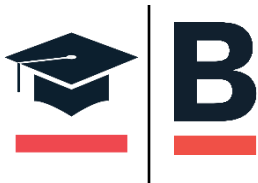


CITY of BOSTON

Invitation for Bid:

Postsecondary Enrollment Data



Boston Public Schools
Mary Skipper
EV00017981

PROJECT SUMMARY:

The City of Boston, acting by the Boston Public Schools, hereinafter referred to as the Awarding Authority, hereby invites vendors to provide active rosters for Boston Public Schools (BPS) graduates currently and previously enrolled in eligible postsecondary programming.

RFP SCHEDULE:

EVENT	DATE
IFB Issue Date	09/28/26 12:00 PM
Proposal Due Date	10/23/26 at 12:00 PM

CONTACT INFORMATION:

Jazmin Flores | Jflores5@bostonpublicschools.org

All questions pertaining to this IFB specific should be emailed with the IFB **number** EV00017981 in the subject line to the individuals above.

The Website for this IFB and related documents is the City of Boston Supplier Portal which you can access via boston.gov/procurement.

All correspondence will be posted on the Supplier Portal website. It is the responsibility of Vendors to check regularly for updates and any IFB addenda.

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1. INTRODUCTION AND SCOPE OF WORK

1.1. The Opportunity

With this Invitation for Bid (IFB), BPS wants to collect active rosters for Boston Public Schools (BPS) graduates currently and previously enrolled in eligible postsecondary programming to track postsecondary enrollment for various reporting purposes.

We look forward to receiving your bid¹.

1.2. Purchase Description/Scope Of Services

The Boston Public Schools seeks to receive on-going student-, school-, and district-level reports, through portal downloads and periodic file sharing, that describes, for all BPS graduates, postsecondary enrollment, persistence, and graduation status. The data should include graduates' status for at least the previous eight school years to ensure longitudinal capture of postsecondary status. This should align with the data needed for BPS's state and grant-related reporting requirements.

Student roster files should include the following data elements:

1. BPS ID
2. First Name
3. Last Name
4. Name Suffix
5. Requestor Return Field
6. Record Found (Y/N)
7. High School Code
8. High School Graduation Date
9. College Code/Branch
10. College Name
11. College State
12. 2-year/4-year
13. Public/Private
14. Enrollment Begin Date

¹ The IFB is open to any vendor who would like to respond, and the City encourages participation from small, local, minority-owned, women-owned, and veteran-owned businesses. To support equality of opportunity for these businesses, we also encourage respondents to solicit for the subcontracting of goods and services from certified businesses. The City's directory of certified businesses is available at <https://data.boston.gov/dataset/certified-business-directory>

- 15. Enrollment End Date
- 16. Graduated
- 17. Graduation Date
- 18. Degree Title
- 19. Major

1.3. TIMELINE

The table below shows the preliminary IFB Schedule. Dates are subject to change. Any changes will be posted in an addendum found on the IFB website. boston.gov/procurement.

EVENT	DATE
IFB Released	9/28/26
Questions Due to the City Via email to galfonseca@bostonpublicschools.org	EOD 10/2/26
Consolidated Q&A Posted by the City ²	10/5/26
Deadline for Bids See Submission Instructions	10/9/26
Estimated Contract Start Date	11/1/26

All times are in Eastern Time

1.4. WHAT TO DO IF YOU HAVE QUESTIONS

Vendors can ask questions live during the **Pre-Proposal Q&A Conference Call** (information in the table above).

Outside of the Q&A Conference Call and before the proposal deadline, all communications must be **emailed to Buyer Email RFP number EV00017981** in the subject line.^{3,4}

1.5. CONTRACT DETAILS

The term of the contract will be three years. Running from the date of execution through June 30, 2029.

² The consolidated Q&A posting will include answers to all IFB questions posed to the City at the Q&A Conference Call and by the email by the due date above. The City will update the Q&A if it chooses to answer any additional questions after that time.

³ No other City employee, consultant, or contractor is empowered to speak for the City with respect to this IFB. Any oral communication is considered unofficial and non-binding to the City.

⁴ **After the proposal deadline, Vendors should not contact the IFB Coordinator or any other City official or employee about this IFB**, except to respond to a request by the IFB Coordinator. Vendors may continue to contact City officials and employees about issues **unrelated** to this IFB.

1.6. HOW WE CHOOSE: RULE FOR AWARD AND CONTRACT



This section explains how we will award the contract. It provides clear descriptions for what we consider a responsive and responsible bidder.

