



## AGENDA and NOTICE SCHOOL COMMITTEE MEETING

*This is a remote meeting, with public comment available via the meeting link.*

### Regular Session Meeting

Wednesday, January 14, 2026

### LOCATION

Remote Location

Dial In: 1 301 715 8592 - Webinar ID: 879 0666 4504

URL: <https://us02web.zoom.us/j/87906664504>

### AGENDA

7:30 p.m. Open Executive Session

(Approximate Time)

#### 1. Executive Session

- a. Motion and vote to convene in executive session and to return to open session pursuant to Massachusetts General Laws chapter 30A section 21(a) for the following purposes:
  - i. Purpose (3) to discuss strategy with respect to and in preparation for collective bargaining with the Nurses' Union because an open discussion may have a detrimental effect on the bargaining position of the Committee.
  - ii. Purpose (7) to review and approve minutes from the Sudbury School Committee executive session meeting of January 14, 2026.

Return to Open Session (approximately 8:00 p.m.)

#### 2. Public Comment

15 Mins

- a. At the start of each regularly scheduled School Committee meeting, community members may address the Committee. Remote attendees on Zoom should use the "Raise Hand" feature (in the Reactions menu, or under "More" on mobile) and must type their full name into the Zoom name field to be called on. Per Policy BEDH, each speaker has up to three (3) minutes and must state their name and city/town. Public comment is not a discussion or debate, but an opportunity to share opinions on matters within the Committee's authority. Meetings are live-streamed and recorded for SudburyTV; participation constitutes consent to be recorded and broadcast.

#### 3. Educational and Operational Matters

(Report)

15 Mins

##### a. District Reports

- i. Director of Business and Human Resources
- ii. Assistant Superintendent
- iii. Superintendent

1. Ratification of Agreements with the Sudbury Education Association (SEA), the Educational Support Professional Association of Sudbury (ESPAS), and the Sudbury Educational Association of Custodial Employees have ratified new collective bargaining agreements.

Open Joint Meeting with the Sudbury Special Education Parent Advisory Council (SEPAC)

#### 4. Business and Policy Matters

- a. Review of the FY27 Budget; Possible Action to Transmit a FY27 Budget to the Town by the January 16, 2026 Deadline

(Discussion/Action) 90 Mins

- SEPAC Participation in Discussion of the Extended School Year (ESY) Budget and Special Education-Related Student Services

## **Close Joint Meeting with the Sudbury Special Education Parent Advisory Council (SEPAC)**

- b. Review of Draft After-School Care Request for Proposals (RFP) (Discussion/Action) 45 Mins
- 5. Adjournment

*"This listing of matters is those reasonably anticipated by the Chair, which may be discussed at the meeting. Not all items listed may in fact be discussed, and other items not listed may also be brought up for discussion to the extent permitted by law. The Chair will strive to honor timed items as best as possible."*

The date of the School Committee's next meeting will be **Thursday, January 15, 2026** if no action is taken on the FY27 Budget, or **Tuesday, January 20, 2026** if the FY27 Budget is voted.

**Sudbury Public Schools  
School Committee Meeting**

**Date:** **January 14, 2026**

**Agenda Item:** **4a**

**Review of the FY27 Budget; Possible Action to Transmit a FY27 Budget to the Town  
by the January 16, 2026 Deadline**

1. SEPAC Participation in Discussion of the Extended School Year (ESY) Budget and Special Education - Related Student Services

**Recommendation:**

Move that the Sudbury School Committee authorize the Superintendent to transmit the Superintendent's proposed FY27 Budget, **as presented and/or amended this evening**, to the Town Manager and Assistant Town Manager/Finance Director no later than the morning of January 16, 2026, in accordance with the Town's submission deadline.

**Background Information:**

**Attachments:**

Superintendent Recommended FY27 Budget

ESY Memo for Supt.

**Action:** **XX**      **Report:**      **Discussion:** **XX**



# SPS FY27

Superintendent Recommended Budget

January 14, 2026

## **Mission**

The Sudbury Public Schools strive to enable all students to reach their intellectual and personal potential. The school system, in partnership with families and the community, will work with integrity and respect to realize the shared vision of enabling students to become lifelong learners and effective contributors of society.

## **Vision**

We are committed to excellence in educating students to be knowledgeable, creative, independent thinkers who are caring collaborative members of the school and wider communities.

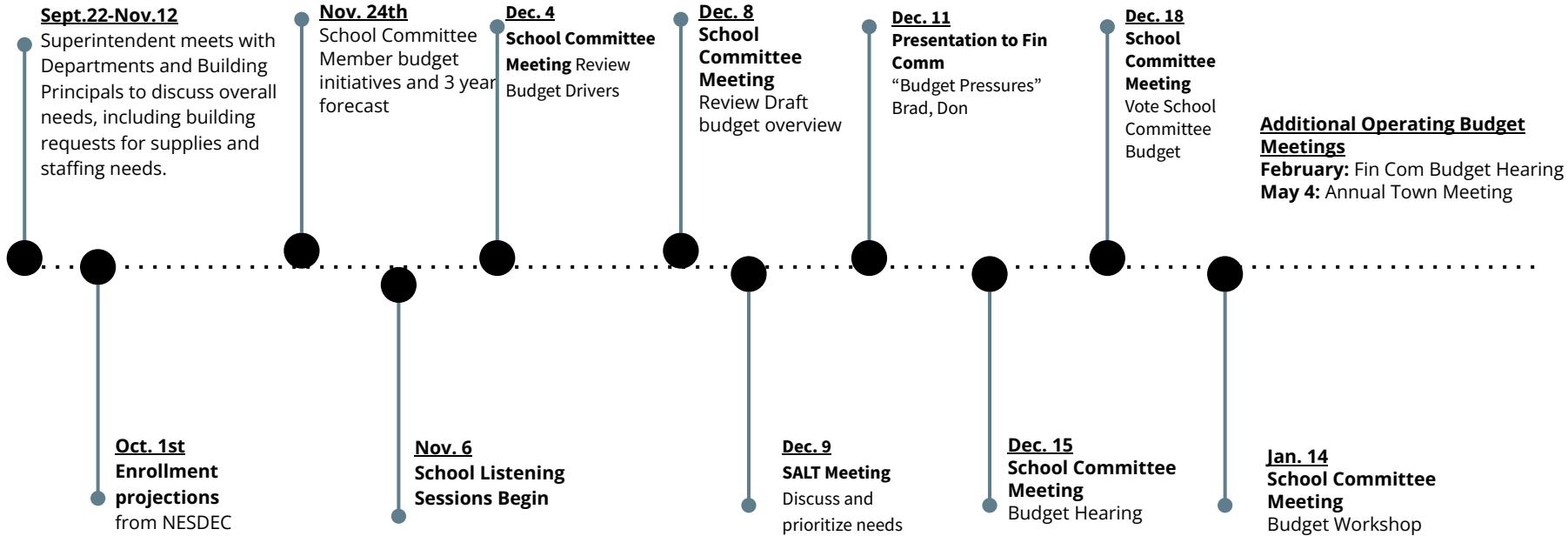
## **Equity Statement**

Sudbury Public Schools are committed to welcoming, affirming, and celebrating all students, staff, and families.

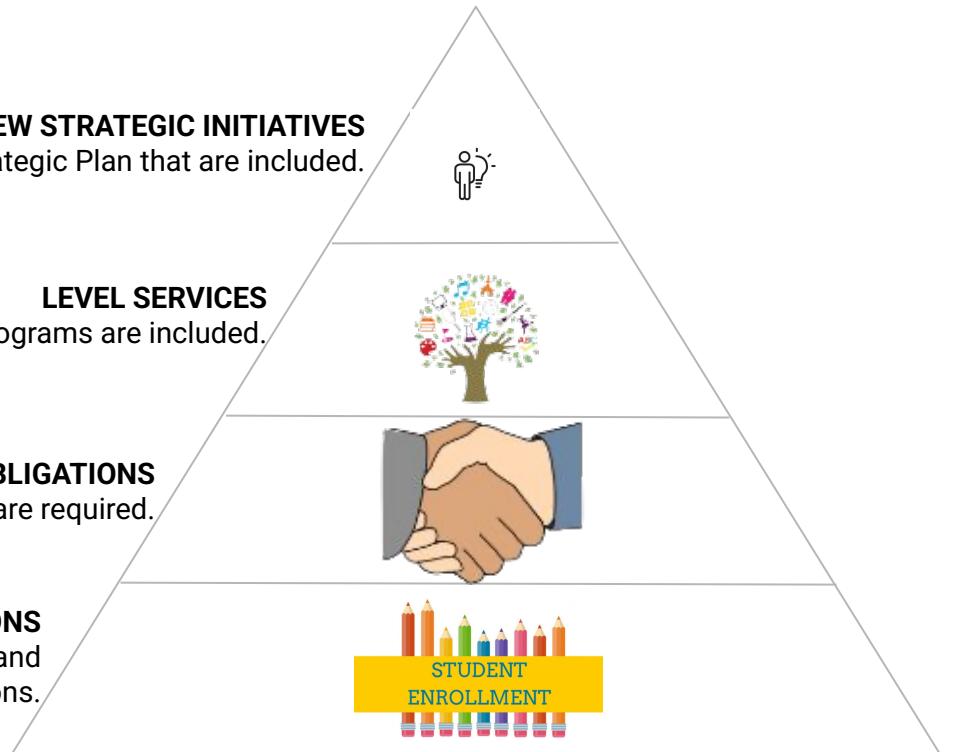
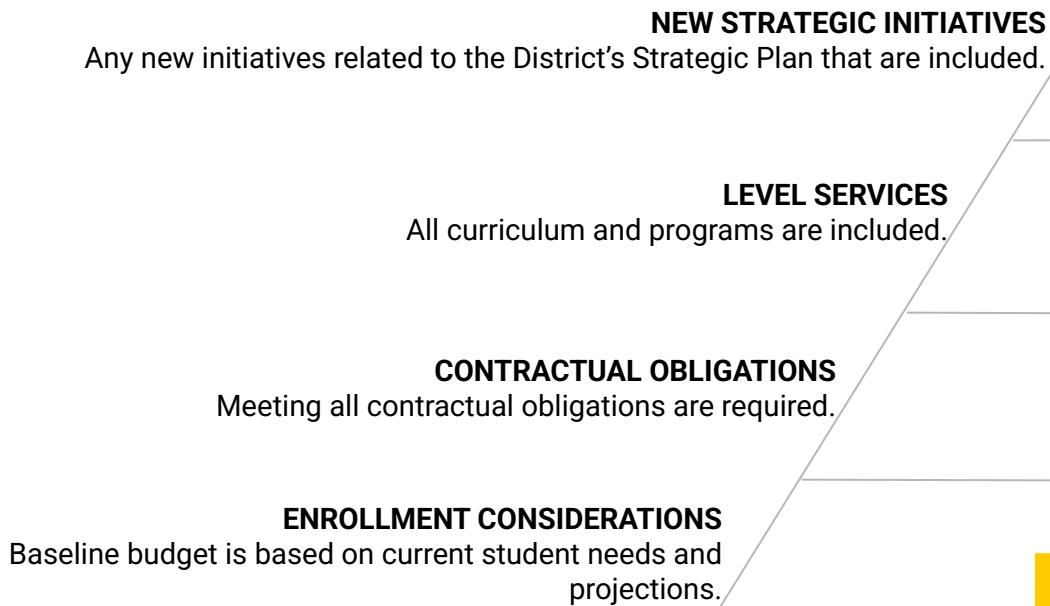
Sudbury Public Schools are committed to creating and sustaining a culture that promotes advocacy, equity, and justice for historically marginalized populations who have been systematically oppressed and excluded.

