

North Penn School District

401 E. Hancock Street
Lansdale PA 19446

MUSICAL INSTRUMENT RENTAL/SERVICE PROGRAM
Request for Proposals

OPENING DATE: July 6, 2017

CLOSING DATE: July 19, 2017 4:00 PM

ALL PROPOSALS MUST BE FILED ELECTRONICALLY. PLEASE SUBMIT TO:
Steve Skrocki, Director of Business Administration - skrocksb@npenn.org

Proposals for **MUSICAL INSTRUMENT RENTAL/SERVICE PROGRAM** should be submitted in accordance with the following specifications. The district reserves the right to accept or reject any proposals for any reason, or for no reason at all, in its sole discretion. It is understood and agreed that any agreement formed between a vendor and the district as a result of this process will be subject to termination and cancellation by the North Penn School District, at the end of each one (1) year period if the equipment and supplies to be delivered under this agreement are not in accordance with the specifications of the proposal submitted by the vendor, and/or if the service rendered is not satisfactory in the sole discretion of North Penn School District.

A. GENERAL SPECIFICATIONS: The North Penn School District Instrumental Music Program seeks to align with a preferred, recommended vendor for beginner instrument rentals, and subsequently provide additional educational and supportive benefits to the program. In seeking this goal, it is important to state that the district is not creating an exclusive or sole vendor. Selecting a recommended vendor does not change the district's processes for purchasing and does not require that the district be obligated to purchase goods or services from the recommended vendor. There would be no written contract required. Likewise, families are still free to select a business of their choosing for rentals, purchases, repairs, etc. However, the designated primary vendor would be the one first recommended by the music department, and would be the sole vendor present at the band and string recruitment nights in September.

1. The intent of this program is to provide every interested student with a mechanically sound musical instrument and accessories to facilitate success and progress, and to supply all materials necessary to maintain that instrument in good working order.

This program should allow a reasonably-priced trial period, and then for the parent/guardian to support the student's interest in the musical instrument on a month-to-month basis.

2. Complete and full responsibility for any financial transactions involved under this program will be between the successful vendor and the parents who choose to use its services, and not the North Penn School District.
3. Each vendor must clearly disclose and describe any fees or costs that may result from renting or servicing musical instruments under this proposal, especially maintenance fees, late payment fees, delivery fees, etc.

4. The successful vendor will **NOT** be considered the exclusive musical instrument rental provider for North Penn School District students. Each music student will have the option to obtain his/her instrument from any vendor he/she so desires.

5. All vendors providing services to the North Penn School District having unsupervised direct contact with children must comply with ***ACT 34 OF 1986 GUIDELINES (SECTION 111 OF THE PUBLIC SCHOOL CODE)***. All criminal history background checks and appropriate forms must be on file with the North Penn School District prior to performing such service.

B. PROPOSAL QUESTIONS (please answer each, in detail)

- A. **Service Plan:** Please describe your organization's plans to service the North Penn School District's music program. Please include a detailed description of your repair/maintenance capabilities, customer service capabilities, and a biography of any school service personnel to be assigned to North Penn. Describe, in detail, the proposed frequency of visits by service personnel.
- B. **Program Support:** Please describe any discounts or free equipment/materials/support/repair guarantees you plan to provide to North Penn School District's Music Program.
- C. **Recruiting & Retention:** Describe your plans to help North Penn's music educators recruit and retain instrumental music students.
- D. **Prices:** Please provide prices for rentals, repairs, and any additional fees that may be charged to parents. Please describe any additional discounts you will provide for North Penn family or school district purchases.
- E. **Technology** - Please describe instructional resources, ie, Smart Music, as integrations into the rental program.
- F. **Terms & Conditions:** Please submit a copy of the terms and conditions of your rental agreements, including details regarding rent/lease to own.
- G. **Instrument Selection:** Please list the makes and models of instruments you plan to provide to North Penn's rental customers. Where requested, elaborate on the ability to customize accessories built into pricing plan; ie; upgraded mouthpiece, number of reeds, chin rests, etc.
- H. **Professional Development for Staff** – Please describe options for on-site, customized clinics/sessions for specific department interests.
- I. **Scholarship Instruments** - Please describe scholarship instrument rental programs for students who cannot afford to rent.
- J. **References:** Please list references for at least 5 additional local school systems (i.e., school districts, dioceses, or independent private schools) your business currently serves as the recommended vendor. Note those districts that are comparable in size to North Penn.
- K. **Additional Qualifications:** Please describe any additional qualifications or incentives you feel make your proposal a good fit for the North Penn School District's music program.

C. ADDITIONAL INFORMATION

With any questions or for any additional information needed in rendering a complete and satisfactory proposal, please contact David Orehowsky (orehowdd@npenn.org), Music Department Chair.

D. SELECTION PROCESS

A committee of North Penn School District’s music faculty will review and evaluate all proposals submitted. A non-voting representative from the business office will be invited to join all discussions and provide advice. Based on their submitted proposals, the committee may invite a limited number of vendors to give a presentation of their proposals in July 2017, with a final decision announced by July 26, 2017.

<i>RUBRIC FOR EVALUATION OF PROPOSALS</i>			
		DESCRIPTION	COMMENTS
	15	SERVICE PLAN	
	20	PROGRAM SUPPORT RECRUITING AND RETENTION	
	20	PRICES RENTAL TERMS & CONDITIONS	
	15	TECHNOLOGY ENHANCEMENTS INSTRUMENT SELECTION	
	20	PROFESSIONAL DEVELOPMENT FOR STAFF SCHOLARSHIP INSTRUMENTS	
	10	REFERENCES ADDITIONAL QUALIFICATIONS	
	100	TOTAL	

I. COMPANY CONTACT/REPRESENTATIVE:

COMPANY: _____

REPRESENTATIVE: (Please Print) _____

ADDRESS: _____

TELEPHONE NUMBER: _____

FAX NUMBER:

E-MAIL:
