



Department of Purchasing
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POSTED
FEB 3 7 20 AM 8:45
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February 3, 2020

To All Interested Parties:

**Subject: Request for Proposal 1736-P
Provide a Traveling fitness and wellness initiative program**

The Suffolk City School Board (School Board) is requesting proposals from interested parties to provide a provide a traveling fitness and wellness initiative program for Suffolk Public Schools. All documents enclosed are to be considered an integral part of this request for proposal. Please read carefully all information contained in the RFP document. Any requirement set forth in an attachment is to be adhered fully.

Interested parties are invited to submit an original and seven (7) electronic copies (flash drives are preferred) marked **“Provide a Traveling fitness and wellness initiative program”** on or before **2:00 p.m. on Tuesday, March 3, 2020. Should a the deadline be compromised due to inclement weather or other situation where Suffolk Public Schools offices are closed, proposals will be accepted until 2:00 pm the next business day after Suffolk Public Schools reopens.** The proposal should be sealed in an envelope clearly marked with RFP #1736-P, the due date and time. The proposal should be delivered to:

Anthony W. Hinds, CPPB
Department of Purchasing
Suffolk Public Schools
100 North Main Street, 2nd Floor
Suffolk, Virginia 23434

Proposals will not be accepted at any other location or via fax or email. Any proposal received after the time designated above will be returned unopened. Nothing herein is intended to exclude any responsible offeror or in any way restrain or restrict competition. All responsible offerors are encouraged to submit proposals.

The School Board plans to select a qualified offeror based on the requirements set forth herein and pursuant to the Commonwealth of Virginia Procurement Regulations. The awarding authority for this contract is the Suffolk City School Board. The School Board reserves the right to reject any or all proposals submitted or to take advantage of any available regional or state contracts.

If you have any questions concerning this Request for Proposal, submit them in writing to Anthony Hinds at the above address or email to anthonyhinds@spsk12.net.

Issued By:


Anthony W. Hinds, CPPB

Purchasing Manager

Enclosures

CONTENTS

The cover letter (Request for Proposal) and each section attached as listed below constitute this Request for Proposal. All potential Vendors will be required to adhere to all requirements, schedules, terms and conditions as set forth in these sections.

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SECTION I SCOPE OF SERVICES

The Suffolk City School Board, hereinafter referred to as “School Board,” is requesting proposals from entities that will provide traveling fitness and wellness programs. The intent of this Request for Proposals is to obtain the wellness program outlined but proposers are welcome to provide additional services and pricing for those services provided that they meet the parameters of a wellness program. Suffolk Public Schools does not need a wellness platform (Virgin Pulse, etc.) as that is currently being provided by another contract and will not evaluate any submissions that are platform related. The intent of this RFP is to establish a contract or contracts to provide traveling fitness programming and for any proposer to offer other employee wellness programming for Suffolk Public Schools.

General Requirements:

The selected vendor shall provide a traveling fitness and wellness program for Suffolk Public Schools including but not limited to the following:

- A. There are a total of 21 schools and/or centers and the selected proposer/proposers will need to be able to provide services to all of the locations throughout Suffolk, VA.
- B. The successful proposer will be required to provide 1 to 3 personal trainers per school location. The requirement is that the proposer will maintain a minimum of one trainer per 15 participants. Any proposer that provides a better staff to participant ratio will receive a better evaluation in the RFP grading process.
- C. The successful proposer shall provide a program that includes the following: cardiovascular strength, flexibility, muscular strength and endurance, and body composition.
- D. The successful proposer will provide private feedback as to their progress. The activities can certainly take place in a group setting.
- E. The successful proposer must be willing to grow and add locations as the program continues to grow. Please provide a statement in your proposal to this effect.
- F. The successful proposer shall provide all necessary staffing, materials and management to effectively operate the proposed program.
- G. The successful proposer shall provide a program and staffing that does not discriminate on the basis of sex, age, marital status, race, color, creed or religion.
- H. The successful proposer shall be financially responsible for any and all destruction of school property that takes place during their program. Furthermore, the successful proposer will provide a certificate of insurance to cover costs caused by damage to property as a result of the program.

