



**BRISTOL TENNESSEE CITY SCHOOLS  
Invitation to Bid**

**BTCS RFP #26-011  
Student Support Coordinators  
(grant funded)**

Date Advertised: June 16, 2026

Opening Date: June 30, 2026, at 9:00 AM Prevailing Local Time

Include the bid reference number on the bid envelope.

Submit Bids to:

Purchasing Department  
Bristol Tennessee City Schools  
615 Martin Luther King Jr. Blvd.  
Bristol, TN 37620

**Bristol Tennessee City Schools**  
Invitation to Bid

Bid Reference No. 26-011

TABLE OF CONTENTS

	<u>Enclosed</u>
I. Instructions to Vendors	X
II. Solicitation General Terms and Conditions	X
III. Special Conditions – Federal Contracting Requirements	
IV. Description of Requirements and Specifications	X
V. Bid Pricing Sheet	X
VI. Required Certification Forms:	
Certificate of Compliance	X
Compliance with Tennessee Public Chapter #587	X
Drug-Free Affidavit	X
Iran Divestment Act Certification of Non-inclusion	X
Non-boycott of Israel Certification	X
Certification Regarding Lobbying	X
Debarment and Suspension Certification	X
Non-collusion Affidavit	X
VII. Insurance Checklist	X

**Bristol Tennessee City Schools**  
INSTRUCTIONS TO VENDORS

1. Each bid/proposal must be signed by the respondent with his/her original signature for consideration. Responses by a partnership must be signed with the partnership name by one of the members of the partnership, or by an authorized representative, followed by the signature and title of the person signing. Responses by corporations must be signed with the name of the corporation, followed by the signature and designation of the president, secretary, or person authorized to legally bind the corporation.
2. Solicitation responses must be received prior to the specified time of closing as designated in the invitation. Solicitation responses received late will be returned unopened.
3. Envelopes must be sealed when submitted and must be properly noted with the solicitation reference number and the description of the solicitation. Separate submissions must be submitted for each reference number. The school system will not be held responsible for the premature opening of unmarked envelopes if sent through a regular mailing system. Facsimile transmissions of proposal documents will not be accepted.
4. If questions are mailed, do not place the solicitation number on the outside of the envelope containing questions. The school system may identify such an envelope as a sealed submission and may not open it until the official solicitation due date. Vendors must clearly understand that the only official answer or position will be the one stated in writing.
5. Solicitation responses containing erasures or corrections thereon will be rejected unless said erasures or corrections are noted over the initials or signature of the authorized signer.
6. References in the *Description of Requirements and Specifications* describing the material, supplies, or services required of a particular trade name, catalog or model number are made for descriptive purposes to guide the bidder/proposer in interpreting the type of material or supplies or nature of the work described. They should not be construed as excluding offers on other type of materials and supplies or of performing the work in a manner other than specified. However, attention is called to Paragraph 5 of the *Solicitation General Terms and Conditions* which must be strictly adhered to.
7. All solicitation responses shall remain valid for a period of ninety (90) days after solicitation opening unless a longer period is otherwise stated herein.
8. Solicitation responses are to be mailed to or delivered to Purchasing Department; Bristol Tennessee City Schools; 615 Martin Luther King Jr. Blvd.; Bristol, TN 37620. **One original and one copy** of each solicitation response must be submitted for review, unless otherwise stated.
9. The school system is tax-exempt, and sales tax is not to be included in the solicitation response. Any solicitation response including sales tax will be adjusted at the time of the opening. The school system's sales tax exemption will be provided to the selected vendor.
10. Proposers are solely responsible for their own expenses in preparation of solicitation responses and subsequent negotiations with the school system, if any.
11. In the event the awarded vendor fails to honor the submitted solicitation, the vendor will be declared non-responsible and removed from future bid opportunities. If the vendor is submitting equipment from current inventory, the solicitation response must be valid for a period of ninety (90) days after the opening and cannot be subject to prior sale provisions.

INSTRUCTIONS TO VENDORS (CONTINUED)

Page 2

12. In accordance with T.C.A. 62-6-119 all contractor license information, including electrical, plumbing, and HVAC must be listed on the outside of the solicitation response envelope for projects of \$25,000 or more. All masonry contractor information must be included for masonry portions of a project exceeding \$100,000. In order to comply, list the **name of the project, contract number, name, address, and contractor's license number of the vendor, expiration date of the Contractor's license, the classification applying to the solicitation, and date and time of opening.**

All contractor information must be included for any of the above types of contractors. If this information is not listed, the solicitation response will be deemed non-responsive.

13. If it becomes evident that a solicitation request must be amended, a formal written amendment will be issued to all known vendors. If necessary, a new due date will be established.