Sudbury Public Schools are committed to an anti-bias and anti-racist education that includes and values the perspectives and histories of diverse peoples.

# SPS School Committee FY27 Budget Timeline



# Budget Building



# FY27 Budget Drivers

<b>Total Salary Contractual Obligations</b>	\$2,052,839
<b>Elementary Classroom Positions</b>	\$241,248
<b>Middle School Math (.5)</b>	\$41,882
<b>Special Education Contract Services</b>	\$146,451
<b>Plant Operations - Utilities</b>	\$56,873
<b>Specialized Transportation</b>	\$153,005
<b>Software Subscriptions</b>	\$115,503
<b>Out-of-District Tuition</b>	\$308,228
<b>General Transportation</b>	\$72,717
<b>All Other Budget Accounts (+1%)</b>	\$172,337

# FY 27 NESDEC ENROLLMENT PROJECTION

School District:

Sudbury, MA

10/14/2025

Enrollment Projections By Grade*															
Birth Year	Births*		School Year	PK	K	1	2	3	4	5	6	7	8	K-8	PK-8
2020	137		2025-26	74	259	254	272	299	278	245	315	278	272	2472	2546
2021	168		2026-27	74	312	267	261	278	300	279	246	315	276	2534	2608
2022	162		2027-28	74	301	321	274	266	279	301	280	246	313	2581	2655
2023	141	(prov.)	2028-29	74	262	310	330	280	267	280	302	280	244	2555	2629
2024	149	(prov.)	2029-30	75	277	270	318	337	281	268	281	302	278	2612	2687
2025	151	(est.)	2030-31	75	282	285	277	324	338	282	269	281	300	2638	2713
2026	154	(est.)	2031-32	75	287	290	293	283	325	339	283	269	279	2648	2723
2027	152	(est.)	2032-33	76	282	296	298	299	284	326	340	283	267	2675	2751
2028	149	(est.)	2033-34	76	278	290	304	304	300	285	327	340	281	2709	2785
2029	151	(est.)	2034-35	76	281	286	298	310	305	301	286	327	338	2732	2808
2030	152	(est.)	2035-36	76	282	289	294	304	311	306	302	286	325	2699	2775

# Class Size, Loring

Loring	K	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Total
Enrollment, 2025-2026	73	76	64	82	78	57	430
Sections	4	4	3	4	4	3	22
Class Size	18.3	19.0	21.3	20.5	19.5	19.0	19.5
Enrollment, 2026-2027	70	73	76	64	82	78	443
Sections	4	4	4	3	4	4	23
Class Size	17.5	18.3	19.0	21.3	20.5	19.5	19.3
+/- Sections	0	0	1	-1	0	1	1
NESDEC, 2026-2027	85	75	78	66	82	78	464

Note: All enrollment numbers for 2026-2027 reflect current projections and are not final numbers.

# Class Size, Nixon

Nixon	K	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Total
Enrollment, 2025-2026	56	55	56	59	61	48	335
Sections	3	3	3	3	3	2	17
Class Size	18.7	18.3	18.7	19.7	20.3	24.0	19.7
Enrollment, 2026-2027	54	56	55	56	59	61	341
Sections	3	3	3	3	3	3	18
Class Size	18.0	18.7	18.3	18.7	19.7	20.3	18.9
+/- Sections	0	0	0	0	0	1	1
NESDEC, 2026-2027	67	58	56	57	59	61	358

Note: All enrollment numbers for 2026-2027 reflect current projections and are not final numbers.

# Class Size, Haynes

Haynes	K	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Total
Enrollment, 2025-2026	56	52	80	65	71	51	375
Sections	3	3	4	3	3	3	19
Class Size	18.7	17.3	20.0	21.7	23.7	17.0	19.7
Enrollment, 2026-2027	52	56	52	80	65	71	376
Sections	4	3	3	4	3	3	20
Class Size	13.0	18.7	17.3	20.0	21.7	23.7	18.8
+/- Sections	1	0	-1	1	0	0	1
NESDEC, 2026-2027	75	58	54	81	65	71	404

Note: All enrollment numbers for 2026-2027 reflect current projections and are not final numbers.

# Class Size, Noyes

Noyes	K	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Total
Enrollment, 2025-2026	74	71	72	93	68	89	467
Sections	4	4	3	4	3	4	22
Class Size	18.5	17.8	24.0	23.3	22.7	22.3	21.2
Enrollment, 2026-2027	73	74	69	72	93	68	449
Sections	4	4	4	3	4	3	22
Class Size	18.3	18.5	17.3	24.0	23.3	22.7	20.4
+/- Sections	0	0	1	-1	1	-1	0
NESDEC, 2026-2027	85	76	73	74	93	68	469

Note: All enrollment numbers for 2026-2027 reflect current projections and are not final numbers.

# Class Size, District K-5

District, K-5	K	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Total
Enrollment, 2025-2026	259	254	272	299	278	245	1607
Sections	14	14	13	14	13	12	80
Class Size	18.5	18.1	20.9	21.4	21.4	20.4	20.1
Enrollment, 2026-2027	249	259	252	272	299	278	1609
Sections	15	14	14	13	14	13	83
Class Size	16.6	18.5	18.0	20.9	21.4	21.4	19.4
+/- Sections	1	0	1	-1	1	1	3
NESDEC, 2026-2027	312	267	261	278	299	278	1695

Note: All enrollment numbers for 2026-2027 reflect current projections and are not final numbers.

# Class Size, Curtis

Curtis	Grade 6	Grade 7	Grade 8	Total
Enrollment, 2025-2026	315	278	272	865
Sections	14	12	14	40
Class Size	22.5	23.2	19.4	21.6
Enrollment, 2026-2027	245	315	278	838
Sections	12	14	14	40
Class Size	20.4	22.5	19.9	21.0
+/- Sections	-2	2	0	0
NESDEC, 2026-2027	246	315	276	837

Note: All enrollment numbers for 2026-2027 reflect current projections and are not final numbers.

# Class Size, District PreK-8

Additional Populations	PreK
Enrollment, 2025-2026	60
Sections	5
Class Size	12.0
Enrollment, 2026-2027	60
Sections	5
Class Size	12.0
+/- Sections	0
NESDEC, 2026-2027	74

District	K-8	PreK-8
Enrollment, 2025-2026	2472	2532
Enrollment, 2026-2027	2447	2507
+/- Students	-25	-25
NESDEC, 2026-2027	2532	2606

Note: All enrollment numbers for 2026-2027 reflect current projections and are not final numbers.

# Elementary Class Size

- Recommendation is to maintain the \$241,248 increase to address enrollment increases
- Variance between NESDEC projections in Kindergarten and census
- Potential Kindergarten enrollment pressures or reductions after spring registration
- Potential reduction in section at Noyes in 2nd grade

# Middle School Math Position (.5 FTE)

- Recommendation is to maintain the \$41,882 for the staffing to support the 7th grade course sequence change in FY26

# Special Education Contract Services

- Recommendation is to maintain the increase in Contracted Services
- Reconcile and aggregate PD and needs to determine if there are opportunities for savings
- Review costs to determine if grant funding can supplant operational funds

# Budget Adjustments

## Plant Operations - Utilities

- Recommendation to reduce \$56,873 from utilities because potential savings with new electric and gas contracts. Low risk reduction because funds from other utility account savings OR Building Use Account

## Special Education Increases

- Recommendation is to budget use of Circuit Breaker funds for Special Education Transportation (\$153,005) and Out of District Tuition (\$308,228)

## Software Subscriptions

- Recommendation to reduce by \$80,000

# Budget Adjustments (Cont.)

## General Transportation

- Recommendation to shift to Transportation Revolving (\$72,717)

## Summer Program Changes

- Recommendation to eliminate SMILE & Explore Summer program (\$126,259)

# Additional Budget Adjustments

- Contractual Settlement and Turnover Savings
- 2.0 Middle School FTEs
- EL Staffing Reduction
- 3 ESPAs Reductions

# Contractual Settlement and Turnover Savings

- Contractual settlements: Reduced budgeted assumptions for future contractual salary increases, as cost-of-living adjustments were implemented in the current fiscal year rather than new funding for FY27
- Turnover savings: Savings generated when staff retire or leave and are replaced at a lower salary or step than the departing employee
- Total Budget Adjustment \$464,508

# Middle School Enrollment Driven Increases - 2.0 FTEs

- Recommendation to use one-time funding sources to offset FY27 salary costs for two enrollment-driven increases at the Middle School, as these positions will be reduced in FY28 (\$141,640)
- 8th grade currently has 14 home rooms and will maintain the projected class size in FY28.

