



June 11, 2020

**NOTICE OF INTENT TO AWARD
RFP #016-0-2020AZ**

To All Offerors:

Please be advised that Newport News Public Schools (NNPS) has completed the evaluation of the above referenced Request For Proposals (RFP). Based on the proposal(s) submitted, VRSA has been determined to provide the best value to NNPS, in accordance with the NNPS requirements for property and casualty insurance. It is the intent of NNPS to award the contract to VRSA, accordingly, effective June 24, 2020.

On behalf of NNPS, I would like to thank you for your interest in the HRA Provider Services for NNPS and your participation in the RFP process.

Should you have any questions, please feel free to contact me at (757) 591- 4533 x 10754 or Abdul.zakir@nn.k12.va.us.

Sincerely,

Abdul Matin Zakir, MPA, CPPCM
Procurement Specialist
Newport News Public Schools



REQUEST FOR PROPOSALS

Newport News Public Schools
ISSUING OFFICE:

DATE: March 20, 2020

PURCHASING DEPARTMENT
12465 WARWICK BOULEVARD
NEWPORT NEWS, VA 23606-3041
TELEPHONE: (757) 591-4525
FAX: (757) 591-4634

Attention of Offeror is Directed To Section
2.2-4367 to 2.2-4377 Code of Virginia
(Ethics In Public Contracting)

RFP ITEM NO. 016-0-2020AZ
PROCUREMENT OFFICER Abdul Matin Zakir
CLOSING DATE April 23, 2020
CLOSING TIME 2:00 P.M.
PREPROPOSAL CONFERENCE DATE: N/A TIME: N/A

SEALED PROPOSALS will be received in the Issuing Office above until Closing Date and Closing Time as specified in this solicitation including any addenda issued by this office. Newport News Public Schools is not responsible for late delivery by U.S. Postal mail or other couriers.
All inquiries for information regarding this Request for Proposal are to be directed to the Issuing Office as defined herein.

COMMODITY: 953-77 **NIGP CODE: Property & Casualty Insurance**

PLEASE FILL IN OFFEROR'S NAME & ADDRESS
IN THE SPACES PROVIDED BELOW:

THIS IS NOT AN ORDER

THE SCHOOL BOARD OF THE CITY OF NEWPORT NEWS, HEREAFTER REFERRED TO AS NEWPORT NEWS PUBLIC SCHOOLS (NNPS), RESERVES THE RIGHT TO ACCEPT OR REJECT ANY AND ALL PROPOSALS IN WHOLE OR IN PART AND WAIVE ANY INFORMALITIES IN THE COMPETITIVE NEGOTIATIONS PROCESS. FURTHER, NNPS RESERVES THE RIGHT TO ENTER INTO ANY CONTRACT DEEMED TO BE IN ITS BEST INTEREST. THE ENTIRE CONTENTS OF THE REQUEST FOR PROPOSALS, ANY ADDENDA, OFFEROR'S PROPOSAL AND NEGOTIATED CHANGES SHALL BE INCORPORATED BY REFERENCE INTO ANY RESULTING CONTRACT.

NNPS DOES NOT DISCRIMINATE AGAINST FAITH-BASED ORGANIZATIONS.

DESCRIPTION OF GOODS/SERVICES

Property and Casualty Insurance

ACKNOWLEDGE RECEIPT OF ADDENDUM: #1___ #2___ #3___ #4___ (Please Initial)

IN COMPLIANCE WITH THIS SOLICITATION AND TO ALL THE CONDITIONS IMPOSED HEREIN, THE UNDERSIGNED AGREES TO PERFORM ANY CONTRACT AWARDED AS A RESULT OF THIS SOLICITATION. THE FOLLOWING SECTION SHALL BE SIGNED BY AN AGENT AUTHORIZED TO BIND THE COMPANY. FAILURE TO EXECUTE THIS PORTION MAY RESULT IN PROPOSAL REJECTION.

Authorized Agent:

Signature

Type or Print Name

Email Address

Telephone Number

Fax Number

Company FEI/FIN#

ENCLOSURES

ANTI-COLLUSION/NONDISCRIMINATION/DRUG-FREE WORKPLACE REQUIREMENTS

ANTI-COLLUSION CLAUSE:

IN THE PREPARATION AND SUBMISSION OF THIS PROPOSAL, SAID OFFEROR DID NOT EITHER DIRECTLY OR INDIRECTLY ENTER INTO ANY COMBINATION OR ARRANGEMENT WITH ANY PERSON, FIRM OR CORPORATION, OR ENTER INTO ANY AGREEMENT, PARTICIPATE IN ANY COLLUSION, OR OTHERWISE TAKE ANY ACTION IN VIOLATION OF THE SHERMAN ACT (15 U.S.C. SECTION 1), SECTIONS 59.1-9.1 THROUGH 59.1-9.17 OR SECTIONS 59.1-68.6 THROUGH 59.1-68.8 OF THE CODE OF VIRGINIA.

THE UNDERSIGNED OFFEROR HEREBY CERTIFIES THAT THIS AGREEMENT, OR ANY CLAIMS RESULTING THEREFROM, IS NOT THE RESULT OF, OR AFFECTED BY, ANY ACT OF COLLUSION WITH, OR ANY ACT OF, ANOTHER PERSON OR PERSONS, FIRM OR CORPORATION ENGAGED IN THE SAME LINE OF BUSINESS OR COMMERCE; AND, THAT NO PERSON ACTING FOR, OR EMPLOYED BY, NNPS HAS AN INTEREST IN, OR IS CONCERNED WITH, THIS PROPOSAL; AND, THAT NO PERSON OR PERSONS, FIRM OR CORPORATION OTHER THAN THE UNDERSIGNED, HAVE, OR ARE, INTERESTED IN THIS PROPOSAL.

DRUG-FREE WORKPLACE:

DURING THE PERFORMANCE OF THIS CONTRACT, THE SUCCESSFUL OFFEROR AGREES TO (I) PROVIDE A DRUG-FREE WORKPLACE FOR THE SUCCESSFUL OFFEROR'S EMPLOYEES; (II) POST IN CONSPICUOUS PLACES, AVAILABLE TO EMPLOYEES AND APPLICANTS FOR EMPLOYMENT, A STATEMENT NOTIFYING EMPLOYEES THAT THE UNLAWFUL MANUFACTURE, SALE, DISTRIBUTION, DISPENSATION, POSSESSION, OR USE OF A CONTROLLED SUBSTANCE OR MARIJUANA IS PROHIBITED IN THE SUCCESSFUL OFFEROR'S WORKPLACE AND SPECIFYING THE ACTIONS THAT WILL BE TAKEN AGAINST EMPLOYEES FOR VIOLATIONS OF SUCH PROHIBITION; (III) STATE IN ALL SOLICITATIONS OR ADVERTISEMENTS FOR EMPLOYEES PLACED BY OR ON BEHALF OF THE SUCCESSFUL OFFEROR THAT THE SUCCESSFUL OFFEROR MAINTAINS A DRUG-FREE WORKPLACE; AND (IV) INCLUDE THE PROVISIONS OF THE FOREGOING CLAUSES IN EVERY SUBCONTRACT OR PURCHASE ORDER OF OVER \$10,000, SO THAT THE PROVISIONS WILL BE BINDING UPON EACH SUSUCCESSFUL OFFEROR OR VENDOR.

FOR THE PURPOSE OF THIS SECTION, "DRUG-FREE WORKPLACE" MEANS A SITE FOR THE PERFORMANCE OR WORK DONE IN CONNECTION WITH A SPECIFIC CONTRACT AWARDED TO A SUCCESSFUL OFFEROR IN ACCORDANCE WITH FEDERAL LAW, THE EMPLOYEES OF WHOM ARE PROHIBITED FROM ENGAGING IN THE UNLAWFUL MANUFACTURE, SALE, DISTRIBUTION, DISPENSATION, POSSESSION OR USE OF ANY CONTROLLED SUBSTANCE OR MARIJUANA DURING THE PERFORMANCE OF THE CONTRACT.

EMPLOYMENT DISCRIMINATION BY THE SUCESSFUL OFFEROR SHALL BE PROHIBITED:

1. DURING THE PERFORMANCE OF THIS CONTRACT, THE SUCCESSFUL OFFEROR AGREES AS FOLLOWS:
 - a. THE OFFEROR, SHALL NOT DISCRIMINATE AGAINST ANY EMPLOYEE OR APPLICANT FOR EMPLOYMENT BECAUSE OF RACE, RELIGION, COLOR, SEX, NATIONAL ORIGIN, AGE, DISABILITY, OR ANY OTHER BASIS PROHIBITED BY STATE LAW RELATING TO DISCRIMINATION IN EMPLOYMENT, EXCEPT WHERE THERE IS A BONA FIDE OCCUPATIONAL QUALIFICATION REASONABLY NECESSARY TO THE NORMAL OPERATION OF THE SUCCESSFUL OFFEROR. THE SUCCESSFUL OFFEROR AGREES TO POST IN CONSPICUOUS PLACES, AVAILABLE TO EMPLOYEES AND APPLICANTS FOR EMPLOYMENT, NOTICES SETTING FORTH THE PROVISIONS OF THIS NONDISCRIMINATION CLAUSE.
 - b. THE SUCCESSFUL OFFEROR, IN ALL SOLICITATIONS OR ADVERTISEMENTS FOR EMPLOYEES PLACED BY OR ON BEHALF OF THE SUCCESSFUL OFFEROR, SHALL STATE THAT SUCH SUCCESSFUL OFFEROR IS AN EQUAL OPPORTUNITY EMPLOYER.
 - c. NOTICES, ADVERTISEMENTS, AND SOLICITATIONS PLACED IN ACCORDANCE WITH FEDERAL LAW, RULE OR REGULATION SHALL BE DEEMED SUFFICIENT FOR THE PURPOSE OF MEETING THE REQUIREMENTS OF THIS SECTION.
2. THE SUCCESSFUL OFFEROR WILL INCLUDE THE PROVISIONS OF THE FOREGOING PARAGRAPHS A, B, AND C IN EVERY SUBCONTRACT OR PURCHASE ORDER OF OVER \$10,000, SO THAT THE PROVISIONS WILL BE BINDING UPON EACH SUBCONTRACTOR OR VENDOR.

Name and Address of OFFEROR:

Date: _____ Authorized Signature _____

Printed Name: _____ Title: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

Federal Tax Identification Number/Social Security Number: _____

Is Offeror a "minority" business? Yes No If yes, please indicate the "minority" classification below:
 African American Hispanic American American Indian Eskimo Asian American Aleut Other; Please Explain:
Is Offeror Woman Owned? Yes No
Is Offeror a Small Business? Yes No
Is Offeror a Faith-Based Organization? Yes No

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I. PURPOSE

The purpose of this RFP is to solicit *sealed proposals* from qualified offerors to provide Property and Casualty Insurance to the NNPS School Division.

II. BACKGROUND

Newport News Public Schools (NNPS) is located within the co-terminus boundaries of the City of Newport News, Virginia. NNPS educates 28,650 students in 4 early childhood centers, 24 elementary schools, 7 middle schools, 1 middle high combination school, and 5 high schools. There are also programs available for at-risk students in addition to special education programs. The school division has approximately 4,600 employees of which 2,125 are teachers. A listing of NNPS and their locations may be accessed via NNPS's official web site at <http://sbo.nn.k12.va.us/schools>.

For the protection of the school division's students, employees, retirees, and properties, NNPS maintains various insurance policies managed by NNPS-contracted providers. The purpose of this solicitation is to execute a new property and casualty insurance contract to validate and update, if necessary, the insurance needed for NNPS and continue the uninterrupted insurance coverage of its assets. A copy of NNPS's annual budget can be accessed on our website at <http://sbo.nn.k12.va.us/budget/CAFR.pdf>. In an effort to assist offerors, pertinent historical data related to NNPS current insurance coverage have been attached. A listing of the information attached is as follows:

1. Insurance policies under separate contracts – Attachment A
2. RFP Evaluation Questions – Attachment B
3. Crime and Bond Questionnaire – Attachment C
4. General Liability Questionnaire – Attachment D
5. Property and Inland Marine Questionnaire – Attachment E
6. Fiduciary Liability Questionnaire – Attachment F
7. Statement of Property Values – Attachment G
8. Rental Application / Agreement – Attachment H
9. School Board Legal / Employment Questionnaire – Attachment I
10. Loss Information – Attachment J
11. References – Attachment K

Again, NNPS currently has insurance policies in effect under other agreements that will expire during the term of this contract, as addressed in Attachment A of the solicitation. If requested by NNPS, Provider agrees to offer and incorporate into this contract, the necessary insurance protection to NNPS as is provided under its existing insurance agreements with other Providers, as well as add any other insurance coverages deemed necessary by NNPS, as regulated by law and general insurance practices and procedures. The incorporation of additional coverages under this contract after award is contingent upon Provider and NNPS negotiating a reasonable and agreed upon premium and deductible for each coverage, when necessary, if coverage cannot not be included with other policies under this contract. If NNPS and Provider are unable to negotiate a reasonable premium and / or deductible for the additional policies / coverages, NNPS reserves the right to solicit the additional coverages and enter into contracts with one or more other Providers.

III. STATEMENT OF NEEDS

- A. General Requirements
 1. Provider must be licensed to sell and provide insurance coverage in the Commonwealth of Virginia.
 2. The preferred financial rating of insurance companies (and/or reinsurance companies) providing coverage is a score of A- or better, in accordance with the A.M. Best rating system.
 3. Provider must renegotiate renewals and provide NNPS with renewal premiums sixty (60) days prior to the new contract term.

B. Specific Requirements

At a minimum, NNPS is seeking the following insurance protection from the Provider (Complete details are included in the RFP Evaluation Questions – Attachment B):

A. Crime Insurance / Bonds / Fiduciary Liability

1. Definitions

Insured, for the purpose of the Crime Insurance / Bonds / Fiduciary Liability coverage, includes any past or present board members, administrators, trustees, directors, officers, or employees of NNPS or any sponsored pan, and any other trust or employee plan the School Board here and after creates or acquires.

2. Brief Summary of Coverage (and see Attachment B)

- a. Covers loss of money, securities and other property caused by the dishonest acts of employees, whether acting alone or in collusion with others, including Faithful Performance of their administrative duties.
- b. Protects against loss due to forgery or alteration of checks drawn or allegedly drawn on an NNPS account, when committed by someone other than an employee. Coverage should also apply to certain other financial instruments, such as drafts and promissory notes, which contain a promise or order to pay a specified sum of money.
- c. Covers burglary, robbery, misplacement or inadvertent destruction of money and securities; burglary or robbery must be committed by non-employees.
- d. Covers loss of money, securities, and other property resulting from computer fraud, including fraudulent transfer of property, other than fraud by an employee.
- e. Covers loss due to acceptance of a money order that was issued (or is purported to have been issued) by a post office or express company and loss due to acceptance of counterfeit paper currency of the United States or Canada
- f. Coverage must cover losses discovered up to one (1) year after the end of the policy period.

3. Minimum Limits of Coverage provided in RFP Evaluation Questions – Attachment B.

B. Electronic Data Processing Insurance

1. Brief Summary of Coverage (and see Attachment B)

- a. Covers direct damage to electronic data processing equipment, data (including cost to reproduce), and media at locations within the NNPS division. Also, covers extra expenses incurred (over and above normal operating expenses), as a result of covered property loss.
- b. For coverage of special perils, coverage must be on an “all risk” basis.
- c. Covers off-premises services interruption for loss resulting from an interruption of utility services.
- d. Covers loss arising out of the Flood and Earthquake perils.
- e. Covers mechanical breakdown losses to NNPS computer hardware.
- f. Covers newly acquired equipment and newly acquired locations.

2. Minimum Limits of Coverage provided in RFP Evaluation Questions – Attachment B.

C. General Liability

1. Definitions

Insured, for the purpose of the General Liability coverage, includes all entities under NNPS control including any board, council, commission, authority, administration, department, committee, and/or other similar unit operated by or under the School Board - any elected or appointed official or member of the governing body, employee or authorized volunteer (including court-referred volunteers) for acts within the scope of their duties and any other entities for which the School Board is responsible.

2. Brief Summary of Coverage (and see Attachment B)

- a. Covers bodily injury and property damage (other than that involving the products-completed operations hazard), medical expenses, personal injury, advertising injury, and "damage to premises leased to you".
- b. Covers for all bodily injury and property damage included in the products-completed operations hazard.
- c. Covers a person or organization for claims involving personal injury and advertising injury.
- d. Covers legal liability real property damage arising out of any one occurrence of fire.
- e. Protects NNPS for claims arising out of the administration of the NNPS employee benefits plans, such as improper counseling, improper interpreting of benefits, careless handling of records, and failure to enroll plan participants.
- f. Insurance provides protection for the following exposures, at a minimum and should include defense cost and supplementary payments:
 - i. Teachers liability, including corporal punishment
 - ii. School nurses, psychologists, and therapists; including Student Nursing Program
 - iii. Health occupations – students and instructional staff
 - iv. Vocational Education programs
 - v. Cosmetology students and staff
 - vi. Incidental foreign liability
 - vii. NNPS Volunteers

3. Minimum Limits of Coverage provided in RFP Evaluation Questions – Attachment B.

D. Inland Marine / Miscellaneous Floater Property

- 1. Brief Summary of Coverage (and see Attachment B)
 - a. Covers direct damage to property that is owned by NNPS, in NNPS custody / care, or under NNPS's control.
 - b. Covers extra expenses (over and above normal operating expenses) that result from a covered property loss.
- 2. Minimum Limits of Coverage provided in RFP Evaluation Questions – Attachment B.

E. Property Direct Damage and Time Element

- 1. Brief Summary of Coverage (and see Attachment B)
 - a. Covers direct damage to the real and personal property scheduled in the policy.
 - b. Covers business interruption and the extra expenses (over and above normal operating expenses) directly resulting from a loss to the property.
 - c. Coverage for real and personal property should be on a "blanket limit" basis.
 - d. Covers buses at designated bus lots on a catastrophe basis.
 - e. Provides protection for property damage and extra expenses resulting from an interruption of power, water, steam, or communication services that occurs away from NNPS premises.
 - f. Provides protection against flood or earthquake losses for those locations not situated in a flood plain Zones A, D, or V.
 - g. Provides coverage for the increased cost of a property or business income loss that results from enforcement of an ordinance or law, including loss to the undamaged portion of the building, demolition cost, and increased cost of construction.
 - h. Provides coverage for vacant or unoccupied buildings for, at least, a sixty (60)-day, period.
 - i. Provides coverage for claim preparation expenses – property losses
 - j. Boiler and Machinery coverage
 - Provides protection for the following:
 - a) Water damage
 - b) Hazardous substance
 - c) Ammonia Contamination

- d) Off premises service interruption (property damage and business interruption)
- e) Debris removal
- f) Computer controlled equipment
- g) Spoilage or consequential damage
- h) Debris removal
- i) Newly acquired property

2. Minimum Limits of Coverage provided in RFP Evaluation Questions – Attachment B.

F. School Board Legal Liability

1. Definitions

Insured, under the School Board Legal Liability coverage, includes the Newport News City **School Board**, Elected or Appointed Members, Related Boards, Committees and Departments, Executives, Directors, Officers, Governors, Trustees, Employees, Student Teachers, Aides, Volunteers, Booster Clubs, and the PTA or PTO of each School all while acting within their scope of duties for the School Board whether compensated or not.

2. Brief Summary of Coverage (and see Attachment B)

- a. Provides coverage for claims for money damages resulting from an error or omission in the performance of duties as a member of the School Board or employee of the school system.
- b. Coverage payments by Provider should be on a “pay on behalf of” basis.
- c. Coverage includes defense costs, charges, and expenses.
- d. Coverage includes all school employees, including student teachers and school volunteers.
- e. Should include an option for NNPS to extend its reporting period. The extended reporting period should be available at NNPS’ option, whether NNPS cancels or the Provider cancels coverage.

3. Minimum Limits of Coverage Coverage provided in RFP Evaluation Questions – Attachment B.

G. Umbrella / Excess Liability

1. Brief Summary of Coverage (and see Attachment B)

- a. Coverage is applied as excess over other forms of liability
- b. Coverage may also serve as an extension of the primary liability limits for coverages.
- c. The following wording is requested in the Umbrella / Excess coverage to eliminate any inconsistencies with primary policies: **“In the event the insured suffers a loss which is covered by the underlying insurance set out in the schedule attached to this policy, the excess of which would be payable under this policy except for terms and conditions of this policy which are not consistent with the underlying insurance, then notwithstanding anything in this policy to the contrary, this policy is amended to follow and be subject to the terms and conditions of such underlying insurance in respect of such loss.”**

2. Minimum Limits of Coverage provided in RFP Evaluation Questions – Attachment B.

IV. SPECIAL INSTRUCTIONS TO THE OFFEROR

A. Definitions:

Issuing Office:

Wherever used in this Request for Proposal, Issuing Office will be:
 Abdul Matin Zakir, Procurement Specialist
 Purchasing Department
 Newport News Public Schools
 12465 Warwick Boulevard
 Newport News, VA 23606-3041

Phone: (757) 591-4533 x 10754
Fax: (757) 591-4593
Email: abdul.zakir@nn.k12.va.us

NNPS Contract Administrator:

Wherever used in this Request for Proposal and for purposes of any notices under this contract, the NNPS Contract Administrator will be:
Steve Kanehl, Accounting Supervisor
Newport News Public Schools
Newport News, VA 23606-3041
Phone: (757) 591-4513
Email: steven.kanehl@nn.k12.va.us

B. Contact with NNPS Staff, Representatives, and/or Agents:

Direct contact with NNPS staff, representatives, and/or agents other than Purchasing Department staff on the subject of this RFP or any subject related to this RFP is expressly prohibited except with the prior knowledge and permission of the Purchasing Agent.

C. Offerors of Record:

Offerors receiving a copy of this RFP from a source other than the Issuing Office via www.eva.virginia.gov must contact the Issuing Office and provide Offeror's name, address, contact person, telephone and fax number, and the RFP Item Number. Offeror will be added to the Planholders' list and will receive notification of any addenda to the RFP.

D. Preproposal Conference: N/A

E. Questions:

Offerors must submit questions regarding the Request For Proposal in writing to the Issuing Office at abdul.zakir@nn.k12.va.us no later than **10:00 AM EST, March 26, 2020**. Necessary replies will be issued to all Offerors of record as addenda that shall become part of the contract documents. Oral instructions do not form a part of the Proposal documents.

Offeror is responsible for checking the www.eva.virginia.gov web site or contacting the Issuing Office within 48 hours prior to Proposal closing to secure any addenda issued for this RFP.

F. Changes or Modifications:

Changes or modifications to this Request for Proposals made prior to the date and time of closing will be addressed by addenda from the Issuing Office. Offerors are to acknowledge receipt of addenda in the space provided on the cover page of this Request for Proposal. Oral communications are not a part of the Proposal documents. This RFP and any addenda shall be incorporated, by reference, into any resulting contract.