I. The successful proposer will provide the following programming:

- Fall and Spring Programming at 12 weeks each, 2 days per week at school locations across the City of Suffolk
 - Must be available a variety of days per week such as Monday/Wednesday and Tuesday/Thursday.
 - Must be willing to work around Instructional Calendar on dates provided by school division annually
- One hour in length per program session (does not include set up or takedown of equipment)
- Trainers to be present 15 minutes prior to the session
- Program dates set by Suffolk Public Schools to meet the district calendar
- One hour session times will be varied times due to groups of staff work hours. Must be able to meet the hours of the morning, afternoon, or evening sessions.
- Plan program for multiple levels of activity and participant ability based on pre-assessment and wellness changes with each participant as the program evolves.
- Provide booklets and materials with personalized assessment details and information regarding health, wellness, and how to sustain what is learned in sessions. To be based on the five components of fitness: Cardiovascular Strength, Flexibility, Muscular Strength, Muscular Endurance, and Body Composition.
- Must have automated attendance tracking shared with SPS Wellness Staff and ability to track performance, as well as report to the School Board with positive updates in the programming.
- Provide events at your business that can serve as makeup sessions and special events.
- Provide makeup sessions for participants with attendance tracked for staff who attend a building other than the one they are assigned.
- Able to manage and staff multiple locations/sessions across the city of Suffolk on repeating days throughout the week.
- Meet with Wellness Staff at least twice a year
- Offer make-up event sessions at the business location at least once per twelve weeks

J. The School Board is interested in the following Optional Services as a part of this RFP. While the proposer may not be able to meet the traveling component of this RFP, Suffolk Public Schools will entertain entering into contract for other wellness initiatives/products :

- a. Dietician consultant
- b. Any discounts for wellness programs (gym memberships, etc.)
- c. Any vendor that may want to provide programming on an individual basis between employees and entities.
- d. If the proposer has a gym component, Suffolk Public Schools is requesting the cost to the division to purchase memberships as wellness rewards.
- e. If proposer provides wellness products, Suffolk Public Schools is requesting a discount percentage off of published prices for wellness rewards.

SECTION II PROPOSAL REQUIREMENTS

Each vendor interested in submitting a proposal for consideration shall submit the detailed information described below in a sectional format. Award for the requested services will be based on the best value of the services proposed.

- A. Provide a letter of introduction that includes the name and location of the company, a statement of interest, and the ability to provide the required services. The letter must also include the following non-collusion statement.

“The Offeror expressly warrants that the information submitted herein is not the result of an agreement expressed or implied with any other Offeror or Offerors in an attempt to influence or restrict competition.”

The letter of introduction shall be signed by an individual authorized to conduct business for the firm with the name of the individual typed below the signature. The telephone, fax number, business address and e-mail address must be included in the letter of introduction.

- B. Provide a detailed description of the proposed solution as it relates to the program listed in the scope of services
- C. Provide the location of the administrative offices that will oversee the program. List the individual(s) who will be responsible for administering, teaching and supervising the programs proposed for the Suffolk Public Schools. Include specific duties and resumes for each individual listed. List other support staff and their responsibilities with this program, if applicable.
- D. Provide a detailed description of the structure of your program to include, but not be limited to, enrollment procedures, eligibility, methods of contact, discipline policies, sign in/sign out procedures, student/trainer ratios that you wish to use, and any other information that will help the committee to evaluate the proposed program. The School Board reserves the right to negotiate eligibility requirements in order to maintain consistency in providing these services for our staff.
- E. Provide any references that demonstrate your qualifications to provide such a service.
- F. Provide a list of space(s) and/or other needs that Suffolk Public Schools would be asked to provide.
- G. Provide a detailed cost proposal that is based on a per session, per trainer basis using a 15/1 student to trainer ratio. Suffolk Public Schools reserves the right to add trainers to reduce the ratio using this pricing proposal.
- H. The School Board reserves the right to award a contract or contracts based on the intent of this RFP even if the services are not specifically asked for in the RFP but meet the intent of providing wellness initiatives and a traveling component. Suffolk Public Schools reserves the right to make this ruling as to what is and what is not the intent of this RFP and the determination of what is allowed by the School Board is final.

