



Residential Services for Students Request for Proposals

MAINE EDUCATIONAL CENTER FOR THE DEAF AND HARD OF HEARING /
GOVERNOR BAXTER SCHOOL FOR THE DEAF (MECDHH/GBSD)
JANUARY 2018

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1 Administrative Issues

1.1 Introduction and Overview

The School Board of the Maine Educational Center for the Deaf and Hard of Hearing/ Governor Baxter School for the Deaf (MECDHH/GBSD) offers a residential program for Deaf and Hard of Hearing students, in grades 6-12 who are attending GBSD programs located within the Portland Public Schools at Lyman Moore Middle School, Portland High School and Portland Arts and Technology High School (PATHS). The residential program will serve those students whose families reside more than one hour away from the GBSD/Portland Public School programs. The purpose of offering this housing is to ensure statewide educational equity for all Deaf and Hard of Hearing students and their families.

This Request for Proposal (RFP) is seeking proposals from organizations that will work collaboratively with MECDHH/GBSD to develop a licensed family-model facility that will provide a safe, nurturing, family atmosphere for up to eight students in grades 6-12 whose families reside in different geographic areas. Applicants must provide specific descriptions about how they will address the following priorities:

- Meet all requirements and licensure standards set forth by the Department of Health and Human Services (DHHS) related to residential facilities for students;
- Meet the relevant *Program Standards for Children's Residential Treatment (March, 2008)* that relate to dormitory living for Deaf and Hard of Hearing students;
- Describe contingency plan(s) for occupancy expansion (if required) prior to the termination of this RFP;
- Ensure the recruitment of highly trained staff who have and/or have demonstrated expertise:
 - working with adolescents;
 - communicating via American Sign language (ASL) based on the American Sign Language Proficiency Interview (ASLPI); and
 - Knowledge about Deaf culture and familiarity with assistive technologies for the Deaf and Hard of Hearing.
- Provide ongoing training in Cardio-Pulmonary Resuscitation (CPR), First Aid, crisis intervention, child abuse reporting, suicide prevention training, building safety and other training required by DHHS, MDECS and/or MECDHH/GBSD.
- Ensure that interstate criminal background checks and finger printing are completed on all staff.
- Develop house rules and discipline procedures in collaboration with parents.
- Ensure staffing is provided at night and during the school day in the event of student illness.
- Ensure compliance with safety requirements and accessibility codes (including lighting for door bells, light switches inside and outside of rooms; accessible fire alarms, access to video-phones, etc.).
- Ensure that the residence is fully accessible for those students with mobility challenges.
- Ensure that the residence is free of allergens that are/have been documented as troublesome for individual residents (e.g. mold, pet hair/dander, skin irritants, etc.).
- Develop, implement and maintain an ongoing and regular communication system with parents.
- Foster opportunities for social interaction between Deaf and Hard of Hearing students with peers and adults in the both the Deaf and hearing communities.
- Serve as surrogate parents to coordinate and provide transportation to and from extra-curricular activities and after school and evening events during the school week and/or other times when students are residing in the residence.
- Provide transportation from school and staff coverage for resident students who:
 - Take ill during the school day

- Have a shortened school day as the result of early release, exams and/or school calendar

Eligible applicants for this RFP are organizations that have experience working with adolescents. Applicants must describe how they will ensure the provision of a high-quality facility for Deaf and Hard of Hearing students, in particular, how they will assess staff needs on an ongoing basis in order to provide staff development as outlined in the priorities described in this RFP.

1.2 Purpose and Scope of Services

In this RFP, MECDHH/GBSD seeks proposals for the development and ongoing oversight of a high quality, licensed residential facility. Specifically, a family model, residential program for students who are Deaf or Hard of Hearing. The intent is to ensure residential program offering the best possible staff, services and living environment for MECDHH/GBSD students.

