

**CONNECTICUT STATE DEPARTMENT OF EDUCATION
CONNECTICUT TECHNICAL HIGH SCHOOL SYSTEM
MIDDLETOWN, CONNECTICUT**

Request for Proposals (RFP)

***Negotiation and Administration of Collective Bargaining Agreements
and Labor Relations Services***

AUGUST 1, 2007, through JUNE 30, 2010

Purpose:

To provide negotiating and administrative services to the Connecticut State Department of Education Connecticut Technical High School System (SDE CTHSS) with the unions of the teachers and administrators in the Connecticut Technical High School System (18 schools and two satellites).

SUBMISSION DEADLINE: July 24, 2007

Irrespective of postmark date and means of transmittal, all proposals must be received by 4:30 p.m. on the submission deadline date. *Extensions shall not be granted.*

Published: July 2, 2007

CONNECTICUT STATE BOARD OF EDUCATION

*Dr. Mark K. McQuillan
Commissioner of Education*

*Connecticut State Department of Education
Connecticut Technical High School System*

*Abigail L. Hughes
Superintendent*

It is the policy of the Connecticut State Board of Education that no person shall be excluded from participation in, denied the benefits of, or otherwise discriminated against under any program, including employment, because of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, mental retardation and past/present history of mental disorder, learning disability and physical disability.

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I. Introduction

The Connecticut State Department of Education Connecticut Technical High School System is announcing the availability of a competitive contract for negotiating services in the areas of: contract administration, wage re-openers, impact bargaining, employee investigations, preparation and presentation of arbitration hearings, legal research, training and other areas which may arise that the Board feels are necessary to assist in contract administration. These negotiations and administrative processes will be for the SDE CTHSS with the State Vocational-Federation of Teachers (SVFT) and the American Federation of School Administrators' (AFSA) unions and services may include, but are not limited to, acting as the chief negotiator for the Board, including preparation and analysis of proposals and counter-proposals, identification and implementation of bargaining strategies, serving as the Board's advocate in interest arbitration, wage re-opener to include some type of degree-based salary scale, impact bargaining for changes relating to the new CTHSS administration, preparation of estimates of the costs of implementation of the agreement, and preparation of ancillary documents required for review and approval of the collective bargaining agreements (CBAs) by the Connecticut legislature. The contractor agrees that they will not act as a legal advisor to the Connecticut State Department of Education in matters other than collective bargaining issues for the State Board of Education contracts.

I. **Introduction** (continued)

A. Purpose

1. Project Goals

To provide negotiating services for the SDE CTHSS with the unions of the teachers and administrators in the Connecticut Technical High School System (18 schools and two satellites).

2. Proposal Deadlines

Proposal (original and three copies) *irrespective of postmark date and means of transmittal*, must be received by Edward Pierce on Tuesday, July 24, 2007. *Extensions shall not be granted.*

The mailing/delivery address is:

Edward Pierce
State Department of Education
Connecticut Technical High School System
25 Industrial Park Road
Middletown, Connecticut 06457

3. Period of Service

August 1, 2007, through June 30, 2010

The State reserves the right to award in part, to reject any and all proposals in whole or in part, to waive technical defects, irregularities and omissions if, in its judgment, the best interest of the State will be served.

4. Payment Schedule

Payment will be made upon receipt of appropriate documentation for services.

December 31, 2007
June 30, 2008
December 31, 2008
June 30, 2009
December 31, 2009
June 30, 2010

II. Background

The SDE CTHSS is required to provide negotiation and administration of CBAs with its employee units and ancillary labor relations services as may be required.

The following are service areas which were provided by previous contractors:

- grievance/interest arbitration
- contract negotiations and costing out CBAs
- coordinating CBAs with other State agencies for legislative approval
- training
- testimony before legislature on CBAs as required
- court appeal to vacate arbitration award
- other related services

Proposals should be calculated showing daily and hourly rates in each service area for the 2007-2008, 2008-2009 and 2009-2010 fiscal years. The actual amount of service will vary depending upon services required and will be determined during each year.

III. Proposal Specifications

Refer to Section I.A, *Purpose*, for an overview of the project requirements.