G. RFP Closing:

Offeror shall ensure its Proposal is time stamped by the Issuing Office no later than the Closing Date and Time shown on the cover page of this Information for Proposal. Proposals received after the specified date and time will not be considered and will be returned to the Offeror unopened.

H. Proposal Submittal Requirements:

1. Each Proposal submission shall be submitted to the Issuing Office and shall include the following documents:
 - a. The cover page of this Request for Proposal, which will contain:
 - 1) Original signature of an agent authorized to bind the company;
 - 2) Requested contact information;
 - 3) Company FEI/TIN number; and,

- 4) Acknowledgment of any addenda on page one (1);
- b. Completed and signed anticollusion/nondiscrimination clauses on page 2;
2. Offerors are encouraged to submit their Proposals on recycled paper and to use double-sided copying.
3. Proposals must be submitted utilizing the following requirements:
 - a. Offerors shall submit proposals in a sealed envelope or package, and label the envelope or package with the Request for Proposal's item number and the name and address of the Offeror. **Proposals received by telephone, telegraph, facsimile, or any other means of electronic transfer shall not be accepted.**
 - b. Due to the COVID-19 National Emergency declaration. Newport News Public Schools will now only accept electronic copies of the requested proposal. To maintain the integrity of the sealed bid/proposal process; vendors must email their proposals to RFPI6NNPS@nn.k12.va.us prior to the due date and time specified in the RFP documents including any addenda issued.
 - c. Proposals must include all elements noted in the "Preparation of Proposals" section below.
 - d. Include a statement setting forth the basis for protection of proprietary information, if any, as detailed in the "Proprietary Information/Disclosure" section.
 - e. Proposals are to be organized in the following tabs:
 - 1) Executive Summary, to include Offeror's understanding of the Scope of Work
 - 2) Experience
 - 3) Depth of Coverage (Evaluation Questions)
 - 4) Financial Status
 - 5) Premiums
 - 6) Costs to NNPS
 - 7) Customer Service and Availability
 - 8) Attachments (A- K and others if necessary)

I. Evaluation of Proposals:

1. After the proposal opening, NNPS will select for further consideration two or more Offerors deemed to be fully qualified and best suited among those submitting proposals based on Offerors' responses to the information requested in this RFP.
2. The following criteria will be used in the evaluation process:
 - o *Experience (10 Points)*
 - o *Depth of Coverage Evaluation Questions including Limits, Terms/Conditions, Deductibles, Cancellation, Premiums, and etc.) (40 Points).*
 - o *Offeror's Financial Status (20 Points)*
 - o *Cost to NNPS (20 Points).*
 - o *Customer Service and Availability (10 Points).*
 - o *Exceptions/Alternatives will also be considered.*
3. Based on the initial evaluation, NNPS may request the selected Offerors to make oral presentations. Thereafter, NNPS will conduct negotiations with each of the selected short-listed Offerors. Individuals representing the Offeror during negotiations shall have the authority to negotiate and contractually bind the company to a contract.
4. After negotiations are completed, NNPS will select the Offeror who, in NNPS's opinion, has made the best proposal and shall award the contract to that Offeror (referred to in this RFP as the Successful Offeror). Should NNPS determine in writing and in its sole discretion that only one Offeror is fully qualified, or that

one Offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that Offeror.

5. NNPS is not required to furnish a statement of the reason(s) why a proposal was not deemed to be the most advantageous.

J. Presentation/Demonstration:

If in NNPS's opinion, vendor presentations or demonstrations of the Offeror's proposed features and capabilities are warranted, NNPS will notify the appropriate vendors. Such presentation or demonstration will be at an NNPS site at a date and time mutually agreed to between NNPS and Offeror and will be at the Offeror's expense.

K. Preparation of Proposals:

In presenting their proposals, Offerors are encouraged to be thorough in addressing the *Specific Requirements*, the *Preparation Guidelines*, and the *Proposal Submittal Requirements* as outlined in this RFP.

To facilitate the NNPS's evaluation of Offeror's proposal, Offeror is to number all pages of its proposal and provide tabs as indicated above. **Offeror must fully address each item and respond to the RFP Evaluation Questions in Attachment B:**

Offerors should be completely responsive to this RFP, be able to conform to the terms and conditions provided, herein, and provide responses to the evaluation criteria outlined, below. Offeror should not incorporate its standard contract document into its proposal, by reference or in full text, without listing each exception it represents to the terms and conditions of this RFP, as described in the Exceptions/Alternatives section of this paragraph.

Offerors are encouraged to provide thorough and detailed information regarding the product and services being offered, based on the details provided, below.

Depth of Coverage

Offeror is requested to provide a detailed description of Offeror's guidelines and policies, regarding the specified coverages outlined. Offeror must ensure that each element is sufficiently addressed in its response, as to allow a full and thorough evaluation of the Offeror's service in each listed area of coverage and it includes the following:

- Terms and conditions;
- The type of policy under which the risk is covered (if different than indicated within the Evaluation Questions provided);
- Restrictions of coverage; and
- The policy limits.

RFP Evaluation Questions have been included as Attachment B. These forms include the depth of coverage requested. Offeror must complete these forms in entirety and include with their proposal. A remarks section is provided at the end of each section. (please add extra pages if additional room is necessary) The RFP Evaluation Questions include the following lines of coverage.

1. Crime Insurance / Bonds / Fiduciary Liability – (underwriting information is provided: **Attachments C and F.**)
2. Electronic Data Processing Insurance
3. General Liability - (underwriting information is provided: **Attachment D.**)
4. Property Direct Damage, Time Element and Equipment Breakdown Insurance (underwriting information is provided: **Attachment E, G, and H**)
5. Inland Marine Insurance (underwriting information is included: **Attachment E**)

6. School Board Legal Liability (underwriting information is provided: **Attachment I**)
7. Umbrella / Excess Liability Insurance – Limits may be layered to allow for potentially better pricing for NNPS. Loss information relative to all lines indicated above has been included as **Attachment J**.

Offeror's Financial Status

Offeror is required to provide supporting documentation and audited annual reports for the past three (3) years. If company is privately held, supply sufficient information to document the company's financial status and capability to perform under this contract.

Premiums

- Offeror is required to include a premium summary to clearly outline the premiums to be charged for each of the policies listed below and include the deductible for each policy, based on the coverages proposed and other information provided in this RFP.
 - Crime Insurance / Bonds / Fiduciary Liability
 - Electronic Data Processing Insurance
 - General Liability
 - Property Direct Damage and Time Element Insurance, including Equipment Breakdown Insurance
 - Inland Marine Insurance
 - School Board Legal Liability
 - Umbrella / Excess Liability Insurance
- Each coverage within the policies that require separate premiums or deductibles must be separately priced / proposed for evaluation purposes.
- If Offeror's proposal is subject to engineering recommendations, please advise if recommendations are advisory or required. For required recommendations, provide time frame for implementation. Proposals subject to satisfactory inspection will not be considered.
- Offeror is also required to include the method used to develop the premiums proposed and include any industry indexes or pricing policies used to determine increases in premiums and the reasons for which premiums would need to be increased or are permitted to be increased during the term of the contract.

Customer Service and Availability of Service

- Provide the name, address, telephone numbers, email addresses, and any other means of communication for the individual(s) who will be responsible for servicing NNPS under this contract. If an agent or other company is involved in this venture with Offeror, all companies' and agents' information must be provided.
- Describe the Offeror's process and response time for claims filed on behalf of NNPS.
- Describe the different types of claim resolutions, in which the Offeror is normally engaged and the average "turn around" time for claim settlement, from the time claim is filed to the time it is resolved, for each type.
- Describe any special services provided by offeror. (IE: online capabilities, claims reporting, certificate request, safety/loss control training, etc.)

Experience

- Provide background information about the organization, such as its philosophy, ownership, size, facilities and locations.
- Illustrate Offeror's organizational structure -- e.g. organization chart of the firm, project teams, etc.
- Indicate the size and location of the office that will service NNPS.

- Indicate the type of organization the Offeror represents (i.e. individual, partnership or corporation). If the Offeror is a corporation, list the names of the President, Vice-President, Secretary, Treasurer and all principals. If the Offeror is a partnership, include the names of all principals or partners.
- Contract Points of Contact – Provide the name, title, address, e-mail address, phone and fax numbers, and work hours of the Offeror’s Contract points of contact for the following functions:
 - Ability to execute prompt contract administration upon award of the contract;
 - Authorized to provide binding information to NNPS Issuing Office during the period of evaluation;
 - Authorized to accept any notices provided for in this contract.
- Offeror’s Statement
 - Provide statements explaining why the Offeror’s proposed solution would be the most advantageous to NNPS.
 - Describe the one attribute that Offeror believes places him / her ahead of the competition.

Exceptions/Alternatives

- Exceptions - Detail any exceptions taken to the Specifications and Terms and Conditions sections of this RFP. For each exception, specify the RFP page number, section number, and the exception taken. Offeror should not incorporate by reference its entire, standard contract document.
- Alternatives - Offerors may present alternative methods to the “Specific Requirements” outlined in the RFP. However, unsolicited optional and/or alternative offers should first present a response to NNPS’s objectives detailed in the “Specific Requirements” section of the solicitation. Offerors must specify their **Experience, Capability and Skill**, and **Services to be Provided**, with respect to any alternate solutions proposed.
- Exceptions and/or alternatives will be subject to negotiations.

L. Cost of Responding:

This solicitation does not commit NNPS to pay any costs incurred by the Offeror or any other party in the preparation and/or submission of proposals or in making necessary studies or designs for the preparation thereof, nor is NNPS obligated to procure or contract for such services.

V. GENERAL TERMS AND CONDITIONS

M. Contract Document:

This RFP, its addenda, Successful Offeror’s proposal, any additional information requested, and negotiated changes and will constitute the final contract hereafter referred to as this “contract”. These documents will be incorporated by reference into the NNPS purchase order awarding this contract. This contract shall be governed by the contract documents in the following order of precedence:

- This RFP document;
- Any negotiated changes to the foregoing documents; and
- Offeror’s proposal

N. Proposal Binding For One-hundred Twenty (120) Days:

Offeror agrees that its Proposal shall be binding and may not be withdrawn for a period of one-hundred (120) calendar days after the scheduled closing date of this Request For Proposals.

O. Proprietary Information/Non-Disclosure:

Offeror is advised that the Virginia Public Procurement Act (Section 2.2-4342, Code of Virginia, 1950 as amended) shall govern public inspection of all records submitted by Offeror. Specifically, if Offeror seeks to protect any proprietary data or materials, pursuant to Section 2.2-4342, Offeror shall:

1. Invoke the protections of this section prior to or upon submission of the data or other materials,
2. Provide a statement that identifies the data or other materials to be protected and that states the reasons why protection is necessary.
3. Submit trade secrets or other proprietary information under separate cover in a sealed envelope clearly marked "**PROPRIETARY**".
4. Information submitted that does not meet the above requirements will be considered public information in accordance with State statutes.
5. NNPS reserves the right to submit such information to the NNPS attorney for concurrence of the Offeror's claim that it is in fact proprietary.
6. References to the proprietary information may be made within the body of the Proposal; however, all information contained within the body of the Proposal shall be public information in accordance with State statutes.
7. Trade secrets or proprietary information submitted by an Offeror in conjunction with this RFP is not subject to public disclosure under the Virginia Freedom of Information Act (VFOIA).
8. Information submitted that does not meet the above requirements will be considered public information in accordance with the VFOIA.
9. An all-inclusive statement that the entire Proposal is proprietary is unacceptable. A statement that Offeror's costs and/or Proposal pricing are to be protected is unacceptable. Offeror will be requested to remove any such statement(s) in order to be eligible for further consideration.

P. Contract Modification(s):

After award, any and all modifications to this contract shall be mutually agreed to by both parties, in writing, and authorized by the NNPS Purchasing Agent or his designee via issuance of a change order (purchase order).

Q. Offeror Obligation:

Offeror shall carefully examine the contents of this Request for Proposals and any subsequent addenda. Failure to do so shall not relieve the Successful Offeror of its obligation to fulfill the requirements of any contract awarded as a result of this RFP.

R. Conditions of Work:

Offeror shall inform itself fully of the conditions relating to services required herein. Failure to do so will not relieve a Successful Offeror of the obligation to furnish all goods and/or services necessary to carry out the provisions of this contract

S. Prime Contractor:

If in its performance of this contract, Successful Offeror supplies goods or services by or through another party or subcontractor, Successful Offeror agrees that:

1. Successful Offeror shall act as the prime contractor for the goods and services to be provided under contract and shall be the sole point of contact with regard to all obligations under this contract.
2. Successful Offeror represents and warrants that Successful Offeror has made third parties or subcontractors aware of the proposed use and disposition of the other party's products or services, and that such other party has agreed in writing that it has no objection and that NNPS is not liable to such third parties or subcontractors for any work performed under this contract.
3. The use of subcontractors and the work they perform must receive the prior written approval of NNPS. NNPS will designate a Contract Administrator to approve such work.
4. Successful Offeror shall be solely responsible for all work performed and materials provided by subcontractors.
5. Successful Offeror shall be responsible for the liability of subcontractors for the types and limits required of the Successful Offeror under this contract.

T. Subcontractors:

Contractor's use of subcontractors and the work they are to perform must receive written approval from the Contract Administrator at least ten (10) calendar days prior to the work being performed. Contractor shall be solely responsible for all work performed and materials provided by subcontractors. Contractor shall be responsible for the liability of subcontractors for the types and limits required of the Contractor.

U. Non-Assignment:

Successful Offeror shall not assign its rights and duties under this Agreement without the prior written consent of the NNPS Contract Administrator.

V. Antitrust:

Any perceived anti-trust violation will be reported to the State Attorney General for possible enforcement of anti-trust laws.

W. Anticollusion/Nondiscrimination Requirements Form:

The attached "Anticollusion/Nondiscrimination Requirements" form, on page 2 of this RFP, shall be executed by Offeror and is to be submitted with Offeror's Proposal. The requirements set forth on said form shall be considered to be binding terms and conditions in any contract resulting from this RFP. A contract will not be awarded to an Offeror who has not signed the anticollusion/nondiscrimination statement.

X. Hold Harmless/Indemnification:

It is understood and agreed that Successful Offeror hereby assumes the entire responsibility and liability for any and all material damages to persons or property caused by or resulting from or arising out of any act or omission on the part of Successful Offeror, its subcontractors, agents or employees under or in connection with this Contract or the performance or failure to perform any work required by this Contract. Successful Offeror agrees to indemnify and hold harmless NNPS and its agents, volunteers, servants, employees and officials from and against any and all claims, losses, or expenses, including reasonable attorney's fees and litigation expenses suffered by any indemnified party or entity as the result of claims or suits due to, arising out of or in connection with (a) any and all such damages, real or alleged, (b) the violation of any law applicable to this Contract, and (c) the performance of the work by Successful Offeror or those for whom Successful Offeror is legally liable. Upon written demand by NNPS, Successful Offeror shall assume and defend at Successful Offeror's sole expense any and all such suits or defense of claims made against NNPS, its agents, volunteers, servants, employees or officials.

Y. Notices:

All notices, requests, demands, and elections under this contract, other than routine operational communications, shall be in writing and shall be deemed to have been duly given on the date when hand-delivered, or on the date of the confirmed facsimile transmission, or on the date received when delivered by courier that has a reliable system for tracking delivery, or six (6) NNPS business days after the date of mailing when mailed by United States mail, registered or certified mail, return receipt requested, postage prepaid. All notices shall be addressed to the following individuals:

To NNPS: NNPS Contract Administrator as designated in this RFP.

To Successful Offeror: Successful Offeror's Contract Administrator as defined in Successful Offeror's Proposal.

Either party may from time to time change the individual(s) to receive notices and/or its address for notification purposes by giving the other party written notice as provided above.

Z. Non-Performance:

1. Delivery Delays: NNPS reserves the right to procure goods and/or services to be provided under this contract from other sources in the event Successful Offeror fails to deliver such goods and/or service deliverables in accordance with delivery dates and time frames set forth in this contract.
2. Unacceptable Deliveries (Rejections): Upon notification by NNPS that goods and/or service deliverables provided by the Successful Offeror under this contract are damaged and/or not of the quality specified by

- NNPS, such goods and/or service deliverables will be rejected. Successful Offeror shall replace such rejected goods and/or service deliverables immediately or within a reasonable time as determined by NNPS.
3. Successful Offeror shall remove all rejected materials, equipment or supplies from the premises of NNPS within ten (10) days of notification. Rejected goods and/or service deliverables not removed from NNPS' premises within ten (10) days will be regarded as abandoned, shall become the property of NNPS, and NNPS shall have the right to dispose of such items.
 4. NNPS reserves the right to authorize immediate purchase from other sources against rejections.
 5. Liability: Successful Offeror shall be liable to NNPS for all costs incurred by NNPS as a result of Successful Offeror's failure to perform in accordance with the contract. Successful Offeror's liability shall include, but not be limited to:
 - a. Damages and other delay costs, to include costs to procure goods/services from alternate suppliers.
 - b. Increased costs of performance, such as extended overhead and increased performance costs resulting from performance delays caused by Successful Offeror and/or rejections of Successful Offeror's goods and/or service deliverables.
 - c. Warranty and rework costs, liability to third party, excess costs, attorney's fees and related costs incurred by NNPS due to non-responsive performance of Successful Offeror.

AA. Termination Without Cause:

NNPS may at any time, and for any reason, terminate this Contract by written notice to Successful Offeror specifying the termination date, which shall be not less than thirty (30) days from the date such notice is mailed. Notice shall be given to Successful Offeror by certified mail/return receipt requested, addressed to the Successful Offeror's Contract Administrator. In the event of such termination, Successful Offeror shall be paid such amount as shall compensate Successful Offeror for the work satisfactorily completed, and accepted by NNPS, at the time of termination. If the event NNPS terminates this Contract, Successful Offeror shall withdraw its personnel and equipment, cease performance of any further work under this Contract, and turn over to NNPS any work completed or in process for which payment has been made.

BB. Termination With Cause/Breach:

In the event that Successful Offeror shall for any reason or through any cause be in default of the terms of this Contract, NNPS may give Successful Offeror written notice of such default by certified mail/return receipt requested, addressed to the Successful Offeror's Contract Administrator. Unless otherwise provided, Successful Offeror shall have ten (10) days from the date such notice is mailed in which to cure the default. Upon failure of the Successful Offeror to cure the default, NNPS may immediately cancel and terminate this Contract as of the mailing date of the default notice. Upon termination, Successful Offeror shall withdraw its personnel and equipment, cease performance of any further work under the Contract, and turn over to NNPS any work in process for which payment has been made. In the event of violations of law, safety or health standards and regulations, this Contract may be immediately cancelled and terminated by NNPS and provisions herein with respect to opportunity to cure default shall not be applicable.

CC. Breach of Contract:

Successful Offeror shall be deemed in breach of this contract if the Successful Offeror:

Fails to comply with any terms of this contract;

Fails to cure such noncompliance within ten (10) calendar days from the date of the NNPS written notice or such other time frame, greater than ten (10) calendar days, specified by the NNPS Contract Administrator in the notice.

Fails to submit a written response to NNPS's notification of noncompliance within ten (10) calendar days after the date of the NNPS notice.

All notices under this contract shall be submitted, either by fax or certified mail, return-receipt requested, to the respective contract administrator. Successful Offeror shall not be in breach of this contract as long as its default was due to causes beyond the reasonable control of and occurred without any fault or negligence on the part of both the Successful Offeror and its subcontractors. Such causes may include, but are not restricted to, acts of

God or of the public enemy, acts of NNPS in its sovereign capacity, fires, floods, epidemics, strikes, freight embargoes, and unusually severe catastrophic weather such as hurricanes.

DD. Applicable Law:

This Contract shall be deemed to be a Virginia contract and shall be governed as to all matters whether of validity, interpretations, obligations, performance or otherwise exclusively by the laws of the Commonwealth of Virginia, and all questions arising with respect thereto shall be determined in accordance with such laws. Regardless of where actually delivered and accepted, this Contract shall be deemed to have been delivered and accepted by the parties in the Commonwealth of Virginia.

EE. Compliance With All Laws:

Successful Offeror shall comply with all federal, state and local statutes, ordinances, and regulations now in effect or hereafter adopted, in the performance of this contract. Successful Offeror represents that it possesses all necessary licenses and permits required to conduct its business and/or will acquire any additional licenses and permits necessary for performance of this contract prior to the initiation of work. If the Successful Offeror is a corporation, Successful Offeror further expressly represents that it is a corporation of good standing in the Commonwealth of Virginia and will remain in good standing throughout the term of the contract and any extensions. All City of Newport News business license, personal property, real estate and other applicable tax requirements shall be met by Successful Offeror.

FF. Venue:

Venue shall be in the Circuit Court of the City of Newport News, Virginia, and the United States District Court for the Eastern District of Virginia, Norfolk Division, compliant with applicable laws and regulations, as deemed appropriate by NNPS.

GG. Severability:

If any provision of this contract is found by any court of competent jurisdiction to be invalid or unenforceable, the invalidity of such provision shall not affect the other provisions of this contract, and all other provisions of this contract shall remain in full force and effect.

HH. Non-Appropriation of Funds:

It is understood and agreed between the parties herein that NNPS shall be bound hereunder only to the extent that the funds shall have been appropriated. In the event no funds or insufficient funds are appropriated, NNPS shall immediately notify the Successful Offeror of such occurrence and this Contract shall terminate on the last day funds are available without penalty or expense to NNPS of any kind whatsoever.

II. Tax Exemption:

NNPS is exempt from federal excise tax and from all State and local taxes. Successful Offeror shall not include such taxes in any invoices under this agreement. Upon request, NNPS will furnish the Successful Offeror with tax exemption certificates or the NNPS tax exempt number.

JJ. Vendor's Invoices:

Successful Offeror shall submit to NNPS all invoices promptly upon completion of the requirements for installation, delivery, and acceptance of the Products and Services required under this contract. Invoices shall not include any costs other than those identified in the executed NNPS purchase order awarding this contract or any subsequent change orders issued by the NNPS Purchasing Division. All shipping costs are the Successful Offeror's responsibility, except to the extent such charges are identified in the executed NNPS purchase order or change orders. Successful Offeror's invoices shall provide at a minimum:

- Type and description of the Product or Service installed, delivered and accepted;
- Serial numbers, if any;
- Quantity delivered;
- Charge for each item;

- Extended total (unit costs x quantity);
- This RFP number and the NNPS Purchase Order Number.

KK. Contractual Disputes:

Any dispute concerning a question of fact as a result of a contract with NNPS which is not disposed of by agreement shall be decided by the NNPS Purchasing Agent, who shall reduce his decision to writing and mail or otherwise forward a copy thereof to the contractor within thirty (30) days. The decision of the NNPS Purchasing Agent shall be final and conclusive unless the contractor appeals within six (6) months of the date of the final written decision by instituting legal action as provided in the Code of Virginia. A contractor may not institute legal action, prior to receipt of the public body's decision on the claim, unless the public body fails to render such decision within the time specified. Contractual claims, whether for money or other relief, shall be submitted in writing no later than sixty days after final payment; however, written notice of the contractor's intention to file such claim shall have been given at the time of the occurrence or beginning of the work upon which the claim is based. Nothing herein shall preclude a contract from requiring submission of an invoice for final payment within a certain time after completion and acceptance of the work or acceptance of the goods. Pendency of claims shall not delay payment of amounts agreed due in the final payment.

