

**REQUEST FOR PROPOSAL
RFP #18-41-005 – DEMOGRAPHICS STUDY**

NOTICE:

THE BRIDGEPORT INDEPENDENT SCHOOL DISTRICT SEEKS THE SERVICES OF A FIRM TO CONDUCT A DEMOGRAPHIC STUDY AND PROVIDE RELATED PROJECTIONS AND ANALYSIS.

Scope of Services Required:

1. Assess existing population characteristics and numbers.
2. Estimate and project the population through the school district’s build-out.
3. Determine the future characteristics of the population based on existing master land use plans.
4. Determine how those characteristics could impact the educational needs and processes of the school district and its students.

Information Provided:

The following information will be provided to the successful vendor in order to prepare the demographic study for the district:

1. Enrollment figures for the past three (3) years (by Grade K-12)
2. Enrollment for the current year (As of 12/06/18)
3. Map of the District
4. BISD Property Statistics

District Profile (See note below table):

The following is a brief profile of the district with current information:

Item:	EC-2	3-5	6-8	9-12	ALC	TOTAL
Current Enrollment: (As of Nov. 2018)	451	471	482	626	0	2030
No. of Facilities:	1	1	1	1	1	5
Sq. Footage (approx.)	84,067	91,338	98,969	199,184	41,930	515,488
Land Size in Acres	158	19.491		94		
Communities served:	Bridgeport	Lake Bridgeport	Runaway Bay			
Area in square miles:	138.6 square miles					

NOTE: The information provided in this profile is provided in order to give all vendors a basic understanding of District in order to estimate what might be involved in preparing a thorough demographic study. The successful vendor will be required to confirm all information to be provided in the report.

INVITATION:

You are hereby invited to submit **two (2) copies** of a letter of interest, a Qualification Statement explaining your company's history and profile and the services available, a fee schedule, and a list of references in the North Texas area. **Information will be accepted in the Purchasing Department until 10:00 a.m. on Thursday, December 6, 2018.** Information shall be submitted in a sealed envelope and mailed or delivered directly to:

Bridgeport ISD
Administration Building
Attention: Debi Meng, Business Manager
RE: RFP #18-41-005
2107 15th Street
Bridgeport, TX 76426

PROCESS:

If needed, the school district will conduct a formal interview with each qualified vendor after the proposals have been received. Qualified vendors could be contacted by the District for interviews to be scheduled on December 7, 2018. Participants should plan for the interview to take approximately thirty (30) minutes.

The school district will evaluate various factors to determine which vendor will be selected based on, but not limited to, the following:

- The fee;
- The reputation of the vendor and of the vendor's services;
- The quality of the vendor's services;
- The extent to which the services meet the District's needs;
- The total long-term cost to the District to acquire the vendor's services;
- And any other relevant factor that a private business entity would consider in selecting a vendor.

Standard Terms and Conditions:

1. The request for proposal invitation, terms and conditions, the specifications, the received proposal and the subsequently issued purchase order(s), form the contract and they shall be fully part of the contract, as if thereto attached or therein repeated. These documents represent the entire agreement between the successful vendor and the school district and supersede any prior discussions or negotiations, representations or agreements, either written or oral.
2. Proposals received in the District's Purchasing Office after the date and time specified will not be considered. The District is not responsible for lateness or non-delivery of mail, carrier, etc., and the date/time stamp in the Purchasing Office shall be the official time of receipt. Proposals **may not** be submitted by facsimile.

3. The District reserves the right to accept or reject any and all proposals and to waive any formalities or technicalities if deemed in the best interest of the District. The District also reserves the right as sole judge of quality and equality.
4. Each respondent agrees to hold their offer open for acceptance by the District for no less than sixty (60) days from the RFP response date and time.
5. The District is exempt from payment of any Texas Sales Tax allowed by law.
6. All District property and facilities are a “drug free zone”. No one may use, consume, carry, transport or exchange tobacco, cigarettes, or illegal drugs while in a school district building or while on school district property. The vendor, its company, and its employees shall adhere to this policy.
7. Each respondent must give notice to the District if a person, owner or operator of the business has been convicted of a felony. The District may terminate a contract with a person or business if the District determines that the person or business failed to give such notice or misrepresented the conduct resulting in the conviction. A Felony Conviction Notice is attached to this RFP document and must be completed and returned with your proposal.
8. Please note that a “gift to a public servant” is a Class A misdemeanor offense if the recipient is a government employee who exercise some influences in the purchasing process of the governmental body. This would certainly apply to anyone who helps establish specifications or is involved in product selection or directs a purchase.
9. Respondents shall note any and all relationships that might be a conflict of interest and include such information with the proposal.
10. Both parties agree that venue for any litigation arising from this contract shall lie in Wise County, Texas.
11. Questions regarding this project shall be addressed to Debi Meng, Business Manager, at 940-683-5124 or dmeng@bridgeportisd.net.
12. The Board of Trustees is expected to take action on this proposal no later than December 10, 2018. If awarded, the successful vendor will receive a written notification of acceptance by award letter mailed or otherwise furnished, which when received by the contractor results in a binding contract without further action by either party.

