Request for Proposal

Before School and After School Childcare

North Shore School District #112
Highland Park, IL

October 25, 2018

North Shore School District 112
Before School and After School Childcare - Request for Proposal

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1.0 GENERAL INFORMATION

1.1 Public Notice

The Board of Education of North Shore School District 112 ("Board") is accepting proposals to provide before school and after school childcare in each of the 7 elementary school buildings in the District, which include grades kindergarten through fifth grade. Specifications and proposal documents can be obtained from the District's website at www.nssd112.org/bids_proposals or by contacting Christopher Wildman at (224) 765-3005 or cwildman@nssd112.org. Five hard copies of the RFP documents must be submitted by 2:00 PM CST on or before Thursday, November 29, 2018, to Mr. Christopher Wildman, Chief Financial Officer and Treasurer, North Shore School District 112, 1936 Green Bay Road, Highland Park, IL 60035.

1.2 Request for Proposal Overview

North Shore School District 112 ("D112" or "the District"), invites interested community-based organizations and other entities to submit proposals to operate on-site before and after school services and programs ("Program") at seven District elementary schools (collectively referred to as "the Schools"). The morning Program at each school will begin at 6:00 a.m. and conclude at 8:30 a.m. The afternoon Program will begin after school dismissal at 3:17 p.m. and end at 6:00 p.m. It is expected that the Program will be available to families Monday through Friday throughout the school year, including days when school is not in session (e.g., Veteran's Day, Pulaski Day) and during any District-designated early release days. The Program at all Schools must be entirely self-supporting. The tuition for the Program will be paid by parents who enroll their children in the Program. Entities submitting proposals under this RFP ("Proposers") must propose a fee structure (eg. sliding scale, scholarships) to accommodate families who cannot afford to pay full tuition to participate in the Program but have a demonstrated need for services. Proposers should consider offering a military and/or sibling discount. The District will not be responsible for any costs related to the Program.

Proposers shall submit responses that are complete, thorough and accurate. A Proposer's failure to comply with all provisions of this RFP may disqualify the Proposer's response.

This RFP process is designed to prevent biased evaluations and to preserve the competitiveness and integrity of contract awards. All evaluations will use a consistent methodology and set of metrics to score each proposal received. Proposers are to direct all communications regarding this RFP to Kristin Swanson at (224) 765-3048 or ksswanson@nssd112.org or Chris Wildman at (224) 765-3005 or cwildman@nssd112.org. Proposers are not to contact other district administrators or employees directly. Attempts to circumvent this requirement will be viewed negatively and may result in proposal rejection.

1.3 Proposal Due Date

The deadline for proposals is **2:00 p.m. CST on Thursday, November 29, 2018**. Proposals received after that time will not be accepted.

1.4 Selection of Provider

D112 will consider many relevant factors in selecting the firm to provide on-site before and after school care. In addition to technical capabilities, the selected firm must demonstrate the ability to meet or exceed a high standard of quality. A proven and verifiable commitment to total customer satisfaction and support will be a key factor in the assessment of proposals. The District will enter into a license agreement ("Agreement") with the successful Proposer(s) ("Provider") under which the District will provide space on each elementary school campus for the Program. The Program will not be a District program, and the District will not own, supervise, manage, fund or assume liability for the Program.

1.5 License Agreement

Upon award by the Board of Education, the District will submit a proposed Agreement for review and execution by the Provider. No contract or agreement will be implied, final or in effect between the Board and a selected proposer until acceptable Agreement terms have been reached. The Provider must enter into an executed agreement with the Board in order to finalize the award of the proposal. If mutual agreement on Agreement terms cannot be reached, the Board will proceed to negotiations with another proposer.