SECTION III EVALUATION CRITERIA

Each vendor will be evaluated on the detail, quality and content of their proposal. The proposal shall be clear, factual and contain information necessary for a clear comparison of individual programs and proposed services. Each proposal will be evaluated on the basis of the criteria listed below:

- A. Quality of the proposed enrichment programs to include, but not be limited to, administration of the program, structure of the program, daily program activities, curriculum, student/trainer ratio, etc. **30 points**
- B. Fee Structure and discounts (including any scholarships, etc.). **30 points**
- C. Qualification of the provider and its ability to provide the program and services including the qualifications of individuals providing required services to include, but not be limited to administrators, supervisors, trainers and support staff. **25 points**
- D. References from other clients receiving similar services. **10 points**
- E. Other criteria deemed to be important to the success of the project that clearly illustrates that the proposal is the “best value” for the requirements stated herein. **5 points**

SECTION IV COOPERATIVE PROCUREMENT

This solicitation is being conducted on behalf of other public bodies under the provisions of § 2.2-4304 of the Virginia Public Procurement Act, Cooperative Procurement, as stated, “a public body may purchase from another public body's contract even if it did not participate in the request for proposal or invitation to bid, if the Request for Proposal or Invitation to Bid specified that the procurement was being conducted on behalf of other public bodies.”

If authorized by the Bidder(s), the resultant contract(s) may be extended to any jurisdiction within the Commonwealth of Virginia to purchase at contract prices in accordance with contract terms. It is the Contractor's responsibility to notify the jurisdictions of the availability of contract(s).

Any jurisdiction using such contracts shall place its own orders(s) directly with the Successful Contractor(s). Suffolk Public Schools acts only as the Contracting Agent and is not responsible for the placement of orders, payment or discrepancies of the participating jurisdictions.

SECTION V SELECTION OF VENDOR

- A. The School Board will use the competitive negotiation process (as outlined in the Virginia Public Procurement Act) in selecting the vendors to provide this service. The proposal, as submitted,

will be evaluated by the School Board. Up to five vendors deemed as best suited and qualified will be selected for formal and/or informal interviews. Selected vendors may be asked to demonstrate their complete program during the evaluation process. Competitive negotiations will be conducted with the top ranked vendors. A contract will be awarded to the top ranked multiple vendors after the completion of competitive negotiations.

- B. If the School Board determines that only one vendor is fully qualified or that one vendor is clearly more highly qualified and suitable than the others under consideration, a contract may be negotiated and awarded to that vendor.
- C. The School Board reserves the right to award multiple contracts as may be most advantageous to the School Board.
- D. Suffolk Public Schools reserves the right to increase or decrease the number of school sites based upon need.
- E. The School Board reserves the right to charge the successful vendor for space, personnel, utilities, etc. during regular operating hours as well as for any times when the building is otherwise closed to students, ie: holidays, summer months, etc.
- F. The School Board reserves the right to negotiate the terms of this contract (pricing, eligibility requirements, etc.) on an annual basis.
- G. The School Board reserves the right to reject any or all proposals and will not be liable for any cost incurred in connection with the preparation and submittal for this Request for Proposals.
- H. Notice of Award for this solicitation shall be in writing to the Successful vendor and posted on the Suffolk Public Schools Bid Board at 100 N. Main Street, Second Floor, Suffolk, VA 23434

SECTION VI TERMS AND CONDITIONS

- A. INDEPENDENT CONTRACTOR RELATIONS:** Neither the Successful vendor, its employees, assignees or Successful vendors shall be deemed employees of the School Board while performing for the School Board.
- B. GENERAL PROVISIONS:** Nothing in the agreement shall be construed as authority for either party to make commitments which will bind the other party beyond the scope of services contained herein.
- C. INVENTIONS & COPYRIGHTS:** The successful vendor is prohibited from copyrighting any papers, interim reports, forms or other material and/or obtaining patents on any invention resulting from its performance of the project, except when specific written authorization of the School Board is given. The copyright or patent shall belong to the School Board.
- D. TERMS OF AGREEMENT:** The initial term of this agreement shall begin on July 1, 2020 and continue through June 30, 2021 after which this agreement will automatically be extended for five additional one year periods, beginning July 1st and ending June 30th of each year, unless otherwise terminated by either party by giving written notice prior to April 1st of each year. The School Board may approve a price increase for each subsequent year. The request shall be

presented in writing by April 1st of each year and the cost increases shall not exceed the Consumer Price Index (CPI) as developed by the Bureau of Labor Statistics, U. S. Department of Labor, for all Urban Consumers (CPI-U) South, for the preceding calendar year. Suffolk Public Schools reserves the right to purchase additional services as needed to provide the intent of this Request for Proposals and to negotiate for additional years in order to provide for the continuation of services. Furthermore, the School Board reserves the right to add or delete locations based on the needs of the School Board during the duration of this agreement and any subsequent renewals.

