



June 20, 2019

**NOTICE OF INTENT TO AWARD  
RFP 015-0-2019LC  
Risk Management Consulting Services**

To All Offerors:

Please be advised that NNPS completed the evaluation of the proposal for Risk Management Consulting Services under Request for Proposal (RFP) #015-0-2019LC. McNeary Consulting Services was determined to be the most suitable provider for NNPS. The award will take effect on July 1, 2019.

Should you have any questions, please feel free to contact me at (757) 597-2820 or [lisa.cumming@nn.k12.va.us](mailto:lisa.cumming@nn.k12.va.us)

Sincerely,

*Lisa A. Cumming*

Lisa A. Cumming, CPPO, C.P.M., VCO  
Director of Procurement  
Newport News Public Schools



# REQUEST FOR PROPOSALS

## Newport News Public Schools

ISSUING OFFICE:

PURCHASING DEPARTMENT  
12465 WARWICK BOULEVARD  
NEWPORT NEWS, VA 23606-3041  
TELEPHONE: (757) 591-4525  
FAX: (757) 591-4634

DATE: March 5, 2019

Attention of Offeror is Directed To Section  
2.2-4367 to 2.2-4377 Code of Virginia  
(Ethics In Public Contracting)

<b>RFP ITEM NO.</b> 015-0-2019/LC
<b>PROCUREMENT OFFICER</b> <b>Lisa Cumming</b> <b>CPPO, C.P.M., VCO</b>
<b>CLOSING DATE</b> April 12, 2019
<b>CLOSING TIME</b> 2:30 PM
<b>PREPROPOSAL CONFERENCE</b> NONMANDATORY DATE: March 19, 2019 TIME: 2:30 PM

**SEALED PROPOSALS** will be received in the Issuing Office above until Closing Date and Closing Time as specified in this solicitation including any addenda issued by this office. Newport News Public Schools is not responsible for late delivery by U.S. Postal mail or other couriers. All inquiries for information regarding this Request for Proposal are to be directed to the Issuing Office as defined herein.

**COMMODITY: Risk Management Consultant NIGP CODE: 958-61, 918-69**

PLEASE FILL IN OFFEROR'S NAME & ADDRESS  
IN THE SPACES PROVIDED BELOW:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**THIS IS NOT AN ORDER**

THE SCHOOL BOARD OF THE CITY OF NEWPORT NEWS, HEREAFTER REFERRED TO AS NEWPORT NEWS PUBLIC SCHOOLS (NNPS), RESERVES THE RIGHT TO ACCEPT OR REJECT ANY AND ALL PROPOSALS IN WHOLE OR IN PART AND WAIVE ANY INFORMALITIES IN THE COMPETITIVE NEGOTIATIONS PROCESS. FURTHER, NNPS RESERVES THE RIGHT TO ENTER INTO ANY CONTRACT DEEMED TO BE IN ITS BEST INTEREST. THE ENTIRE CONTENTS OF THE REQUEST FOR PROPOSALS, ANY ADDENDA, OFFEROR'S PROPOSAL AND NEGOTIATED CHANGES SHALL BE INCORPORATED BY REFERENCE INTO ANY RESULTING CONTRACT.

**NNPS DOES NOT DISCRIMINATE AGAINST FAITH-BASED ORGANIZATIONS.**

### DESCRIPTION OF GOODS/SERVICES

Risk Management Consulting Professional Services

ACKNOWLEDGE RECEIPT OF ADDENDUM: #1 \_\_\_ #2 \_\_\_ #3 \_\_\_ #4 \_\_\_ (Please Initial)

IN COMPLIANCE WITH THIS SOLICITATION AND TO ALL THE CONDITIONS IMPOSED HEREIN, THE UNDERSIGNED AGREES TO PERFORM ANY CONTRACT AWARDED AS A RESULT OF THIS SOLICITATION. THE FOLLOWING SECTION SHALL BE SIGNED BY AN AGENT AUTHORIZED TO BIND THE COMPANY. FAILURE TO EXECUTE THIS PORTION MAY RESULT IN PROPOSAL REJECTION.

Authorized Agent:

_____	_____	_____	_____
	Signature		Type or Print Name
_____	_____	_____	_____
Email Address	Telephone Number	Fax Number	Company FEI/FIN#

ENCLOSURES

**ANTI-COLLUSION/NONDISCRIMINATION/DRUG-FREE WORKPLACE REQUIREMENTS**

**ANTI-COLLUSION CLAUSE:**

IN THE PREPARATION AND SUBMISSION OF THIS PROPOSAL, SAID OFFEROR DID NOT EITHER DIRECTLY OR INDIRECTLY ENTER INTO ANY COMBINATION OR ARRANGEMENT WITH ANY PERSON, FIRM OR CORPORATION, OR ENTER INTO ANY AGREEMENT, PARTICIPATE IN ANY COLLUSION, OR OTHERWISE TAKE ANY ACTION IN VIOLATION OF THE SHERMAN ACT (15 U.S.C. SECTION 1), SECTIONS 59.1-9.1 THROUGH 59.1-9.17 OR SECTIONS 59.1-68.6 THROUGH 59.1-68.8 OF THE CODE OF VIRGINIA.

THE UNDERSIGNED OFFEROR HEREBY CERTIFIES THAT THIS AGREEMENT, OR ANY CLAIMS RESULTING THEREFROM, IS NOT THE RESULT OF, OR AFFECTED BY, ANY ACT OF COLLUSION WITH, OR ANY ACT OF, ANOTHER PERSON OR PERSONS, FIRM OR CORPORATION ENGAGED IN THE SAME LINE OF BUSINESS OR COMMERCE; AND, THAT NO PERSON ACTING FOR, OR EMPLOYED BY, NNPS HAS AN INTEREST IN, OR IS CONCERNED WITH, THIS PROPOSAL; AND, THAT NO PERSON OR PERSONS, FIRM OR CORPORATION OTHER THAN THE UNDERSIGNED, HAVE, OR ARE, INTERESTED IN THIS PROPOSAL.

**DRUG-FREE WORKPLACE:**

DURING THE PERFORMANCE OF THIS CONTRACT, THE SUCCESSFUL OFFEROR AGREES TO (I) PROVIDE A DRUG-FREE WORKPLACE FOR THE SUCCESSFUL OFFEROR'S EMPLOYEES; (II) POST IN CONSPICUOUS PLACES, AVAILABLE TO EMPLOYEES AND APPLICANTS FOR EMPLOYMENT, A STATEMENT NOTIFYING EMPLOYEES THAT THE UNLAWFUL MANUFACTURE, SALE, DISTRIBUTION, DISPENSATION, POSSESSION, OR USE OF A CONTROLLED SUBSTANCE OR MARIJUANA IS PROHIBITED IN THE SUCCESSFUL OFFEROR'S WORKPLACE AND SPECIFYING THE ACTIONS THAT WILL BE TAKEN AGAINST EMPLOYEES FOR VIOLATIONS OF SUCH PROHIBITION; (III) STATE IN ALL SOLICITATIONS OR ADVERTISEMENTS FOR EMPLOYEES PLACED BY OR ON BEHALF OF THE SUCCESSFUL OFFEROR THAT THE SUCCESSFUL OFFEROR MAINTAINS A DRUG-FREE WORKPLACE; AND (IV) INCLUDE THE PROVISIONS OF THE FOREGOING CLAUSES IN EVERY SUBCONTRACT OR PURCHASE ORDER OF OVER \$10,000, SO THAT THE PROVISIONS WILL BE BINDING UPON EACH SUSUCCESSFUL OFFEROR OR VENDOR.

FOR THE PURPOSE OF THIS SECTION, "DRUG-FREE WORKPLACE" MEANS A SITE FOR THE PERFORMANCE OR WORK DONE IN CONNECTION WITH A SPECIFIC CONTRACT AWARDED TO A SUCCESSFUL OFFEROR IN ACCORDANCE WITH FEDERAL LAW, THE EMPLOYEES OF WHOM ARE PROHIBITED FROM ENGAGING IN THE UNLAWFUL MANUFACTURE, SALE, DISTRIBUTION, DISPENSATION, POSSESSION OR USE OF ANY CONTROLLED SUBSTANCE OR MARIJUANA DURING THE PERFORMANCE OF THE CONTRACT.

