

REQUEST FOR PROPOSALS
COUNCIL ON AGING
TRAVEL SERVICES CONSULTANT

REQUEST FOR PROPOSALS

TRAVEL SERVICES

REQUEST FOR PROPOSAL #:	Travel Services Consultant
Proposal Opening:	May 9, 2022
Proposals Opened At:	Foxborough Town Hall 40 South Street Foxborough, MA 02035

Contact

Audrey Strom

Procurement Administrator

astrom@foxboroughma.gov

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LEGAL NOTICE

Request for Proposal

The Town of Foxborough invites proposals for a Consultant to provide Travel Services for the Foxborough Council on Aging. Proposal documents will be available at 11:00am on May 9th, 2022 at <https://www.foxboroughma.gov/departments/procurement>. Sealed proposals accepted until 11:00am on June 1st 2022 at the Town Manager's Office, 40 South St. Foxborough where they will be opened. The term of the contract will extend for one year with two one-year options for renewal

As this is a Request for Proposal (RFP), proposers shall submit (a.) a technical, or non-price proposal, which includes everything responsive to this Request for Proposal except the (b.) a price proposal. The technical proposal should be submitted in accordance with the requirements in the solicitation.

The Town of Foxborough reserves the right to accept or reject any and all proposals.

Posted in Town Hall	5/09/2022
Commbuys	5/09/2022
Goods and Services	5/09/2022
Newspaper	5/10/2022
Procurement Website	5/09/2022

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GENERAL INFORMATION

1. INTRODUCTION:

The Foxborough Council on Aging and Human Services, in partnership with the community, will provide the highest quality of services and programs available to meet the ongoing needs of all Foxborough residents.

About Us

There are three components to the Foxborough Council on Aging and Human Services:

- We are the Human Services agency that assists any Foxborough resident, of any age, in need of social services interventions.
- We are the Council on Aging responsible for meeting the needs of any Foxborough resident, 60 years of age or older, through outreach programs and services, designed to help them maintain their independence in the community.
- We are the Foxborough Senior Center where a host of educational programs, health clinics, social events and activities take place.

The Town offers group travel opportunities as part of the Senior Center Programming. In the past there have been local, national and international trips that have been offered. The Town is currently seeing proposals from qualified consultants for a trip to Savannah, Georgia the Town at their sole discretion can determine that it is in their best interest exercise their options to renew. During the course of the contract the Town may ask the contractor to provide trips to other locations.

DECISION TO USE COMPETITIVE SEALED PROPOSALS: The Town's Chief Procurement Officer or Designee has determined that in order to select the most advantageous proposal for Travel Services for the Foxborough Council on Aging an RFP process must be conducted. The Town believes that the individuals /firm(s) providing these services must have a broad range of experience in this field. The Request for Proposal (RFP) process will enable the town to provide higher rating to vendors whose key personnel have extensive experience in providing similar services to other comparable municipalities in Massachusetts, particularly where they have been able to work with local objectives, policies issues and goals. The consultants may also be interviewed.

SCOPE OF SERVICES

A. General

1. Round trip transportation, by either motor coach or airline, between Foxborough, MA and Savannah, Georgia, with stops in Charleston South Carolina, and Jekyll Island. Travel shall occur during the time period of September 15th-November 18th. Motor coaches shall be no more than three years of age with functioning lavatory, air conditioning, DVD and PA system, electrical charging stations and WIFI enabled and seating for a minimum of 52 passengers. Handicap accessible motor coaches shall be provided if necessary.

2. The motor coach company(s) shall maintain all necessary licenses and

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permits to operate motor coaches within and outside of the Commonwealth of Massachusetts and shall have been in the motor coach business for the past two years at a minimum.

3. Each driver of a motor coach for this trip shall possess all necessary licenses including but not limited to a Commercial Driver's License (CDL). These licenses shall be valid through the dates of this trip. Each driver shall have a minimum of two years of experience operating a motor coach. The motor coach operators assigned to this trip shall have a "clean" driving record which shall include no moving violations or "at fault" accidents within the past five (5) years.

4. If the chosen method of main transportation between Foxborough and Savannah is Air Travel, Airlines should depart from either Boston's Logan Airport or Providence's T.F. Green Airport. Transportation to/from Foxborough to the chosen Airport is required.

5. Hotel accommodations as indicated, or if not specified, hotels rated 4.0 circles or higher on Trip Advisor and/or 4.0 stars or higher on Google reviews with two queen beds or one kind bed in each room. If needed, handicap accessible rooms must be available.