We will evaluate your bids to determine the responsive and responsible bidder offering the lowest price for the services specified in this IFB.

Responsive bids are those that offer the supplies/services requested and contain all the required and completed information and forms.

Responsible bidders have the capability, integrity and reliability to perform under the contract.

1.7. MINIMUM OR “QUALITY” EVALUATION CRITERIA

First, we will review all bids to see if they meet the minimum (or “quality”) evaluation criteria listed below. These are “yes-or-no” standards that will apply to every bid.

These criteria reflect the standards that the City considers **essential** for this contract, as well as statutory thresholds for responsive and responsible proposers.

Any vendor that does not meet these minimum criteria is “not responsive” and will be eliminated from further consideration.

The minimum evaluation criteria include:

1. Did the vendor submit the bid by the **deadline, appropriately and truthfully**?
2. Did the vendor submit and complete all the necessary **forms and documentation requested in this IFB**?
3. Expertise in providing postsecondary enrollment data to large, urban school districts

1.8. CONTRACT

Please note that an award letter or award notification is not a communication of final acceptance of a Vendor's bid. No final award has been made until the following three steps have occurred:

1. Final **execution of a Contract by the Vendor and the City of Boston** (by its Awarding Authority/Official and the City Auditor);
2. The approval of the final Contract by the Mayor of Boston; and
3. Contractor receipt of a City issued Purchase Order.

The forms in Appendix 1 of this IFB are incorporated into the Contract by reference.

*****The City reserves the right to cancel this IFB at any time until bids are opened, and further reserves its right to reject all bids after they are opened if the City determines doing so is in its best interest.**

2. What should be included in your bid submission.



Your application will include the bid where you tell us why you are the best candidate for this role.

You will also submit your pricing information detailing your cost of the goods or services.

Your bid should consist of the following sections (each detailed in the following pages).

- (2.1) Executive Summary Cover Letter
- (2.2) Response to the Scope of Work
- (2.3) Quality Requirements
- (2.4) Insurance Documentation
- (4) Non-Collusion Form and Tax Compliance Form
- Appendix 1: Standard Contract and Forms
- Appendix 2: Insurance Recommendations
- Appendix 3: Pricing Sheet (Excel Format)

2.1. Executive Summary Cover Page.

Please include an executive summary cover page as the first page of your bid.

EXECUTIVE SUMMARY COVER LETTER		
IFB Title/Number	Postsecondary Enrollment Data EV00017981	
Organization Name		
Contact Information	Name	
	Title	
	Address	
	Email	
	Phone	

A brief introduction highlighting why you would be a good partner for the City on this project (4-5 sentences).	
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2.2. Response to the Scope of work

Vendors must confirm compliance with each aspect of the Scope of Work by selecting "Yes."

Purchase Description/Scope of Services	
The Boston Public Schools seeks to receive on-going student-, school-, and district-level reports, through portal downloads and periodic file sharing, that describe for all BPS graduates, postsecondary enrollment, persistence, and graduation status. The data should include graduates' status for at least the previous eight school years to ensure longitudinal capture of postsecondary status. This should align with the data needed for BPS's state and grant-related reporting requirements.	
Student roster files should largely include the following data elements: 1. BPS ID 2. First Name 3. Last Name 4. Name Suffix 5. Requestor Return Field 6. Record Found (Y/N) 7. High School Code 8. High School Graduation Date 9. College Code/Branch 10. College Name 11. College State	

12. 2-year/4-year 13. Public/Private 14. Enrollment Begin Date 15. Enrollment End Date 16. Graduated 17. Graduation Date 18. Degree Title 19. Major	
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2.3. Response to Quality Requirements Vendor Checkoff

Please verify and provide documentation that your company has all the experience, certifications, staff qualifications, and available equipment required by this IFB.

Quality Requirements	
Did the vendor submit the bid by the deadline, appropriately and truthfully?	
Did the vendor submit and complete all the necessary forms and documentation requested in this IFB?	
Does the vendor have experience providing postsecondary enrollment data to large, urban school districts?	

2.4. Insurance Documentation

Attach documentation of your insurance coverage. The City's recommended levels of insurance are listed in **Appendix 2**.

If you have a different level of coverage, please explain why that is sufficient to manage the risk of this project.

Response:

3. Your Pricing



The **Pricing** is where you will share your estimated project budget with us and explain any discount or cost saving offering for the awarding authority.