– End of Section –

**Bristol Tennessee City Schools**  
SOLICITATION GENERAL TERMS & CONDITIONS

**1. Acceptance, Rejection, and Postponement**

Issuance of a bid/rfp/rfq does not commit the school system to make an award. Bristol Tennessee City Schools (BTCS) reserves the right to postpone or reject any or all bids/rfps/rfqs, to waive informalities, and to accept the bid/rfp/rfq judged to be in the best interest of the school system. Any document superfluously provided and not requested in the solicitation document may not be considered.

**2. Addendums**

Addendum's will be issued to all known parties if needed and posted on BTCS's website (<http://www.btcs.org/business>). All addenda issued shall become part of the solicitation documents. It is the vendor's responsibility to determine and acknowledge any or all addendums issued for a solicitation.

**3. Award**

An award, if made, shall be to the lowest responsible, responsive vendor(s) or best proposal meeting quality and performance standards as described in the solicitation documents and whose proposal is determined to be in the best interest of the school system. BTCS also reserves the right to award this product/service based on other contracts in place (state or cooperative contracts), as may be in our best interest.

**4. Award Period**

The school system shall have 90 days to issue a contract. Any contract past that period must be mutually agreed upon by both parties.

**5. Brand Names**

By referencing a brand name or equal, BTCS intends to establish a minimum level of quality by which alternate offers can be judged. If an alternate is offered, the vendor must include complete descriptive literature and specifications that clearly describe the item and how it differs from the referenced item. Vendor reference to literature previously submitted will not satisfy this provision. Unless specified otherwise, it is understood that the referenced product will be furnished. BTCS alone will determine whether an alternate is equivalent and meets the standards of quality and performance for the school system's use. A sample or demonstration may be required at the expense of the vendor.

**6. Condition Standards**

It is understood and agreed that any item offered or shipped as a result of this solicitation shall be new and unused and the manufacturer's latest model unless otherwise called for in the solicitation.

**7. Default**

In case of vendor default or failure to provide material or service according to the solicitations, the school system may cancel this contract and acquire from another source and may recover any excess cost by (1) invoice; (2) deduction from an unpaid balance due; or (3) a combination of the aforementioned remedies or other remedies provided by law. All costs associated with default will be borne by the vendor. BTCS reserves the right to remove a company in default from the active vendor list for a time period to be determined by the Chief Financial Officer.

**8. Delivery**

Delivery/completion schedule must be clearly identified and realistically stated, as this may be a determining factor in the award.

**9. Discount and Payment**

Payment terms are Net 30 following receipt of the material or service and a correct invoice unless otherwise stated in the solicitation document. Partial payment will be allowed only if addressed in the solicitation.

**10. Drug-Free Workplace Program**

Required for construction services, encouraged for others. Law prohibits state or local governments from contracting for construction services with any private entity having five or more employees who has not furnished a written affidavit by its principal officer at the time of the bid or contract stating that the contractor is in compliance with the provisions of this act. Other organizations are encouraged to ensure that their workplace is Drug-Free.

**11. Equal Opportunity**

It is the policy of BTCS to ensure compliance with Title VI of the Civil Rights Act of 1964; 49 CFR, Part 21; related statutes and regulations to that end that no person shall be excluded from participation in or be denied benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance or any other funding source on the grounds of race, color, sex, national origin, or ancestry. By virtue of submitting a response to this solicitation, vendors agree to comply with the same non-discrimination policy.

**12. Evaluation**

Bids/RFPs/RFQs will be evaluated according to the criteria set forth in the document with the degree of importance determined by the school system.

**13. Examination of BIDS/RFPs/RFQS**

Bids and associated documents may be examined at the opening. Only the name of the respondent is read aloud for RFPs/RFQS. Prior to award, all solicitations are closed for review and inspection during the evaluation period.

**14. FOB (Free-On-Board) Point**

All prices quoted shall be FOB destination, freight prepaid and allowed unless otherwise stated in the solicitation document. The seller pays and bears the freight charges and owns the goods while they are in transit. Title passes at the designated school system location.

**15. Indemnification**

The vendor shall guarantee and certify by submitting a response to this solicitation that if successful, they shall indemnify and defend BTCS against any and all claims or legal actions arising as a result of their performance of the contract, whether or not such claims relate to damages or alleged damages sustained by physical injury to contractors personnel, subcontractors, school system employees or other persons, or against any lawsuits arising from alleged or actual patent infringements, and shall hold the school system, its various departments, employees, and any and all persons or entities acting on its behalf harmless from the same.

