

County of Henry

P.O. BOX 7
COLLINSVILLE, VIRGINIA 24078-0007
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MEMBER OF
VAGP
NIGP

PURCHASING DEPARTMENT

**OCTOBER 19, 2015
REQUEST FOR PROPOSAL
RFP # 15-10303-A164
HENRY COUNTY PURCHASING DEPARTMENT**

The Henry County Public Schools solicits firms to submit proposals for “World Language Textbooks.” The **original** and **three (3)** submittals (**FOR A TOTAL OF FOUR (4) PROPOSALS**), marked “World Language Textbooks” RFP #15-10303-A164 will be received in a sealed envelope not later than **3:00 p.m., Local Prevailing Time, October 30, 2015, in the:**

**Purchasing Department, Room 210
Attn: Carole Jones, Chief Purchasing Agent
Henry County Administration Building
P.O. Box 7 (Postal Service)
3300 Kings Mountain Road (UPS or FedEx)
Collinsville, VA 24078-0007**

Facsimile and/or electronic proposals will not be accepted. Proposals received after the announced time and date of receipt, by mail or otherwise, will be returned unopened. Nothing herein is intended to exclude any responsible firm or in any way restrain or restrict competition.

On the contrary, all responsible firms, local, faith-based, minority-owned and female-owned are encouraged to submit a proposal.

The County/PSA reserves the right to reject any or all of the proposals, to waive informalities and to award in part or in whole any or all proposals. Any proposal submitted **MUST** be signed by an individual authorized to bind the offeror.

RFP #15-10303-A164

Enclosed is a ***“Proposal Requirements and Non-Collusion Statement”*** that must be signed and returned with the proposal or proposal may be rejected.

If you desire not to quote on this proposal, please forward your acknowledgement of NO PROPOSAL SUBMITTED to the above address. Otherwise, your name shall be removed from our bidders list after three (3) non-responses.

Contract Period

A notice of award will be signed and publicly posted once this RFP has been approved. The date on the notice of award will be when the RFP becomes effective (not date of service). Initial contract shall be for 1-year beginning July 1, 2016 and ending June 30, 2017. However, the Henry County Schools reserves the right to negotiate each year with awarded vendor for four (4) additional 1-year terms starting each year on July 1. In addition this contract could last until June 30, 2021. Under the VA Procurement Act, the County/PSA reserves the right to negotiate extending this contract for not more than one (1) additional year after original contract terms.

The above terms shall override any other written terms in this RFP and/or verbal comments made during negotiations, unless authorized by Chief Purchasing Agent.

Piggy Back Clause

This contract shall be available for piggy backing for any other state and local agency or government agency.

Illegal Aliens

Vendor promises they will not hire illegal aliens. By signing this proposal document the vendor confirms this promise.

Contact for this RFP:

Please contact Janet Lewis at jlewis@henry.k12.va.us for any questions pertaining to this RFP.

SPECIAL TERMS AND CONDITIONS

During the performance of any contract awarded pursuant to this RFP, the contractor agrees as follows:

- A. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, or national origin, or handicaps, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the operation of the contractor. The Contractor agrees to post in conspicuous places, available to provisions of this nondiscrimination clause.
- B. The Contractor, in all solicitations or advertisements for employees placed on behalf of the contractor, will state that such contractor is an equal opportunity employer.
- C. Notices, advertisements, and solicitations placed in accordance with federal law, rule or regulations shall be deemed sufficient for the purpose of meeting the requirements of this section.

The Contractor shall include in provisions of the foregoing paragraph A, B, and C in every subcontract or purchase order over \$5,000 so that the provisions will be binding upon each subcontractor or vendor.

