



Town of Georgetown Georgetown Public Schools

REQUEST FOR PROPOSALS EXTENDED SCHOOL DAY SERVICES

March 19, 2025

Contact Information:

Dr. Margaret Ferrick, Superintendent of Schools
Georgetown Public Schools, 51 North Street
Georgetown, MA 01833
(978) 352-5777

Section I. Statement of Interest

The Georgetown School Committee requests proposals from qualified providers to provide before and after school day care services to the families attending the Penn Brook Elementary School (PK-5). The Georgetown School Committee reserves the right to waive any defect in a proposal and to select the firm(s) or individual(s) that the Georgetown School Committee in its sole discretion determines best meets the needs of the Georgetown Public School District. Please contact the School Business Office, Michael Cassidy for bid packet at cassidym@georgetown.k12.ma.us or at the School Department Main Offices, 51 North Street, Georgetown, MA 01833

The School Department has determined that this contract is subject to the Uniform Procurement Act, G.L. c. 30B. Therefore, the provisions of G.L. c.30B are hereby incorporated by reference as this Request for Proposals. The School Department is seeking to enter into an annual contract with a two-year renewal; the first year commencing on July 1, 2025.

The Town of Georgetown reserves the right to terminate this agreement with thirty (30) days advance written notice with or without cause and the Consultant can terminate this agreement upon sixty (60) days advance written notice with or without cause.

Section II. Timeline with Deadlines

A. CRITICAL DATES

- RFP Available March 19, 2025
 - Deadline for written questions March 31, 2025 at 2:00pm
 - Addenda issued, if necessary March 31, 2025
 - Deadline for Proposal Submission April 08, 2025 at 2:00pm
- Proposal shall remain effective for 30 days after Due Date*

B. ESTIMATED DATES

- Expected Date of Notice of Award May 02, 2025
- Expected Date of Contract Execution May 08, 2025
- Services Begin July 01, 2025

Section III. Scope of Services

The Georgetown Public Schools is seeking a child care agency licensed by the Massachusetts Department of Early Education and Care to provide child care and enrichment activities in Before and After School Programs. The School Department will partner with the proposer to serve the district's elementary school families. The program will include the following:

- A. The Before and After School Programs are expected to be conducted at the following school:

Penn Brook Elementary School, 68 Elm Street, Georgetown, MA

- B. Hours of Operation: The service will be provided each day school is in session. Below are the current hours of operation at each school. The district reserves the right to change the hours of operation, with 30 days' notice to the Proposer.

**Before School Program hours of operation are 7:00 a.m. – 8:30 a.m., and
After School Program hours of operation are 2:30 p.m. – 6:00 p.m.**

Space available: Two (2) classroom
Other program space: Gymnasium, cafeteria (not kitchen), playground, field

Proposals must include the program costs for the following:

- A. Maintain an adequate staff of employees for the efficient operation of the business, including a site supervisor on-site for the entire duration of the program.
- B. Engage students in enrichment, academic, and wellness youth development programs.
- C. Align programming to the school year schedule, professional development days, school vacation weeks.
- D. Provide accommodations as deemed appropriate by school and program for students with disabilities.
- E. Provide their own telephone connection at the site.
- F. Offer a minimum four-week summer program.
- G. Provide coverage for vacation weeks, half days and no school days as a result of professional development days (four days).
- H. Arrange for snacks that fit within the school wellness policy.
- I. Adhere to and ensure staff compliance with emergency plan protocols laid out by the school. This includes not allowing people in the building after school hours. This includes having ALL adult program staff in the building wearing program identification.
- J. Work with school administration and a designated Director of Extended Services to streamline communication between school and afterschool programs.
- K. Maintain the capacity to serve up to two emergency slots to be filled on an as needed basis by the school and homeless coordinator at no cost to the student.
- L. Have a sliding scale fee structure that allows for low income students who either don't qualify for state subsidy or who are on a waitlist for a state subsidy to attend at little or no cost.
- M. Cancel programming when school buildings are closed for snow or other circumstances and work with the Superintendent's Office in district wide or school based emergency situations that could affect after school programming.
- N. Utilize a program evaluation system aligned with district goals.
- O. Collect data and deliver it to school as appropriate.
- P. Contractor Employees
 - a. All persons assigned as regular or substitute workers who are not Georgetown Public School employees must be approved by the Superintendent of Schools prior to August 15 of each year. In the event that other workers are hired during the year, notice must be given to the Superintendent of Schools prior to the commencement of work.
 - b. The successful Proposer will provide a list of approved employees working at the site to the Principal of Penn Brook Elementary School. The list must include the names, addresses, and telephone numbers.
 - c. All employees must complete a CORI check annually by the Office of Superintendent of Schools as prescribed by Massachusetts General Law.
 - d. The district retains the right to approve or disapprove all workers in advance of their commencing work. A worker may be excluded for any cause whatever by the School Committee.
 - e. Contractor employees shall not smoke or carry a lighted cigar, cigarette, or pipe while on school premises.
 - f. Contractor employees shall be clean and neat in appearance at all times.
 - g. Contractor shall report all cases of student or parent misconduct that they witness to the principal.