**16. Inspection**

All supplies or materials purchased as a result of this solicitation are subject to inspection and rejection by BTCS. Rejected materials will be returned at the vendor's expense.

**17. Insurance**

The vendor shall maintain, at their expense, such insurance as required by the solicitation as indicated in the insurance checklist. Such insurance shall protect BTCS for claims of damages which may arise during operations under this contract whether such operations be by the vendor or by any subcontractor or anyone directly or indirectly employed by either of them. Any required insurance shall be maintained for the term of the contract and beyond the term of the contract when so required in the solicitation.

**18. Iran Divestment Act**

Pursuant to the Iran Divestment Act Tenn. Code Ann. § 12-12-106 requires the State of Tennessee Chief Procurement Officer to publish, using creditable information freely available to the public, a list of persons it determines engage in investment activities in Iran, as described in § 12-12-105.

Inclusion on this list makes a person ineligible to contract with Bristol Tennessee City Schools; if a person ceases its engagement in investment activities in Iran, it may be removed from the list. The State of Tennessee list is available here: <https://www.tn.gov/generalservices/procurement/central-procurement-office--cpo-/library-/public-information-library.html>

**19. Licenses, Fees, Permits**

The vendor is responsible for furnishing the proper licenses, fees, and permits required by law to do business with the school system in completion of the project. All work shall be done in accordance with the latest building codes, state and federal laws relative to the contract. The respondent is solely responsible for complying with any city, county, state or national ordinances or laws that apply to the safe and legal operation of the business.

**20. Multiple Item Award**

The school system will determine the successful vendor(s) either on the basis of the individual line items or the total of all items. ALL OR NONE submittals must be clearly identified on the solicitation form and will be considered only if in the school system's best interest.

**21. Non-Boycott of Israel Act**

Pursuant to the Non-Boycott of Israel Act Tenn. Code Ann. § 12-4-119 requires that contracts of \$250,000+ to suppliers with 10 or more employees must certify that to the best of its knowledge and belief they are not boycotting Israel pursuant to Tenn. Code Ann. § 12-4-119 and will not during the full term of any award.

**22. Non-collusion Agreement**

By submitting this solicitation, the agent representing all officers, partners, owners, representatives, employees or interested parties of the vendor's firm certifies to the best of his/her knowledge and belief this bid/proposal to the school system has not been prepared in collusion with any other seller, proprietor, or manufacturer of similar products or services. The agent also certifies that the prices, terms and conditions of said bid/proposal have been arrived at independently and have not been communicated by the submitter, nor by any of the aforementioned firm associate to any other seller, proprietor, or manufacturer of similar products or services and will not be communicated prior to the official opening of said solicitation. The agent further states that no official or employee of the school system has promised any personal, financial or other beneficial interest, either directly or indirectly, in order to influence award of this solicitation.

**23. Parts and Services**

The successful vendor must be able to provide adequate parts and service for all items awarded. Service location and ability to perform may be a consideration in the award.

**24. Past Performance**

A vendor's past performance may be a consideration in the awarding of this contract. Please indicate if you have ever had a contract terminated for cause.

**25. Pre-Bid Meeting**

If attendance is mandatory, only those firms whose names are listed on the pre-bid attendance roster are then eligible to submit a solicitation.

**26. Pricing**

All pricing must appear in the spaces provided on the school system's form (if applicable) and be in ink or typed. Changes or corrections by the vendor must be initialed in ink by the person signing. No corrections may be made in pencil. Unit prices will prevail in case of an extension error. BTCS will correct math computation errors (unit price & totals). No pricing may be altered or amended after submittal deadline. Obvious mistakes will be given special consideration upon receipt of written request and full disclosure or evidence regarding pricing error.

**27. Proprietary Confidential Information**

Vendors are hereby notified that all information submitted as part of, or in support of, bids/proposals will be available for public inspection after award, in compliance with Tennessee Statutes unless the vendor additionally identifies a specific area or scope of data or other materials to be protected and details the reasons protection is necessary.

**28. Protest Procedure**

Any protest to the award of a contract by BTCS shall be submitted in writing to the Business Office and delivered not later than seven (7) calendar days from the date of the school system's award decision.

**29. Questions**

Questions must be received by the school system at least four (4) working days prior to the submittal deadline. No oral interpretations or instructions given by any school system employee or any other person shall apply. Changes relative to any solicitation will be in writing in the form of an addendum.

**30. Safety Standards**

All manufactured items and fabricated assemblies shall comply with applicable requirements of OSHA/TOSHA and any related standards thereto.

**31. Samples**

Samples will be furnished at no charge to the school system. They will remain in the Business Office for testing and evaluation until an award is made. Vendors are responsible for picking up their samples within two (2) weeks after the award. Samples not collected after that time shall become the property of the BTCS. Samples from the successful vendor will be held until delivery is received and accepted as being equal to the sample.

