

The Procurement Division of Knox County, Tennessee will receive sealed proposals for the provision of **External Evaluator Services** as specified herein. Proposals must be received by **2:00 p.m. on May 2, 2019**. Late proposals will neither be considered nor returned.

Deliver Proposals To:

**Proposal Number 2805
Knox County Procurement Division
Suite 100
1000 North Central Street
Knoxville, Tennessee 37917**

The Proposal Envelope must show the Proposal Number, Proposal Name & Proposal Closing Date.

SECTION I PROPOSAL PREPARATION AND SUBMISSION

- 1.1 ADDITIONAL INFORMATION:** Knox County wants requests for additional information routed to Heather Whitehead, Senior Buyer, at 865.215.5751. Questions may be faxed to 865.215.5778 or emailed to heather.whitehead@knoxcounty.org. Information about the Knox County Procurement Division and current solicitations may be obtained on the Internet at www.knoxcounty.org/procurement.
- 1.2 ACCEPTANCE:** Vendors shall hold their price firm and subject to acceptance by Knox County for a period of ninety (90) Business Days from the date of the proposal closing, unless otherwise indicated in their proposal.
- 1.3 ALTERNATIVE PROPOSALS:** Knox County will not accept alternate proposals (those not equal to specifications) unless authorized by the Request for Proposal.
- 1.4 AUDIT HOTLINE:** Knox County has established an Audit Hotline to report potential fraud and waste. To report potential fraud, waste or abuse, please call 1.866.858.4443 (toll-free). You can also file a report online by accessing <http://www.knoxcounty.org/hotline/index.php>.
- Vendors are hereby cautioned that this Audit Hotline does not replace the Award Protest Procedures found in Section VI, Item M of the Knox County Procurement Regulations.**
- 1.5 AWARD:** Award will be made to the most responsive, responsible proposer(s) meeting specifications and presenting the product(s) and/or service(s) that is in the best interest of Knox County. Knox County reserves the right to award this proposal on an all-or-none basis, schedule basis or by multiple award. Knox County reserves the right to not award this proposal. Award will be made in accordance with the evaluation criteria specified herein.
- 1.6 BUSINESS OUTREACH PROGRAM:** Knox County has established a Business Outreach Program which has the responsibility of increasing opportunity for small, minority and women owned businesses. This is being accomplished through community education programs, policy edification, active recruitment of interested businesses and process re-engineering.

Knox County is committed to ensuring full and equitable participation for all disadvantaged businesses. Knox County welcomes submittals from those disadvantaged businesses that have an interest in providing goods and/or services listed herein. In addition, Knox County strongly encourages the inclusion of disadvantaged businesses by non-disadvantaged Contractors who wish to partner or subcontract portions of this agreement in order to accomplish the successful delivery of goods and/or services. If you are a disadvantaged business and would like additional information about our Business Outreach Program, please contact:

Diane Woods, Business Outreach Administrator
Knox County Procurement
Telephone: 865.215.5760
Fax: 865.215.5778
Email: diane.woods@knoxcounty.org

Lori Holmann, Business Outreach Coordinator
Knox County Procurement
Telephone: 865.215.5757
Fax: 865.215.5778
Email: lori.holmann@knoxcounty.org

- 1.7 CONFLICT OF INTEREST:** Vendors must have read and comply with the "Non-Conflict of Interest" statement provided in the vendor registration process prior to the closing of this solicitation. Knox County's Non-Conflict of Interest Policy is available for review at https://www.knoxcounty.org/purchasing/conflict_policy.php.
- 1.8 COPIES:** Knox County requires that proposals be submitted as one (1) marked as original and four (4) exact copies. **Proposers must submit with their written response an exact electronic version of their proposal in a single file on a CD-ROM or flash drive format.**
- 1.9 DECLARATIVE STATEMENTS:** Any statement or words (e.g.: must, shall, will) are declarative statements and the vendor must comply with the condition. Failure to comply with any such condition may result in the proposal being considered non-responsive and disqualified.
- 1.10 ELECTRONIC TRANSMISSION OF PROPOSALS:** Knox County's Procurement Division will not accept electronically transmitted proposals. Facsimile and e-mail submissions are strictly prohibited. Due to the nature of the information requested, all submissions shall be in written format.
- 1.11 HOW TO DO BUSINESS:** Knox County utilizes a web-based Procurement software system, "Knox Procurement On-Line." The system provides our clients (vendors, county departments and the citizens of Knox County) with a more enhanced and end-user friendly means of accessing our services. The system allows for on-line vendor registration and maintenance, electronic receipt of Purchase Orders, on-line retrieval and submittal of quotes for our vendor-clients and on-line requisitioning and receiving for our county departments.
- In order for the County to maximize its investment and minimize the cost associated with office operations we need your help. When doing business with Knox County we are urging you to please go to our website at www.knoxcounty.org/procurement, register as a vendor in our on-line procurement system, "Knox Procurement On-Line," if you have not done so and whenever possible to conduct your business with the County through this site. If you have any questions please contact the Procurement Division Representative listed in subsection 1.1 of this document.
- 1.12 INCURRED COSTS:** Knox County will not be responsible for any costs incurred by the proposer in the preparation of their proposal.
- 1.13 NON-COLLUSION:** Proposers, by submitting a signed proposal, certify that the accompanying proposal is not the result of, or affected by, any unlawful act of collusion with any other person or company engaged in the same line of business or commerce, or any other fraudulent act punishable under Tennessee or United States law.
- 1.14 PAYMENT METHOD:** Knox County utilizes two (2) methods of placing order for products and/or services. The first is the use of Purchase Orders. These Purchase Orders will be issued from the Knox County Procurement Division via the method selected by the vendor during registration. The Purchase Order will detail the quantity, specific item(s) and the contracted price for each item.
- The second method is the use of the Knox County Credit Card (VISA). Orders placed with the card will list the same information as the Purchase Order. Vendors will be given the card information and approval to process the transaction by the requesting department. Vendors must indicate in their proposal response if the vendor will accept Knox County's Credit Card (VISA) as a form of payment. Proposers are prohibited to charge Knox County any type of merchant fee from their financial institution to accept this type of payment.
- 1.15 POSSESSION OF WEAPONS:** All vendors, their employees and their agents are prohibited from possessing any weapons on Knox County property without prior written consent from the County. In the case of a vendor whose Contract requires possession of firearms or other weapons to successfully complete their Contract, vendor must provide personnel who are bonded to bear said weaponry.
- 1.16 PROCESSING TIME FOR PAYMENT:** Vendors are advised that a minimum of thirty (30) days is required to process invoices for payment.
- 1.17 PROOF OF FINANCIAL AND BUSINESS CAPABILITY:** Vendors must, upon request, furnish satisfactory evidence of their ability to furnish products or services in accordance with the terms and conditions of these specifications. Knox County will make the final determination as to the vendor's ability.

- 1.18 PROPOSAL DELIVERY:** Knox County requires proposers, when hand delivering proposals, to time and date stamp the envelope before depositing it in the bid box. Knox County will not be responsible for any lost or misdirected mail sent by common carrier, nor will Knox County be responsible for proposals delivered to addresses other than the delivery address specified at the top of this solicitation. The time clock in the Procurement Division shall serve as the official record of time.

Solicitations must be in a sealed envelope/box prior to entering the Procurement Division office. Procurement Division personnel are not allowed to see the submittal nor assist in placing documents in an envelope/box. Additionally, the Procurement Division is not responsible for providing materials (e.g. envelopes, boxes, tape) for submittals.

- 1.19 RECYCLING:** Knox County, in its continuing efforts to lessen the amount of landfill waste and to further recycling efforts, requests that proposals being submitted on paper shall:

- Be submitted on recycled paper;
- Not include pages of unnecessary advertising;
- Be made on both sides of each sheet of paper.

- 1.20 RESTRICTIVE OR AMBIGUOUS SPECIFICATIONS:** It is the responsibility of the prospective proposer to review the entire Request for Proposals (RFP) packet and to notify the Procurement Division if the specifications are formulated in a manner that would unnecessarily restrict competition. Any such protest or question regarding the specifications or proposing procedures must be received in the Procurement Division by **April 18, 2019 at 4:30 p.m. local time**. These requirements also apply to specifications that are ambiguous.

- 1.21 SIGNING OF PROPOSALS:** In order to be considered, all proposals must be signed. Please sign the original in blue ink. By signing the proposal document, the vendor acknowledges and accepts the terms and conditions stated in the proposal document.

- 1.22 TAXES:** Knox County purchases are not subject to taxation. Tax exemption certificates will be provided upon request.

- 1.23 TITLE VI OF THE 1964 CIVIL RIGHTS ACT AND TITLE IX OF THE EDUCATIONAL AMENDMENT OF 1972:** "Nondiscrimination in Federally Assisted Programs"—"No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance." 42 U.S.C. Section 2000. It is the policy of Knox County Government that all its services and activities be administered in conformance with the requirements of Title VI and Title IX.

- 1.24 USE OF PROPOSAL FORMS:** Vendors must complete the proposal forms contained in the proposal package. Failure to complete the proposal forms may result in proposal rejection.

- 1.25 VENDOR DEFAULT:** Knox County reserves the right, in case of vendor default, to procure the articles or services from other sources and hold the defaulting vendor responsible for any excess costs occasioned thereby. Should vendor default be due to a failure to perform or because of a request for a price increase, Knox County reserves the right to remove the vendor from the County's bidder's list for twenty-four (24) months.

- 1.26 VENDOR REGISTRATION:** Prior to the closing of this proposal, **ALL PROPOSERS** must be registered with the Procurement Division. Please register on-line at our website at www.knoxcounty.org/procurement and click on "Online Vendor Registration." Vendors must be registered with the Procurement Division *prior* to submitting their proposal. Knox County shall not be responsible for technical difficulties experienced by vendors trying to register electronically less than twenty-four (24) hours prior to the proposal closing time.

- 1.27 WAIVING OF INFORMALITIES:** Knox County reserves the right to waive minor informalities or technicalities when it is in the best interest of Knox County.

