



Request for Proposals

RFP#06162025

Theatre Technical Sound & Lighting Services
May 27, 2025

Attention: Purchasing Agent
Address: Poughkeepsie City School District
18 S. Perry St.
Poughkeepsie, New York 12601
Email: purchasing@poughkeepsieschools.org
Phone: (845) 451-4900, ext. 4964

Proposals must be received by 11:00 am on Monday, June 16, 2025

A. BACKGROUND

The Poughkeepsie City School District, (the "District") is located in Dutchess County. The District currently has an enrollment of approximately 3,645 students

The District is experiencing a vacancy in its Technical Theatre Director position and as a result is seeking a knowledgeable and experienced Theatre Technical Sound & Lighting Services with the skill-set to assist in all areas of district wide theatrical performances and activities. Given the nature of the non-permanent assignments and the fact that candidates may be retired, between employment assignments, and/or also work with other school districts on occasion; the District may select more than one respondent from this Request for Proposals solicitation and use them on an "as needed" basis.

The work undertaken will be considered independent contract work.

B. SCOPE OF SERVICES

Support all areas of Technical Theatre Sound and Lighting for all performances from July 1, 2025 through June 30, 2026. Consultant will be required to provide support, presence, guidance, and technical stage, light, and sound during all district performances (Music performances/plays/concerts/theater performances) throughout the year, including rehearsals. Additionally, candidates will provide support, presence, guidance, and technical stage, light, and sound during all community performances utilizing PCSD auditoriums (performances/plays/concerts/theater performances, dance performances) throughout the year, including rehearsals. The vast majority of needs will occur after 2:30 p.m. (i.e., after school rehearsals, and evening performances). All equipment and stage devices must be maintained and stored when not in use. As equipment becomes obsolete or in need of upgrades, the candidate will make recommendations for the purchasing/upgrading of necessary upgrades. The candidate will attend periodic meetings with various PCSD partners to discuss and plan theatrical events. Periodic reporting to the Supervisor of Secondary Education will be a requirement that can be scheduled on a monthly basis to keep district staff informed of any immediate needs or issues.

It is anticipated that an average of up to 17 hours per week will be needed, when school is in session, from September 2, 2025 through June 30, 2026, for a total of approximately not to exceed 600 hours.

C: QUALIFICATIONS:

- Possess the knowledge, skill-set, and experience to successfully provide sound and lighting for any event and performance utilizing any auditorium in the PCSD District.
- Proficient with theatrical software, Excel, Word, and PowerPoint.
- Strong Theatre background preferred

D. TENTATIVE SCHEDULE OF EVENTS

A. Issue Date: Request for Proposals:

Date: May 27, 2025

B. Deadline for Submitting Proposals:

Date and time: Monday, June 16, 2025, by 11 AM

C. Evaluation of proposals and selection of finalists:

Date: June 23, 2025

D. Approval by the Board of Education:

Date: July 2, 2025

E. ITEMS TO BE ADDRESSED IN RESPONSE TO THIS RFP

A. Please provide a cover letter indicating:

1) Your interest and experience as it aligns to this assignment. Also, highlight any experience with sound and lighting equipment.

2) Your availability overall, as well as your ability to work on-site at the District's schools located in Poughkeepsie, NY. All work will need to be on-site as determined by the PCSD.

3) An hourly rate as an independent contractor. (Based on the anticipated average of up to 17 hours per week, when school is in session, from December through June, for a total of approximately 600 hours.)

B. Resume

C. Please provide a list of three references that we may contact regarding your work experience.

D. Include completed signature page (attached).

F. INSTRUCTIONS TO FIRMS RESPONDING TO THE RFP

Please mail three (3) hard copies with an original signature to the attention of the Purchasing Agent

Address: Poughkeepsie City School District
18 S. Perry St.

Poughkeepsie, New York 12601

Subject: Theatre Sound & Lighting Services, RFP

(3) Submit Hard Copies to:

**CONFIDENTIAL
Purchasing Agent
Poughkeepsie City School District
18 S. Perry Street
Poughkeepsie, NY 12601**

Theatre Sound & Lighting Services, RFP

RFP#06162025

FAXED PROPOSALS WILL NOT BE ACCEPTED.

Responses shall be submitted by the designated deadline. Responses may be withdrawn prior to the opening date and time, upon written request of the respective firm(s). Responses received after the stated deadline will be returned to the respective firm(s) unopened. If it becomes necessary to revise any part of this RFP, or if additional data or information is necessary to clarify any of its provisions, an addendum will be provided.

Any questions pertaining to this RFP shall be directed to the district Purchasing Agent at purchasing@poughkeepsieschools.org.

No inquiries should be made to any other appointed or elected officials of the District regarding this RFP. The District reserves the right to reject any or all submittals in response to this RFP.

Expenses for developing and submitting RFP responses are entirely the responsibility of the firm(s) responding and shall not be chargeable to the District.

