





- 1. **Introduction and Purpose**
  - 1.1

3.3 Proposals shall be submitted via the web-

#### 4. Pre-Proposal Meeting Information

Microsoft Teams meeting

**Join on your computer or mobile app**

[Click here to join the meeting](#)

#### 5. Required Forms (Certifications and Representations)

Vendor shall execute the required forms included with this RFP.

#### 6. RFP Clarification

6.1 Questions must be submitted via email to Michael Menchaca, Director of Procurement, at [michael.menchaca@ideapublicschools.org](mailto:michael.menchaca@ideapublicschools.org). The email subject line should read: Questions - **#14-RFP-GNRL-2022 CSI DI Services**. Questions submitted by respondents and answers prepared by IDEA, along with Addenda to this RFP, if applicable, will be posted on the [Tyler Munis Self Service](#) website.

6.2 Oral answers provided by IDEA, . Tits(a)4.2 gdents(s)9.4 h all beid(i)6.9 (o)12 g(.)3 (Nw)5.1 oy(m)0.9 oficatio()112.8 orf amee

## **12. Partnership Responsibilities**

12.1 IDEA reserves the right to cancel service(s) due to unacceptable price variances. Advance notice/notification is expected (from awarded vendor) when a large market price (increase) occurs for a particular item. This will allow IDEA an opportunity to search and approve a substitute item or services of equal or greater quality. All pricing and any award under this RFP shall be good for IDEA and any other entity purchasing through IDEA.

12.2 All pricing and any award under this RFP shall be good for IDEA and any other entity purchasing through IDEA.

12.2.1 Prices may be decreased at any time after award through written contract amendment. If prices are affected by statute, regulation, administrative or judicial order, vendors may not include additional costs in billing to the end-user. Vendors must first provide IDEA written justification for any increase and IDEA must decide of applicability of the increase to the contract. In the event a vendor offers to provide a decrease in rates to its customers or potential customers for the same services provided for IDEA pursuant to its contract, the vendor must provide the same decrease in rates for IDEA. It is recommended that the vendor provide said rate decreases voluntarily. If IDEA learns of a decrease in rates and the decreased rate from the date of said decrease or the vendor's contract will be subject to cancellation at the discretion of IDEA. Any charges not proposed but required to make this services viable will be considered a hidden cost and will be provided by the vendor at no additional cost to IDEA for the term of the contract.

## **13. Contract Period**

13.1 The agreement(s) resulting from this solicitation will be in effect for an initial term of one (1) year from the date of award or such date established by the agreement. The parties, by mutual consent, may renew the agreement for up to four (4) additional one (1) year periods. In addition, IDEA reserves the right to extend the contract for an additional sixty (60) days beyond the final expiration date, if necessary, to ensure no lapse in service.

## **14. Administrative Procedure for Bidder Complaints**

14.1 Members of the public having complaints regarding IDEA's purchasing procedures or operations may present their complaints or concerns to IDEA in writing to the following address:

IDEA Public Schools  
Attn. Purchasing Department  
2115 West Pike Blvd  
Weslaco, TX 78596  
956- (

## **15. Insurance Requirements**

15.1 Minimum Requirements: The insurance coverages specified in this Agreement are the minimum requirements, and these requirements do not lessen or limit the liability of the Contractor. The Contractor shall maintain, at its own expense, any additional kinds or amounts of insurance that it may deem necessary to cover its obligations and liabilities under this Agreement.

15.2 Worker's Compensation is required for this RFP. Insurance Certificates must be submitted with vendor's proposal. This document is titled Certificate of Insurance (ACORD 25). IDEA Public Schools reserves the right to review all insurance policies pertaining to this solicitation to guarantee that the proper coverage is obtained by the contractor.



2. **Services Requested:** To develop and deliver professional development to Critical Student Intervention Grade 3-8 classroom teachers, co-teachers, resident teachers, and school leaders.

### **2.1.a Leader of Professional Development**

**Purpose:** Establish Direct Instruction (DI) best practices, development of DI coaching toolbox, and enhance abilities to make informed, data-driven instructional decisions using data captured in the IDEA DI Online and DI Locus Dashboard systems. This professional development will result in the achievement of IDEA's student goals.

**Audience:** For new leaders, with 0-3 years of experience coaching DI or new to IDEA; and district personnel assigned to coach or manage teachers and leaders.

**Mode:** remote/virtual

**Planning:** Business partnership (BP) meeting between IDEA and vendor to discuss long-term planning for the school year, achievement goals, current state of the IDEA data and calendar three subsequent follow up BP meetings.

- The vendor shall provide a training sequence for leaders with descriptions, session objectives, and suggested prerequisites.
- Attendees will be determined by the district.
- The district shall then create the scope and sequence for training for each region.
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**2.2 Services Requested:** To provide real-time, in-field coaching for teachers and leaders to enhance skillsets.

**Purpose:** IDEA teachers and leaders will receive coaching between 15-25 times at each respective school (based on the school's implementation rating). To be conducted in real-time to correct and modify practices and capitalize on best practices. This coaching will strengthen teaching, learning and continue to build capacity within DI staff.

