



## STEM Preparatory Academy

### Invitation to Bid (“ITB”)

#### 1. PURPOSE

STEM Preparatory Academy (“STEM”) is soliciting bids for the following services:

#### **Human Resources**

STEM seeks to obtain proposals from qualified vendors to provide outsourced human resources services.

#### 2. GENERAL INFORMATION AND SCHEDULE

Questions and requests for clarifications relating to this ITB must be directed to STEM’s ITB Coordinator. The ITB Coordinator is to be the sole point of contact at STEM in connection with this ITB for potential contractors or vendors, effective with the date of release of this ITB and until a contractor or vendor is selected to provide the above referenced services. Contact with any representative of STEM, other than the ITB Coordinator, will result in disqualification. STEM’s ITB Coordinator is Charlie Williams who can be reached at:

Address: 1162 Foster Avenue  
Nashville, TN 37210

Phone: 615-921-2200

Email: [cwilliams@stempreacademy.org](mailto:cwilliams@stempreacademy.org)

Written questions and requests for clarification must be received by the ITB Coordinator by 5:00 pm C.T. on July 16, 2019. Written questions may be submitted by email, metered mail, or hand delivery. Questions and requests for clarification received after 5:00 pm C.T. on July 16, 2019 will not be accepted, reviewed, or responded to. Responses to these inquiries should be received within two business days. STEM reserves the right to change any dates contained in this ITB. Any changes to this ITB or its schedule will be posted to STEM’s website or communicated directly to the bidder.

**Bids should be delivered to 1162 Foster Ave., Nashville, TN 37210 or emailed to [cwilliams@stempreacademy.org](mailto:cwilliams@stempreacademy.org) no later than 12:00pm on July 19, 2019. STEM Prep reserves the right to reject any bid and is not obligated to accept the lowest bid.**

An authorized representative or employee of your organization must complete and sign Exhibit A.



**3. EQUAL OPPORTUNITY**

STEM prohibits discrimination on the basis of race, color, gender, religion, national origin, or disability in connection with employment of any person, or the award of any contract with STEM.

STEM will provide equal opportunities without regard to race, color, gender, religion, national origin, or disability, by requiring that any firm doing business with STEM provide equal opportunity to persons and businesses employed by, or contracting with the supplier of products and services to STEM.

**4. NON-EXCLUSIVE RIGHTS**

STEM does not intend to grant any entity the exclusive rights to provide all equipment, materials, and services required by STEM during the period covered by any contract resulting from this ITB.

**5. ACCEPTANCE**

STEM reserves the right to accept or to reject any and all bid responses, and to negotiate with any or all vendor(s) in any manner necessary to serve STEM's best interests. STEM further reserves the right not to award this bid.

**6. COSTS OF PROPOSALS**

STEM is not responsible or liable for any of the costs incurred by any contractor in preparing and/or submitting a proposal pursuant to this ITB.

**7. SPECIFICATIONS AND REQUIREMENTS**

We are releasing for bid outsourced human resources services to accommodate our rapidly growing organization on Foster Avenue in Nashville, TN. The winning bidder will demonstrate deep and broad expertise in all areas of HR practice. Services must include the following:

- Periodic review of HR policies and procedures
- Periodic review of employee handbook
- Regulatory compliance oversight
- Consulting services, as needed
- New hire onboarding
- Employee relations
- Unemployment claims administration
- Leave administration
- Family Medical Leave Act administration
- Regular faculty and staff training
- Consulting services, as needed



**EXHIBIT A**

***BID FORM***

We propose to furnish and deliver any and all of the services named in the Invitation to Bid (“*ITB*”) for \_\_\_\_\_. The terms offered herein shall apply for the period of time stated in the *ITB*.

We further agree to strictly abide by all of the terms and conditions contained in the *ITB* and any applicable federal, state and local laws, as amended from time to time. Any exceptions are noted in writing and included with our bid response.

It is understood and agreed that we have read the STEM Preparatory Academy’s (“*STEM*”) specifications shown or referenced in the *ITB* and that this bid is made in accordance with the provisions of such specifications. By our written signature on this bid, we guarantee and certify that all items included in this bid meet or exceed any and all of *STEM* specifications. We further agree, if awarded a contract, to deliver goods and services that meet or exceed the specifications.

***BID SIGNATURE AND CERTIFICATION***

(Authorized representative must sign and return with bid.)

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same materials, supplies, equipment, or services and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of State and Federal Law and can result in fines, prison sentences and civil damage awards. I understand and agree to abide by all conditions of the *ITB* and certify that I am authorized to sign this bid for the responding contractor or vendor.

Date: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

**NOTE: PLEASE ENSURE THAT ALL REQUIRED SIGNATURE BLOCKS ARE COMPLETED. FAILURE TO SIGN THIS FORM AND INCLUDE IT WITH YOUR BID WILL RESULT IN REJECTION OF YOUR BID.**