TEXAS

Request for Proposal

#1-SNSRY0924 for Special Education Sensory Coaching & Consulting

IDEA

agencies and have the right to transact business in Texas are invited to respond. A prospective

meaningful inclusion for students. Respondents must provide Dunn's Model and summary of approach detailing how IDEA's vision to the program will be met.

IDEA is seeking to procure the following goods and services:

Sensory Consultations

- Format: Provided virtually
- Deliverables: Summary of findings from campus visits presented to IDEA's Special Programs Director and/or district staff.
    - Components:
    - Monthly meetings: Sensory consultation meetings with the special programs regional team
    - Collaboration: Meetings by region with IDEA's regional Board-Certified Behavior Analyst (BCBA) and special programs director to discuss progress on coaching visits and trainings
    - Grant Support: Troubleshoot regional sensory needs under the Innovative Services for Students with Autism Cycle 2 grant.

Sensory Training

- Purpose: Provide professional development for professionals and caregivers in topics related to sensory integration
- Audience: IDEA staff and parents
    - Components:
    - Professional Development: Minimum of 12 parent trainings and 10 staff trainings per school year
    - Delivery: Virtual and/or in-person training using PowerPoint presentations, printed resources, role play, and make & take sensory activities
    - Parent Training: In-person trainings throughout the school year (2-4 trainings per region)

e) Invoicing: Awarded vendor must bill for each school/region and send invoices to Accounts Payable (payable@ideapublicschools.org) and the Director of Autism Grant.

Contract Term: The Agreement(s) resulting from this RFP will be in effect as of a date established by mutual consent of IDEA and selected Vendor. The initial term is expected to begin on or about September 30, 2024, for a period of one year. IDEA may choose to renew this contract for up to an additional one (1) consecutive one-year period. IDEA shall provide o37Tc 0 Tw 1.547 0 Td( )T1.002 Tc 0.001 Tw 6.1 2 0..6 (th).2 (e iew,.652 ad[u)5m2.3 (e)e5.7 (a)2.7

$1,000,000.00 combined single limit, per accident. Such policy shall name the School as an Additional Insured and include a Waiver of Subrogation Clause.

iv) Technology Professional Liability Errors and Omissions: If applicable, Contractor shall maintain coverage appropriate to Contractor's work under this Agreement, with limits not less than $2,000,000.00 per occurrence. Coverage shall be sufficiently broad to respond to the duties and obligations undertaken by Contractor in this Agreement and shall include, but not be limited to, claims involving infringement of intellectual property, copyright, trademark, invasion of privacy violations, information theft,

Required Proposal Format: To be considered, the Proposal must be prepared according to the following instructions and should include the following information and content. Failure to include these items may result in disqualification.

1. Cover

Proposals will be evaluated on criteria deemed to be in IDEA's best interest, as reflected in the below evaluation criteria. IDEA may request any or all Vendors to give an oral presentation or be interviewed to clarify or elaborate on its Proposal. Upon completion of oral presentations, interviews, or discussions, Vendors may be requested to revise any or all portions of its Proposal. IDEA's Bo

Ability to service all regions/schools: IDEA is seeking a vendor who has the key personnel ready and onboarded to service all six (6) Texas regions and the schools within those regions and meet cadence as specified in this RFP

Reputation of the Vendor: The reputation, as verified through the Respondent's references, of the Respondent's goods and/or services, Respondent's past relationship with other customers including Texas public and/or charter schools.

Experience in Texas public and/or charter schools: Experience providing quality goods and/or services, extent to which goods and/or services meet IDEA's needs and performance requirements

Proposal Submission: The Proposal is complete and includes all required information, forms, and certifications.