# EL Staffing Reduction - 1.0 FTE

- Recommendation to reduce 1.0 EL staffing (\$77,206)
- EL enrollment have dropped from 66 Foundational and Transitional students in FY25 to 54 projected students in FY27

# ESPAs Reductions - 3.0 FTEs

- Recommendation to reduce of three Educational Support Professionals in transition grades (5-6 and 8-9), made possible by serving all students in a single school setting and providing targeted small-group support (\$107,668)

# FY27 GF Budget

Version Update: 1/9/26

## EXPENSE (DOE Function Category)

Administration  
 Instructional Leadership  
 Teachers  
 Other Teaching Services  
 Professional Development  
 Instructional Materials/Equip/Tech  
 Guidance, Counseling, Testing  
 Pupil Services  
 Operations and Maintenance  
 Fixed Charges  
Out-of-District Expenditures

**TOTAL GF FORECAST \$:**

	FY2026			FY2027		
	<u>Budget \$</u>	<u>+/- \$:</u>	<u>+/- %</u>	<u>Budget \$</u>	<u>+/- \$:</u>	<u>+/- %</u>
Administration	\$ 1,351,639	\$ 33,435	2.54%	\$ 1,396,070	\$ 44,431	3.29%
Instructional Leadership	\$ 4,209,659	\$ 356,696	9.26%	\$ 4,438,357	\$ 228,698	5.43%
Teachers	\$ 23,789,565	\$ 677,332	2.93%	\$ 24,572,362	\$ 782,797	3.29%
Other Teaching Services	\$ 6,241,266	\$ 175,339	2.89%	\$ 6,731,474	\$ 490,208	7.85%
Professional Development	\$ 345,712	\$ 417	0.12%	\$ 340,939	\$ (4,773)	-1.38%
Instructional Materials/Equip/Tech	\$ 746,264	\$ 5,781	0.78%	\$ 749,243	\$ 2,979	0.40%
Guidance, Counseling, Testing	\$ 2,104,002	\$ (10,020)	-0.47%	\$ 2,200,344	\$ 96,342	4.58%
Pupil Services	\$ 3,759,374	\$ 119,027	3.27%	\$ 3,828,864	\$ 69,490	1.85%
Operations and Maintenance	\$ 3,126,452	\$ 55,831	1.82%	\$ 3,188,352	\$ 61,900	1.98%
Fixed Charges	\$ 212,667	\$ 898	0.42%	\$ 213,574	\$ 907	0.43%
<u>Out-of-District Expenditures</u>	<u>\$ 1,392,847</u>	<u>\$ 78,840</u>	<u>6.00%</u>	<u>\$ 1,392,847</u>	<u>\$ -</u>	<u>0.00%</u>
<b>TOTAL GF FORECAST \$:</b>	<b>\$ 47,279,447</b>	<b>\$ 1,493,576</b>	<b>3.26%</b>	<b>\$ 49,052,426</b>	<b>\$ 1,772,979</b>	<b>3.75%</b>

Town Manager FY27 Budget Guidance Target (11/17/25):

\$49,052,426 \$ 1,772,979 3.75%

+ / - diff \$: \$

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# FY27 Budget Plan by DESE Object Codes

OBJ# MUNIS Account Summary Name:	FY2026 Budget \$	FY2027 Budget \$	vs. FY2026	
			+ / - \$	+ / - %
502 ART	\$ 428,046	\$ 451,261	\$ 23,215	5.42%
505 AUDIO VISUAL	\$ 52,285	\$ 52,808	\$ 523	1.00%
513 COMPUTER INSTRUCTION	\$ 342,448	\$ 354,471	\$ 12,023	3.51%
514 CURRICULUM DEVELOPMENT	\$ 947,474	\$ 982,395	\$ 34,921	3.69%
516 ELEMENTARY EDUCATION	\$ 8,241,401	\$ 8,579,334	\$ 337,933	4.10%
520 EARLY CHILDHOOD EDUCATION	\$ 134,128	\$ 140,100	\$ 5,972	4.45%
521 ENGLISH	\$ 790,652	\$ 837,999	\$ 47,347	5.99%
522 ENGLISH AS SECOND LANGUAGE	\$ 491,969	\$ 450,024	\$ (41,945)	-8.53%
524 FOREIGN LANGUAGE	\$ 859,302	\$ 890,725	\$ 31,423	3.66%
530 GUIDANCE	\$ 1,114,526	\$ 1,151,715	\$ 37,189	3.34%
531 HEALTH EDUCATION	\$ 246,725	\$ 255,376	\$ 8,651	3.51%
536 INSTRUCTION	\$ 116,146	\$ 117,308	\$ 1,162	1.00%
540 TECH ED (Technology/Engineering/Robotics)	\$ 268,446	\$ 277,928	\$ 9,482	3.53%
541 KINDERGARTEN	\$ 1,699,417	\$ 1,798,378	\$ 98,961	5.82%
544 LIBRARY	\$ 518,399	\$ 551,369	\$ 32,970	6.36%
555 MATHEMATICS	\$ 1,505,409	\$ 1,627,251	\$ 121,842	8.09%
560 MEDIA - COMPUTER SERVICES	\$ 338,346	\$ 374,137	\$ 35,791	10.58%
561 MIDDLE SCHOOL PROGRAMS	\$ 27,650	\$ 27,927	\$ 277	1.00%
563 MUSIC	\$ 637,374	\$ 621,696	\$ (15,678)	-2.46%
570 PHYSICAL EDUCATION	\$ 659,075	\$ 687,082	\$ 28,007	4.25%
572 PRE-SCHOOL EDUCATION	\$ 494,048	\$ 516,621	\$ 22,573	4.57%
573 PROFESSIONAL DEVELOPMENT	\$ 270,966	\$ 265,445	\$ (5,521)	-2.04%
575 READING	\$ 1,013,455	\$ 1,046,083	\$ 32,628	3.22%
582 SCIENCE	\$ 685,038	\$ 719,529	\$ 34,491	5.03%
583 SOCIAL STUDIES	\$ 800,625	\$ 836,788	\$ 36,163	4.52%
584 SPECIAL EDUCATION	\$ 9,739,451	\$ 10,118,877	\$ 379,426	3.90%
591 SPEECH	\$ 904,799	\$ 953,297	\$ 48,498	5.36%

Department of Elementary and Secondary Education (DESE)  
**Object Codes** combine salary and non-salary amounts.

# FY27 Budget Plan by DESE Object Codes (cont.)

<u>OBJ# MUNIS Account Summary Name:</u>	<u>FY2026</u>		<u>FY2027</u>	<u>vs. FY2026</u>	
	<u>Budget \$</u>		<u>Budget \$</u>	<u>+ / - \$</u>	<u>+ / - %</u>
594 SUBSTITUTES	\$ 533,081		\$ 676,269	\$ 143,188	26.86%
532 HEALTH SERVICES	\$ 544,457		\$ 555,001	\$ 10,544	1.94%
534 HOME STUDY	\$ 87,576		\$ 100,000	\$ 12,424	14.19%
564 OCCUPATIONAL THERAPY	\$ 475,967		\$ 487,323	\$ 11,356	2.39%
571 PHYSICAL THERAPY	\$ 112,426		\$ 115,751	\$ 3,325	2.96%
574 PSYCHOLOGICAL SERVICES	\$ 961,973		\$ 1,017,968	\$ 55,995	5.82%
585 EQUIPMENT (LEASE & REPLACEMENT)	\$ 90,667		\$ 91,574	\$ 907	1.00%
590 SPED CONSULTANTS	\$ 72,175		\$ 133,000	\$ 60,825	84.27%
596 TUITION (SPED OOD)	\$ 1,392,847		\$ 1,392,847	\$ -	0.00%
605 VISION CONSULTANT	\$ 122,956		\$ 68,594	\$ (54,362)	-44.21%
602 TRANSPORTATION (REGULAR)	\$ 1,211,944		\$ 1,211,944	\$ -	0.00%
603 TRANSPORTATION (SPED)	\$ 882,436		\$ 882,698	\$ 262	0.03%
610 CURRICULUM/LIBRARY/MEDIA	\$ 408,454		\$ 412,538	\$ 4,084	1.00%
515 CUSTODIAL SERVICES	\$ 1,104,318		\$ 1,144,629	\$ 40,311	3.65%
581 SAFETY PROGRAMS	\$ 57,000		\$ 57,000	\$ -	0.00%
593 SUPERINTENDENT'S OFFICE	\$ -		\$ -	\$ -	0.00%
501 ADMINISTRATION	\$ 3,660,819		\$ 3,764,259	\$ 103,440	2.83%
543 LEGAL SERVICES	\$ 76,687		\$ 77,454	\$ 767	1.00%
615 WATER	\$ 12,591		\$ 12,717	\$ 126	1.00%
616 ELECTRICITY	\$ 687,299		\$ 687,299	\$ -	0.00%
617 HEATING OIL/GAS	\$ 417,201		\$ 421,373	\$ 4,172	1.00%
619 TELEPHONE	\$ 51,941		\$ 52,460	\$ 519	1.00%
621 STIPENDS	\$ 68,930		\$ 68,930	\$ -	0.00%
622 403(b) MATCH	\$ 65,000		\$ 65,000	\$ -	0.00%
	<b>\$ 47,279,447</b>		<b>\$ 49,052,426</b>	<b>\$ 1,772,979</b>	<b>3.75%</b>

# FY27-FY29 3-Year GF Budget Forecast

Version Update: 1/14/26

<u>EXPENSE (DOE Function Category)</u>	FY2027			FY2028			FY2029		
	<u>Budget \$</u>	<u>+/- \$:</u>	<u>+/- %</u>	<u>Budget \$</u>	<u>+/- \$:</u>	<u>+/- %</u>	<u>Budget \$</u>	<u>+/- \$:</u>	<u>+/- %</u>
Administration	\$ 1,396,070	\$ 44,431	3.29%	\$ 1,431,512	\$ 35,442	2.54%	\$ 1,470,063	\$ 38,551	2.69%
Instructional Leadership	\$ 4,438,357	\$ 228,698	5.43%	\$ 4,583,844	\$ 145,487	3.28%	\$ 4,561,852	\$ (21,992)	-0.48%
Teachers	\$ 24,572,362	\$ 782,797	3.29%	\$ 25,676,870	\$ 1,104,508	4.49%	\$ 26,830,330	\$ 1,153,460	4.49%
Other Teaching Services	\$ 6,731,474	\$ 490,208	7.85%	\$ 7,012,054	\$ 280,581	4.17%	\$ 7,276,097	\$ 264,042	3.77%
Professional Development	\$ 340,939	\$ (4,773)	-1.38%	\$ 342,647	\$ 1,708	0.50%	\$ 346,073	\$ 3,426	1.00%
Instructional Materials/Equip/Tech	\$ 749,243	\$ 2,979	0.40%	\$ 756,734	\$ 7,491	1.00%	\$ 764,302	\$ 7,568	1.00%
Guidance, Counseling, Testing	\$ 2,200,344	\$ 96,342	4.58%	\$ 2,288,380	\$ 88,036	4.00%	\$ 2,361,815	\$ 73,435	3.21%
Pupil Services	\$ 3,828,864	\$ 69,490	1.85%	\$ 4,162,295	\$ 333,431	8.71%	\$ 4,371,326	\$ 209,031	5.02%
Operations and Maintenance	\$ 3,188,352	\$ 61,900	1.98%	\$ 3,311,997	\$ 123,645	3.88%	\$ 3,379,337	\$ 67,340	2.03%
Fixed Charges	\$ 213,574	\$ 907	0.43%	\$ 214,490	\$ 916	0.43%	\$ 216,635	\$ 2,145	1.00%
<u>Out-of-District Expenditures</u>	\$ 1,392,847	\$ -	0.00%	\$ 1,476,418	\$ 83,571	6.00%	\$ 1,565,003	\$ 88,585	6.00%
<b>TOTAL GF FORECAST \$:</b>	<b>\$ 49,052,426</b>	<b>\$ 1,772,979</b>	<b>3.75%</b>	<b>\$ 51,257,242</b>	<b>\$ 2,204,816</b>	<b>4.49%</b>	<b>\$ 53,142,833</b>	<b>\$ 1,885,591</b>	<b>3.68%</b>



## MEMORANDUM

**TO:** Superintendent Crozier

**FROM:** The Department of Student Services / School District Administration

**DATE:** January 12, 2026

**RE:** Extended School Year (ESY) Program Model 2026

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### **Overview of Extended School Year Programmatic Changes**

Sudbury Public Schools is committed to providing students who receive Extended School Year (ESY) special education services with high-quality summer programming. Massachusetts special education regulations, [603 CMR 28.00](#) and [guidance from the Department of Elementary and Secondary Education \(DESE\)](#) support the provision of ESY services by public schools for eligible students.