Under the Agreement, the Provider shall operate the Program at the Schools and shall restrict its use of the Schools to the operation of the Program and activities directly related thereto. The Provider shall not permit the use of the Schools for any other purpose without the prior written consent of the Board. Unless otherwise specifically provided in the Agreement, the Provider shall provide all necessary staffing, materials, and management to effectively operate the Program. The Provider shall be fully responsible for the implementation and operation of the Program, and the supervision and safety of its employees, agents, participants, and invitees of the Program. The Provider shall provide on-site staff that shall have the responsibility for every aspect of the Program including, but not limited to, management, oversight, and supervision. The District shall provide the premises on which the Program will operate as well as sufficient storage space, but will not in any way be responsible for the operation of the Program or the supervision or safety of Provider's employees, agents, participants or invitees of the Program.

The Agreement shall begin on July 1, 2019, and shall terminate on June 30, 2020, with an option to extend the agreement based on satisfactory service/performance (as determined in the District's sole discretion) for a further fixed length of four (4) years. The Agreement will also provide for a cancellation provision for one, multiple, or all locations, at the District's option, upon 90 days' prior written notice by the District.

Under the Agreement, the District shall be responsible for providing routine custodial service and maintaining the Schools. However, the Provider shall be responsible for the cost of any repairs necessitated by acts or omissions of the Provider or its employees, agents or invitees. The Provider will not be permitted to make any alterations or improvements to the schools to suit their needs, without the explicit permission of the District.

The Provider will pay the District a license fee of the program's total net revenue, payable to the District on a monthly basis. This amount is calculated to reimburse the District for the costs the District is estimated to incur as a result of the Agreement. For purposes of calculating this fee, the net revenue shall include all net Program fees received by the Provider as a result of the Program, after reduction for any discounts or scholarships provided by the Provider.

2.0 INTRODUCTION

2.1 Background

The Board of Education of North Shore School District 112 in Highland Park, Illinois, is seeking proposals from qualified firms that have successfully provided on-site before and after school services and programs for elementary aged students. The intent of this request for proposal ("RFP") is to provide a license to a before and after school provider to use space in the District's elementary school buildings to serve seven school communities. The Schools' goals are to find a provider who will 1) provide a safe, secure, on-site before and after school environment for children; and 2) deliver an enriching, enjoyable after-school program format that blends childcare, homework, extracurricular activities, enrichment, music, recreation, physical activities, and the arts.

2.2 District Description – Summary Data

The mission of North Shore School District 112, a community partnership committed to a world-class education, is to nurture every child to become an inspired learner, a well-rounded individual, and contributing member of a global community by striving for excellence within an environment that fosters innovation, respect, engagement and intellectual inquiry.

North Shore School District 112 is an elementary district, serving students from preschool through eighth grade. D112 serves students from three communities, Highland Park, Highwood, and Fort Sheridan, all located in Illinois in the north suburbs of Chicago, IL. There are approximately 3,900 students enrolled in the District. Generations of Highland Park, Highwood, and Fort Sheridan students attended the schools of former Districts 107, 108, and 111, which united in 1993 to form the new North Shore School District 112. Today there are 10 schools in the District, including seven elementary schools, two middle schools, and the Green Bay Early Childhood Program.

D112 is relatively diverse, with approximately 36% of students reporting racial/ethnic diversity. Of these students, approximately 28% identify as Hispanic. Seventeen percent of the students are English Learners, and the District has a long history of innovative programming for this population, with Dual Language programs serving students from preschool through 8th grade. Approximately 26% of students are identified as low income, and approximately 15% of students have an Individualized Education Program ("IEP").

The District's Illinois Report Card for 2016-2017 is available for review at the following link:

https://www.illinoisreportcard.com/district.aspx?source=profile&Districtid=34049112002

3.0 SCOPE OF SERVICES

3.1 Program Elements

Program Responsibility: The proposal must include the full programming costs of personnel, materials, equipment, rental fees, snacks/beverages, and all miscellaneous expenses necessary to operate before-school and after-school programs at the Schools in full compliance with all applicable Illinois and Federal requirements for such programming and in compliance with the terms of the Agreement between D112 and the Provider. All other responsibilities for programming and services shall be borne by the Provider. The Provider will be solely responsible for all of its employees, staff, and services. The Program shall not be considered a school- or District 112 related activity.

