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REQUEST FOR PROPOSALS # 1707
Water Education Instructional Services
Period Of Performance July 1, 2016 through June 30, 2017

This Request For Proposal dated February 16, 2016 is being issued by the Purchasing Officer, Brian K. Jackson Contra Costa Water District (District), 1331 Concord Avenue, Concord, California, until **11:00 A.M., Friday, February 19, 2016**, for Water Education Instructional Services for fiscal year 2017 (FY17), which will begin on July 1, 2016 and end on June 30, 2017. There will be two (2) one (1) year priced optional 12-month extension periods for fiscal year 2018 (FY18), which will begin on July 1, 2017 and end on June 30, 2018, and fiscal year 2019 (FY19), which will begin on July 1, 2018 and end on June 30, 2019, to be exercised at the District's sole discretion. The District will evaluate all submitted proposals and determine which proposal provides the best value and quality program to the District, then select a vendor based on that determination.

The services requested are for instructional and related services to present water education programs to third-, fourth- and fifth-grade students in at least 260 classrooms in public and private elementary schools in the Contra Costa Water District's service area during the school year.

No faxed or email proposals will be accepted. Proposers must provide along with their three (3) hard copies (paper) proposal an electronic version on a flash drive containing all required documentation in Word/Excel PDF format.

INFORMATION AVAILABLE

The Contra Costa Water District's mission is to strategically provide a reliable supply of high quality water at the lowest cost possible, in an environmentally responsible manner.

The District is an independent special district water agency responsible for providing drinking water to approximately 500,000 people in central and eastern Contra Costa County. Essentially all of the District's water is received from federal reservoirs and diverted from the Sacramento-San Joaquin Delta at intakes in eastern Contra Costa County. The District's dependence on the Delta makes ensuring the quality and reliability of Delta water a priority for the agency. More information about the District can be found on its website, www.ccwater.com.

Please describe how you would provide the following:

- **Very reliable, high-quality water education instruction in at least 260 third-, fourth- and fifth-grade classes in public and private schools in CCWD's service area during the 2016-17 school year and, potentially, the 2017-18 and 2018-19 school years. Curriculum currently exists for these programs and instruction times range from 60 to 90 minutes per class, depending on the grade level.**
- **Services to schedule and confirm programs directly with the schools.**

- Services to alter, adjust or fine-tune the existing curriculum as needed per CCWD's requests to maintain alignment with California curriculum standards and ensure that the duration of the presentations fits well with school bell schedules.
- Instruction that educates students on:
 - a. Third grade: Three forms of water, the water cycle, the composition of water, the water molecule, properties of water (cohesion, adhesion and strong surface tension), water treatment and water conservation.
 - b. Fourth grade: The role of water in California history, the state's geography and water supply locations, movement of water through the state, simplified overview of water rights and water conservation.
 - c. Fifth grade: The unpredictability of the water cycle and the journey of water, the water molecule, forms of matter, your source of water and watersheds and water conservation.
 - d. Address the age and cultural diversity of school audiences (Spanish language capability a plus).
 - e. Evaluation methods and reporting to CCWD.
 - f. Advance preparation prior to the start of the 2016-17 school year.

Questions can be directed in writing to Gina Oltman, goltman@ccwater.com, prior to 5 p.m. February 12, 2016.

SELECTION PROCEDURE

Proposals will be reviewed and ranked by an evaluation team. After finalists are selected they may be invited for interviews. A member of the evaluation team may wish to observe a scheduled presentation before final determination.

The District reserves the right to select the service provider it determines to be the most qualified to meet the District's needs and perform the services requested.

EVALUATION OF PROPOSALS

The following criteria will be used in evaluating proposals:

1. Letter of Transmittal
2. Project Approach
3. Client List/References
4. Presentation example, either live (provide a schedule) or recorded.

5. Costs of all services to be provided throughout the length of the contract. On separate pages, please propose costs for the first year of the contract and the potential second year.

REQUIRED PROPOSAL FORMAT

To be considered responsive to the Request for Proposal, please submit in the following format:

- I. Letter of Transmittal (maximum two pages). Describe your agency's experience in creating and providing a water education program for elementary students.
- II. The name and background of the project manager who would be the direct contact for this account.
- III. Bios of key personnel and the services for which they would be responsible.
- IV. Project Approach: Describe your approach to administering this program, including scheduling, interaction with schools, follow-up, evaluation, reporting back to CCWD, and any other pertinent information. Describe the resources of your organization, number of instructors/employees, access to props, expertise in the area of school curriculum, etc.
- V. Verify that instructors you send into the schools will meet all standards set by each school district, including fingerprinting requirements.
- VI. If applicable, provide a schedule of any presentations you have scheduled for the period February 22 – March 2, 2016.
- VII. If available, provide a CD, DVD or videotape of previous presentations.
- VIII. Give a list of clients/references.
- IX. On a separate sheet, provide proposed costs for 260 individual classroom presentations during the **FY16-17** school year. Provide the per-presentation cost and the total for all of the presentations. All billable expenses must be included in these costs; during the contract period, no additional costs or fees may be billed.
- X. On a separate sheet, provide proposed costs for 260 individual classroom presentations during the **FY17-18** school year. Provide the per-presentation cost and the total for all of the presentations. These costs will apply only if the contract is extended to a second year. All billable expenses must be included in these costs; during the contract period, no additional costs or fees may be billed.
- XI. On a separate sheet, provide proposed costs for 260 individual classroom presentations during the **FY18-19** school year. Provide the per-presentation cost and the total for all of the presentations. These costs will apply only if the contract is extended to a third year. All billable expenses must be included in these costs; during the contract period, no additional costs or fees may be billed.

CONTRACT PROVISIONS

The District has provided, as an attachment, the standard purchase order and its terms and conditions. Submission of a proposal constitutes acceptance of the purchase order contract format and provisions. No additional contract negotiations will be conducted. No additional contract forms will be signed.

INSURANCE REQUIREMENTS (Please read carefully.):

Vendors performing work for CCWD must provide proof of insurance, in amounts not less than those specified, for the following:

Comprehensive General Liability: \$1,000,000 per occurrence.

Commercial Auto Liability: \$1,000,000 per accident for bodily injury and property damage, endorsed for "any" auto.

Workers' Compensation: statutory coverage required.

Please note that in addition to the certificate of insurance, an endorsement must be provided to name the Contra Costa Water District, its officers, agents, and employees as "Additional Insured."

In addition, all insurance requirements of the school districts or private schools to be visited must be met. Typically, these requirements are to provide insurance certificates and signed agreements to indemnify the school districts or private schools. The school districts that could be visited are: Mount Diablo Unified School District, Martinez Unified School District, Pittsburg Unified School District, Antioch Unified School District, Oakley Union Elementary School District, and Brentwood Union School District. The private schools are private schools generally located within the boundaries of the public school districts listed above. It is the responsibility of the vendor to determine what these insurance requirements are and meet them.

Once the low bid or most responsive response has been established, that vendor will have until March 8, 2016 to provide all required insurance documents per the samples provided. Failure to provide this insurance documentation will result in the District considering this bid or response to be non-responsive.

PROPOSAL DUE DATE

The proposals are due on or before Friday, February 19, 2016 at 11:00 A.M.



Brian K. Jackson
Purchasing Officer
Contra Costa Water District

Attachment A: Purchase Order Terms and Conditions

Attachment B: Proposal Guarantee Form

Attachment C: Insurance Compliance Samples