

COVENTRY LOCAL SCHOOLS

REQUEST FOR PROPOSALS

HEALTH CARE ADVISOR

2020

Confidentiality Statement

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Please respond to Sherry Tyson, Treasurer at 330-644-1435 x3 with any questions or concerns.

Submission Details

Submission Deadlines

You are invited to submit your Proposal to provide Coventry Local Schools with Health Care Advisory services. Unless a specific note is made to the contrary, we will assume that your proposal conforms to the requested Specifications.

All Proposals must be submitted by 3:00 p.m. on January 31, 2020 to Sherry Tyson, Treasurer

Mailing address:

Coventry Local School District
The Office of the Treasurer
Attention: Sherry Tyson
3257 Cormany Road
Akron, OH 44319

Please submit 10 hard copies of your proposal plus one electronic version emailed to Styson@coventryschools.org. You are able to ask questions during the proposal process to seek additional information, if needed. We want this to be an interactive process and will make every effort to provide sufficient data for your response. Submit all questions via email to Sherry Tyson at Styson@coventryschools.org. All questions and answers will be available to all parties submitting an RFP. **All questions must be asked prior to 48 hours before submission deadline.**

No vendor may contact any school board member, commission member, teacher, support personnel, or central office staff regarding the proposal. All questions must be directed via email to Sherry Tyson at Styson@coventryschools.org.

If you decline to offer a proposal, please provide a written declination via email to:
Styson@coventryschools.org.

Proposals will be evaluated, and the successful Provider will be determined. Coventry Local schools reserves the right to reject any or all Proposals, waive formalities and to select the provider and benefit options that best meet the needs of the School. Coventry Local Schools reserves the right to select and terminate any servicing agent, agency, company, or administrator.

The consulting contract will commence on or about March 1, 2020. The selected vender will be compensated on a fee-for-service basis and shall not receive any other remuneration from any other source for the performance of services under the Contract.

Coventry Local Schools is willing to entertain proposals from vendors with proven experience with public sector clients preferred. Specific focus centers on sound actuarial practices and a team approach to support Coventry Local Schools. The consultant should provide services in a global hands-on-manner. Monitoring capabilities are an important aspect in this request. The selected consultant has to be able to provide monthly and timely reporting which includes any impact on both short and long term strategies.

Introduction and Executive Summary

Coventry Local Schools is requesting proposals for a **Health Care Advisor**. The role of the Health Care Advisor is to ensure that Coventry Local Schools receives the best possible service, at the best possible price. The Health Care Advisor will be expected to make presentations to the School Board, Financial Recovery Commission, Teacher Union, Classified Union, Administration, and Central Office Staff.

The consulting contract will commence on or about March 1, 2020. The consultant will be expected to provide their first report by April 1, 2020.

The selected vendor shall be compensated on a fee-for-service basis, and shall not receive any other remuneration from any other source for the performance of the services under the Contract.

Coventry Local Schools is willing to entertain proposals from both regional and national vendors. The “key” is a strong local presence and a team approach to support the School District. The consultant should provide services on a global basis in a hands-on-manner. Reporting capabilities are an important aspect in this request. The information provided to the district must be provided at a detailed level.

Coventry Local Schools complies with all Ohio public records laws. Through this process, Coventry Local Schools may receive or request information that prosper deems proprietary or “trade secret”. Prosper must clearly indicate on the cover letter that there response includes proprietary information. Prosper should also denote specific information in the body of the response itself that is confidential. The trade secret/confidential information designation cannot cover the entire proposal. Any prosper submitting under this format will have their proposal excluded from consideration.

The following Q&A should answer the majority of the questions prospects may ask during this RFP process:

Q. Current Insurance providers and contract expiration dates.

A. The district's current health care program is provided through the Stark County Council of Governments (COG). The majority of the district's employees are covered by Medical Mutual. The district can elect to leave the consortium at any time. Therefore, there a formal expiration date does not exist. However, the district would elect to transition from the current provider/consortium at the end of the calendar year. If this transition would occur, we would want to provide the COG plenty of notification prior to the transitioning process starting.