Q. Miscellaneous Requirements

1. The Proposer shall NOT operate its programs at the schools when the Public Schools are NOT in session due to inclement weather or other emergency conditions. Must be able to offer an alternative location to offer care when safe to do so.
2. To utilize premises or space at other times beyond the school operating hours in order to hold program functions, the Proposer must acquire Facility Use Request Forms to the Facilities Department at least two weeks in advance. The Proposer will be charged separately for those use of facility costs
3. This service, at present, is scheduled for students in Grades PK- 5 only.
4. All state and local regulations and guidelines shall be followed.
5. The successful Proposer will provide a cost effective and reasonably priced program for families utilizing these services.
6. The successful Proposer will provide a high quality, educationally sound, structured, supervised Before/After School Program that is consistent with the philosophy and goals of the Public Schools and which will include the provision of educational, recreational and other enrichment activities, and associated supplies.
7. The successful Proposer will agree to a responsible use agreement for technology use within the building for staff and students.
8. The successful Proposer will maintain an off-site office location and general mailing address.
9. The successful Proposer will be allowed to use the mailing address for program related deliveries.
10. The successful Proposer will provide adequate safety and health procedures, parent communication mechanisms, as well as school communication mechanisms.
11. The successful Proposer will submit Facility Use Request Forms to the Facilities Department for use of kitchens and will be charged appropriate use of facility fees.
12. Program staff will have access to individual school locations, two (2) business days prior to students' first day of school for preparation and two (2) business days after for clean-up.
13. The successful proposer will implement safety procedures including adult check-in and check-out procedures to ensure pickup of children by authorized adults only, staff certified in first aid and CPR, protocols for fire drills, active shooter, and other emergency procedures.
14. The successful Proposer will provide the Superintendent of Schools and School Director of Finance with detailed accounting of payments made to the Public Schools, on the following dates:
 - a. October 15th – summer to September 30th
 - b. January 15th – for period October 01 - December 31
 - c. April 15th – January 01 to March 31
 - d. July 10th – April 01 to June 30, and annual summary
15. The successful Proposer will be expected to communicate with parents through the school.
16. The successful Proposer will be responsible for contracting for services with individual parents and for collecting all user fees.
17. The successful Proposer will work with the Business Office to provide scholarships for free or reduced tuition based upon a family's eligibility based on their income.
18. The successful Proposer will be provided one school department email address and web page on the school department website.
19. The successful Proposer will institute educationally sound and effective disciplinary procedures that are consistent with Georgetown Public Schools.
20. The successful Proposer will be a respectful user of the building and will be responsible for building area cleanliness in so far as returning occupied areas to the conditions they were in at the beginning of the program each day.

21. The successful Proposer agrees to pay for any damage that resulted from student or staff under their programming and that occurs during their operation hours.
22. The Georgetown Public Schools will assign a custodian to service the classrooms and bathrooms and to clear entry ways.
23. The successful Proposer will maintain their classroom, hallways and shared spaces during the school day and their program hours. The main office must be notified immediately of any medical or facility emergencies.
24. The successful Proposer agrees to meet with the Director of Operations for their approval to any facility alterations. Any changes will be paid by the Proposer.
25. The successful Proposer will provide the following indemnification:
Neither public school nor its officers, employees, boards, committees, agents and representatives shall in any way or manner be answerable for, or suffer loss, damage, expense, or liability for, any loss or damage that may happen as a result of the transportation services or child care services required by this Contract. The Contractor shall assume all liability of every kind or nature arising from such services either by accident, negligence, theft, vandalism, or any cause whatsoever, and shall, to the fullest extent permitted by law, indemnify, defend (with counsel acceptable to school) and hold harmless school and its officers, employees, boards, committees, agents and representatives from and against any and all loss, liability, damages, claims, causes of action, suits, and costs, including reasonable attorney's and expert witness fees, caused in whole or in part by the Contractor's failure to provide services as required under this Contract or of the willful misconduct or negligent act or omission of the Contractor or its officers, employees, or agents in connection with the services to be performed under this Contract, regardless whether such loss, liability, damages, claims, causes of action, suits, or costs are caused in part by a party indemnified under this provision.