2 NIGHTS- Charleston, South Carolina

3 NIGHTS- Savannah, Georgia

2 NIGHTS- Jekyll Island, Georgia

5. Provide a complete written itinerary which shall include:
- a. departure time, travel information and return trip details
 - b. scheduled stops, admissions and entertainment
 - c. meals (including restaurant names and addresses)
 - d. hotel information

Finalized itineraries will need to be provided at a pre-trip meeting approximately 4-6 weeks prior to the departure date. A copy of all documents being distributed must be received at the Foxborough Senior Center for review and approval at least two weeks **prior** to the meeting.

6. A guarantee that the trip can accommodate a minimum of **35** attendees (excluding tour director). Please note the maximum passengers you can accommodate for this trip.

7. A completed price quotation sheet which will specify the cost per person for the trip with single, double and triple occupancy rates. The price shall include motor coach transfers, air travel (if chosen), hotels, touring, meals, admissions and entertainment, tour director, **all** taxes and service charges, all gratuities, baggage handling fees, a "comped" seat for a representative from the Foxborough Council on Aging/Human Services Department and a commission rate of seven percent (7%) of the cost per trip participant for the Foxborough Senior Center. The trip should also include gratuities for the bus driver and tour director. Please **do not** include any credit card

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processing fees in your bid price as all payments from travelers will be processed by Town of Foxborough and we will pay the winning tour company by check. Prices shall remain firm through the date of this trip.

8. State the amount of the deposit required and the date by which the deposit(s) and the final payments are due to the Tour Company.

9. Describe the optional trip cancellation insurance including the coverage and the cost of the cancellation insurance.

10. The trip shall include the following touring, attractions and entertainment, at a minimum:

Charleston, South Carolina: Harbor Tour

Savannah, Georgia: City Tour

Jekyll Island, Georgia: City Tour

A detailed trip flyer must be made available to the Foxborough Senior Center by the selected Tour Company within 10 days of being awarded the trip.

11. Price is to include (at minimum) 10 meals. Meals at restaurants not specified must be rated 4.0 circles or higher on Trip Advisor and/or 4.0 stars or higher on Google reviews.

12. The tour company shall provide an experienced tour director who will greet travelers at the motor coach pick-up in Foxborough and will accompany the group throughout the trip. The tour director will also assist with baggage handling, room assignments and the distribution of any relevant tour information and tickets.

13. Provide confirmation of insurance coverage for both the motor coach company and the tour company. The following limits of insurance are required for both companies:

Workers' compensation - statutory limits

General Liability - \$1.0 million combined single limit

Motor Vehicle Liability - \$1.0 million combined single limit

Umbrella Liability - \$1.0 million

The selected tour company shall be required to furnish a certificate of insurance for both the tour company and the motor coach company showing the above limits. The certificates shall name the Town of Foxborough as an additional insured for the duration of this trip.

14. The selected Tour Company will be expected to send a representative to two pre-departure events. The 1st event will occur June 15th at 10am. This event will introduce prospective travelers to the itinerary and address any questions, comments, or concerns. The second event will occur 4-6 weeks prior to departure and the representative will be expected to address any final concerns as well as present a

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finalize itinerary.

15. The Town at their sole discretion can determine that it is in their best interest exercise their options to renew. During the course of the contract the Town may ask the contractor to provide trips to other locations.

PROPOSALS REQUIREMENTS

Technical Proposals

- General Requirements

The purpose of the Technical Proposals is to demonstrate the qualifications, competence and capacity of the firms seeking to provide travel services to the Council on Aging in the Town of Foxborough in conformity with the requirements of this request for Proposals. As such, the substance of Proposals will carry more weight than their form or manner of presentation. The Technical Proposals should demonstrate the qualifications of the firm and of the particular staff to be assigned to this engagement. It should also specify the approach that will meet the request for Proposals requirements.

THERE SHOULD BE NO PRICES, DOLLAR UNITS, OR TOTAL COSTS INCLUDED IN THE TECHNICAL PROPOSALS DOCUMENT.

The Technical Proposals should address all the points outlined in the request for Proposals (excluding any cost information which should only be included in the sealed Price Proposal). The Proposals should be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the request for Proposals.

C. Evaluation Criteria

Proposals will be evaluated in accordance with the requirements in the Request for Proposals. Firms meeting the mandatory criteria will have their Proposals evaluated and ranked for both technical qualifications and price. The following represent the principal selection criteria which will be considered during the evaluation process.

