

## Request for Proposals (RFP)

provide Family Engagement Workshops focused on social emotional learning and College Access in accordance with instructions, specifications, terms and conditions contained in this solicitation.

IDEA Public Schools reserves the right to revise and amend the specifications prior to the date set for the receipt of proposals. 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

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## PART I – GENERAL INFORMATION AND INSTRUCTIONS

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### 1. Introduction and Purpose

IDEA Public Schools prepares students from underserved communities for success in college and citizenship. Although IDEA’s growth is rapid, it is also well planned and carefully calculated. Schools begin with minimal grade levels, adding facilities as ~~stud~~ advance and eventually reaching full scale as a Pre-K-12 campus.

The mission of IDEA Public Schools is College for All. IDEA serves primarily ~~low~~ income students in ~~underserved~~ areas of b4 (r)3 and csuid, i2 (a)4 .9 (a)-5uiare(m)-2 (uni)-2 (t)-2 (i)-2 (e)4 (s)-1 ( f)3 (or)3 e as)-5 ( )-10 (a )-2 (e)4 [(P-2 (lu0.73 0p0.73 o Tw (-e o Twe) a)4 R-10 (F-2 (IP)Tj 0.33 0 Td [6108(us)-1 -0.23 T 8

The mission of IDEA public schools is *College for All*. For the past fifteen years, 100% of IDEA graduates have been accepted to college, with 99.98% of alumni successfully matriculating to college



4. Required Forms (Certifications and Representations)

Vendor shall execute the required forms included with this RFP.

5. RFP Clarification

Questions must be submitted via email to Daniel Garza, Director of Procurement at [Daniel.Garza@ideapublicschools.org](mailto:Daniel.Garza@ideapublicschools.org). The email subject line should read: Questions #3-RFP-GNRL-2022– Family Engagement Workshops. 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](#).

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Oral answers provided by IDEA or its agents shall not be binding. No modification or amendment to this RFP shall be valid unless it is set forth in writing, via a signed addendum or amendment from IDEA( i ) - 2 ( t ) - 2

A contract or letter agreement for Family Engagement Workshops may be executed with successful vendor(s) as a result of this process, and the successful vendor(s) agree(s) that fulfillment of the award under this RFP is conditioned on agreement to and compliance with the terms of this RFP and any subsequent written agreement or contract

#### 11. Contract Period

The agreement resulting from this solicitation will be in effect for an initial term of one year (1) from the date of award or such date established by the agreement. The parties by mutual consent may renew the agreement for up to two (2) additional one (1) year periods. In addition, IDEA reserves the right to extend the term of the agreement for up to two (2) additional one (1) year periods. In addition, IDEA reserves the right to extend the term of the agreement for up to two (2) additional one (1) year periods.

## PART II – SCOPE OF WORK AND PERFORMANCE REQUIREMENTS

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IDEA is requesting the following in regard to Family Engagement Workshops in the following states and regions:

TEXAS: Rio Grande Valley, San Antonio, Austin, El Paso

The following describes the service and performance requirements that the selected vendor will be required to meet. Failure to address or to fully describe capabilities to accomplish all elements of this section will result in a loss of evaluation points. IDEA will use the objective criteria specified within to review proposals and will potentially make multiple awards to acceptable program providers.

1. Conduct Needs Assessment & Create Program Scope and Sequence

The family engages in the college application and matriculation process, assist the student and the counselor. By the end of this phase, the partner and IDEA will have a comprehensive understanding of what works and what does not work in parent engagement around social emotional skill development and college access. The partner and IDEA will define the performance goals for successful C3 parent programs.

2. Develop Family Curriculum



- Student and Family Fulfillment:
  - The partner will conduct surveys at the end of each parent event.
- Leader & Teacher Feedback
  - IDEA will solicit feedback from school leaders and teachers on a yearly basis regarding the output of curricular materials and the scale at which their ability to execute family workshops.
- Business Partnership:
  - Affirmative and transparent business partnerships are essential components of the culture of our organization and to the incorporation of an external support individual into the school. As such, IDEA will conduct frequent documented business partnership meetings with support staff

6. School Locations:

SCHOOL	REGION
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## **PART VI – REQUIREMENTS**

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### **A. PROPOSAL OPENING**

Proposal Opening is scheduled for September 2021 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.

