BUFFALO PUBLIC SCHOOLS PROCUREMENT OFFERING
25-0626-132 SPECIAL INDEPENDENT INVESTIGATOR revised 05162025

Offering Summary

SUMMARY:

The Buffalo Board of Education (BOE) seeks to identify a Special Independent Investigator (SII) to the BOE. The objective of this Request for Proposal (RFP) is to identify an SII to review the facts leading up to, arising from, surrounding and resulting from allegations against the Buffalo Public Schools (BPS) made by a Buffalo Police Department SVU Detective in a podcast video dated April 26, 2025.

DESIGNATED CONTACTS:

Owner (Primary): Dr. Evans Brown, President and Cindy McEachon, Vice President
Buyer (Copy To): Susan Faulise

The dates specified on the timeline of this offering are subject to change via addendum

TIMELINE:

Release Date:	05/15/2025	8:00 PM	Advertise Dates:	
Questions Due*:	05/20/2025	4:00 PM	- Website/BONFIRE	05/16/2025
Answers Posted:	05/22/2025	4:00 PM	- Buffalo News	05/20/2025
Offering Closed:	05/30/2025	4:00 PM	- Contract Reporter	05/16/2025
Presentations:	TBD		- Rocket	05/22/2025
Tentative Award:	06/18/2025		- Criterion	05/24/2025

Public Opening Time and Location: N/A

*Questions regarding this offering must be submitted via the online offering portal @ https://buffaloschools.bonfirehub.com/portal/?tab=openOpportunities

OFFERING DATA:

Dates are approximate and dependent upon the award date.

Initial Award & Contract Term:	6/18/2025 – 6/30/2026
Extensions:	None
Maximum Term End:	6/30/2026

OTHER OFFERING PARAMETERS:

Type of Offering:	RFP
Basis of Award:	Best value
Minimum allowable score:	50
Award may be split among respondents:	No
Award may be consolidated:	N/A
Subcontractors may be used:	No
Insurance is required:	Yes

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NYS DOL Prevailing Reference:	N/A
Response Surety Required ("Bid Bond")	No
Performance Bond Required:	No
Formal contract required:	Yes
Proposals valid for:	90 days past closing minimum

SUBMITTAL OPTIONS:

Please refer to the "Standard Terms, Conditions, and Disclaimers" document for more detailed instructions. Only one method of submittal should be used; mailed responses will be entered into the electronic portal by the BPS Purchase Department for evaluation/scoring purposes.

Submittals may be mailed OR submitted electronically per the instructions below:

Mailed or delivered responses must include two (2) printed copies and one (1) electronic copy.

Electronic submittal is ALLOWED (and encouraged) via BPS BONFIRE portal at: https://buffaloschools.bonfirehub.com/portal/?tab=openOpportunities.

Technical assistance with submitting your response electronically is available by contacting the Buyer at the contact information listed on previous page.

THIS PAGE RESERVED FOR OFFERING SUMMARY

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Offering Specification

1) GENERAL INFORMATION

a. **GENERAL DEFINITIONS:** Please refer to "Standard Terms, Conditions, & Disclaimers".

b. **OFFERING SPECIFIC DEFINITIONS:** N/A

c. **VENDOR INFORMATION:**

Qualified vendors are encouraged to submit a response for providing the goods and / or services described. If the vendor plans to subcontract any of the work described in the **Scope of Work** the vendor must complete all response requirements for the subcontractor. If a vendor plans a joint venture with another company and/or utilizes subcontractors, the vendor shall specify accordingly and complete all response requirements for each company involved in the offering response.

d. **RESPONSES:**

Any and all contracts awarded as a result of this offering are subject to the Terms & Conditions stated in the offering. The submission of any other terms or conditions by a respondent may be cause for rejection of the response.

All responses should clearly state/include the following:

STANDARD REQUIREMENTS:

1. Completion of "Offering Questionnaire", Question Set 1 "Standard Response Requirements".
2. Current Certificate of Liability Insurance.
3. Completed "Equal Employment Opportunity Employee Information Report"; form provided.
4. Signed "Non-Collusive Bidding Certification"; form provided.
5. Respondent must provide a list of at least three (3) client references and their contact information. References will be contacted at the sole discretion of the District.
6. Cost proposal in the requested format.
7. *Optional* items as required by responses to the "Offering Questionnaire", including but not limited to:
    a. "Disclosure Narrative", any format.
    b. "Debarment Narrative", any format.
    c. "Certifications" such as MBE/WBE/SDVOB
    d. "Policy 5414 Compliance Narrative", any format.
    e. "Subcontractor Documentation", any format.
    f. "Anti-Lobbying Narrative", any format.
8. Respondents may submit any other information they consider relevant to their response to this offering by using the "Other Vendor Information" document upload.

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Offering Specification

2) SCOPE OF WORK

The objective of this Request for Proposal (RFP) is to identify an SII to review the facts leading up to, arising from, surrounding and resulting from allegations against the Buffalo Public Schools (BPS) made by a Buffalo Police Department SVU Detective in a podcast video dated April 26, 2025.

Any contract awarded shall be deemed to incorporate all district anti-discrimination policies. Assignment of work shall be at the discretion of the Buffalo Board of Education and in no event shall the contract obligate the Board of Education to spend an amount more than funds appropriated for professional services.

a. PROJECT REQUIREMENTS

- Identify the individual(s) in the firm who would primarily be assigned to work on the project. Please detail the experience of the team members.
- Provide a preliminary estimate of the costs for the investigation, inclusive of attorney's fees (hourly rates and aggregate estimate), allotment for the investigation and fact finding, and other costs and disbursements through investigation.
- The proposal should include proposed hourly fee arrangements, and itemizations of all additional proposed charges as well as the corresponding project management methodology.
- Include a list of representative client districts for which the firm currently performs such services as outlined above within the last three years and references who can provide information regarding satisfaction with the firms work.

3) EVALUATION PROCEDURES

a. Review of Responses

Responses will be evaluated by a cross functional team consisting of subject matter experts and a Purchasing representative.

b. Respondent's Presentations

Respondents may be required to present once, at the District's discretion, which will include a question and answer session with the evaluation team. Questions and specific requests to be addressed during the presentation will be forwarded to the respondents.

c. Evaluation Criteria

Responses will be evaluated on a 100 point scale as defined in the table below. Cost will be calculated proportionally compared to lowest cost response. Minimum non-cost

score is 50.

CRITERIA	VALUE
Cost	35
Experience of team members	35
References	30

d. **Final Selection**

The Board of Education and its representatives will select a firm based upon the recommendations of the evaluation team. It is anticipated that a firm will be selected by the date listed in the offering summary. Following notification of the firm selected, it is expected that a contract will be executed between both parties. The selected firm must be prepared to begin work upon execution of the BPS contract. The contract will not necessarily be awarded to the response with the lowest cost projection.