D. Oral Presentations

During the evaluation process, the Selection Committee may, at its discretion, request all firms to make oral presentations. Such presentations will provide firms with an opportunity to answer any questions the Selection Committee may have on a firm's Proposal.

E. Final Selection

The Town of Foxborough will select a firm based upon the recommendation of the Selection Committee to the Chief Procurement Officer or their designee

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based upon the most advantageous proposal. It is anticipated that a firm will be selected by June 10th 2022

F. Right to Reject Proposals

Submission of a Proposal indicates acceptance by the firm of the conditions contained in this Request for Proposals. The Town of Foxborough reserves the right without prejudice to reject any or all Proposals.

2. PROPOSAL DOCUMENTS AVAILABLE

Proposal documents will be available starting May 9 2022 at 11:00AM ON the Town's website. <https://www.foxboroughma.gov/departments/procurement>

3. PRE-PROPOSAL CONFERENCE

There is no pre-proposal conference.

4. QUESTIONS

Direct all inquiries in writing to Astrom@foxboroughma.gov. No inquiries will be accepted after **May 17th, 2022**. Responses to inquiries that affect all proposers will be issued as addenda.

5. ADDENDA

Written addenda issued by the Town of Foxborough will be posted to the Procurement webpage at the Town of Foxborough

THE PROPOSAL PROCESS

6. PROPOSAL SUBMITTAL

This Request for Proposals is governed by the requirements of M.G.L c30b. Proposals must be submitted in a clearly marked envelope and it must contain a separate sealed envelope with the following information:

- Office of the Town Manager and clearly marked
Senior Center Travel Services
- **PRICE PROPOSAL in a separate sealed envelope**
Senior Center Travel Services – Price Proposal

Proposers shall submit one (1) CLEARLY MARKED **unbound single sided** original copy of all required documents and three (3) copies of their proposal to the Town on or before **11:00AM June 1st 2022** in the Office of the Town Manager, 40 South Street, Foxborough, MA 02035. Proposals shall provide all the information required in the Request for Proposal and attached proposal forms, and may include additional information, such as narrative summaries, business brochures, resumes, letters of recommendation, etc. The contents of the proposals will only be made public after a

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decision of an award has been made by the Chief Procurement Officer or Designee.

Each member of the proposal evaluation team shall review, evaluate and assign a score to each proposal, in accordance with the rating evaluation criteria contained in the Request for Proposal. The Chief Procurement Officer or Designee shall consider the submissions, recommendations of the procurement team and shall determine the proposal that is in the over-all best interest of the Town.

The Town may, depending on the number and quality of proposals, elect to interview all of the proposers that meet the minimum criteria specified in this Request for Proposal. If the Town elects to follow this procedure, various aspects of the interview performance will be rated in accordance with the rating form contained in this Request for Proposal for a composite overall score. Interviews may be held the week of **June 6th 2022** if the review committee deems it necessary.

The Town of Foxborough reserves the right to retain all Proposals submitted and use any idea in a submitted Proposal, regardless of whether that Proposals is selected

TECHNICAL PROPOSAL COMPONENTS: The Consultant will submit the following items in their response.

Title Page

Title page showing the request for Proposals subject; the firm's name; the name, address and telephone number of the contact person; and the date of the Proposals.

Table of Contents

Section 1: Letter of introduction and certification that your firm meets the minimum requirements of this Request for Proposal

Section 2: A description of the organization, including the number of years in business, a history of the types of trips that have been planned by your organization.

Section 3: A list of all trips taken in the last 3-7 years with current contact information.

Section 4: A description of the process for conducting excursions Seniors including a conceptual statement which demonstrates an understanding of the RFP, search philosophy, and all other services to assist Foxborough in organizing and running a successful trip.

Section 5: Required forms as outlined in Section 9 below.

Section 6: Completed Purchase Description Check list which is completed and executed by the individual with authority to enter into agreements on behalf of the bidder. By executing this checklist, the bidder represents that they can comply with each and requirement of this Request for Proposal.

7. COMPLIANCE WITH REQUEST FOR RESPONSE

Proposers must comply with all requirements of this REQUEST FOR PROPOSAL in order to be eligible for contract award.

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Minor informalities will be waived or the Proposer will be allowed to correct them. If a mistake in a proposal is evident and the intended proposal is clear on the face of the **Proposal Price Form**, the mistake will be corrected to reflect the intended correct proposal and the Proposer will be notified in writing. The Proposer may not withdraw such a proposal. The Town of Foxborough may reject or a Proposer may withdraw a proposal if a mistake is clearly evident on the face of the **Proposal Price Form**, yet the intended correct proposal is not similarly evident.