License Requirements: The Provider shall secure at its sole cost and expense all required licenses from applicable agencies (e.g. Illinois Department of Children and Family Services ("DCFS") and shall provide copies to the District. The District shall not be deemed to be operating the Program. The Provider shall also be responsible for conforming with any other applicable requirements as well as securing any necessary permits, certificates, and licenses in addition to licensing required by DCFS in operating and maintaining the Program. The Board shall have no responsibility whatsoever for maintaining said licenses or for operating the Program. The Provider shall ensure that all of its employees and agents assigned to the Program have any required licenses and have been subjected to all required background checks as required by law. Upon the request of the District, the Provider will promptly provide to the District evidence of compliance with all certification and licensure requirements.

The District reserves the right to exclude from the Schools any persons whose presence is prohibited by law or a Board policy or who would otherwise constitute a danger or disruption to the District's activities, staff or students. The Provider shall at all times have someone present at the Program who is certified in the use of an automated external defibrillator. The provider shall comply with District and building security protocols and emergency plan. The Provider shall not permit any individuals to have access to the Schools other than its own employees, agents, participants, and invitees.

Rules and Regulations: The Board shall have the right to establish reasonable rules and regulations for the conduct of the Provider, its agents, employees, staff members, participants, invitees or persons entering on the Board's property, including but not limited to the Schools. The Provider and its employees, staff, and invitees shall comply with the Board policies governing conduct and activities on Board property.

Program Hours: The before school Program hours must be ***6:00 am to 8:30 am*** and the after school Program hours must be ***3:17 pm to 6:00 pm***. Each component should interface seamlessly with school programs offered before and after school, allowing students to safely move from school to extracurricular program to the Program. The provider must remove all of its materials and equipment at the end of each before and after school session.

Program Enrollment: Enrollment in the Program shall be open to all District students who are enrolled in the grades of kindergarten through fifth grade at the following District Schools:

Braeside Elementary School	Total Enrollment	269
Indian Trail Elementary School	Total Enrollment	430
Oak Terrace Elementary School	Total Enrollment	479
Ravinia Elementary School	Total Enrollment	226
Red Oak Elementary School	Total Enrollment	248
Sherwood Elementary School	Total Enrollment	377
Wayne Thomas Elementary School	Total Enrollment	325

The Provider may not discriminate against any student based on his/her disability.

3.2 Program Objectives

This section describes the District's vision for on-site before school and after school care. The Provider must be able to provide a self-contained, effective program for students.

The before school program at the School is childcare offered to provide students with a safe, secure and supportive environment prior to the start of school to accommodate the schedules of working parents.

The after-school program has three required elements: (1) providing a safe, secure and supportive environment for students, (2) academic assistance with homework; and (3) enrichment and physical activities. The academic assistance with homework must provide support for students and be in alignment with the school day academic program requirements, a standards-aligned curriculum, and instructional materials.

- **Academic Assistance**: After school programs must include homework support. This academic assistance must be aligned with the students' regular academic programs and must support students as they complete any assigned work.
- **Enrichment and Physical Fitness**: After school programs must provide an enrichment element that offers a broad array of additional services, programs and activities that are designed to reinforce and complement the regular program. Proposed enrichment activities may include, but are not limited to, the following:
    - Service-learning/project-based learning
    - Art
    - Music
    - Physical Fitness
    - Recreational activities
    - Character education
    - STEM activities

Staff Requirements

- **License**: The successful bidder must have the appropriate child care license, if required, to operate the program.
- **Education**: All after-school program staff who provide direct supervision to students must meet the following minimum qualifications:
    - Be at least 19 years of age and show proof of one (1) of the following requirements:
        - Associate's degree or higher; or
        - 60 semester hours of coursework; or
        - High School Diploma or GED.

3.3 Submission Requirements – Proposal Contents

The proposal must include a budget for the Program.

