

CITY of **BOSTON**

# REQUEST FOR PROPOSALS:

## 5th Quarter Summer Programming



Boston Public Schools  
Superintendent Mary Skipper  
EV00012484

### PROJECT SUMMARY:

- Operate a summer enrichment program for about 7,000 Boston youth at 130 sites across the city.
- Coordinate the efforts of implementing partners to ensure quality service delivery.
- Serve as the fiscal agent for this program.

### RFP SCHEDULE:

EVENT	DATE
RFP Issue Date	<b>May 15, 2023 12:00 PM</b>
Pre-Proposal Q&A Conference Location   Google Meet link	<b>May 19, 2023 4:30 PM – 5:15PM</b> <a href="#">Zoom Link</a>
Proposal Due Date	<b>May 31, 2023 12:00PM</b>

### RFP CONTACT INFORMATION:

**Denise Snyder** | [dsnyder@bostonpublicschools.org](mailto:dsnyder@bostonpublicschools.org)

All emailed questions should include **RFP EV00012484** in the subject.

You can access this RFP and related documents at  
[boston.gov/procurement/EV000012484](https://boston.gov/procurement/EV000012484)

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## I. INTRODUCTION

### 1.1 WHAT WE ARE LOOKING FOR

Boston Public Schools (BPS) is looking for a vendor to help coordinate and administer our innovative and established summer enrichment initiative known as the "5th Quarter" program. The initiative aims to provide holistic educational experiences, combining academic reinforcement with extracurricular activities and skill-building, using the city's resources as a classroom.

This model has proven effective in engaging students, improving performance in Math, English language arts, and social-emotional skills. We aim to build on the past success of the program while addressing the learning gaps exacerbated by the pandemic, particularly for high-need students.

This RFP is open to any vendor who would like to respond, and the City encourages participation from small, local, minority-owned, women-owned, and veteran-owned businesses. To support equality of opportunity for these businesses, we also encourage respondents to solicit for the subcontracting of goods and services from certified businesses. The City's directory of certified businesses is available at [boston.gov/certified-business-directory](https://boston.gov/certified-business-directory)

The term of this contract will be for 1 year, however the primary work of the program is to run from on or about June 1, 2023 to October 31, 2023.

### 1.2 RFP CONTACT

With the release of this RFP, all communications must be directed in writing via email to the contact person below. No other City employee, consultant, or contractor is empowered to speak for the City with respect to this RFP. Any oral communication is considered unofficial and non-binding to the City.

After the proposal deadline, Vendors should not contact the RFP Coordinator or any other City official or employee, except to respond to a request by the RFP Coordinator.

The RFP contact is: Denise Snyder  
 Chief for Family Advancement  
 6176359660  
 dsnyder@bostonpublicschools.org

The Website for this RFP and related documents is the City of Boston Supplier Portal which you can access via [boston.gov/procurement](https://boston.gov/procurement). All project correspondence will be posted on the Supplier Portal website. It is the responsibility of Vendors to check regularly for updates and any RFP addenda.

### 1.3 TIMELINE

The table below shows the preliminary RFP Schedule. Dates are subject to change. Any changes will be posted in an addendum that can be found on the RFP website.

	DATE
RFP released	May 15, 2023 12:00 PM
Q&A Conference Call Zoom Link <a href="https://k12-bostonpublicschools.zoom.us/j/82743485509">https://k12-bostonpublicschools.zoom.us/j/82743485509</a>	May 19, 2023 4:30 PM - 5:15 PM <a href="#">LINK</a>
Deadline to submit questions regarding the RFP  Via email to <a href="mailto:dsnyder@bostonpublicschools.org">dsnyder@bostonpublicschools.org</a>	May 22, 2023
Consolidated Q&A posted by the City	May 24, 2023
<b>Deadline for proposals</b>  <i>Submitted via the City's Supplier Portal or via hard copy; proposals must be <b>received</b> prior to the deadline and can't be submitted via email</i>	May 31, 2023 12:00 PM

*All times are in Eastern Time*

\*Please note that all proposals will be public record. **Do not submit confidential information in your Proposal.**

## II. SCOPE OF WORK

Our primary goals for the program are to:

1. Engage thousands of students in a comprehensive summer learning experience that seamlessly integrates academics with critical skill-building activities, with a special focus on supporting high-need students.
2. Provide efficient and effective program management, including partner training and oversight, and student recruitment, in collaboration with selected Community-Based Organizations (CBOs) and schools.
3. Use data-driven strategies to ensure effective and diverse summer programs that can reach a significant number of students.
4. Measure the impact of programming on participating students.

To do this we expect the selected vendor to:

1. Manage a summer enrichment program based on the 5th Quarter model for the summer of 2023.
  - a. Materials and resources:
    - i. You will need a technology system to effectively manage the contact, management, and oversight of the implementing partners.
    - ii. For this year's program, these implementing partners have already been selected. A list of these partners will be attached to the bid event.
  - b. Services:
    - i. Quality control and program oversight for the implementing partners.
    - ii. Regular communication with BPS staff and partners about operations and performance.
2. Act as the fiscal agent to administer the program, subcontracting with about 67 selected CBOs and 63 schools for the effective implementation of the program.
  - a. Materials and resources:
    - i. You will need to provide working capital for some of the smaller organizations, which necessitates robust financial resources, sophistication, and agility to maintain uninterrupted service

- delivery. For context, the total cost of this program in 2022 was approximately \$4M.
- ii. You will need to have a billing and financial management system, either technological or process to support this invoicing.
  - b. Services:
    - i. Collect and aggregate invoices and descriptions of the work from the implementing partners.
    - ii. Invoice the city for the work of the implementing partners as work is completed.
3. Work with the BPS Office of Family and Community Engagement and implementing partners to drive student recruitment and enrollment.
- a. Materials and Resources: You will need to be proficient in the SchoolMint platform.
  - b. Services:
    - i. Review and report on recruitment
    - ii. Train implementing partners on the use of SchoolMint
    - iii. If other processes or tools are used by implementing partners, for collecting recruitment data, work with them to prepare for and and import recruitment data into SchoolMint
4. Provide ongoing support for the selected programs, including training, professional development workshops, and on-call support.
- a. Materials and Resources:
    - i. Training materials, program guides, and a structured feedback process.
    - ii. Either a technology or organizational system for managing these trainings and providing feedback
  - b. Services:
    - i. Coordinate and schedule training sessions, ensuring that all implementing partners have access to the required training resources.
    - ii. Evaluate the effectiveness of the training sessions through surveys and feedback from the implementing partners, and provide timely and responsive support to address any needs or concerns that may arise during the program implementation
5. Implement measurement and improvement services, including technical assistance, data transfer, measurement calls, webinars, student enrollment, attendance tracking, and outcomes analysis.

- a. Materials and Resources:
  - i. You will require a modern, user-friendly communication platform or process that facilitates effective and efficient communication among all stakeholders.
  - ii. A robust data management and analysis system capable of collecting, analyzing, and reporting program outcome data. This should include tools for tracking, analyzing, and interpreting the following data to provide actionable insights for continuous program improvement:
    - 1. Student enrollment
    - 2. Attendance
    - 3. academic and social emotional performance metrics
    - 4. Participant satisfaction.
- b. Services:
  - i. Collect, analyze, and report on program outcomes, using the data management and analysis system mentioned above. Provide regular reports to BPS, including insights and recommendations for program improvement based on the collected data.
  - ii. Facilitate communication between all stakeholders (BPS, implementing partners, and the community) to ensure transparency and promote engagement in the program's continuous improvement process.

### III. TECHNICAL PROPOSAL FORMAT

The “technical proposal” is every element of your response to this RFP, except for anything having to do with price. (The price proposal covers that section.)

For the technical proposal, we are looking for you to do six things: (3.1) provide an introduction; (3.2) propose your approach for this project; (3.3) share your background and qualifications; (3.4) describe your team; (3.5) provide three references; and (3.6) sign our standard contract forms.

#### 3.1 INTRODUCTION AND EXECUTIVE SUMMARY

**On the cover or first page of your proposal, please provide contact information,** including name, title, address, email and phone number.

Please provide a brief introduction highlighting why you would be a good partner for the City on this project. Please include a concise history of your organization, any work you’ve performed that will demonstrate your ability to deliver on this project. This should be no more than 2 pages.

If you or any of your proposed subcontractors are a small, local, minority-owned, women-owned, and/or veteran-owned business, let us know.

#### 3.2 RESPONSE TO SCOPE OF WORK

This section is where you tell us how your proposal meets and/or exceeds our needs. Then, please describe how you would deliver the solution outlined in the Section 2 “Scope of Work.” This section is a critical component of the proposal and should include a detailed description of your work plan and project organization.