LL. Warranty/Guarantee:

Successful Offeror guarantees against defective or faulty material or workmanship for at least one (1) year or for the manufacturer's standard warranty period, whichever is greater, from date of acceptance by NNPS. To furnish adequate protection from damage for all work and to repair damages of any kind for which Successful Offeror or Successful Offeror's workmen are responsible, to the building or equipment, to Successful Offeror's own work, or to the work of others. Any merchandise or service provided under the contract which is or becomes defective during the warranty period shall be replaced by the Successful Offeror free of charge with the specific understanding that all replacements shall carry the same guarantee as the original equipment or service (one year or manufacturer's standard warranty period, whichever is greater, from the date of acceptance of the replacement). Successful Offeror shall make any such replacement immediately upon receiving notice from NNPS.

MM. Payment Terms:

To be eligible for payment, all labor, equipment and materials covered under Successful Offeror's invoice must be completed and accepted by NNPS. NNPS agrees to make payments under this contract within thirty (30) days after receipt of a correct invoice for such payment. Where payment is made by mail, the date of postmark shall be deemed to be the date of payment. Any amounts due NNPS under the terms of this or any other agreement may be applied against Successful Offeror's invoices with documentation for the basis of the adjustment attached. In no event shall any interest penalty or late fee accrue when payment is delayed because of disagreement between NNPS and Successful Offeror regarding the quantity, quality, time of delivery, or other noncompliance with the contract requirements for any Product or Service or the accuracy or correctness of any invoice. Payment terms offering a "prompt payment discount" of 20 days or greater will be considered in the evaluation of Proposals. All other payment terms shall be net thirty (30) calendar days or greater. Payment terms not specified by Offeror shall be Net 45 days.

Special Educational or Promotional Discounts

Successful Offeror shall extend any special educational or promotional sale prices or discounts immediately to NNPS during the term of the contract. Such notice shall also advise the duration of the specific sale or discount price.

NN. Prompt Payment:

NNPS will promptly pay for completed, delivered goods or services accepted under this Contract by the payment date established. The required payment date will be either: (i) the date on which payment is due under the terms of this Contract for the provision of the goods or services; or (ii) if a date is not established by this

Contract, not more than forty-five (45) days after goods or services are received or not more than forty-five (45) days after the invoice is rendered, whichever is later.

Within twenty (20) days after the receipt of the invoice or goods or services, NNPS shall notify the supplier of any defect or impropriety that would prevent payment by the payment date. Should NNPS fail to pay the Contractor by the pay date, finance charges may be assessed by the Contractor. Unless otherwise provided under the terms of this Contract, interest will accrue at the rate of one percent (1%) per month. This will not apply to late payment provisions in any public utility tariffs or public utility negotiated Contracts. Contractor shall include in each of its subcontracts a provision requiring each subcontractor to include or otherwise be subject to the same payment and interest requirements with respect to each lower-tier subcontractor.

In cases where payment to Contractor is made by mail, the date of postmark shall be deemed to be the date payment is made for purposes of this Contract.

Individual Contractors shall provide to NNPS their social security numbers and proprietorships, partnerships, and corporations to provide their federal employer identification numbers.

Within seven (7) days after Contractor receives payment from NNPS, Contractor shall take one or more of the following actions:

1. Pay all subcontractors for the proportionate share of the total payment received from NNPS attributable to the work performed by the subcontractors under this Contract;
2. Notify NNPS and all affected subcontractors, in writing, of Contractor's intention to withhold all or a part of each affected subcontractor's payment including the reason for nonpayment.
3. Pay interest to the subcontractor on all amounts owed by the Contractor that remain unpaid after (7) seven days following receipt by the Contractor of payment from NNPS for work performed by the subcontractor under that Contract, except for amounts withheld, as allowed in #2 above.

A Contractor's obligation to pay an interest charge to a subcontractor pursuant to the payment clause in this section shall not be construed to be an obligation of NNPS. A Contract modification will not be made for the purpose of providing reimbursement by NNPS for interest charges owed by Contractor. A cost reimbursement claim to NNPS shall not include any amounts for reimbursement of interest charges owed by Contractor.

OO. Payment by Electronic Funds Transfer (EFT)

(a) Method of payment.

(1) All payments by Newport News Public Schools (NNPS) under this contract shall be made by electronic funds transfer (EFT) except as provided in paragraph (a)(2) of this clause. As used in this clause, the term "EFT" refers to the funds transfer and may also include the payment information transfer.

(2) In the event NNPS is unable to release one or more payments by EFT, the Contractor agrees to either—

- (i) Accept payment by check or some other mutually agreeable method of payment; or
- (ii) Request NNPS to extend payment due dates until such time NNPS makes payment by EFT (but see paragraph (d) of this clause).

(b) Mandatory submission of Contractor's EFT information.

(1) The Contractor is required to provide NNPS with the information required to make payment by EFT (see paragraph (j) of this clause). The Contractor shall provide this information directly to the NNPS Accounting Department (hereafter referred to as "Accounting") no later than 15 days prior to submission of the first request for

payment. In the event that the EFT information changes, the Contractor shall be responsible for providing the updated information to the Accounting.

(2) If the Contractor provides EFT information applicable to multiple contracts, the Contractor shall specifically state the applicability of this EFT information in terms acceptable to Accounting.

(c) *Mechanisms for EFT payment.* NNPS may make payment by EFT through the Automated Clearing House (ACH) network, subject to the rules of the National Automated Clearing House Association

(d) Suspension of payment.

(1) The NNPS is not required to make any payment under this contract until after receipt, by Accounting, of the correct EFT payment information from the Contractor. Until receipt of the correct EFT information, any invoice or contract financing request shall be deemed not to be a proper invoice for the purpose of prompt payment under this contract.

(2) If the EFT information changes after submission of correct EFT information, NNPS shall begin using the changed EFT information no later than 30 days after its receipt by Accounting to the extent payment is made by EFT. However, the Contractor may request that no further payments be made until the updated EFT information is implemented by Accounting. If such suspension would result in a late payment under the prompt payment terms of this contract, the Contractor's request for suspension shall extend the due date for payment by the number of days of the suspension.

(e) Liability for uncompleted or erroneous transfers.

(1) If an uncompleted or erroneous transfer occurs because NNPS used the Contractor's EFT information incorrectly, NNPS remains responsible for—

- (i) Making a correct payment;
- (ii) Paying any prompt payment penalty due; and
- (iii) Recovering any erroneously directed funds.

(2) If an uncompleted or erroneous transfer occurs because the Contractor's EFT information was incorrect, or was revised within 30 days of NNPS' release of the EFT payment transaction, and—

- (i) If the funds are no longer under the control of Accounting, NNPS is deemed to have made payment and the Contractor is responsible for recovery of any erroneously directed funds; or
- (ii) If the funds remain under the control of Accounting, NNPS shall not make payment and the provisions of paragraph (d) shall apply.

(f) *EFT and prompt payment.* A payment shall be deemed to have been made in a timely manner in accordance with the prompt payment terms of this contract if, in the EFT payment transaction instruction released to the Federal Reserve System, the date specified for settlement of the payment is on or before the prompt payment due date, provided the specified payment date is a valid date under the rules of the Federal Reserve System.

(g) *EFT and assignment of claims.* If the Contractor assigns the proceeds of this contract as provided for in the assignment of claims terms of this contract, the Contractor shall require as a condition of any such assignment, that the assignee shall provide the EFT information required by paragraph (j) of this clause to Accounting, and shall be paid by EFT in accordance with the terms of this clause. In all respects, the requirements of this clause shall apply to the assignee as if it were the Contractor. EFT information that shows the ultimate recipient of the transfer to be other than the Contractor, in the absence of a proper assignment of claims acceptable to NNPS, is incorrect EFT information within the meaning of paragraph (d) of this clause.

(h) *Liability for change of EFT information by financial agent.* NNPS is not liable for errors resulting from changes to EFT information provided by the Contractor's financial agent.

(i) *Payment information.* Accounting shall forward to the Contractor available payment information that is suitable for transmission as of the date of release of the EFT instruction to the Federal Reserve System. NNPS may request the

Contractor to designate a desired format and method(s) for delivery of payment information from a list of formats and methods Accounting is capable of executing. However, NNPS does not guarantee that any particular format or method of delivery is available and retains the latitude to use the format and delivery method most convenient to NNPS. If NNPS makes payment by check in accordance with paragraph (a) of this clause, NNPS shall mail the payment information to the remittance address in the contract.

(j) *EFT information.* The Contractor shall provide the following information to Accounting. The Contractor may supply this data for this or multiple contracts (see paragraph (b) of this clause). The Contractor shall designate a single financial agent per contract capable of receiving and processing the EFT information using the EFT methods described in paragraph (c) of this clause.

(1) The contract number (or other procurement identification number).

(2) The Contractor's name and remittance address, as stated in the contract(s).

(3) The signature (manual or electronic, as appropriate), title, and telephone number of the Contractor official authorized to provide this information.

(4) The name, address, and 9-digit Routing Transit Number of the Contractor's financial agent.

(5) The Contractor's account number and the type of account (checking, saving, or lockbox).

(6) If applicable, the Fedwire Transfer System telegraphic abbreviation of the Contractor's financial agent.

(7) If applicable, the Contractor shall also provide the name, address, telegraphic abbreviation, and 9-digit Routing Transit Number of the correspondent financial institution receiving the wire transfer payment if the Contractor's financial agent is not directly on-line to the Fedwire Transfer System; and, therefore, not the receiver of the wire transfer payment.

NNPS Accounting Department Designated Contact:

Accounting Department

NNPS Administration Building

12465 Warwick Blvd.

Newport News, Virginia 23606

Tel: (757)591- 4513

Steven Kanehl, Accounting Supervisor

Steve.Kanehl@nn.k12.va.us

PP. Audits:

NNPS shall have the right to audit all books and records (in whatever form they may be kept, whether written, electronic or other) relating or pertaining to this Contract (including any and all documents and other materials, in whatever form they may be kept, which support or underlie those books and records), kept by or under the control of Successful Offeror, including, but not limited to those kept by Successful Offeror, its employees, agents, assigns, successors and subcontractors. Successful Offeror shall maintain such books and records, together with such supporting or underlying documents and materials, for the duration of this Contract and for at least three years following the completion of this Contract, including any and all renewals thereof. The books and records, together with the supporting or underlying documents and materials shall be made available, upon request, to NNPS, through its employees, agents, representatives, contractors or other designees, during normal business hours at Successful Offeror's office or place of business in Newport News, Virginia. In the event that no such location is available, then the books and records, together with the supporting or underlying documents and records, shall be made available for audit at a time and location in Newport News, Virginia, which is convenient for NNPS. This paragraph shall not be construed to limit, revoke, or abridge any other rights, powers, or obligations relating to audit which NNPS may have by state, city, or federal statute, ordinance, regulation, or agreement, whether those rights, powers, or obligations are express or implied.

QQ. Notice of Award:

Any contract resulting from this RFP will be publicly posted for inspection in the NNPS Purchasing Department, 12465 Warwick Boulevard, Newport News, Virginia.

RR. Award:

NNPS intends to award a contract to a fully qualified Offeror submitting the best proposal based on the criteria set forth herein and as determined by NNPS in its sole discretion. At NNPS' sole discretion, NNPS may reject any or all proposals in whole or in part if such action is determined to be in NNPS' best interest. NNPS reserves the right to enter into any contract deemed to be in its best interest, including the award of this contract to more than one contractor.

SS. Disposition of Proposals:

All materials submitted in response to this RFP will become the property of the NNPS. One (1) copy of each proposal will be retained for official files, will become a matter of public record after award of the contract, and will be open to public inspection subject to the *Proprietary Information/Disclosure* section of this RFP.

TT. Exclusivity:

Any contract resulting from this RFP shall be exclusive with the following exceptions:

- NNPS reserves the right to procure goods/services under this contract from a third party in the event of the following:
- Contractor is unable to provide required services within the required delivery time.
- Contract is unable to provide the required services requested.
- NNPS volume demands exceed original intent of the contract.

VI. SPECIAL TERMS AND CONDITIONS

UU. Contract Term:

This contract term shall be for **one (1) year**, commencing on the date of award.

VV. Contract Extension:

This contract may be extended upon mutual agreement of both parties for **four (4) additional, one-year periods**, upon the same prices, terms, and conditions set forth in the negotiated contract resulting from this RFP.

WW. Time is of the Essence:

Time is of the essence in this Contract. Successful Offeror expressly acknowledges that in the performance of its obligations, NNPS is relying on timely performance and will schedule operations and incur obligations to third parties in reliance upon timely performance by Successful Offeror and may sustain substantial losses by reason of untimely performance.

XX. Insurance:

1. Contractor shall submit to the NNPS Contract Administrator certificates of insurance, prior to beginning work under the Contract and no later than ten (10) days after award of the Contract.
2. All policies of insurance required herein shall be written by insurance companies licensed to conduct the business of insurance in Virginia, and acceptable to Owner, and shall carry the provision that the insurance will not be cancelled or materially modified without thirty days (30) prior written notice to the Owner or to the extent permitted by Virginia law.
3. The certificates of insurance shall list NNPS, 12465 Warwick Boulevard, Newport News, Virginia, 23606-0130, as the additional insured for the specified project as outlined in this IFB. Copies of actual endorsements to the policy shall be required to confirm any special request, such as, additional insured status. A COI shall not be issued or delivered that gives the impression there are coverage terms the referenced policy does not specifically provide.

IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO IMMEDIATELY NOTIFY THE OWNER SHOULD ANY POLICY BE CANCELLED. FAILURE TO NOTIFY THE OWNER SHALL CONSTITUTE A MATERIAL BREACH OF THE CONTRACT.

Forms	Limits
Workers' Compensation	Statutory
Automobile Liability	\$1,000,000 Combined Single Limit
Commercial General Liability, including Contractual Liability and Products and Completed Operations Coverage	\$1,000,000 Combined Single Limit
Umbrella/Excess Liability	\$5,000,000

The establishment of minimum limits of insurance by NNPS does not reduce or limit the liability or responsibilities of the Successful Offeror.

YY. Unauthorized Disclosure of Information:

Successful Offeror shall assume the entire responsibility and liability for any and all damages caused by or resulting from or arising out of the negligent or willful unauthorized disclosure of confidential information on the part of the Successful Offeror, its subcontractors, agents or employees under or in connection with this contract. The Successful Offeror shall save harmless and indemnify NNPS and its agents, volunteers, servants, employees and officers from and against any and all claims, losses or expenses, including but not limited to attorney's fees, which either or both of them may suffer, pay or incur as the result of claims or suits due to, arising out of or in connection with, any and all such unauthorized disclosures, real or alleged. The Successful Offeror shall, upon written demand by NNPS, assume and defend, at the Successful Offeror's sole expense, any and all such suits or defense of claims alleging unauthorized disclosures of confidential information.

Any negligent or willful unauthorized disclosure of confidential information on the part of the Successful Offeror, its subcontractors, agents or employees under or in connection with this contract shall constitute a breach of the terms of this contract. NNPS may proceed by appropriate court action, including seeking injunctive relief, to prevent continuing unauthorized disclosures, and Successful Offeror shall save harmless and indemnify NNPS for court costs, litigation expenses and attorney's fees that it may pay or incur as the result of seeking to prevent or stop any and all unauthorized disclosures of confidential information.

ZZ. CERTIFICATION REGARDING DEBARMENT

This is to certify that this person/firm/corporation is not now debarred by the Federal Government or by the Commonwealth of Virginia or by any other state, or by any town, city, or county, from submitting Bids on contracts for construction covered by this solicitation, nor are they an agent of any person or entity that is now so debarred.

Name of Official

Title

Firm or Corporation

Date

AAA. Copyright/Patent Indemnity:

Successful Offeror shall pay all royalty and license fees relating to the items covered by this contract. In the event any third party shall claim that the manufacture, use and sales of the goods supplied under this contract

constitute an infringement of any copyright, trademark, or patent, the Successful Offeror shall indemnify NNPS and hold NNPS harmless from any cost, expense, damage or loss incurred in any manner by NNPS on account of any such alleged or actual infringement.

Attachment K: References

Years in Business: Indicate the length of time you have been in business providing this type of service:
_____ years.

References: Indicate below a listing of three (3) references for which you currently provide this type of service. Include the date service was furnished, name of client, address and phone/fax number.

Client Name:

Date of Service:

Address:

Phone:

Fax:

Client Name:

Date of Service:

Address:

Phone:

Fax:

Client Name:

Date of Service:

Address:

Phone:

Fax



March 31, 2020

Addendum #1

IMMEDIATE ATTENTION

TO: ALL OFFERORS

RE: RFP 016-0-2020AZ

The following information is provided to questions received:

Question: Do you currently work with a consultant or broker to advise the school division?

Answer: Yes, we work with a consultant.

Question: If so, when do you anticipate issuing a RFP for those services?

Answer: An RFP for the consultant services was last issued in the spring of 2019. A contract was issued in August 2019. It is not known when an RFP will next be issued, however, it is possible not until 2024.

Question: If not, would you consider a response to this RFP for consulting services to complement a specific provider.

Answer: No.

All other provisions of the RFP shall remain unchanged.

Signature: _____
(Offeror)

Sincerely,

Abdul Matin Zakir
Procurement Specialist



April 13, 2020
Addendum #2
IMMEDIATE ATTENTION

TO: ALL OFFERORS

RE: RFP 016-0-2020AZ

The proposal's due date has been revised and extended to: **2:00 PM, May 22, 2020.**

Reminder: please submit your proposals to RFP16NNPS@nn.k12.va.us.

All other provisions of the RFP shall remain unchanged.

Signature: _____
(Offeror)

Sincerely,

Abdul Matin Zakir
Procurement Specialist

NEWPORT NEWS PUBLIC SCHOOLS

INSURANCE POLICIES NOT INCLUDED IN THIS RFP; CURRENTLY UNDER OTHER CONTRACTS

Description of Coverage	Type of Coverage	Expiration Date
Aircraft Liability-Non-owned	Coverage for liability and physical damage on specified aircraft at Aviation Academy. No in flight.	July 26
Airport Liability	Coverage for bodily injury and property damage arising out of the use of airport premises not owned by, rented to, or controlled by NNPS, but are necessary or incidental to the operation of the Aviation Academy.	July 26
Flood – National Flood Insurance Program	Coverage against damages from flood for NNPS specified buildings and the property within certain flood zones.	Various dates
Student Sports Accident; Student Sports Catastrophic Accident (Middle School); including WRAP coverage.	Covers accidents involving students participating in sports activities for NNPS.	August 1
Storage Tank Liability	Pollution coverage for storage tanks owned by NNPS.	September 7
Real Estate Environmental	Covers real estate environmental claims at NNPS locations.	August 27
Excess Workers' Compensation Coverage / TPA	Excess coverage over self-insured Workers' Compensation program. TPA services also purchased.	July 1

NEWPORT NEWS PUBLIC SCHOOLS
EVALUATION QUESTIONS

THIS MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL	
CRIME INSURANCE/BONDS/FIDUCIARY LIABILITY	
RFP EVALUATION QUESTIONS (MUST BE RETURNED WITH PROPOSAL)	
Firm Name:	
Carrier Name:	
Please state your carrier's position on each specified coverage by signifying below:	
COVERAGE IS REQUESTED FOR THE FOLLOWING:	RESPONSE
Blanket School Employee Dishonesty Bond \$500,000 Limit	
Forgery or Alteration \$500,000 Limit	
Theft, Disappearance & Destruction - Inside & Outside Premises \$500,000 Limit Each	
Computer Fraud \$25,000 Limit	
Robbery and Safe Burglary \$500,000	
5 Individual Bonds \$10,000 limit each	
DEDUCTIBLE: \$1,000	
TERMS & CONDITIONS	
Include the following as insureds: "Any past or present board members, administrators, trustees, directors, officers, or employees of the Schools or any sponsored plan, and any other trust or employee plan the School Board hereafter creates or acquires."	
Period of Discovery Extended to 3 Years? If not, how many years?	
Coverage for Volunteers?	
Coverage for students that are assigned to be in charge of funds?	
Coverage for Part-time Employees?	
Coverage for Leased Employees?	
Coverage for terminated employees covered for 90 Days after termination?	
Coverage for Board Members, Elected, or Appointed Officials, whether compensated or not?	
Coverage for losses sustained as a result of dishonest acts by employees of Outside Service Providers?	
Faithful Performance of duties included?	
Limits Apply per employee or occurrence?	
Fiduciary Liability-Administration of Group Employee Benefit or Pension Benefit Plans?	
Coverage for Credit Card and/or Debit Card Forgery?	
Coverage for Money Orders or Counterfeit Paper Currency?	
Definition of Inside Premises—coverage to extend to all grounds under the named insured's control and the exterior within 1,000 feet of the location?	
All losses emanating from viruses, "hackers", "spammers", computer fraud, electronic commerce, and electronic banking?	
Notable Exclusions:	Note in Remarks
Have you included the mandatory wording (sample wording at end of this document) for the following:	
➤ Broad Form Named Insured	
➤ Knowledge of Occurrence	
➤ Unintentional Errors & Omissions	
➤ 90 day - Notice of Cancellation and Nonrenewal	
➤ Notice of Occurrence(Loss)	
TOTAL PREMIUM:	

OFFERER'S REMARKS:

NEWPORT NEWS PUBLIC SCHOOLS
EVALUATION QUESTIONS

THIS MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL	
CYBER LIABILITY	
RFP EVALUATION QUESTIONS (MUST BE RETURNED WITH PROPOSAL)	
Firm Name:	
Carrier Name:	
Please state your carrier's position on each specified coverage by signifying below:	
COVERAGE IS REQUESTED FOR THE FOLLOWING:	RESPONSE
Insured Policy Aggregate - \$1,000,000	
Privacy Liability including regulatory proceedings/action/fines/penalties - \$1,000,000	
Network Liability - \$1,000,000	
Internet Media Liability - \$1,000,000	
Business Interruption - \$1,000,000	
Data Breach Fund / Privacy Notification Costs Aggregate - \$500,000	
Cyber Extortion - \$25,000	
Telecommunications Fraud - \$75,000	
Ransomware- \$75,000	
Fraudulent Instruction- \$75,000	
Deductible - Nil	
TERMS AND CONDITIONS	RESPONSE
Retroactive Date?	
Pay on behalf of insuring agreement	
Defense costs outside the policy limit	
Credit Monitoring Expense included	
Cost for Public Relations Consultant included? State sub-limit if any.	
Duty to Defend	
Worldwide Territory	
Extended Reporting Period Term: Period of Coverage Additional Premium Notice to Accept Two-way	
Have you included the mandatory wording for the following:	
• Broad Form Named Insured	
• Knowledge of Occurrence	
• Notice of Cancellation and Nonrenewal (90 days)	
• Unintentional Errors and Omissions	
• Notice of Occurrence (Loss)	
Total Premium	

OFFEROR'S REMARKS:

NEWPORT NEWS PUBLIC SCHOOLS
EVALUATION QUESTIONS

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL	
GENERAL LIABILITY	
RFP EVALUATION QUESTIONS (MUST BE RETURNED WITH PROPOSAL)	
Firm Name:	
Carrier Name:	
Please state your carrier's position on each specified coverage by signifying below:	
LIMITS OF INSURANCE	RESPONSE
\$1,000,000 Limit Premises/Operations Liability - Any One Occurrence	
\$1,000,000 Limit Personal or Advertising Injury – Any One Person or Organization	
\$1,000,000 Limit Products/Completed Operations – Any One Occurrence	
"NO" General Aggregate	
"NO" Products/Completed Operations Aggregate	
\$10,000 Limit Medical Expense – Each Person	
\$1,000,000 Limit Damage to Premises Rented to You – Any One Fire	
\$1,000,000 Limit Employee Benefits – Each Claim / "No" Aggregate	
\$1,000,000 Limit School Violent Acts Liability – Each Occurrence/Aggregate	
DEDUCTIBLE: NIL	
TERMS AND CONDITIONS	
Waiver Annual Audit of General Liability Exposures?	
Occurrence Form?	
Separate general aggregate limits for each location and each project? (If Aggregate applicable)	
First Dollar Defense?	
Defense/Supplementary Payments in Addition to Limits of Liability?	
Defense Costs-The mere "allegation" that a claim has occurred should not deprive the Schools of coverage. Will defense costs be provided until grounds are proven?	
Defense Costs for Non-Monetary Claims?	
Defense Costs for student and employee administration hearings?	
Coverage for Bodily Injury or Property Damage arising out of water, sewer/drain backups?	
Medical Payments for students?	
Volunteers as insureds?	
Cross Suits Liability-Separation of Insureds?	
Fellow Employee Injury Coverage?	
Blanket Contractual—Contractual Liability Exclusion Amended for personal injury and advertising injury to cover "all contracts or agreements the Schools have liability to insure"?	
Allow Waiver of Subrogation if required by Specific Written Contract?	
Lessors of leased equipment as additional insureds?	
Care, Custody and Control exclusion to be deleted for art or other personal property exhibited on our premises?	
Pollution Coverage from a Hostile Fire-heat, smoke or fumes?	
Coverage for bodily injury arising out of the accidental exposure to hazardous chemical substances or fumes associated with our science labs or other operations?	
Sexual abuse, molestation, misconduct, harassment- (employee/student to employee/student; employee/student to other party; other party to employee/student?)	
Include coverage for vicarious liability for School Board members and employees as a result of alleged sexual abuse, harassment, and/or misconduct?	
Incidental Malpractice (including first aid rendered) by nonprofessionals?	
Coverage for School clinic aides and clinic volunteers?	
Coverage for Security Personnel?	
Remove the Riot & Civil Commotion Exclusion, if any?	
Coverage for use of force to protect persons & property?	