**EMPLOYMENT DISCRIMINATION BY THE SUCESSFUL OFFEROR SHALL BE PROHIBITED:**

- 1. DURING THE PERFORMANCE OF THIS CONTRACT, THE SUCCESSFUL OFFEROR AGREES AS FOLLOWS:
  - a. THE OFFEROR, SHALL NOT DISCRIMINATE AGAINST ANY EMPLOYEE OR APPLICANT FOR EMPLOYMENT BECAUSE OF RACE, RELIGION, COLOR, SEX, NATIONAL ORIGIN, AGE, DISABILITY, OR ANY OTHER BASIS PROHIBITED BY STATE LAW RELATING TO DISCRIMINATION IN EMPLOYMENT, EXCEPT WHERE THERE IS A BONA FIDE OCCUPATIONAL QUALIFICATION REASONABLY NECESSARY TO THE NORMAL OPERATION OF THE SUCCESSFUL OFFEROR. THE SUCCESSFUL OFFEROR AGREES TO POST IN CONSPICUOUS PLACES, AVAILABLE TO EMPLOYEES AND APPLICANTS FOR EMPLOYMENT, NOTICES SETTING FORTH THE PROVISIONS OF THIS NONDISCRIMINATION CLAUSE.
  - b. THE SUCCESSFUL OFFEROR, IN ALL SOLICITATIONS OR ADVERTISEMENTS FOR EMPLOYEES PLACED BY OR ON BEHALF OF THE SUCCESSFUL OFFEROR, SHALL STATE THAT SUCH SUCCESSFUL OFFEROR IS AN EQUAL OPPORTUNITY EMPLOYER.
  - c. NOTICES, ADVERTISEMENTS, AND SOLICITATIONS PLACED IN ACCORDANCE WITH FEDERAL LAW, RULE OR REGULATION SHALL BE DEEMED SUFFICIENT FOR THE PURPOSE OF MEETING THE REQUIREMENTS OF THIS SECTION.
- 2. THE SUCCESSFUL OFFEROR WILL INCLUDE THE PROVISIONS OF THE FOREGOING PARAGRAPHS A, B, AND C IN EVERY SUBCONTRACT OR PURCHASE ORDER OF OVER \$10,000, SO THAT THE PROVISIONS WILL BE BINDING UPON EACH SUBCONTRACTOR OR VENDOR.

**Name and Address of OFFEROR:** \_\_\_\_\_ Date: \_\_\_\_\_ Authorized Signature \_\_\_\_\_  
 Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

**Federal Tax Identification Number/Social Security Number:** \_\_\_\_\_

Is Offeror a "minority" business?  Yes  No      If yes, please indicate the "minority" classification below:  
 African American     Hispanic American     American Indian     Eskimo     Asian American     Aleut     Other; Please Explain:  
 Is Offeror Woman Owned?  Yes  No  
 Is Offeror a Small Business?  Yes  No  
 Is Offeror a Faith-Based Organization?  Yes  No

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## **I. PURPOSE**

The purpose of this solicitation is to obtain a qualified Risk Management Consulting firm that is licensed in the Commonwealth of Virginia to provide consulting services to Newport News Public Schools (NNPS).

## **II. BACKGROUND**

Newport News Public Schools is located within the co-terminus boundaries of the City of Newport News, Virginia. The city is 22 miles long and 4 miles wide encompassing an area of 69.2 square miles.

NNPS educates 28,654 students in 4 early childhood centers, 24 elementary schools, 7 middle schools, 1 middle-high combination school and 5 high schools. There are also programs available for at-risk students in addition to special education programs. The school division has approximately 4,500 employees of which 2,120 are teachers. A listing of NNPS and their locations may be accessed via NNPS's official web site at <http://sbo.nn.k12.va.us/schools>.

For the protection of the school division's students, employees, retirees, and properties, NNPS maintains various insurance policies managed by NNPS-contracted providers. Some of the major insurance coverage provided to NNPS include General Liability, Property Insurance, School Board Legal Liability, Environmental Liability, Umbrella Liability, Vehicle Self-Insurance pool with the City of Newport News and Airport Liability. The purpose of this solicitation is to obtain a qualified Risk Management Consulting firm that is licensed in the Commonwealth of Virginia to provide consulting services to NNPS, as described in this contract.

### **Pricing**

This RFP is to request the Offeror to provide its technical methodology for accomplishing the Risk Management services requested, herein. Offeror shall not provide estimates of man-hours to perform the requested services or the cost of the services to be provided, with its proposal. However, during discussions with Offerors determined to be qualified and responsive to the RFP, NNPS may discuss nonbinding estimates of total project costs or nonbinding estimates for the price of services to be rendered. At the conclusion of discussions, NNPS will select, in the order of preference, only those Offerors whose professional qualifications and proposed methodologies for providing service is deemed most meritorious, to provide a Pricing Proposal, based on the evaluation of technical proposals, beginning with the Offeror determined to be the most qualified of all Offerors. Upon NNPS' request, the Offeror selected should provide a Price Proposal that clearly identifies any and all costs associated with performance under this contract.

However, should NNPS establish that the pricing of the most qualified Offeror is acceptable, NNPS will award to that Offeror. Notwithstanding, NNPS may determine that only one (1) Offeror is fully qualified or is clearly more qualified and suitable, in terms of professional competence, than the others under consideration and reserves the right to award a contract to only that one (1) most qualified Offeror without further discussions or deliberations with any other Offeror.

The Unit Prices offered and accepted will be Firm-Fixed for the duration of the Contract Term, and any renewal option periods exercised, and shall not be exceeded due to cost experience of the Contractor in performing the contract. Selected qualified Offerors may propose adjusted pricing for each subsequent renewal period. These prices, as well, will be Firm-Fixed for the duration of the renewal period proposed.

### III. STATEMENT OF NEEDS

#### A. General Requirements

1. Contractor will provide risk management consulting services to NNPS, as it relates to NNPS property and liability insurance. In providing these services, Contractor will work closely with the NNPS Assistant Superintendent of Business and Support Services, as well as the Accounting Supervisor for the school division.

#### B. Specific Requirements

1. The Contractor will be required to perform the following:
  - a. Review all insurance policies and renewals for conformity with the contract terms and conditions and for legal compliance;
  - b. Develop specific recommendations and strategies for negotiations with insurance carriers and agents;
  - c. Provide input on projected costs for future renewals, cost competitiveness, adequacy of limits, coverage terms and conditions, carrier financial strengths, and service capabilities;
  - d. Provide “hands-on” assistance in the management of renewals for individual coverage policies, as directed by NNPS;
  - e. Analyze brokers’ renewal proposals and develop recommendations for the purchase or new insurance coverage;
  - f. Identify ongoing risk/loss exposure with recommendations regarding coverage extensions, where necessary and/or possible premium savings;
  - g. Review claims history and provide observational feedback and suggestions, where required regarding “loss runs” for auto and general liability coverages.
  - h. Maintain contact and discussion with the NNPS broker(s) in an effort to maximize coverage and minimize cost of the insurance product(s);
  - i. Provide assistance and input in the areas of claim reporting, handling, and settlement;
  - j. Analyze contractual agreements (insurance requirements, bonding requirements, and hold harmless clauses) and insurance policies in force to identify insurance implications and determine NNPS’s ability to respond to the liabilities assumed by this agreement;
  - k. Assist in the management of NNPS’s insurance program through advance premium indication/coverage changes provided by broker at least six months prior to individual policy expiration, and provide input and recommendations in the area of safety and loss control.
  - l. Prepare, maintain, and keep current records of all current insurance policies - with abstracts, in layman’s terms, of coverages afforded, exclusions, deductibles, and claim reporting requirements, including industry and current insurance coverages, which may have a significant impact on the schools’ risk management program and related costs.
  - m. Develop and implement a specific planning timetable for the renewal/resolicitation of each coverage policy and prepare negotiation strategies to obtain maximum coverage for insurance renewal premium costs.
  - n. Provide interim services, regarding review and advice on specific proposals from an insurance consulting perspective. Such review by the Contractor will include, but not be limited to, the following:
    - a. Provide assistance in the RFP process by preparing requirements, meeting with NNPS staff and attending pre-solicitation conferences, offeror presentations/negotiations, analyzing bids/proposals, developing recommendations on the best proposal/bid provided, prepare detailed summation of the RFP process used to document the procurement file, and assisting NNPS staff in finalizing/refining administrative details.
  - o. Develop and deliver responses to insurance situations/questions posed by NNPS staff, as required;
  - p. Meet with designated NNPS staff, as required, to discuss/review insurance coverage and exposure aspects relative to specific types of operations.