Please be concise but detailed. Feel free to use anything (e.g. graphics, links to your work, etc.) that helps you make your case.

#### 3.3 VENDOR BACKGROUND AND COMPANY QUALIFICATIONS



Describe your organization's history, structure, strategy, and work. Focus on your ability to be a good partner on this project. The City reserves the right to request a copy of your firm's audited financial statements, including a detailed balance sheet and profit and loss statement for three years, or Dun & Bradstreet reports or similar financial reports, in order to evaluate the financial strength of your company.

Include documentation of your insurance coverage. The City's recommended levels of insurance are listed in Section 9; if you have a different level of coverage, please explain why that is sufficient to manage the risk of this project.

Please note: If you have had a contract terminated for default during the past five (5) years, or have been involved in litigation regarding a contract, this fact should be disclosed along with your position on the matter(s). If you have experienced no such terminations for default in the past five (5) years and have not been involved in contract litigation, then you should indicate as such.

### 3.4 STAFFING AND KEY STAFF QUALIFICATIONS

Describe the team that would work on this project. Include a list of key team members. Make the case for why they will be great partners on this project. Note if any staff will be located in or near Boston and their general availability to the City staff on this project.

Please provide bios, resumes or whatever you think best highlights the strength of the team that would be working on this project. Let us know how the team would be structured; if your team includes multiple firms, please let us know how long you have worked together. For legal purposes, we will need you to designate one firm as the prime contractor and all others as subcontractors (see Section 7 for more information).

### 3.5 REFERENCES AND ADDITIONAL INFORMATION

Please provide three (3) references, including their contact information and details on your history with them. Customer references should be preferably similar in size, scope and complexity to the City of Boston. Note that incorrect contact information will be considered as a negative reference.

### 3.6 STANDARD CONTRACT AND FORMS

You must submit a signed copy of all forms identified in Section 8.

## IV. PRICING PROPOSAL

List all costs associated with your proposed deliverable, using the template below. If your proposal includes other costs that don't fit in this template, please attach supplemental information describing those costs, the basis for your pricing, and any assumptions you made in filling out the template.

Please include a projected budget for operating expenses for your administrative operations, as well as the budget for program to be implemented through implementing partners.

Understanding the level of effort and cost for each deliverable will help us better understand the structure of the proposed work.

Please note:

- All prices are inclusive of travel. No additional charges, including travel lodging, subsistence, miscellaneous (ad-hoc) expenses and other expenses, will be allowed.
- Any taxes due will be assumed to be included in your price of services. The City is exempt from federal excise taxes (Federal Exemption No. A-108-328) and from Massachusetts sales and use taxes (Certificate No. E-046-001-380). Exemption certificates will be provided, if requested, following award.
- The total cost that is quoted in this Proposal will be considered a best and final offer.
- You will bear the onus of any errors made in pricing the services (e.g., omitting a component of the services).
- The Price Proposal MUST be submitted separately from the remainder of the proposal. No price information may be included in the Technical Proposal.
- If applicable, as determined by the Massachusetts Department of Labor Standards, the Contractor shall comply with the Massachusetts Prevailing Wage Law (M.G.L. c. 149, s.26, -27H) for public works projects, which establishes minimum wage rates for workers on such projects.

Please enter the **total price for year one** in the price line if submitted electronically through the Supplier Portal. More detailed instructions are available in Section 5 and at [boston.gov/departments/procurement/how-use-supplier-portal](https://boston.gov/departments/procurement/how-use-supplier-portal).

If it will help, you may use the following simplified budget. For “estimated units” please use a projection of the number of hours you estimate internal staff will spend on this project.

ITEM	ESTIMATED HOURS	UNIT PRICE	TOTAL PRICE
Administrative charges (to cover internal operating costs)			
Budget for implementing partners			
TOTAL PRICE - YEAR 1			

\*These numbers are estimates only and the actual quantities may be more or less.

