

**Town of South Kingstown**  
**South Kingstown School Department**

**Request for Proposals**  
**(PENDING FUNDING)**

RFP # 2438 Lease or Purchase FOSS Science Kits

for

2022/2023

The South Kingstown School District (SKSD) Purchasing Office is soliciting Requests for Proposals from qualified organizations capable of providing leasing options, purchasing options, or a combination of both for select middle school FOSS Science Kits. Additional details of this request are described elsewhere herein.

All costs associated with developing or submitting a proposal in response to this request, or to provide oral or written clarification of its content shall be borne by the offeror. The South Kingstown School District assumes no responsibility for these costs. All pricing submitted will be considered firm and fixed unless otherwise indicated herein.

## **I. Background Information on Organization**

### **Town of South Kingstown**

The Town of South Kingstown established in 1658 and incorporated as a town in 1723 is a diversified community in a rural, suburban area of southern Rhode Island approximately 30 miles from Providence. The geography of the Town includes farmland, wetlands, salt marshes, waterfront areas, woodland, and many natural and scenic attractions. The total area is 62.3 square miles, consisting of 56.8 square miles of land and 5.5 square miles of inland water. To learn more about South Kingstown please follow the link <https://www.southkingstownri.com/>.

### **South Kingstown School District**

South Kingstown School Department is composed of seven (7) schools that service over 2,600 students. South Kingstown High School is a comprehensive 9 - 12 high school and provides one of the strongest art, music, career technical education and athletic programs in the state. Curtis Corner Middle School is a 7 - 8 middle school and Broad Rock Middle School is a 5 – 6 middle school. Peace Dale Elementary School, West Kingston Elementary School, and Matunuck Elementary School service K-4. Wakefield Elementary School services PreK. To learn more about the South Kingstown school please follow the link <https://skschools.net/>.

The South Kingstown School District envisions our learning community to be a joyful place that nurtures the love of learning by providing equitable opportunities for all students to discover their passion as they collaboratively engage in authentic activities where they feel physically and emotionally safe.

## **II. Required Qualifications**

### **Leasing Option**

- 1) Provide lease of FOSS Science kits listed in Table 1 inclusive of the following:
  - a) Vendor managed live specimens required by kits
  - b) Cost of live specimens required by kits
  - c) Each kit should be accompanied by 30 associated student materials
  - d) Shipping and handling on specific dates
    - i) *Chemical Interactions* November
    - ii) *Planetary*: November
    - iii) *Pop's and Eco*: March

- e) Delivery and pick-up of materials
- 2) Adjustment of kits to align with the Next Generation Science Standards
- 3) Each kit must contain the FOSS Premium Content, inclusive of FOSS online access

**Purchasing Option**

- 1) Provide FOSS Science kits listed in Table 1 inclusive of the following:
  - a) Vendor managed live specimens required by kits
  - b) Cost of live specimens required by kits
  - c) Each kit should be accompanied by 30 associated student materials
  - d) Shipping and handling on specific dates
    - i) *Chemical Interactions* November
    - ii) *Planetary*: November
    - iii) *Pop’s and Eco*: March
- 2) Adjustment of kits to align with the Next Generation Science Standards
- 3) Each kit must contain the FOSS Premium Content, inclusive of FOSS online access

Table 1

QTY	Grade Level	Description
3	Middle School	<i>Planetary Science</i>
3	Middle School	<i>Populations and Ecosystems</i>
3	Middle School	<i>Chemical Interactions</i>

**III. Work Scope**

The vendor retained through this RFP will be required to perform the following work scope:

- 1. Collaborate and communicate with school level administrators or designee to schedule and manage delivery and pick up (pick up for lease option only) of kits at each school building.
- 2. Provide scope and sequence for each grade level.
- 3. Provide delivery and pick up schedule for the 2022/2023 school year.

**VI. Period of Performance**

The period of performance will be: year one September 1, 2022 to August 31, 2023, option year one September 1, 2023 to August 31, 2024, option year two September 1, 2024 to August 31, 2025 contingent on funding.

**VII. Limitations**

This Request for Proposals (RFP) does not commit the South Kingstown School Department to award any contract or pay for the preparation of any proposal submitted in response to this RFP. The South Kingstown School Department may withdraw or amend this RFP in its entirety or in part, at any time if it is the best interest of the organization to do so.