Given the District's recent and difficult decision to no longer offer the SMILE/Explore summer programs, which was announced in the [Superintendent's December Memo](#) dated December 22, 2025, the special education summer programming for 2026 will need to be restructured, reverting back to the pre-COVID special education schedule of the same service hours across four days a week. Although the majority of students who receive special education services do not receive Extended School Year Services, the District recognizes that this shift in scheduling may impact members of the community. Therefore, the District is working to share special education program structures for Summer 2026 as promptly as possible.

Following a comprehensive review of student needs and the District's previous summer programming, the District has decided to transition to an Extended School Year (ESY) model following a similar schedule from the prior four-day program. This decision is driven by student needs, a commitment to maintaining professional and specialized instruction while ensuring our delivery model remains sustainable, consistent with regional standards, and compliant with state and federal mandates.

### **Commitment to Individual Student Needs**

We recognize that ESY is not a "one-size-fits-all" program. The District is confident that student needs can be met within this structure. To ensure the highest level of programming:

- **Individual Conversations:** Families will have dedicated conversations within the team process to discuss how these services will be implemented.
- **Individual Determination:** Services remain rooted in each student's unique needs. IEP teams will continue to determine the necessary support to prevent substantial regression and target core goals and skills as it relates to services that a student receives on their IEP.
- **Robust Service Delivery:** We are dedicated to providing a comprehensive array of services that uphold the integrity of each student's individualized education plan.

## ESY 2026 Structure

To provide appropriate and intensive instructional blocks and to align with our comparable neighboring districts, we are adjusting the ESY schedule for 2026. All ESY programming recommendations are determined annually by the IEP team when reviewing data collected to determine individual student needs to mitigate regression over the summer months.

ESY will be located at Loring School for the summer of 2026.

Program Type	Anticipated Schedule: Days, Hours, Dates
<b>Itinerant and Tutoring ESY Services</b>	Monday – Thursday, 8:30 AM – 12:30 PM from July 6-July 30 <i>*Services are provided within these days/hours. Schedules are shared prior to July 6.</i>
<b>Highly Specialized Program Hours</b>	Monday – Thursday, 8:30 AM – 12:30 PM, July 6-July 30 <i>*Not all students connected with highly specialized programming attend ESY or full session. Programming is determined per individual need and is customized accordingly.</i>
<b>New England Center for Children's (NECC) Partner Program</b>	Monday – Thursday, 8:30 AM – 3:00 PM, July 1-August 13 <i>*Maintained for specific intensive needs. *Maintained for specific intensive needs. Not all students receive the full program. Student afternoon orientation, June 30. Student afternoon orientation, June 30.</i>
<i>*SPS reserves the right to adjust and customize programming.</i>	

## Rationale for the Model Shift

- Instructional Impact:** The instructional schedule allows for deeper engagement, thoughtful social peer groupings, and more consistent specialized instruction.
- Regional Consistency:** This schedule aligns with neighboring districts, which aids in regional transportation coordination and professional collaboration.
- Regulatory Compliance:** This model ensures we meet our legal obligation to provide a Free Appropriate Public Education (FAPE) in accordance with active IEPs.

## Acknowledgment of Impact

The District recognizes that this is a departure from the model families have known in recent years. We understand that changes to summer routines may impact family schedules and childcare planning. We are communicating this shift as quickly as possible to provide families with the maximum amount of time to prepare for the upcoming summer session.

Your child's IEP team will reach out to the family during the upcoming team meeting cycle to discuss individual needs and will share information specific to each child's individual needs and IEP goals. Detailed information regarding notification and scheduling will be shared as it becomes available. If anyone has questions, they are encouraged to reach out to the building-based Team Chair.

The District is confident that students will be provided a rigorous and positive ESY Program for 2026.

**Sudbury Public Schools  
School Committee Meeting**

**Date:** **January 14, 2026**

**Agenda Item:** **4b**

**Review of Draft AFter-School Care Request for Proposals (RFP)**

**Recommendation:**

Move that the Sudbury School Committee vote to approve the After-School Care RFP as presented/amended and authorize the Superintendent or his delegate to issue it in accordance with applicable procurement requirements and within the timeline approved by the School Committee.

Move to authorize the Superintendent or his delegate to form an evaluation committee to review and score proposals within the timeline approved by the School Committee.

**Background Information:**

**Attachments:**

RFP\_Facilities Lease\_260113

**Action:** **XX**      **Report:**      **Discussion:** **XX**



# *Sudbury Public Schools*

40 Fairbank Road  
Sudbury, MA 01776

## REQUEST FOR PROPOSALS

### **FACILITIES LEASE FOR EXTENDED DAY PROGRAM OPERATION**

**RFP#:**

26-001

**Bid Due Date:**

March 26, 2026 – 12:00 PM

**Bids Opened At:**

Sudbury Public Schools Central Office  
40 Fairbank Road  
Sudbury, MA 01776

### Contact

Donald R. Sawyer  
Director of Business & Human Resources  
40 Fairbank Road  
Sudbury, MA 01776  
[donald\\_sawyer@sudbury.k12.ma.us](mailto:donald_sawyer@sudbury.k12.ma.us)

## Contents

<b>LEGAL NOTICE .....</b>	1
<b>REQUEST FOR PROPOSALS.....</b>	2
A. GENERAL INFORMATION .....	3
B. HOW TO SUBMIT PROPOSAL .....	5
C. AWARD AND CONTRACT.....	12
D. PROPOSAL REQUIREMENTS.....	13
E. PRODUCT AND PERFORMANCE TERMS .....	14
F. SPECIFICATIONS .....	14
G. EVALUATION CRITERIA .....	18
H. REQUIRED FORMS: .....	22
<b>FORM A - PRICE PROPOSAL.....</b>	22
<b>FORM B - NON PRICE PROPOSAL.....</b>	24
<b>FORM C - Proposed Tuition Rate Form.....</b>	25
<b>FORM D - Program Offerings .....</b>	26
<b>FORM E – Weekly Program Schedule .....</b>	27
<b>FORM F – Detailed Storage Proposal.....</b>	28
<b>FORM G – References.....</b>	29
<b>Certificate of Non-Collusion .....</b>	30
<b>Certificate of Authority .....</b>	31
Certification Regarding Lobbying.....	32
Certification Regarding Debarment, Suspension, Ineligibility & Voluntary Exclusion.....	36
Corporate/Partnership Form .....	38

## LEGAL NOTICE

### Request for Proposals

#### **FACILITIES LEASE FOR EXTENDED DAY PROGRAM OPERATION REQUEST FOR PROPOSALS**

Sudbury Public Schools invites proposals to lease Sudbury School Facilities ~~outside the school day to provide Structured Programming for Sudbury Elementary and Middle School Students.~~ for the operation of an Extended Day Program (Facilities-Based Program) serving students enrolled in grades K–8 within Sudbury Public Schools facilities outside the regular school day.

Specifications may be obtained beginning after 10:00 AM on ~~Wednesday, November 17, 2021~~ ~~Thursday, January 22, 2026~~ via email request to [donald\\_sawyer@sudbury.k12.ma.us](mailto:donald_sawyer@sudbury.k12.ma.us) or at the Sudbury Public Schools Central Office, 40 Fairbank Road, Sudbury, MA. ~~Bids~~ Proposals must be received, by 12:00 PM, ~~December 17, 2021~~ ~~March 26, 2026~~. The Awarding Authorities reserve the right to accept or reject any or all Bids, or any part of any Bid, if it is in the best public interest to do so. ~~Sudbury Public Schools reserves the right to accept or reject any or all proposals, in whole or in part, if it is deemed to be in the best interest of the Sudbury Public Schools to do so.~~

The designation "**RFP #26-001 FACILITIES LEASE FOR EXTENDED DAY PROGRAM OPERATION**" must be clearly marked on the envelope. Sudbury Public Schools reserves the right to reject any and all proposals. For questions, information, or bid documents contact Donald R. Sawyer, Director of Business & Finance by email at [donald\\_sawyer@sudbury.k12.ma.us](mailto:donald_sawyer@sudbury.k12.ma.us)

Item	Date		Location
Release of Bid	<b>January 22, 2026</b>	10:00 a.m.	Central Register
Advertise	<b>January 22, 2026</b> <b>February 12, 2026</b>		Metrowest Daily News
Questions Due Date	<b>March 11, 2026</b>	By 4:00 p.m.	Email to <a href="mailto:donald_sawyer@sudbury.k12.ma.us">donald_sawyer@sudbury.k12.ma.us</a>
Proposal Submission Due Date	<b>March 26, 2026</b>	12:00 p.m.	Sudbury Public Schools Central Office, 40 Fairbank Road, Sudbury, MA 01776
Term	The contract will be from two business days prior to the first day of school, <b>2027</b> through three business days after the last day of school, <b>2030</b> . The contract term may be extended for two (2) additional one year terms.		

## **REQUEST FOR PROPOSALS:**

### **FACILITIES LEASE FOR EXTENDED DAY PROGRAM OPERATION**

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#### Location of Programs:

Haynes Elementary School  
Loring Elementary School Nixon  
Elementary School  
Noyes Elementary School  
Curtis Middle School

#### Sudbury Public Schools Address List

School	Address	Phone
Haynes Elementary School	169 Haynes Road, Sudbury MA	978-443-1093
Loring Elementary School	80 Woodside Road, Sudbury MA	978-579-0870
Nixon Elementary School	472 Concord Road, Sudbury, MA	978-443-1080
Noyes Elementary School	280 Old Sudbury Road, Sudbury MA	978-443-1085
Curtis Middle School	22 Pratts Mill Road, Sudbury MA	978-443-1071

## A. GENERAL INFORMATION

### 1. OVERVIEW

This is a Request for Proposals (RFP) issued by Sudbury Public Schools which seeks proposals for **FACILITIES LEASE FOR EXTENDED DAY PROGRAM OPERATION** for the operation of a comprehensive Extended Day Program serving students enrolled in Sudbury Public Schools in grades K-8.

