



CITY OF GREENFIELD MASSACHUSETTS

REQUEST FOR SERVICES

TEMPORARY BUSINESS MANAGEMENT SERVICE FOR THE GREENFIELD PUBLIC SCHOOLS

RFS 21-08

RFS ISSUED: October 14, 2020 at 10:00am

RFS DUE DATE: October 28, 2020 at 12:00pm

SUBMIT TO:

Laura Phelps
Procurement Officer
14 Court Square
Greenfield, MA 01301

Advertisement for Bidders

The School Committee of the Greenfield Public Schools, in accordance with Massachusetts General Law Chapter 30B, wishes to contract with a firm to provide temporary business management services for a period starting on or before November 30, 2020 through June 30, 2021. The School Committee also requests the option of a renewal beyond June 30, 2021 or until it can hire a permanent business manager. The scope of services includes budgeting, financial analysis and reporting, grant and special revenue management, procurement, and asset management. Extensive knowledge of Massachusetts General Laws, municipal finance laws and education laws is required. MA School Business Manager certification and experience as School Business Manager in a LEA strongly preferred. Knowledge of Tyler Technology accounting software and MUNIS is preferred.

Copies of this RFS will be available as of 10:00 a.m. on October 14, 2020 and may be obtained from the City of Greenfield's website at www.Greenfield-ma.gov under "Departments", "Procurement", FY21 RFP/RFQ LIST", **RFS 21-08** or by contacting the Procurement Department at Laura.Phelps@Greenfield-ma.gov

Sealed proposals addressed to the Procurement Office, 14 Court Square Greenfield, MA 01301 and endorsed in accordance with the submission section of the RFS will be accepted until 12:00 p.m. on October 28, 2020. Late submissions will not be accepted.

For further information contact:

Laura Phelps
Procurement Office
City of Greenfield
14 Court Square
Greenfield, MA 01301
413-772-1569

Documents available: October 14, 2020 @ 10:00 a.m.

RFS Due Date: October 28, 2020 @ 12:00 p.m.

Questions Due: October 21, 2020 @ 4:00 p.m.

Answers Available: October 23, 2020 @ 2:00 p.m.

**City of Greenfield
Request for Services
For Temporary Business Management Services
Greenfield Public Schools**

1. Introduction

The School Committee of the Greenfield Public Schools (hereinafter referred to as “the Committee”), in accordance with Massachusetts General Law Chapter 30B, wishes to contract with a firm to provide temporary business management services for the school system through June 30, 2021 or until it can hire a permanent business manager.

The City of Greenfield is located in Western Massachusetts just south of the Vermont border at the intersection of Route 2 and Interstate 91. Settled in 1686, it was incorporated in 1753 and serves as the county seat of Franklin County. It has a population of approximately 18,000 people according to the 2012 US Census.

The City is governed under a home-rule charter, which vested executive responsibility in an elected Mayor, who serves a three-year term. Legislative responsibility is vested in a 13-member Council of which nine members are elected from the City’s nine precincts and four are elected at large. Members of the Council are elected every three years. A seven member School Committee is elected every three years and appoints the Superintendent of Schools, who has responsibility for the daily administration of the Greenfield Public Schools (preK-12). The Mayor is also a member of the School Committee.

The Greenfield Public Schools has an enrollment of approximately 1,800 students in K-12 and another 121 in Pre-K. The system operates one Pre-K school, four elementary schools, a middle school and a high school. The FY21 general fund budget for the school system is \$21,436,117. In addition, the school system generally qualifies for approximately \$2.8M in federal and state grants. The school system also sends approximately 100 students to the Franklin County Technical School. The FY21 budget for FCTS is \$1,191,236.

This RFS is to solicit proposals for temporary business management services for the Greenfield Public Schools. The Committee anticipates that following the deadline for proposals, an evaluation committee will be formed which will discuss and recommend a proposal to the full committee. The proposal that will be recommended should meet the minimum requirements as set forth in this RFS and provide services at a reasonable rate. Following the recommendation and approval by the Committee, the Superintendent will undergo the necessary steps to confirm an agreement with the selected person or group.