Each Bidder's proposal must clearly define, in detail, the capacity necessary to carry out its plan to address the following recommendations:

1.2.1 Building and Personal Safety

The successful Bidder will:

- Provide training in crisis management, first aid and all other training required by DHHS.
- Ensure criminal background checks and fingerprinting of all staff.
- Comply with accessibility requirements for the Deaf including fire alarms, door bells, light switches inside and outside rooms, video-phones, and TTYs.
- The facility should be located in a community area with access to public transportation.
- The facility should be located in neighborhood that is not in close proximity to residences related to adolescents/student/adults who could potentially pose a risk to GBSD student residents.
- Comply with building safety codes (see Appendix 1).
- Implement appropriate rules and guidelines related to discipline, curfews, behavioral expectations and use of technology and social media.

1.2.2 Staff Qualifications/Requirements

- Ensure staff with appropriate credentials and qualifications shall be hired (this includes ASL proficiency based on the ASLPI).
- Ensure that all staff have knowledge of ADA requirements and community resources.
- Regular supervision of staff shall be ensured.
- Provision of orientation for new staff (including training in a trauma based system of care as well as all other training required by DHHS).

1.2.3 Parent Connection, Community Engagement and Cultural Connections

The successful Bidder will:

- Allow an "open door" policy for parents.
- Ensure consistent and regularly scheduled communication with families.
- Create guidelines regarding use of Personal Communication Devices (PCD). These guidelines shall include webcams, video phones, cellphones, laptops, cameras, Ipads, Ipods and computers/internet use.
- Obtain written parental permission regarding students' involvement in community events.
- Provide in-house extracurricular activities in collaboration with MECDHH/ GSBSD and Portland Public Schools.
- Encourage and foster exposure to Deaf role models.

- Encourage Deaf Culture and Deaf pride via involvement in appropriate activities offered by the Deaf Community of Maine; and, by promoting awareness of diversity within the school, the organization and the community.

1.2.4 Emotional Support and Staff Development

The successful Bidder will:

- Implement protocol(s) for crisis management.
- Provide staff training in de-escalation techniques.
- Provide staff training in suicide prevention.
- Provide staff training in formal crisis management.
- Provide peer mediation training for students.
- Ensure a support system for staff.
- Convene regular house meetings to inform and support students.

1.2.5 Academic Support and Extra Curricular Activities

The successful Bidder will:

- Provide academic support in collaboration with MECDHH/GSBD and Portland Public Schools staff.
- Provide opportunities for students to develop independent living/community awareness skills.
 - Regularly scheduled activities (recreational and educational) into the community.
 - Regular and rotating schedule of chores (with support as needed) to perform independent living skills such as cooking, laundry, cleaning.
- Have meeting with residents, no less than monthly, to discuss and address both staff and student concerns and requests. These meeting shall include supervisory staff from the residence and a minimum of one representative from the grades 6-12 GBSD academic programs.
- Maintain regular communication with teachers and residential staff. This shall include no less than quarterly meetings that include both residence and academic staff.
- Look to MECDHH/GBSD for decisions related to school cancelation, early release and/or events/issues related to changes in the school calendar.
- Attend I.E.P. meetings as requested by the Director of Instruction and/or Executive Director.

1.3 Objectives

The following objectives must be addressed in the Bidder's proposal:

- 1.3.1 The location and dimensions of the facility must be included in the proposal.
- 1.3.2 There must be assurances that the facility will meet the requirements for accessibility and licensure by August 1, 2018.
- 1.3.3 The proposal must be specific about staff qualifications and credentials of staff as well as the process for recruiting, hiring and training said staff.
- 1.3.4 Training for staff must include the following: Adolescent Development; CPR; First Aid; Natural Disasters; Child Abuse Reporting; Assistive Technology; Formal Crisis Intervention; Suicide Prevention; Building Safety; Technology and Internet Use; Peer Mediation; ADA Accessibility; Intruder Safety Plan; Personal and Emotional Safety; De-escalation Techniques; Extra-Curricular and After School Activities; Parent Involvement; Community Resources; Cultural Connections; and, all other training required by the Maine Department of Health and Human Services.
- 1.3.5 Strategies to ensure close and ongoing collaboration with MECDHH/GBSD must be outlined, particularly in regards to student access to after-school and extra-curricular activities.

