASE ORDERS		EMAIL ADDRESS FOR ACCOUNTS RECEIVABLE	
WEB ADDRESS		DOES YOUR COMPANY ACCEPT PURCHASE ORDERS? YES NO	

VENDOR ACKNOWLEDGEMENTS - BY SIGNING BELOW, I HEREBY ACKNOWLEDGE THAT:

1. I am duly authorized to certify the information requested herein.
2. To the best of my knowledge, the elements of the information provided herein are accurate and true as of this date.
3. My organization will comply with all State statutes and Federal equal opportunity and non-discrimination requirements and conditions of employment in accordance with A.R.S. Title 41, Chapter 9, Article 4 and Executive Order Number 75-5 dated April 28, 1975.
4. Filing of a Vendor Registration Application supplies information only and does not constitute an assumed obligation by Whiteriver Unified School District (WUSD) to guarantee contractual awards or agreements to my organization.
5. Updating information contained on this form is solely the duty of my organization.
6. My organization will not provide any product or service without first having in our possession an authorized WUSD Purchase Order. No products or services will be provided based on a verbal promise of a Purchase Order or with the submission of a requisition for a Purchase Order. I understand that payment for any product or service provided without an authorized Purchase Order is not the responsibility of WUSD and that I will have to obtain payment from the individual requestor.
7. My organization will direct all communication regarding WUSD Purchase Orders to the WUSD Procurement Office.
8. My organization will provide the Purchase Order number on all invoices submitted to WUSD. I understand that invoices received without this information will not be paid.
9. My organization will submit all invoices directly to WUSD Accounts Payable and not to the requesting department or school.

	PRINTED OR TYPED NAME	TITLE
	SIGNATURE	DATE

Complete and Return this page.



Whiteriver Unified School District, #20

Certificate of Insurance (Sample)

RFP#: **20-16-25**

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PO Box 190
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CERTIFICATE OF INSURANCE

PRIOR TO COMMENCING SERVICES UNDER THIS CONTRACT, THE CONTRACTOR MUST FURNISH THE DISTRICT, CERTIFICATION FROM INSURER(S) FOR COVERAGES IN THE MINIMUM AMOUNTS AS STATED BELOW. THE COVERAGES SHALL BE MAINTAINED IN FULL FORCE AND EFFECT DURING THE TERM OF THIS CONTRACT, AND SHALL NOT SERVE TO LIMIT ANY OTHER CONTRACTOR OBLIGATIONS.

NAME AND ADDRESS OF INSURANCE AGENCY:	COMPANY LETTER	COMPANIES AFFORDING COVERAGE:
	A	
NAME AND ADDRESS OF INSURED:	B	
	C	
	D	

LIMITS OF LIABILITY MINIMUM - EACH OCCURRENCE	COMPANY LETTER	TYPE OF INSURANCE	POLICY NUMBER	DATE POLICY EXPIRES
BODILY INJURY: PER PERSON \$2,000,000.00 EACH OCCURRENCE \$1,000,000.00 PROPERTY DAMAGE \$1,000,000.00 OR BODILY INJURY AND PROPERTY DAMAGE COMBINED \$1,000,000.00		COMPREHENSIVE GENERAL LIABILITY FORM PREMISES OPERATIONS CONTRACTUAL INDEPENDENT CONTRACTORS PRODUCTS/COMPLETED OPERATIONS HAZARD PERSONAL INJURY BROAD FORM PROPERTY DAMAGE EXPLOSION & COLLAPSE (IF APPLICABLE) UNDERGROUND HAZARD (IF APPLICABLE)		
SAME AS ABOVE		COMPREHENSIVE AUTO LIABILITY INCLUDING NON-OWNED (IF APPLICABLE)		
NECESSARY IF UNDERLYING IS NOT ABOVE MINIMUM		UMBRELLA LIABILITY		
STATUTORY EACH ACCIDENT \$ 100,000.00		WORKMEN'S COMPENSATION AND EMPLOYER'S LIABILITY		
		OTHER		

THE WHITERIVER UNIFIED SCHOOL DISTRICT IS ADDED AS ADDITIONAL INSURED REQUIRED BY STATUTE, CONTRACT, PURCHASE ORDER OR OTHERWISE REQUESTED. IT IS AGREED THAT ANY INSURANCE AVAILABLE TO THE NAMED INSURED SHALL BE PRIMARY OF OTHER SOURCES THAT MAY BE AVAILABLE.