Session IV. Expected Contract Terms

The term of any contract shall commence on July 01, 2025 and terminate June 30, 2026, with the option to renew for two additional years in a single increment.

The selected proposer(s) shall not assign, sell, subcontract or otherwise transfer any interest in this contract without the prior written consent of the School Department.

The proposer shall before commencing performance of the Contract be responsible for providing and maintaining insurance coverage in force for the life of the Contract of the kind and in adequate amounts to secure all of the obligations under the Contract and with insurance companies licensed to write insurance in the Commonwealth of Massachusetts. All such insurance carried shall not be less than the kinds and amounts designated herein, and the proposer agrees that the stipulation herein of the kinds and limits of coverage shall in no way limit the liability of the proposer to any such kinds and amounts of insurance coverage.

All policies issued shall indemnify and save harmless the Georgetown Public Schools, its agents and employees from any and all claims for damages to persons or property as may rise out of the performance of this Contract.

The Proposer shall carry Comprehensive General Liability Insurance providing for a limit of not less than Five Hundred Thousand Dollars (\$500,000.00) for all damages arising out of bodily injury to or death of one person, and subject to that limit for each person, a total limit of not less than One Million Dollars (\$1,000,000.00) for all damages arising out of bodily injuries or death of two or more persons in any one accident; and Vendor's Comprehensive Property Damage Liability Insurance providing for a limit of not

less than Five Hundred Thousand Dollars (\$500,000.00) for all damages arising out of injury to or destruction of property in any one accident, and subject to that limit per accident, a total (or aggregate) limit or not less than One Million Dollars (\$1,000,000.00) for all damages arising out of injury to or destruction of property during the policy period.

The proposer must carry Workman's Compensation Insurance in the amounts prescribed under Massachusetts State Law and meet all other Town and State Laws and Regulations. No cancellation(s) of such insurance, whether by the insurer or by the insured party shall be valid unless written notice thereof is given by the parties proposing cancellation to the other party and to the Georgetown Public Schools at least fifteen (15) days prior to the intended effective date thereof, which date shall be expressed in said notice, which shall be sent by registered mail, return receipt requested. These provisions shall apply to the legal representative(s), trustee in bankruptcy, receiver, assignee, trustee, and successor(s) in interest of the Vendor.

All insurance coverage shall be at the sole expense of the proposer and shall be placed with such company as may be acceptable to the Georgetown Public Schools and shall constitute a material part of the contract documents.

Failure to provide written proof to School Department and continue in force such insurance as aforesaid shall be deemed a material breach of the contract, and may constitute sufficient grounds for immediate termination of the same.

Unless otherwise provided by law, the proposer will indemnify and hold harmless the Georgetown Public Schools against any and all liability, loss, damages, costs or expenses for personal injury or damage to real or tangible personal property which the Georgetown Public Schools may sustain, incur or be required to pay, arising out of or in connection with the performance of the Contract by reason of any negligent action/inaction or willful misconduct by the proposer, its agents, servants or employees.

The selected Proposer shall comply with all applicable Federal, State and Local laws and ordinances

Section IV. SUBMISSION PROCEDURES

All proposals must be received before **April 9, 2025 at 2:00pm** at which time and place they will be accepted and distributed for review. All proposals must either be hand delivered or express mailed in a sealed, opaque envelope. Facsimiles and e-mail are not acceptable and will be considered nonresponsive. It is anticipated that the Georgetown Public Schools will award a contract(s) within thirty (30) calendar days of the proposal submission. The time for acceptance may be extended by mutual agreement of the Town and the party submitting the successful proposal.

The Georgetown School Committee reserves the right to accept, reject, and/or suggest modifications to any and all proposals and make awards as deemed in the Georgetown School Committee's best interest.

Copies of the request for proposals may be secured at the Georgetown Public Schools, Business Office, 51 North Street, Georgetown MA 01833, from 9:00 a.m. to 4:00 p.m., Monday through Friday, excluding holidays.

One (1) original and two (2) copies of the complete proposal must be submitted to:

Dr. Margaret Ferrick, Superintendent of Schools
Georgetown Public Schools
51 North Street, Georgetown, MA 01833
Title: Request for Proposals Extended School Day Services
From: Name and Address of Proposer

The Georgetown School Committee reserves the right to reject any and all Proposals that do not meet the submission requirements, minimum and comparative criteria.