The proposal must also succinctly and clearly address the following:

1. Describe your history, vision, and philosophy. Indicate the number of years you have provided services similar to those requested in the RFP.
2. Describe your organizational structure. Provide your organizational chart.
3. Please provide your recommended license fee % (e.g. 6% payable to District) to cover custodial and administrative overhead.
4. Do you have a State license to operate the Program? If yes, what is the licensing agency and provide the name and contact information for the agency.
5. Describe your organization's qualifications and experience providing services in before and after school settings.
6. Plan for delivery of services:
    a. What enrollment minimums do you require to operate the Program?
    b. Provide a sample lesson plan, snack menu, and Program schedule.
    c. How do you handle equipment, supplies, consumables, and furniture needed for Program operations?
    d. What will be your initial financial investment in Program equipment and materials?
    e. Describe methods used to communicate with parents of children in the Program.
    f. Describe how you provide Program information to the school board, principals and other administrative personnel of the District.
    g. Describe how you collaborate and communicate with school site leadership and staff about the Program and student needs.
    h. Describe how you market the Program to the school community.
    i. Describe your supervision plan and the method used to account for and track the whereabouts of each student in the Program.
    j. Describe how you incorporate diversity into your Program.
    k. Provide a timeline indicating the steps required and the time needed to establish the Program.

   l. Describe staff training and resources available to de-escalate disputes and resolve differences and conflicts between students and between students and adults.
   m. Describe how you will address care and accommodations for students with disabilities.
   n. Describe how you will group students in different grades.
7. Staffing Plan
   a. What are the required qualifications for each staff member involved with the Program?
   b. What staffing ratios will be employed?
   c. What kind of training programs do you have in place for staff members - both initial and ongoing?
   d. Will you hire existing D112 staff or teachers?
   e. Provide resumes for all managerial staff who will work on the Program.
8. Program Budget and Program Fees; Complete and include the following Fee Chart
   a. What are the proposed before and after school weekly, full-time (5 days) tuition rates for this Program? Please indicate any registration fees or any miscellaneous fees (such as membership fees or supply fees).
   b. Describe your tuition policies.

Fee Chart

Before School (5 days per week tuition)	
Before School (daily or drop-in rate)	
After School (5 days per week tuition)	
After School (daily or drop-in rate)	
Annual Registration Fee (if applicable)	
Supply Fee (if applicable)	
Snack Fee (if applicable)	
Late Pick-Up Fee	
Cost Per Enrichment Program (if applicable - if it differs by the program, please specify)	

9. References and Additional Information
    a. Provide at least three (3) written references (with contact information) from other school districts in which you have provided services, and provide one site for D112 staff to conduct a site visit.
    b. Provide parent survey responses demonstrating the satisfaction of the services you offer families, if available. Surveys must be current within the last year.
    c. Provide a sample Parent Handbook or similar document/brochure that has been used by your organization for a similar program.
    d. Provide any information if you plan to or would consider hiring current D112 staff.
    e. Has your organization had an agreement terminated for any reason in the last five (5) years? If yes, provide details.
    f. Are you or your firm/agency/organization aware of any claims made or litigation alleging misconduct, discrimination or sexual harassment by or against your firm/agency/organization or its employees or agents (arising from services provided for your firm/agency/organization)? If yes, provide details.

g. Is your firm/agency/organization involved in or aware of any pending disciplinary action or investigation by any local, state or federal agency against your firm/agency/organization or its employees or agents (arising from services provided for your firm/agency/organization)? If yes, provide details.

4.0 RESPONSE INSTRUCTIONS

4.1 Confidential and Proprietary Information

D112 is a governmental entity subject to the Illinois Freedom of Information Act and, as a result, documents in its possession are subject to release upon request. If the Proposer requests that the District withhold any trade secrets, commercial information, or financial information that it submits with its proposal from disclosure to a third party in response to a Freedom of Information Act request, the Proposer must include with its proposal a written notification specifically identifying such information, along with a statement that disclosure of such information will cause competitive harm to the Proposer, as provided by FOIA Section 7(1)(g), 5 ILCS 140/7(1)(g). Any content not so marked by the Proposer at the time of proposal submittal will be presumed to be open to public inspection. The Proposer may be required to substantiate the basis for its claims at a later time.

