



FAYETTE COUNTY PUBLIC SCHOOLS

PURCHASING DEPARTMENT, ROOM 137
1126 RUSSELL CAVE ROAD
LEXINGTON, KY 40505
859.381.3885
www.fcps.net/bids

Request for Proposals Number and Title RFP 08-21 Spanish Translating Services	Department Interpreting/Translations Dept.
Due Date/Time: Friday, March 19, 2021 at 2:00:00PM Local Time	Term of Contract July 1, 2021 to June 30, 2022

FCPS now uses Vendor Registry for all of our Bids and RFPs. Any notifications, including amendments to bids, post bid award notices and future bid advertisements, will be made through Vendor Registry. Please register as a vendor by following the link at www.fcps.net/bids and keep your profile updated to insure you are up to date on all FCPS Bids. Online bids and proposals must be submitted through Vendor Registry or by email as indicated in the solicitation

Firm Name

Address

City/State/Zip

Telephone/Fax

Email

_____/_____/_____
Social Security Number

or

_____/_____
Employer Identification Number

RFP DOCUMENTS AND A SUCCESSFUL OFFEROR'S RESPONSE CONSTITUTE THE FINAL CONTRACT/AGREEMENT BETWEEN FCPS AND OFFEROR. NO CONTRACT/ AGREEMENT TERMS REQUIRED BY OFFEROR WILL BE CONSIDERED BY FCPS THAT ARE NOT SUBMITTED WITHIN THE RESPONSE. A SUCCESSFUL OFFEROR UNDERSTANDS AND ACCEPTS THIS AS ESSENTIAL TO THE AWARD OF THE RFP. A SUCCESSFUL OFFEROR WHO SUBMITS ANY SUBSEQUENT DOCUMENT FOR FCPS TO ACCEPT/SIGN UNDERSTANDS AND AGREES THAT THIS WILL NOT BE CONSIDERED OR ACCEPTED BY FCPS.

FOLLOWING THE SUBMISSION OF A RESPONSE AND THE AWARD OF THE RFP SHOULD A SUCCESSFUL OFFEROR TAKE THE POSITION THAT AN ADDITIONAL DOCUMENT WITH ADDITIONAL TERMS IS REQUIRED FOR A SUCCESSFUL OFFEROR TO COMPLY WITH TERMS OF THE RFP, THE RFP AWARD SHALL BE CONSIDERED VOID AND OFFEROR MAY BE DEBARRED FROM FUTURE WORK WITH FCPS.

CERTIFICATE MUST BE EXECUTED BY OFFEROR

In compliance with this Request for Proposals, in consideration of the detailed description attached hereto and subject to all conditions thereof, the undersigned agrees, if this proposal is accepted within the time stipulated above, to furnish any or all of the items/services upon which prices are quoted in accordance with the specifications applying at the price set opposite each item.

Offeror agrees to furnish and deliver all items/services set forth or otherwise identified in document and on any additional sheets subject to the terms and conditions herein.

Date _____

Company Name: _____

Name _____ Title _____

Signature _____

General Conditions of Bidding

1. Offerors are advised that any contract resulting from this RFP must comply with all applicable provisions of KRS 45A and other statutes and policies noted in this RFP.
2. Model Procurement Regulations adopted by the Fayette County Board of Education shall be deemed incorporated by reference in these specifications as though quoted fully herein.
3. The Fayette County Board of Education (Board) implemented revised procedures as of July 1, 2016 for the submittal of bids and proposals. In all Fayette County Public School (FCPS) bidding procedures, all potential offerors are to engage in specifically defined efforts with the Department of Economic Development to include minority-owned, women-owned and veteran-owned business contractors, subcontractors, vendors and suppliers.
4. FCPS Department of Economic Development and Purchasing Department are available to assist and provide a listing, upon request, of certified minority-owned, women-owned and veteran-owned business enterprises (MWVBE). Offerors may consult the list for inclusion of subcontractors currently participating with the offeror. The list is not all-inclusive and may contain only the names of businesses that have [self registered](#) with the Board and have become approved contractors or vendors by contacting either [Department of Economic Development, Division of Physical Support and Purchasing Department](#) and are MBE certified. The contact person for the Department of Economic Development is, 859-381-4000 Offerors may use other properly certified MWVBE subcontractors as long as proper certification is provided.
5. When line item pricing is requested, prices must be stated in units of quantity as specified and extended in total column for each item and/or lot. Proposal prices must include transportation and delivery/service to the warehouse or building as specified.
6. To receive consideration bids must be received online through Vendor Registry prior to time designated in this invitation. None shall be accepted thereafter.
7. An officer or member of the bidding firm authorized to legally bind the firm must sign the bid/proposal.
8. The Board of Education reserves the right to accept any bid, to reject any or all bids, to waive any irregularities or informalities in bids received where such acceptance, rejection or waiver is considered to be in its best interest. The Board of Education reserves the right to award by item, combination of items or lot. The Board of Education also reserves the right to reject any bid where evidence or information submitted by the bidder does not provide satisfactory proof that the bidder is qualified to carry out the details of the contract.
9. By submitting a proposal in response to this RFP, the respondent accepts the evaluation process and methodology, as well as acknowledges and accepts that the determination of "the most qualified and capable" firm(s) will require subjective judgments by the Fayette County Board of Education.

10. Proposals are effective for sixty (60) days from date of closing unless otherwise specified in conditions of bidding and general specifications.
11. Manufacturer's catalog numbers, trade names, etc., where shown herein are for descriptive purposes to guide the offeror in interpreting the standard of quality, design and performance desired, and should not be construed to exclude proposals based on furnishing other types of materials or service. However, any substitution or departure proposed by offeror must be clearly noted and described. Otherwise it is understood that offeror intends to supply items specifically mentioned in this RFP. **FCPS reserves the right to determine if materials offered are the type and quality required.**
12. Samples requested must be furnished free of expense to the Board. If not destroyed or consumed in testing or evaluating, or required in connection with the award, samples will upon request be returned at offeror's expense. Right is reserved to mutilate or destroy any samples if considered necessary for testing purposes.
13. If awarded an order or contract, offeror agrees to protect, defend and save harmless The Board from suits or demands for payment that may be brought against it for the use of any patented materials, process, article or device that may enter into the manufacture, construction or form a part of the work covered by either order or contract. Offeror further agrees to indemnify and save harmless The Board from suits or actions of every nature and description brought against it for, or on account of injuries or damages received or sustained by any party or parties by, or for any acts of the offeror, his servants or agents.
14. **The Board is not required to pay federal excise taxes or Kentucky Sales and Use Taxes.** Proposals must be priced accordingly and reflect no sales tax to FCPS.
15. Offerors remain liable for applicable taxes on construction and/or furnish-and-install contracts for FCPS. Adjustments and allowances for any applicable taxes shall be provided for in the bid amount. Later adjustments to the Contract Sum shall not be permitted and/or made on this basis by FCPS.
16. Parties to this agreement are solely responsible for costs incurred in fulfilling obligations under this agreement unless otherwise provided in this agreement. No party shall have any claim against the other party for reimbursement of such costs, unless said costs are attributable to enforcing compliance under this agreement or seeking redress from the other party's default under this agreement.
17. If any section, paragraph or clause of this contract is held invalid by any court of competent jurisdiction, the invalidity of said section, paragraph or clause shall not affect any remaining provisions herein.
18. This contract is made under, governed by and construed in accordance with the laws of the Commonwealth of Kentucky.
19. Venue for any legal action filed concerning this contract is Fayette County, Kentucky.