### **B. RESPONDENT REQUIREMENTS**

Respondents who can meet the technical specifications for quality and other terms of this RFP pair (d)CI

## PART VIII – GENERAL TERMS AND CONDITIONS

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1. Proposal Submission Proposals must be submitted using this RFP only and must be submitted on or before the hour and date specified. Late submittals will not be accepted or reviewed. Emailed proposals will not be accepted.
2. Public Record All Proposals become the property of IDEA. As a governmental entity, the Texas Public Information Act applies to this RFP. Accepted Proposals and any subsequent award will generally be a public record. Proprietary material must be clearly marked as such.
3. Rejection/Award: IDEA reserves the right to reject any and/or all Proposals, to award contracts as may appear advantageous to IDEA, and to waive all formalities in the procurement process.
4. Evaluation of Proposals Proposal evaluation will be completed based on the information provided by Vendor. It is very important that Vendor provide all required information as part of the Proposal. Failure to provide necessary information and documents could result in the Proposal being rejected.
5. Applicability: These conditions are applicable and form a part of the contract documents in each supply and/or service contract and are a part of the terms of each purchase order for items of equipment and/or service included in the specifications and solicitation forms issued herewith.
6. Supplemental Information: Supplemental information required by the RFP must be included with the Proposal. Failure to provide complete and accurate information may disqualify Vendor from consideration.
7. Proposal Errors: Proposals will represent a true and correct statement and shall contain no cause for claim of omission or error. Request for withdrawal of proposal is allowed based on proof of mechanical error; however, Vendor may be removed from consideration or from any approved vendor list.
8. Changes to Proposal IDEA reserves the right to negotiate changes in a Proposal by any Vendor, and to reject any or all Proposals.
9. 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 Proposal if bidding other than specified.
10. Undue Influence In order to ensure the integrity of the selection process, Vendor's officers, employees, agents, or other representatives shall not lobby or attempt to influence a vote or recommendation related to Vendor's Proposal, directly or indirectly, through any contact with IDEA board members or other school officials from the date this RFP is released until the award of a contract by IDEA. By signing this Proposal, Vendor affirms that 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.

11. Gratuities: IDEA may, by written notice to Vendor, cancel any service agreement without liability

18. Unsatisfactory Performance by Vendor Staff If any person employed by Vendor fails or refuses to carry out the services contemplated in this agreement or is, in the opinion of IDEA's designated representative(s), incompetent, unfaithful, intemperate, or disorderly, or uses threatening or abusive language to an IDEA student, parent, or representative, or if otherwise unsatisfactory, he or she shall be removed from the work under this agreement immediately and shall not again provide services to IDEA except upon consent of IDEA's representative.
19. Criminal Background Check: All Vendors who have a contract for services with continuing duties related to the contract and have direct contact with students must certify to IDEA that the Vendor has received all criminal history information on covered employees pursuant to Texas Education Code Chapter 22, Subchapter C prior to performing services for IDEA. The cost of the review shall be paid by 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. If 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 a criminal background check, prior to assignment. Any person or persons not acceptable to IDEA shall be prohibited from working on the contract.
20. 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 shall be entitled to injunctive and/or other equitable relief in any court of competent jurisdiction to prevent or restrain a breach of this agreement, but only if IDEA is not in breach of this agreement.
21. Governmental Immunity: Notwithstanding anything to the contrary in this agreement, vendor acknowledges, stipulates, and agrees that nothing in this agreement shall be construed as a waiver of any defense available to idea, including but not limited to any statutory or governmental immunity from suit and liability available to idea under applicable law.
22. Limitations: The parties are aware that there are constitutional and statut-8 (i)44 (5 (it)5 i)-2 44 (5







Attachment A – Title Page

PROGRAM DEPARTMENT

A Proposal Submitted in Response to

IDEA

Request for Proposals #FP-GNRL-2022 Family Engagement Workshops

Submitted By:

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(Full Legal Name of Vendor)

On:

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(Date of Submission)

Attachment B – Vendor Information

Enter Vendor's name and address below.

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

Fax 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.*

Attachment E – Certification Regarding Drug-Free Workplace

Vjku"egtvkkecvkqp"ku"tgswwktgf"d{"v"jg"Hgfgtcn" Tgiwncvkapu"Korngogpvpki"Ugevkapu"7373 7382"qh"v"jg" Ftwi Htg" Yqtmrnceg" Cev."63" W0U0E0"923."hqt"v"jg" Fgrctvogpv"qh" C itkewmvtg"\*9" EHT" Rctv" 5239+." Fgrctvogpv"qh" Ncdqt" \*4; EHT"Rctv"; :+." Fgrctvogpv"qh" Gfwecvkapu"\*56" EHT" Rctvu": 7."88:"cpf"8:4+." Fgrctvogpv"qh" Jgcwv"j"cpf" Jwocp" Ugtxkegu"\*67" EHT" Rctv"98+0

