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**REQUEST FOR PROPOSAL**

**RFP #:** **23-001**

**TITLE:** **Music Production**

**DATE OF OPENING:** **Thursday, November 3, 2022**

**TIME:** **12pm (noon)**

**To All Providers:** Please submit a sealed proposal for Music Production for Roosevelt High School. The District will receive sealed proposals until and no later than **3:00 PM on Wednesday, November 2, 2022**. Proposals received after the stated date and time will be returned to the sender, unopened. Proposals must be submitted in a sealed envelope marked on the outside:

**RFP#:** **23-001**

**TITLE:** **Music Production**

All completed proposals must be **RECEIVED no later than 3:00 PM on Wednesday, November 2, 2022**, by:

Dr. Elizabeth Ten Dyke  
Director of Grants and Funded Program  
Roosevelt High School  
240 Denton Place  
Roosevelt, NY 11575

Please carefully review the RFP. Send any questions to Dr. Elizabeth Ten Dyke [etendyke@rufsd.org](mailto:etendyke@rufsd.org) by the close of business on Friday, October 21, 2022. Answers to all questions received by 5:00 PM on Friday, October 21, 2022 will be posted on the district's website by Wednesday, October 26, 2022, and emailed to applicants who submit a request to [etendyke@rufsd.org](mailto:etendyke@rufsd.org).

Proposals will be **OPENED at Noon on Thursday, November 3, 2022**. Any interested party may attend. There will be no discussion at the time of the opening of the proposals.

Proposals shall be irrevocable for a minimum of sixty (60) days from the date of proposal opening. Alterations to said proposals must be submitted in writing.

The Roosevelt Union Free School District Board of Education reserves the right to reject any or all proposals that it considers not to be in the school district's best interest.

Please read the attached material carefully before submitting your proposal. Incomplete proposals will not be considered.

## **PURPOSE STATEMENT**

The Roosevelt Union Free School District seeks to enrich the educational program of Roosevelt High School Students by offering an after-school program in Music Production utilizing Protools and specializing in Hip Hop. The program will provide students with a foundation of understanding, mixing, and mastering sound. The goals of the program include but are not limited to training students in the skills necessary to succeed in today's independent/commercial sound recording industry. Instruction will include technical, philosophical, and creative components of audio engineering in addition to the essential business principles of running a home or professional music studio, managing studio personnel, and more.

## **GENERAL ELIGIBILITY**

**The following eligibility requirements must be met in order for proposals to be considered for funding:**

### **ALL PROSPECTIVE COLLABORATING VENDORS MUST DEMONSTRATE THE FOLLOWING:**

- **Demonstrate a strong foundation in Protools and other relevant music applications.**
- **Must own or have access to a professional recording/engineering studio.**
- **Must demonstrate a foundation in the music industry, audio engineering, mixing/mastering sound and music composition.**
- **Experience working with artists in producing, composing, and sound quality**
- **Available to instruct Roosevelt High School Students in an after-school program, from September to June, from approximately 3:00 PM to 6:00 PM.**
- **Be available to serve 10- 15 student per year.**
- **Familiarity with MAC computers/MAC lab; and other technology to enhance sound quality and production.**
- **Demonstrated ability to teach a curriculum which is sequential and results in a tangible work product created by students.**
- **Demonstrated ability to build relationships with high school students and work effectively and successfully with student learners.**
- **Demonstrated prior experience placing students in music industry internships, networking, and supporting the development of the business of music.**

### **PROPOSAL REQUIREMENTS:**

The proposal must follow the format outline below. Incomplete submissions will not be considered for award.

Each page of the proposal should state the Agency's name submitting the proposal, the RFP number, and the page number. Proposals should be prepared in 12-point Times New Roman Font, with 1.5 line spacing and 1-inch margins.

Roosevelt Union Free School District reserves the right to request additional updates or material at any time. All material submitted in response to this RFP will become the property of the Roosevelt Union Free School District and is subject to public disclosure as required by law. The submission of a proposal shall constitute waiver of any claims against the District, its Board of Education, the Board's agents, officers, trustees, attorneys, and employees, all in their individual and corporate capacities, that the District has violated the vendor's right to privacy, disclosed trade secrets, or caused damage by disclosure of the proposal.