NEWPORT NEWS PUBLIC SCHOOLS
EVALUATION QUESTIONS

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL	
GENERAL LIABILITY INSURANCE...continued	
RFP EVALUATION QUESTIONS (MUST BE RETURNED WITH PROPOSAL)	
Please state your carrier's position on each specified coverage by signifying below:	
TERMS AND CONDITIONS...continued	RESPONSE
Coverage for failure to protect from outside influences, criminal acts (for example bombings, threats, school shootings, drug deals, etc.)?	
Injuries, due to our negligence, to participants or spectators participating in or attending athletic events we sponsor?	
Outside groups using schools' facilities? IE. adult education classes and community or county groups	
Coverage for field trip exposures in the United States or travel to foreign countries, sponsored by the schools?	
Coverage for exposures from vocational education students working at community based local businesses?	
Coverage for Daycare, Before or After School Care, -operations and personnel?	
Teachers Liability including corporal punishment?	
Liability coverage for Drones, if applicable?	
Coverage relative to internet use, web site publication, e-commerce activities, or e-mail (personal and advertising liability)?	
Coverage for exposures relative to public broadcast liability for our Educational Television operations?	
Coverage for property damage to medical or other equipment of students associated with Special Education or Handicapped Programs?	
Non-Owned Watercraft?	
Coverage for JROTC program?	
Coverage for toxic mold, fungi or bacteria?	
Acts of Terrorism?	
Notable Exclusions:	Note in Remarks
Have you included the mandatory wording (sample wording at end of this document) for the following:	
➤ Broad Form Named Insured	
➤ Knowledge of Occurrence	
➤ Unintentional Errors and Omissions	
➤ Notice of Occurrence (Loss)	
➤ 90 day - Notice of Cancellation and Nonrenewal	
➤ Blanket Additional Insureds	
➤ Definition of Bodily Injury	
TOTAL PREMIUM:	

OFFEROR'S REMARKS:

NEWPORT NEWS PUBLIC SCHOOLS
EVALUATION QUESTIONS

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL	
INLAND MARINE INSURANCE	
RFP EVALUATION QUESTIONS (MUST BE RETURNED WITH PROPOSAL)	
Firm Name:	
Carrier Name:	
Please state your carrier's position on each specified coverage by signifying below:	
Covered Property/Blanket Limit/Deductible	RESPONSE
Contractors Equipment \$100,000	
JROTC Equipment \$43,000	
Miscellaneous Communications Equipment \$350,000	
Miscellaneous Satellite Dishes, Antennas, Towers \$73,000	
Cameras/Audio Visual Equipment \$500,000	
Musical Instruments & Uniforms \$375,000	
Athletic Equipment & Uniforms \$850,000	
Blanket Misc. Property \$500,000	
800-megahertz radios located on buses located (400 @ apprx \$1,500 each) \$600,000	
Walkie talkies - 45 schools for security, custodial and office (500 @ apprx \$800 each) \$400,000	
Kit Airplanes(Aviation Academy) \$114,333	
Pole Vault and High Jump pit and miscellaneous related equipment \$28,000	
Telecom Studio Satellite Dish \$14,000	
Hitachi Z-Opt2 Substitution Ruige (4 @ apprx \$643 each) \$2,574	
Hitachi HFO-300F Stadium 300 ft SMPTE Cable (4 @ apprx \$1732 each) \$6,930	
Accounts Receivable \$250,000	
Valuable Papers \$250,000	
Newly Acquired Property Included	
Property in Transit/Off Premises \$250,000	
Extra Expense or Rental Reimbursement- \$50,000	
DEDUCTIBLES	
\$5,000	
TERMS & CONDITIONS	RESPONSE
Provide Blanket Coverage?	
Special Form?	
Replacement Cost Coverage?	
Agreed Value Endorsement or waiver of coinsurance?	
90-day automatic coverage for newly acquired equipment?	
Coverage for Flood?	
Coverage for Earthquake?	
Coverage on all equipment we lease or borrow from others or for which we are obligated provide direct damage coverage?	
Notable Exclusions:	Note in Remarks
Have you included the mandatory wording (sample wording at end of this document) for the following:	
➤ Broad Form Named Insured	
➤ Knowledge of Occurrence	
➤ Notice of Occurrence (Loss)	
➤ Unintentional Errors & Omissions	
➤ 90 day - Notice of Cancellation and Nonrenewal	
➤ Blanket Additional Insureds	
TOTAL PREMIUM	

OFFEROR'S REMARKS:

NEWPORT NEWS PUBLIC SCHOOLS
EVALUATION QUESTIONS

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL	
PROPERTY DIRECT DAMAGE AND TIME ELEMENT INSURANCE RFP EVALUATION QUESTIONS (MUST BE RETURNED WITH PROPOSAL)	
Firm Name:	
Carrier:	
Please state your carrier's position on each specified coverage by signifying below:	
COVERED PROPERTY & BLANKET LIMITS	RESPONSE
Blanket Real & Personal Property Direct Damage (See SOV for breakdown) \$932,358,458	
Blanket Business Interruption/Extra Expense: \$5,000,000	
Catastrophe Coverage on Buses while stored at designated Bus Lots: \$7,900,000 (Limit shown is ACV; If RCV is available, limit to use is \$20,000,000 . Indicate limit and basis in your response.) NOTE: Auto coverage is self-insured; intent here is to provide coverage for buses should a catastrophic event occur at bus lots.	
Blanket EDP (See SOV for breakdown) \$18,156,648	
Flood \$50,000,000	
Earth Movement \$50,000,000	
Blanket Utility Services Interruption (Off Premises) including Overhead Transmission Lines (for Property Damage & Business Interruption) \$500,000	
Blanket Building Ordinance Extension-Coverages A, B, and C (Property Damage & Business Interruption) \$5,000,000	
Signs Included	
Equipment Breakdown – \$50,000,000	
Debris Removal Included (state % and /or limits)	
Fine Arts Included	
Glass Coverage Include at Replacement Cost	
Pollution Clean-up & Removal \$50,000	
Clean-up from Infectious Diseases \$50,000	
Newly Acquired Property (Real & Personal) \$2,500,000	
Consequential Damage and Spoilage \$260,000	
Personal Property at Fair, Trade Show or Exhibitions Included	
Personal Property of Others \$25,000	
Errors & Omissions in reporting Included	
Proof of Loss Costs—(Appraisals, audits, inventories, etc.) \$10,000	
Newly Constructed Property, Renovations or Alterations Included	
DEDUCTIBLES:	
All Other - \$50,000	
Flood \$50,000	
Earth Movement \$50,000	
Wind and Hail 5% of loss subj. to \$50,000 Minimum	
Bus Catastrophe \$500,000	
TERMS & CONDITIONS	RESPONSE
Special Form or equivalent?	
Blanket Replacement Cost including Improvements & Betterments at all owned, leased, and/or rented locations?	
Include windstorm and hail coverage?	

NEWPORT NEWS PUBLIC SCHOOLS
EVALUATION QUESTIONS

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL	
PROPERTY DIRECT DAMAGE AND TIME ELEMENT INSURANCE...continued	
RFP EVALUATION QUESTIONS (MUST BE RETURNED WITH PROPOSAL)	
Please state your carrier's position on each specified coverage by signifying below:	
TERMS & CONDITIONS	RESPONSE
Functional Replacement Cost-Replacement cost valuation shall include replacement new of unlike kind and quality when replacement of like kind and quality cannot be accomplished to restore the appearance and function that existed prior to the loss?	
Extend replacement cost coverage to include permission to rebuild or replace any real property at another owned location?	
Agreed Value Clause eliminating all coinsurance requirements for Direct Damage and Time Element coverage included?	
60 days grace period for filing annual values?	
Coverage for property of others valued at replacement cost?	
Amendment of the vacancy and unoccupancy provisions to allow for full coverage for any properties which may become vacant or unoccupied?	
Extra Expense monthly limitation—100% 1 st month?	
Replacement Cost coverage for Glass breakage?	
Water back-up –Sewer and Drains?	
Subject to engineering recommendations prior to binding? If your proposal is subject to engineering recommendations, please advise if recommendations are advisory or required. On required recommendations, please provide time frame for implementation. Proposals subject to satisfactory inspection will not be considered.	
Newly acquired Real or Personal Property-90 days automatic coverage subject to limit specified?	
Acts of Terrorism?	
Coverage for Toxic Mold, Fungi or Bacteria?	
Claim Preparation Expense Coverage – Property Losses? (Indicate Limit)	
Underground fiber Optic lines are included in the statement of property values. Intent is to have carrier provide assistance with contractor cuts to fiber optic lines from a legal standpoint, subrogation efforts, etc. Will you comply and provide assistance in these situations?	
Full collapse coverage (including collapse resulting from design error and faulty workmanship or materials after completion of construction)?	
Flood coverage including seepage of water, sewer backup, mudslide, and other water damage? Indicate any zone restrictions.	
Earth Movement coverage, including but not limited to earthquake? Indicate if there are any restrictions.	
Spoilage of perishable goods resulting from Mechanical Breakdown?	
Spoilage of perishable goods resulting from power failure originating on or off premises?	
Mechanical and electrical breakdown included?	
TERMS & CONDITIONS SPECIFIC TO EDP	
Equipment leased or loaned to the Schools for which we are responsible for providing insurance coverage?	
90 days automatic coverage for equipment, programs, media, data at newly acquired locations?	
Direct loss to data or media caused by mechanical breakdown of equipment, electrical or magnetic injury, disturbance, or erasure, occurring on insured premises? Show separate deductible if applicable.	
Coverage for deliberate or accidental damage caused by employees?	
Coverage for loss from corrosion, rust or changes in humidity or temperature?	
Coverage for data and media will include the full cost of reproduction, repair or replacement with same kind including the cost of research and programming	
Coverage for loss as a result of viruses, hackers, or spammers	
Notable Exclusions:	Note in Remarks

NEWPORT NEWS PUBLIC SCHOOLS
EVALUATION QUESTIONS

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL	
PROPERTY DIRECT DAMAGE AND TIME ELEMENT INSURANCE...continued	
RFP EVALUATION QUESTIONS (MUST BE RETURNED WITH PROPOSAL)	
Please state your carrier's position on each specified coverage by signifying below:	
Have you included the mandatory wording (sample wording at end of this document) for the following:	
➤ Broad Form Named Insured	
➤ Blanket Additional Insureds	
➤ Knowledge of Occurrence	
➤ Unintentional Errors & Omissions	
➤ 90 day - Notice of Cancellation and Nonrenewal	
➤ Notice of Occurrence (Loss)	
TOTAL PREMIUM:	
OPTIONS:	INDICATE CHANGE TO ABOVE PREMIUM
\$100,000 deductible (note credit to total premium)	
\$100,000,000 Limit - Flood and Earthquake (note additional cost to total premium)	

OFFEROR'S REMARKS:

NEWPORT NEWS PUBLIC SCHOOLS
EVALUATION QUESTIONS

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL	
SCHOOL BOARD LEGAL LIABILITY INSURANCE	
RFP EVALUATION QUESTIONS (MUST BE RETURNED WITH PROPOSAL)	
Firm Name:	
Carrier Name:	
Please state your carrier's position on each specified coverage by signifying below:	
LIMITS OF INSURANCE	RESPONSE
Each Loss \$1,000,000 underlying	
DEDUCTIBLE Nil	
TERMS & CONDITIONS	
Does Annual Aggregate apply? If so, state amount.	
Deductible shall apply once to all claims arising out of one occurrence?	
Occurrence Form?	
Claims Made Form? If claims made, answer following bullets.	
➤ Provide Full Prior Acts Coverage for incidents not known or previously reported?	
➤ 11/1/98 Retroactive Date?	
➤ Extended Reporting or Discovery Period and length of time available? Proposal should include an option for extending our reporting period. The extended reporting period should be available at the insured's option whether the insurer cancels or the insured cancels coverage. We request the insured be given at least 30 days after termination to accept this option.	
➤ Please state calculation to determine premium for the ERP	
➤ "Two-Way"? Is the ERP available if the insured terminates coverage as well as when the insurer terminates?	
Teachers Professional Liability including Corporal punishment?	
"Pay on behalf of" basis?	
"Duty to Defend" insuring agreement?	
Defense for injunctive or declaratory relief type claims? Please state sublimit, if any.	
Defense Costs -The mere "allegation" that a claim has occurred should not deprive the Schools of coverage for defense costs until found guilty. Will defense be provided until grounds are proven?	
Defense costs will be paid outside the policy limit and deductible?	
Prevailing Party's legal expenses if awarded?	
Punitive or Exemplary damages as allowed by statute?	
Coverage for professional School employees for their duties on behalf of the Schools? Attorneys, architects, engineers, accountants, nurses, psychologists/counselors, therapists, social workers or other professionals who are School employees while acting within the scope of their professional duties for the Schools.	
Employment Related incidents?	
Salary Awards and Back Salary Awards?	
Discrimination, hiring, firing, alleged civil rights violations, and antitrust actions whether or not money damages are sought?	
Coverage for Aviation Academy? (Premises Liability and Aircraft insured elsewhere)	
Sexual Abuse/Molestation/Misconduct/Sexual Harassment—employee/student to employee/student, employee/student to other party, other party to employee/student?	
Include coverage for vicarious liability for Board members and employees as a result of alleged sexual abuse, harassment, and/or misconduct	
Coverage for Security Personnel?	
Libel, slander, invasion of privacy, wrongful eviction?	
Strikes, riots, or civil commotion?	

NEWPORT NEWS PUBLIC SCHOOLS
EVALUATION QUESTIONS

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL	
SCHOOL BOARD LEGAL LIABILITY INSURANCE...continued	
RFP EVALUATION QUESTIONS (MUST BE RETURNED WITH PROPOSAL)	
Please state your carrier's position on each specified coverage by signifying below:	
TERMS & CONDITIONS...continued	RESPONSE
Acts to protect life or property or in the pursuit of official duties?	
Civil Rights Actions whether or not monetary damages are sought? Please state sublimit.	
Defense for administrative policy hearings and EEOC hearings?	
Fiduciary Liability?	
Breach of Contract—suppliers, vendors, non-employment related?	
Fraud, Dishonesty or Deliberate Violation of federal or state statutes—defense until grounds are proven?	
Coverage for School clinic aides and clinic volunteers?	
Coverage for Nursing Education Program? (If any)	
Coverage for Daycare, After School Care? (If any)	
Coverage for JROTC program?	
Coverage for exposure relative to public broadcast liability for educational TV operations?	
Coverage for failure to protect from outside influences, criminal acts, etc?	
Coverage for Americans with Disabilities Act claims?	
Notable Exclusions	Note in Remarks
Have you included the mandatory wording (sample wording at end of this document) for the following:	
➤ Broad Form Named Insured	
➤ Knowledge of Occurrence	
➤ Notice of Occurrence (Loss)	
➤ Unintentional Errors & Omissions	
➤ 90 day - Notice of Cancellation and Nonrenewal	
TOTAL PREMIUM:	

OFFEROR'S REMARKS:

NEWPORT NEWS PUBLIC SCHOOLS
EVALUATION QUESTIONS

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL	
UMBRELLA/EXCESS LIABILITY INSURANCE	
RFP EVALUATION QUESTIONS (MUST BE RETURNED WITH PROPOSAL)	
Firm Name:	
Carrier Name:	
If any primary carrier is interested in extending higher limits, you may include a quote for those limits. Limits may be layered to allow for possible better pricing. The Excess Liability layers should be written on a following form basis of the primary liability or umbrella program.	
Please state your carrier's position on each specified coverage by signifying below:	
LIMITS OF INSURANCE	RESPONSE
Per Occurrence Limit \$10,000,000	
SELF INSURED RETENTION Nil	
TERMS AND CONDITIONS	
Coverage should respond to the following underlying liability policies. Indicate if included as Underlying:	
➤ General Liability	
➤ Employee Benefits Liability	
➤ Professional Liability	
➤ School Board Legal Liability	
Occurrence Format?	
Umbrella or Excess Form Coverage?	
Does coverage provide the same terms & conditions as underlying? If not, list the exclusions in the Remarks Section at the end of this Response Form. It is not acceptable to exclude any coverage terms provided by the underlying coverage.	
Follow Form wording to Eliminate any Inconsistencies with primary policies?	
Does an Annual Aggregate apply? If so, state limit.	
Premium on a flat basis not subject to annual audit?	
"Pay on Behalf of" and "Duty to Defend" insuring agreement?	
Blanket Contractual all oral or written contracts, including purchase order agreements and easement agreements?	
Fellow Employee Injury Coverage (bodily injury and personal injury)?	
Silent on Punitive Damage?	
Cross Suits Liability, Separation of Insureds?	
Pollution Coverage from heat, smoke or fumes from a Hostile Fire?	
Worldwide Coverage?	
First Dollar Defense?	
Supplementary Payments to Include Prejudgment Interest if awarded?	
Defense/Supplementary Payment in Addition to Limits of Liability?	
Include coverage for sexual abuse/molestation /misconduct and harassment?	
Include coverage for vicarious liability of the entity for alleged sexual acts committed by an employee or others?	
Incidental malpractice (including first aid rendered or failure to render first aid) by nonprofessionals?	
Include Professional Liability coverage for the Schools employed staff professionals, Nurses, Psychologists, Counselors & therapists, etc.?	
Coverage for Employment Practices & Discrimination?	
Coverage for internet use and web site publication, e-mail, and e-commerce related activities?	
Volunteers?	
Teacher's Liability including Corporal punishment?	

NEWPORT NEWS PUBLIC SCHOOLS
EVALUATION QUESTIONS

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL	
UMBRELLA/EXCESS LIABILITY INSURANCE...continued	
RFP EVALUATION QUESTIONS (MUST BE RETURNED WITH PROPOSAL)	
Please state your carrier's position on each specified coverage by signifying below:	
TERMS AND CONDITIONS...continued	RESPONSE
Injuries to participants or spectators participating in or attending athletic or other events?	
Coverage for adult education classes or any school use by outside community groups?	
Vicarious Liability for contracted armed Security Personnel at athletic events?	
Coverage for unarmed Security Personnel?	
Coverage for use of force to protect persons & property?	
Coverage for failure to protect from outside influences, criminal acts, etc?	
Coverage for community based vocational education programs?	
Coverage for field trips and travel abroad?	
Coverage for Americans with Disabilities Act?	
Nonowned Watercraft Liability?	
Coverage for Television Broadcast operations (Media liability)?	
Coverage for Nursing Education Program? (If any)	
Coverage for Daycare, After School Care? (If any)	
Coverage for JROTC program?	
Terrorism included?	
Coverage for toxic mold, fungi and bacteria?	
Notable Exclusions	Note in Remarks
Have you included the mandatory wording (sample wording at end of this document) for the following:	
➤ Broad Form Named Insured	
➤ Knowledge of Occurrence	
➤ Notice of Occurrence (Loss)	
➤ Unintentional Errors and Omissions	
➤ 90 day - Notice of Cancellation and Nonrenewal	
➤ Blanket Additional Insureds	
➤ Definition of Bodily Injury	
TOTAL PREMIUM:	

OFFEROR'S REMARKS:

NEWPORT NEWS PUBLIC SCHOOLS
EVALUATION QUESTIONS

AS INDICATED ON EACH COVERAGE SECTION OF EVALUATION QUESTION FORMS

"SUGGESTED WORDING" as follows:

BROAD FORM NAMED INSURED

The Newport News City School Board, Elected or Appointed Members, Related Boards, Committees and Departments, Executives, Directors, Officers, Governors, Trustees, Employees, Student Teachers, Aides, Volunteers, JROTC, Booster Clubs, and the PTA or PTO of each school all while acting within their scope of duties for the School Board, whether compensated or not. Further, any affiliated, associated or subsidiary now held or hereinafter acquired or constituted.