SECTION II OBLIGATIONS, RIGHTS AND REMEDIES

These terms and conditions shall be part of the Contract. Knox County reserves the right to negotiate other terms and conditions it deems appropriate and necessary under the circumstances to protect the public's trust.

- 2.1 ALTERATIONS OR AMENDMENTS:** No alterations, amendments, changes, modifications or additions to this Contract shall be binding on Knox County without the prior written approval of the County.

- 2.2 APPROPRIATION:** In the event no funds are appropriated by Knox County for the goods or services in any fiscal year, or insufficient funds exist to purchase the goods or services, then the Contract shall expire upon the expenditure of previously appropriated funds or the end of the current fiscal year, whichever occurs first, with no further obligations owed to or by either party.
- 2.3 ASSIGNMENT:** Contractor shall not assign or sub-contract this agreement, its obligations or rights hereunder to any party, company, partnership, incorporation or person without the prior written specific consent of Knox County.
- 2.4 BOOKS AND RECORDS:** Vendor shall maintain all books, documents, accounting records and other evidence pertaining to the goods and services provided under this Contract and make such materials available at its offices at all reasonable times during the Contract period and for three (3) years from the date of the final payment under this agreement for inspection by County or by any other governmental entity or agency participating in the funding of this agreement, or any authorized agents thereof; copies of said records to be furnished if requested. Such records shall not include those books, documents and accounting records that represent the Vendor's costs of manufacturing, acquiring or delivering the products and services governed by this agreement.
- 2.5 CHILD LABOR:** Contractor agrees that no products or services will be provided or performed under this Contract that have been manufactured or assembled by child labor.
- 2.6 COMPLIANCE WITH ALL LAWS:** Contractor is assumed to be familiar with and agrees to observe and comply with all Federal, State, and Local laws, statutes, ordinances, and regulations in any manner affecting the provision of goods and/or services, and all instructions and prohibitive orders issued regarding this work and shall obtain all necessary permits.
- 2.7 CRIMINAL HISTORY RECORDS CHECK:** Any and all successful proposers, Contractor's employees, Contractor's sub-contractors and the employees of any sub-contractors must submit to a criminal history records check at the Contractor's expense, conducted by the Tennessee Bureau of Investigation and the Federal Bureau of Investigation prior to permitting the employee to have contact with students or enter school grounds when students are present. Reference Tennessee Code Annotated Section 49-5-413. Proposers **must** submit with their proposals the Criminal History Affidavit of Compliance.
- 2.8 DEFAULT:** If Contractor fails to perform or comply with any provision of this Contract or the terms or conditions of any documents referenced and made a part hereof, Knox County may terminate this Contract, in whole or in part, and may consider such failure or noncompliance a breach of Contract. Knox County expressly retains all its rights and remedies provided by law in case of such breach, and no action by Knox County shall constitute a waiver of any such rights or remedies. In the event of termination for default, Knox County reserves the right to purchase its requirements elsewhere, with or without competitive solicitation.
- 2.9 GOVERNING LAW:** The laws of the State of Tennessee shall govern this Contract, and all obligations of the parties are performable in Knox County, Tennessee. The Chancery Court and/or the Circuit Court of Knox County, Tennessee, shall have exclusive and concurrent jurisdiction of any dispute which arises hereunder.
- 2.10 INCORPORATION:** All specifications, drawings, technical information, Request for Proposal, Proposal, Award and similar items referred to or attached or which are the basis for this Contract are deemed incorporated by reference as if set out fully herein.
- 2.11 INDEMNIFICATION—HOLD HARMLESS:** Contractor shall indemnify, defend, save and hold harmless Knox County, its officers, agents and employees from all suits, claims, actions or damages of any nature brought because of, arising out of, or due to breach of the agreement by Contractor, its subcontractors, suppliers, agents, or employees or due to any negligent act or occurrence or any omission or commission of Contractor, its subcontractors, suppliers, agents or employees.
- 2.12 INDEPENDENT CONTRACTOR:** Contractor shall acknowledge that it and its employees serve as independent contractors and that Knox County shall not be responsible for any payment, insurance or incurred liability.
- 2.13 INSPECTION AND ACCEPTANCE:** Warranty periods shall not commence until Knox County inspects and formally accepts the goods and/or services. The terms, conditions and timing of acceptance shall be determined by Knox County. Knox County reserves the right to reject any or all items or services not in conformance with applicable specifications, and Contractor assumes the costs associated with such nonconformance. Acceptance of goods or services does not constitute a waiver of latent or hidden defects or defects not readily detectable by a reasonable person under the circumstances.

- 2.14 IRAN DIVESTMENT ACT:** By submission of this RFP response, each proposer and each person signing on behalf of any proposer certifies, and in the case of a joint response, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each proposer is not on the list created pursuant to Tennessee Code Annotated § 12-12-106.
- 2.15 LIMITATIONS OF LIABILITY:** In no event shall Knox County be liable for any indirect, incidental, consequential, special or exemplary damages or lost profits, even if Knox County has been advised of the possibility of such damages.
- 2.16 NON-DISCRIMINATION AND NON-CONFLICT STATEMENT:** Contractor agrees that no person on the grounds of handicap, age, race, color, religion, sex or national origin shall be excluded from participation in, or be denied benefits of, or be otherwise subjected to discrimination in the performance of this agreement or in the employment practices of vendor. Contractor shall upon request show proof of such non-discrimination and shall post in conspicuous places available to all employees and applicants notices of non-discrimination. Contractor covenants that it complies with the Fair Wage and Hour Laws, the National Labor Relations Act, and other Federal and State employment laws as applicable. Contractor covenants that it does not engage in any illegal employment practices.
- Contractor covenants that it has no public or private interest and shall not acquire directly or indirectly any interest that would conflict in any manner with the provision of its goods or performance of its services. Contractor warrants that no part of the total Contract amount provided herein shall be paid directly or indirectly to any officer or employee of Knox County as wages, compensation, or gifts in exchange for acting as officer, agent, employee, subcontractor or consultant to Contractor in connection with any goods provided or work contemplated or performed relative to the agreement.
- 2.17 ORDER OF PRECEDENCE:** In the event of inconsistent or conflicting provision of this Contract and referenced documents, the following descending order of precedence shall prevail: (1) Contract, (2) Request for Proposal, (3) Contractor's Response, (4) Award, (5) Special Terms and Conditions, (6) General Terms and Conditions, (7) Specifications, (8) Drawings.
- 2.18 REMEDIES:** Knox County shall have all rights and remedies afforded under the U.C.C. and Tennessee law in Contract and in tort, including but not limited to, rejection of goods, rescission, and right of set-off, refund, incidental, consequential and compensatory damages and reasonable attorney's fees.
- 2.19 RIGHT TO INSPECT:** Knox County reserves the right to make periodic inspections of the manner and means the service is performed or the goods are supplied and warehoused.
- 2.20 SEVERABILITY:** If any provision of this Contract is declared illegal, void or unenforceable, the remaining provisions shall not be affected but shall remain in force and in effect.
- 2.21 TAX COMPLIANCE:** Pursuant to Resolution R-07-1-903 passed by the Commission of Knox County, Tennessee, Contractor hereby acknowledges, by submission of its proposal or proposal and signature, it is current in its respective Federal, State, County, and City taxes of whatever kind or nature, and is not delinquent in any way. Delinquent status must be disclosed or risk debarment by the Knox County Procurement Division.
- 2.22 TERMINATION:** County may terminate this agreement with or without cause at anytime. In the event of termination by either party, fees due for services satisfactorily performed or goods accepted prior to the termination date shall be paid.
- 2.23 WARRANTY:** Contractor warrants to Knox County that all items delivered and all services rendered shall conform to the specifications, drawings, solicitation and/or other descriptions furnished and/or incorporated by reference, and will be fit for the particular purpose purchased of merchantable quality, good workmanship, and free from defects.

SECTION III SPECIAL TERMS AND CONDITIONS

- 3.1 INTENT:** The intent of this document is to set forth and convey to prospective proposers the general requirements for vendors to provide Knox County Schools with External Evaluator Services as desired by Knox County. Award will be based on Best Value. Best value means more than low cost. It includes initial cost, consulting and service quality, experience and other factors detailed herein.
- 3.2 ACCEPTANCE:** Vendors are advised that the payment of an invoice does not necessarily constitute as an acceptance of services that are provided. Acceptance requires a specific written action by Knox County so stating.