**32. Sealed Solicitation Openings**

Bids will be read aloud at the specified date and time as stated in the document. RFP's/RFQ's respondent names will be read aloud. All openings are public meetings. Bidders/proposers and interested persons are invited to attend. The school system reserves the right to postpone any solicitation opening under circumstances warranting such action, including but not limited to instances when BTCS receives fewer than two responses.

**33. Signatures on Bids**

When submitting a bid, the bid form must contain the full name and address of the company and be signed in ink by a person authorized to bind that company to a contract. Unsigned paper bids will not be considered, read, or tabulated. Bid documents may not be signed during or after the bid opening, even if a representative is present.

**34. Submittals of Sealed BIDs/RFPs/RFQs**

Any forms furnished by the school system must be completed and returned as specified in the solicitation, otherwise response will be considered as non-responsive. Paper submittals shall be sealed in an envelope. No solicitation received after closing time shall be considered. The official time for paper submittals will be that of the date and time clock in the Business Office. Late submittals will not be accepted.

**35. Taxes**

BTCS is exempt from federal excise tax, state sales tax, and city sales tax. Contractors are not exempt from the use tax on materials and supplies used in the production of an item or in the performance of a repair or construction contract. Tax exemption certificates will be furnished upon request.

**36. Tennessee Criminal History Records Check**

In submitting a bid or proposal, you are certifying that you are aware of the requirements imposed by T.C.A. §49-5-413(d) to conduct criminal background checks through the Tennessee Bureau of Investigation and the Federal Bureau of Investigation on yourself and any of your employees who may come in direct contact with students or who may come on or about school property anytime students are present.

You are further certifying that at no time will you ever permit any individual who has committed a sexual offense or who is a registered sex offender to come in direct contact with children or to come on or about school property while students are present.

**37. Term of Contract**

Unless otherwise stated, BTCS reserves the right to purchase like items at the same contract price for a period of one year from the award date subject to the agreement of both parties. The school system may cancel any contract for cause following written notification of intent.

**38. Title IX**

Title IX of the Education Amendments of 1972 prohibits discrimination based on gender in all programs or activities that receive federal financial assistance. Title IX also includes same gender harassment as well as student-to-student harassment.

**39. Warranty**

Unless otherwise specified by the school system, all items shall be guaranteed for a minimum period of one (1) year against defects in material and workmanship.

**Bristol Tennessee City Schools**  
DESCRIPTION OF REQUIREMENTS AND SPECIFICATIONS

**Student Support Coordinator/Case Manager Services Providers**

**Scope of Work**

Bristol Tennessee City Schools (BTCS) is seeking proposals from qualified organizations to provide Student Support Coordinator services designed to improve student behavior, attendance, school connectedness, family engagement, and access to community-based support services. Funds are earmarked through the Stronger Connections Grant.

Student Support Coordinators shall provide in-person services and support the district's Multi-Tiered System of Supports (MTSS), RTI<sup>2</sup>-A, RTI<sup>2</sup>-B, mental health awareness initiatives, school safety initiatives, and Stronger Connections Grant priorities. Services shall focus on identifying barriers to student success, Tier I, Tier II and Tier III programming and interventions, strengthening family-school partnerships, improving student engagement, supporting positive behavioral outcomes, and facilitating referrals to appropriate community resources to support basic needs and mental health.

The selected provider shall work collaboratively with the BTCS Supervisor of Student Services, school administrators, school counselors, attendance teams, behavior teams, MTSS teams, family engagement personnel, and community partners.

The service provider's employees and/or agents must be trained to offer and perform services delivered within the confines of the contract and in accordance with BTCS policies and state law.

**Contract Term**

The contract period shall begin July 20, 2026, and conclude September 30, 2026.

**A. Scope of Services:**

The service provider's employees and/or agents must be trained to offer and perform services delivered according within the confines of state law.

**A. Student Support Coordinator Staffing and Service Requirements**

1. The service provider shall provide qualified Student Support Coordinators to support Multi-Tiered Systems of Support in Tier I, Tier II and Tier II including behavior, attendance, family engagement and school connectedness. They will provide referral coordination services throughout Bristol Tennessee City Schools.
2. Student Support Coordinators shall provide in-person services five (5) days per week and shall follow the Bristol Tennessee City Schools faculty and staff calendar, including assigned workdays, in-service days, professional development activities, and meetings as requested by BTCS. Any modifications to the work schedule shall be mutually agreed upon by the service provider and BTCS.
3. BTCS anticipates funding up to seven (7) Student Support Coordinator positions under this agreement. Actual staffing levels may be adjusted based on available funding and district needs. Additional services providers could be added with student populations over 700.