CANCELLATION, NONRENEWAL, REDUCTION OR CHANGE ENDORSEMENT

It is agreed that in the event of cancellation, nonrenewal or material change, the insured(s) will be provided with a ninety (90) day prior written notice.

UNINTENTIONAL ERROR OR OMISSION

It is hereby understood and agreed that failure by the Insured to disclose all information regarding existing hazards as of the inception date of the policy shall not prejudice the insured with respect to the coverage afforded by this policy provided such failure or omission is not intentional.

KNOWLEDGE OF OCCURRENCE

It is understood and agreed that knowledge of an occurrence by anyone other than the individual or position designated by the School Board shall not in itself constitute knowledge of the Insured.

NOTICE OF OCCURRENCE (LOSS)

The company shall not deny coverage as the result of an unintentional failure by the insured to give written notice as respects any occurrence for which the insured has given such written notice to any other insurer, provided written notice is given under this policy as soon as practicable after the insured becomes aware this policy may apply to such occurrence.

DEFINITION OF BODILY INJURY

Bodily Injury means bodily injury, mental anguish, shock, mental injury, humiliation, sickness or disease sustained by a person, including death resulting from any of these at any time.

BLANKET ADDITIONAL INSUREDS

It is agreed that all persons or entities for which the insured has agreed to provide insurance in accordance with the terms of a lease of premises or other written agreement shall be covered as additional insureds hereunder.

NEWPORT NEWS PUBLIC SCHOOLS

EVALUATION QUESTIONS

THIS MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL, IF APPLICABLE.

RFP SUBMISSION FORM FOR SELF-INSURANCE POOLS

Administration:

Experience of the pool's administration:

Executive Director: _____

Program Administrator(s): _____

Customer/Membership Services: _____

Sales/Underwriting: _____

Experience of service administrators retained by the pool for the following services:

Underwriting: _____

Claims and Claim Litigation: _____

Loss Prevention or Safety: _____

Fiscal Affairs

Number of years the pool has been in operation: _____

For each of these years were there:

- | | | |
|--------------------------|--------------------------|--|
| Yes | No | |
| <input type="checkbox"/> | <input type="checkbox"/> | Audited Financial Statements |
| <input type="checkbox"/> | <input type="checkbox"/> | Published Annual Reports |
| <input type="checkbox"/> | <input type="checkbox"/> | Opinion of the independent auditor for each year |
| <input type="checkbox"/> | <input type="checkbox"/> | Financial statements in conformance with generally accepted accounting standards and or state insurance regulations, where applicable. |
| <input type="checkbox"/> | <input type="checkbox"/> | Loss reserves set by independent actuaries |

Pool Structure

Type of pool (check all applicable categories)

- | | |
|---------------------------------------|---|
| <input type="checkbox"/> Risk sharing | <input type="checkbox"/> Insurance purchasing group |
| <input type="checkbox"/> Assessable | <input type="checkbox"/> Non-assessable |

- | | | |
|--------------------------|--------------------------|---|
| Yes | No | |
| <input type="checkbox"/> | <input type="checkbox"/> | Availability of bylaw and policy forms |
| <input type="checkbox"/> | <input type="checkbox"/> | Dividend and assessment policy |
| <input type="checkbox"/> | <input type="checkbox"/> | Ownership of assets and/or liabilities, if any |
| <input type="checkbox"/> | <input type="checkbox"/> | Are assets and liabilities distributed upon dissolution of pool? |
| <input type="checkbox"/> | <input type="checkbox"/> | Rules that govern the withdrawal from pool and continuing financial obligation as a result of withdrawal. Please state general terms: |

NEWPORT NEWS PUBLIC SCHOOLS
EVALUATION QUESTIONS

RFP SUBMISSION FORM FOR SELF-INSURANCE POOLS...continued

Pool Philosophy (describe)

Loss prevention mandates:

Screening of new members:

Diversity of membership type:

Fiscal responsibility concerning reserving and capacity:

Pool Security

Name and Best rating of Reinsurance Carrier:

Liability:

Workers' Compensation:

Umbrella:

Property:

Automobile:

Other:

Describe limits secured, Pool retentions and any special sub-limits:

Other Comments:

NEWPORT NEWS PUBLIC SCHOOLS
CRIME - UNDERWRITING

1. Address of main office
12465 Warwick Boulevard, Newport News, VA 23606

2. Nature of Operations
Public school system offering pre K to grade 12 education

3. Has any Employee Dishonesty, Forgery, Burglary, Robbery, Theft, Disappearance or Destruction insurance carried by you been declined or cancelled within the last 5 years by an insurer? No.

AUDITS		Cash and Accounts	Merchandise Inventory
a. How frequently made?		Annually	Annually
b. By whom? Independent CPA, Independent Accountant or Auditor, Staff CPA, Staff Public Accountant or equivalent. Others-(explain fully)		Cherry Bekaert & Holland, LLP (independent CPA - school division activities) School Activity Funds for years 2015-2017 by: Dixon Hughes & Goodman, LLP (independent CPA's) for years 2018-2019 by: Robinson, Farmer & Cox, Associates (Independent CPA's)	Cherry Bekaert & Holland, L.L.P.

- c. Are bank accounts reconciled by someone not authorized to deposit or withdraw from them?
(X) Yes () No How often? Monthly
- d. Will countersignature of checks be required? (X) Yes () No
- e. Will audit reports be rendered directly to the Board? (X) Yes () No

BURGLARY AND ROBBERY EXPOSURE

Locations

- (1) All Elementary Schools
- (2) All Middle Schools
- (3) All High Schools
- (4) Administrative offices

Answer each question at left as it applies to each location listed above.

	(1)	(2)	(3)	(4)
Any receipts or petty cash?	Yes	Yes	Yes	Yes
Any safes?	No	Yes	Yes	Yes
Maximum amount of cash?	\$ 2,000	\$ 3,000	\$ 5,000	\$ 20,000
Maximum amount of cash kept overnight?	\$ 200	\$ 200	\$ 200	\$ 15,000
Maximum amount of checks?	\$ 20,000	\$ 30,000	\$ 40,000	\$ 150,000
Average amount of cash?	\$ 250	\$ 300	\$ 400	\$ 2,000
Average amount of checks?	\$ 1,000	\$ 2,000	\$ 3,000	\$ 50,000
Where are receipts kept?	Locked safe inside of a locked vault for all locations			

Answer each question at left as it applies to each location listed above.

(1) (2) (3) (4)

How often deposited?	Daily if over \$200, otherwise weekly	Daily if over \$200, otherwise weekly	Daily if over \$200, otherwise weekly	Weekly unless a lot of cash, then daily
Any night depository?	No	No	No	Yes (Todd Stadium activities)
Do any employees collect cash?	Yes	Yes	Yes	Yes
Do they keep it overnight?	No	No	No	No
Is armored car service used?	No	No	No	No
Describe any safe:				
(a) Combination lock?	Yes	Yes	Yes	Yes
(b) T20 U.L. Label?				
(c) Manufacturer?				
Describe any vault.	Fireproof steel vault (for all locations)			
Alarm System:				
(a) Alarm?	Yes for all			
(b) Wired to gong or separate office?	Yes for all			
(c) U.L. approved?	Yes for all			

- Describe any known exposures to extortion, previous threats or attempts to kidnap:
NONE
- Describe temporary help, employees of others or contracted services that might present a dishonesty exposure directly or in collusion with others - guards, custodians, agents, collectors, E.D.P. service, etc.:
NONE
- Describe any credit cards issued to directors, officers or employees:
VISA procurement cards through SunTrust Bank administered by the Purchasing Office. Cards have numerous restrictions. Purchases subjected to random internal audit.

EMPLOYEE CENSUS

Accountants and Assistant Accountants	6	
Administrators and Assistant Administrators	68	
Bookkeepers	46	
Bus Drivers	348	
Cafeteria Managers	40	
Cafeteria Workers	334	
Concession Stand Workers	6	(hourly)
Custodians	281	
Instructional Assistants	372	
Library Managers	43	
Library Workers	45	
Mechanics	20	
Principals and Assistant Principals	114	
Secretaries	172	
Superintendents and Assistant Superintendents	3	
Supervisors and Assistant Supervisors	66	
Teachers having custody of money & securities	2015	(Most have minimal or no custody of money)
All Others	545	

In the school system, there are approximately (#) 135 principals, bookkeepers, and cafeteria personnel who work with cash, checks, and monetary records.

NEWPORT NEWS PUBLIC SCHOOLS
GENERAL LIABILITY - UNDERWRITING

1. **Please indicate the number of students for each group.**

Pre - K	<u>1,446</u>
K-8	<u>22,361</u>
High School	<u>7,608</u>
Adult Education	<u>1,625 (not full-time)</u>
Vocational Students (included in figures given above)	
Full Time	<u>0</u>
Part Time	<u>0</u>

2. **Please indicate the number of teaching staff for each group.**

Principals	<u>41</u>
Assistant Principals	<u>73</u>
Teachers	<u>1,996 (excludes PE teachers listed below)</u>
Teachers Aides	<u>372</u>
Coaches	<u>160 (not FT, usually teachers already)</u>
Physical Education Teachers	<u>90</u>
All Other Employees	<u>1,952 (non instructional)</u>

3. **Please indicate the number of professional staff for each group.**

Social Service Workers	<u>15</u>
Psychologists	<u>17</u>
RN's	<u>48</u>
LPN's	<u>10</u>
Nursing Assistants	<u>9</u>
Physicians	<u>0</u>
Dentists	<u>0</u>
Occupational Therapists	<u>3</u>
Audiologists	<u>0</u>
Physical Therapists	<u>0</u>
All Others (Describe)	<u>0</u>

4. **Please indicate the number of people involved in professional instruction.**

	<u>Students</u>	<u>Teachers</u>
Nursing Asst./Home Health	<u>0</u>	<u>0</u>
Cosmetology	<u>0</u>	<u>0</u>
Dental Hygiene	<u>0</u>	<u>0</u>
Medical Assistant	<u>0</u>	<u>0</u>
Child Care Assistant	<u>0</u>	<u>0</u>

5. **Estimated Payrolls:**

Professional Employees	<u>\$154,765,000</u>
Drivers	<u>\$10,440,400</u>
All Others	<u>\$27,651,800</u>

6. Parks and Playgrounds Questionnaire

All at school sites

- A. How many playgrounds are owned by the entity? 30
- B. Give an approximate # of: Swings 30 Gymnastic Equipment 0 Slides 40
Tennis Courts 68 Baseball/Soccer Fields 42 Other
- C. Describe Features and Sponsored Activities:
recess and physical education classes
- D. How often is equipment inspected for repair/maintenance?
Monthly
- E. How is equipment anchored? concrete

7. Sports Programs

- A. Please indicate which sports are part of the Schools' program by marking yes, or no.

Baseball	<u>Yes</u>	Cross Country	<u>Yes</u>
Football	<u>Yes</u>	Soccer	<u>Yes</u>
Track	<u>Yes</u>	Swimming	<u>Yes</u>
Basketball	<u>Yes</u>	Field Hockey	<u>Yes</u>
Gymnastics	<u>No</u>	Tennis	<u>Yes</u>
Volleyball	<u>Yes</u>	Rowing	<u>No</u>
Cheer Leading	<u>Yes</u>	Softball	<u>Yes</u>
Ice Hockey	<u>No</u>	Golf	<u>Yes</u>
Wrestling	<u>Yes</u>		

- B. Are participants required to provide their own accident medical insurance?
 () Yes (X) No
- C. Do the Schools provide any accident medical insurance? (X) Yes () No
 Is it mandatory or voluntary? Mandatory (school division pays for - secondary coverage)
 If yes, please indicate the company who provides this coverage. Tower Financial
- D. Total Number of sports participants:
 Intramural 1,900
 Interscholastic 1,550

8. Bleachers

Please indicate the number of bleachers, and the seating capacity for each.

Indoor Bleachers:	<u>10 (approx. 880 capacity each)</u>
Outdoor Bleachers	<u>35 (40 capacity each)</u>
Portable Bleachers	<u>None</u>

How many sets of indoor bleachers do the High Schools have in their gym?
2 per high school

How many sets of indoor bleachers do the Junior High Schools have in their gym?
One set

9. **Vocational and Unusual Operations**

Please indicate which of the following are part of the Schools' operations by marking yes, or no.

Wood Shop	<u>Yes (but not for student use)</u>
Ski Team	<u>No</u>
Aircraft	<u>Yes, but no flying (mechanical only)</u>
Print Shop	<u>Yes (but not for student use)</u>
Trampolines	<u>No</u>
Watercraft	<u>No</u>
Heating/Air Conditioning Classes	<u>No</u>
Work Study Classes	<u>Yes</u>
Handicapped Programs	<u>Yes</u>
Auto Shop Classes	<u>No</u>
Electronics	<u>Yes</u>
Indoor or outdoor rifle range	<u>No</u>
Day Care	<u>No</u>
JR - ROTC	<u>Yes</u>

B. Please give a brief description of your Vocational Operations.

80 courses in grades 6 to 12. Program areas include business, marketing, technology education, family & consumer sciences, trade & industrial education, health and medical services, and military science.

C. Do students leave School grounds to work at other locations such as cafeterias, offices, hospitals? (X) Yes () No If yes, please indicate specific program, number of students involved and frequency.

Approx. 550 students participate in marketing co-op classes for which they earn credit by working at local area businesses.

10. Please describe any Summer or Camp Programs offered by the Schools.

Grades 1 to 12 summer school educational programs.

Some enrichment programs, such as computer and activities at a park (canoe, etc.), also Institute of the Arts for drama, music and art. (high school only)

11. If there are any buildings that are leased to others, please provide the following details: None, except for after hours usage by citizens or city agencies for Boy Scouts, Girl Scouts, recreation programs, churches and educational programs.

A. Is a certificate of insurance provided? Yes

B. Does any one such as the Scouts, Parks and Recreation or civic organizations or private individuals hold meetings or events on your premises? (X) Yes () No

Please indicate types of organizations and frequency:

Weekly usage by City Parks & Recreation, other city agencies for informational or Crime Watch meetings, Boy Scouts, Girl Scouts

C. Is rent charged? (X) Yes () No But not for city agencies or most youth activities

D. Is any type of rental agreement used? (X) Yes () No If yes, please attach copy. See attached.

12. **Elevators**

Please indicate the number of elevators for each group.

Passenger	<u>14</u>
Freight	<u>0</u>
Escalators	<u>0</u>
Auto Hoists	<u>2 in-ground; 4 mobile, 5 bumper jack.</u>

13. **Security Personnel**

Do you employ security personnel? (X) yes () no

Number of security personnel 63

Do they carry guns? () yes (X) no

Do they have arrest authority? () yes (X) no

14. **Television & Radio Broadcast**

Television Studio Operations? (X) yes () no

Describe nature of the programming:

Cable channel 47 - Educational programs and coverage of School Board meetings, athletic contests, music performances and other special events and original programming

Radio Station Operations? () yes (X) no

Web-site Operations? (X) yes () no

Provide web-site address: <http://sbo.nn.k12.va.us>

NEWPORT NEWS PUBLIC SCHOOLS

Property and Inland Marine - UNDERWRITING

I. **NAME OF ENTITY:** Newport News Public Schools

II. **Statement of Values:** See Attachment "G"

III. **Inspection Contact Person:** If Insurance Company engineers wish to perform property inspections, who at the Schools should be contacted for an appointment?

Name Pennie Boyack

Title Environmental Safety Supervisor

Phone # 757-881-5024

IV. **Property Protection:**

1. Which buildings are sprinklered?

Heritage, Woodside, Passage, Kiln Creek, Hines, Gildersleeve, General Stanford, Denbigh, Menchville,

Ach. Dream Middle & High, Discovery STEM Academy, Enterprise Academy, Washington Middle

SCOT site (Plant Services, Child Nutrition, Warehouse, Print Shop, Transportation), Warwick High, Watkins

2. Which buildings have security or fire alarms? Describe protective devices.

All - mostly motion detectors with some door contacts

3. Which buildings have heat or smoke detectors? Describe protective devices.

All

4. Please describe any other safety features which may be in place. (For example: Fencing, Security Lighting, Motion Detectors, Video Monitoring, etc.)

Fencing - most facilities have fence separating school from neighbors. All schools have

extensive lighting. All High schools and middle schools have video monitoring plus 8 elementary schools

5. Who is responsible for Schools' safety program?

Students, employees and citizens safety from crime - Dr. Jeff Nelson; Building/physical plant safety including hazards to people - Pennie Boyack

6. Do you have a written safety policy in place? Yes

7. Is there a safety committee? Yes

8. Are all walking surfaces level and free of tripping hazards? Yes

9. Are all stairs level and well lit? Yes

10. Are emergency exits clearly marked and free of blockage? Yes

11. Is there a program in place for the routine inspection of all buildings for general maintenance and repairs?
Yes

Do these routine inspections include the following?

Plumbing Yes

Heating Yes

Wiring Yes

Roof Yes

Machinery and Equipment Yes

V. Property Underwriting Information

The following questions should be answered for any entity that has the following exposures:

1. CAFETERIA:

- A. Describe cooking area automatic fire suppression systems. Wet chemical systems.
- B. Is there an outside service maintaining the system? Yes (X) No () If yes, what type contract exists?
Monthly _____
Quarterly _____
Semi-Annually X
Other _____
- C. Identify locations where the cafeteria exposure exists. You may refer to location #'s on the Statement of Values. Hoods in kitchen only

2. WOODWORKING:

- Are there any woodworking operations? Yes (X) No ()
Only at the Plant services department, not in school sites
- A. If yes, is there an automatic blowered dust collection system? Yes (X) No () If yes, is there an outside cyclone sawdust receptacle? Yes (X) No (); Sprinklered? Yes (X) No ()
- B. Describe how and when sawdust is removed from the receptacle:
Periodic inspection indicator need for emptying

3. PAINTING: Are there any paint shops or spray paint booths? Yes (X) No ()
Only at the Plant services department, not in school sites

- A. If yes, what type of receptacles are paints stored in?
Original containers on steel storage racks
- B. Does explosion-proof lighting exist in paint area? Yes (X) No ()
- C. Is there a blowered exhaust system? Yes (X) No ()
- D. Explain how and when the filters are cleaned and/or changed.
Done by HVAC shop on quarterly basis

4. CHEMISTRY/SCIENCE: Is there a Chemistry/Science department or program? Yes (X) No ()

- A. If yes, describe emergency fire extinguishing equipment and identify location(s).
ABC extinguishers in all science/chemistry labs. Also fire blankets are installed in all areas.
- B. Are flammable and/or hazardous materials stored in locked area? Yes (X) No ()
Fire proof? Yes (X) No () Who has access to this area? Teachers

5. MUSICAL INSTRUMENTS:

- A. How and what building(s) are instruments stored and what type of security is provided?
All music rooms and instrument storage rooms at each school have locks and are outfitted with door security contacts and/or motion detectors.
- B. Security, if instruments are loaned.
Parent, student and teacher sign a contract with the school division. This contract contains all pertinent information regarding the instrument such as model, make and serial number and places loss, damage or stolen on the parent and student renting that instrument.

6. **VALUABLE PAPERS & RECORDS:**

- A. What type of papers? student records, employee files for HR/payroll (most are in electronic format)
- B. Receptacle used for storage? Yes
- C. Are duplicates stored off site? Yes, for those that are in electronic format)
- D. Which locations contain the majority of entity's Valuable Papers?
Administration Building, Staff Support Center

7. **ELECTRONIC DATA PROCESSING:**

- A. Statement of Values included indicates values by location.
- B. Is any of the Hardware or Software leased from others? If so, please attach a copy of your lease agreements.
Yes () No (X)
- C. Extra Expense: Please estimate the additional costs you would incur if you experienced a loss and needed to continue your EDP operations off premises or at your location. Consider the costs of back up supplies and personnel, communication costs, equipment rental, etc. over a period of 3-4 months.
Total Estimated Expenses? \$ 600,000
- D. What would you estimate to be your maximum loss for any property in transit? \$150,000
- E. What would you estimate to be your maximum programming costs should you suffer a major loss? \$ 75,000
- F. Does your EDP "room" have the following protective devices?
Smoke & Heat Detection systems? Yes
Automatic Extinguishing Systems such as:
1. Sprinklers? _____
2. CO2 System? _____
3. Halon System? Yes
4. Other? _____
Recharge Expenses for these systems? \$15,000
- G. Is the EDP room physically separated by a masonry wall from the media storage area? Yes
- H. Is your media stored in a safe or vault? Yes If not, what type of receptacle? _____
- I. Are duplicate programs maintained? Yes Where are they stored? Alternative site at SCOT site

8. **ACCOUNTS RECEIVABLE:**

- A. What are average monthly accounts receivable? \$ 35,000 (excludes internal billings and federal/state grants)
- B. Maximum amount in any one month? \$ 55,000 (excludes internal billings and federal/state grants)
- C. Describe location and type of receptacle stored in. Electronic files
- D. Is an extra off-site copy kept? Yes

NEWPORT NEWS PUBLIC SCHOOLS
FIDUCIARY - UNDERWRITING

1. What employee benefit plans are provided? Pension (X), Profit Sharing (), Medical (X), Life (X), Dental (X), Legal (X), Vision (X)
Others: disability income protection, flexible spending
2. To which plans do employees contribute? Medical, dental, vision, legal, flexible spending
3. How often are employees formally advised of benefit programs? Annually
4. Are changes usually communicated via employee meetings or written memorandum?
Both written communications and employee meetings
5. Who is responsible for explaining benefit programs to employees? Benefits analyst and staff
6. Who administers plans? Third party administration and internal administration
7. Who gives investment advice? NONE
8. Who audits? Cherry Bekaert & Holland LLP
How often? Annually
9. List current employee benefit plans:
Optima - health plans (3) (Equity 3000 (high deductible), Vantage 35 (HMO), POS 1000 (point of service)
Delta Dental - dental plans (2) (Premier, DeltaCare); Vision Service
Plan - vision plan; Flexible spending accounts - Premium conversion medical, dependent
care; Prudential - Disability income protection
12. On plans permitting employees an option to enroll or not to enroll, do you require a signed acceptance or rejection from each employee? Yes (X) NO ()
13. Do the plan documents provide for an administrative review to handle complaints? Yes (X) NO ()
14. Do plan documents include a document retention program? By the third party
15. Are you subject to the Consolidated Omnibus Budget Act of (Cobra)? Yes (X) NO ()
Do you have an internal system for responding to qualified beneficiaries when notified of a qualified event?
We generate a qualifying event notice to a third party administrator