The Extended Day Program is intended to provide a safe, structured, and developmentally appropriate environment before and after the school day, supporting students' social, emotional, and academic development while remaining affordable and accessible to families.

The selected provider will operate the Program within Sudbury Public Schools facilities on a shared-use basis. Educational programs and operations of the Sudbury Public Schools shall at all times take precedence over use by the Program.

The Program is anticipated to operate on Mondays through Fridays during the school year and may also offer programming during designated school vacation weeks, subject to District approval.

These proposals are to be provided to Sudbury Public Schools, 40 Fairbank Road, Sudbury, MA 01776. Student After School Structured Program for Sudbury Public Schools students is needed on Mondays through Fridays and during school vacation weeks.

### 2. PROPOSAL DOCUMENTS

Proposal documents will be made available beginning **January 22, 2026** through the following means:

- a. Email request: [donald\\_sawyer@sudbury.k12.ma.us](mailto:donald_sawyer@sudbury.k12.ma.us)
- b. Available **onsite in person** at the Sudbury Public Schools Central Office, 40 Fairbank Road, Sudbury, MA 01776. Available Monday through Friday, 9:00 a.m. to 4:00 p.m.

### 3. QUESTIONS

All questions regarding this RFP must be submitted by **March 11, 2026** at 4:00 p.m. Direct all inquiries to Donald R. Sawyer via one of the methods listed above.

No inquiries will be accepted within two (2) business days prior to the proposal opening. Responses to inquiries that affect all Proposers will be issued as addenda.

Non-bidding parties (e.g., trade journals or trade clearinghouses) will not be issued addenda without a public records request for the addenda after the addenda is issued,

and should not distribute this for use as an official bid document. Only Sudbury Public Schools will issue official bid documents. Note: We do not distribute "official" documents to non-Proposers nor do we post notices of bids beyond those locations required by Massachusetts General Laws and regulations issued pursuant to such laws. (i.e., newspapers of general circulation and the Central Register).

## ADDENDA

All Addenda to this RFP will be posted and emailed out to proposers who have requested proposal documents by **March 19, 2026** by 4:00 p.m. Written addenda issued by the Sudbury Public Schools will be emailed to all parties that have requested bid documents from Sudbury Public Schools via options described in #2 above and shall be considered part of the RFP. Absence of "failure" messages electronically transmitted from addressee's site will serve as confirmation of delivery of addenda.

## ***B. HOW TO SUBMIT PROPOSAL***

### **1. PROPOSAL SUBMISSIONS**

- a. **Sealed proposals must be received by **March 26, 2026 at 12:00 p.m.**** Any proposals submitted after 12:00 p.m. on December 17, 2021 will be considered late and will not be accepted for submission for this RFP. **Proposals submitted by email, fax, or other electronic means will not be accepted.**
- b. Notwithstanding anything to the contrary in the Request for Proposals, all Price Proposals shall be opened and read aloud publicly in the presence of two (2) or more witnesses at 12:15 pm in the Superintendent's Conference Room located at Sudbury Public Schools Central Office located at 40 Fairbank Road, Sudbury, MA 01776.
- c. Proposals will be made available for inspection onsite for a reasonable period of time after all proposals are opened and a determination is made on the awarded vendor. RFPs will be opened privately and evaluated. Price Proposals are opened privately after proposal evaluations.
- d. Unforeseeable Deterrents - If, at the time of the scheduled proposal submission date, Sudbury Public Schools are closed due to uncontrolled events such as fire, snow, ice, wind or building evacuation, the proposal due date will be postponed until 12:00 p.m. on the next normal business day.
- e. Proposals consist of two parts for each location: a Price Proposal and a Non-Price Proposal. In accordance with Massachusetts General Laws (MGL), respondents must submit separate Price and Non-Price proposals in separately sealed envelopes. All school building Price and Non-Price Proposals must be submitted in one sealed envelope clearly marked with the following information on the front of the envelope:

**“Price Proposal for RFP #26-001 FACILITIES LEASE FOR EXTENDED DAY PROGRAM OPERATION”**

AND

**“Non-Price Proposal for RFP #26-001 FACILITIES LEASE FOR EXTENDED DAY PROGRAM OPERATION”**

For all **Price Proposals**: two (2) copies, one original and one photocopy of the Price Proposal must be submitted separately in a sealed envelope from the Non-Price Proposals on the attached forms entitled:

“Price Proposal – Sudbury Public Schools”

For **Non-Price Proposal**: There is ONE (1) Non-Price Proposal form that represents all five (5) Sudbury Public Schools. Two (2) copies, one (1) original and one photocopy of the Non-Price Proposal must be submitted separately in a sealed envelope from the Price Proposals, on the attached form entitled:

“Non-Price Proposal – Sudbury Public Schools”

Price and Non-Price Proposals must be signed as follows:

- If the proposer is an individual, by **the same individual** personally;
- If the proposer is a partnership, by the name of the partnership, followed by the signature of each general partner; and
- If the proposer is a corporation, by the name of the corporation, followed by the signature of an authorized officer, whose signature must be attested to by the Clerk/Secretary of the corporation with the corporate seal affixed.

**2. COMPLIANCE WITH RFP**

Proposers must comply with all requirements of this RFP in order to be eligible for contract award. Minor informalities will be waived or the Proposer will be allowed to correct them. If a mistake in a proposal is evident and the intended proposal is clear on the face of the Price Proposal Form, the mistake will be corrected to reflect the intended correct proposal and the Proposer will be notified in writing. The Proposer may not withdraw such a proposal. Sudbury Public Schools may reject or a Proposer may withdraw a proposal if a mistake is clearly evident on the face of the Non-Price or Price Proposal Form, yet the intended correct proposal is not similarly evident.

**Sudbury Public Schools reserves the right, in accordance with Massachusetts General Laws Chapter 149, to request clarification of proposal materials, including non-price proposal components, provided that such clarification does not result in a material modification of the proposal.**

### **3. REQUIRED PROPOSAL SUBMISSIONS**

Proposers shall provide one copy of the following general information in their Non-Price Proposals for review:

- a. A cover letter describing your organization and explaining your philosophy of a before school and after school day structured care program for elementary and middle school students.
- b. A listing of programs offered in your program to K-8 school-age children. You must list this information on the "After School Day Structured Care Programs Offered" attached under the forms required cover sheet.
- c. A sample of what the proposer's weekly After School Day Structured Care program would entail for Sudbury Public School students. List this information on the "Sample Weekly Program Schedule" form located after Cover Sheet in this RFP.
- d. A copy of your license to operate a school-age childcare program from the appropriate state licensing agency.
- e. A description of how educational, social, parental, and community involvement will be maintained.
- f. Provide a transition plan for implementing an after school day care program in five (5) school buildings, including staffing, coordination with Sudbury Public Schools, family communication, and program readiness prior to the first day of each school year.
- g. Provide a family and community engagement plan to include a description of how educational, social, parental, and community involvement will be maintained.
- h. A plan for financing the program which demonstrates sufficient revenue to cover program expenses including a Letter of Endorsement from any projected funding sources, and a copy of your most recent audited financial statement. Current "audited financial statements" means the last year the audited financial statement was prepared. If the audited financial statement is more than two years old, respondents must provide their last audited financial statement available plus their most recent financial statements prepared by a CPA firm. Sudbury Public Schools will accept tax returns from any vendors who do not have audited financial statements.
- i. A detailed plan to evaluate the program's quality and effectiveness. Include the criteria that will be evaluated.
- j. **An inclusion and Accessibility Plan describing how the program will support equitable participation by students of all abilities, including students with disabilities, medical needs, or individualized plans. The plan shall address staffing, training, reasonable accommodations, inclusive program design, and communication with families and the District.**

- k. A description of staff training including training related to social-emotional learning.
- l. A description of your plan relative to the health, safety and nutrition of students, including: procedures to monitor children's arrival and follow up on children who do not arrive; procedures for the safe release of children, first aid, allergy preparedness and emergency procedures.
- m. A description of your plan relative to internet safety to ensure all online internet activity for students conforms to the standards outlined in the district's Technology Agreement (which is signed annually by all parents and students) and the Behavior Rubrics for Elementary and Middle School levels.
- n. A description of your procedures for student enrollment and registration. The Program will begin on first day of school.
- o. A description of your procedure for providing financial assistance to students, whose families face income limitations in affording program fees.
- p. Provide an annual tuition/fee schedule for the lease term. Vendor should list this information on the Proposal Tuition Rate Form included under the required forms section in the back of this RFP (completed Tuition Rate Form should reflect actual tuition to be charged).
- q. A sample quarterly enrollment report for each location.
- r. Parent late pick up fee policy.
- s. A description of training your staff has received in general and in social/emotional learning programs.
- t. All Amendments / Addenda posted for this RFP must be included with all bid submissions.
- u. All Amendments / Addenda and information given on our Questions and Answers postings will be included in the final contract awarded for **FACILITIES LEASE FOR EXTENDED DAY PROGRAM OPERATION RFP**.

4. REQUIRED SITE-SPECIFIC SUBMISSIONS: Proposers are required to provide the following site-specific information in their non-price proposals:

- a. A description of the program structure and content.
- b. Proposed hours of operation. This should include staff arrival and departure after school hours and student arrival and departure. Note: staff should not arrive prior to 30 minutes before the student arrival time.
- c. A description of staff, including program supervision, management and support, as well as staff qualification requirements.
- d. Each organization's employee must be fingerprinted by a designated fingerprinting facility. A copy of the letter of suitability must be on file with Sudbury Public Schools before any employee can work in the school

buildings. Note: Individual school principals shall have final approval of program staff working within their buildings.

- e. Proposed staff-to-child ratios. Also include the maximum number of children that can be accommodated by your program at each school.
- f. A description of how your program would transport students, if needed. Transportation may be provided by Sudbury Public Schools upon a separate agreement if found in the best interest of SPS Students.
- g. A description of the program's Pick Up and Drop Off Plan for students after school day and during vacation weeks. Include the parking plan for student pick up and drop off for after school day and school vacation weeks.
- h. Provide an emergency action plan for your programs which will be implemented in each school building by the first day of your program. This emergency plan shall be updated annually during the each lease term and approved by the district before the first day of school. This information can be emailed to the Director of Business and Finance or delivered to the Business Office, 40 Fairbank Road, Sudbury, MA 01776.
- i. Provide an emergency action plan for your programs which will be implemented in each school building. Below is the information that must be included in each Emergency Action Plan for each building:
  - A list of your emergency personnel in each building with phone numbers
  - Emergency Reporting and Evacuation Procedures
  - Emergency Notification procedures
  - Procedure for a medical emergency
  - Procedure for a police and fire emergency
  - Severe weather notifications procedure
  - Emergency Training for all staff

5. REQUIRED PROPOSAL FORM SUBMISSIONS: All proposal submissions are required to contain the following forms fully completed and signed:

- a. A signed Cover Sheet
- b. Price Proposal (Form A) and Non Price Proposal (Form B) for Sudbury Public Schools as requested by RFP
- c. Proposed Tuition Rate Form (Form C)
- d. **EXTENDED DAY PROGRAM OPERATION** Offerings (Form D)
- e. **EXTENDED DAY PROGRAM OPERATION** Weekly Program Schedule Sample (Form E)
- f. Detailed School Storage Proposal (Form F)
- g. References
- h. A signed Non-Collusion Form
- i. A signed Certificate of Authority

- j. Disclosure of Lobbying Activities Form
- k. Certificate Regarding Debarment, Suspension, Ineligibility & Voluntary Exclusion
- l. A signed Corporate/Partnership Form (if applicable).