Proposals must be signed as follows:

- **If the Proposer is an individual**, by her/him personally;
- **If the Proposer is a partnership**, by the name of the partnership, followed by the signature of each general partner; and
- **If the Proposer is a corporation**, by the name of the corporation, followed by the signature of an authorized officer, whose signature must be attested to by the Clerk/Secretary of the corporation with the corporate seal affixed.

Accessories & Insurance

The contractor shall provide statutory Worker's Compensation Insurance for all labor employed on the contract that may come within the protection of such laws. Evidence of an existing worker's compensation policy must be provided in accordance with MGL C 152 § 25c before this contract may be considered valid.

- Insurance
 - Must provide the Town of Foxborough with a copy of Insurance certificates documenting amounts of coverage- Naming the Town of Foxborough as Additionally Insured. Provide confirmation of insurance coverage for both the motor coach company and the tour company. The following limits of insurance are required for both companies:
 - Workers' compensation - statutory limits
 - General Liability - \$1.0 million combined single limit
 - Motor Vehicle Liability - \$1.0 million combined single limit
 - Umbrella Liability - \$1.0 million
 - Evidence of existing workers' compensation insurance policy must be provided in accordance with MGL Ch. 152, Section 25C and attached.

8. PROPOSAL PRICE FORM

Financial Proposals must be submitted on the **Proposal Price Forms** in a separate sealed envelope provided and the proposal itself must contain all the required enclosures itemized below.

Required Proposal Documents

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All proposals are required to contain the following forms fully completed, signed and incorporated by reference:

- General Proposal Form** (*Form A*)
- Statement of Competency -- with list of references** (*Form B*)
- Proposal Price Form** (*Form C*) *in a separate sealed envelope*
- A fully executed and signed contract** (*Form D*)
- W9**
- Insurance Certificates**

9. MODIFICATIONS TO PROPOSALS

A Proposer may correct, modify, or withdraw a proposal by written notice received by the Town of Foxborough not later than the close of business on the day before the proposal opening. Proposal modifications must be submitted in a sealed envelope clearly labeled "Modification No. ___." Each modification must be numbered in sequence, must reference the original REQUEST FOR PROPOSAL, and must be signed by the same person who signed the **General Proposal Form** or a surrogate so authorized in writing.

After the proposal opening, a Proposer may not change any provision of the proposal in a manner prejudicial to the interests of the Town of Foxborough or fair competition as determined by the Town of Foxborough.

10. PROPOSAL OPENING

Sealed proposals will be accepted at **Office of the Town Manager Town Hall 40 South Street, Foxborough, MA 02035** until 11:00am June 1st they will be opened and then graded. Proposals will be made available after a Proposer is chosen upon request by public records law.

Unforeseeable Deterrents - If at the time of the scheduled proposal opening, the designated site is unavailable due to circumstances beyond the control of the Town of Foxborough, the proposal opening will be automatically postponed (with or without notice to potential Proposers) until 12:00 Noon at the same location on the next normal business day. In the event the same location cannot be used to accommodate a postponement, the proposal opening will be formally postponed with notification to all parties who have been provided with solicitation documents by the Town of Foxborough. In the case of this situation, proposals will be accepted until the newly scheduled time as noted above.

RULE OF AWARD

An award will be made as follows:

The Chief Procurement Officer or Designee shall consider the consultant proposals that are the subject of this REQUEST FOR PROPOSAL and shall determine the proposal that is in the over-all best interest of the Town. The award will be based upon an evaluation of the technical proposal, interview and price proposal and shall determine which consultant and award to the consultant that offers the best value to the Town of Foxborough.

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11. TIME FRAME FOR AWARD

All proposal prices submitted in response to this REQUEST FOR PROPOSAL must remain firm for 45 (forty five) days following the proposal opening or until the contract is executed, whichever occurs first.

ACTIVITY	DATE
Bid Advertised –Goods & Services, Town Hall, Newspaper, Commbuys, Website	May 9 th 2022
Documents Available	May 9 th 2022
Questions due by:	May 17 th 2022
Questions answered estimate	May 20 th 2022
Bids Due	June 1 st 2022
Interview – week of (if necessary)	June 6 th 2022

12. RESERVED RIGHTS

The Town of Foxborough reserves the right to:

Cancel this REQUEST FOR PROPOSAL at any time, with or without notice to prospective Proposers. Reasonable efforts will be made to give timely notice.

- Accept or reject, in whole or in part, any and all proposals as permitted by law.
- Award contracts as it deems best serves the interests of the **Town of Foxborough**.
- Waive or adjust non-statutory proposal requirements before or after proposals are opened in whatever ways it deems best serves the interests of **the Town of Foxborough**, while also being non-prejudicial to the interests of fair competition.
- The **Town of Foxborough** may at its discretion conduct reference checks from other sources including municipalities, internet sources in addition to the references that are listed. All sources may affect the award ratings of the consultant.

13. CONTRACT

A signed contract, Form D, will result from this REQUEST FOR PROPOSAL, and will remain in effect for one year with two options to renew.

PROPOSER QUALIFICATION REQUIREMENTS

14. QUALIFICATION AND PERFORMANCE CAPABILITIES

MINIMUM EVALUATION CRITERIA

Proposers must be capable of providing the specified services and providing any support services in a professional manner. Proposers that do not meet the minimum qualifications will not be considered. Proposers need to provide in their plan of services a description of their

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organization, including full names, addresses and legal status of corporation (including state if incorporated) and name of staff who will participate in the contract and details of their role (s).

- Name of Proposer – Proposers must describe in detail the name and address of the proposer, the names and addresses of all partners (if a partnership), directors (if a corporation), or owner (is a sole proprietorship). Ownership Information – If the Proposer is an individual, partnership, corporation and principals
- Qualifications and Experience – Proposers will have a minimum of three (3) years successful experience in the business of conducting Travel Services for Municipal Government.
- References - Proposers must provide the following contact information for a minimum of five (5) customers, of which no less than three (3) must have been active within the 36 months prior to this REQUEST FOR PROPOSAL's proposal opening date. The Town may also do independent internet searches on the proposers. Use a separate sheet(s) clearly marked "REFERENCES" to provide the following information for each reference.
 1. Customer Name
 2. Years as a customer
 3. Street
 4. City, State, Zip
 5. Contact Person
 6. Telephone number
- In addition, the proposer must provide the following additional Minimum Criteria documents, duly completed and signed:
 - General Proposal Form (Form A)
 - Statement of Competency – with list of References (Form B)
 - Proposal Price Form (Form C) in a separate sealed envelope
 - A fully executed and signed contract (Form D)
 - W-9

Poor references may be used as a basis for determining that a PROPOSER is not responsible. The Town of Foxborough can and will act as its own reference.

COMPARATIVE EVALUATION CRITERIA

Proposals from contractors who meet or exceed the minimum criteria will be evaluated and rated on the basis of the following comparative criteria. The Town reserves the right to ask any respondent to provide additional supporting documentation in order to verify the response.

Ratings of Highly Advantageous (HA); Advantageous (A); Not Advantageous (NA); or Unacceptable (U) will be given to each of the following criteria for each respondent. A composite rating will then be determined. A composite rating of Highly Advantageous or Advantageous may be assigned only if a proposal has received at least one such rating among the criteria listed below.

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To the extent that an Evaluation Criterion requires the certification of fact, the proposer's certification as to that fact shall be an adequate response provided, however, that on request the proposer shall provide to the Town such evidence as the Town may request to support that fact.

Proposals which meet the Minimum Criteria will be evaluated based on the following comparative criteria:

EXPERIENCE

Highly Advantageous: Proposer has four (4) or more years' experience in conducting travel services for Senior Centers for municipalities.

Advantageous: Proposer has three (3) years' experience in in conducting travel services for Senior Centers for municipalities.

Not Advantageous: Proposer has two (2) but less than three (3) years' experience in travel services for Senior Centers for municipalities.

Unacceptable: Proposer has less than one (1) years' experience in in conducting travel services for Senior Centers for municipalities.

SIMILAR TRAVEL EXCUSRIOS

Highly Advantageous: Proposer has completed more than ten (10) similar travel services for Senior Centers for municipalities in the last three (3) – five (5) years.

Advantageous: Proposer has completed more than five (5) but less than ten (10) travel services for Senior Centers for municipalities in the last three (3) – five (5) years.

Not Advantageous: Proposer has completed more than (3) but less than (5) travel services for Senior Centers for municipalities in the last three (3) – five (5) years.

Unacceptable: Proposer has completed less than (3) similar travel services for Senior Centers for municipalities in the last three (3) – five (5) years.

STAFF

Highly Advantageous: Proposer assigns a principal Proposer to the project who has participated in at least ten (10) trips for groups of seniors

Advantageous: Proposer assigns a principal Proposer to the project who has participated in at least five (5), but less than ten (10) travel services for Senior Centers for municipalities.

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Not Advantageous: Proposer assigns a principal Proposer to the project who has participated in less than five (5) but more than three (3) travel services for Senior Centers for municipalities.

Unacceptable: Proposer assigns a principal Proposer to the project who has participated in less than three (3) travel services for Senior Centers for municipalities.

PLAN OF SERVICES

Highly Advantageous: Proposer has a well-defined and developed Plan of Services in response to this Request for Proposals and demonstrates a clear understandable implementation strategy.

Advantageous: Proposer has a sufficiently defined and developed Plan of Services in response to this Request for Proposals and demonstrates an adequate but not exceptional implementation strategy.

Not Advantageous: Proposer has a weakly defined and developed Plan of Services in response to this Request for Proposals and demonstrates an undefined implementation strategy.

Unacceptable: Proposer has inadequately defined and developed Plan of Services in response to this Request for Proposals and demonstrates an undefined implementation strategy and a non-balanced panel.

REFERENCES

Highly Advantageous: Proposer provides five (5) or more references who give the Proposer an overall rating of “highly advantageous.”

Advantageous: Proposer provides more than three (3), but less than five (5) references whom give the Proposer an overall rating of “advantageous.”

Not Advantageous: Proposer provides references and one (1) of whom rates the Proposer as “not advantageous.”

Unacceptable: Proposer provides references and two (2) of whom rates the Proposer as “not advantageous.”

INTERVIEW *(if the Town determines this is necessary)*

Highly Advantageous: Proposer receives an overall rating of “highly advantageous” from the interview panel based upon materials provided, clarity of presentation and public presentation skills.

Advantageous: Proposer receives an overall rating of “advantageous”

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from the interview panel based upon materials provided, clarity of presentation and public presentation skills.

Not Advantageous: Proposer receives an overall rating of “not advantageous” from the interview panel based upon materials provided, clarity of presentation and public presentation skills.

Unacceptable: Proposer performed was provided inadequate materials, was unclear in their presentation and did not present well.

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FORM A - GENERAL PROPOSAL FORM

The accompanying **Statement of Competency** and **Proposal Price Form** are hereby submitted in response to the REQUEST FOR PROPOSAL cited above. All information, statements and prices are true, accurate and binding representations of its intentions and commitments in responding to this REQUEST FOR PROPOSAL.

This proposal applies to the category(s) of goods and/or services marked with an "X" below.

TRAVEL SERVICES –COUNCIL ON AGING

Vendor Name:	_____		
Street:	_____		
City:	State: _____	Zip: _____	_____
Phone:	_____	e-mail:	_____
Web Address:	_____		

Non-Collusion Statement

The undersigned certifies under penalties of perjury that this proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

Taxes Paid Certification

Pursuant to M.G.L. c. 62C, §49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am/my company is in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and PROPOSERS, and withholding and remitting child support.

For the Proposer:

X _____

Name: _____

Title: _____

Date: _____

**Attach certificate of corporate vote
(if required)**

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FORM B - STATEMENT OF COMPETENCY

I hereby certify that the Proposer meets or exceeds the competency criteria set out in this REQUEST FOR PROPOSAL. I further attest to the following assertions:

1. Proposer is a professional in providing of **Travel Services**
2. The Proposer has been in business for a minimum of 5 years.
3. Provision of the items specified in this REQUEST FOR PROPOSAL is consistent with the Proposer's normal lines of business.
4. The Proposer is incorporated, and if required licensed, to do business in Massachusetts.
5. The Proposer will receive favorable ratings from the following references, **must list at least (5) references**. Please provide a direct contact person who is available by telephone. Your references must include all the information listed on the chart. Failure to reach your references may affect your overall rating.
6. Do not list the Town of Foxborough as a reference

REFERENCES:

	CONTACT PERSON	ADDRESS/EMAIL ADDRESS	TELEPHONE NUMBER
1			
2			
3			
4			
5			

For the Proposer:

X _____

Name: _____

Title: _____

Date: _____

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FORM C – FINANCIAL PROPOSAL PRICE FORM

THIS MUST BE IN A SEPARATE, SEALED ENVELOPE

The Proposer proposes to provide the services as described in detail in the RFP for the lump sum price:

**Mackinac Island Trip
PRICE QUOTATION SHEET**

1. 7 Nights single occupancy _____
2. 7Nights **double occupancy** * _____
3. 7 Nights triple occupancy _____
4. Commission Rate for Senior Center. (required 7%) _____
5. Cost for optional insurance/waiver _____

Please do not include any credit card processing fees in your bid price.

*** These double occupancy price quotations + cost of optional insurance shall be used by the Town determine whose price is most advantageous to the Town of Foxborough.**

Proposer: _____

Signature: _____

Name of Firm: _____

Date: _____

**REQUEST FOR PROPOSALS
COUNCIL ON AGING
TRAVEL SERVICES CONSULTANT**

Form D - Contract

CONTRACTUAL AGREEMENT

ARTICLE 1

CONTRACTING PARTIES

1. **THIS AGREEMENT** made effective by dated signature of the Parties hereto, by and between the

Town of Foxborough, and _____*
[Contractor],

whose principal office address is:

ARTICLE 2

SUBJECT OF AGREEMENT

2. **WHEREAS**, The Town of Foxborough desires to retain the Contractor to provide goods and/or services to the Town, and the Contractor is willing to accept such engagement, pursuant to the terms and conditions of this Agreement, including any Additional and Special Terms and Conditions listed in Exhibit C, and the following Request for Proposals **[RFP]**:

RFP – Travel Services Council on Aging

As it relates to provision of the items specified in and as hereinafter set forth.

3. **NOW, THEREFORE**, in consideration of the mutual covenants hereinafter set forth, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

ARTICLE 3

ENGAGEMENT OF THE CONTRACTOR

3.1 The Town of Foxborough hereby engages the Contractor, and the Contractor hereby accepts the engagement, to provide goods to and/or perform certain services for the Town, as described in Article 2.

3.2 In the performance of service under this Agreement, the Contractor acts at all times as an independent Contractor. There is no relationship of employment or agency between the Town, on the one hand, and the Contractor on the other, and neither party shall have nor exercised any control or direction over the method by which the other performs its work or functions aside from such control or directions as provided in this Agreement which the parties view as consistent with their independent Contractor relationship.

ARTICLE 4

SERVICES OF THE CONTRACTOR

4.1 The Contractor will provide the goods and/or services as described in the RFP cited in

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Section 2 **[the Work]**.

4.2 The Contractor shall report, and be responsible, to the Town or its designee as set forth on Exhibit B.

4.3 There shall be no modification to the list of goods, including substitutions of specific products offered in the Contractor's bid, or amendment of the scope of services provided for in this Agreement, without the prior written approval of the Town. The Town of Foxborough shall be under no obligation to pay for any goods or services not so authorized.

4.4 The Contractor represents and warrants to the Town of Foxborough as follows:

4.4.1 That it and all its personnel (whether employees, agents or independent Contractors) are qualified and duly licensed as required by law and/or local municipal code to provide the goods and/or services required by this Agreement.

4.4.2 That it further agrees to perform services, including manufacturing, in a professional manner adhering to a reasonable standard of care and in accordance with all applicable State or Federal laws, rules and regulations.

4.4.3 That it will obtain any and all permits, bonds, insurances and other items required for the proper and legal performance of the work.

4.4.4 That it is not a party to any agreement, contract or understanding, which would in any way restrict or prohibit it from undertaking or performing its obligations hereunder in accordance with the terms and conditions of this Agreement.

4.4.5 That it does not now, and will not during the term of this Agreement, conduct business with parties located in or supported by countries identified by the U.S. government as funding, harboring, supporting, promoting or otherwise facilitating terrorist organizations or activities, nor will it provide goods or services produced under such circumstances.

ARTICLE 5

TERM

5.1 The term of this Agreement shall commence on the date of its execution by both parties and continue until its purpose is accomplished and acknowledged by formal acceptance and acknowledgment of the Contractor's performance by the Town of Foxborough, or until otherwise terminated as provided by this Agreement or the RFP. The Town at its sole discretion may exercise the options to renew for a term not to exceed three years in totality.

5.2 The Contractor agrees to proceed with the Work promptly upon execution of this Agreement and to diligently and faithfully prosecute the Work to completion in accordance with the provisions hereof. The Contractor acknowledges that time is of the essence as it relates to performance under this Agreement.

ARTICLE 6

PAYMENTS TO THE CONTRACTOR

6.1 Compensation due the Contractor shall be paid as specified in Form C – Bid Price Form.

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ARTICLE 7

TERMINATION

7.1 Either the Town of Foxborough or the Contractor may terminate this Agreement for cause upon written notice given by the non-defaulting party. For the purposes of this provision, "cause" shall include the failure of a party to fulfill its material duties hereunder in a timely and proper manner.