4. Student Support Coordinators shall be assigned to schools by BTCS.
5. The district anticipates assigning one (1) Student Support Coordinator to each school campus. Initial assignments may include:
  - a) Anderson Elementary School
  - b) Avoca Elementary School
  - c) Fairmount Elementary School
  - d) Haynesfield Elementary School
  - e) Holston View Elementary School
  - f) Bristol Tennessee Middle School
  - g) Tennessee High School / Viking Academy
6. Student Support Coordinators shall support all students identified through district and school-level processes and may support districtwide initiatives or emerging student needs.
7. Student Support Coordinators shall work collaboratively with school administrators, school counselors, district attendance personnel, MTSS teams, RTI<sup>2</sup>-A teams, RTI<sup>2</sup>-B teams, safety teams, and other student support personnel.
8. Student Support Coordinators shall participate in school and district meetings as requested, including attendance meetings, behavior meetings, MTSS meetings, student support meetings, family engagement activities, and professional development opportunities.
9. Student Support Coordinators shall assist schools with student intake processes, student support planning, attendance interventions, behavioral interventions, family outreach, referral coordination, and school connectedness initiatives.
10. Student Support Coordinators shall coordinate services and support across schools and district departments as needed to ensure students and families receive appropriate interventions and referrals.
11. The service provider and assigned personnel shall comply with all applicable district policies, procedures, student confidentiality requirements, Individualized Education Programs (IEPs), Section 504 Plans, physician orders, state law, and federal law.
12. The service provider shall designate a supervisor who will regularly communicate with BTCS regarding staffing, program implementation, personnel performance, reporting requirements, and service delivery expectations.
13. Participate in required safety trainings.
14. Maintain documentation and collect and report data of services, interventions, contacts, referrals, and outcomes. Assist the System with data collection as requested.
15. Follow the guidelines of TCA 49-5-413; required all employees in a position requiring proximity to, or providing direct student care, to submit to a fingerprinting and criminal history records check to be conducted by the Tennessee Bureau of Investigation prior to permitting the person to have contact with the children or enter school grounds. A copy of the results of the investigation will be provided to the System. No employee of the service provider whose records check indicates that he/she has been convicted to an offense that is classified as a sexual offense or a violent sexual offender as defined in 40-39-202 shall be allowed to enter the school ground.

Proposals should include the base rate to provide these services. If the vendor can provide additional resources or services, please provide that information separately from the contracted rate.

**BTCS Responsibilities:**

1. Assign one person to act as primary point of contact with the chosen provider.

2. Provide a point of contact between District and service provider whose duties include monitoring scheduling, team collaborations, data collection, medical records management, and policy adherence and updates.
3. Provide the chosen contractor with access to all relevant BTCS policies, goals, strategies, and communications.
4. BTCS shall provide appropriate space to provide support services in each building.
5. Provide space, utilities, maintenance, housekeeping, security, and safe access as available. Strive to obtain the most appropriate space available for their work.
6. Provide access to students during instructional time according to mutually developed procedures, preferable study hall period or other non-academic time.

### **Projected Timetable**

The following projected timetable should be used as a working guide for planning purposes. Owner reserves the right to adjust this timetable as required during the course of the process.

<b><u>Event</u></b>	<b><u>Date</u></b>
Invitation to Bid Issued	June 16, 2026
Bids Due/Bid Opening	June 30, 2026, at 9:00 am
Award of Contract/Notice to Proceed	No later than July 21, 2026

### **Payment**

Upon completion of delivery and acceptance by the Owner, the successful bidder is to submit an invoice to the owner for payment. Owner will make payment to the bidder within 30 days of receipt of the invoice.

### **Safety Regulations**

The bidder is solely responsible for complying with any city, county, state or national ordinances or laws that apply to the safe and legal operation of the business. This may include, but is not limited to, compliance with TOSHA regulations.

### **Respondent Requirements**

1. Complete and sign the **Bid Pricing Sheet** included in this package in the next section.
2. Provide a minimum of three (3) references with contact name, telephone number, and email address, three (3) of which are required to be K-12 references.
3. Provide an organizational chart for the organization.

### **Additional Terms and Conditions**

- Direct all questions related to the bid specifications to Kristie Coleman, Supervisor of Student Services, no later than three business days prior to the bid opening.

