

Cedric Hodo, Senior Executive Director
 Kenneth R. Thomas, Assistant Director of Auxiliary Services
 Lisa Kvistad, Interim Superintendent of Schools

REQUEST FOR QUOTATION

Involves recruiting, managing J1 Visa paperwork, and facilitating orientation and onboarding for bilingual teachers from abroad.

THIS IS NOT AN ORDER

Conditions of quotation which include the "shall" or "must" describe a mandatory requirement. All specifications are defined as mandatory minimum requirements unless otherwise stated. If no vendor is able to comply with a given specification, condition of quote or provide a specific product on the Itemized Request for Quotation List, the MMSD reserves the right to delete that specification, condition of quotation or item.

<p>QUOTATION NUMBER:</p> <p>ISSUE DATE: May 6, 2024</p> <p>DUE DATE: May 20, 2024 - 2:00 PM (CST)</p> <p>IF NOT QUOTING, please check here <input type="checkbox"/> and return this cover page only.</p>

Unless otherwise noted, names of all organizations submitting quotes will be publicly available after the date and time specified as the deadline for submitting quotes. Quotation abstract will be open to public inspection after award(s).

Revisions to this request for quotation, including due date, may be made by an official written amendment issued by Purchasing Services.

Correspondence and **delivery envelopes/packages** must reference the request for quotation number.

SUBMISSION: All quotes (**ONE original and ONE additional copy** of all documentation/materials) may be submitted via US mail, hand delivery or a delivery service and must be **received by Administrative Services at 4711 Pflaum Road, Madison, WI 53718**. Quotes not date/time stamped by Administrative Services staff by the posted date and time shall be considered late and **shall be rejected**.

Any entity submitting a quote has no enforceable right to amend its quote after the submission deadline.

The MMSD is exempt from Federal Excise and Wisconsin State Sales tax.

The Madison Metropolitan School District, Human Resources, requests a quote for the **Recruitment of International Teachers** in accordance with the information listed below (more detailed descriptions may be attached to this document). Special Conditions, Specifications, Itemized List, and Standard Terms and Conditions are contained herein. Questions **MUST** be sent to **Kenneth Thomas, Assistant Director of Auxiliary Services**, at krthomas1@madison.k12.wi.us. To formally submit your quote for consideration, simply provide the information required below, sign, and return this document with all other required documentation in accordance with the guidelines established herein.

ITEMIZED LIST

ITEM	QUANTITY	DESCRIPTION		UNIT PRICE	TOTAL PRICE
1. 2.	1	<p>Recruiting Bilingual Teachers: Review applicants and conduct interviews to assess candidates' qualifications, teaching philosophy, cultural competency, and language proficiency.</p> <p>Eligibility: Teachers must meet specific eligibility criteria, including having a degree equivalent to a U.S. bachelor's degree in either education or the academic subject they intend to teach.</p> <p>Sponsorship: Teachers need to be sponsored by an approved exchange visitor program that administers the J-1 visa for teachers. These programs often collaborate with educational institutions or government entities.</p> <p>Visa Application: Teachers need to complete the DS-160 online non-immigrant visa application and schedule an interview at the nearest U.S. embassy or consulate.</p>		\$	\$

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		<p>Background Checks: Applicants are subject to background checks as part of the visa application process.</p> <p>English Proficiency: Depending on the program and country of origin, teachers may need to demonstrate English proficiency through exams like TOEFL or IELTS.</p>			
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By signing this quote, we certify that we have not, either directly or indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free competition; that no attempt has been made to induce any other person or firm to submit or not to submit a quote; that this quote has been independently arrived at without collusion with any other competitor or potential competitor; that this quote has not been knowingly disclosed prior to the opening of quotes to any other vendor or competitor; that the above statement is accurate under penalty of perjury.

The undersigned states that he/she is authorized to bind the vendor and on its behalf, hereby agrees with all the terms, conditions, and specifications required by the Madison Metropolitan School District in this Request for Quotation, and declares that the attached quote and pricing are in conformity therewith.

SIGNATURE: _____ DATE: _____

TYPE or PRINT NAME: _____

TITLE: _____ TELEPHONE NUMBER: _____

FEIN or TAX ID NUMBER: _____ FAX NUMBER: _____

EMAIL ADDRESS: _____

Table of Contents

1. Required

Forms

Cover Page (Sign and complete Request for Quotation cover page)	41.1
Attachment A Cost Summary	41.2
Attachment B Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion	41.3
Standard Terms and Conditions (Non-Construction)	4
Attachment A – Item Specifications	5
Attachment B – Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion	7
Appendix A – Document Change Control	8

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1. Required Forms

The following forms must be completed and submitted with the quote. Blank forms are attached.