## V. SUBMISSION INSTRUCTIONS

This section provides an overview of the process for submitting your proposal:

- A checklist is provided to make sure that your proposal is complete
- Directions are included for submitting your proposal online or via hard copy

Vendors are strongly advised to read this section in its entirety and complete the checklist to avoid disqualification. **Please note that the City will NOT be able to consider proposals that are submitted late or that do not follow these guidelines.**

5.1 CHECKLIST FOR SUBMITTING PROPOSAL <i>(for your use only; you do not need to submit this checklist)</i>	RFP SECTION	COMPLETE (✓)
A. REQUIRED ITEMS FOR TECHNICAL PROPOSAL		
Introduction and Executive Summary	3.1	
Response to Scope of Work	3.2	
Vendor Background & Company Qualification <i>including insurance documentation (see Section 9 for details)</i>	3.3	
Staffing Plan and Key Staff Qualifications	3.4	
References and Additional Information	3.5	
B. REQUIRED FORMS		
Form CM06 – Certificate of Authority	8.2	
Form CM-09 – Contractor Certification	8.3	
Form CM15A – CORI Compliance	8.7	
Form CM15B – CORI Standards	8.7	
Form LW2 – Living Wage Agreement	8.9	
Form LW8 – Living Wage Affidavit	8.10	
Form CM-16 – Wage Theft	8.11	
C. PRICE PROPOSAL COST FORM	4	
D. FINAL REVIEW	YES	NO
1. Did you submit the proposal before the deadline?		
2. Did you submit separate, sealed technical and price proposals, with <b>no</b> price information in the technical proposal?		
4. Did you review the Contract Terms and Conditions?		
5. Did you complete and submit all required forms?		

### 5.2 SUBMITTING PROPOSAL VIA BOSTON'S SUPPLIER PORTAL

The Supplier Portal provides vendors the ability to submit a proposal electronically, and is accessible from [boston.gov/procurement](http://boston.gov/procurement) at the Supplier Portal link.

You'll need to register with us in order to submit your proposal electronically; doing so will also allow you to receive email updates regarding this RFP and other opportunities. Please visit <https://www.boston.gov/departments/procurement/how-use-supplier-portal> for step-by-step instructions to register.

Upon logging in under your account, look for event EV00012484 "5th Quarter Student Summer Programming." When responding, you will see specific places to upload your non-price Technical Proposal and other required forms. The Price Proposal must be submitted separately from the Technical Proposal according to statute. This is critically important. The evaluation team will complete its evaluation of the Technical Proposals prior to reviewing the Price Proposals.

Attachments containing price information, including the Price Proposal, should only be attached to the price line and not in the Event Header attachments section. By uploading your file to the price line, the information will remain sealed and separated from the technical proposals until that evaluation has been performed.

Submitting your proposal via the Supplier Portal can streamline the entire process, but please allow extra time to become familiar with the system. **Upload any applicable documents into the Supplier Portal and SUBMIT your submissions well before the deadline so that you have enough time to make a physical paper submission if you have any issues with the City's Supplier Portal.** We recommend submitting your proposal at least 24 hours prior to the deadline.

Please note that Supplier Portal file uploads are limited to a 59 character file name length.

### 5.3 SUBMITTING VIA MAIL/ DELIVERY

Hard copies of the Technical and Price Proposals may be submitted by mail, delivery service, or in person. Vendors submitting a hard copy must submit a complete Technical Proposal in a sealed envelope along with one (1) digital copy (thumb drive), and a Price Proposal in a separate sealed envelope along with one (1) digital copy (thumb drive).

The envelopes should be clearly marked as follows:

5th Quarter Summer Programming RFP

RFP Number: RFP EV00012484

TECHNICAL PROPOSAL

Submitted by: [Name of Vendor]

[Date Submitted]

5th Quarter Summer Programming RFP

RFP Number: RFP EV00012484

PRICE PROPOSAL

Submitted by: [Name of Vendor]

[Date Submitted]

and delivered or mailed to:

Nathaniel Carrington, M.C.P.P.O (Nate)  
Assistant Business Manager  
Business Services | Finance Department  
Boston Public Schools  
E: [ncarrington@bostonpublicschools.org](mailto:ncarrington@bostonpublicschools.org)  
2300 Washington Street  
Roxbury, MA 02119  
P:617-635-82079

## VI. HOW WE CHOOSE

### 6.1 MINIMUM EVALUATION CRITERIA

All Proposals received by the City will first be reviewed to determine whether the Proposal meets all minimum criteria identified in the RFP.

#### 6.1.1 Experience

Proposers must have experience running programs similar in size. In your technical proposal, you must show how you have at least 5 years of experience running extracurricular programming in an urban environment. This experience must have been with more than 80 sites serving at least 3,000 students during each year.