After award of the Agreement, if the Provider requests that the District withhold any subsequently submitted information as trade secrets, commercial information, or financial information from disclosure to a third party in response to a Freedom of Information Act request, the Provider must notify the District of such request at the time such information is submitted to the District, along with a statement that disclosure of such information will cause competitive harm to the Provider, as provided by FOIA Section 7(1)(g), 5 ILCS 140/7(1)(g). Any content not so marked by the Provider at the time of submission to the District will be presumed to be open to public inspection. The Provider may be required to substantiate the basis for its claims at a later time.

Notwithstanding timely notice received from a Proposer in accordance with Section 7(1)(g), the District reserves the right, in its sole discretion and subject only to the applicable law, to withhold or release the subject information in response to a Freedom of Information Act request.

The Proposer waives any rights it may have, or claim to have, to challenge, protest, enjoin or otherwise assert a claim relating to, connected with or arising from any FOIA request.

As a potential provider of a governmental function on behalf of the District, the Proposer agrees to cooperate with the District in responding to any FOIA request, including by timely providing any documents requested by the District that directly relate to the governmental function that the Proposer has been engaged to perform on behalf of the District.

4.2 Obligation of District

Issuance of this RFP does not create any obligation on the part of D112 to enter into any agreement or undertake any financial obligations with respect to before and after school

programming. There will be no discussions with Proposers except for the purpose of clarification of a Proposal until the evaluation of the Proposals has been completed. Any subsequent discussion shall be at the discretion of D112.

4.3 Disclosures

By signing its Proposal, a Proposer affirms that he/she has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor or service to a public servant in connection with the proposal submitted. By signing its Proposal, a Proposer affirms that, to the best of his/her knowledge, the Proposal has been arrived at independently, and is submitted without collusion with anyone to obtain information or gain any favoritism that would in any way limit competition or give them an unfair advantage over other vendors in the award of this RFP. Proposer shall note any and all relationships that might be construed as a conflict of interest and include such information with the Proposal.

4.4 Preparation

Proposals must be prepared in such a way as to provide a straightforward, concise delineation of capacities to satisfy the requirements of the RFP. Expensive bindings, color displays, promotional material, etc., are not necessary or desired. Emphasis should concentrate on conformance to RFP instructions, responsiveness to RFP requirements, and on completeness and clarity of content. All proposals and accompanying documents become the property of D112.

4.5 Modification or Withdrawal of Proposals

Any Proposer may withdraw his/her proposal at any time prior to the scheduled closing time for the receipt of proposals, but the Proposer may not withdraw his/her proposal for a period of ninety (90) days after the scheduled closing time for the receipt of proposals. Modifications or corrections of a previously submitted proposal are to be addressed in the same manner as the original proposal and will be considered by D112 if received prior to the scheduled closing time for receipt of proposals. Oral or telephonic (facsimile) modifications or corrections will not be recognized or considered.

4.6 Deviations and Exceptions

Deviations and exceptions from terms, conditions, or specifications shall be described fully, on the Proposer's letterhead, signed and attached to the proposal. In the absence of such statement, the proposal shall be accepted as in strict compliance with all terms, conditions, and specifications of this RFP.

4.7 Late Proposals

Proposals received after the due date and time will not be considered and will be returned unopened to the sender. Regardless of the method used for delivery, respondents shall be wholly responsible for the timely delivery of submitted proposals.

4.8 Presentation/Demonstration

D112 reserves the right to require any or all Proposers to either make a presentation or attend/participate in an interview session to gauge their suitability to provide services for this project. If so requested, the Proposer(s) shall make its personnel available within ten (10) calendar days of the request. Should a Proposer refuse to honor the request for a presentation, demonstration, or interview, it may result in disqualification.

4.9 Commencement of Work

The Program must commence at the start of the 2019-2020 school year. A school calendar is attached hereto as **Exhibit A**.

4.10 Evaluation of Proposal

The Board reserves the right to reject any and all proposals submitted and to request additional information from all Proposers. The award will be made to the Proposer(s) that, in the opinion of the District, best meets the specifications of the RFP. The following factors will be considered in evaluating the responses to decide the award of the Agreement.