G. SELECTION CRITERIA

In evaluating responses to this invitation, the District will seek to assure that a reasonable and equitable fee be paid for high-quality services, and the selection will not be made solely on an apparent low bid basis without consideration of all other qualitative factors bearing on the value and timeliness of services.

Presentation of cover letter and resume

Past employment history and applicability to PCSD

Hourly rate

References

Preference will be given to the applicant's ability to work on-site at the District's school buildings and experience with sound and lighting equipment

SIGNATURE PAGE

Poughkeepsie City School District

Request for Proposal RFP- Theatre Technical Sound & Lighting Services

I have reviewed and agreed to the terms, conditions, and other stipulations of this RFP dated (to be determined).

Authorized signature: _____

Individual's name (typed): _____

Title (affix seal if a corporation): _____

Business name: _____

Mailing address _____

Business license number: _____

Date: ____/____/____

Phone: _____

Fax: _____

Email: _____

Proposals must be signed to be valid.

ATTACHMENT – INSURANCE REQUIREMENTS

The Consultant agrees to procure and maintain, at no additional expense to the District, insurance coverage as outlined below. The Certificate of Insurance to be included in the submission must state “the Poughkeepsie City School District, its officers, employees, and assigns are additional insured. Coverage is on a primary and noncontributory basis”, and may not include limiting language. The liability insurance(s) shall further provide that it may not be changed or canceled without thirty (30) days prior written notice to the District.

A. Workers’ Compensation – Requires proof of coverage

1. State: New York
2. Applicable Federal
3. Employer’s Liability: \$1,000,000

B. Comprehensive General Liability (including Premises-Operation, Contractor’s Projection, Products and Complete Operation, Broad Form Property Damage) – Requires COI with endorsement:

1. Bodily Injury:

\$1,000,000 – Each Occurrence

\$2,000,000 – Annual Aggregate, Products and Completed Operations

2. Property Damage:

\$1,000,000 – Each Occurrence

\$2,000,000 – Annual Aggregate

4. Personal Injury: \$2,000,000 – Annual Aggregate

C. Professional Liability (if applicable) - Requires COI with endorsement:

1. \$2,000,000 Each Claim
2. \$4,000,000 Annual Aggregate

NOTE: The district may request additional insurance coverage based on the nature of the services to be provided which may include Cyber Liability, etc.

APPENDIX A

NON-COLLUSIVE BIDDING/PROPOSAL CERTIFICATION

Section 103-d, General Municipal Law. Statement of non-collusion in bids and proposals to political subdivision of the state. Every bid or proposal hereafter made to a political subdivision of the state or any public department, agency, or official thereof where competitive bidding is required by statute, rule, regulation or local law, for work or services performed or to be performed or goods sold or to be sold, shall contain the following statement subscribed by the bidders and affirmed by such bidder as true under the penalties of perjury,

a. By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of any joint bid each party thereto certified as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

1 The prices in this bid have been arrived at independently without collusion, consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with another bidder or with any competitor,

2 Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and

3 No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

b. Any bid shall not be considered for award nor shall any award be made where (a) (1) (2) and (3) above have not been complied with; provided however, that if in any case the bidder shall so state and furnish with the bid a signed statement which sets forth in detail the reason therefor. Where (a) (1) (2) and (3) above have not been complied with, the bid shall not be considered for award nor shall any award be made unless the head of the purchasing unit of the political subdivision, public department, agency or official thereof to which the bid is made, or his designee, determines that such disclosure was not made for the purpose of restricting competition.

The fact that the bidder (a) has published price lists, rates, or tariffs covering items being procured, (b) has informed prospective customers of proposed or pending publication of new or revised price lists for such items, or (c) has sold the same items to other customers at the same prices being bid, does not constitute, without more, a disclosure within the meaning of subparagraph one (a).

Any bid hereafter made to any political subdivision of the state or any public department, agency or official thereof by a corporate bidder for work or services performed or to be performed or goods sold or to be sold, where competitive bidding is required by statute, rule, regulation or local law, and where such bid contains the certification referred to in subdivision one of the section, shall be deemed to include the signing and submission of the bid and the inclusion as the act and deed of the corporation.

Firm Name: _____

Signed: _____ Title _____

Date: _____

APPENDIX B

PROPOSER WARRANTIES

- A. Proposer warrants that it is willing and able to comply with State of New York laws and regulations.
- B. Proposer warrants that it is willing and able to obtain an error and omissions insurance policy providing a prudent amount of coverage for the willful or negligent acts, or omissions of any officers, employees or agents thereof.
- C. Proposer warrants that it will not delegate or subcontract its responsibilities under an agreement without the express prior written permission of the Newburgh Enlarged City School District.
- D. Proposer warrants that all information provided by it in connection with this proposal is true and accurate.