- 1.3.6 An agreement for coordination and/or provision of transportation of students for after-school and extra-curricular activities must be included in the proposal.
- 1.3.7 The proposal must include sample guidelines for house rules, behavioral expectations, disciplinary strategies and technology/internet use.
- 1.3.8 A detailed budget with line items for physical plant, staff, training, transportation and indirect costs of no more than 5% must be included.

1.4 Procurement Timeline

▪ Bidder's Conference:	February 8, 2018	1:00 p.m.
▪ Deadline for Submitted Questions:	February 15, 2018	12:00 p.m.
▪ Proposal Due Date:	February 22, 2018	2:00 p.m.
▪ Committee Review:	March 5 - 9, 2018	
▪ Finalists Notified:	March 9, 2018	4:00 p.m.
▪ Finalist Interviews (as needed):	March 12-16, 2018	
▪ Contract Development:	March 26, 2018	
▪ Initiation of Services:	August 27, 2018	

1.5 Bidder's Conference

A Bidders' Conference will be held on February 8, 2018 from 1:00- 3:00 p.m. The conference will be located in the dining room of the Percival Baxter Mansion on Mackworth Island. (MECDHH/GBSD 1 Mackworth Island, Falmouth, Maine 04105).

1.6 Administrative Information

- 1.6.1 The RFP Administrator is:

Owen J. Logue
1 Mackworth Island
Falmouth ME 04105
E-mail: owen.logue@mecdhh.org

- 1.6.2 From the date on which this RFP is released and during the period up to and including the date on which a notice of intent to award is issued, prospective Bidders shall contact only the RFP Administrator with regard to this procurement. Direct or indirect attempts by a prospective Bidder, its employees, agents or representatives, to contact other representatives of MECDHH/GBSD to obtain information or, for other purposes regarding this RFP or the procurement process may result in the disqualification of a Bidder's proposal.
- 1.6.3 In no case shall verbal communication override written communication. Only written communications are binding on MECDHH/GBSD.
- 1.6.4 Bidders may submit questions regarding this RFP in writing to the RFP Administrator. All answers that are given to the questions asked in this RFP are subject to verification. Misleading and/or inaccurate answers will be grounds for disqualification at any stage in the procurement process. The deadline for Bidder submitted questions is February 15, 2018 12:00 p.m.

1.7 Preparation of the Proposal

Bidders shall follow the proposal instructions given in Section 3 of this RFP.

- 1.7.1 The "Official Proposal" must be typewritten.
- 1.7.2 The Official Proposal must not be more than ten (10) pages.
- 1.7.3 The "Official Proposal", containing the signed, original response to this RFP, should include: ten (10) paper copies, one (1) unbound copy and one (1) copy in electronic format using Microsoft Word in Times New Roman 12-point font (The aforementioned ten pages does not include, in its total, the cover letter, attachments, the budget page(s) or the Bidder qualifications)
- 1.7.4 The Official Proposal and all documents related to the Official Proposal must be delivered in sealed package(s) no later than 2:00pm. on February 22, 2018 without exception.
- 1.7.5 The Official Proposal and all associated documents must be sealed in one envelope and submitted together by the proposal deadline.
- 1.7.6 All envelopes must be clearly labeled with the following information:
 - Owen J. Logue, Executive Director
 - MECDHH/GBSD
 - 1 Mackworth Island
 - Falmouth, Maine 04105
 - Proposal for Residential Services
 - Bidders Name and Address
 - Name, Telephone Number, Fax Number and Email Address of Contact Person
 - Project Title
 - Proposal Due Date: February 22, 2018, 2:00 p.m.

1.8 Terms of RFP

- 1.8.1 The term of any agreement resulting from this RFP will be for one (1) year with an anticipated relationship of three (3) years.
- 1.8.2 In the event it becomes necessary to revise any part of this RFP prior to the scheduled submittal date, an amendment or an addendum shall be issued to all potential Bidders who have received this RFP.

1.9 Rejection of RFP

MECDHH/GBSD reserves the right to accept or reject any part of any proposal and to accept or reject any or all proposals without penalty for any one of the following reasons.

1.10 Certification of Independent Price Determination

By submission of a response to this RFP, the Bidder certifies (and, in the case of a joint proposal, each party thereto certifies as to its own organization) that in connection with this procurement:

- 1.10.1 The prices in this proposal have been arrived at independently, without consultation, communication or agreement for the purpose of restricting competition as to any matter related to such prices with any competitor.
- 1.10.2 Unless otherwise required by law, the prices (which have been quoted in the proposal) have not been knowingly disclosed by any prospective Bidder and shall not knowingly be disclosed by the Bidder prior to the notice of intent to award, directly or indirectly to any competitor.
- 1.10.3 No attempt has been made, or shall be made by any Bidder to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition;
- 1.10.4 Each person signing this proposal certifies that:
 - a) The prices in this proposal have been arrived at independently, without consultation, communication, or intention for the purpose of restricting competition, as to any matter relating to such prices with any competitor.

- b) Unless otherwise required by law, the prices, which have been quoted in this proposal, have not been knowingly disclosed by any prospective Bidder and shall not knowingly be disclosed by the Bidder prior to the notice of intent to award, directly or indirectly to any competitor.
- c) No attempt has been made, or shall be made by a bidder to induce any other person or firm to submit, or not to submit a proposal for the purpose of restricting competition.

1.10.5 Each person signing this proposal certifies that:

- a) He/she is the person in the Bidder's organization responsible for the decision as to the prices being offered herein; or
- b) He/she is not the person in the Bidder's organization responsible within that organization for the decision as to the process being offered herein, but that he/she has been authorized in writing to act as agent for that person(s) responsible for such decision.
- c) The offer is made by the submitted proposal. The Bidder (or a designated agent empowered to bind the organization in Agreement) shall sign any clarifications to that proposal.

1.11 Withdrawal from Proposals

Proposals may be withdrawn, modified, and resubmitted at any time prior to the time set for the receipt of proposals (February 22, 2018 2:00 p.m.).

1.12 Disposition of Proposals

Written proposals submitted in response to this RFP become the property of MECDHH/GBSD. The proposals shall not be returned to Bidders, except as specified in this RFP.

1.13 Clarification and Releases

MECDHH/GBSD may, but is not required to, request a Bidder to clarify in writing any and all aspects of a proposal; However, Bidders will not be allowed to alter or amend their proposals through the clarification process. MECDHH/GBSD reserves the right to contact and to discuss a Bidder's performance with the Bidder's other clients and former clients.

1.14 Proposal Evaluation and Award

All proposals submitted shall be evaluated in accordance with the requirements set forth in Section 4 of this RFP. Any Agreement resulting from this RFP and the subsequent evaluation process shall not necessarily be awarded to the Bidder with the lowest price. Instead, the Agreement shall be awarded to the Bidder who has accumulated the most points in accordance with the evaluation criteria outlined in Section 4.

This RFP, as well as the successful Bidder's response to this RFP, together with all addenda and clarifications shall become part of the contractual obligation and shall be incorporated by reference into the ensuing Agreement with the successful Bidder.

1.15 Gratuities

The laws of Maine provide that it is a felony to offer, promise or give anything of value or benefit to an employee with the intent to influence that employee's acts, opinion, judgment, or exercise of discretion with respect to that employee's duties. Evidence of violations of this statute will be reported to the appropriate prosecuting attorney.

1.16 Conflicts Between Terms

MECDHH/GBSD reserves the right to accept or reject any exception taken by a Bidder to the terms and conditions of this RFP. Should a successful Bidder take exception to the terms and conditions required by MECDHH/GBSD, the Bidder's exceptions may be rejected and the entire proposal declared non-responsive. These exceptions should be noted conspicuously and noted as exceptions to the RFP. MECDHH/GBSD may elect to negotiate with the successful Bidder regarding Agreement terms that do not materially alter the substantive requirements of this RFP.

1.17 Costs of Preparation of Proposal

No payments shall be made to cover direct, indirect or associated costs incurred by a prospective or successful Bidder in the preparation of its proposal(s) in response to this RFP or any other submission made under this RFP.

1.18 Miscellaneous

- 1.18.1 MECDHH/GBSD reserves the right to accept or reject any or all proposals without penalty.
- 1.18.2 MECDHH/GBSD reserves the right to waive minor deficiencies and informalities if, in the judgment of MECDHH/GBSD, its best interests will be served. Failure to comply with a mandatory requirement is not a minor deficiency or informality that will be waived.

2 General Requirements

2.1 Overview

The technical specifications and functional requirements in this RFP are organized by subsections within the eight (8) objective areas (see Section 1.3).

2.2 Work Plans and Timelines

The work plan must include:

- 2.2.1 The steps required to implement the proposal.
- 2.2.2 Detailed descriptions of how each step will be implemented.
- 2.2.3 Proposed time frames.
- 2.2.4 Bidder staff requirements.
- 2.2.5 How the Bidder will provide necessary interaction with MECDHH/GBSD staff to ensure the effective implementation of the plan.
- 2.2.6 A process for objective evaluation of the implementation of the plan.

2.3 Additional Requirements

Applicants agree to meet the following additional requirements:

- 2.3.1 Have:
 - a) Knowledge of and experience in data collection and preparing data-based reports as requested by MECDHH/GBSD.
 - b) Financial skills to adequately respond to all financial aspects of the project.
 - c) A proven track record in providing quality residential programming for adolescents.
 - d) A proven track record in working cooperatively and collaboratively with a variety of groups, including education professionals.
 - e) A knowledge of laws, regulations, philosophy, strategies and current research related to students who are Deaf and Hard of Hearing.
 - f) The ability and resources to be prepared for an August 26, 2018 opening.
- 2.3.2 Provide:
 - a) budgeting and expense documents.
 - b) all necessary fiscal documentation (and supportive detail) for services rendered as requested.
 - c) fiscal documentation in the time frames required by MECDHH/GBSD.

2.3.3 Assure:

- a) All narrative and data reports required by MECDHH/GBSD are completed and submitted according to required timelines.
- b) The provision of a mid-year report detailing activities designed to meet the objectives of the proposal as well as any changes made in order to meet the goals of the proposal (This report shall include information regarding finances, the number of students served, incidents of concern, positive events/interactions of note' information about the physical plant, etc.) Standards and outcomes to be measured for the purpose of a mid-year and annual report shall be negotiated between the winning Bidder and MECDHH/GBSD.
- c) The provision of an annual report detailing success toward the objectives of this proposal, challenges in meeting those objectives and recommendations for future growth/ improvement and an analysis of the outcome of the ongoing evaluation of the program.

3 Instructions for Submitting Proposal

3.1 Cover Letter

Provide a cover letter to the proposal that includes the following:

- 3.1.1 Name and Address of the primary Bidder(s).
- 3.1.2 Guarantee – A written statement that the Bidder can and will meet the August 26, 2018 implementation deadline of the project.
- 3.1.3 Signature and title of the prime Bidder.