No oral interpretation or answer to a question relating in any way to this Request for Proposal will be given. All interpretations and other information will be in the form of written Addenda. Should a Consultant find discrepancies, omissions, or items requiring clarification the proposer shall immediately request an interpretation. Questions or requests for interpretation must be sent via e-mail by the close of business on Monday March 31, 2025 to:

Michael Cassidy, Director of Finance & Human Resources - 978-352-5755 X 141
cassidym@georgetown.k12.ma.us
Georgetown School Department, 51 North Street, Georgetown, MA 01833

Each submission **must contain**, as a minimum, the following documents:

NON-COST PROPOSAL

Within the complete proposal envelope, a separate package containing one (1) original and two (2) copies of the non-cost proposal must be submitted to:

Title: Non-Cost Proposal for Extended School Day Services
From: Name and Address of Proposer

In order to evaluate and compare each proposal, it is required that all proposals follow the general format and sequential order of this request for proposal. It is recommended that each section of this request for proposal be addressed in depth in the order as it is found in this request for proposal. Each non-cost proposal must contain, as a minimum, the following documents:

The following information/documents, further described below, constitute the mandatory format and order of presentation for a proposal:

A. Cover Letter

Each Proposer will submit a cover letter that includes, but is not limited to:

1. Introduce and describe your organization, mission statement, business history and why this program fits into your business plan, date and location where Proposer's business was established, major services and activities, date Proposer first engaged in child care services, current number of employees and evidence of licensing by Department of Early Education and Care
 - Describe the organizational structure, reliability, continuity, professional awards, location of the Proposer. Include type of organization, composition, functions to be performed by members of the Proposer and how they pertain to this contract. Identify a primary contact person for the Proposer.

- A brief summary of your ability to perform the services described in the Scope of Services with a statement that the proposer is willing to perform those services and enter into a contract with the Georgetown Public Schools. The cover letter must be signed by a person having the authority to commit the Proposer to a contract.

B. Statement Proposer meets/will meet the Minimum Criteria:

- It is a requirement that the Proposer to be currently licensed by The Massachusetts Department of Early Education and Care
- It is a requirement of the Public Schools for the Proposer to have 5 or more similar contracts in the Area.
- It is a requirement that the Proposer to maintain a staff-to-child ratio of no greater than 1:13.
- Proposers are required to follow the proposal format described herein and fill out the RFP in its entirety. Incomplete proposals are unacceptable and will be rejected.
- Ability to serve families with vouchers and DCF contracts

C. Summary

Summarize the Proposer’s overall approach in completing the tasks outlined in the Section III, Scope of Services, including program philosophy, description staff training, health & safety procedures, procedures for release of children, emergency procedures, policies for discipline and drug-free environment, parent communications, staff-to-child ratios

D. Proposer’s Qualifications

Document the Proposer’s qualifications as they apply to performing the task described in Section III. Scope of Services. Describe the nature and quality of recently completed work. Identify client references for these projects, include title and phone number of individual contacts. Describe the Proposer’s experience with public agencies.

E. Proposed Personnel and Resume Synopsis

Identify key staff members and anticipated supporting personnel to be employed during the contract (by classification and title) and their qualifications to perform the work. Describe their relevant experience and education, including professional licenses, of these key staff members.

F. Similar Child Care Contracts & Experience

Proposers are required to provide a list of 3- five (5) current or former references where programing similar to the programing proposed herein was performed.

Section V. Minimum Requirements:

Proposals will be evaluated on the below criteria, terms, and conditions in the RFP, its attachments and addenda (if applicable.). Proposers should submit information addressing these evaluation criteria. Failure to follow the instructions, meet the criteria, or agree to terms and conditions in this RFP may cause rejection of the proposal as non-responsive. Judgment rendered in the evaluations shall be final and incontestable. The Awarding Authority reserves the right to apply varying weights to all criteria found in this RFP as deemed in the best interest of the Georgetown Public Schools.

For proposer that meet the minimum requirements, their proposals will be evaluated the district. The district will use a four-point scale to evaluate each criteria listed below:

Highly Advantageous = 3	Advantageous = 2
Not Advantageous =1	Unacceptable = 0

It is strongly recommended that the proposer includes a section in the non-cost proposals that addresses each comparative requirement.