- E. TERMINATION:** The School Board may terminate the Agreement upon ninety (90) days written notice to the other party. Upon this termination for convenience, the successful vendor shall be paid only for those additional fees and expenses incurred between notification of termination and the effective date of termination that are necessary for curtailment of its work under the Agreement. The parties may mutually agree in writing to an earlier termination.

In the event of a breach by the successful vendor of the agreement, the School Board shall have the right to immediately rescind, revoke, or terminate the Agreement. In the alternative, the School Board may give written notice to the successful vendor by specifying the manner in which the Agreement has been breached. If a notice of breach is given and the successful vendor has not substantially corrected the breach within ten (10) days of receipt of the written notice, the School Board shall have the right to terminate the Agreement. A waiver of breach of any provision of the Agreement shall not be deemed to be a waiver of any other or subsequent breach and shall not be construed to be a modification of the terms of the Agreement. A violation of any state or federal law or regulation by the successful vendor shall be considered a breach of the Agreement.

In the event of rescission, revocation, or termination, all documents and other materials related to the performance of the Agreement shall become the property of the School Board.

This agreement shall be canceled automatically in the event that the local, state or federal government fails to appropriate or allocate sufficient funds or positions for the purpose of continuing the Agreement. This termination shall be complete upon depletion of the previously allocated funds.

- F. COLLATERAL CONTRACTS:** Where there exists any inconsistency between the Agreement and other provisions of collateral contractual Agreements which are made a part of the Agreement by reference or otherwise, the provisions of the Agreement shall control.
- G. NONDISCRIMINATION:** In its performance of the Agreement, the successful vendor warrants that it will not discriminate against any employee, or other person, on account of race, color, sex, religious creed, ancestry, age, disability or national origin.

The successful vendor shall post, in conspicuous places that are available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause. In its solicitations or advertisements for employees, whether placed by or on behalf of the successful vendor, the successful vendor shall state that it is an equal opportunity employer. Notices, advertisements and solicitations which conform to federal laws, rules or regulations shall be deemed sufficient for the purpose of meeting the requirements of this section.

Suffolk Public Schools does not discriminate against faith-based organizations.

H. DRUG FREE WORKPLACE: A drug-free workplace is to be maintained by the contractor. All public bodies shall include in every contract over \$10,000 the following provisions:

During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000.00, so that provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a contractor in accordance with this chapter, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

I. CONTRACTOR/EMPLOYEE BACKGROUND CERTIFICATION: Upon award, the contractor and any employee who will have direct contact with students shall provide certification that (i) he has not been convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child; and (ii) whether he has been convicted of a crime of moral turpitude.

Any person making a materially false statement regarding such offense shall be guilty of a Class 1 misdemeanor and, upon conviction, the fact of such conviction shall be grounds for the revocation of the contract to provide such services and, when relevant, the revocation of any license required to provide such services. (See Exhibit 1)

J. APPLICABLE LAWS: The Agreement shall be governed in all respects, whether as to validity, construction, capacity, performance or otherwise, by the laws of the Commonwealth of Virginia.

K. SEVERABILITY: Each paragraph and provision of the Agreement is severable from the entire Agreement, and if any provision is declared invalid, the remaining provisions shall nevertheless remain in effect.

L. CONTINGENT FEE WARRANTY: The successful vendor warrants that it has not employed or retained any person or persons for the purpose of soliciting or securing the Agreement. The successful vendor further warrants that it has not paid or agreed to pay any company or person any fee, commission, percentage, brokerage fee, gift or any other consideration, contingent upon the award or making of the Agreement. For breach of one or both of the foregoing warranties, the School Board shall have the right to terminate the Agreement without liability, or, in its discretion, to deduct the amount of said prohibited fee.