Q. Provide the average number of employees. Include how many are eligible for benefits and how many are enrolled as of the date of release of the RFP. Please state if any retirees are eligible for coverage, and if so, how many are covered.

A. The district has an average of 236 employees, 209 are eligible for insurance and approximately 179 are insured.

Retirees are not eligible for insurance coverage unless they are a retire/rehire.

Q. What is the current Stop Loss Provision?

A. Coventry Local Schools is currently insured with Stark County COG.

Q. Please confirm if any collective bargaining agreements (CBA's) currently exist. If so, please provide the contract expiration dates.

A. At this time, the district works with two separate unions. The teachers' or certified personnel's union is the Coventry Education Association (CEA). The second union is the Ohio Association of Public Schools Employees (OAPSE) and it represents the district's support team or classified personnel. At this time, both union contracts expire on June 30, 2020.

Q. What is the Consultant RFP Process?

A. The Request for Proposals process ensures that Coventry Local Schools remains competitive in the marketplace. The goal of the contracting procedure is to ensure that Coventry Local Schools receives the best possible service at the best possible price. Finalist meetings may or may not be conducted. If finalist meetings will be conducted, finalists will be notified and dates scheduled. All notifications will be completed via email.

Q. Is the Consultant expected to provide COBRA Services?

A. Consultant is not expected to provide COBRA services outside of the arena of compliance consulting.

Q. Is the Consultant expected to administer FSA Plan?

A. Consultant is not expected to administer the FSA Plan

Q. Does Coventry Local Schools have a Wellness Program?

A. Coventry Local Schools does not have a specific Wellness Program, however, options for Wellness Programs are offered through the current insurance and are expected to be explored by the consultant. Initiatives should include but not limited to: Web based wellness, annual health fairs, health risk assessments, biometric screenings, and lunch and learns.

Q. Are Dental and Vision fully insured or self-funded?

A. Coventry Local Schools offers dental and vision through the COG and it is voluntary.

Q. Are any benefit plans currently out for bid?

A. There are no current benefit plans out for bid.

Q. Does Coventry Local Schools have a budget for consulting services based on the scope of services identified in the RFP?

A. Coventry Local Schools does not have a specific budget for consulting services. The projected cost is rolled in with the health insurance line item.

Q. Do School employees contribute toward the cost of their medical benefits?

A. The contribution levels vary by Collective Bargaining Agreements and employee category. The current contributions for CEA and Administrators is 15%. OAPSE member contributions range from 7% to 30% based on the amount of hours and days worked by the employee.

DETAILED SPECIFICATIONS

Consultant Requirements

- Must have an in-house Actuary and underwriting team with the knowledge and experience with self-funded, fully-funded and consortiums
- Must have experience working with public school districts and/or high education
- Must have broad experience working with COG's and consortiums
- Must have broad experience with all benefit options including, life, health, vision, dental and wellness programs
- Have experience providing claims tracking for effective monitoring of budget
- Be up to date on state and federal regulations, specifically the impact of federal Affordable Care Act compliance.
- Be HIPPA compliant and use a HIPPA certified server
- Extensive experience with collective bargaining units

General Consulting

- Meet with administrators and employee benefit staff
- Interaction with chosen provider for medical, prescription drugs, dental, vision, wellness, HRA, FSA, life insurance and on line enrollment.
- Ad Hoc services based on mutual agreement at additional billable fees

SCOPE OF WORK

The following are considered essential services to be performed by the consultant:

Vendor Management:

- Review and evaluation of service provider contracts for appropriate performance standards
- Review current claims with current provider (Stark County COG), identify any high risk claims or recurring claims
- Provide detailed proposals for self-funded plans, fully insured plans, consortiums
- Present "insurance 101" session to the School Board, Fiscal Oversight Commission, Collective Bargaining Units.
- Advise Coventry Local Schools regarding best practices to mitigate costs of program administration.
- Monitor quality of service and institute quality standards.
- Review and provide input on Summary Plan Descriptions, benefit statements, and other media as requested.
- Potentially assist with contract negotiations in respect to insurance
- Provide actuarial budget and cost projections
- Provide "leading edge" information to Coventry Local Schools
- Provide health plan performance benchmarking
- Assist in preparing and reviewing employee communications for accuracy

COST FOR SERVICES

This should be detailed specific costs for services to be provided by the consultant (i.e. maximum cost of annual services, per year, as well as specific charges, hourly rates, retainers, and/or any other basis of billing proposed by the consultant to cover special projects)

AD HOC SERVICES

Based on the needs of Coventry Local Schools, additional projects outside of the scope of services specifically identified may be requested. These projects will be considered Ad Hoc and time and billing rates should be provided in your response. Any Ad Hoc projects should not be commenced until mutual agreement on the scope of the project has been reached. Any additional projects must be approved prior to execution by the School Board.

ASSUMPTIONS AND CONSTRAINTS

Expenses:

All incidental out-of-pocket expenses will be absorbed by the consultant. Travel expenses and any other incidentals will be included in the consulting fee arrangements.

Non Assignment:

This agreement shall not be assigned or transferred in whole or in part without the express written consent of Coventry Local Schools.

Governance/Applicable Law:

Any contract or agreement shall be governed by, and construed and enforced in accordance with the laws of the State of Ohio.

TERMS AND CONDITIONS

A written contract with the consultant selected will be required. The terms of the contract are expected to consist of the services included in the RFP, and any other specific terms and conditions that may be negotiated.

All awards are subject to the approval of the Coventry School Board and are subject to the purchasing policies as set forth in the Ohio Revised Code.

Coventry Local Schools reserves the right to award all, part, or none of this contract.

All proposals received will be evaluated and considered based on the framework and specifications and viability of any alternatives presented. In determining which proposal will best serve the interest of Coventry Local Schools. Particular emphasis will be given but not limited to the following factors:

- Compliance with RFP specifications
- Depth of RFP questionnaire responses, included but not limited to vendor experience, industry knowledge, tools and resources
- References and recommendations of other clients
- Financial competitiveness
- Fee Structure
- Understanding of collective bargaining units
- Understanding of COG's and Consortiums

QUESTIONNAIRE

1. CONTACT INFORMATION: Provide contact information for the person submitting this proposal. This person should have the ability to negotiate and contract with Coventry Schools.

Company:

Name/Title:

Address:

Telephone:

Email Address:

2. ORGANIZATION DESCRIPTION: Include the following:

a. Business background and history – including your company's philosophy towards providing benefits consulting services as well as your corporate mission, vision and values.

b. List any companies you are affiliated with or have contractual arrangements with including insurance companies, third party administrators, provider networks, HR or benefit software vendors, money managers, broker-dealers etc.

c. Number of years in the employee benefits consulting business

d. Number of employees and organization structure of your benefits practice. Include any internal or external support.

e. Number of health clients and the number that are of similar industry and size to Coventry Schools. Please include references for three clients and one former client of similar industry/size.

f. Physical location of your headquarters and each of the practice areas that would support Coventry Schools. Include your firm's system's security procedures to maintain the Coventry Schools confidential records and data.

3. Describe and provide resumes for the team you are proposing to be assigned to Coventry Schools. Resume should include: Name, job title and responsibilities. Include the following in your overview.

a. who will have overall client management responsibilities. Describe their experience and length of time in this position.

b. describe the level of experience and training of all staff that will be assigned to this project

4. What support and training does your firm receive to keep up with new trends and legislation. Include support or formal certifications.

5. Indicate whether or not there are any potential conflicts of interest in performing your services. Please explain.

6. Discuss your firm's quality assurance procedures and policies. How do you measure if you are meeting these standards? What is the frequency of this review?

7. How will you maintain Coventry Schools confidential records and data? Include your firm's system's security procedure for accessing, sending and storing data

8. Outline your experience with other school districts.

9. Provide contact information for three current clients and one former client similar to Coventry schools for whom your firm provide(d) consulting services. Include a brief description of the service for each client.

10. What distinguishes your firm from other consulting firms and why should Coventry Schools select your firm.

11. Provide an overview of the Health & Welfare Consulting Services your firm provides. Include a description of your capabilities with respect to the Scope of Work and any related Consulting services your firm can provide to Coventry Schools.

12. Describe your approach to:
 - a. Redesigning benefit programs
 - b. Evaluating providers and vendors
 - c. Financial analysis and reporting

13. Describe informational and digital services and tools your firm provides to employers including legislative updates, benchmarking data, project management and reporting capabilities.

14. Please discuss your firm's experience in working with union groups. Have you participated in negotiations, or grievance or arbitration hearings?

15. Please describe a recent "leading edge" solution that your firm has developed and implemented for a client.

16. Please provide a brief description of health & welfare services that your firm can provide that are not included in this proposal

17. Coventry Schools seeks transparency with regards to fees, commissions and overrides.
 - a. How often do you provide a fee disclosure? Please provide an example
 - b. If you receive commissions or other income, how is this tracked and reported to clients for offsetting fees.
 - c. Do you work on a retainer basis?

18. Does your firm typically disclose commissions generated from medical, dental, stop loss, disability etc, to its clients?

19. Has your firm or any of its employees been involved in any litigation or actions by a governing entity (i.e. State Attorney General, Department of Insurance, etc) related to fees or services proposed. Is any action or litigation currently pending?

20. Are any of the services being offered for no charge?

21. Describe the charges you pass through to clients (travel, stationery, postage, etc.) items you fail to list will be assumed to be included in your fee quotes.

22. Describe your billing process in detail. Include a sample invoice to show how you list services provided, amounts due, amounts received, etc. Include how you would show any income offsets such as commissions or other income.

23. For project work will you provide a not-to-exceed fee?

24. How and when do you alert clients for out-of-scope fees?

25. If you provide multiple services for a client, does this impact the fees charged to a client?

26. Please provide your annual fees for the services outlined in the “Scope of Work” section. Clearly indicate if these services are included in the general consulting fee, or will be offered on a fee for service basis.

FORM OF PROPOSAL

The wording of the proposal shall be retained throughout, without change, alterations, or additions. Any changes in the wording may cause the proposal to be rejected. Proposals should be submitted to:

Coventry Local School District
The Office of the Treasurer
Attention: Sherry Tyson
3257 Cormany Road
Akron, OH 44319

Having read the project overview and examined the work required for the project entitled:

Health Advising Services

In submitting this proposal, it is understood that the Coventry Local Schools reserves the right to reject any and all proposals. It is also agreed that the proposal may not be withdrawn for a period of ninety (90) days from the opening thereof.

Insert below, proposers name. If a corporation, give the State of incorporation using the phrase “A corporation organized under the laws of:” If a partnership, give the name of partners using the phrase “Copartners trading and doing business under the firm name and style of”. If an individual using a trade name, give individual name using the phrase, “ An individual doing business under the name and style of”

FORM OF PROPOSAL

NAME OF FIRM: _____

NAME OF CORPORATION: _____

NAME OF PRESIDENT: _____

CORPORATION IS ORGANIZED UNDER THE LAWS OF: _____

PRINCIPAL BUSINESS ADDRESS: _____

DATE OF ESTABLISHMENT OF PLACE OF BUSINESS: _____

FEDERAL TAX I.D. NUMBER: _____

TELEPHONE NUMBER: _____

EMAIL: _____

Vendor hereby certifies that this proposal complies with all minimum response requests and those requirements are hereby made part of the Vendor's response and incorporated herein.

SIGNATURE: _____

PRINTE NAME: _____

TITLE: _____

Vendor's should also attach vendor reference/experience and information addressing vendor's service.

CONTRACT TERMS

The successful consultant will be expected to enter into a contract with Coventry Local schools. The following terms are indicative only, and not intended to be comprehensive of the terms of the contract.

1.0 Contract Administration

Coventry Local Schools will administer the contract.

2.0 Invoices

The Consultant will be required to submit an invoice to Coventry Schools. The Consultants Federal Tax Identification Number should appear on all statements and invoices.

Invoices must include the following:

Name and address of Consultant

Billing period

Description of services rendered

3.0 Assignment/Sub-consultant/Joint Ventures

Neither the contract, no any rights, duties or obligations described herein will be assigned by either party hereto without prior express, written consent of the party.

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The contract will incorporate the proposal submitted by the Consultant.

The Consultant will not sublet or assign the contract, nor shall any sub-consultant commence performance of any part of the work included in the resulting contract, without the previous written consent of Coventry Local Schools.

4.0 Compliance with the Law

The Consultant must agree to comply with all applicable Federal, state and local laws in the conduct of the work specified in this proposal including all applicable State and Federal laws regarding drug-free work places. The Consultant will be required to accept full responsibility for payment of all taxes.

5.0 Termination for Convenience

Coventry Local Schools reserves the right to terminate the resulting contract for its convenience by giving the Consultant thirty (30) days written notice.

6.0 Termination for Default

Coventry Local Schools may terminate the contract at any time the Consultant fails to carry out its provision under the terms and conditions of the specified contract after issuance of a cure notice.

The Consultant will have thirty (30) days after the notice of required improvement to make necessary corrections. If, after such notice, the Consultant fail to remedy the conditions, Coventry Local Schools will issue an order to stop work immediately and terminate the contract without obligation.

7.0 Performance Requirements

The delivery of any material, software, or the performance of any services that does not conform in all respects to the scope of services will be rejected and a Coventry Schools representative shall notify the Consultants for the reasons for the rejection.

If the Consultant fails to immediately remedy the deficiency, Coventry schools will procure the services in the open market up to the value of the services rejected and the Consultant shall be liable to Coventry Schools for the total cost of the correction.

If Coventry Schools is required to perform the work because the Consultant is not doing the work in accordance with the scope of services, this shall result in a claim against the Consultant for all costs and damages which will be allowed by reason of such non-performance.

8.0 Indemnification

The Consultant awarded this contract shall assume the defense of, indemnify, and save harmless Coventry Schools.

9.0 Consultant Insurance

The Consultant must provide a certificate insurance with the following minimum requirements:

- Commercial General Liability – General Aggregate Limit \$2,000,000
- Products – Completed Operations Aggregate Limit \$2,000,000
- Personal and Advertising Injury Limit \$1,000,000
- Each occurrence limit \$1,000,000
- Errors & Omissions Limit \$2,000

10.0 Addenda

Coventry Local Schools may issue an addendum or addenda to this Proposal. Every effort will be made to ensure vendors receive updates to this RFP. However, it is your responsibility to ensure you have received all updates to this RFP. Please call or email if you have any questions.

11.0 Services Not Mentioned

All services not specifically mentioned in this RFP necessary to provide the functional capabilities described by a provider shall be included in the proposal.

12.0 Rejection or Acceptance of Proposals

Coventry Local Schools reserves the right to reject any and/or all proposals and waive any irregularities in the proposal process.

13.0 Basis of Proposals

Each consultant's proposal shall include all cost items; no segregated proposal or assignments will be considered.