**BRIDGEPORT INDEPENDENT SCHOOL DISTRICT
QUALIFICATION STATEMENT
FOR
DEMOGRAPHIC STUDY PROVIDERS**

1. GENERAL INFORMATION

Date _____

Firm Name _____

Address _____

City _____ State _____ Zip _____

Contact Person(s) – limited to two persons per firm/application

Contact No. 1

Name _____

Title _____

Telephone _____ Fax _____

Internet/E-mail address _____

Contact No. 2:

Name _____

Title _____

Telephone _____ Fax _____

Internet/E-mail address _____

Type of organization:

_____ Sole proprietorship (individual)

_____ Partnership

_____ Professional corporation

_____ Corporation

_____ Joint venture

_____ Other _____

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2. QUALIFICATION STATEMENT

In a 100 word or less statement, please describe what makes your firm uniquely qualified to perform **Demographic Study Services**, including any superior qualities:

3. FIRM BACKGROUND AND STAFF

Year present firm established _____

Name of parent company, if any _____

Address _____

List principals of firm _____

Former company name(s), if any, and year(s) established:

Name _____ Year _____

Name _____ Year _____

Name _____ Year _____

Number of employees in firm locally: _____

Total of employees in firm (all office locations): _____

Who will be your designated representative assigned to BISD? _____

Who is the senior member of the firm assigned to BISD? _____

4. PROFESSIONAL SERVICES (DISCIPLINES) PROVIDED BY FIRM

Please indicate below the types of services your firm could supply to BISD:

A. _____

B. _____

C. _____

D. _____

E. _____

F. _____

G. _____

Describe the manner in which the firm will work with the district, or its designee, to define the **Demographic Study Services** project and to perform the work.

Other advantages offered by the firm that would be of benefit to BISD.

Describe special licensing, expertise and experience your firm offers _____

List license number _____ Attach copy of license and/or certification if available

5. Please provide the following information for all that apply:

- A. Does your firm employ a full-time Civil Engineer?: _____ Yes ___ No
If yes, attach a resume and copy of License and Certification, if applicable.
- B. Does your firm have a full-time demographic statistician on staff? _____ Yes ___ No
If yes, attach resume and copy of Licenses, if applicable.
- C. Does your firm employ a school district demographic expert on staff? _____ Yes ___ No
If yes, attach a copy of resume and a copy of License.
- D. Does your firm employ any other specialists or licensed personnel on staff?
Yes _____ No _____

If yes, please list below and attach a copy of resumes and a copy of Licenses, if applicable.

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

6. Has your firm provided Demographic Study Services for K-12 Public School Districts?:

Yes _____ No _____

If yes, please list at least three Districts that your firm has provided services to:

- A. _____
- B. _____
- C. _____

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7. PROFESSIONAL LIABILITY INSURANCE

Describe limits per project _____

Describe limits in aggregate _____

Describe deductible _____

Have you had any claims asserted against you within the last five years? _____

If yes, provide details of each claim. _____

8. Please include a description of the reports that are supplied as a regular part of your service for Demographic Study Service.

Please submit a sample copy of a completed demographic survey for a district of similar size to BISD.

9. PROJECT REFERENCES

Please list five completed education-related projects that would be representative of your firm's work and services provided within the last three years.

Total number of school district clients in the past three years _____

A. Project _____

District _____

Contact person/title _____

Phone number _____

Scope of Project _____

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B. Project _____

District _____

Contact person/title _____

Phone number _____

Scope of Project _____

C. Project _____

District _____

Contact person/title _____

Phone number _____

Scope of Project _____

D. Project _____

District _____

Contact person/title _____

Phone number _____

Scope of Project _____

E. Project _____

District _____

Contact person/title _____

Phone number _____

Scope of Project _____

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10. CURRENT CLIENTS

Please list three of your current school district clients whose projects reflect the scope of your present workload.

A. Projects _____

District _____
Contact person/title _____
Phone number _____
Project description _____

B. Projects _____

District _____
Contact person/title _____
Phone number _____
Project description _____

C. Projects _____

District _____
Contact person/title _____
Phone number _____
Project description _____

11. Please indicate if your firm will supply reports and any necessary documentation that BISD will be able to access through a Word or Excel software, as well as one (1) hard copy:
_____ Yes _____ No
12. Does your firm have CAD capabilities that would support necessary drawings needed in specification writing and compliance reporting?
_____ Yes _____ No
13. Please attach any additional information and/or brochures that would provide additional information about your firm in relation to this request.

(This space left blank intentionally)

14. APPLICATION SIGNATURE:

Until a contract resulting from this process is executed, no employee, agent or representative of any professional services provider shall make available or discuss it's proposal with the media in any form, electronic or printed, and elected or appointed official or officer of the District, or any employee, agent or other representative of the District, unless specifically allowed to do so by the Business Office.

The information contained herein is true and accurate to the best of my knowledge. By signing below, the firm agrees to allow BISD to check references given and that the information regarding the size and scope of each project is accurate. Further, the signature below certifies that this Qualification Statement has been completed with no consultation, collaboration or conversation with other firms competing on the same project.

NAME (Please print or type)

TITLE

DATE

SIGNATURE of FIRM'S CONTACT PERSON