- Questions may be submitted by mail, fax, or e-mail (preferred):

Mail: Kristie Coleman, Ed.D.  
Supervisor of Student Services  
Bristol Tennessee City Schools  
615 Martin Luther King Jr. Blvd.  
Bristol, Tennessee 37620

Fax: (423) 652-9238  
Telephone: (423) 652-9451  
E-mail: colemank@btcs.org

Vendor's questions that alter the scope of the invitation to bid will be addressed via the issuance of a bid addendum to the invitation to bid.

### **Submitting Proposals**

The proposal shall be submitted on the ***Proposal Form*** furnished as part of this RFP document and be duly executed and without qualifications. Proposals must be signed by an officer or employee having the authority to bind the company or firm by his or her signature. In addition to the required form of proposal, it is acceptable and preferred that the proposer attach a scope letter on the proposer's letterhead detailing the work proposed by the proposer.

Owner shall consider the qualifications of the proposers, their subcontractors or representatives, and may conduct investigations as deemed necessary in order to evaluate any person or groups of persons designated to perform provide the services/products. The proposer shall state the organization's qualifications, experience, and details.

**TWO COPIES** of the proposal should be sealed in an envelope and marked on the outside of the envelope, RFP #26-011 – Student Support Coordinators. Bristol Tennessee City Schools will not be held responsible for the premature opening of unmarked envelopes if sent through the regular mailing system.

### **Method of Source Selection**

The System is using the competitive proposal method of source selection, as authorized by the Bristol Tennessee City School System for this procurement.

Awards, if made, will be made to the responsible proposer whose proposal is most advantageous to Bristol Tennessee City Schools, taking into consideration price and the other factors set forth in the RFP.

Owner may conduct discussions with responsible proposers that may be selected for the award for the purpose of clarification to assure full understanding of and responsiveness to solicitation requirements.

### **Contract Renewal and Continuation of Services**

The initial contract term shall begin July 1, 2026, and conclude September 30, 2026.

Subject to satisfactory performance, mutual agreement of both parties, approval by the Bristol Tennessee City Schools Board of Education when required, and the availability of funding, the contract may be extended beyond September 30, 2026, through the remainder of the current school year and may thereafter be renewed for additional school years to the extent permitted under Tennessee law.

BTCS may elect to continue funding services through federal grants, state grants, local funds, or other available funding sources.

In the event BTCS funding is no longer available, BTCS shall have no obligation to continue payment for services beyond the funded contract period.

Nothing in this agreement shall prohibit the service provider from seeking and obtaining independent grant funding or other external funding sources to continue services within BTCS. The service provider shall provide written notification to BTCS of any funding secured for services within the district. Any continuation of services within BTCS schools shall be subject to a mutually agreed upon scope of services, staffing assignments, service schedules, reporting requirements, and compliance with all applicable district policies and procedures.

Any continuation of services beyond the original contract term shall be documented.

The System will evaluate the responses based upon the information supplied by the proposer. Criteria for evaluations will include:

	Category	Weight	Superior	Good	Poor	Don't know	N/A
1.	The special knowledge or expertise of the proposer (e.g. experience and qualifications of the proposer, its owners, directors, officers, and employees)	25%					
2.	Fee schedule and pricing	25%					
3.	Suitability of the proposer for the System's needs	20%					
4.	Quality of the service provided by the proposer	15%					
5.	Credentials and applicable certifications of the proposer	10%					
	Organizational chart provided	5%					
		100%					

From the proposals received, the System may select a short list. The short list of proposers may be requested to attend an interview or meeting with the selection committee. The undersigned acknowledges that there will be no cost to the System pertaining to the submission of its proposal or attending any meeting or interview. The System has the right to reject any and all proposals if, in its opinion, the best interest of the System will thereby be promoted.

### **References**

Each proposer is required to provide three (3) references from organizations similar in size and scope of BTCS (approximately 330 students per grade level) that the proposer has provided the same or similar deliverables within the past three (3) years. Respondents are required to include names, e-mails, and phone numbers of contacts familiar with similar proposals. The System, in its sole discretion, will confirm the Proposer's experience and/or ability to provide the services required and described in its proposal by checking the Proposer's references and the provision of the references by the Proposer is deemed to be consent to such confirmation/contact with the references. The BTCS reserves the right to revisit the Proposer's scores in the rated requirements based on information learned during reference checks, should they reveal that there is inconsistency between the Proposer's answers to the rated requirements and the results of the reference check.

# Bristol Tennessee City Schools

## PROPOSAL FORM

### Student Support Coordinator Services

**I. Proposal Pricing**

Having examined the Scope of Work and all information included in Request for Proposal #26-011, the undersigned proposes to furnish all labor, materials, supervision, administration, equipment, and services necessary to provide Student Support Coordinator Services in accordance with the proposal documents.