PART V – GENERAL TERMS AND CONDITIONS ACKNOWLEDGEMENT

GENERAL TERMS AND CONDITIONS: The Vendor agrees to the General Terms and Conditions of this solicitation and in case of conflict with other documents provided by the Vendor, these General Terms and Conditions take pre.5 (o)-62 (o)-9.6 Tc 03 (k)-5.5 (e)-6 c.5 (o)-62 (o)-95.1 ( )15 Td[ays(p)-0.7es)-4.38 (o)1.2.5 (o)-6 (d)-0.7 (f)-3.4 u (o)-95.7 (e)-

Vendor agrees that it will not, at any time during or after the termination of this Agreement, use or disclose any Confidential Information or trade secrets of IDEA to any person or entity for any purpose whatsoever without the prior written consent of IDEA, unless and except as otherwise required by applicable federal or state law or court order.

Vendor agrees to release to IDEA all records and supporting documentation related to the Services provided under this Agreement upon completion of the Term hereof.

Federal Funds. As disclosed in Part I, Funding Type, the sour[,)9 (e)7.9 (law)7.5 hlesinifserthe AgRpeA 8 3

Data, as defined below, and comply with the requirements of FERPA and all other applicable law with respect to the privacy of Student Data. Vendor's/Contractor's obligations under this Section shall survive the termination or expiration of this Agreement.

2. Definition of "Student Data": "Student Data" includes all Personally Identifiable Information ("PII") and other non-public information and includes, but is not limited to, student data, metadata, and user content.
3. Collection and Use of Student Data. Vendor will only collect Student Data necessary to fulfill its duties as outlined in this Agreement. Vendor will use Student Data only for the purpose of fulfilling its duties and providing services under this Agreement, and for improving services under this Agreement. Vendor is prohibited from mining Student Data for any purposes other than those agreed to by the parties. Data mining or scanning of user content for the purpose of advertising or marketing to students or their parents is prohibited.
4. If Vendor has access to Employee PII, it shall protect PII and follow the same data protection and privacy standards as apP4.6 (0.003 (e)4. (0. (c)8.9 (o-1.2171n)2.2 u6.6 (y)-4.5 (p)2.3(d)26-6.4 (c)8a)-6 (e)-6 (d)-0.15 (.)]TJ0 Tc 0 Tv

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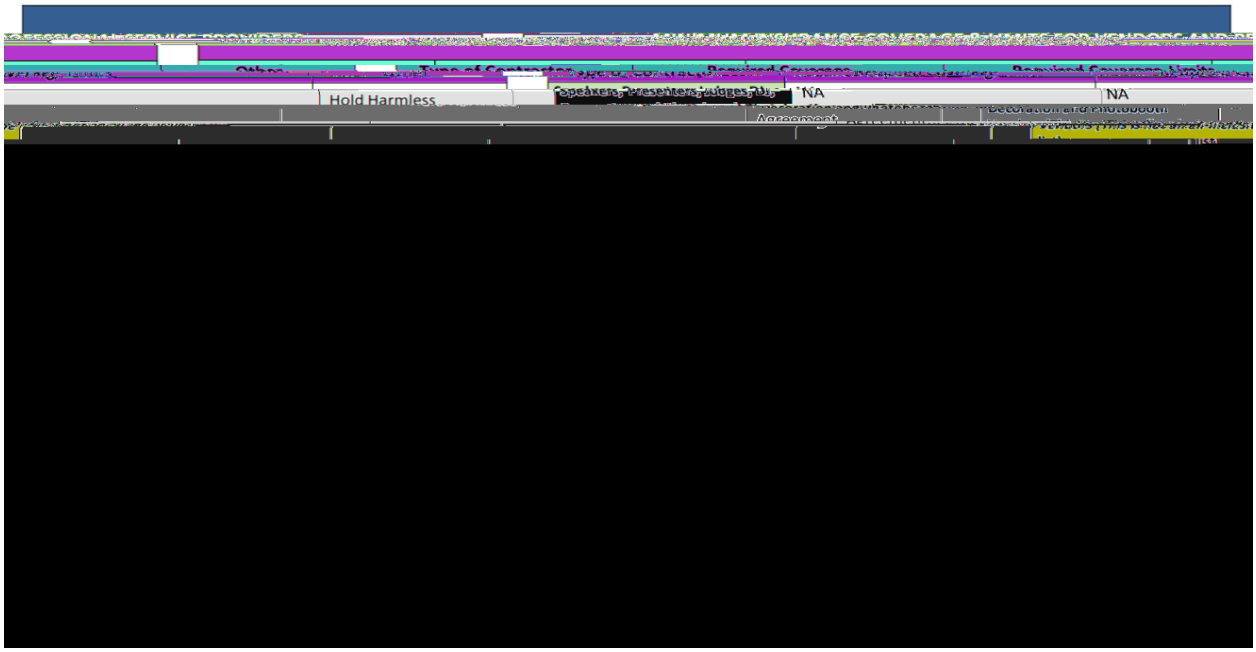
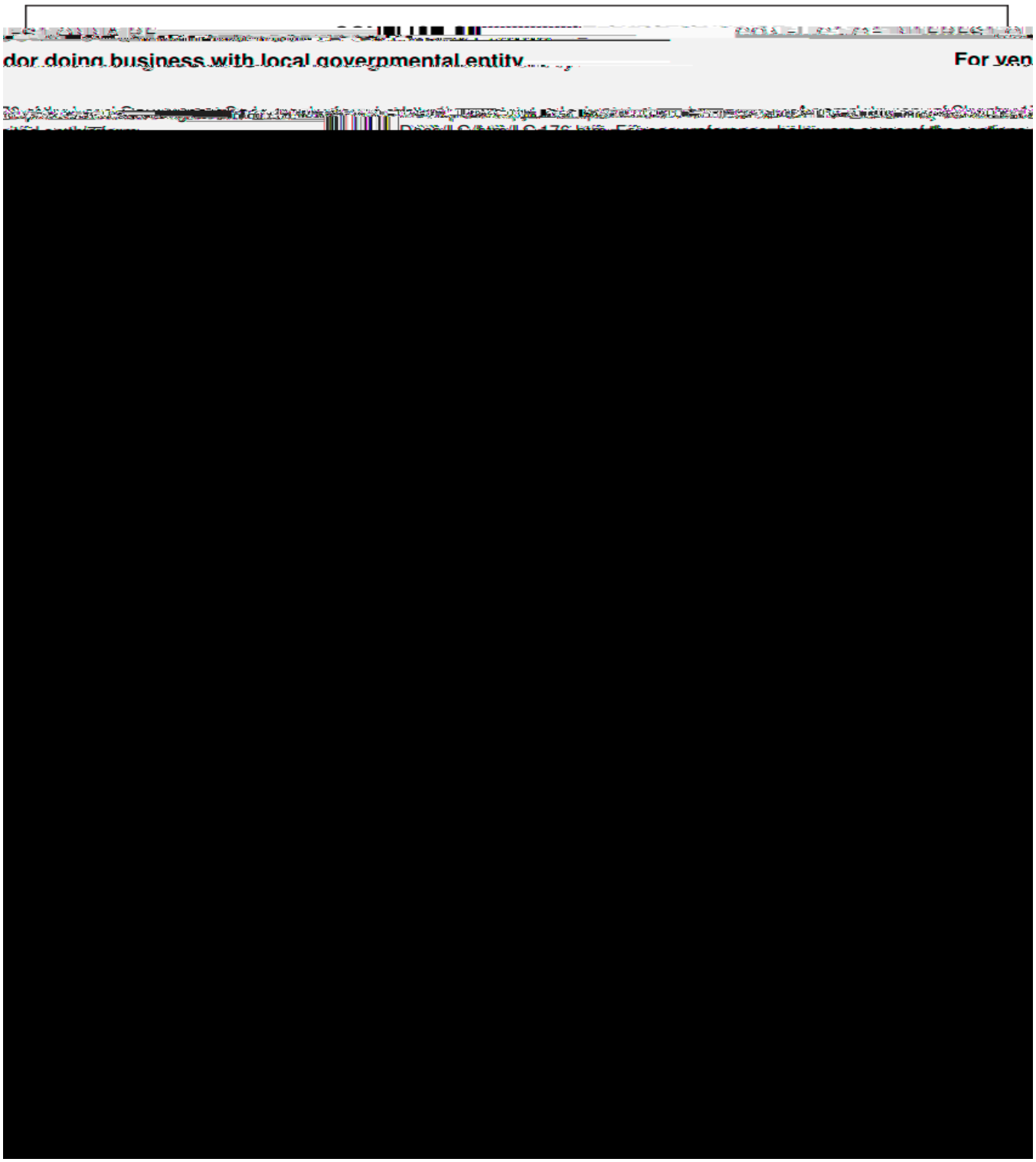
Attachment C – Evidence of Insurance

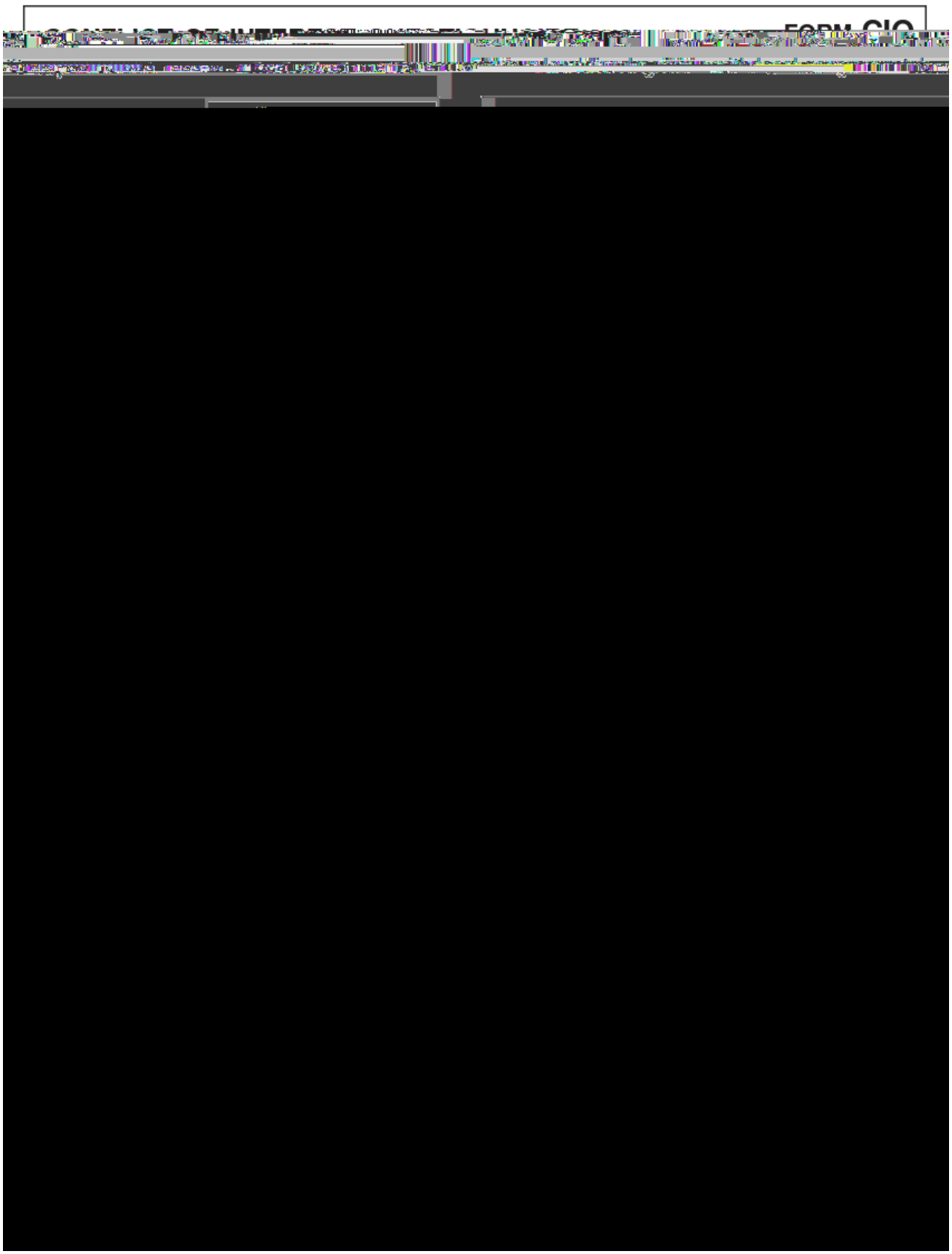


Attachment D –

Attachment E – Texas Ethics Commission Form CIQ

The respondent must fill out the Conflict-of-Interest Form CIQ and submit it with their proposal. The Conflict-of-Interest Form CIQ and instructions can be found at the following link:
https://www.ethics.state.tx.us/data/forms/conflict/CIQ.pdf





Attachment F – Felony Conviction Disclosure Statement

IDEA Public Schools ("IDEA") requires a person or business entity that enters into a contract with IDEA for the

Attachment H – 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 $250,000 must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms and provide for such sanctions and penalties as appropriate.

2. *Termination for Cause and Convenience*. All -4.9 -4.9y2hc.6 (r m)4.5 (o)-15.924 .9 (ad)2.2 (m)-69ll an (s)-4.33 Tc -T8-1.9 (e)-3 (s

Attachment H – Contract Provisions for Contracts Involving Federal Funds (cont'd)

6. *Rights to Inventions Made Under a Contract or Agreement*. If the Federal award meets the definition of "funding agreement" under 37 CFR 401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that ''funding agreement,'' the recipient or subrecipient must comply with the requirements of 37 CFR 401, ''Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,'' and any implementing regulations issued by the awarding agency.

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 reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

8. *Energy Efficiency Standards and Policies*. Mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6201).

9. *Debarment and Suspension*

Attachment H – Contract Provisions for Contracts Involving Federal Funds (cont'd)

Vendor agrees to comply with all federal, state, and local laws, rules, regulations, and ordinances, as applicable. It is further acknowledged that the vendor certifies compliance with all provisions, laws, acts, regulations, etc. as specifically noted above.