**NEWPORT NEWS PUBLIC SCHOOLS
2020-21 Statement of Property Values**

Site #	Building #	Description	Address	Sq. Footage	Construction	All EDP	Building	Contents	Property In Open
1	1	Achievable Dreams Middle and High School	5720 MARSHALL AVE	94446	Brick	\$245,840	\$18,321,870	\$1,251,683	\$75,187
2	1	Carver Elementary	6160 JEFFERSON AVE	59154	Brick	\$245,162	\$10,128,726	\$1,320,634	\$48,949
2	2	CARVER METAL BLDG.	6160 JEFFERSON AVE	10440	Metal	\$41,194	\$957,763	\$65,261	\$0
2	3	CARVER MOBILE	6160 JEFFERSON AVE	912	Metal	\$1,300	\$43,672	\$10,200	\$0
3	1	Charles Elementary	701 MENCHVILLE RD	53265	Brick	\$220,505	\$9,330,972	\$1,276,519	\$134,498
3	2	CHARLES MOBILE DOUBLE	701 MENCHVILLE RD	1380	Metal	\$2,600	\$75,000	\$20,400	\$0
3	3	CHARLES MOBILE DOUBLE	701 MENCHVILLE RD	1380	Metal	\$2,600	\$75,000	\$20,400	\$0
3	4	CHARLES MOBILE	701 MENCHVILLE RD	912	Metal	\$1,300	\$43,672	\$10,200	\$0
3	5	CHARLES MOBILE	701 MENCHVILLE RD	912	Metal	\$1,300	\$43,672	\$10,200	\$0
4	1	Deer Park Elementary	11541 JEFFERSON AVE	46800	Brick	\$193,435	\$8,417,134	\$1,172,493	\$79,707
4	2	DEER PARK MOBILE	11541 JEFFERSON AVE	912	Metal	\$1,300	\$43,672	\$10,200	\$0
4	3	DEER PARK MOBILE	11541 JEFFERSON AVE	912	Metal	\$1,300	\$43,672	\$10,200	\$0
4	4	DEER PARK MOBILE	11541 JEFFERSON AVE	912	Metal	\$1,300	\$43,672	\$10,200	\$0
5	1	DENBIGH ECC METAL BLDG.	14302 OLD COURTHOUSE WAY	Leased - city owned		\$3,600	\$0	\$163,391	\$0
5	2	DENBIGH ECC METAL BLDG.	14302 OLD COURTHOUSE WAY	10440	Metal	\$25,000	\$957,763	\$10,893	\$0
6	1	Dunbar (Achievable Dreams Academy)	726 16TH STREET	103975	Brick	\$432,831	\$17,384,381	\$2,038,683	\$307,031
6	2	DUNBAR MOBILE	726 16TH STREET	912	Metal	\$1,300	\$43,672	\$10,200	\$0
6	3	DUNBAR MOBILE	726 16TH STREET	912	Metal	\$1,300	\$43,672	\$10,200	\$0
6	4	DUNBAR MOBILE	726 16TH STREET	912	Metal	\$1,300	\$43,672	\$10,200	\$0
6	5	DUNBAR MOBILE	726 16TH STREET	912	Metal	\$1,300	\$43,672	\$10,200	\$0
6	6	DUNBAR MOBILE	726 16TH STREET	912	Metal	\$1,300	\$43,672	\$10,200	\$0
7	1	Dutrow Elementary	60 CURTIS TIGNOR RD	48950	Brick	\$202,438	\$8,466,183	\$1,226,412	\$127,222
7	2	DUTROW MOBILE	60 CURTIS TIGNOR RD	912	Metal	\$1,300	\$43,672	\$10,200	\$0
7	3	DUTROW METAL BLDG	60 CURTIS TIGNOR RD	3640	Metal	\$12,722	\$335,768	\$40,800	\$0

Attachment "G"

**NEWPORT NEWS PUBLIC SCHOOLS
2020-21 Statement of Property Values**

Site #	Building #	Description	Address	Sq. Footage	Construction	All EDP	Building	Contents	Property In Open
7	4	Dutrow Metal Building	61 CURTIS TIGNOR RD		Metal	\$1,300	\$48,612	\$10,627	\$0
8	1	Epes Elementary	855 LUCAS CREEK RD	62882	Brick	\$262,072	\$10,907,188	\$1,507,009	\$95,031
8	2	EPES MOBILE	855 LUCAS CREEK RD	912	Metal	\$1,300	\$43,672	\$10,200	\$0
8	3	EPES MOBILE	855 LUCAS CREEK RD	912	Metal	\$1,300	\$43,672	\$10,200	\$0
8	4	EPES MOBILE	855 IUCAS CREEK RD	912	Metal	\$1,300	\$43,672	\$10,200	\$0
8	5	Epes Metal Building	856 IUCAS CREEK RD		Metal	\$1,300	\$77,315	\$16,339	\$0
9	1	General Stanford Elementary	929 Madison Avenue	72849	Brick	\$302,504	\$13,928,498	\$1,666,369	\$145,743
10	1	Greenwood Elementary	13460 WOODSIDE LANE	71974	Brick	\$298,840	\$12,811,706	\$1,724,754	\$65,816
10	2	GREENWOOD MOBILE	13460 WOODSIDE LANE	912	Metal	\$1,300	\$43,672	\$10,200	\$0
10	3	GREENWOOD MOBILE	13460 WOODSIDE LANE	912	Metal	\$1,300	\$43,672	\$10,200	\$0
11	1	Hidenwood Elementary	501 BLOUNT POINT RD	57891	Brick	\$239,874	\$9,867,459	\$1,387,298	\$115,095
11	2	HIDENWOOD MOBILE	501 BLOUNT POINT RD	912	Metal	\$1,300	\$43,672	\$10,200	\$0
11	3	HIDENWOOD MOBILE	501 BLOUNT POINT RD	912	Metal	\$1,300	\$43,672	\$10,200	\$0
12	1	Hilton Elementary	225 RIVER ROAD	38110	Brick	\$157,050	\$8,396,534	\$1,099,076	\$66,257
13	1	Jenkins Elementary	80 MENCHVILLE RD	52627	Brick	\$217,833	\$9,369,230	\$1,261,160	\$59,642
13	3	JENKINS MOBILE	80 MENCHVILLE RD	912	Metal	\$1,300	\$43,672	\$10,200	\$0
14	1	Kiln Creek Elementary	1501 KILN CREEK PARKWAY	98630	Brick	\$410,451	\$17,663,742	\$2,311,001	\$115,206
15	1	Lee Hall Elementary	17346 WARWICK BLVD	63260	Brick	\$262,354	\$10,557,851	\$1,515,941	\$49,279
15	4	LEE HALL MOBILE	17346 WARWICK BLVD	912	Metal	\$1,300	\$43,672	\$10,200	\$0
15	5	LEE HALL MOBILE	17346 WARWICK BLVD	912	Metal	\$1,300	\$43,672	\$10,200	\$0
15	6	LEE HALL MOBILE	17346 WARWICK BLVD	912	Metal	\$1,300	\$43,672	\$10,200	\$0
15	7	LEE HALL MOBILE	17346 WARWICK BLVD	912	Metal	\$1,300	\$43,672	\$10,200	\$0
15	8	LEE HALL MOBILE	17346 WARWICK BLVD	912	Metal	\$1,300	\$43,672	\$10,200	\$0
15	9	LEE HALL MOBILE	17346 WARWICK BLVD	912	Metal	\$1,300	\$43,672	\$10,200	\$0

Attachment "G"

**NEWPORT NEWS PUBLIC SCHOOLS
2020-21 Statement of Property Values**

Site #	Building #	Description	Address	Sq. Footage	Construction	All EDP	Building	Contents	Property In Open
15	10	LEE HALL ECC	17346 WARWICK BLVD	15000	Metal	\$60,287	\$689,094	\$234,542	\$0
16	4	Discovery STEM Academy	1712 CHESTNUT AVE	69462	Brick	\$288,323	\$24,623,327	\$2,723,182	\$0
17	1	Marshall ECC	743 24TH STREET	37715	Brick	\$155,396	\$6,348,902	\$903,769	\$49,720
17	2	MARSHALL METAL BLDG	743 24TH STREET	5220	Metal	\$7,800	\$478,882	\$101,999	\$0
18	1	Nelson Elementary	826 MOYER ROAD	61063	Brick	\$253,155	\$10,570,058	\$1,463,329	\$148,499
18	2	NELSON MOBILE	826 MOYER ROAD	912	Metal	\$1,300	\$43,672	\$10,200	\$0
18	3	NELSON MOBILE	826 MOYER ROAD	912	Metal	\$1,300	\$43,672	\$10,200	\$0
18	4	NELSON MOBILE	826 MOYER ROAD	912	Metal	\$1,300	\$43,672	\$10,200	\$0
18	5	NELSON MOBILE	826 MOYER ROAD	912	Metal	\$1,300	\$43,672	\$10,200	\$0
18	6	NELSON MOBILE	826 MOYER ROAD	912	Metal	\$1,300	\$43,672	\$10,200	\$0
18	7	NELSON MOBILE	826 MOYER ROAD	912	Metal	\$1,300	\$43,672	\$10,200	\$0
19	1	Newsome Park Elementary	4200 MARSHALL AVE	90905	Brick	\$378,106	\$16,200,447	\$2,079,421	\$70,557
20	1	Palmer Elementary	100 PALMER LANE	55608	Brick	\$230,315	\$9,434,847	\$1,332,616	\$75,738
20	2	Palmer Elementary Mobile	100 PALMER LANE	874	Metal	\$1,300	\$43,672	\$10,200	\$0
20	3	Palmer Elementary Mobile	100 PALMER LANE	960	Metal	\$1,300	\$48,707	\$10,200	\$0
21	1	Richneck Elementary	205 TYNER DR	62525	Brick	\$259,277	\$10,824,459	\$1,498,403	\$81,801
21	2	RICHNECK MOBILE	205 TYNER DR	912	Metal	\$1,300	\$43,672	\$10,200	\$0
21	3	RICHNECK METAL BLDG.	205 TYNER DR	5220	Metal	\$7,800	\$478,882	\$70,707	\$0
22	1	Riverside Elementary	1100 COUNTRY CLUB RD	46800	Brick	\$194,735	\$8,201,319	\$1,121,515	\$92,054
22	2	RIVERSIDE MOBILE	1100 COUNTRY CLUB RD	912	Metal	\$1,300	\$43,672	\$10,200	\$0
22	3	RIVERSIDE MOBILE	1100 COUNTRY CLUB RD	912	Metal	\$1,300	\$43,672	\$10,200	\$0
22	4	RIVERSIDE MOBILE	1100 COUNTRY CLUB RD	912	Metal	\$1,300	\$43,672	\$10,200	\$0
22	5	RIVERSIDE MOBILE	1100 COUNTRY CLUB RD	912	Metal	\$1,300	\$43,672	\$10,200	\$0
22	6	RIVERSIDE MOBILE	1100 COUNTRY CLUB RD	912	Metal	\$1,300	\$43,672	\$10,200	\$0

Attachment "G"

**NEWPORT NEWS PUBLIC SCHOOLS
2020-21 Statement of Property Values**

Site #	Building #	Description	Address	Sq. Footage	Construction	All EDP	Building	Contents	Property In Open
22	7	RIVERSIDE MOBILE	1100 COUNTRY CLUB RD	912	Metal	\$1,300	\$43,672	\$10,200	\$0
22	8	RIVERSIDE MOBILE	1100 COUNTRY CLUB RD	912	Metal	\$1,300	\$43,672	\$10,200	\$0
23	1	Sanford Elementary	480 COLONY ROAD	61063	Brick	\$253,155	\$10,579,541	\$1,463,329	\$57,107
24	1	Saunders Elementary	853 HARPERSVILLE ROAD	55620	Brick	\$230,365	\$9,732,520	\$1,242,098	\$96,133
24	2	SAUNDERS METAL BLDG.	853 HARPERSVILLE ROAD	3520	Metal	\$7,800	\$478,882	\$70,707	\$0
25	1	Sedgefield Elementary	804 MAIN STREET	49071	Brick	\$202,944	\$8,489,618	\$1,175,979	\$84,888
25	2	SEDFIELD MOBILE	804 MAIN STREET	912	Metal	\$1,300	\$43,672	\$10,200	\$0
25	3	SEDFIELD MOBILE	804 MAIN STREET	912	Metal	\$1,300	\$43,672	\$10,200	\$0
25	4	SEDFIELD MOBILE	804 MAIN STREET	912	Metal	\$1,300	\$43,672	\$10,200	\$0
25	5	SEDFIELD MOBILE	804 MAIN STREET	912	Metal	\$1,300	\$43,672	\$10,200	\$0
25	6	SEDFIELD MOBILE	804 MAIN STREET	912	Metal	\$1,300	\$43,672	\$10,200	\$0
25	7	SEDFIELD MOBILE	804 MAIN STREET	912	Metal	\$1,300	\$43,672	\$10,200	\$0
25	8	SEDFIELD MOBILE	804 MAIN STREET	912	Metal	\$1,300	\$43,672	\$10,200	\$0
25	9	SEDFIELD MOBILE	804 MAIN STREET	912	Metal	\$1,300	\$43,672	\$10,200	\$0
25	10	SEDFIELD MOBILE	804 MAIN STREET	912	Metal	\$1,300	\$43,672	\$10,200	\$0
26	1	Morrison Family Education Center	746 ADAMS DRIVE	59199	Brick	\$13,000	\$10,086,653	\$93,677	\$62,950
26	2	SO MORRISON METAL BLDG	746 ADAMS DRIVE	10440	Metal	\$7,345	\$957,763	\$27,232	\$0
27	1	Watkins ECC	21 BURNS DRIVE	75203	Brick	\$312,360	\$13,370,538	\$1,802,202	\$90,180
28	1	Yates Elementary	73 MAXWELL LANE	36999	Brick	\$152,398	\$6,405,472	\$886,668	\$142,105
28	2	YATES MOBILE	73 MAXWELL LANE	912	Metal	\$1,300	\$43,672	\$10,200	\$0
28	3	YATES MOBILE	73 MAXWELL LANE	912	Metal	\$1,300	\$43,672	\$10,200	\$0
28	4	YATES MOBILE	73 MAXWELL LANE	912	Metal	\$1,300	\$43,672	\$10,200	\$0
28	5	YATES MOBILE	73 MAXWELL LANE	912	Metal	\$1,300	\$43,672	\$10,200	\$0
29	1	Crittenden Middle	6158 JEFFERSON AVE	174825	Brick	\$729,484	\$33,017,821	\$3,808,642	\$432,159

**NEWPORT NEWS PUBLIC SCHOOLS
2020-21 Statement of Property Values**

Site #	Building #	Description	Address	Sq. Footage	Construction	All EDP	Building	Contents	Property In Open
30	1	Dozier Middle	432 INDUSTRIAL PARK DR.	125000	Brick	\$520,863	\$23,260,668	\$2,927,420	\$679,217
30	2	DOZIER MOBILE	432 INDUSTRIAL PARK DR	912	Metal	\$1,300	\$43,672	\$10,200	\$0
30	3	DOZIER MOBILE	432 INDUSTRIAL PARK DR	912	Metal	\$1,300	\$43,672	\$10,200	\$0
30	4	DOZIER MOBILE	432 INDUSTRIAL PARK DR	912	Metal	\$1,300	\$43,672	\$10,200	\$0
30	5	DOZIER MOBILE	432 INDUSTRIAL PARK DR	912	Metal	\$1,300	\$43,672	\$10,200	\$0
30	6	DOZIER MOBILE	432 INDUSTRIAL PARK DR	912	Metal	\$1,300	\$43,672	\$10,200	\$0
30	7	DOZIER MOBILE	432 INDUSTRIAL PARK DR	912	Metal	\$1,300	\$43,672	\$10,200	\$0
31	1	Gildersleeve Middle	1 MINTON DRIVE	131750	Brick	\$549,126	\$25,865,061	\$3,029,376	\$463,578
31	2	GILDERSL. MOBILE	1 MINTON DRIVE	912	Metal	\$1,300	\$43,672	\$10,200	\$0
31	3	GILDERSL. MOBILE	1 MINTON DRIVE	912	Metal	\$1,300	\$43,672	\$10,200	\$0
31	4	GILDERSL. MOBILE DOUBLE	1 MINTON DRIVE	1924	Metal	\$2,600	\$82,838	\$20,400	\$0
32	1	Hines Middle	561 MCLAWHORNE DR	131750	Brick	\$549,126	\$25,837,702	\$3,013,799	\$243,861
32	2	HINES MOBILE	561 MCLAWHORNE DR	912	Metal	\$1,300	\$43,672	\$10,200	\$0
32	3	HINES MOBILE	561 MCLAWHORNE DR	912	Metal	\$1,300	\$43,672	\$10,200	\$0
32	4	HINES MOBILE DOUBLE	561 MCLAWHORNE DR	1824	Metal	\$2,600	\$82,838	\$20,400	\$0
33	1	Huntington Middle	3401 ORCUTT AVE	199795	Brick	\$824,050	\$37,991,825	\$0	\$101,756
34	1	NEWSOME PARK BUS LOT	4200 MARSHALL AVE	800	Metal	\$831	\$73,759	\$10,200	\$0
35	1	Denbigh ECC	15638 WARWICK BLVD	75138	Brick	\$312,088	\$12,602,322	\$1,555,155	\$63,721
35	2	DENBIGH ECC MOBILE	15638 WARWICK BLVD	912	Metal	\$1,300	\$43,672	\$10,200	\$0
35	3	DENBIGH ECC MOBILE	15638 WARWICK BLVD	912	Metal	\$1,300	\$43,672	\$10,200	\$0
36	2	RESERVOIR BUS LOT MOBILE	15638 WARWICK BLVD	912	Metal	\$1,300	\$43,672	\$10,200	\$0
36	4	RESERVOIR BUS LOT	15638 WARWICK BLVD	800	Metal	\$831	\$73,759	\$13,116	\$0
37	1	Washington Middle	3700 CHESTNUT AVE	72400	Brick	\$300,624	\$13,384,054	\$1,577,267	\$80,038
38	1	Denbigh High	259 DENBIGH BLVD	225765	Brick	\$942,772	\$44,312,170	\$4,180,628	\$728,386

Attachment "G"

**NEWPORT NEWS PUBLIC SCHOOLS
2020-21 Statement of Property Values**

Site #	Building #	Description	Address	Sq. Footage	Construction	All EDP	Building	Contents	Property In Open
38	2	DHS ATHLETIC BLDG	259 DENBIGH BLVD	600	Metal	\$0	\$55,044	\$5,098	\$0
38	3	DHS MOBILE	259 DENBIGH BLVD	912	Metal	\$1,300	\$43,672	\$10,200	\$0
38	4	DHS MOBILE	259 DENBIGH BLVD	912	Metal	\$1,300	\$43,672	\$10,200	\$0
38	5	DHS MOBILE	259 DENBIGH BLVD	912	Metal	\$1,300	\$43,672	\$10,200	\$0
38	6	DHS MOBILE	259 DENBIGH BLVD	912	Metal	\$1,300	\$43,672	\$10,200	\$0
38	7	DHS MOBILE QUAD	259 DENBIGH BLVD	4160	Metal	\$5,200	\$161,317	\$27,232	\$0
38	8	DHS - WIND TUNNEL / CONTROL PANEL	259 DENBIGH BLVD			\$0	\$0	\$0	\$510,000
39	1	Menchville High	275 MENCHVILLE ROAD	232264	Brick	\$969,984	\$45,790,833	\$4,553,922	\$742,607
39	2	MENCHVILLE MOBILE	275 MENCHVILLE ROAD	912	Metal	\$1,300	\$43,672	\$10,200	\$0
39	3	MHS ATHLETIC BLDG	275 MENCHVILLE ROAD	600	Metal	\$0	\$55,044	\$5,098	\$0
39	4	MENCHVILLE MOBILE	275 MENCHVILLE ROAD	912	Metal	\$1,300	\$43,672	\$10,200	\$0
39	5	MENCHVILLE MOBILE QUAD	275 MENCHVILLE ROAD	3648	Metal	\$12,755	\$161,317	\$40,800	\$0
39	6	MENCHVILLE MOBILE QUAD	275 MENCHVILLE ROAD	4160	Metal	\$5,200	\$161,317	\$40,800	\$0
40	1	Warwick High	51 COPELAND LANE	194466	Brick	\$811,722	\$37,656,221	\$4,024,644	\$501,282
40	2	WARWICK MOBILE	51 COPELAND LANE	912	Metal	\$1,300	\$43,672	\$10,200	\$0
40	3	WARWICK MOBILE	51 COPELAND LANE	912	Metal	\$1,300	\$43,672	\$10,200	\$0
40	4	WARWICK MOBILE	51 COPELAND LANE	912	Metal	\$1,300	\$43,672	\$10,200	\$0
40	5	WARWICK MOBILE	51 COPELAND LANE	912	Metal	\$1,300	\$43,672	\$10,200	\$0
40	6	WARWICK MOBILE	51 COPELAND LANE	912	Metal	\$1,300	\$43,672	\$10,200	\$0
40	7	WARWICK MOBILE	51 COPELAND LANE	912	Metal	\$1,300	\$43,672	\$10,200	\$0
40	8	WARWICK MOBILE	51 COPELAND LANE	912	Metal	\$1,300	\$43,672	\$10,200	\$0
40	9	WARWICK MOBILE	51 COPELAND LANE	912	Metal	\$1,300	\$43,672	\$10,200	\$0
40	10	WARWICK MOBILE	51 COPELAND LANE	912	Metal	\$1,300	\$43,672	\$10,200	\$0
41	1	Heritage High	5800 MARSHALL AVE	255746	Brick	\$1,068,305	\$52,120,007	\$4,457,304	\$770,279

Attachment "G"

**NEWPORT NEWS PUBLIC SCHOOLS
2020-21 Statement of Property Values**

Site #	Building #	Description	Address	Sq. Footage	Construction	All EDP	Building	Contents	Property In Open
42	1	Woodside High	13450 WOODSIDE LANE	255746	Brick	\$1,068,305	\$52,613,985	\$4,502,944	\$784,721
43	1	POINT OPTION & ENTERPRISE ACADEMY	813 DILIGENCE AVE., #100 AND #110	Leased - Privately owned		\$465,110	\$0	\$639,704	\$0
44	1	AIRPORT TERMINAL	902 B BLAND BLVD.	Leased - City owned		\$17,600	\$0	\$478,668	\$0
46	1	JUVENILE DETENTION	350 25 TH ST.	City owned - We provide some staff		\$7,345	\$0	\$20,264	\$0
47	1	Administration	12465 WARWICK BLVD	44263	Brick	\$342,813	\$8,438,934	\$2,778,517	\$34,948
48	1	DRIVER TNG TOWER	12465 WARWICK BLVD	900	Brick	\$2,548	\$170,545	\$1,133	\$0
49	1	TODD STADIUM FIELDHOUSE	12465 WARWICK BLVD	2000	Concrete	\$0	\$165,132	\$1,133	\$0
49	2	CONCESSION BUILDING 1	12465 WARWICK BLVD		Concrete	\$0	\$40,220	\$5,664	\$0
49	3	CONCESSION BUILDING 2	12465 WARWICK BLVD		Concrete	\$0	\$26,594	\$4,901	\$0
49	4	RESTROOM/MAINTENANCE BUILDING				\$0	\$467,055	\$12,526	\$0
49	4	TICKET BOOTHS				\$0	\$37,168	\$7,843	\$0
49	5	Todd Stadium	12465 WARWICK BLVD	7918	Brick	\$0	\$1,779,758	\$20,369	\$1,433,289
50	1	TV Studio	4 MINTON DRIVE	5743	Brick	\$71,527	\$1,045,180	\$1,100,165	\$12,458
51	1	Staff Support Center	12507 & 12511 WARWICK BLVD	28044	Brick	\$514,903	\$4,794,049	\$3,147,235	\$20,395
51	2	Firewall Computer Equipment	12511 Warwick Dr				\$0	\$305,541	\$0
52	1	Gatewood/Peep	1241 GATEWOOD ROAD	37100	Brick	\$52,820	\$6,267,481	\$565,768	\$24,585
53	1	Passage Middle	400 ATKINSON WAY	140000	Brick	\$583,669	\$26,593,602	\$2,744,967	\$370,311
60	1	McIntosh Elementary	185 RICHNECK RD	62210	Brick	\$257,958	\$10,872,309	\$1,490,779	\$62,288
60	2	MCINTOSH MOBILE	185 RICHNECK RD	912	Metal	\$1,300	\$43,672	\$10,200	\$0
60	3	MCINTOSH METAL BLDG	185 RICHNECK RD	2610	Metal	\$3,900	\$237,790	\$40,800	\$0
61	1	WAN Fiber Optic Lines	buried underground throughout City			\$0	\$0	\$0	\$13,098,362
61	2	Unattached Signs at various locations	VARIOUS			\$0	\$0	\$0	\$168,673
62	1	Firewall Computer Equipment	12580 Patrick Henry Drvie			\$0	\$0	\$305,541	\$0
63	1	CNS,Print Shop, Mail & Warehouse	12551 Patrick Henry Drive	55909	Metal	\$15,000	\$11,571,000	\$602,030	\$0

Attachment "G"

**NEWPORT NEWS PUBLIC SCHOOLS
2020-21 Statement of Property Values**

Site #	Building #	Description	Address	Sq. Footage	Construction	All EDP	Building	Contents	Property In Open
63	2	Fuel Pumps	12561 Patrick Henry Drive			\$0	\$883,050	\$0	\$0
63	3	Transportation	12571 Patrick Henry Drive	32194	Metal	\$208,723	\$7,623,000	\$320,246	\$519,141
63	4	Plant Services	12580 Patrick Henry Drive	44510	Metal	\$31,000	\$9,236,500	\$0	\$0
TOTALS						\$18,156,648	\$815,312,651	\$92,663,357	\$24,382,450

SUMMARY ALL PROPERTY:	
Blanket Building / Contents / PIO	\$932,358,458
Blanket Electronic Data Processing	\$18,156,648
Blanket Business Income/Extra Expense	\$5,000,000
Blanket Bus Catastrophe (@ designated bus lots)	\$7,900,000
Total All:	\$963,415,106

Newport News Public Schools
Newport News, Virginia
RENTAL APPLICATION / AGREEMENT

Date _____

Facility to Be Rented:

School/Building _____

Room(s) _____

Date(s) _____

Time Period _____

Applicant:

Organization _____

Name _____

Purpose of Meeting _____

Address _____

City & Zip _____

Admission Fee _____

Title/Office _____

Public Admitted _____

Phone _____

POLICY FOR RENTAL OF SCHOOL FACILITIES:

Newport News Public School property may be used for community activities under rules and regulations approved by the School Board. Application of such use must be made to the Business Office on a form secured from the principal of the of the school concerned, or you may complete and submit our online application form through our website. The application must be signed by the principal before it being forwarded to the Business Office for final approval. Once it has been approved you will be contacted by the Business Office regarding charges which must be paid in advance.

The school facilities have been provided for the regular instructional program. Priority for use of facilities after the regular school hours must be given to planned extension of the regular day school program and to certain scheduled classes in adult education. By formal agreement between the School Board of the City of Newport News and The Newport News City Council, certain facilities have been provided for use by the Department of Parks, Recreation and Tourism. These activities are granted priority after the regular school program.

Permission to use school buildings and grounds may be given to organized groups of citizens residing in the City of Newport News for educational, civic, charitable, or community interest programs or events. The School Division shall establish discount rates to be used by civic leagues and school business partners. School business partners are eligible to rent the school facility for which they are a partner at the discount rate. Business partners that are division-wide partners may rent any facility at the discount rate. Events subject to the discount rate cannot exceed seven consecutive days. The official status of a business partner shall be based on the list maintained by the Community Relations, Director, Corporate and Government Relations.

In addition, permission to use facilities and grounds may be given to public officials to conduct town meetings with citizens. Rental of the facility shall be free of charge, and any additional fees will be determined. No individual public official shall use the meeting for any political or personal gain or for any political or non-profit group fundraising.

In the event there is an admission charge, a collection of donations, or the use is one of fund raising, the money or funds charged, collected or raised shall be dedicated to educational, charitable, civic or community purposes within the City of Newport News; and no money or funds so charged, collected or raised shall result in any private or commercial gain.

School property will not be used by any group or organization for any purpose that is inconsistent with the laws of the United States of America, the Commonwealth of Virginia, and/or the city of Newport News. No meeting or other activity will be held on school property other than that stated on the application.

Permission to use school property shall not be granted to any group or organization when the superintendent or designee, with the advice of the chief of police, deems there is imminent danger of any breach of the peace, turmoil, riot, or resistance of law and order or danger to the school property or persons using the same.

The school board reserves the right to revoke a permit at any time by refunding the fees paid.

Except for city agencies, an organization may not rent a school facility on Saturdays or Sundays for a period longer than one year unless evidence is given that the organization has a building under construction or has a signed lease for another building which will be occupied within 60 days of the end of the lease.

Boy Scouts, Girl Scouts and other youth groups may secure use of auditorium or other property by application and approval of the Assistant Superintendent for Business and Support Services with or without charges depending upon circumstances.

Rentals of classrooms by colleges or universities, may be approved by the Assistant Superintendent for Business and Support Services.

PTA's may use school buildings at no charge for activities which benefit the school with the approval of the principal. It is recommended that individual PTA's obtain their own general liability insurance.

Government agencies holding public hearings and city departments may use school buildings at no charge provided that there is no fee or admission charged and provided that the application process is completed with the required liability coverage.

Movable equipment, such as risers, spotlights, etc., may be used on rental of the auditorium, but must not be moved from the building. An additional charge will be made for each piece of equipment rented. Stage pianos are not rentable, but may be used if they are not removed from the stage.

Other pianos may be rented by special request. All stage equipment must be operated by personnel supplied by the school.

Unless arrangements are made in advance and proportionate charges made, classrooms may not be used when the auditorium is not rented.

The consumption of foodstuffs and drinks is prohibited inside the auditorium. Use of tobacco products are prohibited as per school board policy. Alcoholic beverages are prohibited on school board property. Aisles and passageways must, at all times, be kept open and free of chairs, furniture, or anything else that could obstruct or block such passageways.

Use of the requested facilities and equipment shall conform to individual school policy as approved by the principal or designee.

Liability for damage to or loss of school property while it is being used by non-school groups is assigned to the applicant and the applicant agrees to assume such liability. The applicant agrees to protect, indemnify, and save harmless, the School Board of the City of Newport News, its officers and employees from any and all claims, liability, damage or rights of action directly or indirectly growing out of the use of the premises by such community organization.

In order to afford some protection for citizens who might be injured on school premises while attending or participating in functions, non-school groups, Newport News Public Schools require users of school facilities to carry a commercial general liability insurance policy with a limit per occurrence of \$1,000,000. A certificate of insurance of such coverage shall be provided prior to the event.

Cafeterias may be rented under special conditions. The school cafeteria staff may not prepare or serve meals to groups renting cafeterias. Those renting the cafeterias may rent the dining area only, excluding any access to the kitchen. The dining areas of the school cafeteria may be rented for the same fee as the school auditorium.

A gym may be rented under certain circumstances if approved by the Assistant Superintendent for Business and Support Services or designee. School gyms are intended for physical education or athletic activities only. Floors will be maintained to a degree that will properly provide for these activities. Gym floors will not be made available for non-school use of activities other than athletics. Approved rubber-soled shoes must be worn at all times in these activities.

No facility will be used beyond 11:00pm. This time frame is to allow custodial services enough time to clean and prepare such facility for the next school day and to have our buildings closed by midnight. The adult supervisor or building custodian will secure the building at the above time after having given a fifteen minute warning to the user.

Rental Rate Schedule

Auditoriums

Large Auditoriums (Crittenden, Denbigh, Heritage, Huntington, Menchville, Passage, Warwick, Woodside)

Monday – Thursday Nights	\$ 200
Friday – Sunday	\$ 400
Classrooms	\$ 20

Classrooms will only be rented with the rental of the auditorium.
 Rehearsals will be half of the rate listed above.
 An additional 50% of the basic rental rate is charged if the rental is longer than eight hours per day/night.

Gildersleeve & Hines Auditoriums

Monday – Thursday Nights	\$ 150
Friday – Sunday	\$ 250
Classrooms	\$ 20

Classrooms will only be rented with the rental of the auditorium.
 Rehearsals will be half of the rate listed above.
 An additional 50% of the basic rental rate is charged if the rental is longer than eight hours per day/night.

Elementary Auditoriums & Middle School Auditoriums Not Listed Above

Monday – Thursday Nights	\$ 100
Friday – Sunday	\$ 200
Civic Leagues (meetings only)	\$ 50
Classrooms	\$ 20

Classrooms will only be rented with the rental of the auditorium
 Rehearsals will be half of the rate listed above.
 An additional 50% of the basic rental rate is charged if the rental is longer than eight hours per day/night.

The renting agency will provide payment in advance at school division hourly rates (which may involve overtime) for custodial services, sight and sound crews, and security personnel when these services are required by the school division or are requested by the renting agency. Additional custodial services are always required for Saturday and Sunday rentals.

Gymnasiums

If admission is charged or the event is used for fund raising or donations, the rental will be 10% of gross receipts or \$600 whichever is the greater amount. When used for an event for which admission, fund raising, or donations do not occur, the rental will be \$300.

Civic Leagues and Business Partners Rental Rates

All civic leagues and business partners (as defined in School Board policy KFB) shall receive a 50 percent discount off the regular rental fee of a school gymnasium or auditorium during the week (Monday – Thursday) and a 25 percent discount off the regular rental rate for those facilities during the weekend (Friday – Sunday). The discount will not apply to the \$20 classroom rental nor to any charges for personnel costs. An event cannot exceed seven consecutive days to qualify for this event.

Calculations of rental charges:

Facility Rental.....Auditorium_____ Gym_____ Cafeteria_____.....	\$ _____
Classroom Rental.....# of classrooms_____.....	\$ _____
Custodial Services.....# of custodians_____ # of hrs_____ X rate per hr \$ _____ = \$ _____	
Sight and Sound crew.....# of crew_____ # of hrs_____ X rate per hr \$ _____ = \$ _____	
Security Personnel.....# of personnel_____ # of hrs_____ X rate per hr \$ _____ = \$ _____	
TOTAL REQUIRED FOR EVENT	\$ _____

APPROVALS

I hereby agree to observe and enforce all rules and regulations of the School Board governing the use of public school property. I agree to protect, indemnify and save harmless, the School Board of the City of Newport News, its officers, and employees from any and all claims, liabilities, damages or rights of action directly or indirectly growing out of the use of the premises. I further agree to carry a Commercial General Liability Insurance Policy with a limit per occurrence of \$1,000,000. A policy certificate of such coverage shall be provided prior to the event. I hereby agree to pay all rental charges as listed in the Rental Rate "Schedules" sections of this application.

I understand and agree to all of the provisions of this agreement and "Policy for Rental of School Facilities" provided herein.

_____	_____
Signature of applicant	Date
_____	_____
Signature of School or Building Principal/Designee	Date
_____	_____
Signature of Business Office Approver	Date

Checklist of requirements:

_____ Please pay \$ _____ for rental and personnel costs funds required by _____
_____ Please JV \$ _____ into Budget Code _____
_____ Total Charges paid \$ _____ _____
Date Received _____

_____ Please provide insurance certificate by _____
_____ Liability policy endorsement provided _____
Date Received _____

We accept certified checks, money orders and cash. Certified Checks or Money Orders should be made payable to **Newport News Public Schools**. Please do not mail cash to our office. Should your funds and your Certificate of Insurance not be received prior to your event, your event could be cancelled.

If you mail your funds or insurance policy please mail to:

Newport News Public Schools
Business Office
12465 Warwick Blvd.
Newport News, Va. 23606

Should you need to contact us please call 757/591-4511.

The Newport News School Division does not discriminate on the basis of race, color, national origin, sex, creed, marital status, age or disability in its programs, activities, or employment practices as required by the Title VI, Title VII, Title IX, Section 504, and ADA regulations. The Human Resources Supervisor, 12507 Warwick Blvd, Newport News, VA 23606 (757-881-5061) is responsible for coordinating the division's efforts to meet its obligations under Section 504, Title IX, the ADA and their implementing regulations.

NEWPORT NEWS PUBLIC SCHOOLS
SCHOOL BOARD LEGAL - UNDERWRITING

1. Does NNPS have a policy and procedure for screening (finger printing, criminal record check, Teacher Credentialing Bureau) all prospective employees and volunteers? Please provide details.

The Human Resources Employment Policy (GCE) and Procedure (GCE-P), adopted by NNPS, apply to employees only. This policy and its procedures are based on the requirements of the Code of Virginia provide that, "All employment is contingent upon Human Resources approval of any pending background checks (including criminal history records), reference checks, medical exams or tests, any other appropriate pre-employment tests, and School Board approval. Criminal history records that include a conviction for a felony and any offense involving sexual molestation, physical abuse, neglect or rape of a child or any like offense against an adult will result in withdrawal of the employment offer. For convictions of crimes of moral turpitude, the employment offer may be rescinded. If the candidate has already begun work and does not receive Human Resources or School Board approval upon review of all employment verifications, background checks, information verification or appropriate medical examinations or tests, or other requirements, the contingent employment offer will be rescinded and the action is not grievable."

2. Are signed/dated applications required of all:
- a. Prospective employees - Yes
 - b. Volunteers- Yes
3. Are application references checked and documentation maintained? Yes.
4. Has the NNPS developed and publicized to employees and volunteers abuse, molestation and sexual harassment reporting and investigation procedures? Yes
5. Have persons charged with complaint management and investigation been adequately trained in these responsibilities? Yes
6. Has a Title IX or equivalent officer / coordinator been appointed by NNPS and adequately trained in these duties? Yes
7. Does NNPS have a policy addressing abuse, molestation, or sexual harassment in all its forms (anti-abuse, anti-molestation, anti-sexual harassment)? If yes, is the policy communicated annually in the appropriate language (considering age/ESL) to:
- a. Staff (employees): Yes and Yes
 - b. Students: Yes and Yes
 - c. Volunteers: No and No
 - d. Parents/Community: The Superintendent usually announces every year, in a televised School Board Meeting, that all of NNPS policies are located on the NNPS website.
8. Have all NNPS employment related policies and procedures been reviewed and approved by outside counsel? Yes
If yes, when and by whom or by what firm? School Board attorney
9. Do you use an employment application during your hiring process? If yes, does it contain:
- a. An employment at will statement? No.
 - b. Authorization to check references and criminal conviction records? Yes
 - c. The applicant's signature attesting that all representations are true? Yes
 - d. An equal employment opportunity statement? Yes
10. Where allowed by law, do you perform criminal background checks on all prospective employees? Yes

11. Do you distribute an employment handbook to your employees? No.
- If yes, does it contain:
- An employment at will statement
 - A written equal employment opportunity statement
 - A written anti-sexual and general harassment policy
 - A written internal complaint procedure for discrimination and sexual harassment claims
- If no, do you have written policies on all of the above that are distributed separately? Yes
12. Do you have a progressive disciplinary program? Yes. If yes, is it distributed to supervisors in writing? Yes, it is contained in the Policy and Procedure Manual.
13. When requested by employees, do you distribute information as required by federal law regarding the Family Medical Leave?
Yes, and this information is contained in the Policy and Procedure Manual, as well.
14. Do you require that all employment terminations be reviewed by the personnel having human resources responsibilities? Yes
15. Have you informed supervisory personnel, in writing, of their responsibility to provide you with prompt notice of any claims, incidents or allegations? Yes
16. What is the staff to children ratio? 14.0:1 for elementary; 13.1:1 for secondary
17. Is the NNPS facility open to parental visits? Yes
18. School District
- Year organized 1898
 - Number of members comprising the governing board of the institution 7
 - Expected enrollment next year 28,380 (average enrollment through March 31, includes Pre-K)
19. Are school board members elected or appointed? If elected, are they elected by single member districts or at large? School Board Members are elected by districts.
20. What is the term of office for board members? Are terms staggered? The term of office is four (4) years, and the terms are staggered.

NEWPORT NEWS PUBLIC SCHOOLS

LOSS SUMMARY / COMPANY LOSS RUNS – CURRENT AND 5 YEARS BACK

Crime:				
POLICY YEAR	INCURRED LOSSES	OUTSTANDING RESERVE	VALUATION DATE	NO. OF LOSSES
7/1/14-15	\$0	\$0	1/31/2020	0
7/1/15-16	\$0	\$0	1/31/2020	0
7/1/16-17	\$0	\$0	1/31/2020	0
7/1/17-18	\$0	\$0	1/31/2020	0
7/1/18-19	\$0	\$0	1/31/2020	0
7/1/19-20	\$0	\$0	1/31/2020	0
Cyber:				
POLICY YEAR	INCURRED LOSSES	OUTSTANDING RESERVE	VALUATION DATE	NO. OF LOSSES
7/1/15-16	\$0	\$0	1/31/2020	0
7/1/16-17	\$0	\$0	1/31/2020	0
7/1/17-18	\$0	\$0	1/31/2020	0
7/1/18-19	\$0	\$0	1/31/2020	0
7/1/19-20	\$0	\$0	1/31/2020	0
General Liability:				
POLICY YEAR	INCURRED LOSSES	OUTSTANDING RESERVE	VALUATION DATE	NO. OF LOSSES
7/1/14-15	\$1,850	\$0	1/31/2020	6
7/1/15-16	\$299	\$0	1/31/2020	8
7/1/16-17	\$518	\$0	1/31/2020	7
7/1/17-18	\$12,703	\$0	1/31/2020	9
7/1/18-19	\$10	\$0	1/31/2020	3
7/1/19-20	\$26,000	\$25,255	1/31/2020	3
School Board Legal Liability:				
POLICY YEAR	INCURRED LOSSES	OUTSTANDING RESERVE	VALUATION DATE	NO. OF LOSSES
7/1/14-15	\$2,297	\$0	1/31/2020	2
7/1/15-16	\$4,640	\$0	1/31/2020	3
7/1/16-17	\$232,671	\$75,039	1/31/2020	15
7/1/17-18	\$362	\$0	1/31/2020	2
7/1/18-19	\$5,000	\$5,000	1/31/2020	2
7/1/19-20	\$0	\$0	1/31/2020	0

NEWPORT NEWS PUBLIC SCHOOLS

LOSS SUMMARY / COMPANY LOSS RUNS – CURRENT AND 5 YEARS BACK

Inland Marine:				
POLICY YEAR	INCURRED LOSSES	OUTSTANDING RESERVE	VALUATION DATE	NO. OF LOSSES
7/1/14-15	\$0	\$0	10/26/2017	0
7/1/15-16	\$0	\$0	1/31/2020	0
7/1/16-17	\$0	\$0	1/31/2020	0
7/1/17-18	\$0	\$0	1/31/2020	0
7/1/18-19	\$0	\$0	1/31/2020	0
7/1/19-20	\$0	\$0	1/31/2020	0
Property / Equipment Breakdown:				
POLICY YEAR	INCURRED LOSSES	OUTSTANDING RESERVE	VALUATION DATE	NO. OF LOSSES
7/1/14-15	\$0	\$0	10/26/2017	0
7/1/15-16	\$0	\$0	1/31/2020	0
7/1/16-17	\$12,400	\$0	1/31/2020	2
7/1/17-18	\$22,983	\$0	1/31/2020	1
7/1/18-19	\$2,438	\$0	1/31/2020	1
7/1/19-20	\$0	\$0	1/31/2020	0
Excess Liability:				
POLICY YEAR	INCURRED LOSSES	OUTSTANDING RESERVE	VALUATION DATE	NO. OF LOSSES
7/1/14-15	\$0	\$0	1/30/2020	0
7/1/15-16	\$0	\$0	1/30/2020	0
7/1/16-17	\$0	\$0	1/30/2020	0
7/1/17-18	\$0	\$0	1/30/2020	0
7/1/18-19	\$0	\$0	1/30/2020	0
7/1/19-20	\$0	\$0	1/30/2020	0

ACTUAL LOSS RUNS ON FOLLOWING PAGES.

ABOVE SUMMARIES ARE FOR INFORMATION ONLY. IT IS THE RESPONSIBILITY OF THE VENDOR TO REVIEW ACTUAL LOSS RUNS INCLUDED.