All forms are located under "Required Proposal Forms" in this RFP

### **CORI Forms and Staff Fingerprinting:**

The State of Massachusetts requires every staff person and vendor who will be working with students to have a background check and fingerprint-based criminal background check before working with students. Under the new law, all public and private schools in Massachusetts are required to obtain a background check and state and national fingerprint-based criminal background checks for the purpose of determining the suitability of current and prospective employees of the schools that may have direct and unmonitored contact with children. The new law also requires schools to obtain state and national fingerprint-based criminal background checks for any individual who regularly provides school-related transportation to children, and any subcontractor or laborer commissioned by the schools to perform work on school grounds that may have direct and unmonitored contact with children.

CORI Forms: Sudbury Public Schools requires any After School Structured Care Program staff member to fill out a CORI form available through the Sudbury Public Schools Human Resources Department, contact Kristie Tranter, by email: [kristie.tranter@sudbury.k12.ma.us](mailto:kristie.tranter@sudbury.k12.ma.us) or by phone at 978-639-3213. The awarded vendor must have all employees working with Sudbury Public Schools' students to complete a CORI form one month prior to the beginning of the school year. Included in this RFP under the "Forms" section is a copy of a CORI Form for your staff use. This form needs to be brought to any school building main office personnel or Human Resource Department at the Human Resources Office at 40 Fairbank Road, Sudbury, MA 01776 for submission along with the staff member's driver's license for verification. Any vendor employee who is not CORI checked one month before the beginning of the school year will not be allowed to enter any school building supervising students in Sudbury Public Schools. Any employees hired after the first day of school cannot work with Sudbury Public School students until their CORI background check has been submitted and approved by Sudbury Public Schools.

Fingerprinting Information: Every employee of the **FACILITIES LEASE FOR EXTENDED DAY PROGRAM OPERATION** awarded vendor who will be working with Sudbury Public School students must have a fingerprint-based criminal background check. The vendor is required to provide Sudbury Public Schools with a list of all employees working in Sudbury Public School buildings and a copy of their letter of suitability from the Massachusetts Department of Early Education and Care prior to the beginning of the school year. Any employee who is not fingerprinted and issued a letter

of suitability before the beginning of the school year will not be allowed to enter any school building supervising students in Sudbury Public Schools. Any employees hired after the first day of school cannot work with Sudbury Public School students until their fingerprint background check has been completed and a copy of the letter of suitability from the Massachusetts Department of Early Education and Care has been submitted to Sudbury Public Schools.

## **MODIFICATIONS TO PROPOSALS**

A Proposer may correct, modify, or withdraw a proposal by written notice received by the Sudbury Public Schools no later than the close of business on the day before the bid opening. Proposal modifications must be submitted in a sealed envelope clearly labeled "RFP #21-002, FACILITIES LEASE FOR STUDENT AFTER SCHOOL STRUCTURED PROGRAM, Modification No." Each modification must be numbered in sequence, must reference the original RFP and must be signed by the same person who signed the non-price and price proposals or a surrogate so authorized in writing.

After the bid opening, a Proposer may not change any provision of the proposal in a manner prejudicial to the interests of Sudbury Public Schools or fair competition as determined by Sudbury Public Schools.

## **C. AWARD AND CONTRACT**

### **1. RULE OF AWARD**

An award will be made as follows:

Sudbury Public Schools will select the most responsive and responsible Proposer submitting the most advantageous proposal, taking into consideration all quality requirements and comparative criteria set forth in this RFP, including the Proposer's experience, staff capacity, references, and plan of services as well as the proposal price.

### **2. TIMEFRAME FOR AWARD**

All proposal prices submitted in response to this RFP must remain in effect for sixty (60) days following the bid opening or until a contract is executed, whichever occurs first.

### **3. RESERVED RIGHTS**

Sudbury Public Schools reserves the right to:

- a. Cancel this RFP at any time, with or without notice to prospective Proposers. Reasonable efforts will be made to give timely notice.
- b. Accept or reject, in whole or in part, any and all proposals as permitted by law.
- c. Award contract as it deems best serves the interests of the Sudbury Public Schools.
- d. Waive or adjust non-statutory proposal requirements before or after proposal are opened in whatever ways it deems best serves the interests of Sudbury Public Schools, while also being non-prejudicial to the interests of fair competition.
- e. Sudbury Public Schools reserves the right to have the program utilize different spaces on occasion throughout the year.

#### **4. LEASE CONTRACT**

A signed lease contract will result from this RFP, and will remain in effect for the contracted work period or until the purpose of the contract is fully realized. The contract will be from two business days prior to the first day of school, 2027 through three business days after the last day of school, 2030. The contract term may be extended for two (2) additional one year terms if circumstances warrant such an extension. The Lease only covers the period of two business days before school begins through the last day of school with 3 days for staff cleanup and storage for the summer.

### ***D. PROPOSAL REQUIREMENTS***

#### **1. PERFORMANCE CAPABILITIES**

Proposers must be capable of providing the specified goods and services on schedule, in working order, in an intact and undamaged condition, and providing any support services in a professional and workmanlike manner. Time of performance is critical to this RFP. Proposers must reassure Sudbury Public Schools of their capacity to perform within the timeframe set out in this RFP.

#### **2. EXPERIENCE**

Proposers must demonstrate competency in the business of providing the services specified in this RFP per the following minimum criteria. Proposers that do not meet these minimum qualifications will not be considered.

- a. Proposer must demonstrate that the services proposed are consistent with its normal lines of business and must be able to provide a STUDENT AFTER SCHOOL STRUCTURED PROGRAM as described in this document.
- b. Proposer must receive favorable ratings from references.
- c. The services offered must meet the requested specifications.

#### **3. REFERENCES**

Proposers must provide a list of three references for similar services made in the last three years. Two of the references must be parents whose child(ren) participated in their program. Any omission will be considered grounds to invalidate the proposer's bid. Use the attached Reference Form to provide references on your extended school day program.

Poor references may be used as a basis for determining that a VENDOR is not a responsible bidder.

#### **4. SUB CONTRACTOR**

Proposer must supply a list of sub-contractors used for specialty services, if applicable.

## ***E. PRODUCT AND PERFORMANCE TERMS***

### **1. QUALITY MINIMUM REQUIREMENTS**

- a. Provide at least three references
- b. Must include all forms contained in the document with applicable signatures.
- c. Proposers shall have successfully completed at least two (2) prior years of before school and after school day care for elementary and middle school students.
- d. Proposers must be able to demonstrate the ability to set up and implement a before school and after school day care program in 5 school buildings beginning two business days before the first day of school and be ready to accept elementary and middle school students in the program starting the first day of school for students in August 2027 and subsequent first day of school dates for the following years during the term of this contract.

### **2. LEASE PAYMENTS**

The selected Vendor must mail all Lease Payments to:

Sudbury Public Schools Business Office  
40 Fairbank Road  
Sudbury, MA 01776

Check payments should be made payable to "Sudbury Public Schools".

Questions regarding any lease payments should be directed to the business office at 978-639-3203.

The lease term shall commence two business days before school begins and continue through the last day of school with three days for staff cleanup. The lease may be extended for two (2) additional one year terms by the Sudbury Public Schools' School Committee. The Lease only covers the period of two business days before school begins through the last day of school with 3 days for staff cleanup and storage for the summer.

## ***F. SPECIFICATIONS***

The following specifications are for the provision of a **FACILITIES LEASE FOR EXTENDED DAY PROGRAM OPERATION** for Sudbury Public Schools.

## **1. PROJECT DESCRIPTION**

Sudbury Public Schools requests the following program be established in five school buildings.

## **2. SCOPE OF SERVICES**

Sudbury Public Schools is accepting proposals for a **FACILITIES LEASE FOR EXTENDED DAY PROGRAM OPERATION**. The Program, which will be run by an independent administration, should provide a safe, supportive environment to meet the varying needs of the participating children. Each day there should be time for indoor and outdoor play, time for a nutritious snack, and a variety of arts and crafts in a relaxed, well-supervised situation. Activities will be planned to allow the children to move at their own pace and with their own style. The Program will be held from the scheduled end of the school day to 6:15 pm for elementary students and middle school students, when school is in session. The Program may be held 7:00 am – 6:15 pm during designated school vacation weeks at one designated school building. Lessee must provide services in the rental space only to Sudbury residents who are students in grades K-8 or non-resident students enrolled in the Sudbury Public Schools in grades K-8.

## **3. GENERAL SPECIFICATION REQUIREMENTS**

- a. Lessee must provide services in the rental space only to Sudbury residents who are students in grades K-8 or non-resident students enrolled in the Sudbury Public Schools in grades K-8.
- b. Lessee is restricted to providing after school child care programs.
- c. Lessee must agree to pay the **minimum** rental rate established for qualification in these proposal documents. Bidders will be ranked for Price Proposal from highest rent proposed by a Bidder to the lowest rent proposed by a Bidder.

**Year 1: 2022-2023 Rent = \$106,000**

**Year 2: 2023-2024 Rent = \$109,000**

**Year 3: 2024-2025 Rent = \$112,000**

### **Option Years:**

**Year 4: 2026-2027 Rent = \$115,000**

**Year 5: 2027-2028 Rent = \$118,000**

Note that the rental rate will not be the primary factor for the proposal award.

- d. Lessee will be responsible for payment of all administrative costs associated with operating the program at each site (e.g., copying, office supplies, insurance premiums, etc.). All printing and photocopying must be done off-site. No office space is assumed or included.
- e. Storage: All supplies must fit within storage cabinets to be supplied by the Program. A detailed description of the Program's storage needs per school is to be submitted with this RFP (see Form F). No storage will be

permitted within classrooms, SPS supply closets, or any other school area. The location of the Program's storage cabinets will be determined by the principal within each school building.