#### **PROPOSAL OUTLINE:**

- A. Describe professional experience with Protools and other music applications.**
- B. Describe ownership of or access to professional recording/engineering studio.**
- C. Summarize prior experience in the music industry, audio engineering, mixing/mastering sound and music composition**
- D. Summarize prior experience working professionally with artists in producing, composing, and sound quality**
- E. Summarize prior experience working successfully with high school students and/or other young learners**
- F. Include proposed curriculum, including the scope and sequence of lessons, and a tangible final project students will complete**
- G. Summarize the technology the vendor will provide, including hardware and software, and summarize technology the vendor will need the school to provide**
- H. Summarize prior experience and success placing students in music industry internships and/or the music profession**
- I. Attach resumes of all proposed instructors.**
- J. Include proposed schedule for after school program and a comprehensive and detailed description of all fees.**

#### **METHOD OF DETERMINING AWARD AMOUNTS:**

Contracts will be awarded based upon the rank order of proposals that meet all eligibility requirements, as rated against the specified criteria.

## **APPLICATION REVIEW AND RATING:**

**Applications will be reviewed and scored by the Roosevelt Union Free School District Director of Grants, Roosevelt High School Assistant Principal overseeing the afterschool Alternative Learning Academy, and at least one additional Administrator qualified to evaluate the merit of proposals. The criteria for review are listed below. The District reserves the right to consider the quality of the overall application in addition to the proposed cost of program in order to award contracts to applicants best qualified to meet the needs of Roosevelt students and families.**

Rating Guidelines—each proposal will be rated as follows. Each element (A – J) will be scored on a scale of 0 – 10. All final scores will have a maximum total score of 100.

Very Good (10 points) - Specific and comprehensive. Complete, detailed, and articulated information as to how the criteria are met. Well-conceived and thoroughly developed ideas.

Good (8 points) - General but sufficient detail. Adequate information about how the criteria are met, but some areas are not fully explained, and questions remain—some minor inconsistencies and weaknesses.

Fair (5 points) - Sketchy and non-specific. Criteria appear to be minimally met, but limited information is provided about the approach and strategies. Lacks focus and detail.

Poor (3 points) - Does not meet the criteria, fails to provide information, provides inaccurate information, or provides information that requires substantial clarification on how the criteria are met.

N/A (0 points) - Does not address the criteria or re-states the criteria.

- A. Professional experience with Protools and other music applications.**
- B. Ownership of or access to professional recording/engineering studio.**
- C. Prior experience in the music industry, audio engineering, mixing/mastering sound and music composition**
- D. Prior experience working professionally with artists in producing, composing, and sound quality**
- E. Prior experience working successfully with high school students and/or other young learners**
- F. Proposed curriculum, including the scope and sequence of lessons, and a tangible final project students will complete**
- G. Technology the vendor will provide, including hardware and software, and technology the vendor will need the school to provide**
- H. Prior experience and success placing students in music industry internships and/or the music profession**
- I. Attached resumes of all proposed instructors.**
- J. Proposed schedule for after school program and include comprehensive and detailed description of all fees.**

# REQUEST FOR PROPOSAL

**Applicants must include the following pages at the front of their application:  
Cover Page, Cost Information, Non-Collusive Bidding Certification, Certification of Compliance with  
Iran Divestment, Certification of Sexual Harassment Policy**

## COVER PAGE

<b>Agency Name:</b>		
<b>Address:</b>		
<b>City, State, Zip</b>		
<b>Phone / email</b>		
<b>Chief Executive</b>	<b>Signature</b>	<b>Name and Title</b>

**The District will *receive* sealed proposals up to but no later than 3:00 PM on Wednesday, November 2, 2022. Proposals received after the stated date and time will be returned to the sender, unopened. Proposals must be submitted to Dr. Elizabeth Ten Dyke, Director of Grants and Funded Programs, Roosevelt Union Free School District, 240 Denton Place, Roosevelt, NY 11575; 516-345-7074; [etendyke@rufsd.org](mailto:etendyke@rufsd.org).**

# COST INFORMATION

All bidders **must** include the financial/student information, sign and date the page and include it with your proposal.

Total Number of Students to be served 2022-23 school year	
Cost per student	
Total Fees for all aspects of the program	

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Name of Bidder/Company

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Name of Chief Executive Officer

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Signature of Chief Executive

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Date

# NON-COLLUSIVE BIDDING CERTIFICATION

## I. *General Bid Certification*

The proposer certifies that he will furnish the prices hereby quoted for the services as proposed in this bid.