- The quality, innovation, and clarity of the program description
- Fees
- Employee Qualifications
- Experience

4.11 Response Submission

Five (5) hard copies of the proposal and any other documents must be received by the District no later than **2:00 PM CST, Thursday, November 29, 2018.** All proposals must be submitted enclosed in a sealed box or envelope. Each proposal shall be clearly labeled and indexed with appropriate section and sub-section numbers as referred to herein. Proposals may be mailed, hand-delivered, or received via courier. Proposals will not be accepted if they are submitted by fax or email.

Submit proposals and mark boxes or envelopes plainly as indicated as follows:

Mr. Christopher Wildman, CPA CGMA SFO
Chief Financial Officer/Treasurer/CSBO
North Shore School District 112
1936 Green Bay Road
Highland Park, IL 60035

Before School and After School Program RFP
Proposals Due: November 29, 2018

4.12 Timeline of Activities

The following is the anticipated schedule of events for this project. The schedule may change depending on the results of the submitted proposals. The final schedule will be established prior to contracting with the Provider.

Date / Time	Activity/Tasks
October 25, 2018	Release of RFP
October 25, 2018	RFP Specification on the District's website
November 8, 2018 by 3:00 p.m.	Last day to submit Questions and Seek Clarifications
November 14, 2018	Issue Addendum to FAQ's (if necessary)
November 29, 2018 by 2:00 p.m.	**Proposals Due**
December 3-7, 2018	Interview/ Site Visit
December 18, 2018	Award of Agreement by Board of Education

4.13 RFP Questions

Any questions about this RFP must be raised prior to the submission of the proposals. All questions must be submitted no later than 3:00 PM CST November 8, 2018, to cwildman@nssd112.org. Please include in the subject line: Before School and After School Childcare Proposal Question(s). Submitted questions and written responses will be provided by written addendum. A copy of such addendum will be emailed to each person who has provided his/her email address to the District. Failure on the part of the Proposer to receive a written addendum prior to the time of the opening of proposals will not be grounds for withdrawal of its proposal. Oral explanations or representations will not be binding.

4.14 Reject All Bids

The District reserves the right to reject any or all proposals and to waive any technicality or informality in the proposal process. The District may select proposals to serve one or more of the school sites or none at all.

5.0 GENERAL CONDITIONS

5.1 Attorneys' Fees

The District and the Provider agree that in the event of a dispute, each party will bear its own costs of litigation and attorneys' fees.

5.2 Non-Discrimination

Proposers must be in full compliance with all applicable laws, rules and regulations regarding discrimination, including, but not limited to the *Illinois Human Rights Act* (775 ILCS § 5/1 *et seq.*), and the *Equal Employment Opportunity Act* (42 U.S.C. § 2000e), the *Americans With Disabilities Act* (42 U.S.C. § 12101 *et seq*.), and their rules and regulations. Specifically, the Provider shall not discriminate against any Program participant or District student on the basis of his/her disability and shall comply with all applicable laws by ensuring physical accessibility of the Schools and accessibility of the Program for all participants.

5.3 Indemnification

The Provider shall indemnify and hold harmless the Board and its individual board members, officers, employees, agents, volunteers, successors, and assigns ("Indemnitees"), from any and all costs, damages, losses, judgments, liabilities and expenses (including reasonable attorneys' fees and litigation costs) (collectively, "Claims") brought against or incurred by the Indemnitees arising out of, in connection with, or related to (1) any acts or omissions of the Provider and its officers, subcontractors, employees and agents; (2) any breach of the Agreement; and (3) accessibility of the Program or the physical accessibility of the Schools with respect to their use in the Program.

5.4 Bid Rigging and Bid Rotating

As required by the *Criminal Code*, 720 ILCS § 5/33E-11, by submitting a proposal, the Proposer certifies that it is not barred from contracting with any unit of State of Local Government as a result of a violation of any criminal statute including, but not limited to, the bid-rigging (Section 33E-3) or bid rotating (Section 33E-4) provisions of the *Criminal Code*. The Proposer agrees that if this certification is false, the Board may declare the Agreement void. The Proposer further certifies that it will provide a drug-free workplace as required by the Illinois *Drug-Free Workplace Act*, 30 ILCS §§ 580/1 *et seq*. If applicable, the Proposer shall collect and remit Illinois Use Tax on all sales of tangible personal property into the State of Illinois in accordance with the provisions of the *Illinois Use Tax Act*, 35 §§ ILCS 105/1 *et seq*., regardless of whether the Proposer is a retailer maintaining a place of business within this State" as defined in Section 2 of the Use Tax Act.

