



Town of Chilmark

Request For Proposals RFP 2018-03

Disposal of Surplus Real Property "Preschool"

I. General Information

The Chilmark Board of Selectmen declared the "Spanish/PE/Extra Instruction" classroom in the Chilmark Elementary School located at 8 State Road surplus to the current educational needs of the town on September 7th 2004. At the same meeting, the Selectmen voted to lease this classroom to a private group for the promotion of the public purpose of establishing and operating a preschool.

The Up Island Regional School Committee voted to authorize the Chilmark Selectmen to proceed with the lease R.F.P. on August 24th 2004.

On January 1, 2005 the Friends of the Chilmark Pre-School were awarded a lease for the classroom. The Pre-School has been a positive component of education in Chilmark, and has served as a "feeder" to the Chilmark Elementary School.

~~The Town, School, Superintendent and the community consider this Program to to be a highly regarded and successful program for the past twelve years.~~ It is the desire of the community to ~~renew this~~ center into a new lease and continue with a vibrant and supportive program.

The successful proposal will be one that offers a high-quality, private preschool at a reasonable cost in compliance with all licensing regulations and laws of the Commonwealth of Massachusetts and the Chilmark School Rules & Regulations, concurrent with the MVSSU school calendar.

The Chilmark Town Affairs Council operates a summer pre-school program, as part of the Summer Community Center, in this classroom from July 1 – August 20 each summer. CTAC has contributed to the construction of playground equipment and other services. An agreement for the shared use of furnishings, equipment and or staff between the CTAC and the lessee is strongly encouraged. The proposer's plan for accommodating the CTAC program's use of the classroom is one evaluation criteria.

II Description of Property

This classroom is 900 square feet, has high ceilings, with six windows for natural lighting, a private bathroom, and is the middle classroom on the west side of the Chilmark Elementary School. There is a sink, storage closets, counters and cabinets. It has an exterior door, opening on the playground and an interior door, opening on the main hallway. The hallway accesses the main entry foyer. The classroom comes with use of the shared entry. The use of other space is at the sole discretion of the Chilmark Principal. (See attached floor plan.)

This property is being offered for lease by the Chilmark Board of Selectmen, the lessor. ~~The lease period is August 25, 2018 to June 30, 2019. The lease shall be executed no later than one (1) month after selection. The lease can be renewed for five (5) one-year terms (August 25th to June 30th of each year) by mutual agreement of lessor and lessee.~~

- ~~The lease periods are August 25th to June 30th of each school year. The lease shall be executed no later than one (1) month after selection.~~
- ~~The lessee will commence this lease on September 1, 2018 for a five (5) year period ending June 30th 2023.~~
- ~~The lease may be renewed, at the sole discretion of the Town, for four (4) five year terms, not to exceed a total lease term of 25 years, with an escalation of rent no less than the average of the COLA for town employees over the preceding period.~~

III. Evaluation Criteria

Proposals will be evaluated by a committee of five members consisting of:

- ~~a representative of the UIRSDC.~~
- ~~a representative~~ two representatives of the Chilmark School,

Comment [TC1]: If you wanted to emphasize the great 12 years you could keep. But good without.

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Comment [TC2]: Lease period could easily be 3 years given our experience, I am reluctant to go to 5 years.

Comment [TC3]: Renewals and original term cannot total 30 years

Comment [TC4]: Make this Robert Lionette

Comment [TC5]: Make this one

- ~~the~~ Superintendent of Schools/or designee,
- Chilmark Head of School/or designee,
- ~~and the~~ Town Administrator.

Their recommendation shall be given to the Chilmark Board of Selectmen, who shall make the final determination of award.

The ~~town~~ Town reserves the right to refuse any and all proposals, to cancel or amend this request for proposals, to extend any deadline called for herein, to request additional information, or take any other action in the best interest of the town.

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Minimum Requirements:

1. Submission of completed "Non collusion" form.
2. Submission of completed RFP response form.
3. Proposal will only use the property for a Preschool facility.
4. Proposal must establish and operate a preschool beginning September ~~14~~, 2018, and follow the Martha's Vineyard school calendar.