A Request for Services (RFS) is being solicited instead of a bid in order allow the Committee to evaluate multiple options and determine the financial arrangement that best serves the School Department’s interest.

2. Proposal Rules

This proposal is solicited and will be awarded pursuant to the rules set forth in Chapter 30B of the Massachusetts General Laws. If any changes are made to this proposal, an addendum will be issued. Addenda will be made available on the City's website or can be emailed to all bidders on record as having picked up the RFS.

3. Rule for Award

The contract will be awarded to the responsive and responsible bidder who meets our quality requirements and offers the lowest price. The lowest price will be based on the total base price for all required services during the term of the contract. The award will be granted within 30 days of the bid opening.

4. Waiver

The Greenfield Public School Department reserves the right to reject any and all proposals, or to waive any informality in the proposal process, if deemed in the department's best interest.

5. Contract Term and Renewal

The intended implementation date for these services is on or before November 30, 2020. The initial contract will run from November 30, 2020 to June 30, 2021. This contract can be terminated with no penalty with 30 days written notice to the vendor. Payment will be prorated for the remaining works of month.

Greenfield Public Schools will have the option to renew this contract monthly for up to twelve (12) months after that date but is not obligated to do so.

6. Proposal Submission Requirements

Proposals will be accepted until 12 p.m. on October 28, 2020 at:

Procurement Office
City of Greenfield
14 Court Square
Greenfield, MA 01301

Proposals should include 2 sealed envelopes. The first containing Five (5) copies of the proposal and one (1) thumb drive containing an electronic copy. This envelope should be clearly marked "**RFS 21-08 – Temporary Business Management Services for GPS- Technical Proposal**". The second sealed envelope shall be labeled "**RFS 21-08 – Temporary Business Management Services for GPS- Price Proposal**" and contain two (2) copies of the Price Proposal.

7. Minimum Submission Requirements

Each proposal must contain all of the information and supporting documentation described below:

1. Background of firm or individual
 - a. Provide name, address, phone, email and date established
 - b. List experience with similar school departments/districts; include name of district, size, scope of work
 - c. Include any certifications held
2. References
 - a. Provide a client list within the past three (3) years
 - b. Provide client name, address, phone and name of contact with whom the bidder worked most closely
3. Executed copies of each of the following documents in the form attached
 - a. Certificate of Non-Collusion
 - b. Certificate of State Tax Compliance
 - c. Fee Schedule as provided on the form included
 - d. Provide a monthly and total schedule of fees which is to be considered all inclusive of the items included in the scope of work
 - e. Provide a maximum hourly rate for work agreed to outside of the scope of work

Competitive Evaluation Criteria

The Committee will evaluate each proposal for conformance with the objectives, submission requirements, and threshold criteria outlined in this Request for Proposals. Preference categories have been established for the purpose of further distinguishing competitive proposals. In addition, the preference categories will be used to compare the relative advantages of each competing proposal.

The following ratings will be used to measure the relative merits of each proposal that has met the minimum submission requirements shown above:

Highly Advantageous (HA):

The proposal fully meets and significantly exceeds the standards of the specific criterion.

Advantageous (A):

The proposal fully meets the evaluation standard of the specific criterion.

Not Advantageous (NA):

The proposal does not fully meet the evaluation standard of the specific criterion, is incomplete, unclear, or both.

Unacceptable (U):

The proposal does not meet or address the evaluation standard of the criterion.

The following criteria will be used by the Selection Committee to evaluate Proposals:

A. Proposer History and Capacity

HA- The proposer has a team least five (5) years experience with Massachusetts municipal finance and education laws, budgeting and reporting, and procurement, and possesses MA Certification as School Business Manager.

A- The proposer has a team with more than one (1) but less than three (3) years experience with Massachusetts municipal finance and education laws, budgeting and reporting and procurement, and possesses MA Certification as School Business Manager.

NA- The proposer has a team with less than one (1) year experience with Massachusetts municipal finance and education laws including budgeting and reporting and procurement, and does not possess have School Business Manager certification.

U - The proposal does not meet or address the evaluation standard of the criterion.