PROPOSAL REQUIREMENTS AND NON-COLLUSION STATEMENT

My signature certifies that the proposal as submitted complies with all Terms and Conditions as set forth. My signature also certifies that the accompanying proposal is not the result of, or affected by, any unlawful act of collusion with another person or company engaged in the same line of business or commerce, or any act of fraud punishable under Title 18.2, Chapter 12, Article 1.1 of the Code of Virginia as amended. Futhermore, I understand that fraud and unlawful collusion are crimes under the Virginia Governmental Frauds Act, the Virginia Bid Rigging Act, and Virginia Antitrust Act, and Federal Law, and can result in fines, prison sentences, and civil damage awards.

I hereby certify that I am authorized to sign as a Representative for the Firm:

NAME OF FIRM _____

ADDRESS _____

SIGNATURE _____

NAME (TYPE/PRINT) _____

TITLE _____

DATE _____

TELEPHONE() _____

FAX() _____

RFP# 15-10303-A164

THE 2007 SESSION OF THE VIRGINIA GENERAL ASSEMBLY, PASSED THE HB 1707/SB 1346 BILL, EFFECTIVE ON JULY 1, 2007. HENRY COUNTY IS REQUIRING ALL VENDORS TO ABIDE BY THE FOLLOWING NEW LEGISLATION.

HB 1707/SB 1346

PROVIDES THAT AS A CONDITION OF AWARDING A CONTRACT FOR THE PROVISION OF SERVICES THAT REQUIRE THE CONTRACTOR OR HIS EMPLOYEES TO HAVE DIRECT CONTACT WITH STUDENTS ON SCHOOL PROPERTY DURING REGULAR SCHOOL HOURS, THE SCHOOL BOARD MUST REQUIRE THE CONTRACTOR TO PROVIDE CERTIFICATION THAT ALL EMPLOYEES WHO WILL HAVE DIRECT CONTACT WITH STUDENTS HAVE NOT BEEN CONVICTED OF A FELONY OR ANY OFFENSE INVOLVING THE SEXUAL MOLESTATION OR PHYSICAL OR SEXUAL ABUSE OR RAPE OF A CHILD. THE BILL ALSO PROVIDES THAT THE REQUIREMENT BE WAIVED IN EMERGENCY SITUATIONS WHEN IT IS REASONABLY ANTICIPATED THAT THE CONTRACTOR OR HIS EMPLOYEES WILL HAVE NO DIRECT CONTACT WITH STUDENTS.

PLEASE INDICATE APPROPRIATE BOX BELOW.

_____ I AGREE TO ABIDE BY THIS LEGISLATION HB 1707/SB 1346.

_____ THIS LEGISLATION DOES NOT APPLY TO THIS SOLICITATION.

THE AWARDED VENDOR MAY BE REQUIRED TO PROVIDE ADDITIONAL PAPERWORK BUT ONLY A SIGNATURE IS NECESSARY AT THIS TIME.

AUTHORIZED VENDOR SIGNATURE

DATE

COMPANY NAME

PRINTED NAME AND TITLE

Subcontractor Information

Must fill form out completely even if no subcontractors are being used.

You must check appropriate box below and list any subcontractors that will be used for this RFP# **15-10303-A164** for **World Language Textbooks**.

_____ I will be using subcontractors. (See list below)

_____ I may or may not be using subcontractors. Not sure at this time. If you are the awarded vendor, you are responsible for contacting Commissioner of Revenue's Office at (276-634-4691) with subcontractor information. Payment of invoices is contingent upon receiving required information.

_____ I will not be using subcontractors.

1.) Subcontractors Company Name _____

Contact Person _____ Telephone # _____

2.) Subcontractors Company Name _____

Contact Person _____ Telephone # _____

3.) Subcontractors Company Name _____

Contact Person _____ Telephone # _____

4.) Subcontractors Company Name _____

Contact Person _____ Telephone # _____

5.) Subcontractors Company Name _____

Contact Person _____ Telephone # _____

6.) Subcontractors Company Name _____

Contact Person _____ Telephone # _____

Bidders Company Name _____

Bidders Authorized Signature _____ **Date:** _____

Bidders Telephone # _____ **Federal ID #** _____

*Note- Add a separate sheet if you need additional space for subcontractors

**HENRY COUNTY PUBLIC SCHOOLS
WORLD LANGUAGE TEXTBOOKS
Statement of Work**

INTRODUCTION:

As the Virginia Department of Education is no longer providing a list of approved textbooks to its school divisions, Henry County Public Schools is seeking proposals from textbook vendors for World Language Textbooks and accompanying resources for Spanish levels 1-5 and French levels 1-5. These textbooks would be used in the schools beginning July 1, 2016.