Service Year/School Year: \_\_\_\_\_

Position	Number of Positions	Monthly Cost Per Position	Total Cost
Student Support Coordinator	_____	\$ _____	\$ _____
Other Costs (Please Specify in Proposal)	_____	\$ _____	\$ _____

**Total Monthly Cost:** \$ \_\_\_\_\_

**Total Contract Cost (July 1, 2026 - September 30, 2026):** \$ \_\_\_\_\_

**Additional Staffing Costs**

Should BTCS obtain additional grant funding, please provide pricing for additional Student Support Coordinator positions or indicate if pricing is the same as above.

Additional Student Support Coordinator Position:

Monthly Cost: \$ \_\_\_\_\_ Annualized Cost (if applicable): \$ \_\_\_\_\_

**Future Funding Opportunities**

Subject to satisfactory performance, mutual agreement of both parties, approval by the Bristol Tennessee City Schools Board of Education when required, and the availability of funding, the contract may be extended beyond September 30, 2026, through the remainder of the current school year and may thereafter be renewed for additional school years to the extent permitted under Tennessee law.

The district may fully fund or partially fund the current or future contracts based upon the availability of federal, state, local, grant, or other funding sources. Proposers may submit projected pricing for future school years if they wish to be considered for future funding opportunities.

School Year	Monthly Cost Per Position	Annual Cost Per Position
2026-2027	\$ _____	\$ _____
2027-2028	\$ _____	\$ _____
2028-2029	\$ _____	\$ _____
2029-2030	\$ _____	\$ _____

**Additional Services Available**

Please describe any additional services, supports, resources, training opportunities, grant opportunities, or supplemental services available to BTCS beyond those outlined in this RFP.

---

---

---

---

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

\_\_\_\_\_  
Name and Title (Printed)

\_\_\_\_\_  
Legal Name of Business

\_\_\_\_\_  
Physical Address

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Email

\_\_\_\_\_  
Date

\_\_\_\_\_  
TN License Number (If Applicable)

Exp. Date: \_\_\_\_\_

**CERTIFICATE OF COMPLIANCE**

By indication of the authorized signature below, the Bidder/Proposer does hereby make certification and assurance, under penalty of perjury, of the Bidder's/Proposer's compliance with all provisions of this solicitation and the following items:

1. the laws of the State of Tennessee;
2. Title VI of the Civil Rights Act of 1964;
3. Title IX of the Education Amendments of 1972; and
4. the condition that no amount shall be paid directly or indirectly to an employee or official of Bristol Tennessee City Schools as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to the Bidder/Proposer in connection with the procurement under this bid/proposal.

_____	_____
Bidder/Proposer Name (Printed)	Address
_____	_____
By (Authorized Signature)	Date
_____	_____
Email	Company Telephone No. and Fax No.
_____	
Printed Name / Title of Person Signing	

**THIS FORM MUST BE COMPLETED AND RETURNED WITH THE SOLICITATION PACKAGE.**

**COMPLIANCE WITH TENNESSEE PUBLIC CHAPTER # 587 CERTIFICATION**

The General Assembly of the State of Tennessee requires any person, corporation or other entity who enters into or renews a contract with a local board of education comply with Tennessee Public Chapter #587 (TPC587). TPC587 requires persons, employees of the person or corporation that have direct contact with school children or access to school grounds when children are present to have supplied to the corporation a fingerprint sample and have conducted a criminal history records check by the Tennessee Bureau of Investigation and the Federal Bureau of Investigation prior to permitting the person to have contact with such children or enter school grounds. The Public Chapter 1080, (D) was amended to: "A person whose contract is for the performance of a service at a school-sponsored activity, assembly or even at which school officials or employees are present when the service is performed and where the activity, assembly, or event is conducted under the supervision of school officials or employees."

TPC587 provides guidance for employees who have been convicted of an offense that is classified as a sexual offense or a violent sexual offense.

I have read Tennessee Public Chapter #587 and certify compliance with the regulations.

\_\_\_\_\_  
Name/Address of Organization

\_\_\_\_\_  
Name/Title of Submitting Official

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**THIS FORM MUST BE COMPLETED AND RETURNED WITH THE SOLICITATION PACKAGE.**

**DRUG-FREE WORKPLACE AFFIDAVIT**

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

Comes the affiant after having first been duly sworn and testifies as follows:

1. My name is \_\_\_\_\_. I hold the principal office of \_\_\_\_\_  
*(Name of Principal Office)* for \_\_\_\_\_  
*(Name of Bidding/Proposing Entity)*
2. \_\_\_\_\_ has submitted a bid to the Bristol Tennessee City Schools for \_\_\_\_\_  
*(Name of Bidding/Proposing Entity)*
3. \_\_\_\_\_ has more than five (5) employees.  
*(Name of Bidding/Proposing Entity)*
4. In accordance with *Tennessee Code Annotated* Section 50-9-113, this is to certify that \_\_\_\_\_  
*(Name of Bidding/Proposing Entity)* has in effect at the time of submission of its bid for the above-referenced projects, a drug-free workplace program that complies with Title 50, Chapter 9 of the Tennessee Code.
5. This affidavit is made on personal knowledge.