There are two steps to provide your pricing:

1. **Please complete the template** provided [here](#). Information on the number of students by school is included below to inform your quote.
2. **Please enter the total price for the entire contract length in the price line if submitted electronically through the Supplier Portal.** More detailed instructions are available in the following section, Section IV, *Submission Instructions*. Instructions can also be found on the [Procurement Information Page](#).

Please note:

- Bidders must complete the provided bid pricing sheet included in the attachment and upload it to the supplier portal. An Excel version will be provided as part of the bid event.
- The pricing worksheet must be completed electronically using Microsoft Excel, Google Sheets, or a similar program.
- If the pricing worksheet is incomplete, the bidder may be deemed unresponsive, and the bid may be rejected.
- Quantities listed on the pricing worksheet are estimates. The awarding authority reserves the right to purchase more or fewer items than the quantities listed, including none, subject to the appropriation and availability of funds.
- All pricing must include shipping and/or delivery to the designated location.
- The vendor is strongly encouraged to offer any applicable discounts, such as volume-based discounts or discounts for long-term contract commitments. Please specify the discount rates and the conditions under which they apply.

Table of BPS Schools Serving Grades 9-12 and Enrollment

School	SY23-24	SY24-25	SY25-26
Albert Holland School of Technology	335	341	383
Another Course To College	240	253	244
Boston Adult Tech Academy	184	227	122
Boston Arts Academy	472	498	490
Boston Collaborative High School	217	206	282
Boston Day-Evening Academy	293	323	313
Boston Green Academy	292	272	289
Boston International High School	486	490	428
Boston Latin Academy	1163	1156	1139
Boston Latin School	1599	1611	1600
Brighton High School	502	558	475
Carter School	22	24	30
Charlestown High School	672	642	539
Community Academy	41	58	39
Community Academy Of Science And Health	311	366	356
Dearborn STEM Academy	352	352	369
East Boston High School	1048	1000	919
English High School	580	615	549
Excel High School	384	300	90
Fenway High School	367	356	349
Greater Egleston High School	75	77	53
Henderson K-12 Inclusion School Upper	249	242	217
Horace Mann School for the Deaf	22	28	25

Hard of Hearing			
Kennedy Academy for Health Careers	375	383	424
Lyon High School	102	95	27
Madison Park Technical Vocational High School	1023	1090	993
Margarita Muniz Academy	308	324	313
Mel King - Prep	17	20	11
Mel King South End Academy	61	64	40
New Mission High School	512	533	533
O'Bryant School of Math & Science	1218	1185	1182
Quincy Upper School	248	246	254
Ruth Batson Academy	436	451	428
Snowden International High School	445	421	435
TechBoston Academy	634	618	614
Urban Science Academy*	39	39	39
West Roxbury Academy*	28	28	28

*Closed school - enrollment numbers reflect last year of operation

4. Non-Collusion Form and Tax Compliance Form

All bids or proposals to provide supplies or services or to purchase supplies from the district must include a signed certificate of non-collusion and tax compliance.

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid or 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.

Signature of individual submitting bid or proposal

Name of business

TAX COMPLIANCE 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 in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Signature of person submitting bid or proposal

Name of business

5. Submission Instructions

Vendors are strongly advised to read this section in its entirety and complete the checklist to avoid disqualification. Please note that the City will not be able to consider proposals that are submitted late or do not contain all the required components. (You do not need to submit the checklist tracker)

5.1. Checklist Item	IFB Section	COMPLETE (✓)
A. Required Items for IFB		
Executive Summary Cover Letter		
Response to Purchase Description/Scope of Services		
Quality Requirements		
Insurance Documentation		
Non-Collusion Form and Tax Compliance Form		
B. PRICE PROPOSAL		

Appendix 3: Pricing Sheet for Safety Uniforms		
C. CONTRACT TERMS & CONDITIONS		
Appendix 1: Standard Contract and Forms		
Appendix 2: Insurance Recommendation		

5.2. Submitting Bids Via Boston's Supplier Portal

Vendors can submit a bid electronically through the Supplier Portal. You can access the Supplier Portal from boston.gov/procurement at the Supplier Portal link. We do not accept bids submitted via email or other electronic communication.

To submit using the Supplier Portal, follow the steps on this website boston.gov/sites/default/files/embed/e/entering_a_bid_on-line_1.pdf. Below is a summary of those steps:

1. **REGISTER** (If you are not yet registered as a “bidder” on the Supplier Portal)
 - a. <https://www.boston.gov/departments/procurement/how-use-supplier-portal> provides step-by-step instructions to register.
2. **FIND EVENT:**
 - a. Log in to your account.
 - b. Click Main Menu > Manage Events and Place Bids > View Events and Place Bids.
 - c. Enter “BAIS Event #EV00XXXX” into the search box and click “Search” button.
 - d. Click “Postsecondary Enrollment Data.”
 - e. Click “View Event Package.” Here you can download forms and documentation linked to this IFB. We recommend starting with “Main IFB Document File name.”
 - f. Click the ‘OK’ button to return to the ‘Event Details’ page.
3. **ATTACH YOUR BID:**
 - a. Click on the ‘Bid On Event’ button.
 - b. Answer all questions and upload the required forms as directed, including your cover page and bid price template.
 - c. Click “Step 2: Enter Line Bid Responses”. Here is where you input your price information separately. If there are multiple lines, you may need to enter separate amounts for each line item you are bidding on,
4. **SUBMIT YOUR BID:**

- a. Once you have responded to all required fields, you may click “Validate Entries” to confirm if your bid is ready to be submitted.
- b. To submit your bids, click “Submit Bid.”

Further instructions on registering and submitting a bid can also be found on the [Procurement Information Page](#). **We recommend submitting your bid at least 24 hours prior to the deadline.**⁵

NOTE: MODIFICATIONS MAY NOT BE MADE TO YOUR BID ONCE SUBMITTED TO THE PORTAL. PLEASE ENSURE YOUR BID IS COMPLETE AND ACCURATE PRIOR TO YOUR SUBMISSION.

Please note that Supplier Portal file uploads are limited to 59-character file name length.

5.3. Submitting via Mail/Delivery

Hard copies of the Bids may be submitted by mail, delivery service, or in person. Vendors submitting a hard copy must submit a complete Bid in a sealed envelope. The envelopes should be clearly marked as follows:

Postsecondary Enrollment Data IFB EV00017981
Submitted by: [Name of Vendor]

[Date Submitted]
and delivered or mailed to:
Jazmin Flores Procurement Manager
2300 Washington Street, Roxbury, MA 02119

6. APPENDICES

APPENDIX 1: IFB TERMS AND CONDITIONS

CANCELLATION, REJECTION, AND WAIVER

The City is under no obligation to proceed with this IFB and may cancel the IFB at any time with or without the substitution of another. The City reserves the right to reject in whole or

⁵ Please note that Supplier Portal file uploads are limited to a 59-character file name length.

in part any or all bids, when the City determines that rejection serves the best interests of the City. The City may waive minor informalities in the bid or allow the Vendor to correct them.

The submitted bid, along with the IFB, will also be part of the Contract between the City and the Contractor.

The Contract is subject to the availability and appropriation of funds.

WITHDRAWAL OR MODIFICATION OF BID

The City may allow a Vendor representative bearing proper authorization and identification to sign for, receive and withdraw the Vendor's unopened Bid prior to the submission deadline. A Vendor that seeks to correct or modify its Bid may do so by withdrawing the initial submission and then submitting a modified Bid prior to the submission deadline.

PROPOSAL VALIDITY PERIOD

By submitting a Proposal the Vendor agrees that its Proposal is valid for one hundred eighty (180) days following the submission deadline unless extended by mutual agreement.

PROPOSAL COSTS

Any and all costs incurred by a Vendor in preparing a Proposal and throughout the IFB process are ineligible for reimbursement, or recovery from, the City and are solely the burden of the Vendor.

TAXES

The City is a tax-exempt organization. However, should any part of the Contract be subject to taxes, the Vendor shall include and be responsible for paying all taxes that are applicable.

Any taxes due will be assumed to be included in your price of services, otherwise the Vendor is responsible for any additional costs not included. The City is exempt from federal excise taxes (Federal Exemption No. A-108-328) and from Massachusetts sales and use taxes (Certificate No. E-046-001-380). Exemption certificates will be provided, if requested, following award.

SUBCONTRACTORS

The City will contract with one Contractor who will be solely responsible for contractual performance and who shall be the sole point of contact for the City with regard to Contract matters. In the event the Contractor utilizes one or more Subcontractors, the Contractor will assume all responsibility for performance of services by the Subcontractor(s).

The City must be named as a third party beneficiary in all subcontracts. A list of all Subcontractors proposed to take part in the performance of the Contract shall be provided to the City for approval prior to Contract execution.

USE OF CITY NAME

The Contractor and any Subcontractor(s) agree not to use the City of Boston name or seal, or that of any other City Agency or Department in advertising, trade literature, or press releases without the prior written approval of the City.