1. Quality of youth development/social emotional wellness programming:

Highly Advantageous	Has a research-based program to support healthy youth development/social emotional wellness goals that includes an evaluation tool and professional development plan based on evaluation data.
Advantageous	: Has a research-based program to support healthy youth development /social emotional wellness goals and includes an evaluation tool.
Not Advantageous	Has a research-based program to support healthy youth development /social emotional wellness goals
Not Acceptable	Did not provide any information

2. Track record of serving students with disabilities:

Highly Advantageous	Has made programmatic, structural and staffing shifts to include and support students with disabilities
Advantageous	Has regularly collaborated with families and schools to understand individual student needs (with appropriate permissions)
Not Advantageous	Has made little or no intentional effort to support students with disabilities
Not Acceptable	Did not provide any information

3. Track record of serving students with behavior challenges:

Highly Advantageous	Has made programmatic, structural and staffing shifts to include and support students with behavioral challenges
Advantageous	Has regularly collaborated with families and schools to understand individual student needs (with appropriate permissions)
Not Advantageous	Has made little or no intentional effort to support students with behavioral challenges
Not Acceptable	Did not provide any information

4. Quality of academic programming:

Highly Advantageous	Demonstrated ability to align programming to academic objectives based on school and student needs and measure outcomes
Advantageous	Demonstrated ability to align programming to academic objectives based on school and student needs
Not Advantageous	Includes academic objectives
Not Acceptable	Did not provide any information

5. Organization Experience: Previous experience with public and/or private entities in providing child care services and enrichment activities for elementary school-age children.

Highly Advantageous	5+ years of experience
Advantageous	2-5 years of experience
Not Advantageous	1 year of experience
Not Acceptable	Did not provide any information

6. Size and Organizational Stability of Agency Sufficient staffing capacity to meet scope of work and staff availability.

Highly Advantageous	7+ staff members
Advantageous	2-7 staff members
Not Advantageous	1 staff member
Not Acceptable	Did not provide any information

7. Qualifications of Personnel: Staff education attainment levels and staff years of experience with the vendor, will be reviewed to determine quality of care.

Highly Advantageous	5+ years of experience and Bachelor's Degree
Advantageous	2-5 years of experience and Associates Degree
Not Advantageous	1 year experience and high school degree or less
Not Acceptable	Did not provide any information

8. Enrichment Activities and Educational Programs: Social-emotional, educational, and recreational program offerings will be evaluated for consistency with philosophy and goals of the Public Schools. Preference will be given to Proposer whose staff is trained in social-emotional learning programs.

Highly Advantageous	7+ offerings
Advantageous	4-5 offerings
Not Advantageous	1-3 offerings
Not Acceptable	Did not provide any information

9. Procedural Criteria: Safety protocols, policies regarding late pick-ups, fee structures, and approach to discipline will be reviewed.

Highly Advantageous	5+ policies
Advantageous	2-5 policies
Not Advantageous	1 policy
Not Acceptable	Did not provide any information

10. Program Content: Activities are developmentally appropriate for the age group. Range of activities and experiences offered respect and address individual differences and interests.

Highly Advantageous	25+ offerings
Advantageous	11-24 offerings
Not Advantageous	1-10 offerings
Not Acceptable	Did not provide any information

11. Projected Student to Staff Ratio

Highly Advantageous	5:1
Advantageous	6 -13:1
Not Advantageous	14+:1
Not Acceptable	Did not provide any information

12. Quality of Work: Previous child care programs will be reviewed and appropriate references contacted to determine the quality of work and level of performance provided.

Highly Advantageous	5+ references
Advantageous	2-5 references
Not Advantageous	1 reference
Not Acceptable	Did not provide any information

COST PROPOSAL

Proposal must include the following forms by the established deadline to be considered:

1. Certificate of Authority (Exhibit A).
2. Non-Collusion Form and Tax Compliance Form (Exhibit B and Exhibit C)
3. Tax Identification Number (Exhibit D)
4. Cost Proposal (3 pages)

Within the complete proposal envelope, a separate package containing the one original of the Cost Proposal (see EXHIBIT C form) must be labeled and submitted as follows:

Title: Cost Proposal for Extended School Day Services
From: Name and Address of Proposer

Each proposal will be embargoed upon opening until such time as the Georgetown Public Schools has completed the evaluation and selection process.

Section IV. Rule for Award

Following the separate evaluation of the Non-Price proposals, the Chief Procurement Officer shall determine which proposal are most advantageous. If needed, firm(s) or individual(s) will be invited to attend personal interviews based upon the information submitted. The interviews may be in person or through a virtual conference platform.

After interviews, cost proposals will be opened to award the contract accordingly. Proposals may be accepted by the School Department for up to twenty-one (21) days after the advertised date for receipt of proposals. The time for acceptance may be extended by mutual agreement of the School Department and the party submitting the successful proposal. The contract shall be subject to execution by the Georgetown School Committee or its authorized designee.

Section V. Other Related Topics

Interviews: The Awarding Authority may choose to schedule interviews with the Proposer as part of the determination of the Most Advantageous proposal. Any interviews will be scheduled in the sole discretion of the Awarding Authority.