IT IS FURTHER AGREED THAT NO POLICY SHALL EXPIRE, BE CANCELLED OR MATERIALLY CHANGED TO AFFECT THE COVERAGE AVAILABLE TO THE DISTRICT WITHOUT THIRTY (30) DAYS WRITTEN NOTICE TO THE DISTRICT. THIS CERTIFICATE IS NOT VALID UNLESS COUNTERSIGNED BY AN AUTHORIZED REPRESENTATIVE OF THE INSURANCE COMPANY.

NAME AND ADDRESS OF CERTIFICATE HOLDER:	DATE ISSUED _____
	_____ AUTHORIZED REPRESENTATIVE

Complete and Return this page.



Whiteriver Unified School District, #20

Sole Proprietor Waiver

RFP#: **20-16-25**

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**SOLE PROPRIETOR WAIVER
FOR WORKERS' COMPENSATION INSURANCE**

NOTE: this form applies only to the Whiteriver Unified school district when utilizing sole proprietors with no employees, if you are a corporation, Limited Liability Company, partnership or sole proprietors with employees, this form does not apply.

The following is a written waiver under the compulsory Workers' Compensation laws of the State of Arizona, [A.R.S. 23-901](#) (et. seq.), and specifically, [A.R.S. 23-961\(L\)](#), that provides that a Sole Proprietor may waive his/her rights to Workers' Compensation coverage and benefits.

I am a sole proprietor and I am doing business as _____ (name of Sole Proprietors Business). I am performing work as an independent contractor for the Whiteriver Unified School District's, Special Education Department, for workers' compensation purposes, and therefore, I am not entitled to workers' compensation benefits from the Whiteriver Unified School District.

I understand that if I have any employees working for me, I must maintain workers' compensation insurance on them. This is not a waiver of professional liability or the other insurance requirements of this RFP.

Name of Sole Proprietor:				
Social Security Number:				
Telephone Number:				
Address:				
City		State		Zip Code
Signature:				

Whiteriver Unified School District	
Signature of Contract Administrator:	
Date	
Title of Administrator:	

Signed by the District only if offer is accepted and utilized.

Complete and Return this page.



Whiteriver Unified School District, #20

Request for W-9

RFP#: 20-16-25

PROJECT: Special Education Services at Whiteriver USD

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PO Box 190 Whiteriver, AZ 85941

W-9

Form (Rev. October 2018) Department of the Treasury Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the requester. Do not send to the IRS.

Print or type. See Specific Instructions on page 3.

Form fields 1-7: Name, Business name, Tax classification, Exemptions, Address, City, ZIP code, List account number(s).

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN, later.

Social security number and Employer identification number input boxes.

Part II Certification

Under penalties of perjury, I certify that: 1. The number shown on this form is my correct taxpayer identification number... 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding... 3. I am a U.S. citizen or other U.S. person... 4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Sign Here section with fields for Signature of U.S. person and Date.

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
Form 1099-S (proceeds from real estate transactions)
Form 1099-K (merchant card and third party network transactions)
Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
Form 1099-C (canceled debt)
Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

- Form 1099-INT (interest earned or paid)

CUT ALONG THE LINE AND AFFIX TO THE FRONT OF YOUR PROPOSAL CONTAINER

SEALED PROPOSAL PACKAGE

Submitted by:	
Address:	
City, State, Zip:	

RFP# 20-16-25 for Special Education Services at Whiteriver USD

Due: October 8, 2020 by 11:00 A.M. (Mountain Standard Time)

Whiteriver Unified School District, #20

Attn: Business Office

PO Box 190

Whiteriver, AZ 85941

You must make an appointment prior to the Due Date to drop off your response. Mask and social distancing are mandatory.

CUT ALONG THE LINE AND AFFIX TO THE FRONT OF YOUR PROPOSAL CONTAINER

SEALED PROPOSAL PACKAGE

Submitted by:	
Address:	
City, State, Zip:	

RFP# 20-16-25 for Special Education Services at Whiteriver USD
Due: October 8, 2020 by 11:00 A.M. (Mountain Standard Time)

Whiteriver Unified School District, #20
Attn: Business Office
959 S Chief Ave
Whiteriver, AZ 85941