20. Parties shall not discriminate in any of the services performed in connection with this contract on the basis of race, color, national origin, sex, genetic information, disability, religion, age, political affiliation, sexual orientation or gender identity.
- 21. K45A.455 PROHIBITS CONFLICTS OF INTEREST, GRATUITIES AND KICKBACKS TO EMPLOYEES OF THE BOARD IN CONNECTION WITH CONTRACTS FOR SUPPLIES OR SERVICES WHETHER DIRECT OR INDIRECT.**
- 22. KRS 45A.990 PROVIDES SEVERE PENALTIES FOR VIOLATIONS OF LAWS RELATING TO GRATUITIES OR KICKBACKS TO EMPLOYEES DESIGNED TO SECURE A PUBLIC CONTRACT FOR SUPPLIES OR SERVICES.**
23. This writing, along with the responsive proposal, reflects the entire agreement between the parties. Changes or modifications of this Agreement shall be invalid or nonbinding upon the parties hereto. Nor shall any waiver of any terms or conditions hereof be deemed a waiver of such terms or conditions in the future, unless such change, modification or waiver is in writing and signed by the parties hereto.
- 24. This Request for proposal, along with proposal submitted, if accepted by the Board shall constitute the entire agreement. In the event of a conflict between the terms of the Request for Proposal and the proposal, the terms in the Request for Proposal shall apply. The Board shall NOT CONSIDER contracts or agreements submitted separate from or subsequent to RFP. Any and all terms considered integral to the proposal submitted must be included in or with the proposal document.**
25. Any addendums or updates to the RFP will be posted on www.fcps.net/bids. It is the offeror's responsibility to check the website for any updates.
- 26. To be eligible for a contract consideration with FCPS, all companies with nexus in Lexington, Kentucky must be current on all filings and payments of Occupational License and Net Profits Tax for Schools. If it is determined that you are not current on all filings and payments, your bid may be rejected or your contract canceled for noncompliance. For additional information regarding the Occupational License Tax, please visit our website at www.fcps.net/tax.**
27. All responses to this RFP become the exclusive property of FCPS. All proposals received in response to this RFP become a matter of public record and shall be regarded as public records, with the exception of, as required by KRS 61.878(1)(c)(1), those elements in each bid which are defined by the offeror as business or trade secrets and plainly marked as "Confidential," "Trade Secret," or "Proprietary." FCPS shall not in any way be liable or responsible for the disclosure of any such proposal or portions thereof if they are not plainly marked as "Confidential," "Trade Secret," or "Proprietary" or if disclosure is required under Kentucky Revised Statutes Chapter 61. Any proposal which contains language purporting to render all or significant portions of the proposal "Confidential," "Trade Secret," or "Proprietary" may be regarded as non-responsive. Although KRS 61.878(1)(c)(1) recognizes that certain confidential trade secret information may be protected from disclosure, FCPS may not accept

or approve that the information that a offeror submits is a trade secret. If a request is made for information marked “Confidential,” “Trade Secret,” or “Proprietary,” and FCPS does not believe that the information is a trade secret, FCPS shall provide the proposer who submitted the information with reasonable notice to allow the proposer to seek protection from disclosure by a court of competent jurisdiction.

28. To meet Kentucky Revised Statutes 45A.430 and 45A.435 purchase orders for construction that are issued that are under \$25,000.00 will not require a bond. Purchase Orders issued that exceed \$25,000.00 will require the contractor to bond. No work shall begin until the offeror has a FCPS issued Purchase Order in hand and has delivered the required Performance and Payment bond to the Department that issued the Purchase Order.
29. The offeror agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. 7401 et seq. The Offeror agrees to report each violation to the USDA and the appropriate EPA Regional Office.
30. The Offeror agrees to comply with all applicable standards, orders or regulations issued pursuant to the Federal Water Pollution Control Act as amended (33 U.S.C. 1251 et seq. The Offeror agrees to report each violation to the USDA and the appropriate EPA Regional Office.
31. The bidder certifies that it has read and will comply with the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99)

32. Suspension and Debarment

The Offeror understands that a contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.”

By signing and submitting its bid or proposal, the offeror or proposer certifies as follows:

The certification in this clause is a material of fact relied upon by FCPS. If it is later determined that the offeror or proposer knowingly rendered an erroneous certification, in addition to remedies available to FCPS, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment. The offeror or proposer agrees to comply with the requirements of 2 CFR 180.220 while this offer is valid and throughout the period of any contract that may arise from this offer. The offeror or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.

33. A debriefing may be available for any entity that submitted a proposal or bid in response to a solicitation (“Offeror”). Debriefing shall be requested in writing by the unsuccessful Offeror within ten (10) business days of the FCPS publicly releasing the identity of the purported winner of the competition, by posting the notice of contract award on the FCPS approved

procurement website. An unsuccessful Offeror's written request for a debriefing shall be submitted to the purchasing officer.

34. Purchases by other Kentucky Government Entities:

Any government entity in Kentucky shall have the option of making purchases from a contract executed under this bid when such actions are agreed to by the awarded vendor(s). FCPS will not be responsible for payment of any purchases by another government entity.

35. State law requires a contractor that is providing services to students on a regularly scheduled and continuing basis to submit to a state criminal history background check by the Department of Kentucky State Police and the Federal Bureau of Investigation and have a letter, provided by the individual, from the Cabinet for Health and Family Services stating the individual is clear to hire based on no findings of substantiated child abuse or neglect found through a background check of child abuse and neglect records maintained by the Cabinet for Health and Family Services.

Prior to the provision of services by any contractor/sub-contractor, contractor agrees to obtain and submit a current KY State Police and FBI background check and a have a letter provided by the Cabinet for Health and Family Services Child Abuse and Neglect per KRS160.380. The provider will contact the FCPS Human Resources Department Application Center to initiate this process or submit these documents if obtained elsewhere. A fee of \$40 for the State/FBI check and \$10 for the Child Abuse and Neglect letter will apply and the cost will be the responsibility of the contractor when having FCPS run the reports. This fee can be paid via check or money order made out to Fayette County Public Schools. Existing background checks within one year will be accepted, with the approval from FCPS Human Resources department. If there is a break in service, a new background check must be completed.

Purchases by FCPS Food Service

36. "Domestic Commodity or Product" are defined as an agricultural commodity that is produced in the United States and a food product that is processed in the United States using substantial agricultural commodities that are produced in the United States.
37. "Substantial" means that over 51% of the final processed product consists of agricultural commodities that were grown domestically.
38. Products from Guam, American Samoa, Virgin Islands, Puerto Rico, and the Northern Mariana Islands are allowed under this provision as territories of the United States.
39. The Buy American provision (7 CFR Part 210.21 (d)) is one of the procurement standards SFAs must comply with when purchasing commercial food products served in the school meals programs.
40. Buy American: Schools participating in the federal school meal programs are required to purchase domestic commodities and products for school meals to the maximum extent

practicable. Domestic commodity or product means and agricultural commodity that is produced in the US and a food product that is processed in the US substantially (at least 51 percent) using agricultural commodities that are produced in the US.