B. Proposer Experience with ERS Accounting Systems

HA- The proposer has a team with four (4) or more years experience with MUNIS/ Tyler Technology products, including the transition process or an established ERS Accounting System other than Tyler Technology/MUNIS products

A- The proposer has a team with at two (2) to four (4) years experience with MUNIS/ Tyler Technology products, including the transition process or an established ERS Accounting System other than Tyler Technology/MUNIS products

NA- The proposer has fewer than two (2) years experience with MUNIS/ Tyler Technology products, including the transition process or an established ERS Accounting System other than Tyler Technology/MUNIS products

U - The proposal does not meet or address the evaluation standard of the criterion.

8. Questions and Interpretations

Any substantive questions regarding the proposal documents shall be submitted in writing by October 21, 2020 @ 2:00 p.m. to:

Laura Phelps
Procurement Officer
City of Greenfield
14 Court Square
Greenfield, MA 01301
Laura.Phelps@Greenfield-ma.gov

Responses will be provided by 4:00 p.m. on October 23, 2020. All answers, interpretations and any changes to the documents will be issued in the form of addenda to all proposers of record. Any/all addenda must be noted on the pricing document.

The School Department may cancel this RFS, or reject in whole or in part any and all bids, if the Department determines that cancellation or rejection serves the best interests of the Department. All bid prices submitted in response to this RFS must remain firm for sixty (60) days following the bid opening.

Scope of Services

General

The Greenfield School Department is a department of the municipality. The school business office and business manager operate in cooperation with the City of Greenfield Finance and Accounting Departments. The School Committee of the Greenfield Public Schools, in accordance with Massachusetts General Law Chapter 30B, wishes to contract with a firm to provide temporary business management services for the school system through June 30, 2021, or until it can hire a permanent business manager. The scope of services includes all aspects of budgeting, financial analysis and reporting, grant and special revenue management, procurement, and asset management. Extensive knowledge of Massachusetts General Laws, municipal finance laws and education laws is required. A School Business Manager certification and experience as School Business Manager in a LEA strongly preferred. Knowledge of Tyler Technology accounting software and MUNIS is preferred.

Services:

The vendor must be able to provide the following:

- Budget development and preparation within the accounting system
- Monthly financial report development and analysis for the Superintendent and School Committee including grants and special revenue fund management and reporting. These reports must be available to the school district within ten (10) days after the last day of the month
- State and federal reporting as required by law
- Asset management and procurement
- Compliance with all audit requirements in a timely manner
- Provide training to Administrators on the development of site-based budgets
- Provide training to School Committee on the development & oversight of district budgets
- Represent the best interest of the Committee in the Department's fiscal development and management
- Maintain up-to-date budget information, including accurate tracking of personnel
- Maintain appropriate security and confidentiality; must have appropriate security and confidentiality systems in place and adhere to confidentiality laws for student and employee data at all times

Availability:

The vendor is expected to adhere to the following:

- Be on site at least two days per week on mutually agreed days, with preference for full-time on-site presence or agreeable alternative as determined by the Superintendent of Schools
- Establish a routine system for the purpose of communication with principals about their site budgets
- Weekly meetings with the Superintendent
- Attend at a minimum of one school committee per month
- Attendance at all Budget and Finance sub-committee meetings
- Attendance at Greenfield City Council meetings as necessary
- Attendance at other relevant meetings, as requested by the Superintendent

BID PRICING SHEET

Please quote a price for the remainder of Fiscal Year 2021 (November 30, 2020 through June 30, 2021)

MONTHLY PRICE (November 30, 2020 through June 30, 2021):

\$ _____
Amount in Numbers

Amount in Words

TOTAL CONTRACT PRICE (November 30, 2020 through June 30, 2021):

\$ _____
Amount in Numbers

Amount in Words

TOTAL HOURLY RATE ADDITIONAL PROJECTS:

\$ _____
Amount in Numbers

Amount in Words

Number of Addenda: _____

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word “person” shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

Signature of person making proposal

Date

Printed name of person making proposal

Name of business

TAX COMPLIANCE CERTIFICATION

Pursuant to M.G.L. c. 62C, §49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Signature of person making proposal

Date

Printed name of person making proposal

Name of business