VENDOR RESPONSIBILITIES:

The vendor will supply to Henry County Public Schools textbooks and accompanying resources necessary for the successful teaching of a world language in the Commonwealth of Virginia.

The vendor shall deliver all textbooks and resources **by August 1 of each year of the contract.**

Vendor shall provide delivery of merchandise ordered to each appropriate school between the hours of 8:00 A.M. and 3:30 P.M. Vendor may NOT drop off textbooks/resources at a central county location; each order shall be delivered directly to the requesting school.

If a known backorder is at hand, the vendor shall contact the Henry County Public Schools World Language Curriculum Specialist prior to July 1 of each year of the contract. Consistent backorders will deem a letter of warning to awarded vendor and a possible withdrawal from contract.

Vendor will provide a minimum of one day of professional development and training with their resources to all world language teachers employed by Henry County Public Schools.

Failure to provide the stated needs will be deemed as breach of contract by the vendor.

REQUIREMENTS TO BE SUBMITTED:

1. Written report (s) of history in supplying other school districts in VA with any supporting documentation that would qualify it as being textbook publisher capable of providing all items for the successful teaching of a world language in the Commonwealth of Virginia.
2. Documentation on how your company will deliver the requested products under the terms of this contract.

3. The length of time the sales representative assigned to this account has been employed by your company.
4. A comprehensive listing of teacher and student resources that is included in the purchase of each student textbook.
5. Correlation of the textbook features and the Commonwealth of Virginia's Standards of Learning for Foreign Languages.
6. Discount (\$/%) (if any) that will be offered to the County when purchasing from your company.
7. Proposal/price sheet.
8. Original and three (3) identical copies of this entire RFP.

SELECTION OF PROPOSAL:

The Henry County Public Schools will evaluate all responsive proposals with a panel of three (3) school district employees, to determine the most responsible and suitable vendor on the basis of initial responses to provide the required goods and services.

EVALUATION FACTORS:

When determining the vendor to be responsible and suitable, the following factors will be considered:

1. The ability of the vendor to provide references of prior contracts similar to this contract.
2. Whether the vendor can perform all required tasks in a timely fashion in according with the needs of the school calendar.
3. The availability of a sales representative to provide training and support to teachers.
4. The ability of the vendor to provide an online version of its textbook and accompanying resources.
5. The ability of the vendor to provide a version of its textbook that is compatible with Copia.
6. Textbooks and resources for French levels 1-5 OR Spanish levels 1-5 (as defined by the Virginia Department of Education).
7. Close alignment of the textbook with the Commonwealth of Virginia's Standards of Learning for Foreign Languages.
8. The ability of the vendor to deliver consumable resources to each school by August 1 for each year of the contract.
9. Prices on list of items will be considered but will not be the sole determining factor in award of contract.

CHECKLIST FOR EVALUATION TEAM:

Written report of history in supplying other counties in VA with similar contract format	3
Original and three (3) copies of proposal	2
Sales representative to provide training and support to teachers	10
Online version of textbook and accompanying resources	15
Version of textbook that is compatible with Copia Class	10
Close alignment of the textbook with the Commonwealth of Virginia's Standards of Learning for Foreign Languages.	20
Textbooks and appropriate resources for levels 1-5 for both French and Spanish.	15
Delivery of textbooks and consumable resources to each school	10
Delivery of consumable resources prior to August 1	10
Discount (%/\$)	3
Price/proposal sheet	2
TOTAL	