

LEGAL NOTICE

TOWN OF VERNON

CONTRACT #2030– 04/05/2018

REQUEST FOR PROPOSAL (RFP)
SCHOOL READINESS COUNCIL – QUALITY ENHANCEMENT
TRAINING IN CONSCIOUS DISCIPLINE

INVITATION TO BID

The Town of Vernon, CT is seeking a qualified trainer in the subject of Conscious Discipline. A respondent must have demonstrated experience in providing such service and adhere to standards and requirements typical for such service. This position is solely funded through the ST of CT Office of Early Childhood. Copies of the RFP are available online at the Town of Vernon website at www.vernon-ct.gov/legal-notices with reference to Contract # 2030 – 04/05/2018 and at the Department of Administrative Services website at www.das.ct.gov.

All respondents must complete:

- The Quality Enhancement Grant Program FY 2019 Local Request for Proposal Application and Budget.
- A supplementary document containing the information as outlined in the Town of Vernon Specifications portion of the RFP.

All questions about this request for proposal should be directed to Renee DaSilva at Rdasilva@vernon-ct.gov, with a copy to Michelle Hill at Mhill@vernon-ct.gov no later than 5:00 PM on April 2, 2018. Answers to all questions will be posted by April 3, 2018 on the Town's website under the bid section at <http://www.vernon-ct.gov/legal-notices>.

Two (2) copies of all requests for proposals should be submitted in a sealed envelope, with "BID DOCUMENT – DO NOT OPEN – CONTRACT #2030 – 04/05/2018" clearly marked on the outside of the envelope, to: Michael Purcaro, Town Administrator, Town of Vernon, Memorial Building, 14 Park Place, 3rd Floor, Vernon, Connecticut 06066 by 1:00 PM on April 5, 2018; at which time proposals shall be opened and read aloud publicly. E-mailed, faxed or late bids will not be accepted.

The selected firm must meet all municipal, state and federal Affirmative Action and Equal Employment Opportunity practices and requirements. MBEs/WBEs/SBEs are encouraged to apply. The Town reserves the right to reject any or all proposals in whole or part, to award any one service or group of services or all services, to negotiate with any or all companies submitting proposals, and to enter into an agreement with any company for any services mentioned in this RFP; if it is deemed to be in the best interest of the Town.

Confidentiality: If Respondent believes that any information in its proposal should be treated as confidential, that material shall be clearly marked. The Town shall endeavor to protect confidential

materials from disclosure to non-Town employees to the extent required by State or Federal law. In no event will the Town be responsible for the inadvertent disclosure of your response to this RFP.

Michael Purcaro
Town Administrator