**Required Protocol:** Vendor will engage in a full day of coaching at each campus to include a leader pre-brief, observation, classroom debrief, summarization of next steps and immediate key action items.

- X Before, during and after the visit: Provide program guidance to select campuses in grades 3-8 in the form of a tailored campus plan. The type and amount of guidance shall be determined by the district (specific requirements will be provided to the vendor for each school in the contract) and may include the following: In-service for the development of teacher leaders/coaches for both teachers and leaders to increase district capacity (teacher and leader selection will be determined by the district).
- X During the visit: provide classroom demonstrations, provide in-session feedback, team teach with instructor and enforce high leverage skills.
- X After the visit: Vendor to include a holistic, detailed report with recommendations to include current data, projected data and professional development needed

**Requirements for Scheduling Visits:**

- X The schedule for in-field coaching site visits will be driven by district needs.
- X For In-field coaching site visits, the district will request a specific number of days per identified campus and identify target and blackout dates for schools.
- X This information will be provided to the vendor as soon as the contract is awarded.
- X The vendor will be expected to respond with site visit schedules within 10 days of receiving the information.
- X In-field coaching visits may be re-purposed for teacher training at the discretion of the Principal or Regional Leadership.

**2.3 Services Requested:** To provide data analysis and instructional decision-making guidance for leaders.

**Purpose:** Data is critical to ensure IDEA students make progress and meet IDEA's end of the year mastery goals. Creating a sense of urgency by responding to data in a timely manner is imperative. We seek to engage in data and assessment with the vendor.

**Requirements:**

- X Quarterly vendor data summary collaboration meetings by region;
- X Ongoing weekly, campus-level data analysis and problem-solving sessions that include remedies;
- X Review of independent student work and provide feedback on misconceptions, scoring and next steps;
- X Student placement support before, during and throughout the school year based on student data;
- X Summative and Cumulative data trend reports to include best practices and recommendations to support IDEA with meeting goals; and
- X Analyze the district data to determine further professional development and support needed for campuses who are "approaching" success.

## Program Evaluation

Program evaluation will be based on four inputs: compliance, student achievement, leader satisfaction and business partnership. Data will be collected quarterly and reviewed.

Compliance: The degree to which the vendor completes services as contracted will be evaluated quarterly. The vendor will provide this report to the district.

Student Achievement: Founding (year 1) schools are expected to reach 80% of Critical Student Intervention grade students on grade level in reading by the end of the year. Existing schools (in year 2 of higher level) are expected to reach 80% of Critical Student Intervention grade students on grade level in reading by the end of the year.

PART IV – SUBMITTAL REQUIREMENTS



- 1.9 Changes to Proposal: IDEA reserves the right to negotiate changes in a Proposal by any Vendor, and to reject any or all Proposals.
- 1.10 Use of Brand Names: The use of brand and manufacturer's names is for the purpose of brevity in establishing type and quality of merchandise and is not restrictive. Manufacturer, trade, and/or brand name must be indicated for each article and, when omitted, IDEA will consider bid to be as specified. Illustrations and complete description must be included with the bid if bidding other than specified.
- 1.11 Undue Influence: In order to ensure the integrity of the selection process, the vendor's officers, employees, agents, or other representatives shall not lobby or attempt to influence a vote or recommendation related to the vendor's proposal, directly or indirectly, through any contact with IDEA board members or other school officials from the date this solicitation is released until the award of a contract by IDEA. By submitting a proposal, the vendor affirms that the vendor has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to any IDEA representative in connection with the proposal submitted.
- 1.12 Gratuities:



GOVERNMENTAL, STATUTORY OR SOVERIGN IMMUNITY FROM SUIT AND LIABILITY  
AVAILABLE TO IDEA UNDER APPLICABLE LAW.

**2.1.7. Assignment/Delegation:**

**2.1.18.** Ineligibility for Nonpayment of Child Support: Pursuant to Texas Family Code 231.006(d), regarding child support, the Vendor certifies that the Vendor is not ineligible to receive funds under a contract paid by state fund



Attachment A – Title Page

A Proposal

Attachment B – Vendor Information

Enter Vendor's name and address below.

1. Vendor Name: \_\_\_\_\_

2. Street Address: \_\_\_\_\_

3. City, State, and Zip Code: \_\_\_\_\_

4. Email Address: \_\_\_\_\_

5. Phone Number: \_\_\_\_\_

Additional Requirements:

The proposal must include the name of each person with at least 25% ownership of Vendor.