Property & Liability Claims By Coverage By Policy Year

Reinsurance Recoveries and Member Deductible Reimbursements Excluded

Newport News City Schools (# 652)

Claimant Name	Adjuster	Claim #	Accident Date	Bodily Inj & 3rd Party PD	1st Party Loss	Legal and Expense	Recoveries	Net Paid	Outstanding Reserves	Total Incurred
2014										
LOCAL GOVT GENERAL LIABILITY										
AVIDAL		02PC14-17492-01PG	08/13/2014	\$153.57	\$0.00	\$0.00	\$0.00	\$153.57	\$0.00	\$153.57
			Status : C Accident Description : CLAIMANT SLILPPED AND FELL IN THE CAFETERIA OF THE MEMBER SCHOOL.							
AVIDAL		02PC14-19590-01PG	11/06/2014	\$504.77	\$0.00	\$0.00	\$0.00	\$504.77	\$0.00	\$504.77
			Status : C Accident Description : STUDENT WAS SITTING IN HIS DESK, WHEN THE FRONT LEGS ON THE DESK BROKE AND HE FELL AND BRUISED HIS LEG.							
AVIDAL		02PC14-20415-01PG	12/04/2014	\$540.16	\$0.00	\$9.20	\$0.00	\$549.36	\$0.00	\$549.36
			Status : C Accident Description : STUDENT RAN INTO A SOCCER GOAL IN P.E. CLASS.							
AVIDAL		02PC14-21685-01PG	03/18/2015	\$641.93	\$0.00	\$0.00	\$0.00	\$641.93	\$0.00	\$641.93
			Status : C Accident Description : FIRST GRADE STUDENT TRIPPED AND FELL IN THE CAFETERIA AND HIT HER HEAD ON A BENCH.							
GBROOKS		02PC14-22912-01PG	05/11/2015	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
			Status : C Accident Description : CLAIMANT ATTORNEY HAS PUT THE CITY ON NOTICE OF HIS CLIENTS CLAIM AGAINST THE SCHOOL BOARD FOR BEING BULLIED ON A BUS.							
GBROOKS		02PC14-23146-01PG	12/12/2014	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
			Status : C Accident Description : THE PLAINTIFF ATTORNEY ALLEGES THE MEMBER BUS DRIVER LET A CHILD GET OFF THE BUS WHO WITHOUT SETTING THE STOP SIGNS, OR EMERGENCY EQUIPMENT AND THE CHILD WAS HIT BY A CAR.							
Total for LOCAL GOVT GENERAL LIABILITY:		6 claim(s)		\$1,840.43	\$0.00	\$9.20	\$0.00	\$1,849.63	\$0.00	\$1,849.63
PUBLIC OFFICIALS LIABILITY										
GBROOKS		02PC14-22980-01PO	06/22/2015	\$0.00	\$0.00	\$875.50	\$0.00	\$875.50	\$0.00	\$875.50
			Status : C Accident Description : CLAIMANT HAS FILED A CHARGE OF DISCRIMINATION WITH THE EEOC ALLEGING RACIAL AND SEXUAL DISCRIMINATION.							
GBROOKS		02PC14-23023-01PO	03/16/2015	\$0.00	\$0.00	\$1,421.50	\$0.00	\$1,421.50	\$0.00	\$1,421.50
			Status : C Accident Description : CLAIMANT HAS FILED A CHARGE OF DISCRIMINATION AGAINST THE MEMBER ALLEGING SEXUAL DISCRIMINATION IN THE WORKPLACE.							
Total for PUBLIC OFFICIALS LIABILITY:		2 claim(s)		\$0.00	\$0.00	\$2,297.00	\$0.00	\$2,297.00	\$0.00	\$2,297.00

Property & Liability Claims By Coverage By Policy Year

Reinsurance Recoveries and Member Deductible Reimbursements Excluded

Newport News City Schools (# 652)

Claimant Name	Adjuster	Claim #	Accident Date	Bodily Inj & 3rd Party PD	1st Party Loss	Legal and Expense	Recoveries	Net Paid	Outstanding Reserves	Total Incurred	
Total for 2014 :		8 claim(s)			\$1,840.43	\$0.00	\$2,306.20	\$0.00	\$4,146.63	\$0.00	\$4,146.63

2015
LOCAL GOVT GENERAL LIABILITY

GWASHINGT ON	02PC15-03297-01PG	12/08/2015	\$0.00	\$0.00	\$299.00	\$0.00	\$299.00	\$0.00	\$299.00		
Status : C	Accident Description : CLAIMANT TRIPPED ON A SIDEWALK AT THE MEMBER SCHOOL AND INJURED HER KNEE.										
GBROOKS	02PC15-03322-01PG	10/13/2015	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Status : C	Accident Description : STUDENT WAS INJURED ON THE PLAYGROUND AT SCHOOL.										
GBROOKS	02PC15-03353-01PG	10/13/2015	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Status : C	Accident Description : STUDENTS HIT HEADS WHILE PARTICIPATING IN A GAME.										
GBROOKS	02PC15-05669-01PG	02/19/2016	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Status : C	Accident Description : TWO BOYS WERE HORSING AROUND IN A HALLWAY AND BUMPED INTO THE CLAIMANT, WHO HIT HIS HEAD ON THE WALL AND SUFFERED A CUT TO HIS FOREHEAD WHICH REQUIRED 2 STITCHES.										
GBROOKS	02PC15-05840-01PG	04/16/2016	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Status : C	Accident Description : A 14 YEAR OLD CHILD COMMITTED SUICIDE AT HOME AND THE FAMILY IS BLAMING BULLYING THAT TOOK PLACE AT SCHOOL AS THE REASON BEHIND THAT ACTION.										
GBROOKS	02PC15-06326-01PG	03/07/2016	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Status : C	Accident Description : THE CLAIMANT WAS GIVEN COOKIES BY A FRIEND. SHE ATE THEM AND HAD AN ALLERGIC REACTION BECAUSE THEY CONTAINED MARIJUANA.										
GBROOKS	02PC15-06427-01PG	12/09/2015	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Status : C	Accident Description : A FIFTH GRADE STUDENT HIT A COAT RACK WITH HER FACE AND SUFFERED AN INJURY NEAR HER EYE.										
GBROOKS	02PC15-07034-01PG	11/13/2015	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Status : C	Accident Description : CHILD FELL DURING RECESS AND INJURED HIS ARM.										
Total for LOCAL GOVT GENERAL LIABILITY:		8 claim(s)			\$0.00	\$0.00	\$299.00	\$0.00	\$299.00	\$0.00	\$299.00

PUBLIC OFFICIALS LIABILITY

Property & Liability Claims By Coverage By Policy Year

Reinsurance Recoveries and Member Deductible Reimbursements Excluded

Newport News City Schools (# 652)

Claimant Name	Adjuster	Claim #	Accident Date	Bodily Inj & 3rd Party PD	1st Party Loss	Legal and Expense	Recoveries	Net Paid	Outstanding Reserves	Total Incurred
	GBROOKS	02PC15-02119-01PO	10/15/2015	\$0.00	\$0.00	\$2,308.50	\$0.00	\$2,308.50	\$0.00	\$2,308.50
		Status : C	Accident Description : CLAIMANT HAS FILED A CHARGE OF DISCRIMINATION AGAINST THE SCHOOLS ALLEGING DISCRIMINATION BASED ON HER DISABILITY.							
	GBROOKS	02PC15-23874-01PO	02/01/2016	\$0.00	\$0.00	\$2,331.50	\$0.00	\$2,331.50	\$0.00	\$2,331.50
		Status : C	Accident Description : THE CLAIMANT WHO APPLIED FOR A JOB WITH THE MEMBER HAS FILED A CHARGE OF DISCRIMINATION AGAINST THE MEMBER SCHOOL BOARD BECAUSE HE DIDN'T GET THE JOB.							
	GBROOKS	02PC15-27773-01PO	02/01/2016	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Status : C	Accident Description : EEOC CHARGE							
Total for PUBLIC OFFICIALS LIABILITY:		3 claim(s)		\$0.00	\$0.00	\$4,640.00	\$0.00	\$4,640.00	\$0.00	\$4,640.00
Total for 2015 :		11 claim(s)		\$0.00	\$0.00	\$4,939.00	\$0.00	\$4,939.00	\$0.00	\$4,939.00

2016
LOCAL GOVT GENERAL LIABILITY

	GBROOKS	02PC16-24035-01PG	07/18/2016	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Status : C	Accident Description : SLIP AND FALL IN MEMBER AUDITORIUM							
	GBROOKS	02PC16-25013-01PG	09/19/2016	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Status : C	Accident Description : THE CLAIMANT ATTORNEY HAS SENT A LETTER TO THE SCHOOL PRINCIPAL INDICATING THAT HE REPRESENTS THE CLAIMANT IN REGARDS TO AN INCIDENT AT THE SCHOOL.							
	GBROOKS	02PC16-26290-01PG	11/30/2016	\$487.96	\$0.00	\$9.75	\$0.00	\$497.71	\$0.00	\$497.71
		Status : C	Accident Description : THE CLAIMANT FELL WHILE ENTERING ONE OF THE MEMBER BUILDINGS.							
	GBROOKS	02PC16-26581-01PG	12/14/2016	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Status : C	Accident Description : A THIRD GRADE STUDENT FELL OFF THE MONKEY BARS ON THE PLAYGROUND AND FRACTURED HIS ARM.							
	GBROOKS	02PC16-27188-01PG	10/05/2016	\$0.00	\$0.00	\$9.75	\$0.00	\$9.75	\$0.00	\$9.75
		Status : C	Accident Description : CLAIMANT IS STUDENT WHO SUSTAINED INJURY IN GYM CLASS WHEN A PULL-UP BAR CAME DOWN ON HIM.							
	GBROOKS	02PC16-29056-01PG	11/11/2016	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Status : C	Accident Description : STAFF MEMBER PULLED THE CAR HANDLE OFF THE CAR.							

Property & Liability Claims By Coverage By Policy Year

Reinsurance Recoveries and Member Deductible Reimbursements Excluded

Newport News City Schools (# 652)

Claimant Name	Adjuster	Claim #	Accident Date	Bodily Inj & 3rd Party PD	1st Party Loss	Legal and Expense	Recoveries	Net Paid	Outstanding Reserves	Total Incurred
	GBROOKS	02PC16-30311-01PG	01/20/2017	\$0.00	\$0.00	\$10.05	\$0.00	\$10.05	\$0.00	\$10.05
		Status : C	Accident Description : <i>STUDENT FELL AND HIT MOUTH ON FLOOR - FRONT TEETH CHIPPED- FRAGMENTS COLLECTED AND PLACED IN MILK</i>							
Total for LOCAL GOVT GENERAL LIABILITY:		7 claim(s)		\$487.96	\$0.00	\$29.55	\$0.00	\$517.51	\$0.00	\$517.51
PROPERTY										
NEWPORT NEWS CITY SCHOOLS	PPITTS	02PC16-23766-01PR	07/29/2016	\$0.00	\$29,103.73	\$0.00	(\$19,402.48)	\$29,103.73	\$0.00	\$9,701.25
		Status : C	Accident Description : <i>SOME KIDS GOT ACCESS TO A SMALL FRONT END LOADER AND USED IT TO CAUSE SIGNIFICANT DAMAGE TO THE MEMBER SCHOOL.</i>							
NEWPORT NEWS CITY SCHOOLS	PPITTS	02PC16-27950-01PR	03/13/2017	\$0.00	\$48,934.56	\$2,699.12	(\$48,934.56)	\$51,633.68	\$0.00	\$2,699.12
		Status : C	Accident Description : <i>CONTRACTOR DAMAGED FIBER LINE</i>							
Total for PROPERTY:		2 claim(s)		\$0.00	\$78,038.29	\$2,699.12	(\$68,337.04)	\$80,737.41	\$0.00	\$12,400.37
PUBLIC OFFICIALS LIABILITY										
	cfinley	02PC16-24251-01PO	08/30/2016	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Status : C	Accident Description : <i>THE OFFICE OF CIVIL RIGHTS HAS NOTIFIED THE MEMBER THAT THEIR WEBSITE MAY DISCRIMINATE AGAINST PEOPLE WITH VISION IMPAIRMENTS.</i>							
	CJONES	02PC16-28427-01PO	02/16/2017	\$0.00	\$0.00	\$139.00	\$0.00	\$139.00	\$0.00	\$139.00
		Status : C	Accident Description : <i>HARASSMENT</i>							
	GBROOKS	02PC16-28464-01PO	03/31/2017	\$0.00	\$0.00	\$397.50	\$0.00	\$397.50	\$0.00	\$397.50
		Status : C	Accident Description : <i>DISCRIMINATION - CIVIL RIGHTS ACT</i>							
	GBROOKS	02PC16-28487-01PO	03/30/2017	\$0.00	\$0.00	\$2,039.30	\$0.00	\$2,039.30	\$0.00	\$2,039.30
		Status : C	Accident Description : <i>DISCRIMINATION</i>							
	TDUNLAP	02PC16-28858-01PO	07/14/2016	\$0.00	\$0.00	\$5,501.50	\$0.00	\$5,501.50	\$0.00	\$5,501.50
		Status : C	Accident Description : <i>CHARGE OF DISCRIMINATION.</i>							
	GWASHINGT ON	02PC16-29954-01PO	06/15/2017	\$0.00	\$0.00	\$44,505.70	\$0.00	\$44,505.70	\$0.00	\$44,505.70
		Status : C	Accident Description : <i>EEOC DISCRIMINATION</i>							
	TDUNLAP	02PC16-29955-01PO	08/24/2016	\$0.00	\$0.00	\$3,843.00	\$0.00	\$3,843.00	\$0.00	\$3,843.00
		Status : C	Accident Description : <i>EEOC DISCRIMINATION</i>							

Property & Liability Claims By Coverage By Policy Year

Reinsurance Recoveries and Member Deductible Reimbursements Excluded

Newport News City Schools (# 652)

Claimant Name	Adjuster	Claim #	Accident Date	Bodily Inj & 3rd Party PD	1st Party Loss	Legal and Expense	Recoveries	Net Paid	Outstanding Reserves	Total Incurred
	GBROOKS	02PC16-29963-01PO	06/15/2017	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Status : C	Accident Description : <i>EEOC DISCRIMINATION</i>							
	GBROOKS	02PC16-29976-01PO	05/01/2017	\$0.00	\$0.00	\$329.70	\$0.00	\$329.70	\$0.00	\$329.70
		Status : C	Accident Description : <i>AGE DISCRIMINATION</i>							
	GBROOKS	02PC16-30201-01PO	05/15/2017	\$0.00	\$0.00	\$3,915.50	\$0.00	\$3,915.50	\$0.00	\$3,915.50
		Status : C	Accident Description : <i>EEOC</i>							
	GBROOKS	02PC16-30202-01PO	06/28/2017	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Status : C	Accident Description : <i>EEOC</i>							
	GBROOKS	02PC16-30219-01PO	06/01/2017	\$46,900.00	\$0.00	\$36,178.40	\$0.00	\$83,078.40	\$8,921.60	\$92,000.00
		Status : R	Accident Description : <i>DISCRIMINATED AGAINST HER DUE TO HER DISABILITY.</i>							
	GBROOKS	02PC16-30225-01PO	05/30/2017	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Status : C	Accident Description : <i>LEGAL CLAIM.</i>							
	TDUNLAP	02PC16-30226-01PO	01/23/2017	\$0.00	\$0.00	\$8,980.07	\$0.00	\$8,980.07	\$51,019.93	\$60,000.00
		Status : O	Accident Description : <i>EEOC CHARGE</i>							
	TDUNLAP	02PC16-30312-01PO	06/30/2017	\$0.00	\$0.00	\$4,903.00	\$0.00	\$4,903.00	\$15,097.00	\$20,000.00
		Status : O	Accident Description : <i>OCR CLAIM</i>							
Total for PUBLIC OFFICIALS LIABILITY:		15 claim(s)		\$46,900.00	\$0.00	\$110,732.67	\$0.00	\$157,632.67	\$75,038.53	\$232,671.20
Total for 2016 :		24 claim(s)		\$47,387.96	\$78,038.29	\$113,461.34	(\$68,337.04)	\$238,887.59	\$75,038.53	\$245,589.08

2017
LOCAL GOVT GENERAL LIABILITY

	GBROOKS	02PC17-02137-01PG	09/08/2017	\$202.24	\$0.00	\$9.75	\$0.00	\$211.99	\$0.00	\$211.99
		Status : C	Accident Description : <i>CLAIMANT WAS WALKING DOWN THE HALL W/HER NIECE WHEN SHE SUDDENLY FELL. THERE SEEMED TO BE A SMALL AMOUNT OF WATER ON THE HALLWAY FLOOR & SHE SLIPPED ON IT & FELL.</i>							
	GBROOKS	02PC17-02311-01PG	10/31/2017	\$0.00	\$0.00	\$19.80	\$0.00	\$19.80	\$0.00	\$19.80
		Status : C	Accident Description : <i>CLAIMANT ALLEGES SHE SLIPPED ON WET FLOOR AT SCHOOL.</i>							

Property & Liability Claims By Coverage By Policy Year

Reinsurance Recoveries and Member Deductible Reimbursements Excluded

Newport News City Schools (# 652)

Claimant Name	Adjuster	Claim #	Accident Date	Bodily Inj & 3rd Party PD	1st Party Loss	Legal and Expense	Recoveries	Net Paid	Outstanding Reserves	Total Incurred
	GBROOKS	02PC17-02311-02PG	10/31/2017	\$696.78	\$0.00	\$198.63	\$0.00	\$895.41	\$0.00	\$895.41
		Status : C	Accident Description : CLAIMANT ALLEGES SHE SLIPPED ON WET FLOOR AT SCHOOL.							
	GBROOKS	02PC17-02803-01PG	12/02/2017	\$995.00	\$0.00	\$10.05	\$0.00	\$1,005.05	\$0.00	\$1,005.05
		Status : C	Accident Description : STUDENT INJURED HER FOOT WHILE PRACTICING A DANCE ROUTINE ON SATURDAY.							
	GBROOKS	02PC17-31166-01PG	01/12/2018	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Status : C	Accident Description : STUDENT FELL DOWN SOME STEPS.							
	GBROOKS	02PC17-31166-02PG	01/12/2018	\$9,333.88	\$0.00	\$10.05	\$0.00	\$9,343.93	\$0.00	\$9,343.93
		Status : C	Accident Description : STUDENT FELL DOWN SOME STEPS.							
	GBROOKS	02PC17-31280-01PG	02/01/2018	\$1,216.98	\$0.00	\$10.05	\$0.00	\$1,227.03	\$0.00	\$1,227.03
		Status : C	Accident Description : FELL IN WATER WALKING DOWN THE HALLWAY AT THE SCHOOL.							
	GBROOKS	02PC17-31628-01PG	02/15/2018	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Status : C	Accident Description : CLOSED BELT BUCKLE IN THE DOOR.							
	GBROOKS	02PC17-34049-01PG	06/04/2018	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Status : C	Accident Description : STOLEN BAND INSTRUMENT							
Total for LOCAL GOVT GENERAL LIABILITY:		9 claim(s)		\$12,444.88	\$0.00	\$258.33	\$0.00	\$12,703.21	\$0.00	\$12,703.21
PROPERTY										
Newport News Public Schools	GBROOKS	02PC17-30291-01PR	01/09/2018	\$0.00	\$22,982.79	\$0.00	\$0.00	\$22,982.79	\$0.00	\$22,982.79
		Status : C	Accident Description : FIBER WAS CUT							
Total for PROPERTY:		1 claim(s)		\$0.00	\$22,982.79	\$0.00	\$0.00	\$22,982.79	\$0.00	\$22,982.79
PUBLIC OFFICIALS LIABILITY										
	GBROOKS	02PC17-02356-01PO	10/24/2017	\$0.00	\$0.00	\$362.00	\$0.00	\$362.00	\$0.00	\$362.00
		Status : C	Accident Description : EMPLOYMENT DISCRIMINATION							
	GBROOKS	02PC17-31755-01PO	10/13/2017	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Status : C	Accident Description : ASSAULT OF STUDENT, ERIC MILLER, BY SECURITY GUARD AT HS.							

Property & Liability Claims By Coverage By Policy Year

Reinsurance Recoveries and Member Deductible Reimbursements Excluded

Newport News City Schools (# 652)

Claimant Name	Adjuster	Claim #	Accident Date	Bodily Inj & 3rd Party PD	1st Party Loss	Legal and Expense	Recoveries	Net Paid	Outstanding Reserves	Total Incurred
Total for PUBLIC OFFICIALS LIABILITY:		2 claim(s)		\$0.00	\$0.00	\$362.00	\$0.00	\$362.00	\$0.00	\$362.00
Total for 2017 :		12 claim(s)		\$12,444.88	\$22,982.79	\$620.33	\$0.00	\$36,048.00	\$0.00	\$36,048.00

2018

LOCAL GOVT GENERAL LIABILITY

GBROOKS	02PC18-02648-01PG	11/02/2018	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Status : C		Accident Description : <i>LEFT FRT CONTROL ARM ASSY-UPPER</i>								
GBROOKS	02PC18-34701-01PG	01/09/2019	\$0.00	\$0.00	\$10.40	\$0.00	\$0.00	\$10.40	\$0.00	\$10.40
Status : C		Accident Description : <i>STUDENTS LEFT MIDDLE FINGER HAS A CUT THAT APPEARED TO BE CIRCUMFERENTIAL CUT ON THE TOP KNUCKLE. FINGER WAS NOT BLEEDING AT THAT TIME.BANDAGE PLACED OVER AREA LOOSELY AND ICE PACK PROVIDED.</i>								
GBROOKS	02PC18-37774-01PG	06/04/2019	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Status : C		Accident Description : <i>ANOTHER STUDENT THREW A PEN IN THE AIR AND HIT DYLAN IN THE EYE</i>								

Total for LOCAL GOVT GENERAL LIABILITY:		3 claim(s)	\$0.00	\$0.00	\$10.40	\$0.00	\$0.00	\$10.40	\$0.00	\$10.40
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PROPERTY

Newport News Public Schools	GBROOKS	02PC18-01459-01PR	09/17/2018	\$0.00	\$2,438.11	\$0.00	\$0.00	\$2,438.11	\$0.00	\$2,438.11
Status : C		Accident Description : <i>MOLD HAS DAMAGED APPROXIMATELY 1,800 BOOKS HOUSED IN THE SCHOOL LIBRARY</i>								

Total for PROPERTY:		1 claim(s)	\$0.00	\$2,438.11	\$0.00	\$0.00	\$0.00	\$2,438.11	\$0.00	\$2,438.11
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PUBLIC OFFICIALS LIABILITY

TDUNLAP	02PC18-37698-01PO	09/01/2018	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Status : C		Accident Description : <i>EEOC CLAIM</i>								
GBROOKS	02PC18-37768-01PO	02/27/2019	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00	\$5,000.00
Status : O		Accident Description : <i>EEOC</i>								

Property & Liability Claims By Coverage By Policy Year

Reinsurance Recoveries and Member Deductible Reimbursements Excluded

Newport News City Schools (# 652)

Claimant Name	Adjuster	Claim #	Accident Date	Bodily Inj & 3rd Party PD	1st Party Loss	Legal and Expense	Recoveries	Net Paid	Outstanding Reserves	Total Incurred
		2 claim(s)		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00	\$5,000.00
Total for PUBLIC OFFICIALS LIABILITY:										
Total for 2018 :		6 claim(s)		\$0.00	\$2,438.11	\$10.40	\$0.00	\$2,448.51	\$5,000.00	\$7,448.51

2019

LOCAL GOVT GENERAL LIABILITY

GBROOKS	02PC19-24436-01PG	09/17/2019	\$0.00	\$0.00	\$745.32	\$0.00	\$745.32	\$10,254.68	\$11,000.00	
		Status : O Accident Description : <i>CHILD TAKEN TO EMERGENCY AND SURGERY PERFORM FOR BROKEN ARM.</i>								
GBROOKS	02PC19-25754-01PG	10/25/2019	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00	\$10,000.00	
		Status : O Accident Description : <i>STUDENT, RUNNING, FELL AND DAMAGED TWO FRONT TEETH</i>								
GBROOKS	02PC19-25758-01PG	11/06/2019	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00	\$5,000.00	
		Status : O Accident Description : <i>STUDENT LAID DOWN ON GYM FLOOR AND CUT FACE</i>								
Total for LOCAL GOVT GENERAL LIABILITY:		3 claim(s)	\$0.00	\$0.00	\$745.32	\$0.00	\$745.32	\$25,254.68	\$26,000.00	
Total for 2019 :		3 claim(s)	\$0.00	\$0.00	\$745.32	\$0.00	\$745.32	\$25,254.68	\$26,000.00	

Grand Total:	64 claim(s)		\$61,673.27	\$103,459.19	\$122,082.59	(\$68,337.04)	\$287,215.05	\$105,293.21	\$324,171.22
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