

# North East School District

## REQUEST FOR QUOTE

### Wellness Coach

#### I. Introduction

North East School District (NESD) serves four school buildings located in North East, Pennsylvania. The Mission of the North East School District is to challenge and empower all students to develop and achieve personal aspirations, pursue a love of learning and be responsible citizens in a dynamic world. NESD proudly serves almost 1,600 students in kindergarten through 12th grade.

#### II. Project Description and Scope of Services

North East School District is soliciting quotes from qualified Wellness Coaches to provide fitness, mindfulness and yoga services. Preferred credentials and experience include:

- Bachelor's degree in dietetics, public health, nutrition, health education, or a related discipline
- In-depth knowledge of health concepts, psychology and counseling techniques, nutrition planning and management and fitness knowledge
- Trained not only in coaching but have information on lifestyle practices related to wellness

Qualified vendors must provide proof of liability insurance.

#### Location covered by this RFQ

| Address   | Services Requested   |
|---|--|
| North East School District<br>50 East Division Street<br>North East, PA 16428 | Fitness, mindfulness and yoga instruction and services<br>Start Date: March 27, 2023<br>End Date: June 8, 2023<br>Frequency: Monday and Wednesday 3:00PM to 5:15PM |

#### III. Deadlines and Response Format

NESD anticipates that the quote submission, review, and evaluation process for this procurement will take place according to the following schedule:

RFQ Released: March 2, 2023

Responses Due: March 16, 2023

Quotes must be received by NESD **before 1:00 pm on March 16, 2023**. Quotes received later than the date and time specified may not be considered. Quotes may be received by USPS, email or hand delivery to:

North East School District - Administration Office  
RE: Wellness Coach Services Quote  
50 East Division St.  
North East, PA 16428

If emailed, please send to [accountspayable@nesd1.org](mailto:accountspayable@nesd1.org). NESD is not responsible for late delivery by USPS.

Quotes should include a brief description of vendor background, capabilities and applicable licenses/certifications. NESD will not be liable for any cost incurred by respondents in the preparation and production of responses to this RFQ or in the negotiations associated with award of a contract.

Any quote not providing the required information, or not conforming to the format specified in this RFQ, may be disqualified on that basis. NESD reserves the right, in its sole and absolute discretion (for this provision and all other provisions contained in this RFQ), to accept or reject, in whole or in part, any or all quotes with or without cause.

NESD further reserves the right to waive any irregularity or informality in the RFQ process or any quote. NESD further reserves the right to make corrections or amendments due to errors identified in quotes by NESD or the bidder. NESD further reserves the right to modify and/or amend the final contract in negotiation with the contractor. NESD further reserves the right to select one or more bidders to perform the services.

NESD reserves the right to reject any and all quotes, to waive technicalities, and to make any and all purchases to the best interest and advantage of NESD. Pricing should be clearly delineated as recurring or non-recurring, and inclusive of any and all fees.

#### **IV. Additional Terms and Conditions**

##### ***Contract Award***

NESD reserves the right to cancel or modify a contract award for any reason without penalty or fee.

The successful vendor's quote and a copy of this RFQ shall be made part of the contract by reference and attachment. It is understood and accepted by both parties that in the event of a conflict of language between this RFQ and the contract, the RFQ language shall be considered superior.

##### ***Contract Period***

The initial contract period is March 27, 2023 to June 8, 2023. NESD reserves the right to voluntarily extend this contract during the 2023-2024 school year.

##### ***Price Stability***

All vendors acknowledge that all prices quoted through the submission of the RFQ shall remain in full effect for this start date, and last the duration of the contract period.