3.2 Bidder Qualifications

- 3.2.1 Provide a brief history of the Bidder's Organizational Structure.
- 3.2.2 If this is to be a joint Bidder proposal, or the Bidder intends to utilize the services of a sub-contractor(s), a narrative description of the considerations and benefits of such an approach must be included.
- 3.2.3 Provide a detailed narrative description of the Bidder's experience with assessing system/organizational needs and developing a plan to address those needs.
- 3.2.4 Describe the current project commitment and the total number of part and/or full time employees that will be dedicated to this project.
- 3.2.5 Bidder Staff Qualifications:
 - 3.2.5.1 Must commit dedicated, skilled personnel to provide all professional services required by this R.F.P.
 - 3.2.5.2 Provide a list of qualified employees and/or sub-contractors who will work as part of this project.
 - 3.2.5.3 Provide an outline of the project team structure which will include the names (if available) and titles of specific, key employees who will be assigned to this project.
 - 3.2.5.4 Bidder staff qualifications must be completed and submitted with the proposal. Failure to do so will result in a Bidder losing points in the scoring process.
- 3.2.6 Bidders are required to give a firm, fixed price quotation for the work to be done to complete this RFP.
- 3.2.7 Bidders are encouraged to include any comments that might further clarify their proposal.
- 3.2.8 Proposal Organization

To ensure consistency of presentation, MECDHH/GBSD requires that proposals are organized as follows:

- a) Cover letter as described in Section 3.1.
- b) Work Plan and Timelines as outlined in Section 2.2.1.
- c) Bidder Qualifications as outlined in Section 3.

4 Proposal Evaluation Process

4.1 Evaluation Committee

An Evaluation Committee, consisting of MECDHH/GBSD personnel, will evaluate all responses to this RFP.

4.2 Evaluation Committee Members

The evaluation committee shall consist of: The Executive Director, the Director of Instruction for grades 6-12; the Director of Business Operations/HR; the Chair or Vice-Chair of the School Board; the parent of a Deaf//Hard of Hearing student; a non-staff member of the Deaf Community; a Social Worker in grades 6-12; and a Teacher in grades 6-12.

4.3 Accepted Proposals

Accepted proposals will be reviewed to initially determine if minimum submission requirements have been met.

4.3.1 The review will verify that the proposal was received by the date and time specified in Section 1.1 with the correct number of copies and the presence of required signatures, and that the proposal is sufficiently responsive to the needs outlined in the RFP to permit a complete evaluation of the proposal itself.

4.4 Failure to Meet Requirements

Failure to meet minimum submission requirements could result in the proposal being rejected and not included in the evaluation process.

4.5 Upon Receipt

Upon receipt, the proposal information will be disclosed to the Evaluation Committee Members only.

4.6 No Contact

Bidders may not contact Members of the Evaluation Committee except at the request of the MECDHH/GBSD RFP Administrator.

5 Evaluation of Proposals

5.1 Accepted Proposal Evaluation

Accepted proposals will be evaluated by the Evaluation Committee based on the Bidders' responses to the requirements detailed in Sections 1, 2 and 3.

5.2 Selection Information

Selection will include information obtained by reviewing the Bidder's proposal documents, and by contacting references.

5.3 Contacting Bidder

The Evaluation Committee shall be under no obligation to contact Bidders for clarification of proposals, but shall reserve the right to do so at any time prior to the Agreement award.

5.4 Criteria Evaluation

Each proposal will be evaluated based on the criteria outlined in section 3.2 of this RFP.

5.5 Selected Bidder

Based on the results of the evaluation, the proposal determined to most appropriately address the student residence needs and criteria of MECDHH/GBSD (taking into account all of the evaluation factors) will be selected by MECDHH/GBSD.

5.6 Scoring Rubric

1. Bidder Qualifications	Total Points Possible	15
a. Qualifications of Bidder employees or subcontractors to work on this project		
b. Client list from the last three (3) years from which MECDHH/GBSD may select references		
2. Building and Safety	Total Points Possible	20
a. Plan for identifying location of the facility		
b. Assurance to meet accessibility and licensure requirements		
3. Personnel	Total Points Possible	15
a. Staff qualifications and credentials		
b. Process for recruiting and hiring staff		
c. Staff development and training Plan(s)		
4. Collaboration and Coordination	Total Points Possible	10
a. Collaboration with MECDHH/GBSD		
b. Collaboration related to transportation		
c. Guidelines for house rules and technology use		
5. Demonstrated Understanding of RFP Requirements	Total Points Possible	10
a. Strategy and work plan		
b. Ability to meet specified deadlines		
c. Outline of the work		
d. Clarity of the proposal		
6. Cost/Budget	Total Points Possible	20
a. Detailed and proposed budget (Appendix 2)		

6 Appendix 1: Building Requirements

1. Light switches tied to a ceiling light of room and located on both sides of doors to any room which one would reasonably expect privacy (E.g.: bathrooms, bedrooms and offices);
2. Strobe door chime for each exterior door;
3. Completely hardwired fire alarm system installed and maintained to NFPA standards 70 & 72 and tied to a 24-hour Central station. The system is to include a “Fire” strobe light installed outside all access doors to the building (to prevent accidental entry to the building during a fire) and a yellow light (steady or flashing) near the strobe to indicate “All Clear” after an alarm to allow re-entry to the building. Manual pull stations at all exits. Carbon monoxide detectors to be included;
4. Supervised, automatic sprinkler system installed (throughout the entire building) and maintained to NFPA standard 13 or 13R;
5. Automatic standby generator load rated to serve the needs of the entire building; wired and installed to NEC & NFPA 110 standards;
6. Alert Master Notification System: Model # AM-6600 combo set (or equivalent);
7. Telephone with backtalk: Model # JV-35 (or equivalent); Printing TTY & video phone model Sorenson VRS (or equivalent). All these items to be compatible with cochlear implant cords with volume control. Also, a sonic alert visual device for each one, to indicate incoming calls;
8. An AED shall be on the premises and shall be regularly maintained and services at least annually;
9. High speed internet connection with Wi-Fi for students’ laptops and computers;
10. All appliances and fixtures shall be A.D.A. accessible and approved;
11. Fire escapes, covered with roofs are preferred and recommended;
12. Building to meet NFPA 101 Chapter 26 (less than 16 students; see NFPA 101 Chapter 26);
13. Emergency lights installed to illuminate each means of egress;
14. Emergency evacuation plans shall be permanently posted in all rooms;
15. Two electrical receptacle outlets for reach student;
16. Entire building shall be ADA accessible;
17. ABC fire extinguishers (5 lb.) to be installed near all exits as well as in the kitchen, laundry area, furnace room and any other potentially hazardous areas;
18. Each student shall be provided one Sonic alert alarm clock with bed shaker and 113 decibel volume;
19. A “KNOX BOX” shall be installed, in a location determined by the Fire Department. The “KNOX BOX” shall contain a complete set of keys for access to the premises;
20. All mechanical devices (furnace, HVAC, etc.) shall be serviced annually and maintained to the manufacturer’s specifications;
21. Any plumbing and electrical, structural and/or mechanical emergencies shall be addressed in a timely manner. Preferably within 24 hours; and,
22. Annual testing of drinking water shall occur if the water is supplied by a well rather than a municipal water department.

7 Appendix 2: Detailed and Proposed Budget

Name of Bidder/Organization: _____

Total Proposed Budget: _____

Budget Line Detail

Expenses	RFP Funds Funds Requested	Other Funds In-Kind Contributors	Total Project Costs
Personnel			
1			
2			
3			
4			
Subtotal			
Travel			
1			
2			
Subtotal			
Equipment			
1			
2			
3			
Subtotal			
Facility			
1			
2			
Subtotal			
Operations and Other Expenses			
1			
2			
3			
4			
Subtotal			
Contractual Expenses			
1			
2			
3			
Subtotal			
Other			
1			
2			
3			
Subtotal			
Total Expenditures			