Further the affiant saith this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
*(Signature of Affiant)*

\_\_\_\_\_  
*(Title of Affiant)*

Subscribed and sworn before me this \_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
*(Signature of Notary Public)*

My commission expires \_\_\_\_\_

**THIS FORM MUST BE COMPLETED AND RETURNED WITH THE SOLICITATION PACKAGE.**

**IRAN DIVESTMENT ACT**  
**Certification of Non-Inclusion**

NOTICE: Pursuant to the Iran Divestment Act, Tenn. Code Ann. § 12-12-106 requires the State of Tennessee chief procurement officer to publish, using credible information freely available to the public, a list of persons it determines engage in investment activities in Iran, as described in § 12-12-105. Inclusion on this list makes a person ineligible to contract with the state of Tennessee; if a person ceases its engagement in investment activities in Iran, it may be removed from the list. A list of entities ineligible to contract in the State of Tennessee Department of General Services or any political subdivision of the State may be found here:

<https://www.tn.gov/generalservices/procurement/central-procurement-office--cpo-/library-/public-information-library.html>

By submission of this bid/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 pursuant to T.C.A. § 12-12-106.

Bidder/Proposer Name (Printed)	Address
By (Authorized Signature)	Date
Printed Name / Title of Person Signing	

**THIS FORM MUST BE COMPLETED AND RETURNED WITH THE SOLICITATION PACKAGE.**

**NON-BOYCOTT OF ISRAEL CERTIFICATION**

The Contractor certifies that it is not currently engaged in, and will not for the duration of the contract engage in, a boycott of Israel as defined by Tenn. Code Ann. § 12-4-119. This provision shall not apply to contracts with a total value of less than two hundred fifty thousand dollars (\$250,000) or to contractors with less than ten (10) employees.

_____	_____
Bidder/Proposer Name (Printed)	Address
_____	_____
By (Authorized Signature)	Date
_____	
Printed Name / Title of Person Signing	

**THIS FORM MUST BE COMPLETED AND RETURNED WITH THE SOLICITATION PACKAGE.**

**CERTIFICATION REGARDING LOBBYING**

The undersigned (Contractor) certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form--LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Contractor, \_\_\_\_\_, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any.

\_\_\_\_\_  
Signature of Contractor's Authorized Official

\_\_\_\_\_  
Name and Title of Contractor's Authorized Official

\_\_\_\_\_  
Date

**Complete and return with bid package.**

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER  
INELIGIBILITY AND VOLUNTARY EXCLUSION MATTERS**

The prospective lower tier participant (Bidder/Contractor) certifies, by submission of the bid or proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal Department or agency.

The prospective Bidder/Contractor also certifies, by submission of the bid or proposal, that all sub-contractors and suppliers are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal Department or agency (this requirement flows down to all subcontracts at all levels).

Where the bidder is unable to certify to any of the statements in this Certification, such participant shall attach an explanation to this proposal.

If it is later determined that the bidder or proposer knowingly rendered an erroneous certification, in addition to remedies available to Bristol Tennessee City Schools, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment. The bidder or proposer agrees to comply with the requirements of this regulation while this offer is valid and throughout the period of any contract that may arise from this offer.

\_\_\_\_\_  
Vendor Name

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**Complete and return with bid package.**

**NON-COLLUSION AFFIDAVIT**

I HEREBY CERTIFY that I am the \_\_\_\_\_ and the duly authorized  
representative of \_\_\_\_\_ whose  
address is \_\_\_\_\_ and THAT

NEITHER I nor, to the best of my knowledge, information, and belief, the above firm nor any of its other representatives I here represent:

- (a) Have agreed, conspired, connived or colluded to produce a deceptive show of competition in the compilation of the bid or offer being submitted herewith;
- (b) Have in any manner, directly or indirectly, entered into any agreement, participated in any collusion to fix the bid price or price bid of the Bidder or offeror herein or any competitor, or otherwise taken any action in restraint of free competitive bidding in connection with the Contract for which the within bid or offer is submitted.

In making this affidavit, I represent that I have personal knowledge of the matters and facts herein stated.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINTED OR TYPED NAME

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

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

My commission expires: \_\_\_\_\_

**Complete and return with bid package.**