The undersigned Vendor certifies it will provide a drug free workplace by:

- Publishing a policy statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the consequences of any such action by an employee.
- Establishing an ongoing drug free awareness program to inform employees of the dangers of drug abuse in the workplace, Vendor’s policy of maintaining a drug free workplace, the availability of counseling, rehabilitation and employee assistance programs, and the penalties that may be imposed on employees for drug violations in the workplace.
- Providing each employee with a copy of Vendor’s policy statement.
- Notifying the employees through Vendor’s policy statement that as a condition of services to IDEA, employees shall abide by the terms of the policy statement and notifying Vendor within five days after any conviction for a violation by the employee of a criminal drug abuse statute in the workplace.
- Notifying IDEA within ten (10) days of Vendor’s receipt of a notice of a conviction of any employee; and,
- Taking appropriate personnel action against an employee convicted of violating a criminal drug statute or requires such employee to participate in a drug abuse assistance or rehabilitation program.

\_\_\_\_\_  
Vendor Name

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name and Title of Authorized Representative

## Attachment F – IDEA Conflict of Interest Form

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

- No manager, employee or paid consultant of Vendor is a member of the IDEA Board of Directors or an employee of IDEA.
- 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.
- 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.
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Attachment G – Conflict of Interest Form CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session. This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor

Attachment H



Vendor is committed to promoting equal employment opportunity through a progressive program designed to





## Attachment K – Debarment or Suspension Certificate

IDEA is prohibited from contracting with or making subawards under covered transaction to parties that are suspended or debarred or whose owners/members/principals and certain employees are suspended or debarred. Vendor must certify that it and its owners/members/principals are not suspended or debarred under federal law and rule.

By submitting signing contract and this certificate, Vendor certifies that no suspension or debarment is in place, which would otherwise preclude Vendor or its Owner/Members/Principals or employees from receiving a federally funded contract under applicable federal regulations and federal OMB Circulars.

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Vendor Name

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Signature of Authorized Representative

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Date

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Printed Name and Title of Authorized Representative

## Attachment L – Contract Provisions for Contracts Involving Federal Funds

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 \$50,000 must address administrative, contractual, or legal remedies in



## Attachment M – Criminal History Certification

*Vjg"Vgzcu"Gfwecvkqp"Eqfg"tgswktgu"gpvkkgu"vjcv"eqpvtcev"ykvj"rwdnke"uejqqu"vq"qdvckp"etkokpcn" history records on covered emplqfggul"Eqxgtgf"gorrqfggul"ykvj"fkuswcnkh{kpi"etkokpcn"jkuvqtkgu"ctg" prohibited from serving at a public school. Contractors must certify to the school that they have complied and must obtain similar certifications from their subcontractors.*

*KFGC"ocf"pqv"qdvckp"etkokpcn"jkuvqtkgu"hgq"eqpvtcevqtul"Vjg"hc y"tgswktgu"gcej"eqpvtcevqt"vq"qdvckp" the criminal histories of its covered employees. For more information or to set up an account, a contractor ujqwnf"eqpvcev"vjg"Vgzcu"Frctvogpv"qh"Rwdnke"Uchgvfou"Etlog"Teqtfu"Ugtxkeg"cv"\*734+ 646-46960*

Please complete the information below:

I, the undersigned agent for Vendor, certify that [check one]:

None of the employees of Vendor and any subcontractors are “covered employees” as defined above. If this box is checked, I further certify that Vendor has taken precautions or imposed conditions to ensure that the employees of Vendor and any subcontractors will not become covered employees. Vendor will maintain these precautions or conditions throughout the time the contracted services are provided.

*Or*

Some or all of the employees of Vendor and any subcontractor are “covered employees.” If this box is checked, I further certify that:

1. Vendor has obtained all required criminal history and/or fingerprinting record information regarding its covered employees through the Texas Department of Public Safety as required by law.
2. If Vendor receives information that a covered employee subsequently has a reported criminal





### ATTACHMENT O – Respondent's Proposal Pricing

This is a NEGOTIATED procurement and as such, award will not necessarily be made to the offer or submitting the lowest priced proposal. Award will be made to the firm submitting the best responsive proposal satisfying IDEA's requirements, price and other factors considered.

Respondent shall provide pricing / price schedule referencing:

“ATTACHMENT “O” in their submitted proposal.”

## 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 file 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>