14.0 Modification and Withdrawal

Proposals may not be amended or withdrawn after submittal

15.0 Award of Contract

Coventry Local Schools reserves the right to conduct such investigations as they deem necessary to assist in the evaluation of any proposal, and to establish the responsibility, qualifications, and financial ability of the consultants to do the work in accordance with the contract documents and to Coventry Local Schools satisfaction for the duration of the contract.

Notice of the award shall be made in writing. Such notice will be forwarded to the consultant at the address furnished in the proposal.

16.0 Statement of Indemnification

A Statement of Indemnification for Coventry Local Schools shall be included as part of any awarded contract

17.0 Non-Collusion

A Non-collusion affidavit shall be included as part of any awarded contract.

18.0 Independent Consultant and/or Administrator Status/Responsibilities

The Consultant shall be and remain an independent contractor with respect to all services performed hereunder and agrees to and does hereby accept full and exclusive liability for payment of any and all contributions of taxes for social security, worker's compensation premiums, unemployment insurance, or retirement benefits, pensions or annuities or hereafter imposed under any Local, State or Federal Law.

19.0 Conflicts of Interest

The Consultant cannot have any Conflicts of Interest with any Coventry Local Schools employee, or board member.

20.0 Proprietary Work Product

All work product produced as a result of this engagement shall be the property of Coventry Local schools. No reports, summaries, letter or other documents prepared with respect to the engagement will be released without approval of Coventry Schools, except as required by federal laws or the laws of the State of Ohio.

21.0 Explanations Written

All questions concerning the RFP shall be submitted in writing to Coventry Local Schools Attn: Sherry Tyson through email at Styson@coventryschools.org.

All written questions shall be answered and sent to all companies receiving this RFP and this RFP package will become part of the contract.

22.0 Cost of Preparing the Proposal

Costs for development the proposal and any subsequent activities prior to contract award are solely the responsibility of the consultant. Coventry Local schools will provide no reimbursement for such costs.

23.0 Disposition of Proposals

All proposals become the property of Coventry Local Schools. As a result, the proposal may be subject to public information requests. The successful proposal will be incorporated into the resulting contract by reference.

DECLARATION OF PERSONAL PROPERTY TAX DELINQUENCY
OHIO REVISED CODE 5719.042

I, _____, hereby affirm that
_____, responding to the RFP IS/IS NOT charged at the time of
submitting this response with any delinquent personal property taxes on the general tax list of personal
property of the County of Summit.

The amount of such due and unpaid delinquent tax and any due an unpaid penalties and interest is
\$ _____

Signature

Title

State of _____

County of _____,ss

Before me, a Notary Public, in and for said County personally appeared _____,
authorized signatory for _____, and acknowledged that
he/she has signed the foregoing instrument and that same is his/her free act and deed.

IN TESTIMONY WHEREOF, I have affixed my hand and seal of my office at _____,
State of _____
This _____ day of _____ 2020.

Notary Public

DECLARATION OF REAL PROPERTY TAX DELINQUENCY

I, _____, hereby affirm that _____ firm here is/is not (circle one) charged at the time of submitting this proposal with any delinquent real property taxes on the general list of real property of the County of Summit.

The amount of such due and unpaid delinquent tax and any due an unpaid penalties and interest is \$_____.

Firm Name: _____

By: _____

Title: _____

Date: _____

STATE OF OHIO)
 SS:)
COUNTY OF SUMMIT)

Before me, a Notary Public, in and for said County, personally appeared _____, authorized signatory for _____, and acknowledges that he/she has read the foregoing subsections and that the information provided therein is true to the best of his/her knowledge and belief.

IN TESTIMONY WHEREOF, I have affixed my hand and seal of my office at _____, Ohio this _____ day of _____, 2020.

Official Seal

Notary Public

My commission expires _____, 20_____

EQUAL EMPLOYMENT OPPORTUNITY/ANTI-DISCRIMINATION

- A. The undersigned agrees that in the hiring of employees for the performance of work under any contract awarded by Coventry Local Schools, or any subcontract awarded by Coventry Local Schools, no contractor, subcontractor or any person acting on their behalf, shall, by reason of race, creed, sex, disability, military status as defined in section 4112.01 of the Ohio Revised Code, or color shall discriminate against any citizen of the state in the employment labor or workers who are qualified and available to perform the work to which the employment relates.

- B. The undersigned agrees that no contractor, subcontractor or any person on their behalf shall, in any manner, discriminate against or intimidate any employee hired for the performance of work under this Agreement on account of race, creed, sex, disability, military status as defined in section 4112.01 of the Ohio Revised Code, color. The undersigned certifies they do not maintain and they will not permit their employees from performing services at any segregated facilities

Firm Name

By:

Title:_____

Date:_____

NON-COLLUSION AFFIDAVIT

STATE OF OHIO
COUNTY OF SUMMIT, SS:

(Authorized Affiant) _____ being first duly SWORN, deposes and says that he/she is the (title) _____ or authorized representative of (Company/Corporation) _____ or is the party submitting this proposal, that such proposal is genuine and not collusive or sham; that said Consultant has not colluded, conspired, connived or agreed directly or indirectly, with any other Consultant or person to submit a sham proposal, or refrain from submittal; has not in any manner, directly or indirectly sought by agreement or collusion or communication or conference with any person, to fix the proposal price, or of that of any other Consultant; to secure any advantage against Coventry Local Schools or any persons interested in the proposed contract; that all statements contained in said proposal of proposal are true and that, such Consultant has not, directly or indirectly submitted this proposal, or the contents thereof, or divulged information or data relative thereto any other potential Consultant. Further, Affiant affirms that no Coventry School's employee has any financial interest in this company or the proposal being submitted.

Signature _____

Title _____

Sworn to before me and subscribed in my presence this _____ day of _____, 20_____.

Notary Public _____

My Commission Expires: _____

STATEMENT OF INDEMNIFICATION

The Consultant hereby agrees that if his/her proposal is accepted, that they will assume all risk of injuries to property or persons, including death resulting there from arising from the performance of the work under this project, or in connection therewith, or appertaining thereto, sustained by the Consultant, the employees of the Consultant, the employees of Coventry Schools and/or any other person. The Consultant does hereby agree to protect, indemnify, and hold harmless Coventry Local Schools against any and all actions, claims demand or liabilities for death, personal injuries or property damage arising from the performance of the work under this project by any person aforesaid for any cause whatsoever, no including, however any act of negligence or omission by Coventry Local Schools or tis authorized representatives and employees, and any defect in the premises, machinery or equipment of Coventry Local Schools. In addition, the Consultant shall pay all expenses, which Coventry Local Schools may incur in the investigation and/or defense of any such claim, including counsel fees and court costs.

Name of Company

Representative's Signature & Title

SUBSCRIBED AND DULY SWORN BEFORE ME ACCORDING TO LAW, BY THE ABOVE NAMGED APPLICANT
THIS ____ DAY OF _____, 2020 AT _____, COUNTY OF _____ AND THE
STATE OF _____.

(Official Seal of Notary)

SIGNATURE _____

QUALIFICATION STATEMENT
PROFESSIONAL SERVICE

Name of Business Entity _____

Address: _____

Branches or Additional Locations, if any: _____

If Partnership, list all partners: _____

Length of time in business: _____

Statements of Services, include areas of specialization: _____

Description of Service

Facilities (Personnel, equipment, resources): _____

Experience: _____

If additional information or space is required, please type a concise summary on 8 ½" x 11 plain paper.

CURRENT/PAST PERFORMANCE/REFERENCES

In completing your references, you should cite, if possible, at least to local school district projects of similar size and scope to the one defined in this request.

Reference One

Company/Organization Name_____

Address_____

Contact person_____ Phone Number_____

Type or contract/description of work

Reference Two

Company /Organization Name_____

Address_____

Contact person_____ Phone Number_____

Type of contract/description of work