

BRENTWOOD UNION FREE SCHOOL DISTRICT  
52 THIRD AVENUE  
BRENTWOOD, NY 11717

NOTICE TO PROPOSERS

The Board of Education of Brentwood Union Free School District of the Town of Islip, County of Suffolk, (in accordance with Section 103 of Article 5-A of the General Municipal Law) hereby invites the submission of sealed bids on:

**RFP Number: #11.28.18 Oral Translation Services - (Winter & Spring 2019)**

**Proposals will be received until:**

11:00 A.M., on the 14th day of December 2018 at the Purchasing Department, located in the Administration Building, Third Avenue, Brentwood, New York. Proposal forms may be obtained at the same office. The Board of Education reserves the right to waive any informalities in the proposals, or to reject all proposals, or to accept any proposal which in the opinion of the Board of Education will be in the best interests of the School District.

**BOARD OF EDUCATION  
Brentwood Union Free School  
District Town of Islip  
Brentwood, LI., New York**

BY: Frank J. Hark  
Frank J. Hark  
Purchasing Agent

**ADVERTISED: Long Island Business News  
December 7, 2018**

REQUEST FOR PROPOSAL

ORAL TRANSLATION (Winter & Spring 2019)  
#11/28/18

FOR

BRENTWOOD UNION FREE SCHOOL DISTRICT

BRENTWOOD, NEW YORK

DATED: November 28, 2018

BRENTWOOD UNION FREE SCHOOL DISTRICT  
PURCHASING DEPARTMENT  
ADMINISTRATION BUILDING  
BRENTWOOD, NEW YORK 11717  
TELEPHONE : (631) 434-2227  
FAX: (631) 434-2528

# BRENTWOOD PUBLIC SCHOOLS

## PROPOSER'S CHECK LIST

All bidders are requested to review the following checklist before submitting their bid.

- 1. Has "Disclosure Form" been properly filled out and included?
- 2. Has "Non-Collusive Bidding Certification" been properly filled out and included?
- 3. Has Iran Divestment Act Certification Form been filled out and included?
- 4. Have special instructions (addendum to bid, if any) been considered in price?
- 5. Has name of bid and time of opening been marked on outside of envelope?

*Bidders are advised to retain this form for their records*

Felicio Administration Bldg  
52 Thrid Avenue  
Brentwood, New York 117174651  
(631 )434-2227  
FAX (631) 434-2528

**Disclosure**

This form must be completed by vendors (including, but not limited to, individuals, corporations, and partnerships) providing services/materials to Brentwood Union Free School District (BUFSD). If this form is being completed in anticipation of a possible bid award, each bidder must complete this form and include it with the bid submission.

		Yes	No
1	Are you a family member of any BUFSD employee or BUFSD Board member?	O	O
2	Is any BUFSD employee or BUFSD Board member a member or employee of your firm, partnership, or association?	O	O
3	Is any BUFSD employee or BUFSD Board member or an officer, director, or employee of your corporation	O	O
4	Does any BUFSD employee or BUFSD Board member directly or indirectly control stock in your corporation	O	O

If you answered "Yes" to any of the above questions, please indicate the employee's name and position with BUFSD or the name of the BUFSD Board Member.

Name of BUFSD Employee or Board Member	Position with BUFSD
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Please list all officers, directors, and principals (such as owners and partners) of the vendor. In the case of corporations, shareholders owning or controlling five percent (5%) or more of the outstanding stock must be listed.

Name	Title
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

The undersigned affirms that the above information is true to the best of his/her knowledge and understands that any false statement constitutes a violation of the Penal law and/or General Municipal Law, as applicable.

Firm Name -----

Address \_\_\_\_\_

Signature \_\_\_\_\_

Print Name -----

**NON-COLLUSIVE PROPOSAL/BID CERTIFICATION**

By submission of this proposal, each bidder and each person signing on behalf of any bidder certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

1. The prices in this bid have been arrived at independently without collusion, consultation communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or competitor.
  
2. Unless otherwise by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor, and
  
3. No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

(Signed) \_\_\_\_\_

(Title) \_\_\_\_\_

**RESOLUTION** - For corporate bidders only

Resolved that \_\_\_\_\_ be authorized to sign and submit the

Bid or proposal of this corporation for the following project (describe project) \_\_\_\_ \_

\_\_\_\_\_

The certification as to non-collusion required by Section 103 of the General Municipal Law as the act and deed of such corporation, and for any inaccuracies or misstatements in such certificate this corporate bidder shall be liable under the penalties of perjury.