Comparative Criteria:

1. Degree to which proposal complements the educational program of the Chilmark School.
2. Degree to which proposal coordinates with the CTAC summer program.
3. Organizational structure.
4. Experience of proposed staff.
5. Demonstration of ability to successfully provide the proposed program.
6. Financial plan.

IV. Rules

- Five sealed proposals shall be delivered to the office of the Board of Selectmen no later than **4:30 PM** on Friday ~~July 20th~~ July 27th 2018. Proposals will be opened at this time and location. The proposers' names and proposal prices will be posted in the Town Hall and on the Town's web site www.chilmarkma.gov
- Proposals shall be marked "**Preschool Proposal**" on the outside of the sealed envelope.
- Proposals may be corrected, modified or withdrawn by written notice to the Board of Selectmen until 4:00 PM on Friday July ~~20th~~ 27th 2018. Such corrections and modifications shall be in sealed envelopes clearly marked "**Change to Preschool Proposal**" and bear the proposer's name.
- ~~The Town will notify everyone who submits a proposal when and where proposals will be opened and evaluated. The Board of Selectmen will expect to announce the proposal chosen at its 7:30 p.m. meeting on August 7, 2018, in the Chilmark Town Hall.~~
- The successful proposer shall complete the Disclosure of Beneficial Interests as required by MGL c.7 § 40J. Form attached.
- The successful proposer shall enter into ~~a lease~~ the Lease attached hereto with the Town of Chilmark-
including, but not limited to the following terms:
 - a. ~~Name the parties to the lease and the responsible parties to receive any notices under the lease;~~
 - b. ~~incorporate by reference the proposal chosen, including a detailed description of the leased property;~~
 - c. ~~specify the duration of the lease, including any renewal, extension, or other options. If the~~

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lease will include a renewal option, it must specify how the rent will be determined for the renewal period;

- d. identify the payment terms, including when payments are due;
- e. spell out all of the responsibilities and obligations of the parties for leasehold improvements, repairs, maintenance, cleaning, utilities, rubbish disposal, snow removal, liability and casualty insurance, etc.;
- f. specify that lease amendments must be in writing and signed by individuals authorized to contract on behalf of the town;
- g. prohibit assignment or subletting without written approval;
- h. specify what constitutes cause to terminate the lease, what notice must be provided prior to termination, and what opportunity must be granted to correct any problem;
- i. prohibit any activity that would constitute a violation of the conflict of interest law (M.G.L. c.268A);
- j. specify that the lease constitutes the entire agreement and that there are no agreements other than those incorporated therein; and
- k. require a certification of tax compliance by the lessee (M.G.L. c. 62C, S49A).

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RFP 2018 - 03 Response Form

Chilmark Preschool

Name of organization: _____

Address: _____ Town _____ State _____

Phone: _____ Fax: _____ Cell #: _____ Email: _____

Program Website: _____

Principal Members of organization: _____

Please attach your proposal to this form and submit sealed 5 copies to the town.

(Circle and/or fill-in your responses)

Minimum Requirements

- | | | | |
|----|--|------------------|-------------|
| 1. | Non collusion form is completed and attached. | _____ | YES |
| | | NO | |
| 2. | I/We acknowledge receipt of addenda # _____ | | None |
| 3. | The leased property will only be used for a Preschool facility. | YES | NO |
| 4. | I/We propose to establish and operate a preschool beginning September 14 , 2018 and to follow the Martha's Vineyard School calendar as published annually by the Superintendent of Schools. | | |
| | | _____ | YES NO |

Comparative Criteria:

In evaluating each proposal, evaluators will assign a rating of HIGHLY ADVANTAGEOUS, ADVANTAGEOUS, or NOT ADVANTAGEOUS, ~~or~~ NOT ACCEPTABLE for each of the following criteria as follows.

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Comment [TC6]: This option allows the evaluation committee to eliminate a proposal that fails on this criterion.

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All comparative criteria are weighted equally.

- 1. Degree to which proposal complements the educational program of the Chilmark School.**
Proposers must submit an educational model, curricula and daily schedule that will work with and enhance the existing educational program at the Chilmark School.

HIGHLY ADVANTAGEOUS: The proposer demonstrates a clear understanding of the existing educational program, and articulates specific methods and means of integrating the preschool into that program.

ADVANTAGEOUS: The proposer demonstrates a general understanding of the existing educational program, and articulates specific methods and means to integrate the preschool into that program.

NOT ADVANTAGEOUS: The Proposer does not demonstrate a general understanding of the existing program, and does not make clear the methods and means of integrating the preschool into that program.

2. Degree to which proposal coordinates with CTAC summer program

HIGHLY ADVANTAGEOUS: The proposer articulates clear and specific methods and means of agreeing to shared use of furnishings, equipment, and/or staff with CTAC.

Comment [TC7]: Perhaps that includes a signed agreement with CTAC?

ADVANTAGEOUS: The proposer articulates some methods and means of agreeing to shared use of furnishings, equipment, and/or staff with CTAC.

Comment [TC8]: Perhaps that includes a draft agreement with CTAC?

NOT ADVANTAGEOUS: The Proposer does not articulate methods and means of agreeing to shared use of furnishings, equipment, and/or staff with CTAC.

Comment [TC9]: Perhaps does not include an agreement or draft agreement?

2.3. Organizational structure.

Proposers must have a structure designed to solicit and maintain participation by parents, professional educators and the community.

HIGHLY ADVANTAGEOUS: The proposer has a structure that shares operational control and policy making with a Board of Directors made up of, at a minimum, their lead teacher, parents, a Chilmark teacher, the Chilmark Head of School, members of the community served.

ADVANTAGEOUS: The proposer has a structure that shares operational control and policy making with a board of directors made up of, at a minimum, staff representation, parent, professional educator, member of the community served.

NOT ADVANTAGEOUS: The proposer does not have a structure that shares operational control and policy making with a board of directors made up of staff representation, parent, professional educator, member of the community served.

3.4. Experience of staff.

Proposers must list the names, addresses, years of experience in education, years of experience in preschool education, last two preschool teaching jobs, any formal complaints against them, and any relevant education or training.

HIGHLY ADVANTAGEOUS: The proposer has more than one instructor with more than five years experience in education and more than five years experience in preschool teaching.

ADVANTAGEOUS: The proposer has a lead instructor with more than three years experience in preschool teaching.

NOT ADVANTAGEOUS: The proposer does not have a lead instructor with more than three years experience in preschool teaching.

4.5. Demonstration of ability to successfully provide the proposed program.

Proposer must show they have the capability, integrity and reliability to provide the proposed program.

HIGHLY ADVANTAGEOUS: The proposer has more than five years experience operating a similar preschool program and has provided a detailed business plan.

ADVANTAGEOUS: The proposer has less than five years experience operating a similar preschool program, and has provided a detailed business plan.

NOT ADVANTAGEOUS: The proposer has less than five years experience operating a similar preschool program, and has not provided a detailed business plan.

~~NOT ACCEPTABLE: The proposer does not have any experience operating a similar preschool program or has not provided a detailed business plan.~~

Comment [TC10]: This would allow the town to eliminate a proposal that did not have the experience.

5.6. Financial plan.

Proposer must demonstrate how they will determine tuition for students, and cover rent, insurance and other expenses.

HIGHLY ADVANTAGEOUS: The proposer plans to provide preschool education as a not-for-profit, shows a financial plan that covers all expected expenses at a tuition ~~rates similar to, or~~ lower than, other island preschools.

Comment [TC11]: This was intended to make a not for profit offering lower prices an advantage in the evaluation.

ADVANTAGEOUS: The proposer plans to provide preschool education as a ~~not~~ for-profit, shows a financial plan that covers all expected expenses at a tuition similar to other island preschools.

Comment [TC12]: This was intended as Not-for-profit at the average rate

NOT ADVANTAGEOUS: The proposer plans to provide preschool education as a for-profit, shows a financial plan that covers all expected expenses at a tuition similar to, or lower than, other island preschools, or a not-for-profit at a tuition higher than other island preschools.

Comment [TC13]: This was for any for-profit

~~NOT ACCEPTABLE: The proposer plans to provide preschool education as a for-profit, shows a financial plan that covers all expected expenses at a tuition higher than other island preschools.~~

Comment [TC14]: This was to eliminate any for-profit that was charging higher than the average rate.

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