Firm's Name _____

Address _____

City, State, Zip _____

(Print Name) _____

(Signature) _____

(Phone) _____

(Fax) _____

APPENDIX C

IRAN DIVESTMENT ACT COMPLIANCE RIDER AND CERTIFICATION

The Iran Divestment Act of 2012, effective as of April 12, 2012, is codified at State Finance Law (“SFL”) §165-a and General Municipal Law (“GML”) §103-g. The Iran Divestment Act, with certain exceptions, prohibits municipalities, including the District, from entering into contracts with persons engaged in investment activities in the energy sector of Iran. Pursuant to the terms set forth in SFL §165-a and GML §103-g, a person engages in investment activities in the energy sector of Iran if:

- a. The person provides goods or services of twenty million dollars or more in the energy sector of Iran, including a person that provides oil or liquefied natural gas tankers, or products used to construct or maintain pipelines used to transport oil or liquefied natural gas, for the energy sector of Iran; or
- b. The person is a financial institution that extends twenty million dollars or more in credit to another person, for forty-five days or more, if that person will use the credit to provide goods or services in the energy sector in Iran and is identified on a list created pursuant to paragraph (b) of subdivision three of Section 165-a of the SFL and maintained by the Commissioner of the Office of General Services.

Each bidder or proposer must certify that it is not on the list of entities engaged in investment activities in Iran created pursuant to paragraph (b) of subdivision 3 of Section 165-a of the SFL. In any case where the bidder or proposer cannot certify that it is not on such list, the bidder or proposer shall so state and shall furnish with the bid or proposal a signed statement which sets forth in detail the reasons why such statement cannot be made. The District may award a bid to a bidder who cannot make the certificate on a case-by-case basis if:

1. The investment activities in Iran were made before the effective date of this section (i.e., April 12, 2012), the investment activities in Iran have not been expanded or renewed after the effective date of this section and the person has adopted, publicized and is implementing a formal plan to cease the investment activities in Iran and to refrain from engaging in any new investments in Iran; or

2. The District makes a determination that the goods or services are necessary for the District to perform its functions and that, absent an exemption, the District would be unable to obtain the goods or services for which the contract is offered. Such determination shall be made in writing and shall be a public document.

A bid or proposal shall not be considered for award nor shall any award be made where the bidder or proposer fails to submit a signed and verified bidder's certification.

APPENDIX D

CERTIFICATION - IRAN DIVESTMENT ACT OF 2012

(This form must be signed and notarized, and submitted with Proposal)

As a result of the Iran Divestment Act of 2012 (Act), Chapter 1 of the 2012 Laws of New York, added new provisions to the State Finance Law (SFL), §165-a and General Municipal Law (GML) §103-g effective April 12, 2012. Under the Act, the Commissioner of the Office of General Services (OGS) will be developing a list (prohibited entities list) of “persons” who are engaged in “investment activities in Iran” (both are defined terms in the law). Pursuant to SFL § 165-a(3)(b) and GML §103-g, the initial list is expected to be issued no later than 120 days after the Act’s effective date, at which time it will be posted on the OGS website.

By submitting a response to this solicitation or by assuming the responsibility of a Contract awarded hereunder, Proposer (or any assignee) certifies that once the prohibited entities list is posted on the OGS website, it will not utilize on such Contract any subcontractor that is identified on the prohibited entities list. Additionally, Proposer is advised that once the list is posted on the OGS website, any Proposer seeking to enter into, renew or extend a Contract or assume the responsibility of a Contract awarded in response to the solicitation, must certify at the time the Contract is bid upon or a proposal submitted, or the contract is renewed, extended or assigned that it is not included on the prohibited entities list.

During the term of the Contract, should the District receive information that a person is in violation of the above-referenced certification, the District will offer the person an opportunity to respond. If the person fails to demonstrate that it has ceased its engagement in the investment which is in violation of the Act within 90 days after the determination of such violation, then District shall take such action as may be appropriate including, but not limited to, imposing sanctions, seeking compliance, recovering damages, or declaring the Contractor in default.

District reserves the right to reject any bid, proposal or request for assignment for an entity that appears on the prohibited entities list prior to the award of a contract, and to pursue a responsibility review with respect to any entity that is awarded a contract and appears on the prohibited entities list after contract award.

Signature: _____ Date: _____

Sworn to before me this _____

day of _____, _____

Notary Public

APPENDIX E

Sexual Harassment Certification

In accordance with State Finance Law §138-l, which generally prohibits the School District from entering into contracts pursuant to the bid/RFP process with persons who fail to submit a certification affirming compliance with New York State Labor Law §201-g, the proposer submits the following certification under the penalty of perjury:

By submission of this proposal, each proposer and each person signing on behalf of any proposer, certifies, and in the case of a joint bid/proposal each party thereto certifies as to its own organization, under penalty of perjury, that the proposer has implemented written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment training to all of its employees. Such policy shall, at a minimum, meet the requirements of Section 201-g of the NYS Labor Law.

Dated: _____, New York

_____, _____

Firm's Name _____

(Print Name) _____

(Signature) _____

Sworn to before me this _____

day of _____, _____

Notary Public