#### 6.1.2 Financial resourcing

Serving as the fiscal agent for such a large program will require significant working capital to ensure that our smaller implementing partners can make payroll and pay staff. BPS and the City of Boston only pay upon receipt of services. The chosen vendor will be responsible for distributing operating funds to the implementing partners, which, upon receipt of their services, can be invoiced to BPS and paid. As part of your technical proposal, you must describe how you were able to perform the financial component of the experience described in 6.1.1

Additional minimum criteria are found in the Checklist for Submitting Proposal (Section 5.1).

For a proposal to meet all minimum criteria, a Vendor must unconditionally be able to check each item as ‘Completed’ for Sections A and B and ‘Yes’ for each item in Section D. Minimum evaluation criteria reflect those standards or attributes that the City considers essential to the performance of the contract. A Vendor that does not meet the minimum criteria will be rated “unacceptable”.

### 6.2 COMPARATIVE EVALUATION CRITERIA

Proposals that have met all minimum evaluation criteria will be evaluated according to the comparative evaluation criteria that follow in this section. After reviewing,



the evaluation team will prepare written evaluations for each proposal. The evaluators will assign a rating of “highly advantageous”, “advantageous”, or “not advantageous” to each criterion. The team will use the comparative evaluation criteria to assist in their evaluation of each Vendor’s overall qualifications.

The City reserves the right to invite Vendors for an interview/demonstration either by phone or in person. The City may choose to conduct reference checks and include information obtained from the interview/demonstration and reference checks in the evaluation.

NOTE: Vendors should not count on interviews/demonstrations and reference checks as an opportunity to provide additional information not contained in the proposal. All information that Vendors wish the selection team to consider during the evaluation process should be included in the originally submitted Proposal.

Price proposals will be evaluated separately from the technical proposals. The evaluation team will not see the price proposals until after the technical evaluations are complete.

The City will then identify the proposal that’s the most advantageous overall from the pool of responsible and responsive vendors, taking into consideration both price and the comparative evaluation criteria.

### **Proposal Quality**

*Highly Advantageous:* The proposal is well-written in clear, concise language. Materials are organized and easy to navigate. As a whole, the proposal provides a complete response to this RFP and provides multiple relevant examples of past successes implementing similar solutions.

*Advantageous:* The proposal is clear and well-organized. It provides a complete response to this RFP and includes examples of past successes.

*Not Advantageous:* The proposal does not address all aspects of the RFP. It is poorly written and/or difficult to read. It does not provide adequate information to evaluate the vendor’s ability to successfully meet the City’s goals.

### **Response to Scope of Work**

*Highly advantageous:* The organization has five or more years of experience in recruiting, training and managing upwards of 80 partner programs to deliver high quality summer programs for thousands of students, from Kindergarten through high school, that support academic gains through experiential and enrichment programming. The organization has expertise with School Mint enrollment software for programs of this size, and has demonstrated ability to provide evaluation data on academic and social emotional outcomes as well as overall satisfaction by students, families and providers.

*Advantageous:* The organization has three or more years of experience in recruiting, training and managing upwards of 50 partner programs to deliver high quality summer programs for thousands of students, from Kindergarten through high school, that support academic gains through experiential and enrichment programming. The organization has familiarity with enrollment software for programs of this size, and has demonstrated ability to conduct evaluation and provide data on academic and social emotional outcomes as well as overall satisfaction by students, families and providers.

*Not advantageous:* The organization does not have the required experience or demonstrated ability to conduct necessary evaluation of the initiative.

### **Organization Profile & Past Projects**

*Highly Advantageous:* The team includes members with extensive backgrounds in implementing these types of programs. Three (3) references from similar projects consistently rate services and results as “excellent”. The examples of past work you provide are highly relevant to this project and highlight your firm’s competency in handling similarly complex data and your collaborative process. The examples are also highly relevant to this project, exhibiting successful implementations of the same or similar programs with comparable municipalities or local governments, and a proven track record of providing effective ongoing support, from recruitment through evaluation and debriefing. These examples highlight your firm’s competency in providing clients with oversight and implementation of high quality summer programming such as the one described in the Section 2 Scope of Work.

*Advantageous:* The team includes members with backgrounds in managing partner relationships and implementing high quality student programming. One or two references from similar projects rate services and results as “excellent”. The examples of past work you provide are somewhat relevant to this project and demonstrate your firm’s experience in handling similar partnerships, programming and similarly complex data and your collaborative process.