Non-Binding: This is a Request for Proposal (RFP) and is not to be construed as an offer to enter into a contract.

Proposal Expenses: The Georgetown School Committee shall not incur or be responsible for any expenses incurred by any proposer or others as a result of the proposal process. All expenses will be the proposer's sole responsibility.

(Mandatory Submission – Non Cost Proposal)

EXHIBIT A: CERTIFICATE OF AUTHORITY

At a duly authorized meeting of the Board of Directors of the _____
(Name of Corporation)
held on _____ at which all the Directors were present or waived notice, it
(Date)

Was voted that _____
(Name) (Officer/Title)
of this company be and he hereby is authorized to execute contracts and bonds in the name and behalf of
said company, and affix its Corporate Seal thereto, and such execution of any contract of obligation in
this company’s name on its behalf of such

_____ under seal of the
(Name) (Officer/Title)
company, shall be valid and binding upon this company.

A TRUE COPY, ATTEST: _____
(Signature/Title)

Place of Business: _____

I hereby certify that I am the _____ of the _____
(Title) (Name of Corporation)

that _____ is duly elected _____
(Officer, Name) (Title)

of said company, and the above vote has not been amended or rescinded and remains in full force and
effect as of the date of this contract.

(Signature/Title)

(Typed Name/Title)

(Date)

Subscribed and sworn to before me:

(Corporate Seal) *If applicable, not
necessary for sole proprietorships
or partnerships.*

This _____ day of _____, 2025

(Notary Seal)
Notary Public

My Commission Expires: _____

(Mandatory Submission – Non Cost Proposal)

EXHIBIT D: TAX IDENTIFICATION NUMBER

Contractors are required to submit the following information in order to comply with the reporting requirements and implementing regulations of the Internal Revenue Service.

TAXPAYER IDENTIFICATION NUMBER (TIN)

- TIN: _____
- TIN has been applied for
- TIN is not required (state basis)

CORPORATE STATUS

- | | |
|---|---|
| <input type="checkbox"/> Corporation engaged in providing medical or health care services | <input type="checkbox"/> Other corporate entity |
| <input type="checkbox"/> Not a corporate entity | <input type="checkbox"/> Sole proprietorship |
| <input type="checkbox"/> Partnership | <input type="checkbox"/> Tax exempt |
| <input type="checkbox"/> Controlled by a common parent | <input type="checkbox"/> Common parent TIN |

The contractor shall certify the firm has the ability to add additional buses as necessary.

Name of Company

Name and Title of Individual with authorization to sign

Signature

Date: _____



Georgetown Public Schools
51 North Street, Georgetown, Massachusetts 01833

EXTENDED SCHOOL DAY SERVICES

To: The AWARDING AUTHORITY

Name of Proposer/Company

Signature of Corporate Officer

I hereby propose.

The undersigned proposes to offer information technology services to the Town of Georgetown according to the specifications dated March 17, 2025 for the Contract Price specified below, subject to additions and deductions according to the terms of the Contract Documents.

The undersigned Proposer has received Addenda numbered _____ and has included their provisions in his bid.

NON-COLLUSION CERTIFICATE: The undersigned certifies under penalties of perjury that this bid is in all respects bona fide, fair and made without collusion or fraud with any other person. As used in this paragraph the word “person” shall mean any natural person, joint venture, partnership, corporation, or any other business or legal entity.

In submitting this bid, I agree:

1. To hold my bid open for thirty days after the date of bid opening.
2. To accept the provisions of the Instructions to Proposers.
3. To enter into and accept a contract with the Georgetown School Committee in an approved form, to perform and furnish all services scheduled in the Contract Documents for the Contract Price indicated in this bid and in accordance with the other terms and conditions of the Contract Documents.

CONTRACT: The undersigned agrees that, if he is selected as the successful proposer he will, within thirty days (30), Saturdays, Sundays and legal holidays excepted after presentation thereof by the Awarding Authority and execute a contract in accordance with the terms and conditions of bid.