M. FINANCIAL RECORDS AVAILABILITY: The successful vendor agrees to retain all books, records, and other documents relative to the Agreement for five (5) years after final payment. The School Board, its authorized agents and/or auditors shall have full access to and the right to examine any of said materials during this period.

N. OWNERSHIP OF DOCUMENTS: Any reports, studies, photographs, negatives or other documents prepared by the successful vendor shall be retained by the successful vendor and shall be remitted to the School Board by the successful vendor upon completion, termination or cancellation of the Agreement. The successful vendor shall not willingly use or allow or cause to have such materials used for any purpose other than performance of the successful vendor's obligations under the Agreement without the prior written consent of the School Board.

O. CONFIDENTIAL INFORMATION: All confidential and proprietary information and data furnished to the successful vendor by the School Board shall remain the property of the School Board. The successful vendor agrees to retain in confidence, and not to disclose to or use for the benefit of third parties, any information disclosed to the successful vendor by the School Board without the School Board's prior written consent. Excluded from the provisions of the Agreement shall be such information as:

- a. Information which is in the public domain or which the successful vendor can show to have been in its possession independently of and prior to such disclosure by the School Board;
- b. Information which becomes public knowledge after such disclosure, without fault on the part of the successful vendor or its employees;
- c. Information made available to the successful vendor from a third party source without any secrecy obligation attaching thereto; and
- d. All information uncovered during an investigation conducted by the successful vendor that is required to be reported by the successful vendor to appropriate agencies pursuant to local, state or federal statutes (i.e., especially concerning or affecting public health and safety). The successful vendor will attempt to notify the School Board prior to any such reporting.

Should the proposer wish to protect any part of their proposal, it is encouraged that the proposer mark that information as "Confidential" or "Proprietary". Should an outside entity request the information as a part of a Freedom of Information Act request, the proposer will be asked to provide a redacted copy of their protected information. In order to enact these protections, the information must be clearly marked.

P. COMPLIANCE WITH LAW AND STANDARD PRACTICES: The successful vendor shall perform its obligations under the Agreement in compliance with any and all applicable federal, state and local laws, rules, and regulations, including applicable licensing requirements, and in compliance with any and all rules of the School Board relative to the premises. The successful vendor shall be responsible for obtaining all permits, consents, and authorizations as may be required to perform its obligations.

Q. DOCUMENTATION/INFORMATION: The successful vendor will maintain and provide the School Board, upon request by the School Board, with the records, reports or other information to document attendance and participation of employees.

R. TAXES, FEES, CODE COMPLIANCE AND LICENSING: The successful vendor shall be responsible for the payment of any required taxes or fees associated with the Agreement. All work shall be in compliance with all applicable codes, ordinances and permitting requirements.

- S. INDEMNIFICATION AND HOLD HARMLESS:** The successful vendor agrees to the extent permitted by applicable law, to indemnify and hold the School Board and its representatives harmless against any and all liabilities, losses, cost or expenses (including reasonable legal fees and expenses) of whatsoever kind and nature which may be imposed on, incurred by or asserted against the School Board at any time to the extent such liability, loss or expense results from the successful vendor's negligence, breach of the terms hereof, or willful misconduct under the terms of this Agreement or applicable law.
- T. INSURANCE:** The successful vendor shall not commence work under this Agreement until he/she has obtained all insurance required under this section and such insurance has been approved by the School Board. The School Board will be named on all liability policies and Workers' Compensation policies as "Additional Named Insured" or "Alternate Employer Endorsement" for the proposed work.
- U. WORKERS' COMPENSATION INSURANCE AND EMPLOYERS' LIABILITY INSURANCE:** The successful vendor shall obtain and maintain during the life of this Agreement the applicable statutory Workers' Compensation Insurance with an insurance company duly authorized to write such insurance. The successful vendor shall obtain and maintain during the life of this Agreement, Employers' Liability Insurance with a limit of \$200,000.00 per accident/injury by an insurance company duly authorized to execute such insurance in the State of Virginia
- V. PROFESSIONAL LIABILITY INSURANCE:** The successful vendor shall procure and maintain professional liability insurance for protection from claims arising out of the performance of professional services caused by a negligent act, omission or error for which the insured is legally liable; such liability insurance will provide for coverage in the amount of one million dollars, with such deductible provisions as required by the School Board.
- W. PUBLIC LIABILITY INSURANCE:** The successful vendor shall maintain during the life of this Agreement such Public Liability Insurance as shall protect him/her against claims for damages resulting from bodily injury, including wrongful death, and property damage which may arise from operations under this Contract whether such operations be by himself/herself or his/her employees.
- X. CERTIFICATE OF INSURANCE:** The successful vendor shall furnish the School Board with two (2) copies of certificate of insurance evidencing policies required. The successful vendor shall not change any required insurance during the life of this Agreement unless notice of any such change in coverage is given in writing by the successful vendor to the School Board at least fourteen (14) calendar days prior to having any such change in coverage.
- Y. COMPLIANCE WITH FEDERAL IMMIGRATION LAW:** The successful bidder shall not, during the performance of a contract for goods and services in the Commonwealth of Virginia knowingly employ an unauthorized alien as defined in the Federal Immigration Reform and Control Act of 1986.
- Z. STATE CORPORATION COMMISSION ID NUMBER:** Any bidder or offeror organized or authorized to transact business in the Commonwealth of Virginia shall provide as a part of their bid documentation the identification number issued to it by the State Corporation Commission. Any bidder or offeror that is not required to be authorized to transact business in the

Commonwealth as a foreign business entity under title 13.1 or Title 50 or as otherwise required by law shall include in its bid or proposal a statement describing why the bidder or offeror is not required to be so authorized. No award will be made without this information.

AA. SUSPENSION OR DISBARMENT – In issuing your proposal, you are certifying that you have not been suspended or disbarred at any level (state or national) and are eligible to be awarded a contract.

Attachment 1

CONTRACTOR/EMPLOYEE BACKGROUND CERTIFICATION

Pursuant to Virginia Code Section 22.1-296.1.C, prior to the award of a contract for the provision of services that require the contractor or any of its employees to have direct contact with students, the school board is required to have the contractor, and when relevant, any employee who will have direct contact with students, provide certification that (i) he has not been convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child; and (ii) whether he has been convicted of a crime of moral turpitude. So as not to place an undue burden or hardship on the day to day operation of the school division and remain in compliance with the aforementioned Code provision, any contractor providing services for Suffolk Public Schools, whose employees will have direct contact with students, is required to provide the certification listed below:

As a contractor providing services for Suffolk Public Schools, whose employees will have direct contact with students, I certify that neither the contractor nor any of its employees, whether current employees or those who will be employed in the future, have been (i) convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child; nor (ii) convicted of a crime of moral turpitude.

CONTRACTOR NAME _____

BUSINESS ADDRESS _____

PHONE NUMBER _____

CERTIFIED BY _____

PRINTED NAME _____

TITLE _____

DATE _____

Any person making a materially false statement regarding any such offense shall be guilty of a Class 1 misdemeanor and, upon conviction, the fact of such conviction shall be grounds for the revocation of the contract to provide such services and, when relevant, the revocation of any license required to provide such services. School boards shall not be liable for materially false statements regarding the certifications required by this subsection.

For the purposes of this subsection, "direct contact with students" means being in the presence of students during regular school hours or during school-sponsored activities.

Attachment 2: Current Registration list

Time slot of classes	Days of the week	Class locations	# of Participants
4:30 PM - 5:30 PM	Mondays & Wednesdays	Booker T. Washington Elementary	22
4:30 PM - 5:30 PM	Tuesdays & Thursdays	King's Fork High	12
11:30 AM - 12:30 PM	Mondays & Wednesdays	Elephant's Fork Elementary	31
4:30 PM - 5:30 PM	Mondays & Wednesdays	Hillpoint Elementary	21
4:30 PM - 5:30 PM	Tuesday & Thursdays	Kilby Shores Elementary	24
4:30 PM - 5:30 PM	Mondays & Wednesdays	Nansemond Parkway Elementary	26
4:30 PM - 5:30 PM	Tuesdays & Thursdays	Oakland Elementary	18
4:30 PM - 5:30 PM	Mondays & Wednesdays	Pioneer Elementary	21

It is expected that any proposer have the capacity and capability to provide services to a minimum of one of the listed locations. It is the preference of Suffolk Public Schools to award a contract or contracts to proposers that will offer similar programming regardless of location of the program.