7.2 The Town of Foxborough shall have the right to terminate this Agreement for its convenience upon ten (10) days written notice.

7.3 Following termination of this Agreement, the parties shall be relieved of all further obligations hereunder except that:

7.3.1 The Town shall remain liable for payments for the services and/or expenses of Contractor accrued prior to the effective date of the notice of termination in compliance with this Agreement (less all costs reasonably incurred by the Town as a result of the Contractor's default, if any), as determined by the Town, but for no other amounts including, without limitation, claims for lost profits on work not performed.

7.3.2 The Contractor shall remain liable for any damages, expenses or liabilities arising under this Agreement (including its indemnity obligations) with respect to work performed pursuant to the Agreement.

ARTICLE 8

INSURANCE AND INDEMNIFICATION

8.1 The Contractor agrees to indemnify, defend, and save harmless The Town of Foxborough from and against any and all manner of suits, claims, or demands arising out of any errors, acts, omissions or negligence of or by the Contractor (including all its employees or agents) in performing the **WORK**, or any breach of this Agreement. The Contractor shall reimburse the Town for any and all costs, damages and expenses, including reasonable attorney's fees, which the Town pays or becomes obligated to pay, by reason of such errors, acts, omissions, negligence or breach. The provisions of this Section shall be in addition to and not a limitation on any other rights and remedies available to the Town under this Agreement, at law or in equity.

8.2 Before commencing **WORK**, the Contractor shall obtain, and shall maintain throughout the term of this Agreement, insurance at limits specified in the **RFP** and provide written documentation of such in the form specified in the **RFP**.

8.3 The Contractor shall give the Town of Foxborough 20 days (twenty) written notice and copies of documentation in the event of any change or cancellation of coverage.

ARTICLE 9

GENERAL PROVISIONS

9.1 Upon the expiration or termination of this Agreement for any reason, any data, drawings, specifications, reports, estimates, summaries and other work product which have been accumulated, developed or prepared by the Contractor (whether completed or in process) shall become the property of the Town of Foxborough . The Contractor shall immediately

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deliver or otherwise make available all such material to the Town.

9.2 Neither party may assign, transfer or otherwise dispose of this Agreement or any of its rights hereunder or otherwise delegate any of its duties hereunder without the prior written consent of the other party. Any such attempted assignment or other disposition without such consent shall be null and void and of no force and effect.

9.3 Except as otherwise expressly provided in this Agreement, any decision or action by the town of Foxborough relating to this Agreement, its operation, or termination, shall be made only by the Town or its designated representative identified in **Exhibit B**.

9.4 This Agreement, together with its **Exhibits**, the **RFP** referenced above and its **Addenda**, the required supplemental documents and any additional exhibits, constitute the entire agreement between the Town of Foxborough and the Contractor with respect to the matters set forth therein and may not be changed (amended, modified or terms waived) except by a writing signed by both parties. Any notices required or allowed shall be sent by receipt-verified mail, e-mail, fax or courier to the persons designated in **Exhibit B**.

9.5 In the event any terms and conditions of this Agreement conflict with those contained in the **RFP** and its **Addenda**, the **RFP** and its **Addenda** shall prevail.

9.6 This Agreement is governed by the laws of Massachusetts and shall be construed in accordance therewith.

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EXHIBIT A

List of Procured Items

The following list contains all items procured through and subject to this contract.

Item #	Description
	Travel Services

Initialed for:

Town of Foxborough : _____

* Contractor: _____

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EXHIBIT B

NOTICE ADDRESSEES

A.1 For Town of Foxborough :

Name

Title

Street Address

City, State, ZIP

Phone

Fax

e-mail

A.2 For the Contractor:

* Name

* Title

* Street Address

* City, State, ZIP

* Phone

* Fax

* e-mail

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EXHIBIT C

ADDITIONAL AND SPECIAL TERMS AND CONDITIONS

The Town of Foxborough and the Contractor agree that the following additional and special conditions apply to and shall be held in full force and effect during the term of this contract:

1. This is awarded for specified equipment and services listed in Appendix A and Form C .

Initialed for:

Town of Foxborough: _____

* Contractor: _____

EXHIBIT D

ATTACHMENTS

1.0 Request for Proposals – Travel Services Council on Aging

2.0 Other Bid Documents:

- **Form A: General Bid Form**
- **Form B: Statement of Competency**
- **Form C: Bid Price Form**
- **Form D: Contract**

3.0 Other Documents:

- **Insurance Certificate(s)**__ (to be provided for contract execution)
- **W-9**
- **Workers Compensation Affidavits**