(SEAL OF THE CORPORATION)

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

### **IRAN DIVESTMENT ACT COMPLIANCE RIDER**

The Iran Divestment Act of 2012, effective as of April 12, 2012, is codified at State Finance Law ("SFL") § 165-a and General Municipal Law ("GML") § 103-g. The Iran Divestment Act, with certain exceptions, prohibits municipalities, including the District, from entering into contracts with persons engaged in investment activities in the energy sector of Iran. Pursuant to the terms set forth in SFL § 165-a and GML § 103-g, a person engages in investment activities in the energy sector of Iran if:

- (a) The person provides goods or services of twenty million dollars or more in the energy sector of Iran, including a person that provides oil or liquefied natural gas tankers, or products used to construct or maintain pipelines used to transport oil or liquefied natural gas, for the energy sector of Iran; or
- (b) The person is a financial institution that extends twenty million dollars or more in credit to another person, for forty-five days or more, if that person will use the credit to provide goods or services in the energy sector in Iran and is identified on a list created pursuant to paragraph (b) of subdivision three of Section 165-a of the SFL and maintained by the Commissioner of the Office of General Services.

**A bid or proposal shall not be considered for award nor shall any award be made where the bidder or proposer fails to submit a signed and verified bidder's certification.**

Each bidder or proposer must certify that it is not on the list of entities engaged in investment activities in Iran created pursuant to paragraph (b) of subdivision 3 of Section 165-a of the SFL. In any case where the bidder or proposer cannot certify that it is not on such list, the bidder or proposer shall so state and shall furnish with the bid or proposal a signed statement which sets forth in detail the reasons why such statement cannot be made. The district may award a bid to a bidder who cannot make the certificate on a case by case basis if:

- (1) The investment activities in Iran were made before the effective date of this section (i.e., April 12, 2012), the investment activities in Iran have not been expanded or renewed after the effective date of this section and the person has adopted, publicized and is implementing a formal plan to cease the investment activities in Iran and to refrain from engaging in any new investments in Iran; or
- (2) The District makes a determination that the goods or services are necessary for the District to perform its functions and that, absent an exemption, the District would be unable to obtain the goods or services for which the contract is offered. Such determination shall be made in writing and shall be a public document.

**CERTIFICATION**

**IRAN DIVESTMENT ACT OF 2012**

As a result of the Iran Divestment Act of 2013 (Act), Chapter I of the 2012 Laws of New York, added new provisions to the State Finance Law (SFL), § 165-a and General Municipal Law (GML) § 103-g effective April 12, 2012. Under the act, the Commissioner of the Office of General Services (OGS) will be developing a list (prohibited entities list) of "persons" who are engaged in "investment activities in Iran" (both are defined terms in the law). Pursuant to SFL §165-a(3)(b) and GML § 103-g, the initial list is expected to be issued no later than 120 days after the Act's effective date, at which time it will be posted on the OGS website.

By submitting a response to this solicitation or by assuming the responsibility of a Contract awarded hereunder, Proposer (or any assignee) certifies that once the prohibited entities list is posted on the OGS website, it will not utilize on such Contract any subcontractor that is identified on the prohibited entities list.

Additionally, Proposer is advised that once the list is posted on the OGS website, any proposer seeking to enter into, renew or extend a Contract or assume the responsibility of a Contract awarded in response to the solicitation, must certify at the time the Contract is bid upon or a proposal submitted, or the contract is renewed, extended or assigned that it is not included on the prohibited entities list.

During the term of the Contract, should Brentwood Union Free School District (BUFSD) receive information that a person is in violation of the above-referenced certification, BUFSD will offer the person an opportunity to respond. If the person fails to demonstrate that it has ceased its engagement in the investment which is violation of the Act within 90 days after the determination of such violation, then BUFSD shall take such action as may be appropriate including, but not limited to, imposing sanctions seeking compliance, recovering damages, or declaring the Contractor in default.

BUFSD reserves the right to reject any bid, proposal or request for assignment for an entity that appears on the prohibited entities list prior to the award of a contract, and to pursue a responsibility review with respect to any entity that is awarded a contract and appears on the prohibited entities list after contract award.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

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

**BRENTWOOD UNION FREE SCHOOL DISTRICT  
52 THIRD AVENUE" BRENTWOOD, NEW YORK 11717**

**REQUEST FOR PROPOSAL - Oral Translation Services {Winter & Spring 2019}**

The Brentwood Union Free School District invites proposals from qualified organizations to provide oral translation services for non-English speaking students taking the New York State assessments in the winter and spring of 2018.

**Eligibility**

Organizations responding to this RFP must have prior experience in the field of oral translation and interpretation.

**Proposal Submission**

Proposals must be clearly labeled and submitted to: Brentwood UFSD, Purchasing Department, 52 Third Avenue, Brentwood, NY 11717 on or before 11:00 a.m. prevailing time, on **Friday, December 14<sup>th</sup>, 2018.** There is no expressed or implied obligation for the District to reimburse responding organizations for any expenses incurred in preparing quotations or attending interview(s) in responding to this request. Applications submitted after the stated time and date will not be considered and will be returned to the organization unopened. Questions may be addressed to Wanda Ortiz-Rivera, Assistant Superintendent for Bilingual and ENL Programs K-12 and Student Intake at (631) 434-2511 or at wortiz@bufsd.org.

**I. Proposals**

All proposals must be submitted in two parts and will be evaluated as such. Part I must consist of responses to organizational capacity and qualifications items. (50 Points) Part II must include a proposed budget for the project. (50 Points) Incomplete submissions will not be considered for award. Proposals should not be excessively long, and should be submitted in a format that permits copying for review. Only two copies of each proposal will be accepted, one copy titled "ORIGINAL" and the second titled "COPY." Each page of the proposal must state the organization submitting the proposal, the fact that the RFP is being submitted to Brentwood Union Free School District and the page number. All materials submitted in response to this request for proposal shall become the property of the District.

**PART I- Organizational Capacity and Qualifications {50 points}**

- A Describe the organization's history of providing oral translation services. Please include brief descriptions of translations performed for schools and/or school districts.
- B. Indicate the organization's capacity to provide oral translation services. Please include information regarding the qualifications of the translators who will be assigned to the project.

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**PART II: Proposed Budget {SQ points}**

- A Provide a detailed budget based on the District's oral translation needs, as outlined in **Attachment A**. Include any cost or price information that would be included in a potential agreement with the District.

**II. Termination of Contract:**

Any contract agreed to under this Request for Proposal is subject to termination by either party with thirty (30) days written notice. In the event of termination of the contract by the district, the District's responsibility shall be limited to payment for services performed and costs incurred by the organization with the District's consent, prior to termination. In the event of termination of the contract by the organization, the organization's responsibility shall be to pay for any and all costs incurred by the District, including but not limited to transportation costs resulting from the reassignment of students to other programs, if deemed appropriate by the District.

**iii. Right to Reject Requests for Proposals:**

The District reserves the right to reject without prejudice any and all quotations received under this Request for Proposals, to request additional information from all proposers, and to negotiate with one or more of the finalists regarding the terms of the engagement.

**IV. Insurance Requirements**

The organization(s) chosen for this contract must fulfill the following insurance requirements:

1. Notwithstanding any terms, conditions or provisions, in any other writing between the parties, the organization hereby agrees to effectuate the naming of the District as an unrestricted additional insured on the consultant's insurance policies, with the exception of Professional Liability. If the policy is written on a claims-made basis, the retroactive date must precede the date of the contract.
2. The policy naming the District as an additional insured shall (a) be purchased from an A.M. Best rated "secured" New York State licensed insurer, (b) contain a 30-day notice of cancellation, (c) state that the organization's coverage shall be primary coverage for the District, its Board, employees and volunteers, and (d) the District shall be listed as an additional insured by using endorsement CG 2026 or broader. The certificate must state that this endorsement is being used. If another endorsement is used, a copy shall be included with the Certificate of Insurance.
3. The organization agrees to indemnify the District for any applicable deductibles and self-insured retentions.
4. Required Insurance: (a) Commercial General Liability Insurance-\$1,000,000 per occurrence/\$3,000,000 aggregate, (b) Professional Errors & Omissions Insurance-\$1,000,000 per occurrence/\$2,000,000 aggregate for the negligent professional acts of the consultant. If written on a "claims-made" basis, the retroactive date must pre-date the inception of the contract or agreement. Coverage shall remain in effect for two years following the completion of work.

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5. The insurance producer must indicate whether or not they are an agent for the companies providing the coverage.
6. Organization acknowledges that failure to obtain such insurance on behalf of the District constitutes a material breach of contract. The organization is to provide the District with a Certificate of Insurance, evidencing the above requirements have been met, prior to the commencement of work or use of facilities. The failure of the District to object to the contents of the certificate or the absence of same shall not be deemed a waiver of any and all rights held by the District.
7. The District is a member/owner of the NY Schools Insurance Reciprocal (NYSIR). The organization further acknowledges that the procurement of such insurance as required herein is intended to benefit not only the District but also NYSIR, as the District's insurer.

**The information provided herein is for the purpose of this proposal only and shall remain confidential.**

**The Brentwood Union Free School District does not discriminate on the basis of race, ethnicity, handicapping condition, or sexual orientation.**

ATTACHMENT A



BUFSD

Bilingual and ENL Programs K-12

ORAL TRANSLATION  
Estimation Needs for 2018-2019

Language	Number Needed
Urdu	15
Pushto	5
Twi	5
Portuguese	4
French	2
Mandarin	2
Bambara	2
Japanese	2
Akan	2
Chinese	2
Soninke	2
TOTAL	43