## VIII. Proposal Requirements

Vendors responding to this RFP should submit a proposal that includes:

1. Their qualifications and experience providing training, equipment and completing related work.
2. A detailed project plan for providing services
3. A proposed budget for year 2022-2023
4. A proposed budget for option year 1 (2023-2024)
5. A proposed budget for option year 2 (2024-2025)

**To achieve a uniform review process and obtain the maximum degree of comparability, it is required that proposals be organized in the manner specified.**

The Proposal shall be submitted in a binder with tabs as set forth below:

### **Title Page**

Template (Appendix A)

### **Tab 1 – Table of Contents**

Clearly identify the materials by sections and page numbers.

### **Tab 2 – Profile of the Proposer**

- Consultant's qualifications and experience providing training, equipment and completing related work.
- Proven track record and/or research related to the effectiveness of product, submitted in this RFP, in large, urban school districts. Specific references should be included.

### **Tab 3 – A detailed project plan for providing service**

Clearly describe the scope of the work and /or services to be provided based upon the information in the Scope of Work and Specific Conditions and Specification Sections stated in the RFP. Respond to each item listed.

### **Tab 4 - Pricing**

Any and all pricing information, including any alternative pricing proposals that may be acceptable for individual components and/or supplemental products/services that meet all or some of the criteria listed in this RFP.

### **Tab 5 – Addenda**

Insert all addenda under this section.

## IX. Instructions and Notice to Vendors

1. Proposals will be reviewed by a Technical Review Committee comprised of staff from South Kingstown School District (SKSD) and scored based on the criteria provided in Appendix B

## **X. Proposal Questions, Submission and Deadline**

Questions concerning this solicitation should be e-mailed to Raquel Pellerin at [rpellerin@sksd-ri.net](mailto:rpellerin@sksd-ri.net) no later than the end of the business day on August 17, 2022 and responses will be sent back via email no later than the end of business on date August 19, 2022. Bids will be opened on August 22, 2022.

NOTE: Proposals received after the due date and time will not be considered.

## **XI. Budget and Contract Award**

The criteria to be used includes cost; staff qualifications; capability, capacity and qualifications; creative approach; and client references.

Proposals, found to be technically or substantially non-responsive at any point in the evaluation process, will be rejected and not considered further.

The South Kingstown School Department may, at its sole option, elect to require presentation(s) by offerors clearly in consideration for award.

**Appendix A**

**Title Page**

**RFP Title:** Leasing or Purchasing of FOSS Science Kits for the 2022-2023 School Year

Vendor Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Person's email: \_\_\_\_\_

Date: \_\_\_\_\_

QTY	Grade Level	Description
3	Middle School	<i>Planetary Science</i>
3	Middle School	<i>Populations and Ecosystems</i>
3	Middle School	<i>Chemical Interactions</i>

**This bid is responding to the following option(s):**

**Leasing Only of FOSS Kits**

**Purchasing Only of FOSS Kits**

**Combination of Leasing and Purchasing of FOSS Kits**

## Appendix B

Proposals will be reviewed by a Technical Review Committee composed of staff from South Kingstown School District (SKSD). Any technical proposals scoring less than 45 points will not be evaluated for cost and the proposal will be dropped from further consideration. Proposals scoring 45 technical points or higher will be evaluated for cost and assigned up to a maximum of 40 points in the budget category. The vendor's bid with the highest score will be awarded.

SKSD reserves the exclusive right to select the vendor that it deems to be in its best interest to accomplish the project as specified herein; and conversely, reserves the right not to fund any proposal(s). Proposals will be reviewed and scored based upon the following criteria:

Criteria	Possible Points
Required Qualifications	20 points
Evidence that services meet standards	30 points
Project Plan	10 points
<b>Total Possible Technical Points</b>	<b>60 points</b>
Budget	40 points*
<b>Total Possible Points</b>	<b>100 Points</b>

Points will be assigned based on the offeror's clear demonstration of abilities to complete the work as identified in RFP.

Applicants may be required to submit additional written information or be asked to make an oral presentation before the technical review committee to clarify statements made in their proposal.

\*The vendor with the lowest cost proposal (i.e., bid) will receive one hundred percent (100%) of the available points for the "Budget" criteria. All other vendors will be awarded "Budget" points based upon the following formula:

*(lowest vendor's bid/higher vendor's bid) \* available points = total budget points*

### For example:

Vendor	Bid	Budget points awarded
Vendor A	\$65,000	Lowest bidder = 40 (100% of possible points )
Vendor B	\$100,000	$(\$65,000/\$100,000) * 40 = 26$ points