- 1.1 Cover Page (Sign and complete Request for Quotation cover page)
- 1.2 Attachment A Cost Summary Page
- 1.3 Attachment B Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion

1. Standard Terms and Conditions (Non-Construction)

1. GENERAL: “Madison Metropolitan School District,” “District,” and “MMSD” are synonymous and mean the Madison Metropolitan School District. The MMSD reserves the right to accept or reject any or all bids/proposals, to waive any informality or technicality in any bid/proposal submitted, and to accept any part of a bid/proposal deemed to be in the best interest of the District. The MMSD reserves the right to reject any or all bids/proposals without indicating a reason for such rejection.

2. TAX EXEMPTION: The MMSD is exempt from the payment of Federal Excise Tax and State Sales Tax. The MMSD’s tax-exempt number is ES42341.

3. PRICING AND DISCOUNTS: The MMSD qualifies for governmental and educational discounts. Unit prices shall reflect these discounts. Unit prices shall govern in the bid/proposal evaluation and contract administration.

4. SPECIFICATIONS: All bidders/proposers must be in compliance with all specifications and any drawings provided with this solicitation. Any reference to brand names and numbers is descriptive, but not restrictive, unless otherwise specified. When specific manufacturer and model numbers are shown, they are used to establish a design, type of construction, quality, functional capability and/or performance level desired. The MMSD reserves the right to determine whether an alternate offer is equivalent to and meets the standard of quality indicated by the brand name referenced. When alternates are bid/proposed, they shall be identified by manufacturer, stock number, and such other information necessary to establish equivalency. The MMSD shall be the sole judge of equivalency!

5. DEVIATIONS AND EXCEPTIONS: Deviations and exceptions from the original text, terms, conditions, or specifications shall be described fully, on the bidder’s/proposer’s letterhead, signed and attached to this request. In the absence of such a request, the bid/proposal shall be accepted as in strict compliance with all terms, conditions, and specifications.

6. CHANGES AND WITHDRAWALS: The MMSD reserves the right to change due dates and openings for its own convenience and to withdraw solicitations at any time without prior notice.

7. APPLICABLE LAW: This solicitation and any resultant contract shall be governed under the laws of the State of Wisconsin.

8. ASSIGNMENT: No right or duty in whole or in part of the contractor under this contract may be assigned or delegated without prior written consent of the MMSD.

9. HOLD HARMLESS: The contractor will indemnify, save harmless, and defend the MMSD and all of its officers, agents and employees from all suits, actions, or claims of any character brought for or on account of any injuries or damages received by any persons or property resulting from the operations of the contractor, or any of its contractors, in prosecuting work under this agreement.

10. PUBLIC RECORDS ACCESS: It is the intention of the MMSD to maintain an open and public process in the solicitation, submission, review and approval of procurement activities. Bid/proposal openings are public unless otherwise stated. Records are not generally available until after an award has been made.

11. INSURANCE RESPONSIBILITY: The contractor performing services for the MMSD shall:

Maintain worker’s compensation insurance as required by law for all employees engaged in the work.

Maintain commercial liability, bodily injury and property damage insurance against any claims(s) that might occur in carrying out this agreement/contract. Minimum coverage shall be **one million (\$1,000,000)** liability for bodily injury and property damage including product liability and completed operations. Provide motor vehicle insurance for all owned, non-owned and hired vehicles that are used in carrying out this contract. Minimum coverage shall be **one million (\$1,000,000)** per occurrence combined single limit for automobile liability and property damage.

The MMSD reserves the right to require higher or lower limits and additional types of insurance if warranted. All insurance required by this contract shall be maintained during the entire length of the contract.

12. CANCELLATION: The MMSD reserves the right to cancel any contract in whole or in part without penalty due to non-appropriation of funds or for failure of the contractor to comply with terms, conditions and specifications of this contract.

The MMSD also reserves the right to cancel any contract with a federally debarred contractor or a contractor which is presently identified on the list of parties excluded from federal procurement and non-procurement contracts.

13. SAFETY REQUIREMENTS: All materials, equipment, and supplies provided to the MMSD must comply fully with all safety requirements as set forth by the Wisconsin Administrative Code, Rules of the Industrial Commission on Safety, and all applicable OSHA Standards.

14. MATERIAL SAFETY DATA SHEETS: If any item(s) on order(s) resulting from this award(s) is a hazardous chemical, as defined under 29CFR 1910.1200, provide one (1) copy of a Material Safety Data Sheet for each item with the shipped container(s) and one (1) copy to MMSD - Risk Management, 4711 Pflaum Road, Madison, WI 53718-6721.

15. RESPONSIVENESS AND RESPONSIBILITY: Award will be made to the responsible and responsive bidder/proposer whose bid is most advantageous to the MMSD with price and other factors considered. For the purposes of this project, responsiveness is defined as conformance to the requirements of the solicitation and the furnishing of information requested.

