



NASHOBA

Regional School District

Request for Service

For the Collection, Analysis, and Reporting of Demographic Data of the NASHOBA Regional School District

(Bolton, Lancaster and Stow)

I. General Information and Submission Requirements

- **All sealed RFS documents must be received by 12:00 noon on Monday August 10, 2015 to:**

**Michael L. Wood – Superintendent of Schools
Nashoba Regional School District
50 Mechanic Street
Bolton, MA 01740**

The RFS documents will be reviewed at this time at the address listed above.

- Please submit the RFS to the attention of Michael L. Wood, via fax to 978-779-6812, email to superintendent@nrsd.net or by mail to the address shown above.
- **The contract will be awarded within thirty (30) days after the RFS opening.** The time for award may be extended for up to 45 additional days by mutual agreement between the District and the apparent lowest, most qualified, responsive, and responsible bidder.
- Questions concerning this RFS should be directed in writing to: Michael L. Wood, Nashoba Regional School District, 50 Mechanic Street, Bolton, MA 01740, or by email at superintendent@nrsd.net.
- The District may cancel this RFS, or reject in whole or in part any and all submissions, if the District determines that cancellation or rejection serves the best interests of the District.
- The RFS must include a certificate of non-collusion, tax compliance certification, pricing sheet, and reference form.

- The RFS documents must be signed as follows: 1) if the vendor is an individual, by her/him personally; 2) if the vendor is a partnership, by the name of the partnership, followed by the signature of each general partner; and 3) if the vendor is a corporation, by the authorized officer, whose signature must be attested to by the Clerk/Secretary of the corporation and the corporate seal affixed.

II. Scope of Services

Purpose

Nashoba Regional School District is accepting proposals for a report on the collection, analysis and forecast of school-age (PK -12) demographic data for the next fifteen (15) years that will inform policy makers of the needs of space, programming, and equipment necessary for the education of students in grades nine through twelve.

The District is seeking a report encompassing a demographic study with a fifteen year enrollment projection to inform the study of our high school space needs, program offerings, and equipment requirements to better reflect the vision and mission of the District. Our goal is to improve the performance of our students.

Description

Create a clear, thorough and well-designed methodology that contains the most accurate information about the current and future student population of the district.

Minimum Requirements:

- Executive Summary
- Methodology Explanation (Including raw data)
- Live births
- Population growth in participant towns
- Cohort Survival
- Building Permit Historical and Current Analysis
- Generational turnover
- Housing turnover related to changing home values
- Current and forecasted regional economic conditions
- Employment Forecast
- Historical Student-per-household data
- Magnitude of reduction of students going out-of-district (special education, home-school, school choice, private school, and charter)
- SPED population
- Effect of change of housing stock on student population (apartments, 40B, over-55 complexes)
- Effect on housing starts due to upgraded NRHS

- Create Weighted Multi-Factor Forecasts
- Linear Regression Analysis
- Multivariate Regression Analysis
- Visually Informative Report - an attractive combination of text and graphics
- Confidence Interval (high, most likely, lowest)
- Ability to meet with stakeholders (Town Officials, School Officials, Parents and Students)
- Ability to meet with regional officials (Regional planning officials)
- Ability to present findings at multiple public forums (5-2 hour presentations)
- Can provide final report digitally
- And, any factors you believe will give us the most accurate forecast

Add Alternates:

- A collection, analysis and forecast of school-age (PK-12) demographic data for the next twenty-five (25) years

Delivery Requirements:

Final Report with an Executive Summary must be available no later than 120 days from date of contract award, and shall be in the form of 20 hard copies and 1 electronic file.

III. Minimum Qualification Requirements

1. Vendor(s) must provide all of the items described in **Section II: Scope of Services** and comply with all **RFS Requirements** listed in **Section I** to be considered responsive and responsible.
2. Vendor(s) must document a minimum of three (3) years of satisfactory performance under at least three (3) different contracts similar in size and scope to the proposed contract.
3. Vendor(s) must document staff and qualifications for those assigned to work on this project.

IV. Rule for Award

The contract will be awarded to the most qualified, responsive, and responsible bidder offering the lowest **total cost for the Collection, Analysis, Forecast and Reporting of Demographic Data.**

Interviews may be required for finalists.

V. REFERENCE FORM

Vendor: _____

Vendor must submit a complete list of all reports and contracts the past three (3) years of similar size and scope to this project, with contact names and telephone numbers.

Reference: _____
Address: _____
Contact: _____
Phone: _____
Fax: _____

Description and date(s) of services provided:

Reference: _____
Address: _____
Contact: _____
Phone: _____
Fax: _____

Description and date(s) of services provided:

Reference: _____
Address: _____
Contact: _____
Phone: _____
Fax: _____

Description and date(s) of services provided:

Attach additional sheets if necessary



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VI. PRICING SHEET

Collection, Analysis, and Reporting of Demographic Data

Vendor: _____

PLEASE PROVIDE THE TOTAL PRICE FOR ALL SERVICES NECESSARY FOR COMPLETE OPERATION AS OUTLINED IN THE SCOPE OF SERVICES.

TOTAL COST TO BE USED AS RULE FOR AWARD

\$ _____

Please specify all specifications for the above quoted item

Please Attach Additional Sheets if necessary



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VII. CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

Signature of individual submitting proposal

Name of Vendor

VIII. TAX COMPLIANCE CERTIFICATION

Pursuant to M.G.L. c. 62C, §49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Signature of person submitting proposal

Name of Vendor