PAYMENTS TO THE GEORGETOWN PUBLIC SCHOOLS (GPS): The proposer agrees to pay the GPS, the amount listed below, payable in monthly installments for the use of two classrooms, access to the cafeteria and gym (custodial services included):

CONTRACT PRICE

Year 1: July 01, 2025 to June 30, 2026

Year One: School Year 2025 /2026					
	Minimum Rental Rate Per Hour	Rental Rate Per Hour (A)	Estimated Student Hours Per Day (B)	Estimated Program days (C)	Total Bid Price per space (A x B x C)
Classroom #1	8		5	180	
Classroom #2	8		5	180	
Cafeteria	15		3	180	
Gym	15		3	180	
Total Year One Bid Price					-
Summer Programming (same daily rate will be used for Vacation weeks and other days (billed as used))					
Classroom #1	8		11	20	
Classroom #2	8		11	20	
Cafeteria	15		11	20	
Gym	15		11	20	

Year 2: July 01, 2026 to June 30, 2027

Year Two School Year 2026 /2027					
	Minimum Rental Rate Per Hour	Rental Rate Per Hour (A)	Estimated Student Hours Per Day (B)	Estimated Program days (C)	Total Bid Price per space (A x B x C)
Classroom #1	9.5		5	180	
Classroom #2	9.5		5	180	
Cafeteria	16.5		3	180	
Gym	16.5		3	180	
Total Year Two Bid Price					\$
Summer Programming (same daily rate will be used for Vacation weeks and other days (billed as used))					
Classroom #1	9.5		11	20	
Classroom #2	9.5		11	20	
Cafeteria	16.5		11	20	
Gym	16.5		11	20	

Year 3: July 01, 2027 to June 30, 2028

Year Three School Year 2027 /2028					
	Minimum Rental Rate Per Hour	Rental Rate Per Hour (A)	Estimated Student Hours Per Day (B)	Estimated Program days (C)	Total Bid Price per space (A x B x C)
Classroom #1	11		5	180	
Classroom #2	11		5	180	
Cafeteria	18		3	180	
Gym	18		3	180	
Total Year Three Bid Price					\$
Summer Programming (same daily rate will be used for Vacation weeks and other days (billed as used))					
Classroom #1	11		11	20	
Classroom #2	11		11	20	
Cafeteria	18		11	20	
Gym	18		11	20	

Total Bid Price will be the total cost of Year One, Year Two and Year Three.
 Summer Programming is not included as it may vary depending on community needs.

TOTAL BID PRICE: _____

TOTAL BID PRICE: _____

 (in words)

PROPOSER INFORMATION

Name of Proposer: _____

Address: _____

Telephone: _____ Email: _____

Date: _____

SAMPLE AGREEMENT

THIS AGREEMENT made this ____ day of _____, 2025 by and between the Georgetown Public Schools, a municipal corporation duly organized under the laws of Massachusetts and having a usual place of business at 51 North Street, Georgetown, Massachusetts, hereinafter referred to as the "SCHOOL", and _____, [a corporation] having a usual place of business at _____, _____, Massachusetts, _____, hereinafter referred to as the "CONTRACTOR".

WITNESSETH

WHEREAS, the SCHOOLS invited the submission of proposals for the purchase and delivery of _____, hereinafter "the CONTRACTOR"; and

WHEREAS, the CONTRACTOR submitted a Proposal to provide a service, and the SCHOOLS have decided to award the contract therefore to the CONTRACTOR.

NOW, THEREFORE, the SCHOOLS and the CONTRACTOR agree as follows:

1. Contract Documents. The Contract Documents consist of this Agreement, the Invitation to Bid, Instructions to Proposers and the CONTRACTOR's Proposal. The Contract Documents constitute the entire Agreement between the parties concerning the work, and all are as fully a part of this Agreement as if attached hereto.

2. The Work. The Work consists of providing Extended Day Services to the School Department as described in the Scope of Services

3. Term of Contract. This Agreement shall be in effect from July 1, 2025 and shall expire on June 30, 2027, unless terminated earlier pursuant to the terms hereof. The contract may be extended by two additional years at the discretion of the SCHOOLS as proposed by the CONTRACTOR in the price proposal.

4. Compensation. The CONTRACTOR shall pay, as full compensation for rental of the spaced used in carrying out this agreement, in the amount of _____ for year 1.

5. Payment of Compensation. The Contractor shall submit payment to the SCHOOLS monthly reflective of the number of service days.

6. Liability of the SCHOOLS. The SCHOOLS' liability hereunder shall be to make all payments when they shall become due, and the SCHOOLS shall be under no further obligation or liability. Nothing in this Agreement shall be construed to render the SCHOOLS or any elected or appointed official or employee of the SCHOOLS, or their successors in office, personally liable for any obligation under this Agreement.

7. Independent Contractor. The CONTRACTOR acknowledges and agrees that it is acting as an independent CONTRACTOR for all work and services rendered pursuant to this Agreement, and shall not be considered an employee or agent of the SCHOOLS for any purpose.