Responsibility is defined as the bidder's/proposer's potential ability to perform successfully under the terms of the proposed contract. Briefly, a responsible bidder/proposer has adequate financial resources or the ability to obtain said resources; can comply with required delivery taking into account other business commitments; has a satisfactory performance record; has a satisfactory record of integrity and business ethics; and has the necessary organization, experience and technical skills.

The MMSD reserves the right to refuse to accept any bid or proposal from any person, firm or corporation that is in arrears or is in default to the MMSD, or has failed to perform faithfully any previous contract with the MMSD. If requested, the bidder must present within five (5) working days evidence satisfactory to the MMSD of performance ability and possession of necessary facilities, financial resources, adequate insurance, and any other resources required to determine the bidder's ability to comply with the terms of this solicitation document.

16. WARRANTY: Unless otherwise required equipment purchased as a result of this request shall be warranted against defects by the bidder/proposer for one year from the date of receipt. Equipment manufacturer's standard warranty shall apply as a minimum and shall be honored by the Contractor.

17. QUANTITIES: The quantities shown on this request are based on estimated needs. The MMSD reserves the right to increase or decrease quantities to meet actual needs.

18. QUALITY: Unless indicated in the request, all material shall be first quality. Items which are used, demonstrators, obsolete, seconds, or which have been discontinued are unacceptable without the prior written consent of the MMSD.

19. AWARD CRITERIA: In comparing bids/proposals and making awards, the MMSD may consider such factors as relative quality and adaptability of supplies and services, bidder/proposer financial responsibility, skill, experience, record of integrity, and ability to furnish repairs and maintenance services, the time of delivery or performance offered, contract compliance requirements, and any other element or factor in addition to that of the price which would affect the final cost to the MMSD and whether the bidder has complied with the specifications.

20. AWARD: Award(s) will be made, as determined by the MMSD, to the lowest responsive and responsible bidder/proposer meeting MMSD award criteria.

21. ENTIRE AGREEMENT: These Standard Terms and Conditions shall apply to any contract or order awarded as a result of this request except where special conditions are stated elsewhere in the request; in such cases, the special conditions shall apply. Further, the written contract and/or order with referenced parts and attachments including these Standard Terms and Conditions shall constitute the entire agreement and no other terms and conditions in any document, acceptance, or acknowledgement shall be effective or binding unless expressly agreed to in writing by the MMSD.

2. Attachment A – Item Specifications

LIST PRODUCT(S) OR SERVICE(S)

If there is insufficient space on page 1, use this page to itemize the list and any other special or unique requirements.

1. This Request for Quotation (RFQ) is issued by Madison Metropolitan School District, Purchasing Services, which is **the sole point of contact for the District during the Request for Quotation process**. The person responsible for managing this procurement process is **Kenneth Thomas Assistant Director of Auxiliary Services**.
2. As it pertains to this RFQ, vendors shall NOT have contact with anyone other than the Director of Administrative Services (if absent, the Assistant Director) through the duration of this RFQ process. All communication pertaining to this RFQ must be in writing by email (preferred) or US mail.
3. Any contract(s) resulting from this RFQ will be administered by Madison Metropolitan School District, Department. The contract administrator will be **Curtis Wilson, Director HR Staffing**.
4. The duration of the quotation process shall run from **May 6, 2024**, through **May 20, 2024**.
5. All goods and/or services must be delivered to and accepted by Madison Metropolitan School District prior to any payment being made.
6. If applicable, vendor should demonstrate that each software and/or hardware proposed conforms to the accessibility guidelines established by the World Wide Web Consortium's Web Content Accessibility Guidelines 2.0 (WCAG 2.0). In addition, Vendor should demonstrate that each software and/or hardware conforms to the accessibility guidelines established by Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d), as amended. (Section 508 is the section of the 1973 Rehabilitation Act that states that all electronic and information technology procured, used, or developed by the federal government after June 25, 2001, must be accessible to people with disabilities. Affected technology includes hardware such as copiers, fax machines, telephones, and other electronic devices as well as application software and websites.) Vendor may demonstrate compliance with such guidelines by submitting a VPAT (Voluntary Product Accessibility Template) or comparable documentation (evaluated by MMSD Legal Services).
7. ...
 - A) ...
 - B) ...
 - ...

3. Attachment B – Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion

MADISON METROPOLITAN SCHOOL DISTRICT

**Certification Regarding Debarment, Suspension, Ineligibility
and Voluntary Exclusion**

Federal Executive Order (E.O.) 12549 “Debarment and Suspension” requires that all contractors receiving individual awards, using federal funds, and all sub-recipients certify that the organization and its principals are not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency from doing business with the Federal Government.

Your signature certifies that neither you nor your principal is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

_____ Name
_____ Company
_____ Address
_____ City, State, Zip Code
PHONE _____ FAX _____
EMAIL _____

_____ Signature _____ Date