A. Contractor Responsibilities

1. Statewide Provision of Services

- 1.1 Provide a description of person(s) who will be providing the services.
- 1.2 Provide a description of your experience with school administrators' and teachers' contracts for the Connecticut State Board of Education and/or local boards of education.
- 1.3 Provide a description of experience with contract administration under the State Employees Relations Act.
- 1.4 Provide a statement that the rendering of the service will not create any conflict of interest.
- 1.5 Provide a statement of the costs and fees for your services.
- 1.6 Provide any other information which you feel might help the State Board of Education in considering your proposal.

2. Financial Responsibility

- 2.1 Provide the SDE CTHSS Human Resources Unit with monthly accounting of expenditures.

3. Professional Responsibility

The applicant should adhere to the stated requirements below and should submit a detailed task analysis for the actual contractual services to be determined. For each task, specify time frames and person(s) responsible.

- 3.1 Negotiation and administration of CBAs with employees and ancillary labor relations services as may be required with its observations.
- 3.2 Acting as chief negotiator for the Board.
- 3.3 Preparation and analysis of proposals and counter-proposals.
- 3.4 Identification and implementation of bargaining strategies.
- 3.5 Negotiation of wage re-opener to include some type of degree-based salary scale.
- 3.6 Impact bargaining for changes relating to new CTHSS administration.
- 3.7 Serving as the Board's advocate in interest arbitration.
- 3.8 Preparation of ancillary documents required for review and approval of the CBA by the Connecticut legislature.

All applicants must assume that other current contractual obligations and professional commitments will not interfere with either the specific deadlines or the requirements of this contract.

III. Proposal Specifications (continued)

Timeline for Completing Requirements

B. Project Timeline

- | | |
|--|---------------------|
| 1. RFP due date | July 24, 2007 |
| 2. Contract awardee and SDE CTHSS project manager meeting | TBA |
| 1) Service provision to begin on | August 1, 2007 |
| 3. First set of reports for each fiscal year due from contractor | October 26, 2007-10 |
| 4. Meeting with contractor | October 29, 2007-10 |
| 5. Process first payment to contractor | December 31, 2007 |
| 6. Repeat #s four and five prior to each payment | |
| 7. Final set of reports due for each fiscal year | June 20, 2008-10 |
| 8. Meeting with contractor for end-of-year evaluation | June 25, 2008-10 |
| 9. Final payment to contractor | June 30, 2010 |

Cycle repeats (#s 2 through 10) for years two and three.

IV. RFP Award Criteria

A. Who May Apply?

Any qualified professional(s), agency, or individual contractor, with experience in negotiating services; experience with school administrators' and teachers' contracts for the Connecticut State Board of Education and/or local boards of education; experience with contract administration under the State Employees Relations Act.

Each applicant must document academic credentials and familiarity with services and responsibilities as described in the RFP.

The SDE CTHSS reserves the right not to award this contract to the low-cost bidder, and the right to negotiate details of the pending contract with the successful bidder. Further, the SDE CTHSS reserves the right not to award a contract for this RFP if it so chooses.

B. Review Criteria

All proposals will be reviewed and rated according to the following criteria:

	Maximum Points
1. Ability and background including any previous experience with the SDE CTHSS and/or local school boards.	15
2. Duties, services/activities and products	
a. Thorough description of the services and activities to be performed. Description of products to be delivered.	20
b. Description of timeline for services to be performed.	5
3. Budget	
a. Thorough description of anticipated expenditures/costs.	40
b. Cost-effectiveness of the proposal.	20
Total possible points:	100

V. **RFP Award Criteria** (continued)

4. Affirmative Action

Submission and completion of Commission on Human Rights form concerning employment and sub-contracting policies.

- a. The bidder's success in implementing an affirmative action plan. Yes____/No____
- b. The bidder's success in developing an apprenticeship program complying with Sections 46a-68-17 of the Connecticut General Statutes. Yes____/No____
- c. The bidder's promise to develop and implement a successful Affirmative Action Plan. Yes____/No____
- d. The bidder's submission of EEO-1 data indicating the composition of its workforce is at or near parity when compared to the racial and sexual composition of the workforce in the relevant labor market area. Yes____/No____
- e. The bidder's promise to set aside a portion of the contract for legitimate minority business enterprises. Yes____/No____

V. Procedural Directions

A. Please use the attached format only (see Appendix A, *Application Form*). This form may be copied onto a word processing program. However, **modifications, additional pages, attachments or appendices will not be accepted.**

B. Budget Forms

Applicants should indicate exactly how funds will be expended for each year (and for all stated services in this RFP). Specific hourly rates, days of service, materials and all office support/supplies must be clearly identified and quantified in the project budget.

C. Narrative (See Appendix A)

In developing a proposal narrative, please follow the guidelines provided in Appendix A. The description of contract services to be delivered should address all project specifications as outlined in Section IV.

D. Affirmative Action (See Appendix B)

This packet is required for all applicants, and must be submitted with the application.

E. Statement of Assurances (See Appendix C)

Each applicant must also submit an official signed copy of the required general statement of conditions enclosed with the RFP.

F. Additional Required Forms (Appendix D)

Gift Certification (Form 1)

Campaign Contribution Certification (Form 2)

Certification by Agency Official or Employee Authorized to Execute Contract (Form 3)

Consulting Agreement Affidavit (Form 5)

Governor's Executive Order # 7C

G. In order to receive funding for second and third year, the vendor must:

1. Submit documentation for services.
2. Funding for years two and three is contingent upon State of Connecticut budgetary constraints.

G. Freedom of Information Act

All of the information contained in a proposal submitted in response to this RFP is subject to the Freedom of Information Act of the State of Connecticut. Sections 1-200 to 1-241, inclusive, of the Connecticut General Statutes. This act declares that, except as provided by federal law or State statute, all records are public records and every person shall have a right to inspect such records or receive a copy of such records.

H. Contact Person

The mailing/delivery address is: State of Connecticut
Department of Education
Connecticut Technical High School System
25 Industrial Park Road
Middletown, Connecticut 06457
Attention: Edward Pierce

If you have questions related to this RFP, contact:

Edward Pierce
Phone: (860) 807-2165

*Negotiation and Administration of Collective Bargaining Agreements
and Labor Relations Services
2004-2007*

INSTRUCTIONS

1. Please use the format below only. This form may be copied onto a word processing program. However, **modifications, additional pages, attachments or appendices will not be accepted.**
2. Proposals, *irrespective of postmark date and means of transmittal*, must be received by 4:30 p.m. on July 24, 2007. *Extensions shall not be granted.*
3. Submit **original** and **three** copies to the address below.
4. Facsimile ("faxed") copies of proposals/applications will **not** be accepted. Only proposals/applications with **original** signatures will be accepted as timely filed.

The mailing/delivery address is: State of Connecticut
Department of Education
Connecticut Technical High School System
25 Industrial Park Road
Middletown, Connecticut 06457
Attention: Edward Pierce

Appendix A

Application Form

*Negotiation and Administration of Collective Bargaining
Agreements and Labor Relations Services*
Application
2007-2010

CONNECTICUT STATE DEPARTMENT OF EDUCATION
Connecticut Technical High School System
Middletown, Connecticut

***Negotiation and Administration of Collective Bargaining Agreements
and Labor Relations Services***

Period: August 1, 2007, through June 30, 2010

APPLICATION

1. Name of applicant: _____
2. Address: _____
3. Contact Person: _____
Address: _____
Telephone: _____ Facsimile: _____
Email address: _____
4. Total amount of funds requested for contract for period 2007-10: \$ _____
5. Signature: _____ Title: _____
Name (printed): _____ Date: _____

1. Summary of Background Experience and Credentials

Applicants should provide a summary of their experience in conducting services listed on page one of this proposal including any Connecticut State Department of Education experience. Each applicant must include both academic credentials and prior experience of the contractor(s) who will perform the services.

2. Description of Contract Services to be Delivered

The applicant should describe below how they propose to address each item outlined in Section III of this RFP, *Project Specifications*.

3. Budget

Applicants should submit a detailed budget and budget narrative. Specify hourly rates, days of service and materials.

4. Affirmative Action Packet (See Appendix B)

5. Statement of Assurances (See Appendix C)

Appendix B
Affirmative Action Packet

Appendix C

Statement of Assurances

Appendix D

Additional Forms
