

MILTON ACADEMY
OUTSIDE SUPPLIER CONTRACTING POLICY
REVISED DECEMBER, 2011

- 1) Any one time contract or contract for a yearly/seasonal/monthly/weekly/daily term, the value of which is over \$10,000, must go through Milton's competitive bid process.
- 2) A Request for Proposal must be sent out to no fewer than three(3) outside suppliers. In addition, consistent with the Academy's mission, and to further encourage competitiveness and reaching beyond existing networks, it is encouraged that at least one of the bidders be a minority and/or women owned firm. A list of certified minority and women owned firms in Massachusetts, sortable by service/product type and location, is available on the Commonwealth of Massachusetts website at: <http://www.somwba.state.ma.us/BusinessDirectory/BusinessDirectoryDownload.aspx>
- 3) The Request for Proposals should be short, but must at minimum contain the following information:
 - a) The current date.
 - b) A short description of the product/service is being sought.
 - c) A brief description of Milton(e.g. "Recognized globally, Milton Academy, established in 1798, is an independent and diverse co-educational boarding and day school, serving 1,000 students in grades K-12. Milton is located eight miles south of Boston on a 125-acre campus.").
 - d) A more detailed, specific description of the Product/Service requirements.
 - e) Specific insurance requirements.
 - f) Specific CORI requirements (CORI background checks are required, at the discretion of the Department Manager, if a vendor's personnel will be on campus and performing work inside any building accessible by students without Milton Academy employees supervising the students in the near vicinity).
 - g) States that proposals must include:
 - Background and history of the bidder company.
 - Specific details of the product/service.
 - The cost.
 - A proposed form of contract.
 - A minimum of three References.
 - h) The date bids are due.
 - i) Contact information for Originator at Milton for bid related questions.

Sample Requests for Proposals in the areas of Outsourcing, Software, and Equipment are attached and should be used as a Guide.

- 4) Once all competitive bids are received, a "Milton Academy Contract Approval Form," must be completed. Please note that the proposed contract from the winning bidder must have the following before it is forwarded to the Department Manager for review:

- a) A statement of the Insurance carried, with an attached Certificate of Insurance. The amount of the insurance must be adequate for the service being performed.
 - b) State that CORI background checks are required (at the discretion of the Department Manager) for those vendors that work inside any building accessible by students without Milton Academy employees supervising the students in the near vicinity. Sample language: “Vendor shall conduct CORI searches on all of its employees working at Milton Academy facilities. For a CORI check to be satisfactory, it must, at a minimum, not include any adverse information pertaining to an individual’s interaction with children (including but not limited to allegations of child abuse, neglect, mishandling of children or vulnerable populations or any other activities that endanger the welfare of a child) or any felony criminal convictions or allegations. Vendor agrees that employees (1) who are convicted or alleged to have violated any laws with respect to violence, theft, pornography or sexual abuse, or drug or alcohol trafficking or abuse; or (2) whose actions endanger the health or safety of any member of the Academy, shall be immediately removed from Academy premises. Vendor agrees to promptly notify the Academy any time it takes any such action.
- 5) The form, bids, and winning contract with Certificate of Insurance will be reviewed by the responsible Department Manager.
- 6) All contracts with a term value of over \$10,000 must be put out to bid at least every three years. Length of contract term and re-bid process should be based on a variety of factors. If the Originator can secure significantly lower rates/costs for an extended 3 year term, and if relationship building is important, contract terms and re-bid processes of 3 years may be appropriate. In other situations a year contract term and re-bid process is appropriate – particularly in areas where relationship building is not as important or where the product or service need may be in flux and a long commitment may not be appropriate.

End Dates will be tracked by the Department Manager through the attached “Milton Academy Contract List.” The Director will monitor “End Dates” and ensure that new Requests for Proposals go out in a time period that ensures that a new contract will be in place at the “End Date” of the existing contract.

- 7) **All new and re-bid contracts meeting the \$10,000 criteria must be reviewed by the Department Manager before final approval and signature.**
- 8) Exceptions to this policy are permitted with the written approval of the Department Manager on the Milton Academy Contract Approval Form as well as the Ad council member that the Department Manager reports to.

MILTON ACADEMY
CONTRACT APPROVAL FORM

1) Contract for(briefly state service/product): _____

2) Existing Contract is with: Company Name _____ Exp. Date: _____

3) Contract Period(check one): One Time Term: ___/___/20___ - ___/___/20___

4) Three Bids:

Company Name: _____ Location: _____
Primary Contact: _____ Contact Phone(____)____ - _____
Total Cost: \$ _____

Company Name: _____ Location: _____
Primary Contact: _____ Contact Phone(____)____ - _____
Total Cost: \$ _____

Company Name: _____ Location: _____
Primary Contact: _____ Contact Phone(____)____ - _____
Total Cost: \$ _____

5) Was one of the firms Minority owned? Yes No If yes, which one? _____

6) Winner is: # _____. If Winner is not the lowest cost bid, please explain why:

7) The recommended bid is within the approved budget (check one): Yes No

8) References Checked (must be at least one):

Company Name: _____ Phone Number: (____)____ - _____
Individual you spoke to: _____ Positive reference? _____

Company Name: _____ Phone Number: (____)____ - _____
Individual you spoke to: _____ Positive reference? _____

Company Name: _____ Phone Number: (____)____ - _____
Individual you spoke to: _____ Positive reference? _____

9) All proposals attached AND Winning contract meeting policy is attached.

10) Exception to policy requested (provide a brief explanation of the requested exception and an explanation for it):

Signature

Date

For Department Manager Use:

___ Approved

___ Added to Contract Calendar

___ Copy to Office Contract File

___ Not Approved

___ Inadequate Insurance

___ No Certificate of Insurance

___ No CORI provision for work being done in buildings

___ Needs redlined contract changes

___ Exception in #8 not approved

___ Other: _____

Signature

Date

Ad Council member signature (only required if question #10 is completed):

Signature

Date

April 29, 2004

SAMPLE REQUEST FOR PROPOSALS FOR OUTSOURCING

Milton Academy seeks proposals for the management and operation of its campus bookstore.

Recognized globally, Milton Academy, established in 1798, is an independent and diverse co-educational boarding and day school, serving 1,000 students in grades K-12. Milton is located eight miles south of Boston on a 125-acre campus.

The campus bookstore, located in 1200 square feet of newly refurbished space on the first floor of Warren Hall (adjacent to the Student-Faculty Center and the campus snack bar), sells

- textbooks (approximately 70% of sales),
- logo merchandise (approximately 15% of sales),
- sundries and supplies (approximately 15% of sales),

and the current total volume on an annual basis is approximately \$550,000. The current staffing includes a full-time manager, a part-time (75%) ordering clerk, and a part-time (50%) sales assistant, supplemented by casual labor at peak times such as fall registration. The current software system in use is Odin. The store is open to the entire school population from 10:00 am to 4:00 pm daily, Monday through Friday, as well on occasional weekends to serve the needs of alumni and other events.

Milton is seriously considering total outsourcing of this operation, and requests proposals that specify

- background and history of the proposed operator,
- a proposed staffing plan,
- how, and by whom, the on-site manager is selected and evaluated,
- sample marketing plans to maximize gross sales,
- proposed financial arrangements,
- any capital investment required, and
- a proposed form of contract.

Milton, at its sole discretion, has the option to select no bids for any reason whatsoever.

Your proposal should be received by May 21, 2004, and it, and any questions, should be addressed to:

[Name]
[Title]
Milton Academy
170 Centre Street
Milton, Massachusetts 02186
[Phone]
[Facsimile]
[Email]

April 29, 2004

SAMPLE REQUEST FOR PROPOSALS FOR SOFTWARE

Milton Academy seeks proposals for a new inventory management and POS system for its campus bookstore.

Recognized globally, Milton Academy, established in 1798, is an independent and diverse co-educational boarding and day school, serving 1,000 students in grades K-12. Milton is located eight miles south of Boston on a 125-acre campus.

The campus bookstore, located in 1200 square feet of newly refurbished space on the first floor of Warren Hall (adjacent to the Student-Faculty Center and the campus snack bar), sells

- textbooks (approximately 70% of sales),
- logo merchandise (approximately 15% of sales),
- sundries and supplies (approximately 15% of sales),

and the current total volume on an annual basis is approximately \$550,000. The number of SKU's is currently about 2,500. The current software system in use is Odin and is installed on three terminals. It is not currently integrated with the school's accounting or student billing programs, modules from Blackbaud's Accounting for non-profits software.

We seek an entirely new and fully integrated system, with installation on a turnkey basis, for all inventory management and point-of-sale activity, and request proposals that specify

- background and history of your company,
- the size of your installed base (number of stores),
- specific details and descriptive information of the hardware and software you propose for our application (assume two terminal points of sale in the store),
- how your software would integrate with our accounting system,
- the first cost and subsequent annual support fees,
- a proposed form of contract, and
- references of other bookstore operators of similar size using your system.

Milton, at its sole discretion, has the option to select no bids for any reason whatsoever.

Your proposal should be received by May 21, 2004, and it, and any questions, should be addressed to:

[Name]
[Title]
Milton Academy
170 Centre Street
Milton, Massachusetts 02186
[Phone]
[Facsimile]
[Email]

May 27, 2004

SAMPLE REQUEST FOR PROPOSALS FOR EQUIPMENT

Milton Academy seeks leasing proposals for the computers specified on the attached Exhibit A. Milton has in the past purchased all IT equipment (roughly 700 computers), but is considering, in view of the rapid technological advances and equipment obsolescence, moving to an all-leased basis for the future. If the economics are right, we anticipate accomplishing this move over a three-year period.

Recognized globally, Milton Academy, established in 1798, is an independent and diverse co-educational boarding and day school, serving grades K-12. We are located eight miles south of Boston on a 125-acre campus.

We seek a lease with (1) a three-year term, (2) fair-market buyout provisions, (3) a three-year limited warranty with normal business day on-site service, (4) offsite storage provisions for all shipping boxes if available, and (5) arrangements for boxing and pickup of equipment at the end of the lease. We anticipate making a final decision by July 1, 2004, and taking delivery of all of the equipment by August 1, 2004. The final quantities of the D600 and GX270 models will depend on the pricing quoted, and may vary by 10-20% from the quantities specified on Exhibit A. Please note that Milton is a tax-exempt organization.