- f. Outdoor Storage: One outdoor storage shed per school may be maintained on premises to house recess type equipment only. (No food or supplies may be stored in the outdoor shed). All recess equipment must fit within the storage shed. The location of the shed is to be determined by the building principal.
- g. No additional storage space is assumed or included. No additional furniture may be maintained on the premises.
- h. Internet Access: Lessee will be provided with internet access via a public guest wireless network for After School Program staff only on their computers/devices. Students will continue to use the school network with the same access they have during the school day.
- i. Telephone Service: Lessee will be responsible for providing their own telephone service for their after school care program.
- j. Lessee will be required to execute and abide by all terms in the lease agreement included with these proposal documents, or a lease in substantially the same form.
- k. Lessee will be required to provide quarterly student enrollment reports for each location on the following dates: October 1, December 1, March 1, and June 1.

#### **4. OPERATION OF PROGRAM**

- a. Lessee must provide services in the rental space only to Sudbury residents who are students in grades K-8 or non-resident students enrolled in the Sudbury Public Schools in grades K-8.
- b. Only designated spaces listed on price proposal sheets are available. Sudbury Public Schools reserves the right move the Program to utilize other spaces as needed throughout the year.
- c. Office Space: No office space is assumed or included.
- d. Storage: To be negotiated upon review of the Detailed Storage Proposal – Form F. The location of the storage cabinets will be determined by the principal within each school building.
- e. Outdoor Storage: One outdoor storage shed per school may be maintained on premises to house recess type equipment only. (No food or supplies may be stored in the outdoor shed).
- f. No cooking of food will be allowed by the Program as part of this lease.
- g. Participants in the program will have the use of the playgrounds adjacent to the School during the program operating hours at no additional charge.

- h. The Lessee shall not operate its programs when the Sudbury Public Schools are not in session due to inclement weather or other emergency conditions.
- i. Subject to District approval, the Lessee may operate vacation day programs from 7:00a.m. to 6:15p.m during school vacation weeks at one designated school building during the year. The schedule for these designated school buildings hosting the vacation weeks will be determined on September 1 of the current school year by the Sudbury Public Schools administration. Sudbury Public Schools reserves the right to change the designated school building hosting the vacation week in any given year during the lease.
- j. The Lessee may have occasional use of the Leased Premises at times other than the established Operating Hours in order to hold Program functions, subject to the prior written approval of the School Principal at least two weeks in advance of the event. Such use is not included as part of the rental payment, and in consideration for such use of the Licensed Premises, the Lessee shall make additional payments in accordance with the standard Rental Policy Rates established by the School Committee.

## 5. TERM

The lease term shall commence two business days prior to the first day of school, 2027 through three business days after the last day of school, 2030. The contract term may be extended for two (2) additional one year terms if circumstances warrant such an extension.

## 6. INSURANCE REQUIREMENT

The Contractor shall carry and maintain, for the life of this contract, all insurance as specified below, and in such form as covered by this contract from all claims and liability for damages for personal injury, including accidental death, and for property damage which may arise from operations under this contract, whether such operations be by him/her self or by any person or anyone directly or indirectly employed by either of them. The coverage shall include Sudbury Public Schools as an additional insured and amounts of such insurance shall be as follows:

- a. Workers Compensation
  - Coverage Limit, \$500,000 each employee
- b. General Liability
  - Limits of Liability Combined Single Limit
  - Bodily Injury \$1,000,000
  - Property Damage of \$1,000,000
- c. Umbrella Policy \$4,000,000

Said policies shall be so written that the Sudbury Public Schools will be notified of cancellation at least thirty (30) days prior to the effective date of such cancellation.

Certificates in duplicate from the insurance carrier stating the limits of liability and expiration date shall be filed with the Sudbury Public Schools before operations are begun. Such certificates shall contain a statement referring specifically to this contract to the effect that all insurance coverage herein required has been provided. Certificates shall be filed before the award can be made. Signatures on all certificates and insurance forms must be original signatures. Insurance under which the Town shall be named as in "Insured" or as "Additional Interest" shall be carried with an insurance company licensed to write such insurance in the Commonwealth of Massachusetts. The Contractor shall indemnify and save harmless the Town, and all of its officers, agents, and employees from all suits, actions or claims of any character.

## ***G. EVALUATION CRITERIA***

### **1. MINIMUM EVALUATION CRITERIA (Responsiveness)**

Proposals will be first reviewed to determine whether they meet the minimum requirements set forth in this RFP. Only Proposals that are deemed responsive and responsible, and that include all required elements of the Non-Price Proposal will be eligible for further evaluation.

### **COMPARITIVE EVALUATION CRITERIA**

Proposals that meet the Minimum Evaluation Criteria will be evaluated comparatively based on the criteria outlined below.

The purpose of the information requested in this section is to assist the District in evaluating each Proposer's overall qualifications, including, but not limited to:

- Financial strength and stability
- Management capacity and operational experience
- Program quality and alignment with District goals
- Commitment to the communities it serves, including Sudbury Public Schools

Responses should be clear, concise, and complete, and should address each evaluation area as specifically as possible.

### **IMPORTANT**

Sealed proposals must be received by **March 26, 2026** at 12:00 p.m. Any proposals submitted after 12:00 p.m. on **March 26, 2026** will be considered late and will not be accepted for submission for this RFP. No emails, fax or other telegraphic proposals will be accepted.

**Proposer / Company Background Length of Experience:**

The Proposer's experience operating before-school and after-school care programs for K-8 public school students, comparable in size (defined as within 10% of enrollment) will be evaluated as follows:

1.	Ten (10) Five (5) years or more of operating experience with public school before school and after school care programs for K-8 grade students.	Highly Advantageous
2.	Three (3) or more years or more of operating experience with public school before school and after school care programs for K-8 grade students.	Advantageous
3.	Two (2) years or less of operating experience with public school before school and after school care programs for K-8 grade students.	Not Advantageous
4.	No experience in operating experience with public school before school and after school care programs for K-8 grade students.	Unacceptable

**Qualifications and Experience of the EXTENDED DAY PROGRAM OPERATION Program Director Overseeing Program:**

The qualifications and experience of the individual responsible for overall oversight of the District's before-school and after-school care programs will be evaluated as follows:

1.	Five (5) or more years of experience overseeing and supervising four (4) or more before school and after school structured care programs in public school districts	Highly Advantageous
2.	Three (3) or more years of experience overseeing and supervising two to three before school and after school structured care programs in public school districts.	Advantageous
3.	Two (2) years or less of operating experience with public school before school and after school structured care programs for K-8 grade students.	Not Advantageous
4.	No experience in operating experience with public school before school and after school structured care programs for k-8 grade students.	Unacceptable

**Qualifications and Experience of the EXTENDED DAY PROGRAM OPERATION  
Program Directors Who Will Be Overseeing The Individual District Programs:**

1.	Five (5) or more years of experience conducting a before and after school structured care program for grade K-8 students in a public school district.	Highly Advantageous
2.	Three (3) or more years of experience conducting a before and after school structured care program for grade k-8 students in a public school district.	Advantageous
3.	Two (2) years or less of operating experience conducting a before and after school structured care program for grade k-8 students in a public school district.	Not Advantageous
4.	No work experience conducting a before and after school structured care program for grade k-8 students in a public school district.	Unacceptable

**Overall Program Offerings**

1.	Vendor provides five (5) or more distinct weekly program offerings that reflect a balanced mix of academic support, enrichment, physical activity, creative expression, and social-emotional development.	Highly Advantageous
2.	Vendor provides four (4) weekly program offerings that include multiple areas of enrichment and student engagement.	Advantageous
3.	Vendor provides three (3) program offerings with a limited variety.	Not Advantageous
4.	Vendor provides fewer than three (3) program offerings or fails to demonstrate age-appropriate and developmentally appropriate programming	Unacceptable

**Inclusive Practices and Student Support**

1.	Vendor demonstrates a clear, proactive approach to inclusive programming, staff training, and collaboration with school personnel to support participation and belonging for students with diverse needs, backgrounds, identities, and abilities.	Highly Advantageous
2.	Vendor describes inclusive practices and staff awareness, with some training or experience supporting diverse learners and fostering respectful, welcoming environments.	Advantageous
3.	Vendor references inclusion generally, with limited detail on implementation or staff preparation.	Not Advantageous
4.	Vendor does not address inclusive practices or student support.	Unacceptable

### **Staff to Child Ratio**

1.	1 staff member per 10 or less students	Highly Advantageous
2.	1 staff member per 11-14	Advantageous
3.	1 staff member per 15-20	Not Advantageous
4.	1 staff member per 31 or more students	Unacceptable

## ***H. REQUIRED FORMS:***

### ***FORM A - PRICE PROPOSAL*** PRICE PROPOSAL – SUDBURY PUBLIC SCHOOLS

#### Location and space:

School:	Location Included	Location as approved by school	After School Hours
Haynes Elementary School	Cafeteria, Gymnasium	Computer lab	2:25 pm – 6:15 pm
Loring Elementary School	Cafeteria, Gymnasium	Computer lab, classroom, library	2:25 pm – 6:15 pm
Nixon Elementary School	Cafeteria, Gymnasium	Music room, art room, classrooms	2:25 pm – 6:15 pm
Noyes Elementary School	Cafeteria, Gymnasium	Computer lab	2:25 pm – 6:15 pm
Curtis Middle School	Cafeteria	Gymnasium Auditorium	3:10 pm – 6:15 pm

Sudbury Public Schools reserves the right to have the Program utilize different spaces on occasion throughout the year.

#### Program:

- The program will operate for 180 schools days beginning on the first day of school (August or September depending on school calendar) and end on the last day of school in June.
- Vacation Weeks – December, February and April
- Monday – Friday Program
- Unused snow days on the school calendar do not apply and are unavailable.
- Program is closed for all school snow days.
- Program will adjust morning start times for all school days.

**Minimum** bid rental rates established:

Year 1: 2022-2023 Rent = \$106,000

Year 2: 2023-2024 Rent = \$109,000

Year 3: 2024-2025 Rent = \$112,000

**Option Years:**

Year 4: 2026-2027 Rent = \$115,000

Year 5: 2027-2028 Rent = \$118,000

**Minimum** rental rate established for qualification in these proposal documents. Bidders will be ranked for Price Proposal from highest rent proposed to lowest rent proposed

	<b>Lease Price Proposal</b>
<b>Year 1 : 2028-2029 School Year</b>	
<b>Year 2 : 2029-2030 School Year</b>	
<b>Year 3 : 2030-2031 School Year</b>	
<b>Year 4 : 2031-2032 School Year</b>	
<b>Year 5 : 2032-2033 School Year</b>	

**Certification:**

I certify that the above facts are true and that I am authorized to offer the above proposal on behalf of:

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Lessee (print)

---

Lessee's Address

---

Lessee Signature

---

Position

---

Date

***FORM B - NON PRICE PROPOSAL***

INSERT NON- PRICE PROPOSAL FOR SUDBURY PUBLIC SCHOOLS

**FORM C - *Proposed Tuition Rate Form***  
FOR THE  
**EXTENDED DAY PROGRAM OPERATION**

List below the cost for tuition for each student to attend your After School Structured Program for Elementary and After School Structured Program for Middle School Students for the 2028-2029 school year. The table below should represent the cost for all grades.