*Not Advantageous:* The team does not include members with experience implementing these types of programming No references from similar projects rate services, results, and collaborative process as “excellent”. The examples of past work you provide are not relevant to this project and do not demonstrate sufficient experience handling similarly complex data through a collaborative process.

## VII. TERMS AND CONDITIONS

### 7.1 CANCELLATION, REJECTION, AND WAIVER

The City is under no obligation to proceed with this RFP and may cancel the RFP at any time with or without the substitution of another. The City reserves the right to reject in whole or in part any or all Proposals, when the City determines that rejection serves the best interests of the City. The City may waive minor informalities in the Proposal or allow the Vendor to correct them.

### 7.2 WITHDRAWAL OR MODIFICATION OF PROPOSAL

The City may allow a Vendor representative bearing proper authorization and identification to sign for, receive and withdraw the Vendor's unopened Proposal prior to the submission deadline. A Vendor that seeks to correct or modify its Proposal may do so by withdrawing the initial submission and then submitting a modified Proposal prior to the submission deadline.

### 7.3 PROPOSAL VALIDITY PERIOD

By submitting a Proposal the Vendor agrees that its Proposal is valid for one hundred eighty (180) days following the submission deadline unless extended by mutual agreement.

### 7.4 PROPOSAL COSTS

Any and all costs incurred by a Vendor in preparing a Proposal and throughout the RFP process are ineligible for reimbursement by the City.

### 7.5 TAXES

The City is a tax-exempt organization. However, should any part of the Contract be subject to taxes, unless otherwise specified in this RFP, the Vendor shall include and be responsible for paying all taxes that are applicable.

### 7.6 SUBCONTRACTORS

The City will contract with one Contractor who will be solely responsible for contractual performance and who shall be the sole point of contact for the City with regard to Contract matters. In the event the Contractor utilizes one or more Subcontractors, the Contractor will assume all responsibility for performance of services by the Subcontractor(s).

The City must be named as a third party beneficiary in all subcontracts. A list of all

Subcontractors proposed to take part in the performance of the Contract shall be provided to the City for approval prior to Contract execution.

#### 7.7 USE OF CITY NAME

The Contractor and any Subcontractor(s) agree not to use the City of Boston name or seal, or that of any other City Agency or Department in advertising, trade literature, or press releases without the prior approval of the City.

#### 7.8 AWARD AND CONTRACT

If a Contract is awarded, the Contract will be awarded to that responsive and responsible Vendor whose Proposal is deemed most advantageous to the City taking into consideration the evaluation criteria and Proposal Pricing. The City will contract with the selected Vendor that best meets the City's needs and may not necessarily make an award to the lowest price bidder.

An award letter or award notification is not a communication of acceptance of a Vendor's proposal. No final award has been made until final execution of a Contract by the Vendor and the City of Boston (by its Awarding Authority/Official and the City Auditor), and the approval of the final Contract by the Mayor of Boston, as well as Contractor receipt of a City issued Purchase Order. Until such time, the City may reject any or all proposals or elect not to proceed with this RFP. The Vendor shall not furnish any services, equipment, materials or labor unless a fully executed and approved Contract and Purchase Order is received from the City, and funds are appropriated for the Contract.

#### 7.9 CONTRACT

In addition to the City of Boston's Standard Contract, Forms CM-10 and CM-11, and any applicable supplemental terms and conditions that are part of this RFP, the Contract will include, without limitation, City required forms and certifications, including the City's CORI Compliance Certification, Living Wage form, Wage Theft Form, Contractor Certification, and Certificate of Authority. These forms are attached hereto and/or are available upon request. The submitted Proposal, along with the RFP, will also be part of the Contract between the City and the Contractor.

The Contract is subject to the availability and appropriation of funds and may be canceled by the City without penalty in any year in which an appropriation is not made.

#### 7.10 TERM OF CONTRACT

The term of the contract will be for one year.

#### 7.11 PUBLIC RECORDS

Proposals shall be confidential until the completion of the evaluations, or until the time for acceptance specified in the RFP, whichever is earlier. Thereafter, proposals will be public record. Do not submit confidential information in your Proposal.

## VIII. STANDARD CONTRACT AND FORMS

### 8.1 OVERVIEW

You must submit a signed copy of the forms indicated below. Additionally, please review the Terms and Conditions in the CM11 and the associated supplement; they will be incorporated at contract award without revision.