8. Indemnification. The CONTRACTOR shall indemnify, defend, and hold the SCHOOLS harmless from and against any and all claims, demands, liabilities, actions, causes of actions, costs and expenses, including attorney's fees, arising out of the CONTRACTOR's breach of this Agreement or the negligence or misconduct of the CONTRACTOR, or the CONTRACTOR's agent or employees.

9. Insurance.

- a) The CONTRACTOR shall obtain and maintain during the term of this Agreement the insurance coverage in companies licensed to do business in the Commonwealth of Massachusetts and acceptable to the SCHOOLS.
- b) All policies shall indemnify the SCHOOLS as an additional insured (except Worker's Compensation) and shall provide that the SCHOOLS shall receive written notification at least 30 days prior to the effective date of any amendment or cancellation. Certificates evidencing all such coverage shall be provided to the SCHOOLS upon the execution of this Agreement. Each such certificate shall specifically refer to this Agreement and shall state that such insurance is as required by this Agreement. Failure to provide or to continue in force such insurance shall be deemed a material breach of this Agreement and shall be grounds for immediate termination.

10. Assignment. The CONTRACTOR shall not assign, sublet or otherwise transfer this Agreement, in whole or in part, without the prior written consent of the SCHOOLS, and shall not assign any of the moneys payable under this Agreement, except by and with the written consent of the SCHOOLS.

11. Termination. The Awarding Authority may suspend or terminate this Agreement by providing the Contractor with ten (10) days written notice for any of the following reasons:

1. Failure of the Contractor, for any reason, to fulfill in a timely and proper manner its obligations under this Agreement.
2. Violation of any of the material provisions of this Agreement by the Contractor.
3. A determination by the Awarding Authority that the Contractor has engaged in fraud, waste, mismanagement, misuse of funds, or criminal activity with any funds provided by this Agreement.

In addition, the Awarding Authority may terminate this agreement without cause upon thirty (30) days written notice to the Contractor.

If the Contractor fails to make payment to the Awarding Authority of sums due and owing as provided in Section 5, then after thirty (30) days written notice to the Awarding Authority, provided the Awarding Authority has not cured such non-performance within such thirty (30) day period, the Contractor may terminate this Agreement.

In the event of such termination, the Contractor shall be compensated for all services properly rendered prior to the date of termination.

12. Inspection and Reports. The SCHOOLS shall have the right at any time to inspect the work of the CONTRACTOR, including the right to enter upon any property owned or occupied by the CONTRACTOR, whether situated within or beyond the limits of the SCHOOLS. Whenever requested, CONTRACTOR shall immediately furnish to the SCHOOLS full and complete written reports of his operation under this Contract in such detail and with such information as the SCHOOLS may request.

13. Successor and Assigns. This Agreement is binding upon the parties hereto, their successors, assigns and legal representatives. Neither the SCHOOLS nor the CONTRACTOR shall assign or transfer any interest in the Agreement without the written consent of the other.

14. Compliance with Laws. The CONTRACTOR shall comply with all Federal, State and local laws, rules, regulations and orders applicable to the work provided pursuant to this Agreement, such provisions being

incorporated herein by reference, and shall be responsible for obtaining all necessary licenses, permits, and approvals required for the performance of such work.

15. Notice. Any and all notices, or other communications required or permitted under this Agreement, shall be in writing and delivered by hand or mailed postage prepaid, return receipt requested, by registered or certified mail or by other reputable delivery service, to the parties at the addresses set forth on Page 1 or furnished from time to time in writing hereafter by one party to the other party. Any such notice or correspondence shall be deemed given when so delivered by hand, if so mailed, when deposited with the U. S. Postal Service or, if sent by private overnight or other delivery service, when deposited with such delivery service.

16. Severability. If any term or condition of this Agreement or any application thereof shall to any extent be held invalid, illegal or unenforceable by the court of competent jurisdiction, the validity, legality, and enforceability of the remaining terms and conditions of this Agreement shall not be deemed affected thereby unless one or both parties would be substantially or materially prejudiced.

17. Governing Law. This Agreement shall be governed by, construed and enforced in accordance with the laws of the Commonwealth of Massachusetts and the CONTRACTOR submits to the jurisdiction of any of its appropriate courts for the adjudication of disputes arising out of this Agreement.

18. Entire Agreement. This Agreement, including all documents incorporated herein by reference, constitutes the entire integrated agreement between the parties with respect to the matters described. This Agreement supersedes all prior agreements, negotiations and representations, either written or oral, and it shall not be modified or amended except by a written document executed by the parties hereto.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and year first above written.

CONTRACTOR:

AWARDING AUTHORITY

GEORGETOWN SCHOOL COMMITTEE:

By its School Committee:

