



LINCOLN PUBLIC SCHOOLS

BUCKNER M. CREEL
ADMINISTRATOR FOR BUSINESS AND FINANCE

March 4, 2010

To: Mickey Brandmeyer, Superintendent
School Committee
From: Buck Creel

Subject: Hartwell Space Request for Proposal (RFP) – Evaluation and Selection Committees

Background. The request for proposal (RFP) for lease of space in the Hartwell Building dated March 1, 2010 contains a two-step proposal evaluation process. The details of the process are outlined in the RFP specifications; a copy is attached for reference. The process includes evaluations by a Preliminary Evaluation Committee and a Final Selection Committee, each of which has different responsibilities.

Preliminary Evaluation Committee. The Preliminary Evaluation Committee will review all proposals, determine responsiveness and responsibility of the proposals and prepare a preliminary ranking for the Final Selection Committee. Much of this work is the review of the materials submitted by the proposers and the checking of references. The Preliminary Evaluation Committee will accomplish its work during the period April 13 to 16, 2010. I recommend the School Committee appoint a three-person committee consisting of two Committee members familiar with the terms of the RFP, and the Administrator for Business and Finance as secretary and voting member.

Final Selection Committee. The Final Selection Committee will review all proposals passed to them from the Preliminary Evaluation Committee, rank them using a different set of comparative criteria and make a recommendation for award to the Lincoln School Committee. Much of this work will be the evaluation of the proposals against the following criteria:

- Compatibility with / impact on other uses on the Lincoln Campus. (40%)
- Description of how program benefits the Town of Lincoln and its citizens. (40%)
- Proposed lease payment and allowance for maintenance and capital projects. (20%)

The Final Selection Committee will accomplish its work during the period April 19 to 28, 2010. I recommend the School Committee appoint a five-person committee consisting of two Committee members, two Town citizens with no connections to any prospective proposer, and the Superintendent. The School Committee could consider appointing the Administrator for Business and Finance as a non-voting secretary to the Final Selection Committee to allow the members to focus on evaluation of the proposals.

Timing. These appointments must be made before the receipt of proposals, currently scheduled for April 12, 2010. I recommend the School Committee consider the matter and finalize the appointments at its meeting on March 25, 2010.

Timeline. The following timeline is proposed for the Committee's approval:

- December 23, 2009 –
January 31, 2010 Update the RFP documents & review by legal counsel.
- February 25, 2010 School Committee reviews and approves RFP for release.
Vote on declaration of excess and use restrictions.
- February 26, 2010 Deadline to submit to *Central Register* March 10 edition
- March 4, 2010 Deadline to submit to *Lincoln Journal* March 11 edition
- March 10, 2010 Posted on line in *Central Register*.
- March 11, 2010 Make RFP documents available on site for pick up. Post on
LPS website. Advertise in *Lincoln Journal* March 11 and 18.
SC calls for Final Selection Committee candidates.
- March 19, 2010 Proposers' Conference, 11:30 AM.
- March 25, 2010 SC seats Final Selection Committee.
- April 12, 2010 Deadline for proposal submission, 11:30 AM. Determine
responsiveness.
- April 13 to 16, 2010 Evaluate proposals Phase 1.
- April 19 to 28, 2010 Evaluate proposals Phase 2.
- April 30, 2010 Recommendation to SC for vote to award contract.
- May 27, 2010 SC discusses and votes.
- 1 week after SC vote Formally award contract.

Hartwell Space RFP dated March 1, 2010 (extract)

k. Evaluation of Proposals.

The proposals will be evaluated and the winning proposal selected through a two-step process.

Step 1 – Preliminary Evaluation. The Preliminary Evaluation Committee will review all proposals, determine responsiveness and responsibility of the proposals and prepare a preliminary ranking for the Final Selection Committee.

Preliminary Evaluation criteria. The preliminary ranking will be based on the following comparative criteria, weighted as shown:

- a. Licenses and certifications required by federal and Commonwealth laws and regulations (pass/ fail)
- b. Evidence of insurability: comprehensive public liability insurance for bodily injury and property damage in the amount of \$1,000,000 single injury / \$2,000,000 aggregate (pass/ fail)
- c. References. Three (3) references, at least one from a professional organization and one from a client/ customer. (pass/ fail)
- d. Compatibility with / impact on other uses on the Lincoln Campus. (20%)
- e. Description of program to be offered, including activities by season, hours of operation, educational content and connection, proposed staff/ child ratio (if appropriate), parking required and vehicle traffic generated, etc. (20%)
- f. Description of how program benefits the Town of Lincoln and its citizens. (30%)
- g. Business stability of proposer and program, with viability demonstrated through a business plan, budget summary and similar documents. (15%)
- h. Governance structure. (5%)
- i. Proposed program fee structure, including scholarship or fee waiver programs, if any. (10%)
- j. Proposed lease payment and allowance for maintenance and capital projects (must exceed minimum) (pass/ fail) (submitted separately)

Scoring the proposals. The members of the Preliminary Evaluation Committee will review each proposal separately, scoring each criterion on a scale of 1 to 10. A total score in the range of 1 to 100 for each proposal evaluated will be calculated by multiplying the criterion score by the criterion weight, then adding the resulting points for all six criteria together and multiplying by 10.

For example, if the Selection Committee member scores the criteria as follows:

- d. Compatibility (20%) = 7
- e. Description of program to be offered (20%) = 8
- f. How program benefits the Town (30%) = 9
- g. Business stability (15%) = 8
- h. Governance structure. (5%) = 4
- i. Proposed program fee structure (10%) = 7

the resultant total score would be 78.00, as shown below.

$$[(7 \times .20) + (8 \times .20) + (9 \times .30) + (8 \times .15) + (4 \times .05) + (7 \times .10)] \times 10 = 78.00$$

Ranking the proposals. A composite score for each proposal will be calculated by averaging the total score for all of the Selection Committee members' evaluations. A composite total score must be 60 or greater to be considered responsible. The proposal must receive an average score of 5 out

of 10 on criteria d. *Compatibility* and f. *How program benefits the Town* to be considered responsible. Additionally, the proposal must pass criteria a. *Licenses and certifications*, b. *Evidence of insurability*, c. *References* and i. *Proposed lease payment and allowance for maintenance and capital projects* to be considered responsible.

The Preliminary Evaluation Committee will then will rank the responsive and responsible proposals in order of qualifications, or describe them as equally qualified, and pass the ranked list to the Final Selection Committee.

Step 2 – Final Selection. The Final Selection Committee will review all proposals passed to them from the Preliminary Evaluation Committee, rank them using a different set of comparative criteria and make a recommendation for award to the Lincoln School Committee, the Awarding Authority.

Final Selection criteria. The selection will be based on the following comparative criteria, weighted as shown:

- a. Compatibility with / impact on other uses on the Lincoln Campus. (40%)
- b. Description of how program benefits the Town of Lincoln and its citizens. (40%)
- c. Proposed lease payment and allowance for maintenance and capital projects. (20%)

Scoring the proposals. The members of the Final Selection Committee will review each proposal separately, scoring each criterion on a scale of 1 to 10. A total score in the range of 1 to 100 for each proposal evaluated will be calculated by multiplying the criteria score by the criteria weight, then adding the resulting points for all three criteria together and multiplying by 10

For example, if the Selection Committee member scores the criteria as follows:

- a. Compatibility (40%) = 7
- b. How program benefits the Town (40%) = 9
- c. Proposed lease payment and allowance for maintenance and capital projects (20%) = 8

the resultant total score would be 80.00, as shown below.

$$[(7 \times .40) + (9 \times .40) + (8 \times .20)] \times 10 = 80.00$$

Ranking the proposals. A composite score for each proposal will be calculated by averaging the total score for all of the Selection Committee members' evaluations. The Selection Committee will rank the proposals using the rule for award below and transmit the list to the Awarding Authority. The list will rank the proposals in order of qualifications, or describe them as equally qualified, and make a recommendation for award to the Lincoln School Committee, the Awarding Authority.

Rule for Award. The Lincoln Public Schools will accept the most advantageous offer from a responsive and responsible proposer, taking into consideration all evaluation criteria and price. The Awarding Authority reserves the right to reject any and all proposals or to waive any of the informalities in the selection process if deemed in its best interest.