41. Federal regulations require that all foods purchased for Child Nutrition Program be of domestic origin to the maximum extent practicable. While rare, two (2) exceptions may exist when:
 42. The product is not produced or manufactured in the US in sufficient, reasonable and available quantities of a satisfactory quality, such as bananas or pineapple; and
 43. Competitive proposals reveal the cost of a domestic product is significantly higher than a non-domestic product.
44. All products that are normally purchased by Distributor as non-domestic and proposed as part of this solicitation must be identified with the country of origin. Distributor shall outline their procedures to notify School when products are purchased as non-domestic.
45. Any substitution of a non-domestic product for a domestic product (which was originally part of a solicitation), must be approved, in writing, by the Food Service Director, prior to the delivery of the product to the School. Any non-domestic product delivered to the School, without the prior, written approval of the Food Service Director, will be rejected.
46. Distributor must affirm their willingness to assert their best and reasonable efforts to ensure compliance with this federal rule.

Special Conditions

1. All questions must be submitted in writing by emailing matthew.moore@fayette.kyschools.us no later than the deadline listed in the anticipated timeline on Page 14.
2. Proposals must be submitted online at Vendor Registry or by emailing the proposal to matthew.moore@fayette.kyschools.us. If emailing please include the RFP number and title in the subject indicating it is an official proposal for the RFP.

3. Late proposals

Any proposals received after the due date listed on the cover page shall be considered a late proposal.

4. **There will not be a public bid opening. Results of the RFP will be sent out upon award.**
5. **Contract is effective for 1 year beginning July 1, 2021 and ending June 30, 2022.** Contract may be renewed for four additional one (1)-year terms, up to a total of five (5) years subject to approval of both The Board and successful offeror. Contract prices and discounts shall remain in effect for the entire contract and any agreed upon contract extensions, however additional discounts and/or special pricing are encouraged and may be accepted when consistent with other terms and conditions of the contract. If contract prices are changed during the renewal, offeror must provide new pricing and include sufficient reasoning for the price increase at least 60 days prior to the expiration of the contract.
6. **Fuel Surcharges and other similar charges are not permitted**
7. **Past Offeror Performance may be considered in the award of this Contract. Offerors with a record of poor performance with the school district in the last 24 months may be found non-responsible and ineligible for award.**
8. The RFP shall be awarded **to the responsible and responsive offeror(s) as defined in KRS 45A.345, providing the best value. RFP may be awarded to multiple offerors if in the best interest of the district.** In determining the best value the following criteria shall be considered:

POINTS	CRITERIA
70	<p><u>Technical Proposal</u></p> <ul style="list-style-type: none"> - Reliable communication/accessibility via email address and telephone or cell phone - Access to Microsoft Word, Excel, Power Point and Publisher - Insurance - Successful resume listing work/translation experience - Detailed beginning to end translating process listed - College degree (provide copy of degree) and professional translator certification and memberships (include copy of certificates)

	<ul style="list-style-type: none"> - Professional experience in education preferred (include any documentation) - Successful previous translating experience with FCPS - Translated Exhibit A
15	References - At least 3 current references state candidate is responsible, reliable and exhibits professionalism when providing services. Provide letters of recommendation with contact information.
15	Cost Proposal – Price per word (in English) for translations

9. Prices quoted must have decimal point located in the correct position to separate dollars from cents. Bid prices where the decimal point is omitted shall be calculated as dollar amounts.
10. RFP may be awarded based on initial offers/proposals and competitive negotiation may not be used.
11. Erasures or the use of typewriter correction fluid on proposal forms are unacceptable and may result in rejection of the proposal. Prior to submission or openings, errors may be crossed out, corrections entered and initialed by the person signing the proposal.
12. Modifications, additions or changes to the terms and conditions of this solicitation may be cause for rejection of the proposal. Offerors are requested to submit proposals on FCPS official forms. Proposals submitted on company forms may be rejected.
13. Successful offeror shall make provision for supplying PO numbers as part of any invoice issued to FCPS as a result of RFP award.
14. Payments for bid items are normally approved at the regularly scheduled meeting of the Board on the fourth Monday of most months provided bid items and invoices are properly received by the first Monday of the month. However, payments may be made early to take advantage of cash discounts offered provided the taking of such discounts is advantageous to FCPS.
15. Sole proprietors or partnerships must supply Taxpayer Identification Numbers with proposal. Corporations are excluded from this requirement.
16. Successful offerors shall provide two (2) copies for Safety Data Sheet (SDS) on material covered by OSHA Standard 1910.1200 upon request as a condition of purchase.
17. It is the policy of the Board that no asbestos-containing materials are to be purchased by the school system, supplied by any person supplying to the school system, or installed in or on school property by any person performing work for the school system. Furthermore, all products marked “May Contain Mineral Fibers” will be presumed to contain asbestos unless the manufacturer provides written certification or Safety Data Sheet (SDS) that no asbestos fibers are present in the product and identifies the fibers for which the product is marked or the

supplier presents valid analysis data from an NVLAP-or AIHA-certified laboratory that the material does not contain asbestos.

18. If there is a conflict between the terms of this document and any document submitted by the offeror the RFP document takes precedence.
19. Offeror agrees to abide by any reasonable request made by FCPS Administration regarding implementation of this contract.
20. FCPS reserves the right to cancel contract if in the staff's opinion the offeror's work is unsatisfactory, their ability to meet completion schedules is unsatisfactory or billing is found to be excessive for work performed. Offeror may terminate the contract if FCPS fails to meet the specified payment terms.

21. **Termination for Default**

Either the Purchasing Agent or the Superintendent, as the case may require, may make a written determination that a contractor is in breach of any of the terms and conditions of an existing contract. Said determination shall state that the contractor shall have a period of five (5) working days within which to cure the breach. A copy of said determination shall be filed in the contract file and another copy of said determination shall be forwarded to the contractor in breach of the contract.

Upon receipt of said determination the contractor shall make all good faith efforts to comply with all terms and conditions of the contract and to cure the breach. Alternatively, the contractor may submit a written statement admitting default in breach of the contract. At such time the contract shall be deemed immediately terminated and all rights and obligations there under shall be terminated.

Upon receipt of the contractor's admission of default and breach or upon the contractor's failure to cure said breach within five (5) working days of the issuance of the written determination, FCPS shall procure a substitute contractor which shall operate under the remainder of the existing contract breached by the contractor. The original contractor shall be liable for any and all excess costs incurred in the procurement of the substitute contractor.

22. **Termination for Convenience**

The Purchasing Agent or the Superintendent may make a written determination at any time that the contract shall be terminated for the convenience of FCPS and shall issue a notice of termination therewith. Said notice of termination shall state the date and time upon which termination shall become effective and the extent to which the contract is terminated. A copy of said determination and notice of termination shall be placed in the contract file and a second copy of said determination shall be forwarded to the contractor.