Elementary Program

	1 Session	2 Sessions	3 Sessions	4 Sessions	5 Sessions
Afternoon 2:25 – 6:15pm					

Middle School Program

	1 Session	2 Sessions	3 Sessions	4 Sessions	5 Sessions
Afternoon 3:25 – 6:15pm					

Please use the space below to detail any additional costs including early release days and drop in rates:

## ***FORM D - Program Offerings***

List Below or Insert the offerings for **FACILITIES LEASE FOR EXTENDED DAY PROGRAM OPERATION:**

## ***FORM E – Weekly Program Schedule***

List Below or Insert a sample weekly program schedule for **FACILITIES LEASE FOR EXTENDED DAY PROGRAM OPERATION**:

## ***FORM F – Detailed Storage Proposal***

All supplies must fit within storage cabinets to be supplied by the Program. Sudbury Public Schools do not allow storage within classrooms, supply closets, staff lounges or any other school area. The location of the storage cabinets will be determined by the principal within each school building.

List below a detailed account of the storage needs for the Program per school. Please include number of storage cabinets per school and storage cabinet dimensions.

**Haynes:**

**Loring:**

**Nixon:**

**Noyes:**

**Curtis Middle School:**

## ***FORM G – References***

Proposers must provide a list of three references for similar services made in the last three (3) years. Two (2) of the references must be parents whose child(ren) participated in their program. Any omission will be considered grounds to invalidate the proposer's bid.

### **Parent Reference 1:**

**Name:** \_\_\_\_\_

**Contact Info:** \_\_\_\_\_

**Relationship:** \_\_\_\_\_

### **Parent Reference 2:**

**Name:** \_\_\_\_\_

**Contact Info:** \_\_\_\_\_

**Relationship:** \_\_\_\_\_

### **Other Reference:**

**Name:** \_\_\_\_\_

**Contact Info:** \_\_\_\_\_

**Relationship:** \_\_\_\_\_

## ***Certificate of Non-Collusion***

### **MANDATORY**

The undersigned certifies, under the penalties of perjury, that this bid has been made and submitted in good faith and without collusion or fraud with any other person. As used in this section, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity or group of individuals.

Dated: \_\_\_\_\_

Company or Corporation : \_\_\_\_\_

Authorized Official's Signature: \_\_\_\_\_

### **ATTESTATION STATEMENT: State Taxes Paid**

### **MANDATORY**

Pursuant to M.G.L. Ch. 62C, § 49A, I certify under the penalties of perjury that I, to my best knowledge and belief, have filed all state tax returns and paid all state taxes required under law.

State tax paid to using Federal ID or SS#

<sup>1</sup>

State Tax paid To: \_\_\_\_\_ Using Federal ID or SS#: \_\_\_\_\_

Dated: \_\_\_\_\_

Company or Corporation : \_\_\_\_\_

Authorized Official's Signature: \_\_\_\_\_

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<sup>1</sup> The Bidder's Social Security Number and Federal Identification Number will be furnished to the Massachusetts Department of Revenue to determine whether the bidder has met tax filing or tax payment obligations. This request is made under the authority of M.G.L. c. 62C, § 49A.

## **Certificate of Authority**

At a duly authorized meeting of the Board of Directors

of \_\_\_\_\_ (name of corporation) held on\* \_\_\_\_\_ at

which all the Directors were present or waived notice, it was voted that

(name) \_\_\_\_\_ (office) \_\_\_\_\_ of this corporation, be it he or  
she, hereby is authorized to execute bid documents, contracts and bonds in the name and on  
behalf of said corporation, and affix its Corporate Seal thereto, and such execution of any bid  
document or contract or obligation in this corporation's name on its behalf under seal of the  
corporation, shall be valid and bidding upon this corporation.

ATTEST: \_\_\_\_\_  
(clerk or secretary)

Place of Business: \_\_\_\_\_

I certify that I am the clerk/secretary of the \_\_\_\_\_ (name of  
Corporation) and that (name) \_\_\_\_\_ is the duly elected  
(office) \_\_\_\_\_ and that the above vote has not been amended or rescinded and  
remains in full force and effect as of the date set forth below.

ATTEST: \_\_\_\_\_  
(clerk or secretary)

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

\* This date must be on or before the date of the Contract

\*\* This date must be on or before the date of the Contract

## *Certification Regarding Lobbying*

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### **CERTIFICATION REGARDING LOBBYING**

#### **Certification for Contracts, Grants, Loans, and Cooperative Agreements**

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards of all funds (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1362, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

#### **Statement for Loan Guarantees and Loan Insurance**

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1362, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

<b>* APPLICANT'S ORGANIZATION</b>			
<input type="text"/>			
<b>* PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE</b>			
First:	<input type="text"/>	Last Name:	<input type="text"/>
<input type="text"/>		Middle Name: <input type="text"/>	
<input type="text"/>		Suffix: <input type="text"/>	
<b>* Title:</b> <input type="text"/>			
<b>* SIGNATURE:</b> <input type="text"/>		<b>* DATE:</b> <input type="text"/>	

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## Disclosure of Lobbying Activities

## DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352  
(See reverse for public burden disclosure.)

Approved by OMB  
0348-0048

<p><b>1. Type of Federal Action:</b></p> <p><input type="checkbox"/> a. contract  <input type="checkbox"/> b. grant  <input type="checkbox"/> c. cooperative agreement  <input type="checkbox"/> d. loan  <input type="checkbox"/> e. loan guarantee  <input type="checkbox"/> f. loan insurance</p>	<p><b>2. Status of Federal Action:</b></p> <p><input type="checkbox"/> a. bid/offer/application  <input type="checkbox"/> b. initial award  <input type="checkbox"/> c. post-award</p>	<p><b>3. Report Type:</b></p> <p><input type="checkbox"/> a. initial filing  <input type="checkbox"/> b. material change</p> <p><b>For Material Change Only:</b>  year _____ quarter _____  date of last report _____</p>
<p><b>4. Name and Address of Reporting Entity:</b></p> <p><input type="checkbox"/> Prime      <input type="checkbox"/> Subawardee  Tier _____, if known:</p>		<p><b>5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime:</b></p> <p>Congressional District, if known: _____</p>
<p><b>6. Federal Department/Agency:</b></p>		<p><b>7. Federal Program Name/Description:</b></p> <p>CFDA Number, if applicable: _____</p>
<p><b>8. Federal Action Number, if known:</b></p>		<p><b>9. Award Amount, if known:</b></p> <p>\$ _____</p>
<p><b>10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI):</b></p>		<p><b>b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI):</b></p>
<p><b>11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the for above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.</b></p>		<p>Signature: _____</p> <p>Print Name: _____</p> <p>Title: _____</p> <p>Telephone No.: _____ Date: _____</p>
<p><b>Federal Use Only:</b></p>		<p>Authorized for Local Reproduction Standard Form 1LL (Rev. 7-97)</p>

## INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks “Subawardee,” then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitations for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Included prefixes, e.g., “RFP-DE-90-001.”
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.  
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

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According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503

## *Certification Regarding Debarment, Suspension, Ineligibility & Voluntary Exclusion*

### Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions

SFAs are required to ensure that all sub-contractors and sub-grantees are neither excluded nor disqualified under the suspension and debarment rules found at 2 CFR 200.212 by doing any one of the following:

- Checking the Excluded Parties List found at the System for Award Management [www.SAM.gov](http://www.SAM.gov);
- Collecting a certification that the entity is neither excluded nor disqualified. Since a Federal certification form is no longer available, the grantee or sub-grantee electing this method must devise its own;
- Including a clause to this effect in the sub-grant agreement and in any procurement contract expected to equal or exceed \$25,000, awarded by the grantee or a sub-grantee under its grant or sub-grant;
- Sub-grantee and contractors must obtain a DUNS Number. All Federal Government awards are required to have a DUNS number. To obtain a DUNS number, contact Dun and Bradstreet at 1-866- 705-5711 or visit their website at <https://eupdate.dnb.com/requestoptions.asp>. There is no charge for a DUNS number. The DUNS number serves as a means of tracking and identifying applications for Federal assistance and is required on all applications for Federal assistance...

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension. 2 CFR 200.212 Suspension and Debarment. The regulations were published as Part III of the December 26, 2013, Federal Register (pages 78590-78691). Copies of the regulations may be obtained by contacting the Department of Agriculture agency with which this transaction originated.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON NEXT PAGE)

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Organization Name: \_\_\_\_\_

PR/Award Number or Project Name: \_\_\_\_\_

Name and Title(s) of Authorized Representative(s): \_\_\_\_\_

Signature(s): \_\_\_\_\_ Date: \_\_\_\_\_

## **Instructions for Certification**

1. By signing and submitting this form, the prospective lower tier participant is providing the certification set out on the reverse side in accordance with these instructions.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms “covered transaction,” “debarred,” “suspended,” “ineligible,” “lower tier covered transaction,” “participant,” “person,” “primary covered transaction,” “principal,” “proposal,” and “voluntarily excluded,” as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this form that it will include this clause titled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions,” without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and /or debarment.

## *Corporate/Partnership Form*

NOTE: If the bidder is a corporation, indicate state of incorporation; if a partnership, give full names and addresses of all partners; and if an individual, give residential address if different from business address. Use the following spaces:

**If a Corporation:**

Incorporated in what state: \_\_\_\_\_

President: \_\_\_\_\_

Treasurer: \_\_\_\_\_

Secretary: \_\_\_\_\_

If a foreign corporation (incorporated or organized under laws other than laws of the Commonwealth of Massachusetts), is the corporation registered with the Secretary of State of Massachusetts?

Yes    No   .

If the bidder is selected for the work referred to above, it is required under M.G.L. c.30 §39L to furnish to the awarding Town a certificate of the Secretary of State stating that the corporation has complied with M.G.L. c.181 §§3, 5 and the date of such compliance.

**If a Partnership: (Name all Partners)**

Name of Partner: \_\_\_\_\_

Residence: \_\_\_\_\_

Name of Partner: \_\_\_\_\_

Residence: \_\_\_\_\_

**If an Individual:**

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

Residence: \_\_\_\_\_

**If an Individual doing business under a firm name:**

Name of Firm: \_\_\_\_\_

Name of Individual: \_\_\_\_\_

Business Address: \_\_\_\_\_

Residence: \_\_\_\_\_

Other form of business organization: \_\_\_\_\_