PUBLIC RECORDS

Proposals shall be confidential until the completion of the evaluations, or until the time for acceptance specified in the IFB, whichever is earlier. Thereafter, bids will be public record and subject to disclosure upon request. Do not submit confidential information in your Bid.

APPENDIX 2: CONTRACT TERMS AND CONDITIONS

Please be familiar with these terms and conditions at the time of proposal submission to ensure that you are able to meet them if awarded the contract.

Bidder Acknowledgement of Required Forms. All bidders are expected to review the Terms and Conditions included in this solicitation prior to submitting a proposal to ensure they are able to meet these requirements.

1. [Form CM-06](#) – Certificate of Authority (Only Required for Corporations)
2. [Form CM-09](#) – Contractor Certification
3. [Form CM-10 and CM11](#) – Standard Contract Document & General Conditions
4. [Form CM-10/11](#) – Supplemental IT Terms & Conditions (for IT projects only)
5. CM Forms [Form 15A](#), [Form 15B](#) – CORI Compliance & Standard
6. [Form CM-16](#) – Wage Theft: **Complete and submit with your proposal**
7. [Form Wage-1](#) – Requirements Of The Boston Jobs, Living Wage, And Prevailing Wage Ordinance
8. [Form Wage-2](#) – The Boston Jobs, Living Wage, And Prevailing Wage Ordinance Vendor Agreement
9. [Truck Side Guard Ordinance](#) – Applies to contractors using vehicles over 10,000 lbs and semi-trailers with a total weight exceeding 26,000 lbs. Full ordinance [here](#)

APPENDIX 3: INSURANCE REQUIREMENTS

If you have questions about insurance requirements for your specific project, reach out to Procurement for guidance.

The City requires the following levels of insurance. The Contractor shall purchase and maintain during the term of the Contract all insurance required by the Commonwealth of Massachusetts and as required in this section, and will assure that subcontractors carry similar and appropriate coverage. These requirements shall not be construed to limit the liability of the Contractor or its insurer.

Insurance will be issued by insurance companies licensed to write insurance in their domicile state and the Commonwealth of Massachusetts, and will have a current Best's rating of A- VII or above. Insurance Certificates on Acord Form 25 evidencing all requirements listed below shall be delivered to the Official by the selected vendor prior to the execution of any contract. Additionally, renewal certificates must be delivered within 30 days prior to the expiration of the preceding policy.

Insurance Requirements:

1. **Workers' Compensation** insurance as required from under General Laws c.152 (the Workers' Compensation Law) and including employer's liability limits of one million (\$1,000,000) per accident and per employee, including disease.
2. **Commercial General Liability** with coverage no less than one million (\$1,000,000) per occurrence and two million (\$2,000,000) annual aggregate limit per location or project basis.
3. **Automobile Liability** (Any Auto/Hired/Non-owned) for one million (\$1,000,000) combined single limit per accident.
4. **Umbrella Liability excess of Commercial General Liability, Employer's Liability and Auto Liability** for one million (\$1,000,000) each occurrence. In lieu of umbrella

liability, required limits may be achieved by purchasing higher limits on individual policies.

5. **Technology Errors & Omissions / Cyber Liability / Security & Privacy:** for one million (\$1,000,000) per claim and one million (\$1,000,000) in the aggregate with coverage continuing for one year after completion or termination of the Agreement. Policy must specifically include: a) computer or network systems attacks, b) denial or loss of service, c) introduction, implantation or spread of malicious software code, d) unauthorized Access and Use of computer systems, e) privacy liability, and f) breach response coverage equaling at least 50% of liability limit.
6. **Third Party Crime / Employee Dishonesty:** for \$1 million per claim and \$1 million in the aggregate. Coverage is required if vendor will have access to personal or municipal financial information and/or records maintained by City
7. **Professional Services** for two million (\$2,000,000) per claim and two million (\$2,000,000) in the aggregate with coverage continuing for one year after work period.

General Conditions:

- City of Boston must be named as Additional Insured on all policies except, Workers' Compensation and Employer's Liability.
- Above insurance shall be primary and noncontributory over any such insurance available to the City of Boston, its officials, employees and volunteers.
- Waiver of Subrogation will be included as respects all coverages listed above in favor of the City of Boston. The Workers' Compensation Policy must be specifically endorsed and noted as such in the required certificate.
- All policies will be endorsed to provide thirty days written notice to the certificate holder, the City of Boston, in the event of cancellation, non-renewal or material changes in coverage. Such endorsements must be attached to the Certificate.