5.5 Agreement to RFP Terms and Conditions

The Agreement shall incorporate the terms and conditions set forth in this RFP by reference.

5.6 Compliance with Applicable Law

The Provider shall at all times observe and comply with all applicable laws, rules, ordinances and regulations, including, but not limited to, the *Illinois Prevailing Wage Act* (820 ILCS 130/1 *et seq.*), the *Equal Employment Opportunity Act* (42 U.S.C. § 2000e), and the *Illinois Criminal Code* (720 ILCS 5/1 *et seq.*), and obtain all necessary licenses and approvals in performing under this RFP and its proposal. Further, the Provider must comply with all licensing provisions, employee criminal background checks, state and federal disability and other non-discriminatory and accessibility requirements including the *Americans With Disabilities Act*, state and federal laws prohibiting smoking and consuming alcohol on school property, and state laws prohibiting the presence of sex offenders on school district property. The Provider shall comply with the

requirements of the *Illinois Human Rights Act* (775 ILCS 5/1 *et seq.*), including but not limited to the adoption of sexual harassment policies and procedures. The Provider represents and warrants to the Board that none of its employees or any of the employees of its agents or contractors that provide any services on the Schools have been convicted of crimes that would prohibit their presence on public school property.

5.7 Insurance

The Provider will be required to maintain the following types of insurance throughout the life of the Agreement:

1. Commercial general public liability insurance ("Liability Insurance") against liability for bodily injury, including corporal punishment, sexual misconduct and harassment, death and property damage, such Liability Insurance to be in an amount not less than Two Million Dollars ($2,000,000) for liability for bodily injury, death and property damage arising from any one occurrence and Two Million Dollars ($2,000,000) from the aggregate of all occurrence within each policy year.
2. Workers' compensation and Employers Liability coverage providing statutory benefits for all persons employed by the Provider, or its contractors and subcontractors at or in connection with the Work.
3. Automobile Liability, including Hired and Non-Owned Auto Liability in the amount of at least One Million Dollars ($1,000,000) for each occurrence for bodily injury and property damage.

Each insurance policy shall be issued in the name of the Provider and shall name the Indemnitees (as defined above) as additional insured on the commercial general liability insurance, and shall not be cancelable or reduced without thirty (30) days prior written notice to the District. **The Provider shall provide a certificate of insurance on a form acceptable to the District evidencing the required insurance, including the named additional insureds.**

All insurance shall be placed with insurers that are reasonably acceptable to the District and with a rating of not less than A- (Excellent). All such insurers shall be licensed/approved to do business in Illinois.

534224_2

EXHIBIT A

North Shore School District 112

2019-2020 School Calendar

August 2019

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	~~8~~	~~9~~	10
11	~~12~~	~~13~~	~~14~~	15	16	17
18	(19	20	21	22	23	24
25	26	27	28	29	30	31

August

8,9,12,13,14	New Teacher Orientation
15,16	Institute Days (No student attendance)
19	First Day of Student Attendance Elem 8:40 a.m. - 1:40 p.m. (RO 1:44 p.m) MS 7:55 a.m. - 12:55 p.m.
30	Early Release Elem 8:40 a.m. - 1:00 p.m. (RO 1:04 p.m) MS 7:55 a.m. - 12:55 p.m.

10 days

September 2019

Su	M	Tu	W	Th	F	Sa
1	X	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	~~30~~					

September

2	Labor Day - No School
13	Early Release Elem 8:40 a.m. - 1:00 p.m. (RO 1:04 p.m) MS 7:55 a.m. - 12:25 p.m
27	Early Release Elem 8:40 a.m. - 1:00 p.m. (RO 1:04 p.m) MS 7:55 a.m. - 12:25 p.m
30	No student attendance- Rosh Hash

19 days

October 2019

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	~~9~~	10	11	12
13	X	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

October

9	No student attendance- Yom Kippur
14	Fall Break - No School
15	Institute Day (No student attendance)

20 days

November 2019

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	X	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	~~27~~	~~28~~	~~29~~	30

November

8	Early Release Elem 8:40 a.m. - 1:00 p.m. (RO 1:04 p.m) MS 7:55 a.m. - 12:25 p.m
11	Veteran's Day- No School
25-26	Conferences 12-8 p.m. No Student Attendance
27-29	Thanksgiving Holiday - No School

15 days

December 2019

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	~~23~~	~~24~~	~~25~~	~~26~~	~~27~~	28
29	~~30~~	~~31~~				

December

20	Early Release Elem 8:40 a.m. - 1:00 p.m. (RO 1:04 p.m) MS 7:55 a.m. - 12:25 p.m
23	Winter Break Begins - No School

15 days

January 2020

Su	M	Tu	W	Th	F	Sa
			~~1~~	~~2~~	~~3~~	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	X	21	22	23	24	25
26	27	28	29	30	31	

January

6	School Resumes
17	Early Release Elem 8:40 a.m. - 1:00 p.m. (RO 1:04 p.m) MS 7:55 a.m. - 12:25 p.m
20	Martin Luther King Jr. Day - No School

19 days

February 2020

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	X	18	19	20	21	22
23	24	25	26	27	28	29

February

14	Institute Day
17	Presidents' Day - No School
28	Early release Elem 8:40 a.m. - 1:00 p.m. (RO 1:04 p.m) MS 7:55 a.m. - 12:25 p.m

18 days

March 2020

Su	M	Tu	W	Th	F	Sa
1	X	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	~~23~~	~~24~~	~~25~~	~~26~~	~~27~~	28
29	30	31				

March

2	Casmir Pulaski Day- No School
19	Early Release Elem 8:40 a.m. - 1:00 p.m. (RO 1:04 p.m) MS 7:55 a.m. - 12:25 p.m
19	Conferences 3-8 pm
20	Conferences 8 am - 12 pm
23	Spring Break
30	School Resumes

15 days

April 2020

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	~~10~~	11
12	~~13~~	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

April

9	Early Release Elem 8:40 a.m. - 1:00 p.m. (RO 1:04 p.m) MS 7:55 a.m. - 12:25 p.m
10	Students not in attendance
13	Students not in attendance

20 days

May 2020

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	X	26	27	28	29	30
31						

May

22	Early Release Elem 8:40 a.m. - 1:00 p.m. (RO 1:04 p.m) MS 7:55 a.m. - 12:25 p.m
25	Memorial Day- No School
29	Records Day Early Release (Special Schedule) Elem 8:40 a.m. - 11:40 a.m. (RO 11:44 a.m) MS 7:55 a.m. - 10:55 a.m.

20 days

June 2020

Su	M	Tu	W	Th	F	Sa
	1	2	3	4)	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

June

3	Early Release (AM Pre-school attends) Elem 8:40 a.m. - 1:40 p.m. (RO 1:44) MS 7:55 a.m. - 12:55 p.m.
4	Early Release (PM Pre-school attends) Elem 8:40 a.m. - 1:40 p.m. (RO 1:44) MS 7:55 a.m. - 12:55 p.m.
4	Last Day of School(No emergency days)
11	Last Day of School(5 emergency days)

July 2020

Su	M	Tu	W	Th	F	Sa
			1	2	X	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

July

4	Independence day

1st qtr =		days
2nd qtr =		days
3rd qtr =		days
4th qtr =		days
	175	
+	4	institute days
	3	conference days
	5	emergency days
Total Days	187	

Legend

(	School Opens	)	School Closes
X	Legal Holiday No School	ER	Early Release
☐	Institute Day	/	New Teacher Orientation
=	Students Not in attendance	PT	Conferences

Board of Education Adoption

August 7, 2018