

**MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207  
1177 S Dee Rd  
Park Ridge, IL 60068**

**REQUEST FOR QUALIFICATION FOR  
COMMUNITY ENGAGEMENT SERVICES**

School District 207 is seeking Request for Qualifications (RFQ) from qualified Community Engagement firms to provide Community Engagement Services.

Responses shall be submitted in sealed envelopes clearly marked:

**RFQ: COMMUNITY ENGAGEMENT SERVICES**

**ATTENTION: Mary Kalou**

**Responses will be accepted until 11:00 AM** local time on December 4, 2017. **Six copies must be provided.**

For additional information or clarification, please contact Mary Kalou, Assistant Superintendent for Business at (847) 692-8025 or e-mail: [mkalou@maine207.org](mailto:mkalou@maine207.org)

Date Issued: November 7, 2017

## Proposal Schedule

Requests for proposals sent:	November 7, 2017
Deadline for submission:	December 4, 2017
Potential interviews with finalists:	Week of December 11th
Board of Education approval:	January 2018

## Introduction

Maine Township High School District is conducting a search for a firm to provide community engagement services. The District is in the process of developing a Facility Master Plan. The successful firm will develop and implement a community engagement process that will provide feedback on the Facility Master Plan.

The RFQ responses will be initially screened for completeness, responsiveness and experience matching the needs of the District. A list of firms to interview will be developed based on the initial screening and will be interviewed by a District Committee. The District Committee will make a recommendation to the Board of Education.

## Firm Information

1. Provide the name of the firm and the locations of all offices. Identify the office location that will serve District 207. Include address, telephone number, fax number and web address.
2. Provide a brief history and overview of your firm.
3. Provide a list of the Team that will be assigned to District 207. Provide a list of Illinois projects and the member's role in that project for the past 5 years. The following information must be included:
4. List all projects for which your firm is currently under contract.
5. Provide firm's philosophy on community engagement.
6. Provide the approach your firm would take with our District. The approach should include, but is not limited to community surveys and community meetings.
7. Provide a detailed timeline of activities.
8. Complete the Certifications in Exhibit A.

## Selection Process

The Board Committee will review each firm's response to the RFQ, considering the firms qualifications, ability of professional personnel, and firms overall experiences that match the needs of District 207. The Board Committee will come up with a short list of Firms to interview. The Committee will rank their top firms in order of qualifications and will make a final recommendation to the Board of Education.

## Presence of Child Sex Offenders on School Property

Proposer acknowledges that, pursuant to the Illinois *Criminal Code* (720 ILCS 5/11-9.3), it is unlawful for a child sex offender to knowingly be present on school property when persons under the age of 18 are present without the specific notification to and permission of the Superintendent of Schools or the Board of Education. Child sex offenders found to be present on school property without permission will be considered trespassers and will be prosecuted in accordance with Illinois law. Proposer shall ascertain that its employees are notified of this law and that said employees are directed to notify Proposer if they have been convicted of a sex offense restricting their presence on school property. Proposer will then provide appropriate and immediate notification to District. District reserves the right to request the removal from the project of any persons, including, but not limited to, employees of Proposer who engage in conduct in violation of the law or Board of Education Policy or conduct otherwise disruptive to the educational process or detrimental to students in the area. The costs related to such removal and substitution of personnel shall be borne solely by the Proposer.

## Human Rights Act

It shall be mandatory that the Proposer will not discriminate against any employee or applicant for employment upon grounds prohibited by the Human Rights Act (775 ILCS 5/1-101) and further that the Proposer will comply with all provisions of the Human Rights Act including, but not limited to, rules and regulations of the Illinois Human Rights Commission.

**Equal Employment Opportunity**

The Proposer will not discriminate against any employee or applicant for employment because of age, race, creed, color, sex, national origin or disability. The Proposer will take affirmative action to ensure the applicants are employed, and the employees are treated equally during employment, without regard to their age, race, creed, color, sex, national origin or disability. Such action shall include but not be limited to the following: employment upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

**Instructions for Submitting Proposals**

Sealed proposals clearly marked "RFQ: "Community Engagement Services" must be received at 1177 S. Dee Road, Park Ridge, IL 60068 no later than 11:00am on December 4, 2017. Six (6) hard copies of the proposal should be submitted to:

Mary Kalou  
Assistant Superintendent for Business  
Maine Township High School District 207  
1177 S Dee Road  
Park Ridge, IL 60068

**Other Required Documents**

1. Proposers must submit the following items, all properly signed:
  - a. Exhibit A - Certifications: Certification, Non-Collusion Affidavit, Sexual Harassment Clause, No Smoking Clause, Equal Employment Opportunity Clause, Issuance of a Purchase Order, Illinois Drug Free Workplace Act
  - b. Exhibit B – Minority and Women-Owned Business Concern Representation
  - c. Illinois State Board of Education Certification

**EXHIBIT A  
CERTIFICATIONS**

**1. CERTIFICATION**

The undersigned proposer or proposer hereby certifies that he is not barred from bidding on this contract as a result of a violation of either bid-rigging or bid-rotation provision of Article 33E of the Criminal Code of 1961 as amended. He/she also certifies that he/she has read, understands and agrees that acceptance by Maine Township High School District 207 of the proposer's offer by issuance of a purchase order and/or contract will create a binding contract.

