



**TOWN OF WESTWOOD
COMMONWEALTH OF MASSACHUSETTS**

**Westwood Public Schools
Request for Proposal - Equity Audit
RFP # SCH-22-R-005**

I. GENERAL INFORMATION AND PROPOSAL SUBMISSION REQUIREMENTS

- All Proposals must be delivered by **11:00 am on February 22, 2022.**
- Proposals received after the time and date established herein **SHALL NOT** be accepted or considered, regardless of the cause for delay in the receipt of such bid(s).
- Proposals shall be emailed to procurement@townhall.westwood.ma.us.
- Proposals for this project will be broken into two (2) sections: The Non-Price Proposal and the Price Proposal. Each section shall be emailed separately and signed by an authorized representative of the proposer.
- Emails shall be titled **“Non- Price Proposal # SCH-22-R-005, Equity Audit.”** and **“Price Proposal # SCH-22-R-005, Equity Audit.”**
- Each **Non-Price Proposal** shall contain:
 - Non-Price Proposals shall be limited to 4 pages (excluding supplemental attachments).
 - A comprehensive point-by-point response to all items listed in Attachment A, Scope of Work. Each Task shall be addressed.
 - Tax Compliance Certification
 - Non-collusion Certification
 - Signature Form
- **The proposal must also include a Signature Form.** When the Bid Signature Form is completed, it declares:
 - The only parties interested in this bid are the Principals named herein.
 - No officer, agent or employee of the Town of Westwood has a direct or indirect interest in this bid.
 - In case of death, disability, or other unforeseen circumstances affecting the bidder, which materially impairs the bidder’s ability to execute an Agreement and perform the required service, such bid deposit may be returned to the bidder by the Town.
 - The proposal must be signed as follows: 1) if the bidder is an individual, by her/him personally; 2) if the bidder is a partnership, by the name of the partnership, followed by the signature of each general partner; and 3) if the bidder is a corporation, by the authorized officer, whose signature must be attested to by the Clerk/Secretary of the corporation and the corporate seal affixed.



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- Any proposal may be withdrawn prior to the bids submittal due date. However, bidders may not withdraw or modify their bid for a period of ninety (90) days following the opening of bids.
- **Questions** concerning this Request for Proposals must be submitted in writing to: Procurement Department, Westwood Town Hall, 580 High Street, Westwood MA 02090 or by email at Procurement@townhall.westwood.ma.us. Questions may be delivered or mailed. Written responses will be posted on the Westwood Town Hall website.
- Any and/or all work is subject to available funds. The Town reserves the right to waive any informalities in, or to reject, any or all bids should the Town deem it to be in the Town's best interest to do so.
- The Town of Westwood may cancel this RFP, or reject in whole or in part any and all proposals, if the Town determines that cancellation or rejection serves the best interests of the Town.
- Below is a list of all Attachments. Bidders should note that Attachments B-E **must be completed and be submitted** with the bid documents. Attachments B shall be Included in Price Proposal. Attachments C-E shall be Included in Non- Price Proposal.
 - Attachment A – Scope of Work
 - Attachment B – Bid Form
 - Attachment C – Certificate of Non-Collusion
 - Attachment D – Tax Compliance Certification
 - Attachment E – Signature Page



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II. PURCHASE DESCRIPTION/SCOPE OF SUPPLIES/SERVICES

- The work under this contract is for an Equity Audit. This audit will examine practices and structures within the Westwood School District and ensure that they are supporting the strategic move toward a more equitable, integrated school district. Work bid as part of this IFB shall be in accordance with Attachment A, Scope of Work.
- **Delivery Requirements:** All delivery charges shall be included in the price of the service. The Deliveries shall be made to:
Westwood Public Schools
220 Nahatan Street
Westwood MA 02090

III. QUALITY REQUIREMENTS

- Bidders must provide all of the items described in Attachment A, Scope of Work, Section II: Purchase Description/Scope of Services and comply with all Section I: Proposal Submission Requirements. Missing information may cause the proposal to be considered unresponsive.
- Evaluation criteria is established in Attachment A, Scope of Work.

IV. RULE FOR AWARD

- The Town will select the responsive and responsible consultant submitting the most advantageous proposal, taking into consideration the evaluation criteria, references and the proposal price.
- The Town of Westwood reserves the right, in its sole discretion, to determine the completeness or compliance of any proposals, the eligibility or qualification of any application, to reject at any time any or all proposals, to withdraw the RFP, and to negotiate with one or more applicants.



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ATTACHMENT B

BID FORM

Bid form must be completed in legible ink or typed. The bid price for each item on the form shall be stated in figures. Discrepancies between indicated sum of any column(s) and the correct sum of any column(s) will be resolved in favor of the correct sum. Please Attach Additional Sheets if necessary.

TOTAL PROPOSAL PRICE

\$ _____

Detailed pricing shall be attached.

Signature of individual submitting bid or proposal

Printed Name of individual submitting bid or proposal

Name of business

Business Email



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**ATTACHMENT C
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 individual submitting bid or proposal

Printed Name of individual submitting bid or proposal

Name of business



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**ATTACHMENT D
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.
Signed under the penalties of perjury.

Signature of individual submitting bid or proposal

Printed Name of individual submitting bid or proposal

Name of business



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**ATTACHMENT E
SIGNATURE PAGE**

This Bid must bear the written signature of the Bidder or authorized agent of the Bidder. If the Bidder is a corporation or a partnership, the Bid must be signed by a duly authorized officer of such corporation or by a partner; the title of such officer must be stated.

The bidder hereby acknowledges the receipt of, and has included in this BID, the following Addenda:

(To be filled in by Bidder, if Addendums are issues.)

Addendum No. _____, dated _____

Addendum No. _____, dated _____

Addendum No. _____, dated _____

Signature

Name of Corporation, Company or Individual

Printed Name of Person Authorized to Sign

Title

Email Address



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