## 2. Consultant(s) Qualifications

- a. Must be certified and knowledgeable in the area of Risk Management, particularly property and liability.
- b. Must be knowledgeable of Virginia state insurance regulations and requirements.
- c. Must demonstrate a pattern of continued education in the insurance industry to be able to keep NNPS abreast of changing policies, procedures, and / or regulations that may affect NNPS.
- d. Must demonstrate initiative by notifying NNPS of changes in the insurance industry without NNPS finding out from other sources and by providing NNPS with sound risk management advise and / or recommendations that will serve to protect the interest of the school division.
- e. Must be knowledgeable of carrier financial rankings and the main Virginia insurance carriers/agents in the industry.
- f. Contractor and / or Consultant must not be an insurance agent or have a financial business relationship with any insurance carrier or agent.
- g. Must be able to respond to NNPS needs in a short period of time, if necessary.

## 3. Performance Measures

- a. Contractor and / or Consultant's performance will be measured, based on the following, as a minimum:
  1. Response time in providing information and / or recommendations requested by NNPS;
  2. Initiative in providing information and / recommendations;
  3. Quality of information and / or recommendations provided;
  4. Professionalism of company and / or consultant;

## 4. Professional Standards

- a. Contractor shall perform its services with care, skill, and diligence, in accordance with the applicable professional standards currently recognized by such profession, and shall be responsible for the professional quality, technical accuracy, completeness, and coordination of all findings; recommendations; reports and information furnished under this contract.
- b. Unless otherwise agreed to by express written statement in this contract, NNPS' review and acceptance of contractor findings, recommendations, reports, and information shall in no way or manner relieve or lessen contractor's responsibility under the contract for the professional quality, technical accuracy, and completeness of such information provided.
- c. Contractor must present itself in a professional manner, to include demeanor and dress, as appropriate for the services being performed.
- d. Contractor represents and warrants to NNPS that it is experienced in and thoroughly familiar with all aspects of the Scope of Work and is properly qualified as applicable and is equipped, organized and financially able to perform the Scope of Work, herein.

## 5. Key Personnel

- a. Contractor is required to assign Key Personnel and Key Personnel alternates to perform this contract and work closely with NNPS staff for the duration of this contract. It is expected that the Key Personnel selected and approved will be the Contractor's primary point with NNPS and will perform the duties specified by this agreement. Alternates will fill in for Key



Personnel in their absence. Key Personnel and Alternates must be approved by NNPS to perform under this contract, prior to commencement of services by the individual(s); therefore, the Contractor must submit the name and resume of any individual, not already assigned as a Key Personnel or Alternate, to the Contract Administrator for approval. Any weaknesses or concerns posed by NNPS, regarding candidates, must be appropriately addressed by Contractor, prior to individuals being approved. Likewise, Contractor must notify NNPS, at least two (2) weeks in advance, when an individual assigned as a Key Personnel or Alternate will no longer serve in this position for the duration of the contract. This is important for the continuity and level of quality, capability, skill, and service provided to NNPS by the Contractor.

#### **IV. SPECIAL INSTRUCTIONS TO THE OFFEROR**

##### **A. Definitions:**

Issuing Office:

Wherever used in this Request for Proposal, Issuing Office will be:  
Lisa Cumming, CPPO, C.P.M., VCO Director of Procurement  
Newport News Public Schools Purchasing Department  
12465 Warwick Boulevard  
Newport News, VA 23606-3041  
Phone: (757) 597-2820  
Fax: (757) 591-4634  
Email: [lisa.cumming@nn.k12.va.us](mailto:lisa.cumming@nn.k12.va.us)

NNPS Contract Administrator:

Wherever used in this Request for Proposal and for purposes of any notices under this contract, the NNPS Contract Administrator will be:  
Steven R. Kanehl, CPA, Accounting Supervisor  
Newport News Public Schools  
12465 Warwick Boulevard  
Newport News, VA 23606  
Phone: (757) 591-4513  
Fax: (757) 595-2461  
Email: [steven.kanehl@nn.k12.va.us](mailto:steven.kanehl@nn.k12.va.us)

##### **B. Contact with NNPS Staff, Representatives, and/or Agents:**

Direct contact with NNPS staff, representatives, and/or agents other than Purchasing Department staff on the subject of this RFP or any subject related to this RFP is expressly prohibited except with the prior knowledge and permission of the Purchasing Agent.

##### **C. Offerors of Record:**

Offerors receiving a copy of this RFP from a source other than the Issuing Office via [www.eva.virginia.gov](http://www.eva.virginia.gov) must contact the Issuing Office and provide Offeror's name, address, contact person, telephone and fax number, and the RFP Item Number. Offeror will be added to the eVA Planholders' list and will receive notification of any addenda to the RFP.

##### **D. Preproposal Conference:**

A non-mandatory pre-proposal conference is scheduled to be held on Tuesday, March 19, 2019, 2:30 p.m. in the Newport News Public Schools Administration Building, Purchasing Department located at 12465 Warwick Blvd, Newport News, VA 23606. Offerors intending to participate are encouraged to contact the Issuing Office to ensure adequate space is reserved.

##### **E. Questions:**

Offerors must submit questions regarding the Request For Proposal in writing to the Issuing Office at [lisa.cumming@nn.k12.va.us](mailto:lisa.cumming@nn.k12.va.us) no later than **3:00 PM EST, March 21, 2019**. Necessary replies will be issued to

all Offerors of record as addenda that shall become part of the contract documents. Oral instructions do not form a part of the Proposal documents.

Offeror is responsible for checking the [www.eva.virginia.gov](http://www.eva.virginia.gov) web site or contacting the Issuing Office within 48 hours prior to Proposal closing to secure any addenda issued for this RFP.

#### **F. Changes or Modifications:**

Changes or modifications to this Request for Proposals made prior to the date and time of closing will be addressed by addenda from the Issuing Office. Offerors are to acknowledge receipt of addenda in the space provided on the cover page of this Request for Proposal. Oral communications are not a part of the Proposal documents. This RFP and any addenda shall be incorporated, by reference, into any resulting contract.

#### **G. RFP Closing:**

Offeror shall ensure its Proposal is time stamped by the Issuing Office no later than the Closing Date and Time shown on the cover page of this Information for Proposal. Proposals received after the specified date and time (time stamped 2:31 P.M. or later) will not be considered and will be returned to the Offeror unopened.

#### **H. Proposal Submittal Requirements:**

1. Each Proposal submission shall be submitted to the Issuing Office and shall include the following documents:
  - a. The cover page of this Request for Proposal, which will contain:
    - 1) Original signature of an agent authorized to bind the company;
    - 2) Requested contact information;
    - 3) Company FEI/TIN number; and,
    - 4) Acknowledgment of any addenda on page one (1);
  - b. Completed and signed anticollusion/nondiscrimination clauses on page 2;
2. Offerors are encouraged to submit their Proposals on recycled paper and to use double-sided copying.
3. Proposals must be submitted utilizing the following requirements:
  - a. Offerors shall submit proposals in a sealed envelope or package, and label the envelope or package with the Request for Proposal's item number and the name and address of the Offeror. **Proposals received by telephone, telegraph, facsimile, or any other means of electronic transfer shall not be accepted.**
  - b. Submit the original, three (3) hard copies and one (1) electronic copy (CD or USB drive) of the proposal.
    - 1) The CD must be a:
      - a) "standard" compact disk (CD) [using 780 nm wavelength laser diode light]; or a digital video disk or "digital versatile disc" (DVD) [using 650 nm wavelength laser diode light - Note: 'Blue-ray™' disks are not acceptable]. The media shall be capable of being read in a standard personal computer (PC) CD or DVD-drive. The media shall use a "standard" CD-file system format [ISO 9660], be virus-free, and may contain PC-files in any of the following formats:
        - b) Adobe(c) Personal-Document-Files (pdf), version 9.0, or greater
        - c) Microsoft(c) Word 'document' files (doc), version 12, or greater (Word 2007)
        - d) Microsoft(c) Excel 'spreadsheet' files (xls), version 12, or greater (Excel 2007)
        - e) Microsoft (c) PowerPoint 'presentation' files (ppt) , version 12, or greater (PowerPoint 2007)
        - f) American Standard Code for Information Interchange (ASCII) text (txt) (e.g. Microsoft(c) Notepad, any version).
      - g) Tagged Information Format (tif or TIFF) files

#### **I. Evaluation of Proposals:**

After the proposal opening, NNPS will select for further consideration two or more Offerors deemed to be fully qualified and best suited among those submitting proposals based on Offerors' responses to the information requested in this RFP. NNPS will engage in individual discussions with two or more Offerors deemed fully qualified, responsible and suitable on the basis of initial responses and with emphasis on professional competence, to provide the required services. Repetitive informal interviews may occur. The Offerors are encouraged to elaborate on their qualifications and performance data or staff expertise pertinent to the proposed contract, as well as alternative concepts. Binding price data will not be discussed or considered under this phase of the evaluation process.