The contractor shall cease performance of the contract upon the date and time set in the written notice of termination. Within ten (10) working days thereafter, the contractor shall issue an

itemized statement of any and all services performed; or goods delivered; or construction completed, and said statement shall be paid by the Board according to the procedure set forth in the existing contract.

The determination made by either the Purchasing Agent or the Superintendent, as the case may require, shall be final and conclusive as to the necessity for termination for convenience. No party to an existing contract shall have the right to appeal from said determination as it shall be final and conclusive.

23. Successor in Interest or Contractor Name Changes

No assignment of this contract without specific, written pre-approval of FCPS. Failure to get this written, pre-approval by FCPS shall VOID the assignment and the contractor on this contract shall remain responsible for continued compliance with terms of this RFP/response.

24. Offeror Initiated Requirements

Requirements that the offeror has or shall need if awarded the contract must be provided as part of the proposal response.

25. Additionally, offeror shall provide documents necessary to initiate a contractual relationship between the offeror and FCPS. Conflicts that exist with the content of this RFP, board policy or regulation and offeror initiated requirements may result in the rejection of the proposal.

26. Consumption of alcohol or drugs or being under the influence of alcohol or drugs, use of tobacco products or possession of firearms while on a job for FCPS by any worker is strictly prohibited. Any contractor, subcontractor or person working for the contractor or subcontractor who violates rules regarding alcohol, drugs, tobacco products or firearms is subject to immediate removal from the job site. Violation of rules is considered a breach of contract between the contractor and FCPS and may lead to the termination of said contract FOR CAUSE by FCPS.

27. FCPS does not discriminate on the basis of sex in the educational programs or activities that it operates, and is required by Title IX of the Education Amendments of 1972 (P.L. 92-318) to not discriminate in such a manner. Further, FCPS does not discriminate on the basis of disabling condition, in treatment, admission or access to, or employment in its programs or activities as required by the Rehabilitation Act of 1973 (P.L. 93-112), as amended, Section 504. Nor does FCPS discriminate on the basis of race, color, national origin, sex, genetic information, disability, religion, age, political affiliation, sexual orientation or gender identity in the education programs or activities it operates.

28. Offeror must furnish all necessary insurance such as:

**Workers' Compensation and Employer's Liability
Public Liability \$1,000,000.00 minimum
Property Damage \$1,000,000.00 minimum.**

A Certificate of Insurance should be included with proposal or filed with the Purchasing Department within 10 days after notification of award.

CHECKLIST OF ITEMS TO INCLUDE WITH PROPOSAL SUBMISSION

- _____ Cover page completed
- _____ Name and signature on Page 2
- _____ Taxpayer Identification Number (if not a Corporation)
- _____ Technical Proposal
- _____ Cost Proposal
- _____ References
- _____ Resident Bidder Affidavit if declaring Resident Bidder Status
- _____ Supplier Diversity Program Contract Forms (If applicable)
- _____ Documentation of Good Faith Efforts (If applicable)
- _____ Completed W9 form

Does your company allow EFT? Yes _____ No _____

If yes please send a completed EFT Authorization Form to our Accounts Payable Department upon award of bid.

Thank you for providing this information:

- 1. Yes I am a minority owned business. Certified Not Certified
 No If “yes” please identify type:
African American Hispanic American
Asian Pacific Islander Native American

- 2. Yes I am a woman owned business. Certified Not Certified
 No

- 3. Yes I am a veteran owned business. Certified Not Certified
 No

If “yes” and certified please include a copy of certification.

- 4. Yes I am current employee of the Fayette County Public Schools or a retiree of any
 No KY School District?

ANTICIPATED TIMELINE

Date	Event
March 1, 2021	Release RFP
March 8, 2021	Deadline for RFP questions
March 10, 2021	Deadline for FCPS to respond to questions and post responses
March 19, 2021	Proposals due
March 22 – 26, 2021	Evaluation of proposals
April 26, 2021	FCPS Board meeting for approval of contract
July 1, 2021	Contract start date

SCOPE OF WORK

Fayette County Public Schools is soliciting proposals for Spanish Translating Services.

Fayette County Public Schools is required by federal law to provide translating services for non-English speaking families to support the sharing of information and communication with schools and the district office. The required services are articulated in this RFP. Entities interested in responding to the RFP may apply for translating of the aforementioned services. Expected service delivery will primarily take place during the hours school is in session. Occasionally, a request for services will take place before or after school hours or on weekends, depending on the activities or events planned.

The contract holder is expected to do the following under this contract:

1. The translator may be asked to translate documents from English to Spanish as well as Spanish to English.
2. The translator may be asked to translate a variety of documents; such as newsletters, meeting summaries, school notes/notices, legal notices, Sp. Ed. Reports, district-wide documents among other translating assignments.
3. The translator may be asked to translate documents in multiple formats; such as Microsoft Word, Excel, Power Point and Publisher.
4. The translator may be asked to translate documents ranging in length (starting at a couple sentences/paragraphs and go up to multiple pages).
5. The translator will be asked to attend the mandatory trainings hosted by FCPS to learn about processes and procedures as well as stay informed about FCPS topics of interest.
6. FCPS often has RUSH translations in which a 24-hour turn around is expected. The translator shall be able to commit to and honor these requests.

7. The translator shall abide by the Translator Guidelines as outlined in the annual Interpreter/Translator Training provided by FCPS (Clarity, Consistency, Sentence Structure, Format, Terminology, Numbers, Punctuation, Errors in the Source Text, Untranslatable Words/Terms and Proofreading).
8. The translator shall abide by the Translator Techniques as outlined in the annual Interpreter/Translator Training provided by FCPS (Thorough knowledge of both the source and the target language, At-home understanding of both languages and cultures, develop research skills and be able to acquire reference sources, and cannot be a stranger to hardware, software, fax, modem, internet, email and the latest developments in all those media).
9. The translator shall abide by the Translator Best Practices and Expectations as outlined in the annual Interpreter/Translator Training provided by FCPS (Omissions, Mistranslations, Unknown Words, Meaning, Spelling, Grammar, Style and Assignment completion in a timely fashion).
10. The translator shall not discriminate on the basis of gender, disability, race, color, national origin, age, socio-economic or educational status or religious, political or sexual orientation.
11. The translator shall disclose any real or perceived conflict of interest which would affect their objectivity in the delivery of services. Providing translation services for family members or friends may violate the individual's right to confidentiality, or constitute a conflict of interest.
12. The translator shall demonstrate professionalism and personal integrity such if he/she feels they have translated inaccurately or incompletely, then he/she shall make this known and provide a correct translation as soon as possible.
13. The translator shall demonstrate professional manner and personal integrity when addressing any questions or concerns.
14. In the event that the translator is not able to ethically perform a given assignment/situation, the translator shall refuse or withdraw from the assignment without threat or retaliation.
15. Translator services shall be used on an as needed basis. FCPS does not guarantee any specific amount of translation documents to be assigned during the duration of the contract.

WORK REQUIREMENTS

1. Work included under this contract shall be supervised and approved by Lori T. Bowen, Director.
2. Bidder receiving award should have and provide proof of the following:
 - Reliable email address
 - Reliable access to Microsoft Word, Excel, Power Point and Publisher
 - Reliable communication/accessibility via telephone or cell phone
 - Price per page for translations
 - Successful resume listing work/translating experience
 - At least 3 current references stating candidate is responsible, reliable and exhibits professionalism when providing services
 - College degree with and/or a professional translator certification. Professional experience in education preferred. Please include a copy of degree and/or translator certificate
 - Proof of Insurance
 - Must attend all district provided required translator trainings
3. Bidder must be willing and able to respond to and complete assigned translating tasks within a 24-72 hour time frame.
4. Bidder must be willing to provide the required services between the hours of 7:30 a.m. and 5:30 p.m. as well as evening hours and/or weekends.
5. Bidder agrees to provide and use the tools necessary for performing all translating duties.

FORMAT OF PROPOSAL

The proposal shall consist of seven parts: RFP documents; References; Technical Proposal; Cost Proposal; Added Value; and FCPS Supplier Diversity Program Contract Forms.

Part I is the RFP documents that are required to be signed and included with the proposal such as Page 1 and 2 of the RFP as well as the checklist on page 14. Any addenda that may be sent out should be included in this part. This will exclude the Supplier Diversity Program documents.

Part II is for references. Please include at least 3 current references that state candidate is responsible, reliable and exhibits professionalism when providing services.

Part III is the Technical Proposal. Technical proposal shall include all information related to the scope of work and specifications and the translation of Exhibit A.

Part IV is the Cost Proposal, all costs associated with the scope of work and shall be included in this section. Please include an overall total price and a break down by unit pricing including quantities.

Part V is the Added Value. Please submit any information that would be considered added value to your response that is not already discussed in the solicitation

Part VI is the FCPS Supplier Diversity Program Contract Forms Packet used for subcontracting if sub-contractors shall be used. If there will be no subcontracting please complete the waiver of non-participation and include it in this section.

COST PROPOSAL

Price per word that exceeds \$0.10 cents will not be considered. Any proposal submitted exceeding this price will be considered non-responsive and not evaluated.

Price per word (in English) for translations per specifications listed in the scope of work:

\$_____

Any additional fees must be listed below:

Pricing subject to **Reciprocal preference for Kentucky resident bidders and Preferences for a Qualified Bidder or the Department of Corrections, Division of Prison Industries (KAR 200 5:410).**

In accordance with KRS 45A.490 to 45A.494, a resident Offeror of the Commonwealth of Kentucky shall be given a preference against a nonresident Offeror. In evaluating bids/proposals, Fayette County Public Schools will apply a reciprocal preference against an Offeror submitting a bid/proposal from a state that grants residency preference equal to the preference given by the state of the nonresident offeror. Residency and non-residency shall be defined in accordance with KRS 45A.494(2) and 45A.494(3), respectively. Any Offeror claiming Kentucky residency status shall submit with its proposal a notarized affidavit affirming that it meets the criteria as set forth in the above referenced statute.

TECHNICAL PROPOSAL

Email address _____

Telephone Number _____

Cell Phone Number _____

Address _____

Technical Proposal Checklist

Description	Completed
Photo copy of Health Insurance included in proposal?	
Email address provided?	
Phone number(s) provided?	
Resume listing work/translating experience included in proposal?	
Copy of college degree or translator certificate included in proposal?	
Exhibit A translated and included in proposal?	

REFERENCES

Reference 1	
Business Name	
Address	
Phone Number	
Email	
Name of Contact	
Letter from reference included?	Yes _____ No _____

Reference 2	
Business Name	
Address	
Phone Number	
Email	
Name of Contact	
Letter from reference included?	Yes _____ No _____

Reference 3	
Business Name	
Address	
Phone Number	
Email	
Name of Contact	
Letter from reference included?	Yes _____ No _____

EXHIBIT A

January 28, 2020

Parent
1126 Russell Cave Road
Lexington, KY 40513

Dear Parent,

As you are aware, your child served ten (10) days suspension beginning September 5, 2019. The grounds for the suspension were explained to you and your child by Jay Bordas of Henry Clay High School. The reason for the suspension was that on September 5, 2019, your child was charged with terroristic threatening while attending Henry Clay High School.

Associate Principal Jay Bordas has explained to you and your child that under Board policy further disciplinary action, including referral for expulsion, may be taken. As stated in the Student **Code of Conduct in Section 4.0: "TERRORISTIC THREAT"**.

SECTION 4.01 "TERRORISTIC THREAT": This violation means [KRS 508.075]: (1) A person is guilty of terroristic threatening in the first degree when he or she: (a) Intentionally makes false statements that he or she or another person has placed a weapon of mass destruction on: 1. The real property or any building of any public or private elementary or secondary school, vocational school, or institution of postsecondary education; 2. A school bus of other vehicle owned, operated, or leased by a school; 3. The real property or any building public or private that is the site of an official school-sanctioned function; or 4. The real property of any building owned or leased by a government agency; or (b) Intentionally and without lawful authority, place a counterfeit weapon of mass destruction at any location or on any object specified in paragraph (a) of this subsection. (2) A counterfeit weapon of mass destruction is placed with lawful authority if it is placed, with the written permission of the chief officer of the school or other institution, as a part of an official training exercise and is placed by a public servant, as defined in KRS 522.010. (3) A person is not guilty of commission of an offense under this section if he or she, innocently and believing the information to be true, communicates a threat made by another person to school personnel, a peace officer, a law enforcement agency, a public agency involved in emergency response, or a public safety answering point and identifies the person from whom the threat was communicated, if known. (4) Terroristic threatening in the first degree is a Class C felony.

This is a Class IV violation of the Student Code of Conduct; therefore, I am accepting this recommendation of the school and referring this matter to the Board of Education for an expulsion hearing pursuant to KRS 158.150. This referral for an Expulsion Hearing is based upon your child intentionally breaking down the door of a staff member and threatening the staff member with physical harm. Additionally, a review of the behavior reports for your child going back to the 2018-2019 school year reveals a pattern and practices by repeated "incorrigible bad conduct" in violation of the Student Code of Conduct adopted by the Board of Education of Fayette County. A copy of detailed behavior report for your child for the 2018-2019 is attached hereto. This repeated misbehavior will also be presented to the Board of Education in consideration of expulsion.

As the parent/guardian of your child, you have the right to go before the Board of Education and explain why you believe he should not be expelled for his behavior. If you wish to exercise that right to have a hearing before the

Board, a closed meeting has been scheduled for **February 3, 2020** for the purpose of an expulsion hearing. You have the right to request that the hearing be open to the public, if you desire. The meeting will be held in **Conference Room A, It's About Kids Support Services, 701 East Main Street**, Lexington, Kentucky, beginning at **7:30 PM**. The Board requests that Sergio be in attendance at the hearing. **The hearing will proceed in absentia if you decline to attend.**

Testimony at the hearing for your child will include but may not be limited to testimony from Jay Bordas, who discussed the misconduct with you and your child. Testimony will also be presented as to the misconduct issues in the 2018-2019 school year. At the hearing, we will also present your child's attendance records, disciplinary summary and academic records. Copies of these records may be obtained from me prior to the hearing upon your request.

Additional testimony on the behalf of your child may be requested. Additional witnesses should be directly involved with and limited to the incident in question. Witness requests made with the intentions of intimidating others will not be tolerated. You must notify our staff attorney's office with your request for additional witnesses at least twenty-four (24) hours before **February 3, 2020**. Please be ready to provide witness identification, contact information, and relevance.

Your child has the right to be represented by legal counsel at your expense. Please notify our staff attorney's office at (859) 381-4728 before 9:00am, **February 3, 2020**, of the name of your attorney, if you choose to have one present, and to request the hearing be open to the public, if you so desire.

Sincerely,

Emmanuel Caulk
Superintendent

SC/EM

C: David Moore, Director of Martin Luther King Academy
Jay Bordas, Associate Principal of Henry Clay High School
Shelley Chatfield, General Counsel for Fayette County Public Schools
Student's Cumulative Folder

PLEDGE OF NON-DISCRIMINATION

_____, is responding to RFP/BID # _____ issued
Insert Name of Company (hereinafter "Company")
by the Board of Education of Fayette County, Kentucky, and hereby pledges:

(1) No person shall be excluded from participation in, denied the benefit of, or otherwise discriminated against on the basis of race, color, national origin, sex, genetic information, disability, religion, age, political affiliation, sexual orientation or gender identity in connection with the performance of any contract award by the district on this RFP/BID.

(2) The Company shall provide equal opportunity to all business persons seeking to contract or otherwise interested in contracting with this Company, including various local small business enterprises;

(3) The Company has been made aware of, understands and agrees to make good faith efforts to solicit MBE/WBEs to do business with this Company in the performance of work on any contract awarded on this RFP/BID.

The Company acknowledges that failure to make a good faith effort may have a negative impact on future contract opportunities.

(Authorized Company Representative Signature)

Date

Print Name and Title

RFP / BID #: _____

This affidavit shall be completed if your company is a Kentucky based company.

**REQUIRED AFFIDAVIT FOR BIDDERS, OFFERORS AND CONTRACTORS CLAIMING
RESIDENT BIDDER STATUS**

FOR BIDS AND CONTRACTS IN GENERAL:

The bidder or offeror hereby swears and affirms under penalty of perjury that, in accordance with KRS 45A.494(2), the entity bidding is an individual, partnership, association, corporation, or other business entity that, on the date the contract is first advertised or announced as available for bidding:

1. Is authorized to transact business in the Commonwealth;
2. Has for one year prior to and through the date of advertisement
 - a. Filed Kentucky corporate income taxes;
 - b. Made payments to the Kentucky unemployment insurance fund established in KRS 341.49; and
 - c. Maintained a Kentucky workers' compensation policy in effect.

FCPS reserves the right to request documentation supporting a bidder's claim of resident bidder status. Failure to provide such documentation upon request shall result in disqualification of the bidder or contract termination.

Signature Printed Name

Title Date

Company Name _____

Address _____

Subscribed and sworn to before me by _____, _____
(Name) (Title)

of _____, this ____ day of _____, 201__.
(Company Name)

Notary Public

My commission expires: _____

(Affix Notary Seal)



Fayette County Public Schools

Supplier Diversity Program

Contract Forms

Marilyn Clark
Manager of Economic Development
and Supplier Diversity
Fayette County Public Schools
Department of Economic Development
1126 Russell Cave Road
Lexington, Kentucky 40505
859-381-4100
Marilyn.Clark@fayette.kyschools.us

**NOTICE OF REQUIREMENT FOR
FCPS GOALS TO CREATE EQUAL OPPORTUNITIES AND
MINORITY, WOMEN- AND VETERAN-OWNED BUSINESS (MWVBE)
CONTRACT PARTICIPATION**

The mission of the Fayette County Public Schools (FCPS) is to create a collaborative community that ensures all students achieve at high levels and graduate prepared to excel in a global society. FCPS values diversity, inclusion and equity. As one of the largest employers in Fayette County, we know the impact of how we spend the money entrusted to us by taxpayers has a far-reaching effect in the greater economic development of the entire community. As a result, the Fayette County School Board (Board) has set a goal that not less than twelve percent (12%) of the total value of this contract be subcontracted to minority, women and veteran-owned businesses (MWVBEs). The goal for the utilization of certified MWVBEs as subcontractors are recommended goals. All bids and requests for proposals will be reviewed in detail by the Office of Economic Development and Supplier Diversity prior to awards being submitted to the Board for approval. Bidders who fail to meet such goals will be expected to provide written explanations to the Manager of Economic Development and Supplier Diversity of efforts they have made to accomplish the recommended goals. The extent to which they are successful in accomplishing the recommended goals will be a consideration in the procurement selection process.

FCPS reserves the right to work with the most responsible and responsive bidder. That means that the district may need to move to the next lowest bidder in the event that the proposed winning bidder is unwilling and unable to demonstrate documented good faith efforts to comply with these requirements.

For assistance in locating capable MWVBE subcontractors, contact Marilyn Clark, Manager of Economic Development and Supplier Diversity:

Marilyn Clark
Manager of Economic Development
and Supplier Diversity
Fayette County Public Schools
1126 Russell Cave Road
Lexington, Kentucky 40505
859-381-4100
Marilyn.Clark@fayette.kyschools.us

The Board's commitment extends to all providers of goods and services, which are broken down into the following categories:

1. Construction Contractors
2. Professional Service Contractors
3. Vendor/Supplier of Tangible Goods and Commodities

Fayette County Public Schools MWVBE Participation Goals

A. DEFINITIONS

- 1) Minority-Owned Business Enterprise (MBE): a business which is certified as being at least 51% owned, operated and managed by persons of African American, Hispanic, Asian, Pacific Islander, American Indian or Alaskan Native heritage.
- 2) Women-Owned Business Enterprise (WBE): a business which is certified as being at least 51% owned, operated and managed by a woman or women.
- 3) Veteran-Owned Business Enterprise (VBE): a business which is certified as being at least 51% owned, operated and managed by a veteran.
- 4) Good Faith Efforts: efforts that, given all relevant circumstances, a bidder or proposer actively and aggressively seeking to meet the goals, can reasonably be expected to make. In evaluating good faith efforts made toward achieving the goals, whether the bidder or proposer has performed the efforts outlined in the Obligations of Bidder for Good Faith Efforts (see D. below) will be considered, along with any other relevant factors (See Schedule 1).
- 5) Certification: FCPS strongly prefers to work with certified MWVBES. For projects over \$30,000 certification is required for minority, women or veteran owned companies. We accept certifications from third-party certifying agencies like the Tri-State Minority Supplier Development Council (TSMSSDC); Women's Business Enterprise National Council (WBENC); National Women's Business Owners Council (NWBOC); Kentucky Minority and Women Business Enterprise Certification (KY MWVBE); and any of various certification from the Small Business Administration (SBA). FCPS will rely on certifying agencies to verify certification of any businesses claiming to be certified.

B. GENERAL

- 1) FCPS requests all potential contractors to make a concerted effort to include MBE, WBE and VBE businesses as subcontractors or suppliers in their bids.
- 2) Toward that end, FCPS has established 12% of total procurement costs as a Goal for participation of MWVBES on this contract.
- 3) **It is therefore a request of each Bidder to include in its bid, the same goal (12%) for MWVBE participation and other requirements as outlined in this section.**

C. PROCEDURES

- 1) The successful bidder will be required to report to FCPS the dollar amounts of all payments submitted to MWVBE subcontractors and suppliers for work done or materials purchased for this contract. (See Section D.3.f below.)
- 2) Replacement of a MWVBE subcontractor or supplier listed in the original submittal must be requested in writing and must be accompanied by documentation of Good Faith Efforts to replace the subcontractor / supplier with another MWVBE Firm; this is subject to approval by FCPS. (See FCPS MWVBE Substitution Form.)

- 3) For assistance in identifying qualified, certified MWVBE businesses to solicit for potential contracting opportunities, bidders may contact:
 - a) The FCPS Purchasing Department and/or the Office of Economic Development and Supplier Diversity at 859-381-4100.
- 4) FCPS will make every effort to notify interested MWVBE subcontractors and suppliers of each Bid Package, including information on the scope of work, the pre-bid meeting time and location, the bid date, and all other pertinent information regarding the project.

D. OBLIGATIONS OF BIDDER FOR GOOD FAITH EFFORTS

- 1) **The bidder shall make a Good Faith Effort to achieve the Participation Goal for MWVBE subcontractors/suppliers. The failure to meet the goal shall not necessarily be cause for disqualification of the bidder; however, bidders not meeting the goal are required to furnish with their bids written detailed documentation of their Good Faith Efforts to do so.**
- 2) Award of contract shall be conditioned upon satisfaction of the requirements set forth herein.
- 3) The Form of Proposal (Bid Documents) includes the forms set out below. These forms must be completed and submitted as described:
 - a. Workforce Analysis Report: FCPS values diversity and inclusion. We strive to work with companies that share our values. Please share the diversity of your workforce in this form. ***To be submitted with Bid Documents.***
 - b. Current/Past MWVBE Contract Participation Form: This form will be used to capture your company's percentage of spend with MWVBES on current or past projects. ***To be submitted with Bid Documents.***
 - c. MWVBE Solicitation Report: This report verifies that your company contacted MWVBES to submit quotes for this contract. ***To be submitted within 24 hours of Bid opening.***
 - d. MWVBE Participation Form: This report verifies the MWVBE subcontractors and material suppliers to be used on this project. ***To be submitted within 24 hours of Bid opening.***
 - e. MWVBE Utilization Form: This form is intended to capture the MWVBE subcontractor's and material supplier's understanding of the work/material to be performed and the price as agreed with the Bidder/Contractor. This form must be completed and signed by the Bidder/Contractor AND the MWVBE subcontractor or material supplier. ***To be submitted within 24 hours of Bid opening.***
 - f. Electronic MWVBE Subcontractor Payments: If awarded this contract, the prime contractor is obligated to submit a monthly report of all payments made to any MWVBE subcontractors or suppliers working on this project. MWVBE subcontractors are obligated to acknowledge receipt of payments made to them by prime contractors. These electronic reports will be made and acknowledged on a monthly basis in the FCPS Diversity Compliance portal at <https://fcps.diversitycompliance.com>

The Manager of Economic Development and Supplier Diversity will contact the prime contractor and MWVBE subcontractors to schedule mandatory online training. *To be processed monthly by the awarded bidder.*

- g. MWVBE Subcontractor Substitution Form: If a MWVBE contractor selected for this project is not able to meet the obligations as assigned, the prime contractor is obligated to replace that MWVBE subcontractor through the Good Faith Efforts steps outlined in this document and to secure another MWVBE contractor with like skills at a comparable contract price. All required forms and documentation for this substitution should be returned to the Manager of Economic Development and Supplier Diversity. *To be submitted by the awarded bidder if MWVBE substitutions are made.*
- h. Waiver Form: Contact the Purchasing Department or the Manager of Economic Development and Supplier Diversity to discuss bids you believe have no opportunity for the utilization of any subcontractors. *By prior FCPS approval only.*

4) Failure to submit this information as requested may be cause for rejection of bid.

Contractors shall use good faith efforts as set forth herein in order to progress towards the achievements of the MWVBE goals. However, FCPS shall not be required to pay any amounts in excess of the lowest responsible and responsive price or best evaluated bid to procure any goods or services, or to delay design, development or construction activities in order to progress towards the achievement of the MWVBE goals.

FCPS agrees the bid requirements shall obligate a contractor to agree to execute a contract by which it is contractually obligated to use good faith efforts as set forth herein, and that for a bid or price to be responsible and responsive, it must have been prepared by a contractor that agrees to be so contractually obligated. In the event that the lowest price or best evaluated bid is not responsible and responsive because the contractor does not agree to be contractually obligated to use good faith efforts as set forth herein, then that bid will be considered non-responsive and FCPS may re-bid that contract or select the next lowest responsive price or best evaluated bid, if permitted by applicable law.

FCPS Manager of Economic Development and Supplier Diversity will be made aware of participation goals of the lowest bidder on all projects. The Manager of Economic Development and Supplier Diversity will review any and all bids and requests for proposals to examine whether they are responsible and responsive with regard to good faith efforts as set forth herein. However, there shall be no obligation on FCPS to delay the project pending such review, and if any contractor that becomes contractually obligated to use good faith efforts as provided herein is ultimately determined to have not used such good faith efforts, the remedies of FCPS are set out above.

SCHEDULE 1

GUIDANCE CONCERNING GOOD FAITH EFFORTS (To be submitted with Bid Documents)

Good faith efforts are efforts that, given all relevant circumstances, a bidder or proposer actively and aggressively seeking to meet the goals can reasonably be expected to make. In evaluating good faith efforts made toward achieving the goals, whether the bidder or proposer has performed the following may be considered, along with other relevant factors **(check all that apply)**:

- _____ Advertised opportunities to participate in the contract in general circulation media, trade and professional association publications, small and minority business media, and/or publications of minority, women and veteran business organizations within a reasonable time, prior to the deadline for submission of bids to allow MWVBES to participate effectively;
- _____ Provided notice to a reasonable number of minority, women and veteran business organization of specific opportunities to participate in the contract within a reasonable time, prior to the deadline for submission of bids to allow MWVBE firms to participate effectively;
- _____ Sent written notices of proposal, by certified mail, e-mail or facsimile, to qualified, certified MWVBES soliciting their participation in the contract within a reasonable time, prior to the deadline for submission of bids to allow them to participate effectively;
- _____ Attempted to identify portions of the work for qualified, certified MWVBES' participation in order to increase the likelihood of meeting the goals, including breaking down contracts into economically feasible units;
- _____ Requested assistance from community organizations that work with minorities, women, and veterans in achieving the goal;
- _____ Conferred with qualified, certified MWVBES and explained the scope and requirements of the work for which their bids or proposals were solicited;
- _____ Attempted to negotiate in good faith with qualified, certified MWVBES to perform specific subcontracts; not rejecting them as unqualified without sound reason, solely based on price, or without a thorough investigation of their capabilities;
- _____ Followed up initial solicitations of interest by contacting MWVBES to determine their level of interest;
- _____ Made efforts to refer interested MWVBES to entities that may be able to assist them in obtaining required bonding, lines of credit, or insurance; and
- _____ Effectively used the services available to minority, women, and veteran community organizations, minority, women, and veteran contractor groups, local, state and Federal minority, women, and veteran business assistance offices, and other organizations that provide assistance in the recruitment and placement of MWVBES.

A bidder or proposer shall submit documentation of good faith efforts when requested by the Manager of Economic Development and Supplier Diversity or the FCPS Board.

Fayette County Public Schools
Workforce Analysis Form
 (Form to be submitted with Bid Documents)

Project Name: _____

Project Bid/RFP#: _____

Bidder / Contractor: _____

Categories	Total		White (not Hispanic or Latino)		Hispanic or Latino		Black or African-American (not Hispanic or Latino)		Native Hawaiian and Other Pacific Islander (not Hispanic or Latino)		Asian (not Hispanic or Latino)		American Indian or Alaskan Native (not Hispanic or Latino)		Two or More Races (not Hispanic or Latino)	
	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M
Administrators																
Professionals																
Superintendents																
Supervisors																
Foremen																
Technicians																
Protective Service																
Para-Professionals																
Office/Clerical																
Skilled Craft																
Service/Maintenance																
Total:																

I certify under penalty of perjury that the information contained in this document is correct.

Bidder / Contractor

Title

Date

Fayette County Public Schools
Current/Past MWVBE Contract Participation
 (Form to be submitted with Bid Documents)

Project Name: _____

Project Bid/RFP#: _____

Bidder / Contractor: _____

List current/past contracts (3-5 years) and MWVBE participation in each contract.

Owner	Contract Dates	Project Name & Location	Contract Sum	MWVBE Participation (%)

List MWVBE companies that worked on the projects named above.

Company	MBE WBE VBE	Contact Name	Email/Phone	Scope of Work

(If more room needed, attach separate sheet.)

I certify under penalty of perjury that the information contained in this document is correct.

Bidder / Contractor

Title

Date

Fayette County Public Schools
MWVBE Solicitation Report
 (Form to be submitted within 24 Hours of Bid Opening)

Project Name: _____

Project Bid/RFP#: _____

Bidder / Contractor: _____

Total Bid/RFP Price or Estimate: \$ _____

I have contacted the following minority- women- and veteran-owned business enterprises and **will NOT be subcontracting any work with them** due to the reasons cited below: (Attach additional pages as necessary).

MWVBE Company w/ Contact Person & Phone #	Service/Supplies to be Provided	Reason Not Utilized	MWVBE Designation	
			Minority	
			Minority	
			Woman	
			Veteran	
			Minority	
			Woman	
			Veteran	
			Minority	
			Woman	
			Veteran	
			Minority	
			Woman	
			Veteran	
			Minority	
			Woman	
			Veteran	

(If more room needed, attach separate sheet.)

I certify under penalty of perjury that the information contained in this document is correct.

Bidder / Contractor

Date

Title

Fayette County Public Schools
MWVBE Participation Form
 (Form to be submitted within 24 Hours of Bid Opening)

If awarded this bid/proposal, Bidder / Contractor will subcontract with the following MWVBE subcontractors / material suppliers:

Project Name: _____

Project Bid/RFP#: _____

Bidder / Contractor: _____

Total Bid/Estimate: \$ _____

Total MBE \$ _____	Total WBE \$ _____	Total VBE \$ _____
Total MBE % _____	Total WBE% _____	Total VBE% _____

Work or Trade to be Subcontracted	MWVBE Business Name	MBE Total \$	WBE Total \$	VBE Total \$

(For each MWVBE Subcontractor/Material Supplier, Attach Utilization Form)

I certify under penalty of perjury that the information contained in this document is true and correct. I am aware that in the event of a replacement of a MWVBE subcontractor, I will adhere to the replacement requirements set forth in the FCPS bid documents.

Bidder / Contractor Signature

Date

Title

Fayette County Public Schools
MWVBE Subcontractor / Material Supplier Utilization Form
(Form to be submitted within 24 Hours of Bid Opening)

Project Name: _____

Project Bid/RFP#: _____

Bidder / Contractor: _____

This form is intended to capture the MWVBE subcontractor's and material supplier's understanding of the work to be performed and the price as agreed with the Bidder / Contractor. This form must be completed and signed by the Bidder / Contractor **AND** the MWVBE subcontractor and material suppliers and submitted as part of the bid or proposal package.

MWVBE Company: _____

Contact Person: _____

Address: _____

Phone: _____

Email: _____

MWVBE Subcontractor / Material Supplier Price Agreed: \$ _____

Description of Work: _____

Additional Notes: _____

I hereby certify under penalty of perjury that the above information is correct.

MWVBE Signature

Date

Bidder / Contractor Signature

Date

Title

Title

**Submit Separate Form per MWVBE Subcontractor / Material Supplier
to be Utilized
Attach MWVBE Certification**

Fayette County Schools
MWVBE Subcontractor Substitution Form
 (Form to be utilized by Awarded General Contractor, as necessary)

Date: _____

Bid/RFP/Quote Reference # _____

Prime Total Contract Awarded \$ _____

The substituted MWVBE subcontractor listed below has been contacted and has agreed to participate on this Bid/RFP/Quote. These substitutions were made prior to or after the job was in progress. These substitutions were made for reasons stated below and are now being submitted to FCPS Economic Development for approval. By the authorized signature of a representative of our company, we understand that Good Faith Efforts procedures were followed in soliciting and retaining this contractor and documentation was submitted with this substitution form. This information will be entered into FCPS files for this project. Signature of both the prime and the MWVBE subcontractor is required below.

Reason for Substitution	
MWVBE Company being replaced (Include contact name/address/phone and email address)	
New MWVBE Company (Include contact name/address/phone and email address)	
Please attach MBE, WBE or VBE certification for new company	
Work to be Performed	
MWVBE Subcontractor Total Contract \$	
MWVBE % of Total Contract	

I certify under penalty of perjury that the information in this document is correct. By reporting this substitution, my company is adhering to the substitution requirements set forth in the FCPS purchasing documents.

Prime Contractor/Title

MWVBE Subcontractor/Title

Date

Date

Fayette County Public Schools
Waiver for Participation of Minority-, Women- and Veteran-Owned
Business Enterprises
(Form to be submitted with Bid Document)

Project Name: _____

Project Bid#: _____

Bidder / Contractor: _____

Contact Person: _____

Address: _____

Phone: _____

Email: _____

The above named bidder cannot fulfill its commitment to minority, women and veteran-owned business enterprises participation due to the following reasons:

_____ Items being bid are not applicable for subcontracting.

_____ Other – Provide detailed explanation: _____

To the best of my knowledge and belief, the above information is accurate and true, and reflects our commitment to support the minority- and women-owned business enterprise initiative of Fayette County Public Schools.

Bidder / Contractor Signature

Date

Title