**2. NON-COLLUSION AFFIDAVIT**

The undersigned proposer or agent states that he/she has not, nor has any other member, representative or agent of the firm, company, corporation or partnership represented by him/her, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting, nor prevent any person from bidding nor induce anyone to refrain from bidding and this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding.

He/she further states that no person, firm or corporation has, or will receive directly or indirectly, any rebate, gift, fee, commission or other thing of value on account of such sale.

**3. SEXUAL HARASSMENT CLAUSE**

Each proposer must certify that he has complied with the requirements of section 2-105 of the Illinois Human Rights Act (Public Act 87-1257) effective July 1, 1993, with respect to sexual harassment policies. The terms of that law, as applicable, are hereby incorporated into this contract. District 207 is in compliance with this law.

**4. NO SMOKING CLAUSE**

Proposer agrees that he/she, his/her employees and sub-proposers, will abide by the District 207 no smoking policy on any District 207 property.

**5. EQUAL EMPLOYMENT OPPORTUNITY CLAUSE**

The undersigned hereby certifies that the Proposer is in compliance with the Equal Employment Opportunity Clause and the Illinois Employment Practices.

**6. ILLINOIS DRUG FREE WORKPLACE ACT**

The undersigned having 25 or more employees does hereby certify pursuant to section 3 of the Illinois Drug Free Workplace Act (30ILCS 580/3) that it shall provide a drug free workplace for all employees engaged in the performance of work under the contract by complying with the requirements of the Illinois Drug Free Workplace Act and, further certifies, that it is not ineligible for award of this contract by reason of debarment for a violation of the Illinois Drug Free Workplace Act.

By signing this document, I state and declare that the Proposer/Proposer listed below and I are in compliance, and will comply, with all of the Certifications listed herein.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Firm

\_\_\_\_\_  
Name

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Address

\_\_\_\_\_  
Date

## EXHIBIT B

### MINORITY AND WOMEN-OWNED BUSINESS CONCERN REPRESENTATION

In January 2008, the School Code was amended to add the requirement that "Each year, in conjunction with the submission of the Statement of Affairs to the State Board of Education prior to December 1, each school district shall submit to the State Board of Education an annual report on all contracts over \$25,000 awarded by the school district during the previous fiscal year. The report shall include:

- 1) the total number of all contracts awarded by the school district;
- 2) the total value of all contracts awarded;
- 3) the number of contracts awarded to minority owned businesses, female owned businesses, and businesses owned by persons with disabilities, as defined in the Business Enterprise for Minorities, Females and Persons with Disabilities Act, and locally owned businesses; and
- 4) the total value of contracts awarded to minority owned businesses, female owned businesses, and businesses owned by persons with disabilities, as defined in the Business Enterprise for Minorities, Females and Persons with Disabilities Act, and locally owned businesses

**Minority-Owned Business:** a minority-owned business concern means a business concern that: (1) is at least 51 percent unconditionally owned by one or more individuals who are considered to be a member of a minority group, or a publicly owned business having at least 51 percent of its stock unconditionally owned by one or more members of a minority group; and (2) has its management and daily business controlled and operated by one or more such individuals.

Individuals who certify that they are members of minority groups (African Americans, Hispanic Americans, Native Americans, Asian-Pacific Americans, Asian-Indian Americans, and other minorities) are to be considered minority-owned enterprises.

**Women-Owned Business:** a business that is at least 51 percent owned by a woman or women who also control and operate it.

"Control" in this referenced context means exercising the power to make policy decisions. "Operate" means being actively involved in the day-to-day management of the business.

The District shall rely on written representations of concerns regarding their status as minority/women-owned businesses.

**PROPOSERS MUST COMPLETE THE SECTION BELOW AND RETURN THIS FORM WITH THEIR BID. FAILURE TO DO SO MAY RENDER THE OFFEROR'S BID UNACCEPTABLE.**

Yes      No

Are you or your organization certified as a minority, female, or disabled person owned business by a certifying agency?

Would you or your organization be eligible for the above certification if you applied for it?

Are you or your organization locally owned?

\_\_\_\_\_  
Firm Name

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

**ILLINOIS STATE BOARD OF EDUCATION**

**Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion  
Lower Tier Covered Transactions**

This certification is required by the Department of Education regulations implementing Executive Order 12549, Debarment and Suspension, 34 CFR Part 85, for all lower tier transactions meeting the threshold and tier requirements stated at Section 85.110.

**(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS BELOW)**

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals represent debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

**Maine Township High School District 207**

**Community Engagement Services**

**Organization Name**

**PR/Award Number or Project Name**

**Name and Title of Authorized Representative**

**Signature**

**Date**

**Instructions for Certification**

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction", "debarred", "suspended", "ineligible", "lower tier covered transaction", "participant", "person", "primary covered transaction", "principal", and "voluntarily excluded", as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the official to whom this proposal is to be submitted for assistance in obtaining a copy of the regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion-Lower Tier Covered Transactions", without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of record in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealing.
9. Except for a transaction authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.