- 3.3 ADDITIONS OR DELETIONS:** Knox County reserves the right to add services as the need arises or to delete services that have become obsolete in demand. If services are to be added, Knox County and the Contractor will arrive at a mutually agreed price. Any additions or deletions must be approved in writing by Knox County Procurement prior to any changes in service.
- 3.4 AGENCY CONTACTS:** The Contractor will be given a list of key personnel directly associated with the services to be performed for contact information. Only the Knox County Procurement Division will have the authority to make changes during the term of this agreement and in compliance with any resulting Contract.
- 3.5 AWARD LENGTH:** The length of this Contract will be three (3) years with the option to renew upon mutual consent of both parties. The term agreement may be renewed for an additional two (2) years, for a possible total of five (5) years. Knox County reserves the right to purchase these products and/or services from other sources if the need arises. Knox County reserves the right to revoke the award if a pattern of unavailability arises with the vendor.
- 3.6 CHANGES AFTER AWARD:** It is possible that after award, Knox County might change its needs or requirements. Knox County reserves the right to make such changes after consultation with the vendor. Should additional costs arise, Knox County reserves the right to consider accepting these charges provided the vendor can document the increased costs. Knox County also reserves the right to accept proposed service changes from the vendor if they will lower the cost to Knox County and/or provide improved service.
- 3.7 COMMUNICATIONS:** The successful execution of this contract will require extensive communication between all involved parties. While information may be transmitted via telephone, it should always be followed up with a fax transmission or email. It is essential that the Contractor have an efficient and properly working fax machine as well as email capabilities. The Contractor will be required to submit a list of individuals, along with direct phone numbers, cell phone numbers, fax numbers and email addresses for the agency's contacts.
- These individuals must be familiar with the Knox County Contract and have authority to make adjustments as requested by Knox County.
- 3.8 COMPLIANCE WITH ALL APPLICABLE REGULATIONS:** Vendor agrees and covenants that the company, its agents and employees will comply with all City, County, State and Federal codes, laws, rules and regulations applicable to the business to be conducted under this contract. If the vendor performs any work knowing it to be contrary to such laws, ordinances, rules and regulations, the vendor shall bear all costs arising from such work.
- 3.9 CONTRACT EXECUTION:** The award of this proposal may result in a Contract between Knox County and the successful Vendor(s). The Contract may require Knox County Board of Education and/or Knox County Commission approval. The successful Vendor(s) may be required to be present at the Board of Education and/or County Commission meeting(s) to answer questions relating to the service to be performed. Adequate notification will be given by Knox County Procurement Division if the awarded vendor(s) will need to attend meetings. There shall be no cost to Knox County for attendance of the Vendor(s). Knox County will draft the Contract. The Knox County Procurement Division will not accept any vendor's contract. If Master Agreements, Service Agreements, Terms and Conditions or other contract agreements are submitted they will not be accepted.
- 3.10 CONTACT PERSONNEL:** Essential to the success of this Contract is the development of a good working relationship between the Vendor and Knox County. It is imperative that the Knox County account be handled efficiently and professionally. Knox County should be assigned no more than two (2) Vendor contacts to handle billing inquiries and service related issues. In the event on or both contacts leave the Knox County account, the Vendor shall formally introduce the new contacts to Knox County personnel. These contacts must be knowledgeable of the County's account to avoid an interruption of service.
- 3.11 CONTRACTOR DUTIES:** At the Contractor's own expense, the Contractor shall:
- 3.11.1** Provide competent supervision;
 - 3.11.2** Provide competent personnel;
 - 3.11.3** Take precautions necessary to protect persons or property against injury or damage and be responsible for any such damage or injury that occurs as a result of their fault or negligence.

3.12 EVALUATION CRITERIA: This proposal will be evaluated using the following criteria:

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|-------------------------------|-----------|
| ▪ Proposed Evaluation Plan | 40 points |
| ▪ Experience & Qualifications | 30 points |
| ▪ Proposed Cost | 20 points |
| ▪ Methodology | 10 Points |

3.13 EVALUATION REVIEW: Knox County reserves the right to use all pertinent information that might affect the County's judgment as to the appropriateness of an award to the best evaluated Vendor(s). This information may be appended to the proposal evaluation process results. Information on a service provider from reliable sources, and not within the service provider's proposal, may also be noted and made part of the evaluation file. Knox County shall have sole responsibility for determining a reliable source. Knox County reserves the right to conduct written and/or oral discussions/interviews after the proposal closing. The purpose of such discussions/interviews is to provide clarification and/or additional information to make an award that is in the best interest of Knox County.

3.14 EXCEPTIONS TO SPECIFICATIONS: Vendors taking exception to any part or section of these specifications shall indicate such exceptions on their submittal. A failure to indicate any exception(s) shall be interpreted as the Vendor's intent to fully comply with the specifications as written. Conditional or qualified offer are subject to rejection in whole or in part. Any exceptions shall be included in Tab VIII of the submittal. Do not strike through or in any other way alter the RFP. Exceptions listed within other sections of the submittal shall not be reviewed or considered.

3.15 GRATUITIES AND KICKBACKS: It shall be a breach of ethical standards for any person or company to offer, give, or agree to give any employee or former employee, or for any employee or former employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim, or controversy or other particular matter, pertaining to any program requirement of a contract or subcontract or to any solicitation or proposal therefore. It shall be a breach of ethical standards for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or a person associated therewith, as an inducement for the award of a subcontract or order. Breach of the provisions of this paragraph is, in addition to a breach of this Contract, a breach of ethical standards which may result in civil or criminal sanction and/or debarment or suspension from being a contractor or subcontractor under Knox County contracts.

3.16 IDENTIFICATION: Employees of the Contractor shall have proper photo identification displayed at all times while on property belonging to Knox County.

3.17 INSURANCE: The successful Vendor(s) must carry the insurance as indicated on the Insurance Checklist Attachment hereto. As proof of the Vendor's willingness to obtain and maintain the insurance, the Vendor must complete, sign and have its insurance agent sign the attachment and submit it with the proposal. Upon the Notification of Intent to Award, the successful vendor will be required to submit a Certificate of Insurance (COI) including any corresponding endorsement page(s) with the specified coverage and listing Knox County as an additional insured. It shall be the successful vendor's responsibility to keep a current COI and endorsement page(s) on file with Knox County Procurement for as long as the contract is in effect.

3.18 INVOICE DETAIL: Knox County is requesting invoices to show the following detail to help expedite review and payment. The Contractor(s) may be required to modify invoicing procedures to show the detail. All potential Contractors are hereby cautioned that Knox County will only pay from original invoices and not facsimiles or copies. Invoices which do not adhere to these details may be returned to the Contractor for correction.

- 3.18.1** The invoice must show the amount due to the Contractor by Knox County;
- 3.18.2** The invoice must show a summary of completed work;
- 3.18.3** Invoices are to be original and uniquely pre-numbered;
- 3.18.4** Invoices which do not show this information are subject to rejection.

- 3.19 INVOICING PROCEDURES:** Knox County requests that invoices be easy to read and understand. Invoices are to be original and uniquely pre-numbered. Each participating agency to this Contract may be required to use different invoicing information and procedures. This information and procedures shall be provided to the contractor(s) prior to Contract execution. There shall be no additional charge for this information and procedures to be included.

Each invoice shall include a summary of service(s) provided and shall list the associated unit price. Supporting documentation shall be included with invoices as applicable. Invoices without this information will be returned to the Contractor for correction.

Invoices shall be sent to the billing address indicated on the Purchase Order. Each department or division of Knox County is responsible for its own budget. Departments cannot charge or pay bills for another department. Therefore, it is critical that the successful Contractor's invoices specify the correct department. Do not credit payments to another department's account. Invoices must be submitted in triplicate and must match the corresponding Purchase Order number. There shall be no component billing. Mail invoices for Knox County Schools to:

Knox County Schools Finance Department
Post Office Box 2188
Knoxville, TN 37902-1805
invoices@knoxschools.org

- 3.20 INVOICE REVIEW:** Knox County shall review all invoices for adherence to the terms and conditions of the Contract. Variations from the Contract and Contract pricing are strictly prohibited. Any variance found on the invoice will result in rejection of that invoice. Rejected invoices will be returned to the Contractor(s) for correction. Repeated variations may result in termination.

3.21 MINIMUM QUALIFICATION EXPECTATIONS:

3.21.1 Respondent must address all submittal requirements as defined under Section IV.

3.21.2 Respondent must have the experience and capabilities to carry out the work contemplated and equipment and personnel available for the work.

3.21.3 If the respondent has a permanent office in Knox County, respondent must have a current business license issued by Knox County. This requirement also applies to any of the Respondent's proposed sub-contractors or sub-consultants with a permanent office in Knox County.

A Knox County business license is not required of any Respondent or proposed sub-contractor or sub-consultant who does not have a permanent office in Knox County. For more information, contact the Knox County Clerk's office at 865.215.2392.

- 3.22 NEGOTIATION:** Knox County may select a successful proposer on the basis of initial offers received without discussions. Therefore, each proposal shall contain the proposer's best terms from a cost or price and service standpoint. Knox County reserves the right to enter into Contract negotiations, including, but not limited to, rates and term, with the highest-rated proposer. If Knox County and the selected proposer cannot negotiate a successful agreement, Knox County may terminate said negotiations and begin negotiations with the next highest-rated proposer. Knox County retains the right to negotiate with multiple proposers simultaneously. This process will continue until an agreement has been reached or all proposers have been rejected. No proposer shall have any rights against Knox County arising from such negotiations.

- 3.23 NEWS RELEASES BY VENDORS:** As a matter of policy, Knox County does not endorse the services of a Contractor. A Contractor will not make news releases concerning any resultant contract from this solicitation without the prior written approval of Knox County.

- 3.24 NO CONTACT POLICY:** After the date and time that the vendor receives this solicitation, any contact initiated by any proposer with any Knox County representative, other than the Procurement Division representative listed herein, concerning this Request for Proposal, is strictly prohibited. Any such unauthorized contact may cause the disqualification of the proposer from this procurement transaction.

- 3.25 OFFER WITHDRAWAL:** No proposal can be withdrawn after it is filed unless the proposer makes a request in writing to the Knox County Procurement Division prior to the time set for the closing of proposals or unless the County fails to accept within ninety (90) business days after the date fixed for the closing the RFP.