Your proposal should specify:

- the proposed form of contract
- a schedule of the monthly payments for all 36 months of the lease
- details of all additional applicable fees and charges (if any)
- details of the product warranty and on-site service provisions
- background and history of your company

Milton, at its sole discretion, has the option to select no bids for any reason whatsoever.

Your proposal (two copies, please) should be received not later than June 15, 2004, and it, and any questions, should be addressed to:

[Name]
[Title]
Milton Academy
170 Centre Street
Milton, Massachusetts 02186
[Phone]
[Facsimile]
[Email]

Exhibit A

- Item #1 Dell Latitude D-600 Laptop **Quantity =34**
Pentium M 1.4 GHz with 14.1" XGA+ Display
512 MB Memory, 2 DIMM, DDR SDRAM
40 GB Hard Drive, 9.5 MM, 5400 RPM
No Floppy Drive
Dell Wireless 1350 WLAN (802.11 b/g, 54 Mbps) miniPCI card
Internal 56K Modem
8-24-24-24X SWDVD/CDRW Combo Drive
90W AC Adapter
6-Cell Primary Battery
Microsoft Windows XP Professional, SP1, with Media
NFTS File System
- Item #2 Dell OptiPlex GX270 Small Form Factor Desktop **Quantity = 90**
Pentium 4 2.8 GHz, 512K/533MHz FSB, Gigabit NIC
512 MB DDR Non-ECC SDRAM, 400 MHz (2 DIMMs)
Integrated DVMT Video Card
40 GB EIDE 7200 RPM Hard Drive
Dell PS/2 Keyboard, No Hot Keys
Dell PS/2 2-button Mouse
Integrated Sound Blaster Compatible
Dell A215 Speakers
Integrated Intel Gigabit (10/100/1000) with Alert Standards Format NIC
24X Max, Slimline DVD-CDRW Combo Drive with Software Decode
Energy Star Enabling
Resource CD with Diagnostics and Driver
Microsoft Windows XP Professional, SP1, with Media and NFTS
No Monitor
- Item #3 Dell Latitude D-800 Laptop **Quantity = 2**
Pentium M 1.7 GHz with 15.4" WUXGA Display
512 MB Memory, DDR SDRAM, 2 DIMMS
40 GB Hard Drive, 9.5 MM, 5400 RPM
NVIDIA GeForce FX Go5200 4XAGP w/32 MB DDR Video Memory
No Floppy Drive
Dell Wireless 1350 WLAN (802.11 b/g, 54 Mbps) miniPCI card
Internal 56K Modem
8-24-24-24X SWDVD/CDRW Combo Drive
90W AC Adapter
9-Cell Primary Battery
Microsoft Windows XP Professional, SP1, with Media
NFTS File System

Item #4 Dell PowerEdge 2650 Server

Quantity = 1

Xeon 2.8 GHz/512K Cache FSB (221-2654)
Second Processor Xeon 2.8 GHz/512K Cache FSB (311-2724)
1 GB DDR SDRAM 266 MHz (2X512) PowerEdge (311-2732)
Standard Windows Keyboard, Gray (310-1676)
No Monitor
36 GB 10K RPM Ultra 320 SCSI Hard Drive (340-7919)
Raid on Motherboard, PERC3-DI 128MB, with Documentation (340-3943)
1.44 MB, 3.5" Floppy Drive (340-3961)
W2K3 Server Standard Edition ACAD (420-3226) Operating System
Dell Open Manage Kit, 32-bit (310-1261)
Logitech PS/2 2-button Mouse with scroll (310-4405)
Broadcom NetXtreme 10/100/1000 (cat 5) Network Adapter (430-0373)
24X IDE Internal CD-ROM, Black (31300317)
Bezel Option Sound Card (310-1487)
5-bay SCSI Hard Drive Backplane, 1X5 (1" only) (340-3932)
Front Keyboard Mouse T-cable (310-5567)
No Hard-Copy Documentation (310-1989)
36 GB 10K RPM Ultra 320 SCSI Additional Hard Drive (340-7919)
MR1, ROMB 0, C3 (340-3945)
Rapid Rails for Dell Rack (310-1482)
Redundant Power Supply 125V, without Y-cord (310-4719)
Service: Type 2 Same-Day 4HR Parts and Labor On-Site Response
for year 1 and for years 2-3 (960-4130 and 960-4132)
and Prem. Enterpr. Silver Spt. Level Two Technician Server (960-4119)

Item #5 Apple MacIntosh Power PC G5 Desktop

Quantity = 3

512MB DDR333 SDRAM (PC2700) – 2x256
80 GB Serial ATA – 7200 RPM Hard Drive
NVIDIA GeForce FX 5022 Ultra Graphics
SuperDrive DVD-R/CD-RW
Apple Keyboard and Apple Mouse, US English
Mac OS X – US English
AppleCare APP for Power Mac without display
No Monitor