### **8.2 FORM CM06 – CERTIFICATE OF AUTHORITY: SIGNED COPY REQUIRED FOR CORPORATIONS**

### **8.3 FORM CM09 – CONTRACTOR CERTIFICATION: SIGNED COPY REQUIRED**

### 8.4 FORM CM10 – STANDARD CONTRACT DOCUMENT

### 8.5 FORM CM11 – STANDARD CONTRACT GENERAL CONDITIONS

### 8.6 SUPPLEMENTAL INFORMATION TECHNOLOGY TERMS AND CONDITIONS TO FORM CM11

### **8.7 CM FORMS 15A/B – CORI COMPLIANCE, STANDARDS: SIGNED COPY REQUIRED**

### 8.8 FORM LW1 – REQUIREMENTS OF THE BOSTON JOBS AND LIVING WAGE ORDINANCE

### **8.9 FORM LW2 – LIVING WAGE AGREEMENT: SIGNED COPY REQUIRED**

### **8.10 FORM LW8 – VENDORS LIVING WAGE AFFIDAVIT: SIGNED COPY REQUIRED**

### **8.11 FORM CM16 – WAGE THEFT: SIGNED COPY REQUIRED**

## IX. INSURANCE RECOMMENDATIONS

The City recommends the following levels of insurance; **if you have a different level of coverage, please explain why that is sufficient for the work required under this RFP.**

The Contractor shall purchase and maintain during the term of the Contract all insurance required by the Commonwealth of Massachusetts and as required in this section, and will assure that subcontractors carry similar and appropriate coverage. These requirements shall not be construed to limit the liability of the Contractor or its insurer

Insurance will be issued by insurance companies licensed to write insurance in their domicile state and the Commonwealth of Massachusetts, and will have a current Best's rating of A- VII or above. Insurance Certificates on Acord Form 25 evidencing all requirements listed below shall be delivered to the Official by the selected vendor prior to the execution of any contract. Additionally, renewal certificates must be delivered within 30 days prior to the expiration of the preceding policy.

### **Insurance Recommendations:**

**9.1 Workers' Compensation** insurance as required from under General Laws c.152 (the Workers' Compensation Law) and including employer's liability limits of one million (\$1,000,000) per accident and per employee, including disease.

**9.2 Commercial General Liability** with coverage no less than ISO CGL Form, CG00 01 0413, for one million (\$1,000,000) per occurrence and two million (\$2,000,000) annual aggregate limit per location or project basis.

**9.3 Automobile Liability** (Any Auto/Hired/Owned/Non-owned) for one million (\$1,000,000) combined single limit per accident.

**9.4 Umbrella Liability excess of Commercial General Liability, Employer's Liability and Auto Liability** for one million (\$1,000,000) each occurrence. In lieu of umbrella liability, required limits may be achieved by purchasing higher limits on individual policies.



**9.4 Professional Liability** for one million (\$1,000,000) per claim and one million (\$1,000,000) in the aggregate with coverage continuing for one year after completion or termination of the agreement.

**9.5 Technology Errors & Omissions / Cyber Liability / Security & Privacy:** for one million (\$1,000,000) per claim and one million (\$1,000,000) in the aggregate with coverage continuing for one year after completion or termination of the Agreement. Policy must specifically include: a) computer or network systems attacks, b) denial or loss of service, c) introduction, implantation or spread of malicious software code, d) unauthorized Access and Use of computer systems, e) privacy liability, and f) breach response coverage equaling at least 50% of liability limit.

**9.5 Third Party Crime / Employee Dishonesty:** for \$1 million per claim and \$1 million in the aggregate. Coverage required if vendor will have access to personal or municipal financial information and/or records maintained by City

**9.6 General Conditions:**

- City of Boston will be named as Additional Insured on all policies except, Workers' Compensation and Employer's Liability.
- Above insurance shall be primary and noncontributory over any such insurance available to the City of Boston, its officials, employees and volunteers.
- Waiver of Subrogation will be included as respects all coverages listed above in favor of the City of Boston. The Workers' Compensation Policy must be specifically endorsed and noted as such in the required certificate.
- All policies will be endorsed to provide thirty days written notice to the certificate holder, the City of Boston, in the event of cancellation, non-renewal or material changes in coverage. Such endorsements must be attached to the Certificate.