At the conclusion of discussions and on the basis of the evaluation factors published herein, NNPS shall select, in the order of preference, two or more offerors whose professional qualifications and proposed services are deemed most meritorious. Negotiations shall then be conducted, beginning with the offeror ranked first. The offeror ranked first will be requested to submit cost and pricing data for consideration and negotiation.

Offerors should be completely responsive to this RFP, able to conform to the terms and conditions provided herein, and provide responses to the evaluation criteria outlined below. Offeror should not incorporate its standard contract document into its proposal, by reference or in full text, without listing each exception it represents to the terms and conditions of this RFP, as described in the Exceptions/Alternatives section of this paragraph.

Offerors are encouraged to provide thorough and detailed information regarding the product and services being offered, based on the evaluation criteria provided below.

**Services to be Provided (40 pts.)**

Provide a detailed description of the services to be provided under this contract. Description must address, at a minimum:

- Introduction - An overview of Offeror's understanding of the scope of work and services to be provided.
- Detailed response to how each of the requirements listed in §B. Description of Services will be performed.

**Capabilities and Skills (35 pts.)**

Describe the qualifications and skills of the Offeror to provide the requested services, in the form of a Management Summary. The Management Summary must address, at a minimum, the requirements in under Consultant Qualifications, and the following information:

- Background
  1. Provide background information about the organization, such as its philosophy, ownership, size, facilities and locations.
  2. Illustrate Offeror's organizational structure -- e.g. organization chart of the firm, project teams, etc.
  3. Indicate the size and location of the office that will service NNPS.
  4. Indicate the type of organization the Offeror represents (i.e. individual, partnership or corporation). If the Offeror is a corporation, list the names of the President, Vice-President, Secretary, Treasurer and all principals. If the Offeror is a partnership, include the names of all principals or partners.
  5. Offeror's current financial condition. Provide supporting documentation and audited annual reports for the past three (3) years. If company is privately held, supply sufficient information to document the company's financial status and capability to perform under this contract.
  6. If Offeror intends to subcontract any part of the work under this contract, indicate services to be subcontracted and subcontractor(s) to provide said services.
  7. List of insurance agents and / or carriers, with which Contractor has business and / or other financial relationship.
- Qualifications
  1. Provide details of Offeror's company qualifications to perform the services requested in this RFP, including all resources available to Offeror for the performance of the contract. Include information on the availability of "experts" in the field of Risk Management to the Offeror, if any.
  2. Identify the Key Personnel and Alternates who will be assigned to perform and manage the services under this contract for NNPS. Include a description of the individual(s)' qualifications, training, experience, and professional certifications, accompanied by their individual resumes. Resumes should include additional information on the individual auditor / consulting, such as college

degrees, type and levels of experience in auditing local governments, school boards, development authorities, and relevant training courses (name of course and date course was completed).

- Contract Points of Contact – Provide the name, title, address, e-mail address, phone and fax numbers, and work hours of the Offeror’s Contract points of contact for the following functions:
  1. Ability to execute prompt contract administration upon award of the contract;
  2. Authorized to provide binding information to NNPS Issuing Office during the period of evaluation;
  3. Authorized to accept any notices provided for in this contract.
  
- Offeror’s Statement
  1. Provide statements explaining why the Offeror’s proposed solution would be the most advantageous to NNPS.
  2. Describe the one attribute that Offeror believes places him / her ahead of the competition.

### **Experience and Past Performance (25 pts.)**

Provide a concise description of all work experiences as they relate to the Specifications and Tasks outlined in this RFP. Description should include, but not be limited to:

- Industry Service
  1. Describe Offeror’s established experience record in providing comparable services.
  2. Indicate the number and types of clients the Offeror has served with comparable services.
  3. Indicate the number of years Offeror has been providing these types of services.
  4. Describe Offeror’s company experience performing professional A&E services for other school divisions, local governments, and development authorities.
  
- References – Provide a minimum of five (5) client references for whom Offeror has provided services comparable to those described in this RFP. For each reference, provide:
  1. Name of firm;
  2. Address of firm;
  3. Name, title, address, e-mail address, and phone and fax number of a contact for the firm;
  4. Number of years Offeror has served the firm; and
  5. Brief summary of scope of services provided.

### **Exceptions/Alternatives**

- Exceptions - Detail any exceptions taken to the Specifications and Terms and Conditions sections of this RFP. For each exception, specify the RFP page number, section number, and the exception taken. Offeror should not incorporate by reference its entire, standard contract document.
- Alternatives - Offerors may present alternative methods to the “Specific Requirements” outlined in the RFP. However, unsolicited optional and/or alternative offers should first present a response to NNPS’s objectives detailed in the “Specific Requirements” section of the solicitation. Offerors must specify their Experience, Capability and Skill, and Services to be Provided, with respect to any alternate solutions proposed.
- Exceptions and/or alternatives will be considered during evaluation and, if Offeror is selected for further evaluation, will be subject to negotiations.

After negotiations are completed, NNPS will select the Offeror who, in NNPS's opinion, has made the best proposal and shall award the contract to that Offeror (referred to in this RFP as the Successful Offeror). Should NNPS determine in writing and in its sole discretion that only one Offeror is fully qualified, or that one Offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that Offeror.

NNPS is not required to furnish a statement of the reason(s) why a proposal was not deemed to be the most advantageous.

**J. Presentation/Demonstration:**

If in NNPS's opinion, vendor presentations or demonstrations of the Offeror's proposed services and capabilities are warranted, NNPS will notify the appropriate vendors. Such presentation or demonstration will be at an NNPS site at a date and time mutually agreed to between NNPS and Offeror and will be at the Offeror's expense.

**K. Preparation of Proposals:**

In presenting their proposals, Offerors are encouraged to be thorough in addressing the *General and Specific Requirements*, the *Preparation of Proposal Guidelines*, and the *Proposal Submittal Requirements* as outlined in this RFP.

To facilitate the NNPS's evaluation of Offeror's proposal, Offeror is to number all pages of its proposal and provide tabs listing the evaluation criteria indicated above.

**L. Cost of Responding:**

This solicitation does not commit NNPS to pay any costs incurred by the Offeror or any other party in the preparation and/or submission of proposals or in making necessary studies or designs for the preparation thereof, nor is NNPS obligated to procure or contract for such services.

**V. GENERAL TERMS AND CONDITIONS**

**M. Contract Document:**

This RFP, its addenda, Successful Offeror's proposal, any additional information requested, and negotiated changes and will constitute the final contract hereafter referred to as this "contract". These documents will be incorporated by reference into the NNPS purchase order awarding this contract. This contract shall be governed by the contract documents in the following order of precedence:

This RFP document;

Any negotiated changes to the foregoing documents; and

Offeror's proposal

**N. Proposal Binding For One-hundred Twenty (120) Days:**

Offeror agrees that its Proposal shall be binding and may not be withdrawn for a period of one-hundred (120) calendar days after the scheduled closing date of this Request For Proposals.

**O. Proprietary Information/Non-Disclosure:**

Offeror is advised that the Virginia Public Procurement Act (Section 2.2-4342, Code of Virginia, 1950 as amended) shall govern public inspection of all records submitted by Offeror. Specifically, if Offeror seeks to protect any proprietary data or materials, pursuant to Section 2.2-4342, Offeror shall:

1. Invoke the protections of this section prior to or upon submission of the data or other materials,
2. Provide a statement that identifies the data or other materials to be protected and that states the reasons why protection is necessary.
3. Submit trade secrets or other proprietary information under separate cover in a sealed envelope clearly marked "**PROPRIETARY**".
4. Information submitted that does not meet the above requirements will be considered public information in accordance with State statutes.
5. NNPS reserves the right to submit such information to the NNPS attorney for concurrence of the Offeror's claim that it is in fact proprietary.

6. References to the proprietary information may be made within the body of the Proposal; however, all information contained within the body of the Proposal shall be public information in accordance with State statutes.
7. Trade secrets or proprietary information submitted by an Offeror in conjunction with this RFP is not subject to public disclosure under the Virginia Freedom of Information Act (VFOIA).
8. Information submitted that does not meet the above requirements will be considered public information in accordance with the VFOIA.
9. An all-inclusive statement that the entire Proposal is proprietary is unacceptable. A statement that Offeror's costs and/or Proposal pricing are to be protected is unacceptable. Offeror will be requested to remove any such statement(s) in order to be eligible for further consideration.

**P. Contract Modification(s):**

After award, any and all modifications to this contract shall be mutually agreed to by both parties, in writing, and authorized by the NNPS Purchasing Agent or his designee via issuance of a change order (purchase order).

**Q. Offeror Obligation:**

Offeror shall carefully examine the contents of this Request for Proposals and any subsequent addenda. Failure to do so shall not relieve the Successful Offeror of its obligation to fulfill the requirements of any contract awarded as a result of this RFP.

**R. Conditions of Work:**

Offeror shall inform itself fully of the conditions relating to services required herein. Failure to do so will not relieve a Successful Offeror of the obligation to furnish all goods and/or services necessary to carry out the provisions of this contract

**S. Prime Contractor:**

If in its performance of this contract, Successful Offeror supplies goods or services by or through another party or subcontractor, Successful Offeror agrees that:

1. Successful Offeror shall act as the prime contractor for the goods and services to be provided under contract and shall be the sole point of contact with regard to all obligations under this contract.
2. Successful Offeror represents and warrants that Successful Offeror has made third parties or subcontractors aware of the proposed use and disposition of the other party's products or services, and that such other party has agreed in writing that it has no objection and that NNPS is not liable to such third parties or subcontractors for any work performed under this contract.
3. The use of subcontractors and the work they perform must receive the prior written approval of NNPS. NNPS will designate a Contract Administrator to approve such work.
4. Successful Offeror shall be solely responsible for all work performed and materials provided by subcontractors.
5. Successful Offeror shall be responsible for the liability of subcontractors for the types and limits required of the Successful Offeror under this contract.

**T. Subcontractors:**

Contractor's use of subcontractors and the work they are to perform must receive written approval from the Contract Administrator at least ten (10) calendar days prior to the work being performed. Contractor shall be solely responsible for all work performed and materials provided by subcontractors. Contractor shall be responsible for the liability of subcontractors for the types and limits required of the Contractor.

**U. Non-Assignment:**

Successful Offeror shall not assign its rights and duties under this Agreement without the prior written consent of the NNPS Contract Administrator.

**V. Antitrust:**

Any perceived anti-trust violation will be reported to the State Attorney General for possible enforcement of anti-trust laws.

**W. Anticollusion/Nondiscrimination Requirements Form:**

The attached "Anticollusion/Nondiscrimination Requirements" form, on page 2 of this RFP, shall be executed by Offeror and is to be submitted with Offeror's Proposal. The requirements set forth on said form shall be considered to be binding terms and conditions in any contract resulting from this RFP. A contract will not be awarded to an Offeror who has not signed the anticollusion/nondiscrimination statement.

**X. Hold Harmless/Indemnification:**

It is understood and agreed that Successful Offeror hereby assumes the entire responsibility and liability for any and all material damages to persons or property caused by or resulting from or arising out of any act or omission on the part of Successful Offeror, its subcontractors, agents or employees under or in connection with this Contract or the performance or failure to perform any work required by this Contract. Successful Offeror agrees to indemnify and hold harmless NNPS and its agents, volunteers, servants, employees and officials from and against any and all claims, losses, or expenses, including reasonable attorney's fees and litigation expenses suffered by any indemnified party or entity as the result of claims or suits due to, arising out of or in connection with (a) any and all such damages, real or alleged, (b) the violation of any law applicable to this Contract, and (c) the performance of the work by Successful Offeror or those for whom Successful Offeror is legally liable. Upon written demand by NNPS, Successful Offeror shall assume and defend at Successful Offeror's sole expense any and all such suits or defense of claims made against NNPS, its agents, volunteers, servants, employees or officials.

**Y. Notices:**

All notices, requests, demands, and elections under this contract, other than routine operational communications, shall be in writing and shall be deemed to have been duly given on the date when hand-delivered, or on the date of the confirmed facsimile transmission, or on the date received when delivered by courier that has a reliable system for tracking delivery, or six (6) NNPS business days after the date of mailing when mailed by United States mail, registered or certified mail, return receipt requested, postage prepaid. All notices shall be addressed to the following individuals:

To NNPS: NNPS Contract Administrator as designated in this RFP.

To Successful Offeror: Successful Offeror's Contract Administrator as defined in Successful Offeror's Proposal.

Either party may from time to time change the individual(s) to receive notices and/or its address for notification purposes by giving the other party written notice as provided above.

**Z. Non-Performance:**

1. Delivery Delays: NNPS reserves the right to procure goods and/or services to be provided under this contract from other sources in the event Successful Offeror fails to deliver such goods and/or service deliverables in accordance with delivery dates and time frames set forth in this contract.
2. Unacceptable Deliveries (Rejections): Upon notification by NNPS that goods and/or service deliverables provided by the Successful Offeror under this contract are damaged and/or not of the quality specified by NNPS, such goods and/or service deliverables will be rejected. Successful Offeror shall replace such rejected goods and/or service deliverables immediately or within a reasonable time as determined by NNPS.
3. Successful Offeror shall remove all rejected materials, equipment or supplies from the premises of NNPS within ten (10) days of notification. Rejected goods and/or service deliverables not removed from NNPS' premises within ten (10) days will be regarded as abandoned, shall become the property of NNPS, and NNPS shall have the right to dispose of such items.
4. NNPS reserves the right to authorize immediate purchase from other sources against rejections.
5. Liability: Successful Offeror shall be liable to NNPS for all costs incurred by NNPS as a result of Successful Offeror's failure to perform in accordance with the contract. Successful Offeror's liability shall include, but not be limited to:
  - a. Damages and other delay costs, to include costs to procure goods/services from alternate suppliers.
  - b. Increased costs of performance, such as extended overhead and increased performance costs resulting from performance delays caused by Successful Offeror and/or rejections of Successful Offeror's goods and/or service deliverables.
  - c. Warranty and rework costs, liability to third party, excess costs, attorney's fees and related costs incurred by NNPS due to non-responsive performance of Successful Offeror.

**AA. Termination Without Cause:**

NNPS may at any time, and for any reason, terminate this Contract by written notice to Successful Offeror specifying the termination date, which shall be not less than thirty (30) days from the date such notice is mailed. Notice shall be given to Successful Offeror by certified mail/return receipt requested, addressed to the Successful Offeror's Contract Administrator. In the event of such termination, Successful Offeror shall be paid

such amount as shall compensate Successful Offeror for the work satisfactorily completed, and accepted by NNPS, at the time of termination. If the event NNPS terminates this Contract, Successful Offeror shall withdraw its personnel and equipment, cease performance of any further work under this Contract, and turn over to NNPS any work completed or in process for which payment has been made.

**BB. Termination With Cause/Breach:**

In the event that Successful Offeror shall for any reason or through any cause be in default of the terms of this Contract, NNPS may give Successful Offeror written notice of such default by certified mail/return receipt requested, addressed to the Successful Offeror's Contract Administrator. Unless otherwise provided, Successful Offeror shall have ten (10) days from the date such notice is mailed in which to cure the default. Upon failure of the Successful Offeror to cure the default, NNPS may immediately cancel and terminate this Contract as of the mailing date of the default notice. Upon termination, Successful Offeror shall withdraw its personnel and equipment, cease performance of any further work under the Contract, and turn over to NNPS any work in process for which payment has been made. In the event of violations of law, safety or health standards and regulations, this Contract may be immediately cancelled and terminated by NNPS and provisions herein with respect to opportunity to cure default shall not be applicable.

**CC. Breach of Contract:**

Successful Offeror shall be deemed in breach of this contract if the Successful Offeror:

Fails to comply with any terms of this contract;

Fails to cure such noncompliance within ten (10) calendar days from the date of the NNPS written notice or such other time frame, greater than ten (10) calendar days, specified by the NNPS Contract Administrator in the notice.

Fails to submit a written response to NNPS's notification of noncompliance within ten (10) calendar days after the date of the NNPS notice.

All notices under this contract shall be submitted, either by fax or certified mail, return-receipt requested, to the respective contract administrator. Successful Offeror shall not be in breach of this contract as long as its default was due to causes beyond the reasonable control of and occurred without any fault or negligence on the part of both the Successful Offeror and its subcontractors. Such causes may include, but are not restricted to, acts of God or of the public enemy, acts of NNPS in its sovereign capacity, fires, floods, epidemics, strikes, freight embargoes, and unusually severe catastrophic weather such as hurricanes.

**DD. Applicable Law:**

This Contract shall be deemed to be a Virginia contract and shall be governed as to all matters whether of validity, interpretations, obligations, performance or otherwise exclusively by the laws of the Commonwealth of Virginia, and all questions arising with respect thereto shall be determined in accordance with such laws.

Regardless of where actually delivered and accepted, this Contract shall be deemed to have been delivered and accepted by the parties in the Commonwealth of Virginia.

**EE. Compliance With All Laws:**

Successful Offeror shall comply with all federal, state and local statutes, ordinances, and regulations now in effect or hereafter adopted, in the performance of this contract. Successful Offeror represents that it possesses all necessary licenses and permits required to conduct its business and/or will acquire any additional licenses and permits necessary for performance of this contract prior to the initiation of work. If the Successful Offeror is a corporation, Successful Offeror further expressly represents that it is a corporation of good standing in the Commonwealth of Virginia and will remain in good standing throughout the term of the contract and any extensions. All City of Newport News business license, personal property, real estate and other applicable tax requirements shall be met by Successful Offeror.

**FF. Venue:**

Venue shall be in the Circuit Court of the City of Newport News, Virginia, and the United States District Court for the Eastern District of Virginia, Norfolk Division, compliant with applicable laws and regulations, as deemed appropriate by NNPS.

**GG. Severability:**

If any provision of this contract is found by any court of competent jurisdiction to be invalid or unenforceable, the invalidity of such provision shall not affect the other provisions of this contract, and all other provisions of this contract shall remain in full force and effect.



**HH. Non-Appropriation of Funds:**

It is understood and agreed between the parties herein that NNPS shall be bound hereunder only to the extent that the funds shall have been appropriated. In the event no funds or insufficient funds are appropriated, NNPS shall immediately notify the Successful Offeror of such occurrence and this Contract shall terminate on the last day funds are available without penalty or expense to NNPS of any kind whatsoever.

**II. Tax Exemption:**

NNPS is exempt from federal excise tax and from all State and local taxes. Successful Offeror shall not include such taxes in any invoices under this agreement. Upon request, NNPS will furnish the Successful Offeror with tax exemption certificates or the NNPS tax exempt number.

**JJ. Vendor's Invoices:**

Successful Offeror shall submit to NNPS all invoices promptly upon completion of the requirements for installation, delivery, and acceptance of the Products and Services required under this contract. Invoices shall not include any costs other than those identified in the executed NNPS purchase order awarding this contract or any subsequent change orders issued by the NNPS Purchasing Division. All shipping costs are the Successful Offeror's responsibility, except to the extent such charges are identified in the executed NNPS purchase order or change orders. Successful Offeror's invoices shall provide at a minimum:

- Type and description of the Product or Service installed, delivered and accepted;
- Serial numbers, if any;
- Quantity delivered;
- Charge for each item;
- Extended total (unit costs x quantity);
- This RFP number and the NNPS Purchase Order Number.

**KK. Contractual Disputes:**

Any dispute concerning a question of fact as a result of a contract with NNPS which is not disposed of by agreement shall be decided by the NNPS Purchasing Agent, who shall reduce his decision to writing and mail or otherwise forward a copy thereof to the contractor within thirty (30) days. The decision of the NNPS Purchasing Agent shall be final and conclusive unless the contractor appeals within six (6) months of the date of the final written decision by instituting legal action as provided in the Code of Virginia. A contractor may not institute legal action, prior to receipt of the public body's decision on the claim, unless the public body fails to render such decision within the time specified. Contractual claims, whether for money or other relief, shall be submitted in writing no later than sixty days after final payment; however, written notice of the contractor's intention to file such claim shall have been given at the time of the occurrence or beginning of the work upon which the claim is based. Nothing herein shall preclude a contract from requiring submission of an invoice for final payment within a certain time after completion and acceptance of the work or acceptance of the goods. Pendency of claims shall not delay payment of amounts agreed due in the final payment.

**LL. Warranty/Guarantee:**

Successful Offeror guarantees against defective or faulty material or workmanship for at least one (1) year or for the manufacturer's standard warranty period, whichever is greater, from date of acceptance by NNPS. To furnish adequate protection from damage for all work and to repair damages of any kind for which Successful Offeror or Successful Offeror's workmen are responsible, to the building or equipment, to Successful Offeror's own work, or to the work of others. Any merchandise or service provided under the contract which is or becomes defective during the warranty period shall be replaced by the Successful Offeror free of charge with the specific understanding that all replacements shall carry the same guarantee as the original equipment or service (one year or manufacturer's standard warranty period, whichever is greater, from the date of acceptance of the replacement). Successful Offeror shall make any such replacement immediately upon receiving notice from NNPS.

**MM. Payment Terms:**

To be eligible for payment, all labor, equipment and materials covered under Successful Offeror's invoice must be completed and accepted by NNPS. NNPS agrees to make payments under this contract within thirty (30) days after receipt of a correct invoice for such payment. Where payment is made by mail, the date of postmark shall be deemed to be the date of payment. Any amounts due NNPS under the terms of this or any other agreement may be applied against Successful Offeror's invoices with documentation for the basis of the

adjustment attached. In no event shall any interest penalty or late fee accrue when payment is delayed because of disagreement between NNPS and Successful Offeror regarding the quantity, quality, time of delivery, or other noncompliance with the contract requirements for any Product or Service or the accuracy or correctness of any invoice. Payment terms offering a "prompt payment discount" of 20 days or greater will be considered in the evaluation of Proposals. All other payment terms shall be net thirty (30) calendar days or greater. Payment terms not specified by Offeror shall be Net 45 days.

#### Special Educational or Promotional Discounts

Successful Offeror shall extend any special educational or promotional sale prices or discounts immediately to NNPS during the term of the contract. Such notice shall also advise the duration of the specific sale or discount price.

#### **NN. Prompt Payment:**

NNPS will promptly pay for completed, delivered goods or services accepted under this Contract by the payment date established. The required payment date will be either: (i) the date on which payment is due under the terms of this Contract for the provision of the goods or services; or (ii) if a date is not established by this Contract, not more than forty-five (45) days after goods or services are received or not more than forty-five (45) days after the invoice is rendered, whichever is later.

Within twenty (20) days after the receipt of the invoice or goods or services, NNPS shall notify the supplier of any defect or impropriety that would prevent payment by the payment date. Should NNPS fail to pay the Contractor by the pay date, finance charges may be assessed by the Contractor. Unless otherwise provided under the terms of this Contract, interest will accrue at the rate of one percent (1%) per month. This will not apply to late payment provisions in any public utility tariffs or public utility negotiated Contracts. Contractor shall include in each of its subcontracts a provision requiring each subcontractor to include or otherwise be subject to the same payment and interest requirements with respect to each lower-tier subcontractor.

In cases where payment to Contractor is made by mail, the date of postmark shall be deemed to be the date payment is made for purposes of this Contract.

Individual Contractors shall provide to NNPS their social security numbers and proprietorships, partnerships, and corporations to provide their federal employer identification numbers.

Within seven (7) days after Contractor receives payment from NNPS, Contractor shall take one or more of the following actions:

1. Pay all subcontractors for the proportionate share of the total payment received from NNPS attributable to the work performed by the subcontractors under this Contract;
2. Notify NNPS and all affected subcontractors, in writing, of Contractor's intention to withhold all or a part of each affected subcontractor's payment including the reason for nonpayment.
3. Pay interest to the subcontractor on all amounts owed by the Contractor that remain unpaid after (7) seven days following receipt by the Contractor of payment from NNPS for work performed by the subcontractor under that Contract, except for amounts withheld, as allowed in #2 above.

A Contractor's obligation to pay an interest charge to a subcontractor pursuant to the payment clause in this section shall not be construed to be an obligation of NNPS. A Contract modification will not be made for the purpose of providing reimbursement by NNPS for interest charges owed by Contractor. A cost reimbursement claim to NNPS shall not include any amounts for reimbursement of interest charges owed by Contractor.

#### **OO. Payment by Electronic Funds Transfer (EFT)**

- (a) Method of payment.

(1) All payments by Newport News Public Schools (NNPS) under this contract shall be made by electronic funds transfer (EFT) except as provided in paragraph (a)(2) of this clause. As used in this clause, the term “EFT” refers to the funds transfer and may also include the payment information transfer.

(2) In the event NNPS is unable to release one or more payments by EFT, the Contractor agrees to either—

(i) Accept payment by check or some other mutually agreeable method of payment; or

(ii) Request NNPS to extend payment due dates until such time NNPS makes payment by EFT (but see paragraph (d) of this clause).

(b) Mandatory submission of Contractor's EFT information.

(1) The Contractor is required to provide NNPS with the information required to make payment by EFT (see paragraph (j) of this clause). The Contractor shall provide this information directly to the NNPS Accounting Department (hereafter referred to as “Accounting”) by no later than 15 days prior to submission of the first request for payment. In the event that the EFT information changes, the Contractor shall be responsible for providing the updated information to the Accounting.

(2) If the Contractor provides EFT information applicable to multiple contracts, the Contractor shall specifically state the applicability of this EFT information in terms acceptable to Accounting.

(c) *Mechanisms for EFT payment.* NNPS may make payment by EFT through the Automated Clearing House (ACH) network, subject to the rules of the National Automated Clearing House Association

(d) Suspension of payment.

(1) The NNPS is not required to make any payment under this contract until after receipt, by Accounting, of the correct EFT payment information from the Contractor. Until receipt of the correct EFT information, any invoice or contract financing request shall be deemed not to be a proper invoice for the purpose of prompt payment under this contract.

(2) If the EFT information changes after submission of correct EFT information, NNPS shall begin using the changed EFT information no later than 30 days after its receipt by Accounting to the extent payment is made by EFT. However, the Contractor may request that no further payments be made until the updated EFT information is implemented by Accounting. If such suspension would result in a late payment under the prompt payment terms of this contract, the Contractor’s request for suspension shall extend the due date for payment by the number of days of the suspension.

(e) Liability for uncompleted or erroneous transfers.

(1) If an uncompleted or erroneous transfer occurs because NNPS used the Contractor’s EFT information incorrectly, NNPS remains responsible for—

(i) Making a correct payment;

(ii) Paying any prompt payment penalty due; and

(iii) Recovering any erroneously directed funds.

(2) If an uncompleted or erroneous transfer occurs because the Contractor’s EFT information was incorrect, or was revised within 30 days of NNPS’ release of the EFT payment transaction, and—

(i) If the funds are no longer under the control of Accounting, NNPS is deemed to have made payment and the Contractor is responsible for recovery of any erroneously directed funds; or

(ii) If the funds remain under the control of Accounting, NNPS shall not make payment and the provisions of paragraph (d) shall apply.

(f) *EFT and prompt payment.* A payment shall be deemed to have been made in a timely manner in accordance with the prompt payment terms of this contract if, in the EFT payment transaction instruction released to the Federal Reserve System, the date specified for settlement of the payment is on or before the prompt payment due date, provided the specified payment date is a valid date under the rules of the Federal Reserve System.

(g) *EFT and assignment of claims.* If the Contractor assigns the proceeds of this contract as provided for in the assignment of claims terms of this contract, the Contractor shall require as a condition of any such assignment, that the assignee shall provide the EFT information required by paragraph (j) of this clause to Accounting, and shall be paid by EFT in accordance with the terms of this clause. In all respects, the requirements of this clause shall apply to the assignee as if it were the Contractor. EFT information that shows the ultimate recipient of the transfer to be other than the Contractor, in the absence of a proper assignment of claims acceptable to NNPS, is incorrect EFT information within the meaning of paragraph (d) of this clause.

(h) *Liability for change of EFT information by financial agent.* NNPS is not liable for errors resulting from changes to EFT information provided by the Contractor's financial agent.

(i) *Payment information.* Accounting shall forward to the Contractor available payment information that is suitable for transmission as of the date of release of the EFT instruction to the Federal Reserve System. NNPS may request the Contractor to designate a desired format and method(s) for delivery of payment information from a list of formats and methods Accounting is capable of executing. However, NNPS does not guarantee that any particular format or method of delivery is available and retains the latitude to use the format and delivery method most convenient to NNPS. If NNPS makes payment by check in accordance with paragraph (a) of this clause, NNPS shall mail the payment information to the remittance address in the contract.

(j) *EFT information.* The Contractor shall provide the following information to Accounting. The Contractor may supply this data for this or multiple contracts (see paragraph (b) of this clause). The Contractor shall designate a single financial agent per contract capable of receiving and processing the EFT information using the EFT methods described in paragraph (c) of this clause.

(1) The contract number (or other procurement identification number).

(2) The Contractor's name and remittance address, as stated in the contract(s).

(3) The signature (manual or electronic, as appropriate), title, and telephone number of the Contractor official authorized to provide this information.

(4) The name, address, and 9-digit Routing Transit Number of the Contractor's financial agent.

(5) The Contractor's account number and the type of account (checking, saving, or lockbox).

(6) If applicable, the Fedwire Transfer System telegraphic abbreviation of the Contractor's financial agent.

(7) If applicable, the Contractor shall also provide the name, address, telegraphic abbreviation, and 9-digit Routing Transit Number of the correspondent financial institution receiving the wire transfer payment if the Contractor's financial agent is not directly on-line to the Fedwire Transfer System; and, therefore, not the receiver of the wire transfer payment.

NNPS Accounting Department Designated Contact:

Accounting Department

NNPS Administration Building

12465 Warwick Blvd.

Newport News, Virginia 23606

Tel: (757)591- 4513

Steven Kanehl, Accounting Supervisor

Steven.Kanehl@nn.k12.va.us

**PP. Audits:**

NNPS shall have the right to audit all books and records (in whatever form they may be kept, whether written, electronic or other) relating or pertaining to this Contract (including any and all documents and other materials,

in whatever form they may be kept, which support or underlie those books and records), kept by or under the control of Successful Offeror, including, but not limited to those kept by Successful Offeror, its employees, agents, assigns, successors and subcontractors. Successful Offeror shall maintain such books and records, together with such supporting or underlying documents and materials, for the duration of this Contract and for at least three years following the completion of this Contract, including any and all renewals thereof. The books and records, together with the supporting or underlying documents and materials shall be made available, upon request, to NNPS, through its employees, agents, representatives, contractors or other designees, during normal business hours at Successful Offeror's office or place of business in Newport News, Virginia. In the event that no such location is available, then the books and records, together with the supporting or underlying documents and records, shall be made available for audit at a time and location in Newport News, Virginia, which is convenient for NNPS. This paragraph shall not be construed to limit, revoke, or abridge any other rights, powers, or obligations relating to audit which NNPS may have by state, city, or federal statute, ordinance, regulation, or agreement, whether those rights, powers, or obligations are express or implied.

**QQ. Notice of Award:**

Any contract resulting from this RFP will be publicly posted for inspection in the NNPS Purchasing Department, 12465 Warwick Boulevard, Newport News, Virginia.

**RR. Award:**

NNPS intends to award a contract to a fully qualified Offeror submitting the best proposal based on the criteria set forth herein and as determined by NNPS in its sole discretion. At NNPS' sole discretion, NNPS may reject any or all proposals in whole or in part if such action is determined to be in NNPS' best interest. NNPS reserves the right to enter into any contract deemed to be in its best interest, including the award of this contract to more than one contractor.

**SS. Disposition of Proposals:**

All materials submitted in response to this RFP will become the property of the NNPS. One (1) copy of each proposal will be retained for official files, will become a matter of public record after award of the contract, and will be open to public inspection subject to the *Proprietary Information/Disclosure* section of this RFP.

**TT. Exclusivity:**

Any contract resulting from this RFP shall be exclusive with the following exceptions:

- NNPS reserves the right to procure goods/services under this contract from a third party in the event of the following:
- Contractor is unable to provide required services within the required delivery time.
- Contract is unable to provide the required services requested.
- NNPS volume demands exceed original intent of the contract.

**VI. SPECIAL TERMS AND CONDITIONS**

**UU. Contract Term:**

This contract term shall be for **one (1) year**, commencing on the date of award.

**VV. Contract Extension:**

This contract may be extended upon mutual agreement of both parties for **six (6) additional, one-year periods**, upon the same prices, terms, and conditions set forth in the negotiated contract resulting from this RFP.

**WW. Time is of the Essence:**

Time is of the essence in this Contract. Successful Offeror expressly acknowledges that in the performance of its obligations, NNPS is relying on timely performance and will schedule operations and incur obligations to third parties in reliance upon timely performance by Successful Offeror and may sustain substantial losses by reason of untimely performance.

**XX. Insurance:**

1. Contractor shall submit to the NNPS Contract Administrator certificates of insurance, prior to beginning work under the Contract and no later than ten (10) days after award of the Contract.
2. All policies of insurance required herein shall be written by insurance companies licensed to conduct the business of insurance in Virginia, and acceptable to Owner, and shall carry the provision that the insurance will not be cancelled or materially modified without thirty days (30) prior written notice to the Owner or to the extent permitted by Virginia law.

3. The certificates of insurance shall list NNPS, 12465 Warwick Boulevard, Newport News, Virginia, 23606-0130, as the additional insured for the specified project as outlined in this IFB. Copies of actual endorsements to the policy shall be required to confirm any special request, such as, additional insured status. A COI shall not be issued or delivered that gives the impression there are coverage terms the referenced policy does not specifically provide.

IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO IMMEDIATELY NOTIFY THE OWNER SHOULD ANY POLICY BE CANCELLED. FAILURE TO NOTIFY THE OWNER SHALL CONSTITUTE A MATERIAL BREACH OF THE CONTRACT.

Forms	Limits
Workers' Compensation	Statutory
Automobile Liability	\$1,000,000 Combined Single Limit
Commercial General Liability, including Contractual Liability and Products and Completed Operations Coverage	\$1,000,000 Combined Single Limit
Umbrella/Excess Liability	\$5,000,000

The establishment of minimum limits of insurance by NNPS does not reduce or limit the liability or responsibilities of the Successful Offeror.

**YY. Unauthorized Disclosure of Information:**

Successful Offeror shall assume the entire responsibility and liability for any and all damages caused by or resulting from or arising out of the negligent or willful unauthorized disclosure of confidential information on the part of the Successful Offeror, its subcontractors, agents or employees under or in connection with this contract. The Successful Offeror shall save harmless and indemnify NNPS and its agents, volunteers, servants, employees and officers from and against any and all claims, losses or expenses, including but not limited to attorney's fees, which either or both of them may suffer, pay or incur as the result of claims or suits due to, arising out of or in connection with, any and all such unauthorized disclosures, real or alleged. The Successful Offeror shall, upon written demand by NNPS, assume and defend, at the Successful Offeror's sole expense, any and all such suits or defense of claims alleging unauthorized disclosures of confidential information.

Any negligent or willful unauthorized disclosure of confidential information on the part of the Successful Offeror, its subcontractors, agents or employees under or in connection with this contract shall constitute a breach of the terms of this contract. NNPS may proceed by appropriate court action, including seeking injunctive relief, to prevent continuing unauthorized disclosures, and Successful Offeror shall save harmless and indemnify NNPS for court costs, litigation expenses and attorney's fees that it may pay or incur as the result of seeking to prevent or stop any and all unauthorized disclosures of confidential information.

**ZZ. Using Entities/Regional /Cooperative Contracts**

This solicitation was issued in accordance with Code of Virginia §2.2-4304 on behalf of the members of the Southeastern Virginia Governmental Purchasing Cooperative (SVGPC), as well as other public bodies, governmental jurisdictions and school divisions. In the event these entities opt to participate under any contract awarded as a result of this solicitation, each will enter into a separate contract directly with the Successful Offeror or Offerors, incorporating all terms and conditions set forth in this contract, including incorporated best and final offers. Each entity will be responsible for the contract administration of its contract directly with the Contractor. NNPS assumes no authority, liability or obligation, on behalf of any other public or non-public entity that may use any contract resulting from this solicitation. All purchases and payment transactions will be made directly between the Contractor and the requesting entity. Any exceptions to this requirement must be specifically noted in the solicitation response.

**AAA. CERTIFICATION REGARDING DEBARMENT**

This is to certify that this person/firm/corporation is not now debarred by the Federal Government or by the Commonwealth of Virginia or by any other state, or by any town, city, or county, from submitting Bids on contracts for construction covered by this solicitation, nor are they an agent of any person or entity that is now so debarred.

\_\_\_\_\_  
Name of Official

\_\_\_\_\_  
Title

\_\_\_\_\_  
Firm or Corporation

\_\_\_\_\_  
Date

**BBB. Copyright/Patent Indemnity:**

Successful Offeror shall pay all royalty and license fees relating to the items covered by this contract. In the event any third party shall claim that the manufacture, use and sales of the goods supplied under this contract constitute an infringement of any copyright, trademark, or patent, the Successful Offeror shall indemnify NNPS and hold NNPS harmless from any cost, expense, damage or loss incurred in any manner by NNPS on account of any such alleged or actual infringement.



March 27, 2019  
**Addendum #1**

TO: ALL OFFERORS

RE: RFP #015-0-2019LC RISK MANAGEMENT CONSULTING SERVICES

I. The following responses to questions received and requests for clarifications are below:

1. RFP Section III.B.1.b: Will the Consultant be expected to work with more than one Producer/Agent for NNPS? If yes, how many? ***At present, the liability and property coverage is with one company (VML). They do not use a producer/agent. It was not always that way in the past, and may not always be that way in the future. Also, we have several other small insurance policies with other brokers/agents to cover flood, airport and airplane, pollution/mold and underground storage tanks.***

2. RFP Section III.B.1.c: Is actuarial work needed as part of the RFP services? ***No***

3. RFP Section III.B.1.d: Is the Producer/Agent involved in the placement of individual policies? ***VML has no producer or agent. However, in the past we did have a producer/agent for property and liability.***

4. RFP Section III.B.1.g and i: Are claims self-administered or managed by a TPA? ***No claims for which the consultant is being hired are self-administered or managed by a TPA. (We are self-insured for vehicle claims though the City Office of Self-Insurance, our Worker Comp claims are self-insured and managed through a TPA, and health insurance claims are self-insured with Anthem as our TPA but those risks are outside the scope of this RFP.)***

5. RFP Section III.B.1.o: How many onsite Consultant meetings are expected each calendar year? ***1 to 2, but in years in which an RFP is being prepared for liability and property insurance (usually once every 5 years), an additional meeting might be needed. Most questions and issues are handled via email or telephone.***

6. Who is the current RM Consultant and for how many years? ***McNeary Consulting, presently merged as a division of A.J. Gallagher. McNeary has been the consultant for approximately 40 years.***

7. RFP Section IV.I. pg. 11 “Experience and Past Performance”, #4: This is in reference to “A&E” services. Should this be corrected to read “Risk Management Consulting” services? ***(Yes)***



II. Remove “Pricing Section” on page 5 in its entirety and insert the following section after Experience and Past Performance section on page 11:

**Price (15 pts)**

- a. Submit with the proposal a Pricing Sheet that provides a cost breakdown showing the maximum guaranteed cost of the project, per year, as well as specific charges, hourly rates, retainers, and/or any other basis of billing proposed by the consultant.**
- b. Offeror’s prices will be subject to negotiations.**
- c. After negotiations and award of this contract, Successful Offeror’s pricing for the services provided under this contract shall be a firm fixed-price during the term of the contract and any extensions. The Unit Prices offered and accepted will be Firm-Fixed for the duration of the Contract Term, and any renewal option periods exercised, and shall not be exceeded due to cost experience of the Contractor in performing the contract. Selected qualified Offerors may propose adjusted pricing for each subsequent renewal period. These prices, as well, will be Firm-Fixed for the duration of the renewal period proposed.**

III. Evaluation point scoring is as follows:

<b>Services to be Provided:</b>	<b>35 pts</b>
<b>Capabilities and Skills:</b>	<b>30 pts</b>
<b>Experience and Past Performance:</b>	<b>20 pts</b>
<b>Price:</b>	<b>15 pts</b>

IV. Remove “I. Evaluation of Proposals” section on page 9 in its entirety and replace with the following:

**I. Evaluation of Proposals:**

- 1. After the proposal opening, NNPS will select for further consideration two or more Offerors deemed to be fully qualified and best suited among those submitting proposals based on Offerors’ responses to the information requested in this RFP.**
- 2. The following criteria will be used in the evaluation process:**
  - 1) Services to be provided (35%) by the Offeror, including those services specified in the Scope of Work section of this RFP;**
  - 2) Offeror's capability and skills (30%) to perform the services required, including qualifications of staff, financial position, previous experience in benefit consulting, management of employee benefits, risk management experience, and design/evaluation of insurance plans.;**

- 3) Offeror's experience and past performance (20%) in providing the services requested, including organization size and time in business and**
- 4) Price (15%).**

*Exceptions/Alternatives will also be considered.*

**3. Based on the initial evaluation, NNPS may request the selected Offerors to make oral presentations. Thereafter, NNPS will conduct negotiations with each of the selected short-listed Offerors. Individuals representing the Offeror during negotiations shall have the authority to negotiate and contractually bind the company to a contract.**

**4. After negotiations are completed, NNPS will select the Offeror who, in NNPS's opinion, has made the best proposal and shall award the contract to that Offeror (referred to in this RFP as the Successful Offeror). Should NNPS determine in writing and in its sole discretion that only one Offeror is fully qualified, or that one Offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that Offeror.**

**5. NNPS is not required to furnish a statement of the reason(s) why a proposal was not deemed to be the most advantageous.**

All other provisions of the RFP shall remain unchanged. This provision shall become part of the RFP package, and Offeror acknowledges receipt of the Addendum by signing in the space provided below and returning it with the Proposal.

**Signature:** \_\_\_\_\_  
**(Offeror)**