## II. *Non-Collusive Bidding Certification*

By submission of this bid, the proposer certifies that he is complying with Section 103-d of the General Municipal Law of the State of New York as follows:

“Statement of non-collusion in bids and bids to political subdivision of the state. Every bid or proposal hereafter made to a political subdivision of the state or any public department, agency or official thereof where competitive bidding is required by statute, rule, regulation, or local law, for work of services performed or to be performed or goods sold or to be sold, shall contain the following statement subscribed by the Bidder and affirmed by such Bidder as true under the penalties of perjury: Non-collusion bidding certification”.

- a) By submission of this bid, each proposer and each person signing on behalf of any proposer certifies, under penalty of perjury, that to the best of knowledge and belief:
  1. The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other proposer or with any competitor.
  2. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the proposer and will not knowingly be disclosed by the proposer prior to opening, directly or indirectly, to any other proposer or to any competitor.
  3. No attempts have been made or will be made by the proposer to induce any other person, partnership, or corporation to submit or not to submit a bid for the purpose of restricting competition.
- b) A bid shall not be considered for award, nor shall any award be made where (a) (1) (2) and (3) above have not been complied with; provided, however, that if in any case the proposer cannot make the foregoing certification, the proposer shall so state and shall furnish with the bid a signed statement which sets forth in details the reason, therefore. Where (a) (1) (2) and (3) above have not been complied with, the bid shall not be considered for award nor shall any award be made unless the head of purchasing department, agency or official thereof to which the bid is made, or his designee, determines that such disclosure was not made for the purpose of restricting competition. The fact that a proposer (a) has published price lists, rates, or tariffs covering items being procured, (b) has informed prospective customers of proposed or pending publication of new or revised price lists for such items, or (c) has sold the same items to other customers at the same prices being bid, does not constitute, without more, a disclosure within the meaning of subparagraph one (a).

Any bid hereafter made to any political subdivision of the state or any public department, agency or

official thereof by a corporate proposer for work or services performed or to be performed or goods sold or to be sold, where competitive bidding is required by statute, rule, regulation or local law, and where such bid contains the certification referred to in subdivision one of the section, shall be deemed to have been authorized by the board of directors of the proposer, and such authorization shall be deemed to include the signing and submission of the bid and the inclusion therein of the certificated as to non-collusion as the act and deed of the firm.

Dated: \_\_\_\_\_, 20

\_\_\_\_\_  
Name of Bidder/Proposer

\_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
Printed or Typed Name of Official and Title

\_\_\_\_\_  
Company Name

Sworn to before me this  
\_\_\_\_ day of \_\_\_\_\_, 20

\_\_\_\_\_  
Notary Public

Seal



# CERTIFICATION OF COMPLIANCE WITH IRAN DIVESTMENT ACT OF 2012

In accordance with General Municipal Law §103-g, which generally prohibits the School District from entering into contracts with persons engaged in investment activities in the energy sector of Iran, the bidder/proposer submits the following certification:

## **Bidder/Proposer's Certification** [Please Check One]

By submission of this bid or proposal, each bidder/proposer and each person signing on behalf of any bidder/proposer certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief, that each bidder/proposer is not on the list created by the Office of General Services (OGS) pursuant to paragraph (b) of subdivision 3 of Section 165-a of the State Finance Law.

I am unable to certify that my name and the name of the bidder/proposer does not appear on the list created pursuant to paragraph (b) of subdivision 3 of Section 165-a of the State Finance Law. I have attached a signed statement setting forth in detail why I cannot so certify.

Dated: \_\_\_\_\_, 20

\_\_\_\_\_  
Name of Bidder/Proposer

\_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
Printed or Typed Name of Official and Title

\_\_\_\_\_  
Company Name

Sworn to before me this  
\_\_\_\_ day of \_\_\_\_\_, 20

\_\_\_\_\_  
Notary Public

Seal

**CERTIFICATION – SEXUAL HARASSMENT POLICY**

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that the bidder has and has implemented a written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment prevention training to all of its employees. Such policy shall, at minimum, meet the requirements of section two hundred one of the labor law.

Dated: \_\_\_\_\_, 20

\_\_\_\_\_  
Name of Bidder/Proposer

\_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
Printed or Typed Name of Official and Title

\_\_\_\_\_  
Company Name

Sworn to before me this  
\_\_\_\_ day of \_\_\_\_\_, 20

\_\_\_\_\_  
Notary Public

Seal