- 3.26 QUANTITIES:** Knox County does not guarantee any quantity of services will be utilized under this solicitation. Services will be utilized on an as needed basis.
- 3.27 PRICING:** The proposer(s) warrants that the unit price stated shall remain firm for a period of thirty-six (36) months from the first day of the Contract period. If the Contractor's price is increased after the first contract period, Knox County must be given a written notice to consider. Such a request shall include as a minimum, (1) the cause for the adjustment; (2) the amount of the change requested with documentation to support the requested adjustment. Price increases will only be considered at the renewal period(s). If the price increase is rejected the contractor may:
- Continue with the existing prices;
 - Request a lower price increase;
 - Not accept the renewal offer.
- If a price increase is approved by Knox County, the approval notification will be done in writing and the Contractor will be notified of the new price schedule and effective date of increase. This documentation will become part of the proposal file. No approvals will be authorized verbally.
- 3.28 PROPOSAL CONTENT:** The proposer's response must contain a thorough description of the background of the proposer and sufficient evidence showing that the proposer is capable of providing the services. The proposer's response must thoroughly expound on the proposer's understanding of how the proposed services will meet Knox County's needs. The proposal must also contain an explanation of the implementation plan and the proposer's ongoing commitment to service.
- 3.29 PROPOSAL EVALUATION:** In evaluation of submitted proposals, Knox County reserves the right to use any or all of the ideas from the proposals submitted without limitation and to accept any part or the entire successful proposal in selecting an operation which is judged to be in the best interest of Knox County. All material submitted becomes property of Knox County.
- 3.30 PROPOSAL FORMAT:** This solicitation is in the Request for Proposal (RFP) format. As the specified date and time, each proposer's name will be publicly read aloud. No further information will be given at that time. Evaluation of the proposals will proceed as expeditiously as possible and successful, as well as unsuccessful, notification will be given.
- 3.31 PROPOSER INTERVIEWS:** Knox County reserves the right to request proposers to demonstrate their capabilities from those displaying a thorough knowledge of the intent of this RFP. The purpose of these interviews is to gain additional insight into the capabilities and feature of the proposed services and to ask questions regarding aspect of the same.
- 3.32 PROPOSER OBLIGATION:** Proposers shall become fully acquainted with conditions relating to the scope of the work detailed in this RFP. Failure to become acquainted with the existing conditions shall in no way absolve the proposer of any obligations with respect to this RFP or the Contract.
- 3.33 PUBLIC RECORDS ACT:** Knox County is subject to the Tennessee Open Records Act 10-7-503 et seq. Proposers are cautioned that all documents submitted on behalf of this Request for Proposals shall be open to the public for viewing and inspection.
- 3.34 REFERENCES:** The vendor must provide three (3) references relating to work of a similar scope completed within the last five (5) years. Include the name of the agency or institution, point of contact with both a telephone number and email address, and the nature and size of the Contract. **Do not list Knox County Government or Knox County Schools as a reference.** References shall be submitted on Attachment A of this RFP.
- 3.35 REJECTION OF PROPOSALS:** Knox County reserves the right to reject any and all proposals received as a result of this request and to waive any informality, technical defect or clerical error in any proposal, as the interests of Knox County may require. Non-acceptance of any proposal will be devoid of any criticism of the proposal and of any implication that the proposal is deficient in any manner. Non-acceptance of any proposal shall be construed as meaning simply that the County does not deem the proposal acceptable or that another proposal was deemed more advantageous to Knox County for the particular services proposed.

- 3.36 REMOVAL OF CONTRACTOR'S EMPLOYEES:** Contractor agrees to utilize only experienced, responsible and capable people in the performance of the work. Knox County may require that the Contractor remove from the job covered by this Contract, employees who endanger persons or property or whose continued employment under this Contract is inconsistent with the interest of Knox County.
- 3.37 SUBMIT QUESTIONS:** Prospective proposers may submit questions concerning this solicitation until **April 18, 2019 at 4:30 p.m. local time**. Submit questions as noted in Section 1.1.
- 3.38 TENNESSEE REGISTRATION:** The successful proposer must meet any applicable State of Tennessee registration requirements.

SECTION IV SCOPE OF WORK

- 4.1 SCOPE OF WORK:** The external evaluator will complete the evaluation for Knox County Schools 2018-23 Education Innovation and Research Grant – *Think About It: SySTEMatiCally Preparing Students for the Workforce* (TAI). Programming is currently projected to commence in Summer or Fall of 2019 and run through August 2023. Evaluation is to commence as expeditiously as possible upon contract execution and run through the final report projected to be due in December 2023.

Both program impact and program implementation should be evaluated using, but not limited to, TNReady scores and progress on STEM-related outcomes and be aligned with the program logic model. Identified student level data will be available for comparison groups. As proposed, in Year 1 TAI will serve twenty (20) 5th graders in five (5) Knox County elementary schools. In Years 2 – 5, TAI will serve twenty (20) 3rd through 5th graders in Knox County elementary schools. For each cohort, project components include: Introductory camp in July; Camp over Fall Break; Camp over Spring Break; and Final camp in June. A total of five hundred and seventy (570) unduplicated students will be served. Evaluators should propose a plan that addresses the needs of the proposed programming. Further project details are available in the attached synopsis of the Education, Innovation, and Research grant awarded programming narrative, timeline, goal charts, proposed numbers served charts and logic model. Exhibit A contains a detailed Scope of Work.

- 4.2 BACKGROUND:** Knox County Schools is a public education agency responsible for the education of approximately sixty thousand (60,000) Pre-K through 12th grade students and employs approximately seven thousand and eight hundred (7,800) individuals. The district is comprised of eighty-eight (88) locations and includes urban, suburban, and rural settings. Therefore, evaluators must have experience conducting evaluations within large school districts with diverse student populations.
- 4.3 EXPERIENCE & QUALIFICATIONS:** Vendors are to submit their number of years in business, along with any related advanced education credentials, relevant work experience, demonstrated outcomes, independent research, and publications in the subject areas addressed by this RFP. The selected vendor must have extensive experience in academic evaluations of PreK-12 students including advanced statistical matching and sampling techniques. Evaluators must have experience with meeting the demands of evaluating large-scale Federally-funded projects, particularly either Investing in Innovation (I3) or Education, Innovation, and Research (EIR) grants funded by the US Department of Education's Office of Innovation and Improvement. This information is to be submitted in Section V, Tab IV of the Proposal.
- 4.4 METHODOLOGY:** Proposers must demonstrate an understanding of Knox County's needs and fully explain the organization's overall approach to meet the requirements outlined in Section V. Proposer is to describe, in detail, their proposed approach to providing services including proposed evaluation assessment methods (with descriptions), examples of assessment materials to be used, and past examples of achieving objectives on time and within budget.

SECTION V PROPOSAL FORMAT

Proposers are to use the following format for the preparation and submission of their proposals. Failure to follow this format may be just cause for rejection of proposals. Cost of preparation of proposals is the sole responsibility of the proposer.

TAB I COVER LETTER

Include cover letter authorizing the submission of the proposal signed by the principal of the company.

TAB II COMPANY PROFILE

- Company Name, Address Telephone/Fax numbers
- Contact name(s) and information
- Proposer's Vendor Number as assigned by Knox County
- Employer Identification Number (EIN)
- Knox County Business Tax License for Organization (if applicable)
- Knox County Business Tax License(s) for Sub-Contractor(s) (if applicable)
- Will you accept E-commerce for payment as detailed in Section 1.14?
- Acknowledgement of the receipt of any Addendum issued

TAB III PROPOSED EVALUATION PLAN (40 POINTS)

Proposers must provide an evaluation plan not to exceed 7 pages including a comprehensive timeline of activities. This information should fully illustrate how the plan will accomplish the work and furnish the deliverables described in the scope of work within the county's tentative project schedule. Evaluation Plan should include the following, in order:

- 1) Designed to Meet What Works Clearinghouse (WWC) Evidence Standards with Reservations
 - a) Research Questions
 - b) Formative and Impact Evaluations
- 2) Guidelines about Strategies Suitable for Replication or Testing
 - a) Collaboration and Dissemination including examples of past performance
- 3) Valid and Reliable Performance Data on Relevant Outcomes
- 4) Key Program Components, Mediators, Outcomes, and Implementation Thresholds

TAB IV EXPERIENCE & QUALIFICATIONS (30 Points)

Proposers are to detail the company's experience relating to the services requested in this RFP. Specifically, proposers are to provide their company's experience in evaluating large-scale, multi-year, federally-funded projects in large public school education agencies.

- State the organization's total number of years in business and the number of years providing evaluation services.
- Describe the organization's experience with similar projects, particularly large-scale federal projects funded by the US Department of Education.
- Experience conducting quasi-experimental research designs within public education agencies
- Proposers must provide an organizational chart that illustrates the organization of the project team. The organizational chart must illustrate the lines of authority; designate the individual responsible and accountable for the completion of each component and deliverable of the RFP. Information should include the following information about each person listed:
 - Title
 - Resume
 - Number of years with the organization
 - Description of the type of work the individual will perform in the context of this project

TAB V METHODOLOGY (10 Points)

Proposers must demonstrate an understanding of Knox County's needs and fully explain the organization's overall approach to meet the requirements outlined in Section IV. Proposer is to describe, in detail, their proposed approach to providing services including proposed evaluation assessment methods (with descriptions), examples of assessment materials to be used, and past examples of achieving objectives on time and within budget.

TAB VI**PROPOSED COSTS (20 Points)**

Provide the proposed cost for the service as described in Section IV (Scope of Services). Proposed costs should be inclusive of all expenses, including transportation, shipping and ancillary out-of-pocket charges. There will be no reimbursement for any such charges. Proposer must include the methodology used to calculate their proposed cost.

NOTE: This tab shall only be included in the original document and the exact electronic version. This tab is to be submitted under separate cover from the other parts of the vendor's proposal. This tab will be reviewed after the other sections of the vendor's proposal have been reviewed and scored.

TAB VII**OTHER INFORMATION**

Proposers may include any other information deemed pertinent to this solicitation.

TAB VIII**EXCEPTIONS**

Please note any and all exceptions taken to any part this Request for Proposal. If none are taken, please clearly state so. Do not mark through or otherwise alter the language of this RFP in your response.

TAB IX**ATTACHMENTS**

- References (Attachment A)
- Insurance Checklist (Attachment B)
- Criminal History Check Affidavit (Attachment C)
- Iran Divestment Act (Attachment D)

EXHIBIT A
KNOX COUNTY PROCUREMENT DIVISION
EIR NARRATIVE & APPENDICES
REQUEST FOR PROPOSAL NUMBER 2805

Introduction

Knox County Schools (KCS) is located in East Tennessee, where the 526 square miles and estimated 451,324 residents of Knox County, and its county seat, Knoxville, are nestled in the foothills of the Appalachian Mountains. The system is large and diverse with regards to both demographics and location, ranging from inner city to rural. KCS enrolled over 60,000 students (2017-2018) and is the region's second largest employer with over 8,500 staff in 90+ locations. KCS has high-need elementary-aged students and a dedication to providing high quality Science, Technology, Engineering, and Math (STEM) and Computer Science (CS) education including a dedicated STEM Facilitator. As the sole provider of public education in Knox County, KCS has developed and maintains strong working relationships with Industry Partners and has evidence of support. KCS will act as the lead grantee and will contract for evaluation.

KCS is familiar with relevant literature and current research and understands issues facing students in Knox County and nationwide. In response, KCS proposes a framework of services alongside rigorous research and has plans to disseminate results to education professionals, policymakers and others with the potential to impact education locally and across the United States. Knox County Schools has experience with large-scale budgets and programs; a project management plan is in place and the team is capable of implementing the project.

Absolute Priorities

KCS students, particularly those with high needs, face challenges and KCS recognizes the need for promoting Science, Technology, Engineering, and Math (STEM) and Computer Science Education. KCS will implement **Think About It: SySTEMatiCally Preparing Students for the Workforce (TAI)**, to leverage STEM, Computer Science, and integrated research through the creation, development, implementation, and scale up of field-initiated innovations to improve knowledge of and interest in STEM education and careers for high-need students. Challenges faced by KCS students are not unique. TAI is backed by rationale and likely to achieve goals and objectives and improve student outcomes. TAI is scalable and an innovative solution with potential to address challenges engaging students in STEM education and careers both across the nation and locally. Five target schools will be initially impacted by TAI which Demonstrates a Rationale and impacts high-needs students through Field-Initiated Innovations – Promoting Science, Technology, Engineering, or Math (STEM) Education, With a Particular Focus on Computer Science. Ten elementary schools will implement TAI, impacting 570 students.

National Significance of the Proposed Project

Science, Technology, Engineering, and Math (STEM) education continues to grow in importance across the country, particularly when one examines workplace trends. The current demand for STEM-capable workers surpasses the supply of applicants who have trained for those careers. Some 16 of the 20 occupations with the largest projected growth in the next decade are STEM related. Growth in STEM occupations will accelerate 26% from 2010-2020 (Carnevale, et al., 2013). Further, according to the U.S. Department of Commerce, STEM occupations are growing at 17%; nearly double other occupational fields, which are growing at 9.8% (Engineering for Kids). Only four of the STEM-related occupations with the largest projected growth require an advanced degree. While the rest require specialized training, typically an Associate's or Bachelor's degree is sufficient (T.A. Lacey & Wright, B., 2009). In 2011, STEM workers were found to earn 26% more than their non-STEM counterparts (Langdon, et al 2011). More currently, STEM occupations average salary (\$87,570) is nearly double the national average wage for non-STEM occupations (\$45,700) (U.S. Bureau of Labor Statistics, 2017).

While the case for STEM education and building interest in STEM fields is obvious, the need for computer science specific education is equally compelling. A 2016 report from Burning Glass found that 7 million U.S. jobs representing 20% of "career track" jobs were in occupations that value coding skills. These included information technology (IT) workers, data analysts, artists and designers, engineers, and scientists. Half the job openings for programmers were in industries outside of technology, most notably in finance, manufacturing, and healthcare.

Studies indicate that early engagement and interest in STEM is paramount. Research identifies the "elementary years as the period when students form their interest in STEM identities and careers..." (McMurrer, J.). STEM is active learning and classrooms who engage in active learning have shown a 6% boost in test scores and a 21 point gain on SAT scores. According to the Frameworks Institute (Levay, Volmert, & Kendall-Taylor, 2018), "Experts explained that, as people learn STEM, they develop skills that are valuable well beyond the four STEM subjects...(Critical thinking and problem solving) are vital for learning other subjects, such as literacy, carrying out everyday activities, securing and maintaining professional success, and participating in and contributing to civic life."

Minorities continue to be underrepresented among those pursuing STEM-related degrees, including Computer Science. Women received 55% of U.S. bachelor's degrees in 2015, but only 16% of Computer Science bachelor's degrees. In 2015, underrepresented minorities accounted for just 11% of Computer Science degrees (New Student Clearinghouse Research Center, 2016).

Local Significance of Project

The Tennessee Department of Labor and Workforce Development (2014) projected 43,000 STEM-related jobs to be added in the state by 2022, accounting for 11% of total job growth in that period. The report continues that 40% of that job growth arises from the Computer and Mathematical occupational group with Computer occupations, specifically computer systems analysts and computer user support specialists, being the largest share of projected core STEM jobs (Rothwell, J., 2014). Reflecting the national trends, the median salary of Tennesseans in STEM occupations (\$62,000) is more than twice that for all occupations (\$31,000).

Project as an Alternative Strategy

Knox County Schools elementary school students, including those with high needs, are currently exposed to widely varying levels of STEM education depending largely upon which of the 51 KCS elementary schools they attend with additional variance based on classroom placement. KCS maintains a dedicated STEM Facilitator whose role is to increase both access to and efficacy of STEM education across KCS. Recent efforts to achieve these goals include: STEM Cohort designed to unify K-12 STEM teachers; Math Partnership as KCS strives to assist elementary math educators be more intentional about incorporating real world STEM into math lessons; Elementary Support to bring together K-5 STEM teachers to discuss starting, maintaining, and challenges around elementary STEM courses as a Related Arts option; STEM Collective Newsletter updates the STEM Cohort on available grants, local and regional opportunities for teachers and students, successes and needs throughout the district, evidence-based practices, and resources; STEM Resources Page utilizes Canvas to share resources and lesson plans for STEM-minded teachers; Taking Tech into the Classroom deploys technology tools including Cubelets and Spheros into classrooms throughout the district; STEM Certifications as a way to identify best-in-class STEM programming to serve as a model of high-quality STEM learning throughout the district; and Community Outreach to include ongoing efforts to engage industry partners in Knox County Schools locations including our elementary schools.

KCS elementary STEM education differs across our 51 K-5 campuses: 8 KCS schools have received STEM Certifications; 5 elementary schools (including 3 Certified STEM schools) offer STEM as a Related Arts option; and 12 teachers in 2017-2018 utilized Taking Tech into the Classroom. As evidenced by these activities, KCS is highly engaged in providing access to STEM education; however, many elementary students are not impacted by these initiatives. A district as large as ours faces challenges engaging students, particularly those with high needs, in STEM education. Further, Computer Science/Technology education also varies greatly across the district. In 2017-2018, 25 (50%) of elementary schools and 12 (86%) of middle schools offered Technology or exploratory Computer Science courses. KCS high schools consistently offer some form of Computer Science or Technology course; 2,259 high schools students enrolled in these courses including Website Development, Web Page Design Foundations, Networking, Computer Science Foundations, Coding, Computer Applications, and Robotic Programming and Design.

This project is a new strategy for KCS. Funding for TAI will allow KCS to recruit and engage approximately **570 high-needs KCS students** to experience Think About It (TAI) including *STEM Institute: Imagine* in July, *STEM Institute: Create* during KCS Winter Break, two *STEM Challenge Days* over Fall and Spring Breaks and *STEM Institute: Improve* in June. *Industry Partners* have been recruited and will, along with KCS student *Mentors*, be engaged to work alongside and connect with students through externships, sharing about STEM education and careers, and a TED Talk Capstone project. Our goal is that students would complete all components during the yearlong STEM Institute. It is anticipated that not all students will complete the yearlong commitment and that some students may continue participation for more than one year. Student-level attendance will be tracked and available for evaluation purposes.

Target Population

KCS has identified five schools in which TAI will begin with *STEM Institute: Imagine* in July 2019 including Ball Camp Elementary, Belle Morris Elementary, Cedar Bluff Elementary, Green Magnet Academy, and Mt. Olive Elementary schools. These schools were chosen intentionally to provide sound and objective knowledge that TAI can be implemented and effective in a variety of schools with diverse populations. School choices will allow for student-level matched comparison research, scale-up, and a knowledge base that can influence practice and policy nationwide.

STEM Institute participation will lead to success. Within target schools, teachers and administrators will refer diverse, high-need students to participate. The student identification and recruitment process will continue annually as TAI staff and school level personnel fill available spots. Students will be enrolled beginning with fifth graders in 2019-2020 and continuing with third, fourth, and fifth graders annually from 2020 through the end of the funding period.

Exceptional Approach to Priorities

Research indicates “growing evidence that opportunities to learn STEM outside of school directly affect what is possible inside classrooms, just as what happens in classrooms affects out-of-school learning” (National Research Council, 2015). This report further outlines out-of-school STEM programming contributes to student interest in and understanding of STEM, connects students with caring adults serving as role models, reduces achievement gap between high- and low-income students and concludes that programs should be engaging, responsive, and connecting.

TAI, under the auspices of KCS, will serve elementary-aged students, including those with high needs, through TAI which is supported by rationale as outlined in Absolute Priority 1. TAI is purposefully designed to ensure that high-need students have increased access to Science, Technology, Engineering, and Math (STEM) and Computer Science education as outlined in Absolute Priority 3 through involvement with a yearlong STEM Institute outside of typical school days. TAI will include programming for an initial pool of five Knox County School elementary schools before scaling up to 10. It is anticipated that TAI will not only prove an exceptional response to the selected Absolute Priorities in Knoxville, Tennessee, but will also be an appropriate and innovative response to these challenges throughout our state, region, and nation. The project design outlines our approach to attaining our goals, objectives, and outcomes.

Project Design

Through our mission of Excellence for Every Child, KCS strives to provide and enhance school environments where teachers can teach effectively, *all* students can learn and succeed, and our community can thrive. KCS proposes **Think About It: SySTEMatiCally Preparing Students for the Workforce (TAI)** which features components chosen with the primary goal to integrate field-initiated innovations promoting Science, Technology, Engineering and Math education and Computer Science education in an effort to support 3rd – 5th grade KCS students, particularly those with high-needs. TAI includes a yearlong STEM Institute comprised of three weeklong STEM Institutes, two two-day STEM Challenge Days, and Industry Partners and Mentors designed to reach and engage high-needs students attending elementary school to increase their access to, and interest in, STEM education and careers. 100 5th grade students from five schools (approximately 20 students per location) across the county will complete STEM Institutes in 2019-2020; 200 3rd - 5th grade students from ten schools, including the initial five locations and five additional sites to be determined, will complete the programming annually thereafter. When possible, schools may combine to provide services in one, instead of two, locations. Students may enroll in programming for more than one year; *570 total students will be impacted.*

Think About It: SySTEMatiCally Preparing Students for the Workforce (TAI) curriculum will be developed by highly effective teachers recruited from across the district. These educators will spend an estimated 800 hours in Year 1 creating the STEM Institute curricula for grades 3-5. An additional 100 hours of *Curriculum Development* time has been included within the budget to ensure the ability to perform Continuous Quality Improvement and respond to lessons learned and/or standards changes impacting TAI curriculum in Years 2-5.

Prior to the start of student learning, parents and guardians will be invited to take part in a *Parent Institute (PI)* approximately one week before the STEM Institute begins each year. PI will be held in the evening when parents are available and will ensure parents have the opportunity to ask questions and receive information about TAI. TAI staff will engage parents who cannot attend PI. Parents will receive a timeline and be asked to commit their student to yearlong involvement. TAI STEM Institute dates have been selected to impact times when students are out of school, parents are working, and, particularly for high-needs students, access to prohibitively expensive educational camps are limited. Through strategic timing alongside the inclusion of full day (8am-4pm) programming and leveraging relationships with partner organizations to provide nutritious food options for students, KCS has removed barriers to high-need student participation.

Students will take part in *STEM Institute (SI): Imagine*, held prior to the start of school beginning in July 2019. During this five day institute, high-needs students will be introduced to the 4 C's (Critical Thinking, Communication, Collaboration, and Creativity) and STEM habits, complete an introductory level Engineering Design Challenge, participate in two Learning Expeditions, complete an Interest Inventory and be grouped with like minded students, receive an Introduction to TED Talks, and set up Portfolios with an emphasis on STEM Competencies.

Two-day *STEM Challenge Days* will be held in Fall and Spring Breaks. Students will work with Industry Partners and Mentors to design their TED Talk Capstone project. The shortened experiences will review and build upon content introduced during STEM Institutes.

STEM Institute: Create, held during KCS' Winter Break, will allow students to complete a one day Externship along with two Learning Expeditions. Further, students will work on TED Talk Collaborative Creation with Industry Partners along with Industry STEM Challenges.

The students' yearlong involvement will culminate with *STEM Institute: Improve* in June annually. Students will revisit the Introductory Design Challenge and make improvements to their initial project. Additionally, students will work alongside their Industry Partners for TED Talk Collaborative Planning culminating in the TED Talk Capstone project. Finally, students will invite families and friends, Industry Partners and Mentors for a Portfolio Showcase and STEM Awards for student achievements within *STEM Competencies (SC)*. Classroom teachers will assess TAI student progress using SC to include attendance, tardies, office referrals, grades, behavior, and social skills such as participation, perseverance, creativity, and engagement.

TAI incorporates *Industry Partners* (IP). IP will attend a Partner Institute in July, prior to the STEM Institute. Further, IP will support and interact with TAI in a myriad of ways including provide student tours of facilities; allow students to interview one or more of their; provide a guest speaker during the STEM Institute; work with KCS to create a job shadow/externship experience for small groups of students; and/or attend an achievement day during SI: Improve where students show off design process learning and STEM career awareness. IP time will be tracked, is invaluable to success, and will be available for reporting and dissemination.

Mentors will be recruited from KCS high school STEM programs to work with students during STEM Institutes. Mentors will work with students, providing a connection to future STEM possibilities for these high-needs students. While Mentors are volunteering, they will receive community service hours towards graduation requirements and have the opportunity to receive a Technology Stipend towards the technology of their choice (laptop, Chromebook, iPad, etc.).

The integration of grade-level appropriate curriculum plus Mentors and Industry Partners will lead to STEM Institute students completing programming with an understanding of STEM and Computer Science and ideas of real-world educational and occupational opportunities. TAI will answer the question, “When will I ever use this?” for our high need student participants.

Scale Up

TAI will, upon funding, begin hiring and final planning with implementation beginning in five K-5 schools in July 2019. Evaluation will allow for performance feedback and scale-up so TAI will be implemented in 10 schools from July 2020 on. The final make-up of the 10 schools targeted in Year 2-5 will be dependent upon evaluation results gathered during Phase 1 implementation with the initial five schools. This sample size will allow for matched sample comparisons. KCS has set targets for the number of students to reach each year and through the life of the project.

Goals, Objectives, and Outcomes

KCS has worked to develop goals, objectives, and outcomes that are specified, measureable, achievable, realistic, and which center around the TAI logic model and a defined timeline. Goals, objectives, and outcomes will be evaluated and results disseminated in various local, regional, and national venues and publications as well as in required reporting.

Management Plan

Achieving Objectives On Time and Within Budget

A management system is in place to achieve TAI objectives on time and within budget including defined responsibilities, timelines, and milestones for successful project completion. KCS has a history of strong fiscal management and academic performance, being named one of twelve 2015 Exemplary Districts in TN. KCS has experience serving students and families, history of large-scale project management including a \$471,146,000 FY2018 budget and dedicated administrative resources that serve as matching resources for TAI. KCS maintains an array of supports to which TAI will have access including Informational Technology, Finance, and Human Resources.

Additional staff members will be hired to facilitate TAI. Strong hiring practices ensure staff will be well qualified for the positions and, when possible, existing KCS staff will be recruited for timecard (non full-time) positions. Staff will be trained upon hire and include: TAI Facilitator (TF) (1 FTE); Institute Leaders (IL) (10 employees in Year 1, 20 in Years 2-5, approximately 180 hours/IL/year); Curriculum Developers (approximately 80 hours Year 1 and 10 hours Years 2-5); Data Analyst (.1 FTE); School Security Officers (5 employees in Year 1 and 10 in Years 2-5, approximately 171 hours/officer/year); and TAI Mentors – (3 students per Institute location)

Training and Implementation; Timeline and Milestones

The TAI Facilitator (TF) will be recruited and hired upon funding. Training TF on current district STEM work as well as TAI vision is a crucial component of success and will happen during the first months of funding. Institute Leaders will be recruited during the spring semester for Institutes beginning in the summer. Institute Leaders will participate in one day of paid training prior to Institutes to ensure consistency across sites. Mentors will be recruited from KCS high schools and will attend a portion of the training day with Institute Leaders. School-level Personnel to include administrators and teachers at targeted schools will be trained on TAI and engaged in the process of identifying and recruiting students to attend. Further, district wide staff will receive training on best practices and lessons learned throughout the funding period.

KCS has developed a feasible and appropriate timeline with milestones and responsible parties around project start-up, implementation, evaluation, and scale-up. Staff is in place to work towards meeting milestones set forth and recruit and engage in high-need students into TAI, thereby increasing their access to, and interest in STEM education and careers.

Performance Feedback and Continuous Improvement

KCS is committed to a process of performance feedback and continuous improvement that begins from the inception of the logic model with recognized needs, through our planned goals and activities to meet determined needs and the collection of output and outcome data as measures of effectiveness of the project and work accomplished. Initial development and implementation of TAI will lead to gradual scale-up culminating in possible district-wide adoption, performance feedback and continuous improvement are integral to success. Output and outcome data will be shared as feedback and utilized for needed modifications.

Evaluators will meet with KCS for two-way communication. KCS will refine and build upon an existing feedback loop process to ensure parents, staff, partners, and community stakeholders have opportunities for input.

Stakeholder input is invaluable. Shortly after each Institute, TAI staff will meet with KCS school level personnel as well as Industry Partners and Mentors when possible for a review of challenges, barriers, and lessons learned. Survey tools will be developed and utilized with Industry Partners and Mentors to track progress. Students and parents will be invited to complete a survey at the culmination of each Institute to provide feedback and input. Additionally, classroom teachers of Institute attendees will provide feedback on student progress beginning with the semester in which students are recruited, before students enter the Institute. These conversations and survey results will inform changes or adjustments for the upcoming Institute.

Dissemination

TAI will be implemented in five elementary schools (p. 7) and scaled up to ten elementary schools (p. 12) in Knox County, TN. TAI includes thoughtfully chosen goals and objectives and a rigorous research study that will lead to results with implications for educational practice. These results, as well as the practices which led to them, will be disseminated to a variety of audiences. Semi-annual and final programmatic, along with quarterly financial, reports will be submitted to ensure progress is documented and shared with funders throughout the project.

Planned Scholarly Products & Plan for Dissemination to Broader Audiences

KCS will work to develop proposals to peer-review journals. Programmatic and evaluation staff will search out opportunities for book chapters that will contribute to the field of knowledge.

TAI staff have identified venues through which project summary information can be made available to broad audiences. Funds are included in the budget to allow for dissemination of information and findings to audiences including researchers, practitioners and policymakers.

Education practitioners, administrators and researchers will be presented with information from this project. Best practices and results will be disseminated to administrators and education practitioners at the additional Knox County schools that have not been targeted for TAI through training during thrice yearly District Learning Days or six annual Teaching and Learning Days. Additionally, staff will propose presentations and workshops to reach education practitioners and evaluators from neighboring school districts, including other large districts throughout Tennessee such as Shelby County, Metropolitan Nashville, and Hamilton County, as well as districts across the nation. Tennessee is introducing new Science standards in 2018-2019; we anticipate venues where TAI results would be welcomed including National Conference of Teachers of Mathematics (NCTM) and Tennessee STEM Innovation Network (TSIN) Summit.

Dissemination to practitioners and researchers within the local, regional, statewide, and national educational community as well as policymakers is a priority. Information regarding design and outcomes will be made available to local and State policymakers on an ongoing basis and all results will be made publically known to any interested parties. It is anticipated that dissemination of project results will continue beyond program funding. We intend to not only present to audiences but also to publish within nationally recognized publications. We will pursue this and other similar opportunities as they come available during and after the funding cycle.

Knox County Schools EIR 2018 Programmatic Timeline
Think About It: SySTEMatiCally Preparing Students for the Workforce

		Oct '18 - Sep '19				Oct '19 - Sep '20				Oct '20 - Sep '21				Oct '21 - Sep '22				Oct '22 - Sep '23			
Task	Responsible Party	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10	Q11	Q12	Q13	Q14	Q15	Q16	Q13	Q14	Q15	Q16
Receive notice of funding	GDM, Superintendent	X																			
KCS Board of Education Approves Funding	GDM, KCS Law Dept, KCS Board	X																			
Complete subcontract with evaluator, WestEd	GDM, KCS Law Dept	X																			
Notify partners	ExDirOfficeInnovation (EDO), Innovation Specialist (IS)	X																			
Review and post TAI Facilitator (TF) position	EDO, IS	X																			
Hire staff	EDO, IS, SF	X	X																		
Train new staff	STEM Facilitator (SF), IS		X	X																	
Planning Period	EDO, GDM, IS, SF, TF	X	X	X																	
Review and post Curriculum Development (CD) and Institute Leaders (IL) positions	EDO, IS, SF, TF	X	X				X				X				X				X		
Curriculum Development/Improvement	CD, TF,		X	X				X				X				X				X	
Recruit Students (~100 Phase 1 & ~200 Phase 2)	School Administrators (SA), Teachers, IL, TF			X				X				X				X				X	
Mentor/Staff Institute	TF, IL, Mentor			X				X				X				X				X	
Partner Institute	TF, Partners				X				X				X				X				X
50 partners engaged	TF, Partners																				X
Parent Institute	TF, Parents				X				X				X				X				X
570 parents engaged	TF, Parents																				X
100 students enrolled	TF, IL, Parents				X																
200 students enrolled	TF, IL, Parents								X				X				X				X
STEM Institute: Imagine	TF, IL, Mentors				X				X				X				X				X
Challenge Days	TF, IL, Mentors					X				X				X				X			

Knox County Schools EIR 2018 Programmatic Timeline

Think About It: SySTEMatiCally Preparing Students for the Workforce

[illegible]

Knox County Schools
Think About It: SySTEMatiCally Preparing Students for the Workforce

Goals	Objective	Outcomes	TAI Component
Goal 1: Increase basic knowledge of STEM	<p>Objective 1: Students attending STEM Institute: Imagine will be able to:</p> <ul style="list-style-type: none"> • define the 4Cs • Identify STEM habits of mind • explain the engineering design process • articulate the meaning of STEM • Explain the basic components of computer science <p>Objective 2: Students attending STEM Institute: Imagine will engage in a computer science engineering design challenge and utilize STEM habits while working through the 4Cs and EDP</p>	<p>Outcome 1: 50% (100/200) of students will show an increase in STEM basic knowledge as measured on a pre and post test given during STEM Institute (SI): Imagine.</p> <p>Outcome 2: 90% (180/200) of students will show a personal increase of STEM basic knowledge on post test given during SI: Improve as compared to post test given during SI: Imagine</p> <p>Outcome 3: 90% (180/200) of students attending SI: Imagine will produce a written reflection of their engineering design challenge process using appropriate STEM vocabulary.</p> <p>Outcome 4: 90% (180/200) of students will successfully create a video game by using computer science knowledge to code a video game using Bloxels. Students will be able to articulate the computer science and coding that went into the creation of their game.</p>	
Goal 2: Increase awareness of, and intent to enter, STEM careers	<p>Objective 1: During STEM Institute: Imagine, students will interview 2 industry professionals in order to gather information about STEM in certain career fields with a focus on computer science related jobs where available.</p> <p>Objective 2: Students will attend one - two STEM studies per Institute at local businesses to gather information about</p>	<p>Outcome 1: 100% of SI: Imagine participants will work in groups to describe and present STEM aspects of careers</p> <ul style="list-style-type: none"> • 3rd grade: 3 careers • 4th grade: 4 careers • 5th grade: 5 careers <p>Outcome 2: During SI: Improve, 100% of students will produce a TED Talk Capstone project detailing a real world STEM application.</p>	

Knox County Schools
Think About It: SySTEMatiCally Preparing Students for the Workforce

	<p>STEM in different career fields - with a focus on computer science related jobs where available.</p> <p>Objective 3: Students will engage in a collaborative research project that will increase their knowledge of the major work of different STEM careers with a focus on computer science related jobs where available.</p> <p>Objective 4: During STEM Institute: Improve, students will participate in an externship where they will shadow an industry professional.</p>	<p>Outcome 3: 50% (285/570) of student participants entering high school during the grant period (5th graders in SY19-20) will pursue STEM-related fields of study, a higher rate than their peers.</p> <p>Outcome 4: 50% (285/570) of student participants will pursue STEM-related careers, a higher rates than their peers.</p>	
<p>Goal 3: Increase in STEM Institute Competencies as demonstrated in the classroom and community</p>	<p>Objective 1: During STEM Institute: Imagine students will learn about STEM Institute Competencies. Students will work throughout the year to earn points related to the Competencies.</p> <p>Objective 2: Teachers from previous and current years will rate students on STEM Institute Competencies</p>	<p>Outcome 1: 75% (427/570) of students attending the entire STEM Institute will earn 80% or more of their points related to STEM Institute Competencies</p> <p>Outcome 2: 100% (570/570) of students attending the entire STEM Institute will show a steady score or growth in their personal STEM Institute Competencies scores from one year to the next.</p>	
<p>Goal 4: 570 students will increase access to and interest in STEM education through participation in TAI</p>	<p>Objective 1: TAI will engage 5th grade students in Year 1</p> <p>Objective 2: TAI will engage 3rd - 5th grade students annually thereafter until funding ends</p>	<p>Outcome 1: 100 5th grade students will be recruited, engaged, and participate in TAI</p> <p>Outcome 2: A total of 570 3rd - 5th grade students will be recruited, engaged, and participate in TAI</p>	

**STEM Institute Competency Challenge
Relates to Goal 3**



STEM Competency/Soft Skill	Challenge: Each challenge met earns 1 point	Point Earned? Y/N
Attendance	Students maintain a 93% or higher attendance rate.	
Tardiness	Students have fewer than 10 tardies in the school year.	
Discipline at School	Students have 3 or less office referrals during the school year.	
Appropriate behavior during STEM Institute programs	Students will demonstrate appropriate behavior with no discipline issues during all STEM Institute events.	
Grades	Students will maintain at least a C average on their report card throughout the school year.	
Collaboration	Students will provide evidence of participating in at least three collaboration activities outside of the STEM Institute.	
Critical Thinking	Students will demonstrate perseverance in working through tasks and challenges as evidenced by a statement produced by classroom teacher.	
Creativity	Students will demonstrate their creativity attributes as evidenced by turning in at least 3 products in their portfolio.	
Communication	Students will demonstrate appropriate communication skills as evidenced by statements of support from: classroom teacher, STEM Institute staff, and an industry partner using a provided checklist.	
Volunteer in your school or community	Students will participate in at least 3 volunteer opportunities throughout the school year.	
Engineering Design Process	Students will engage in at least 3 opportunities to implement the Engineering Design Process.	

**STEM Institute Competency Challenge
Relates to Goal 3**



Leadership	Students will demonstrate leadership qualities by leading a group during at least one STEM Challenge or STEM Task.	
Organization	Students will demonstrate organizational skills during STEM Challenges and STEM Tasks as well as with their work habits and classroom space as evidenced by statements of support from a classroom teacher and STEM Institute staff using a provided checklist.	
Computer Science	Student will successfully create an STEM Industry themed game using Bloxels	
Points Earned: / 14		
Tennessee Social and Personal Competencies		
The following social and personal competencies created by the Tennessee Department of Education are aligned to the STEM Institute Competencies:		
Self Awareness	1B. Demonstrate an awareness of his/her personal qualities and interests.	
	1C. Demonstrate an awareness of his/her strengths and limitations	
	1E. Identify external and community resources and supports	
Self Management	2B. Set, monitor, adapt, and evaluate his/her goals to achieve success in school and life.	
Social Awareness	3A. Demonstrate awareness and consideration of other people's emotions, perspectives, and social cues.	
	3C. Demonstrate an awareness and respect for human dignity, including culture and differences.	
Relationship Skills	4A. Use positive communication and social skills to interact effectively with others.	
	4B. Develop and maintain positive relationships.	

STEM Institute Competency Challenge
Relates to Goal 3



	4C. Demonstrate an ability to prevent, manage, and/or resolve interpersonal conflicts in constructive ways.
Responsible Decision-Making	5B. Develop, implement, and model effective decision-making skills to deal responsibly with academic and social situations.

Students earning 0-4 points earn a S on the STEM Institute Challenge.

Students earning 5-8 points earn a ST on the STEM Institute Challenge.

Students earning 9-11 points earn a STE on the STEM Institute Challenge.

Students earning 12-14 points earn a STEM on the STEM Institute Challenge.

Projected Numbers Table, Appendix H-5

Projected Numbers to be Served			
Year	Activities	Students Served Annually	Number of Schools
1 (Oct 18 – Sept 19)	Planning, STEM Institute (SI) Imagine	100 (5 th grade) new	5
2 (Oct 19 – Sept 20)	SI Plan, Challenge Day 1 & 2, SI Create, SI Improve, SI Imagine*	200 (3 rd , 4 th , and 5 th grades) new**	5 (Q1-Q3) – 10 (Q4)
3 (Oct 20 – Sept 21)	SI Plan, Challenge Day 1 & 2, SI Create, SI Improve, SI Imagine*	200 70 (3 rd grade) + 20 (4 th and 5 th grades) new**	10
4 (Oct 21 – Sept 22)	SI Plan, Challenge Day 1 & 2, SI Create, SI Improve, SI Imagine*	200 70 (3 rd grade) + 20 (4 th and 5 th grades) new**	10
5 (Oct 22 – Sept 23)	SI Plan, Challenge Day 1 & 2, SI Create, SI Improve, SI Imagine*	200 70 (3 rd grade) + 20 (4 th and 5 th grades) new**	10
Year 1-5		900***	10
<p>*New students will enroll in Q4 for STEM Institute Imagine</p> <p>**Years 2-5 are approximate numbers based on projected re-enrollments and attrition</p> <p>**Students may receive TAI for more than one year. Our estimation is 570 unduplicated students over the life of the project</p>			

Knox County Schools
**Think About It: SySTEMatiCally Preparing
Students for the Workplace**
Logic Model

Background/Need:

- STEM career opportunities are growing rapidly nationally (26% increase 2010-2020) and in Tennessee (43,000 jobs by 2022)
- STEM education varies widely across Knox County Schools
- Minorities and women continue to be underrepresented in STEM-related fields

Inputs:

Organizational Resources: Management and budgetary experience; Trained and professional staff; Ongoing Commitment to STEM education; Collaborative partners; Administrative staff;

External Resources:

EIR funding; Strong reputation; Knowledge; Strong collaborative partners for service linkages; external evaluation team

Location:

Knox County, Tennessee

Target Population:

570 unduplicated KCS students in grades 3-5 in 10 targeted schools over 5 years.

Project Activities:

- Parent Institute
- Partner Institute
- STEM Institutes: Imagine, Plan, Create, and Improve
- Biannual STEM Challenge Days
- Student Mentors
- Community Involvement
- Training and Dissemination

Outputs:

- Grades 3 – 5 STEM Institute curriculum developed
- 10 schools/570 students impacted by STEM Institute: Imagine
- 10 schools/570 students impacted by Fall STEM Challenge Day
- 10 schools/570 students impacted by STEM Institute: Create
- 10 schools/570 students impacted by Spring STEM Challenge Day
- 10 schools/570 students impacted by STEM Institute: Improve
- 50 partners and 570 parents trained and engaged

Outcomes:

Short-Term/Intermediate (based on improvement from school-specific baseline data):

- 50% increase STEM knowledge during SI: Imagine
- 90% increase STEM knowledge SI: Imagine to SI: Improve
- 90% produce written reflection
- 100% increase knowledge STEM careers
- 100% produce TED Talk Capstone
- 75% earn 80% of SI Competencies
- 100% show growth in SI Competencies

Long-Term:

- Successful interventions scaled up to other KCS locations
- Students more likely to pursue STEM study
- Students more likely to pursue STEM careers

Dissemination & Potential Impact:

Research shared; innovative solutions shared; framework made available for nationwide implementation

**ATTACHMENT A
KNOX COUNTY PROCUREMENT DIVISION
REFERENCES
REQUEST FOR PROPOSAL NUMBER 2805**

Vendor Name: _____

Proposers shall submit a list of three (3) projects of similar size which have been in service for at least one (1) year. Each vendor is responsible for obtaining approval to submit and confirming that the contact information provided for each reference is accurate. Knox County will not be responsible for gathering additional information for references that are incomplete or incorrect. References checks will be sent via email only. Reference Forms that cannot be delivered with the contact information listed, not returned prior to the deadline listed on the form, or not returned at all will be scored accordingly. Do not list Knox County Government or Knox County Schools as a reference.

Name of Firm: _____
Contact Person: _____ Phone Number: _____
Email Address: _____ Fax Number: _____
Nature of Contract: _____
Services Provided: _____
Dollar amount: \$ _____ (over life of contract)
Contract start date: _____ Contract end date: _____

Name of Firm: _____
Contact Person: _____ Phone Number: _____
Email Address: _____ Fax Number: _____
Nature of Contract: _____
Services Provided: _____
Dollar amount: \$ _____ (over life of contract)
Contract start date: _____ Contract end date: _____

Name of Firm: _____
Contact Person: _____ Phone Number: _____
Email Address: _____ Fax Number: _____
Nature of Contract: _____
Services Provided: _____
Dollar amount: \$ _____ (over life of contract)
Contract start date: _____ Contract end date: _____

ATTACHMENT B
KNOX COUNTY PROCUREMENT DIVISION
INSURANCE CHECKLIST
REQUEST FOR PROPOSAL NUMBER 2805

THE CERTIFICATE OF INSURANCE MUST SHOW ALL COVERAGES & ENDORSEMENTS WITH "YES" AND ITEMS 20 TO 24.

REQUIRED:	NUMBER	TYPE OF COVERAGE						COVERAGE LIMITS																																																	
YES	1.	WORKERS COMPENSATION						STATUTORY LIMITS OF TENNESSEE																																																	
YES	2.	EMPLOYERS LIABILITY						\$100,000 PER ACCIDENT \$100,000 PER DISEASE \$500,000 DISEASE POLICY LIMIT																																																	
YES	3.	AUTOMOBILE LIABILITY						COMBINE SINGLE LIMIT (Per-Accident)	\$1,000,000																																																
		<table border="1" style="width: 100%;"> <tr> <td style="width: 5%;">X</td><td style="width: 15%;">ANY AUTO-SYMBOL (1)</td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>						X	ANY AUTO-SYMBOL (1)																																															BODY INJURY (Per-Person)	
X	ANY AUTO-SYMBOL (1)																																																								
								BODY INJURY (Per-Accident)																																																	
								PROPERTY DAMAGE (Per-Accident)																																																	
YES	4.	COMMERCIAL GENERAL LIABILITY						LIMITS																																																	
		CLAIM MADE				X	OCC	EACH OCCURRENCE	\$ 1,000,000																																																
								FIRE LEGAL LIABILITY	\$ 100,000																																																
								MED EXP (Per person)	\$ 5,000																																																
		GEN'L AGGREGATE LIMITS APPLIES PER						PERSONAL & ADV INJURY	\$ 1,000,000																																																
		POLICY	X	PROJECT		LO		GENERAL AGGREGATE	\$ 2,000,000																																																
								PRODUCTS-COMPLETED OPERATIONS/AG GREGATE	\$ 2,000,000																																																
NO	5.	PREMISES/OPERATIONS						\$1,000,000 CSL BI/PD EACH OCCURRENCE \$2,000,000 ANNUAL AGGREGATE																																																	
YES	6.	INDEPENDENT CONTRACTOR						\$1,000,000 CSL BI/PD EACH OCCURRENCE \$1,000,000 ANNUAL AGGREGATE																																																	
NO	7.	CONTRACTUAL LIABILITY (MUST BE SHOWN ON CERTIFICATE)						\$1,000,000 CSL BI/PD EACH OCCURRENCE \$1,000,000 ANNUAL AGGREGATE																																																	
NO	8.	XCU COVERAGE						NOT TO BE EXCLUDED																																																	
YES	9.	UMBRELLA LIABILITY COVERAGE						\$1,000,000																																																	
NO		PROFESSIONAL LIABILITY																																																							
NO	10.	ARCHITECTS & ENGINEERS						\$1,000,000 PER OCCURRENCE/CLAIM																																																	
NO		ASBESTOS & REMOVAL LIABILITY						\$2,000,000 PER OCCURRENCE/CLAIM																																																	
NO		MEDICAL MALPRACTICE						\$1,000,000 PER OCCURRENCE/CLAIM																																																	
NO		MEDICAL PROFESSIONAL LIABILITY						\$1,000,000 PER OCCURRENCE/CLAIM																																																	
NO	11.	MISCELLANEOUS E & O						\$500,000 PER OCCURRENCE/CLAIM																																																	
NO	12.	MOTOR CARRIER ACT ENDORSEMENT						\$1,000,000 BI/PD EACH OCCURRENCE UNINSURED MOTORIST (MCS-90)																																																	
NO	13.	MOTOR CARGO INSURANCE																																																							
NO	14.	GARAGE LIABILITY						\$1,000,000 BODILY INJURY, PROPERTY DAMAGE PER OCCURRENCE																																																	
NO	15.	GARAGEKEEPER'S LIABILITY						\$500,000 COMPREHENSIVE \$500,000 COLLISION																																																	
NO	16.	INLAND MARINE BAILEE'S INSURANCE						\$																																																	
NO	17.	DISHONESTY BOND						\$																																																	
NO	18.	BUILDERS RISK						PROVIDE COVERAGE IN THE FULL AMOUNT OF THE CONTRACT UNLESS PROVIDED BY OWNER.																																																	
NO	19.	USL&H						FEDERAL STATUTORY LIMITS																																																	

20. Carrier rating shall be Best's Rating of A-VII or better or its equivalent.

21. Notice of cancellation, non-renewable or material changes in coverage shall be provided to County at least 30 days prior to action. The words "Endeavor To" and "But Failure To" (to end of sentence) are to be eliminated from the notice of cancellation provision on standard accord certificates.

22. The County shall be named as an additional insured on all policies except Workers' Compensation and Auto. Endorsement Page(s) shall be submitted with each COI for the duration of the Contract term.

23. Certificate of Insurance shall show the RFP number and title.

24. Other insurance required _____.

Insurance Agent's Statement and certification: I have reviewed the above requirements with the Proposer named below and have advised the Proposer of required coverage.

Agency Name: _____ Authorizing Signature: _____

Proposer's Statement and Certification: If awarded the Contract, I will comply with the Contract insurance requirements.

Proposer's Name: _____ Authorizing Signature: _____

ATTACHMENT C
KNOX COUNTY PROCUREMENT DIVISION
AFFIDAVIT OF COMPLIANCE WITH TENNESSEE CRIMINAL HISTORY RECORD CHECK
REQUEST FOR PROPOSAL NUMBER 2805

AFFIDAVIT OF COMPLIANCE
WITH
TENNESSEE CRIMINAL HISTORY RECORDS CHECK
TENNESSEE CODE ANNOTATED, SECTION 49-5-413

(To be submitted with bid by contractor)

I, _____, President or other Principal

Officer of _____, swear or affirm that the

Name of Company

Company is in compliance with Public Chapter 587 of 2007, codified a Tennessee Code Annotated 49-5-413, in effect at the time of this proposal submission at least to the extent required of governmental entities. I further swear or affirm that the company is in compliance with Tennessee Code Annotated, § 49-5-413.

President or Principal Officer

For: _____
Name of Company

STATE OF TENNESSEE}
COUNTY OF _____ }

Subscribed and sworn before me by _____,

President or Principal Officer of _____,

On this _____ day of _____ 2_____.

Notary Public

My Commission expires: _____

**ATTACHMENT D
KNOX COUNTY PROCUREMENT DIVISION
IRAN DIVESTMENT ACT
REQUEST FOR PROPOSAL NUMBER 2805**

By submission of a response to RFP #2805, each proposer and each person signing on behalf of any proposer certifies, and in the case of a joint response each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each proposer is not on the list created pursuant to Tennessee Code Annotated § 12-12-106.

Authorizing Signature: _____
(sign in blue ink)

Title: _____ Date: _____