Request for Proposals (RFP)

#13-RFP-GNRL-2022DI PK-2 Services

Closing Date:

Development Services.

Respondents are requested to clarify any ambiguity, conflict, discrepancy, omission or other error(s) in the RFP in writing. Revisions or amendments, if any, will be made by issuing an addendum. Every effort will be made to send addenda issued to the parties known to have been furnished a complete copy of the RFP. It is the responsibility of each Vendor, prior to submitting the Proposal, to contact IDEA to determine if addenda were issued and, if so, to obtain such addenda for attachment to the Proposal.

Inquiries and requests for information affecting the solicitation must be submitted in writing and should be directed to Michael Menchaca, Assistant Director of Procurement, at michael.menchaca@ideapublicschools.org. All inquiries via email should have the subject line read: Questions #13-RFP-GNRL-2022DI PK-2 Services – Pre-K-2nd Grade Direct Instruction in Reading Mastery & Corrective Reading: Instructional & Professional Development Services. To provide IDEA Public Schools and affiliated entities (IDEA), sufficient time to adequately prepare responses to vendor inquiries, all questions must be submitted by Friday, April 22, 2022, 1:00 PM (CST). Contact with IDEA Public Schools personnel other than Michael Menchaca or designee regarding this solicitation may be a reason for elimination from the selection process. Any prospective respondent detecting conflict or ambiguity in the RFP should notify the Assistant Director of Procurement, in writing, setting forth the grounds of the alleged conflict or ambiguity and requesting the issuance of a clarifying addendum.

Contact:
Michael Menchaca
Assistant Director of Procurement
michael.menchaca@ideapublicschools.org
915-227-0257

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PART I – GENERAL INFORMATION AND INSTRUCTIONS

1. Introduction and Purpose

1.1. IDEA Public Schools and its affiliated charter schools in other states (IDEA) prepare students from underserved communities for success in college and citizenship. We are a growing network of 137 high-performing charter schools serving approximately 78,000 students located throughout the Austin, El Paso, Houston, Permian Basin, Rio Grande Valley, San Antonio, Tarrant County in Texas, as well as locations in Louisiana and Florida. IDEA Public Schools is planning to expand to Jacksonville, FL in 2022 and Cincinnati, OH in 2022. Although IDEA's growth is rapid, it is also carefully and well planned. Schools begin with select grade levels and grow as students advance to eventually reach full scale as a PreK–12 campus.

1.2. The mission of IDEA is College for All. IDEA serves primarily low-income students in underserved areas of both rural and urban communities. Over 80% of IDEA students are considered low-income and one of every three students is the first in their family to go to college. Since our first graduating class in 2007, 100% of our seniors have been accepted and matriculated to a college or university every year for fourteen consecutive years. Thanks to a rigorous path to college that begins in PreK, IDEA students attend selective universities throughout the country, win national awards and scholarships, and complete college at a rate six times the national average for low-income students.

3.4 To be eligible for consideration, electronically locked proposals should be received via Tyler Mynis or by mail to the

5. Required Forms (Certifications and Representations)

2.1.b. Teacher Leader Professional Development

Purpose:

PART III – PROPOSAL REQUIREMENTS

1. Proposal Opening

1.1 Proposal Opening is scheduled for April 13, 2022, at 3:00PM (CST). A formal "opening" will not be held and pricing will not be read. Trade secrets and confidential information contained in proposals shall not generally be open for public inspection, but IDEA's records are a matter of public record.

1.2 Who iseligible to respond:

1.2.1 Respondents who can meet the technical specifications for quality and other terms of this RFP package, and who are not debarred and/or suspended from conducting business with IDEA, federal and state funded agencies are invited to respond. A prospective respondent must affirmatively demonstrate respondent's responsibility. A prospective respondent, by submitting a proposal, represents to IDEA Public Schoools that it meets the following requirements:

1.2.2 Possess or can obtain adequate financial resources as required to perform under this RFP

1.2.3 Can comply with the required scope of the RFP

1.2.4 Have a satisfactory record of integrity to ethics

1.2.5 Be otherwise qualified and eligible to receive an award

1.2.6 Be in good standing with the applicable national or state associations

PART IV – SUBMITTAL REQUIREMENTSAND EVALUATION CRITERIA

1. Proposal Response
Proposals may b1ivTJ /TT2MC /P <</MCID 93 >G</MCID 87 >>BDC 0 g 9.97.8 (onR)10.4 (-11.9 2->>BDC 14 (E)-11 1

2.4.3. Section III –Proposal Response to Scope of Service and Performance Requirements: The Proposer shall provide a description of services and capabilities as outlined in the Scope of Service and Performance Requirements section of this RFP. Clearly state any exceptions taken to the specifications of this RFP, or any conditions of the proposal. The response shall be clear and succinct. If any service or requirement cannot be performed, the Proposer shall state 'not applicable' or 'unable to perform.'

3. Cost Summary

Ancillary to the proposal, the Proposer shall provide information on any costs that IDEA may incur. The Proposer must specify all costs (e.g., administrative fees, processing fees, etc.) associated wit5 (o)-5 (o)-5 (o6 (o)-4:93 (at)2.9 :93 (at))5

PART V – GENERAL TERMS AND CONDITIONS

1. Proposal Submission

1.13 Payment Terms: Unless a prompt payment discount with a payment term of at least 10 days is offered and accepted by IDEA, payment terms shall be Net 30 days from date of acceptance or receipt of a properly and submitted invoice, whichever is later. Vendor must have the ability to execute multiple contracts and provide invoices related to each contracted entity.

1.14 Independent Contractor: Nothing herein shall be construed as creating the relationship of employer or employee between IDEA and the Contractor or between IDEA and the Contractor's employees. IDEA shall not be subject to any obligations or liabilities of the Contractor or the Contractor's employees incurred in the performance of the contract unless otherwise herein authorized. Neither the Contractor nor its employee shall be entitled to any of the benefits established for IDEA employees, nor be covered by IDEA's Workers' Compensation Program.

1.15 Fund Availability: This agreement is conditioned upon continued funding and appropriation and allotment of funds by the State LTd [(T.2 (LT-0.054)6.9 (e)4.2 (s)9(o)110.4 (4)6.9 (e)4.2 (s)9(o)110.4 (4)6.9 (e)4.2 (s)9u18)9(o

Louisiana, Florida, and Ohio Education Code is conducted for Vendor and any of Vendor's personnel who will have continuing duties related to this Agreement and will have direct contact with students. The cost of the review shall be paid by the Vendor. Covered employees with disqualifying criminal histories are prohibited from providing services to IDEA. Vendor may also be required to provide a list of personnel who will be assigned to do the work. When requested, this information must be furnished within 48 hours and shall apply to any new personnel due to employee turnover. Vendor shall certify to IDEA that all employees assigned to work under a contract have successfully passed criminal background check, prior to assignment. Any person or persons not acceptable to IDEA shall be prohibited from working on the contract.

2.1.5. Enforcement. It is acknowledged and agreed that Vendor's services to IDEA are unique, which gives Vendor a peculiar value to IDEA and for the loss of which IDEA cannot be reasonably and adequately compensated in damages. Accordingly, Vendor acknowledges and agrees that a breach by Vendor of the provisions hereof will cause IDEA irreparable injury and damage. Vendor therefore expressly agrees that IDEA injur-7 0 Td . 0]TJ 0 Tc1002 T

2.1.11. Record Keeping. DEA, the United States Department of Education, the Comptroller General of the

PART VI – REQUIRED ATTACHMENTS

The attachments listed below are required and should be included with the

Attachment A – Title Page

A Proposal Submitted In Response to

IDEA

Request for Proposals

#13-RFP-GNRL-2022 DI PK-2 Services

Submitted By:

_____

(Full Legal Name of Vendor)

_____

(Date of Submission)

Attachment B – Vendor Questionnaire

Attachment C – Vendor Certification

I, the undersigned, submit this Proposal and have read the specifications, which are a part of this RFP. I also certifies that I am authorized to submit this Proposal, sign as a representative for Vendor, and carry out services solicited in this RFP.

Signature of Authorized Agent: _____

Printed Name and Title of Agent: _____

Vendor Name: _____

Address: _____

Telephone Number: _____

Contact Person: _____

Email Address (if applicable): _____

Web Site Address (if applicable): _____

Attachment D – Proof of Insurance or Bonding

Please provide proof of insurance or bonding for each individual state included in this RFP as applicable.

Attachment F – IDEA Conflict of Interest Form

By signature of this Proposal, Vendor covenant thi Tj 0.002 Tc -0.002 Tw 65.241 0 Ta 1 (en)d6 (t)18.9 (hi)1.458.506 0 Td ( )Tj 0.

Attachment H – Equal Opportunity and Nondiscrimination

Vendor promotes employment opportunity through a program designed to provide equal opportunity without regard to race, color, sex,

Attachment J – Certification Regarding Lobbying

Submission of this certification is a prerequisite for making or entering into this transaction and is imposed by section 1352, Title 31, U.S. Code. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

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

No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an office or employee of any agency, a Member of Congress, officer or employee of Congress, an employee of a Member of Congress, or any Board Member, officer, or employee of IDEA in connection with the awarding of Federal contract, the making of a Federal grant, the making of a Federal Loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.

If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, an employee of a Member of Congress, or any Board Member, officer, or employee of IDEA in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.

The undersigned shall require that the language of this certification be included in the awarded documents for all covered sub awards exceeding $100,000 in Federal funds at all appropriate tiers and that all sub recipients shall certify and disclose accordingly.

_____

Vendor Name

_____ _____

Signature of Authorized Representative Date

_____

Printed Name and Title of Authorized Representative

Attachment K – Debarment or Suspension Certificate

Federal Executive Order (E.O.) 12549 “Debarment” requires that all contractors receiving individual awards, using federal funds, and all subrecipients certify that the organization and its principals are not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency from doing business with the Federal Government. By signing this document, you certify that your organization and its principals are not debarred. Failure to comply or attempts to edit this language may disqualify your bid. Information on debarment is available at the following websites: www.sam.gov and https://acquisition.gov/far/index.html sections 52.209-6

Your signature certifies that neither you nor your principal is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agenc

Vendor Name: _____

Vendor Address: _____

City, State, Zip: _____

Vendor Phone: _____

Printed Authorized Company Official’s Name: _____

Printed Title of Authorized Representative: _____

Signature of Authorized Company Official: _____

Date Signed: _____

7. *Clean Air Act and the Federal Water Pollution Control Act*. Contracts and subgrants of amounts in excess of $150,000 must contain a provision that requires the contractor to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401–7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251–1387). Violations must be

Attachment M – Criminal History Review of Contractor Employees

Texas Education Code §22.0834 requires entities that contract with school districts or charter schools to provide services to obtain name based criminal history and/or fingerprinting record information regarding "covered employees."

Definitions:

"Covered Employees": Any employee of a contractor or subcontractor who (1) is or will have continuing duties related to the contracted services and (2) has or will have direct contact with students. IDEA Public Schools (the "School") retains the discretion to determine what constitutes direct contact with students.

"Disqualifying Criminal History": Any conviction or other criminal (m)0.9 (d ( )Tj 08tr8v (m)0.8 (a)4.2 (t)6.9 (i)6.9n5 (1)4.2 (e)4.2

3. If the School objects to the assignment of a covered employee on the basis of the covered employee's criminal history record information, Contractor agrees to discontinue using that covered employee to provide services to the School.
4. All covered employees hired after January 1, 2008 have completed the required background check process prior to performing any duties related to the School or having any direct contact with students.

I understand that noncompliance with this certification by Contractor may be grounds for contract termination and/or barring disqualified persons from performing the work.

_____ _____

Signature of Contractor Official Date

Attachment N – Reference Sheet

Please list a minimum of three references of agencies (governments, charter schools or ISDs) that you have provided services. We would prefer some of the references to be new customers in the last year. Texas agencies are preferred:

1. _____
Company Name

_____
Street Address City State Zip

_____
Contact Person Phone Number Email Address

_____
Project Scope

_____
Dates of Contract

2. _____
Company Name

3. _____
Company Name

_____
Street Address City State Zip

_____
Contact Person Phone Number Email Address

_____
Project Scope

_____
Dates of Contract

4. _____
Company Name

_____
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Attachment O – Proposed Pricing

Respondent shall provide pricing / price schedule referencing: “ATTACHMENT “O” in their submitted proposal.

Region	Number of Schools	Estimated Mid-Level Vendor Days on Site	Estimated Senior Consultant Vendor Days on Site	Can Services be Provided?

Attachment P – Respondent's W-9

The W-9 is an official form furnished by the IRS for employers or other entities to verify the name, address, and tax identification number of an individual receiving income. The information taken from a W-9 form is often used to generate a 1099 tax form, which is required for income tax filing purposes.

Respondent must fill out the W-9 and submit with their proposal.
Respondent can obtain the W-9 Form at the following link:
https://www.irs.gov/pub/irs-pdf/fw9.pdf

END OF IDEA PUBLIC SCHOOLS RFP