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

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

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

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

Attachment C – Vendor Certification

I, the undersigned, submit this Proposal and have read the specifications, which are a part of this RFP. My signature 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 E – Certification Regarding Drug-Free Workplace

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Act, 41 U.S.C. 701, for the Department of Agriculture (7 CFR Part 3017), Department of Labor E [(752.s) 06.otaob [7Twlis7 TciiAee

Attachment F – IDEA Conflict of Interest Form

By signature of this Proposal, Vendor covenants and affirms that:

- X No manager, employee or paid consultant of Vendor is a member of the IDEA Board of Directors or an employee of IDEA.
- X No manager or paid consultant of Vendor is married to a member of the IDEA Board of Directors, IDEA's Chief Executive officer, or an employee of IDEA.
- X No member of the IDEA Board of Directors, IDEA's Chief Executive Officer, or employee of IDEA is a manager or paid consultant of Vendor.
- X Neither any member of the IDEA Board of Directors, IDEA's Chief Executive officer, nor any employee of IDEA owns or controls more than 10% in Vendor.
- X Neither any member of the IDEA Board of Directors, IDEA's Chief Executive officer, nor any employee of IDEA receives compensation from Vendor for lobbying activities as defined in Chne8 (n)]TJw 3.25 Tc 0.8525.50Tw 1.735 0 Tc







Attachment I – Felony Conviction Disclosure Statement  
**FELONY CONVICTION DISCLOSURE STATEMENT.**

Pursuant to Texas Education Code Section 44.034, Notification of Criminal History of Contractor, “A person or business entity that enters into a contract with a school district must give advance notice to the district if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony.” Additionally, in accordance with this state law, “A school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required [...] or misrepresented the conduct resulting in the conviction.” In this event, “The district must compensate the person or business entity for services performed before the termination of the contract.” Section 44.034 “does not apply to a publicly held corporation.”

I, the undersigned agent for \_\_\_\_\_ (“Respondent”), certify that the information concerning notification of felony conviction has been reviewed by me and the following information furnished is true to the best of my knowledge.

Respondent is a publicly held corporation; therefore, this reporting requirement is not applicable.

Respondent is not owned or operated by anyone who has been convicted of a felony.

Respondent is owned or operated by the following individual(s) who has/have been convicted of a felony, as disclosed below:

Name of Individual(s): \_\_\_\_\_

General description of the conduct resulting in the conviction of a felony:

\_\_\_\_\_

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

General description of the conduct resulting in the conviction of a felony:

\_\_\_\_\_

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 certifications 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, or 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 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 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, the undersigned certifies that:

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](http://www.sam.gov) and <https://acquisition.gov/far/index.html> see section 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 agency.

Vendor Name: \_\_\_\_\_  
or5s

Attachment L – Contract Provisions for Contracts Involving Federal Funds

IDEA Public Schools  
Edgar Certifications and Representations  
(Education Department General Administrative Guidelines)

With respect to the use of federal funds for the procurement of goods and services, 2 CFR 200.326 and Appendix II to 2 CFR 200 require the inclusion of the following contract provisions.

1. Remedies for Contract Breach or Violations Contracts for more than the simplified acquisition threshold currently set at \$250,000 must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract t8 (s)2.5 (p)-7 -0.003 Tw -4 21TJ0 T1 (8 (s)2.5 (p)123 0[(c)4.2 )6.9 (r)1.6 (a)4.22.5 ( a)-2.5 (t)623 3a)4.22.513s1.6 (a)4 tacc 2



## 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 named based criminal history and/or fingerprinting record information regarding “covered employees.”

### **Definitions:**

“Covered Employees” Any employee of a contractor or subcontractor who (1) has 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 information designated by the school, including one or more of the following offenses:

1. A felony or misdemeanor offense that would prevent a person from obtaining certification as an educator under Texas Education Code §21.060, including:
  - 1.1. Crimes involving moral turpitude.
  - 1.2. Crimes involving any form of sexual or physical abuse or neglect of a student or minor or other illegal conduct with a student or minor.
  - 1.3. Crimes involving felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance defined in Chapter 481, Texas Health and Safety Code.
  - 1.4. Crimes involving school property or funds.
  - 1.5. Crimes involving any attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator;
  - 1.6. Crimes occurring wholly or in part on school property or at a school-sponsored activity; and
  - 1.7. Felonies involving driving while intoxicated.
2. A felony offense under Title 5, Penal Code.
3. An offense on conviction of which a defendant is required to register as a sex offender.
4. An offense under the laws of another state or federal law that is equivalent to an offense under items (2) and (3) above where, at the time the offense occurred, the victim of the offense was under 18 years of age or was enrolled in a public school.
5. Any other offense that the school believes might compromise the safety of students, staff, or property.

All contractors must work with the school to comply with the requirements of Texas Education Code §22.0834 prior to beginning services to the school.

**Criminal History Review of Contractor Employees**





3. \_\_\_\_\_  
Company Name

\_\_\_\_\_  
Street Address City State Zip

\_\_\_\_\_  
Contact Person Phone Number Email Address

\_\_\_\_\_  
Project Scope

\_\_\_\_\_  
Dates of Contract

4. \_\_\_\_\_  
Company Name

\_\_\_\_\_  
St

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Attachment O – Proposed Pricing by entity and/or region

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

Services for Texas Region Campuses	Number of Schools	Estimated Mid-Level Vendor Hours	Can Services be Provided? Yes or No	Cost Proposal for each Region
Austin: 3-8 Grade El Paso: 3	16	210		

#### 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.

Respondents must fill-out the W-9 and submit with their proposal.  
Respondent can obtain the W-9 Form at the following link: