



# 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 Quote Submission Requirements**

- **All Quotes 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 quotes 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](mailto: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 responsive and responsible bidder.
- Questions concerning this request for quotes 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](mailto:superintendent@nrsd.net).
- The District may cancel this RFS, or reject in whole or in part any and all quotes, if the District determines that cancellation or rejection serves the best interests of the District.
- The bid must include a non-collusion form, tax compliance certificate, bid pricing sheet, and reference form.

- The bid must be signed as follows: 1) if the bidder is an individual, by her/him personally; 2) if the bidder is a partnership, by the name of the partnership, followed by the signature of each general partner; and 3) if the bidder 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. Purchase Description/Scope of Services**

### **Purpose**

**Nashoba Regional School District is accepting proposals for a report on the collection, analysis and forecast of 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 demographic study with a ten 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, reduce overcrowding, and improve the experience of its students and faculty. Ultimately, our goal is to make recommendations to address our current space 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)
  - 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:

- An additional ten (10) years

**Delivery Requirements:**

**Final Study with Executive Summary must be available no later than 60 days from date of contract award.**

• **III. Quality Requirements**

1. Bidders must provide all of the items described in **Section II: Purchase Description/Scope of Services** and comply with all **Bid Submission Requirements** listed in **Section I** to be considered responsive and responsible.
2. Bidders must have a minimum of two (2) years of satisfactory performance under at least three (3) different contracts similar in size to the proposed contract.
3. Bidders must have been a licensed provider and servicer of the above listed services for a minimum of three (3) years.

**IV. Rule for Award**

The contract will be awarded to the 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**

Bidder: \_\_\_\_\_

**Bidder must submit a complete list of all supplies and contracts the past two (2) 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 supplies or services provided:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reference: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_

Description and date(s) of supplies or services provided:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reference: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_

Description and date(s) of supplies or services provided:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attach additional sheets if necessary



# NASHOBA

Regional School District

## VI. BID PRICING SHEET

### Collection, Analysis, and Reporting of Demographic Data

**BIDDER:** \_\_\_\_\_

**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



# NASHOBA

Regional School District

## VII. CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid or 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 bid or proposal

\_\_\_\_\_  
Name of business

## 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 bid or proposal

\_\_\_\_\_  
Name of business