Legal Vendor Name

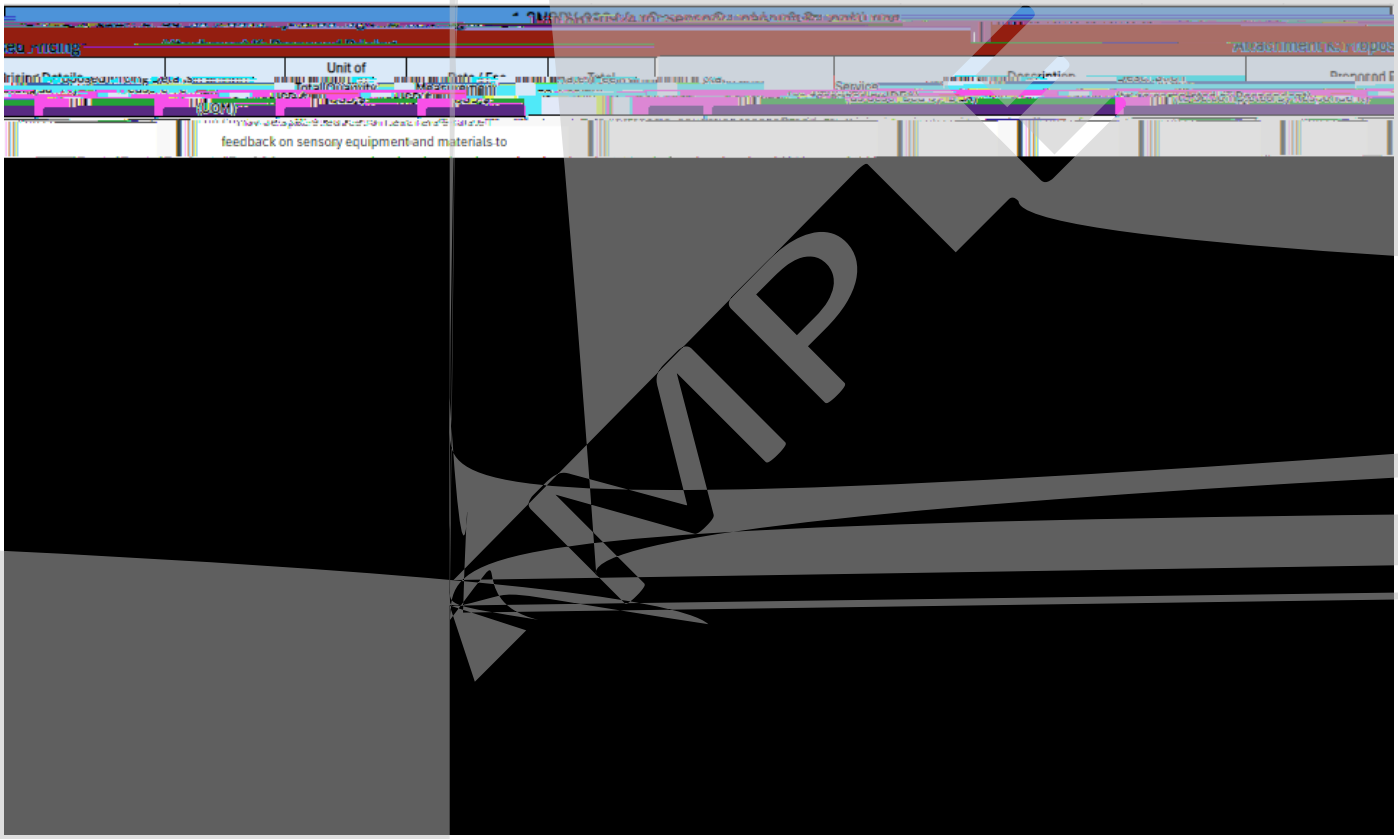
Signature of Authorized Representative

Date

Printed Name and Title of Authorized Representative

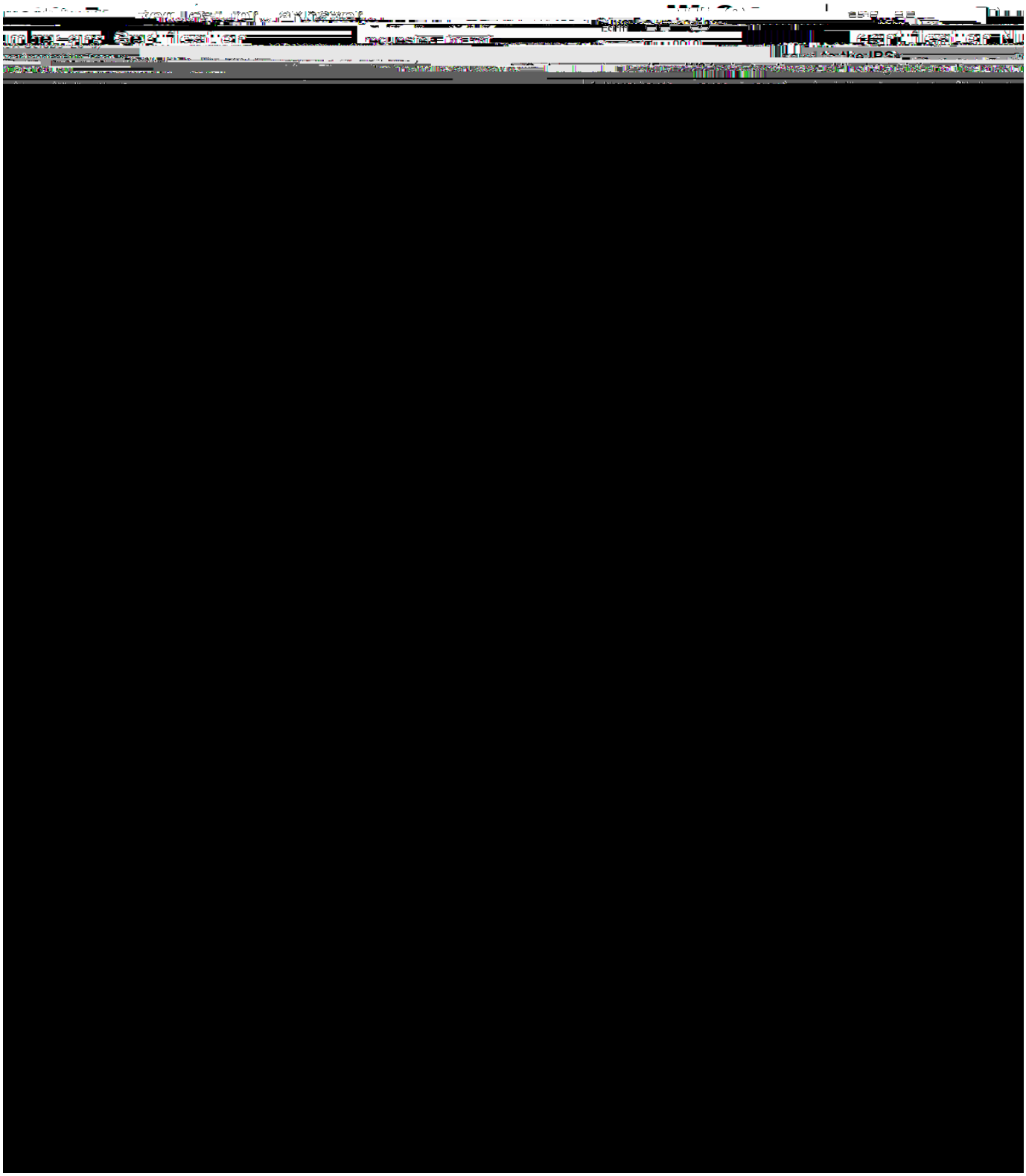
Attachment K – Proposed Pricing

Respondent must provide pricing / price schedule on Attachment K – Proposed Pricing. Attachment K– Proposed Pricing may be downloaded on IDEA's website: https://ideapublicschools.org/our-story/finance-budget/pcs/bids-rfps/.



Attachment L – IRS Form W-9

Respondent must fill-out the W-9 and submit with its Proposal. The W-9 form and instructions can be obtained at the following link: https://www.irs.gov/pub/irs-pdf/fw9.pdf



Attachment N – Vendor Questionnaire

All questions must be answered and submitted with proposal.

1. Is your company able to provide sensory coaching, training, and consultation services to all Texas regions and schools as specified in this RFP? If not, please explain.

2. Does your company currently have staffing to meet the visit cadence as specified in this RFP or will your company staff providers after awarded a contract, if awarded? Please explain.

3. Does your company have experience providing in-person classroom sensory coaching? Please explain.

GEOGRAPHIC COVERAGE (TEXAS)				
1-SNSRY-0924				
Campus	Address	Can sensory coaching be provided? (Y/N)	Can sensory consultations be provided? (Y/N)	Can sensory training be provided? (Y/N)
San Antonio				
	1210 Horal Dr., San Antonio, Texas 78245			
Martin Luther King Dr., San Antonio, Texas 78203				
Walzem Rd., San Antonio, Texas 78239				
Converse	5490 FM 1516, Converse, Texas 78109			
Monterrey Park	222 SW 36th St., San Antonio, Texas 78237			
n Blvd., Round Rock, Texas 78664				
ranch Pkwy., Pflugerville, Texas 78660				
ter Lane, Austin, Texas 78747				
El Paso				
Greater Houston Area				
Hardy	1930 Little York Rd., Houston, TX 77093			
Lake Houston	5627 S Lake Houston Parkway, Houston, Texas 77049			
Spears	2010 Spears Rd., Houston, TX 77067			

Part IX: APPENDICES

Appendix A: Independent Contractor Agreement

A sample of IDEA's Independent Contractor Agreement (ICA) can be found on the following pages. No action is necessary as this is a sample ICA.

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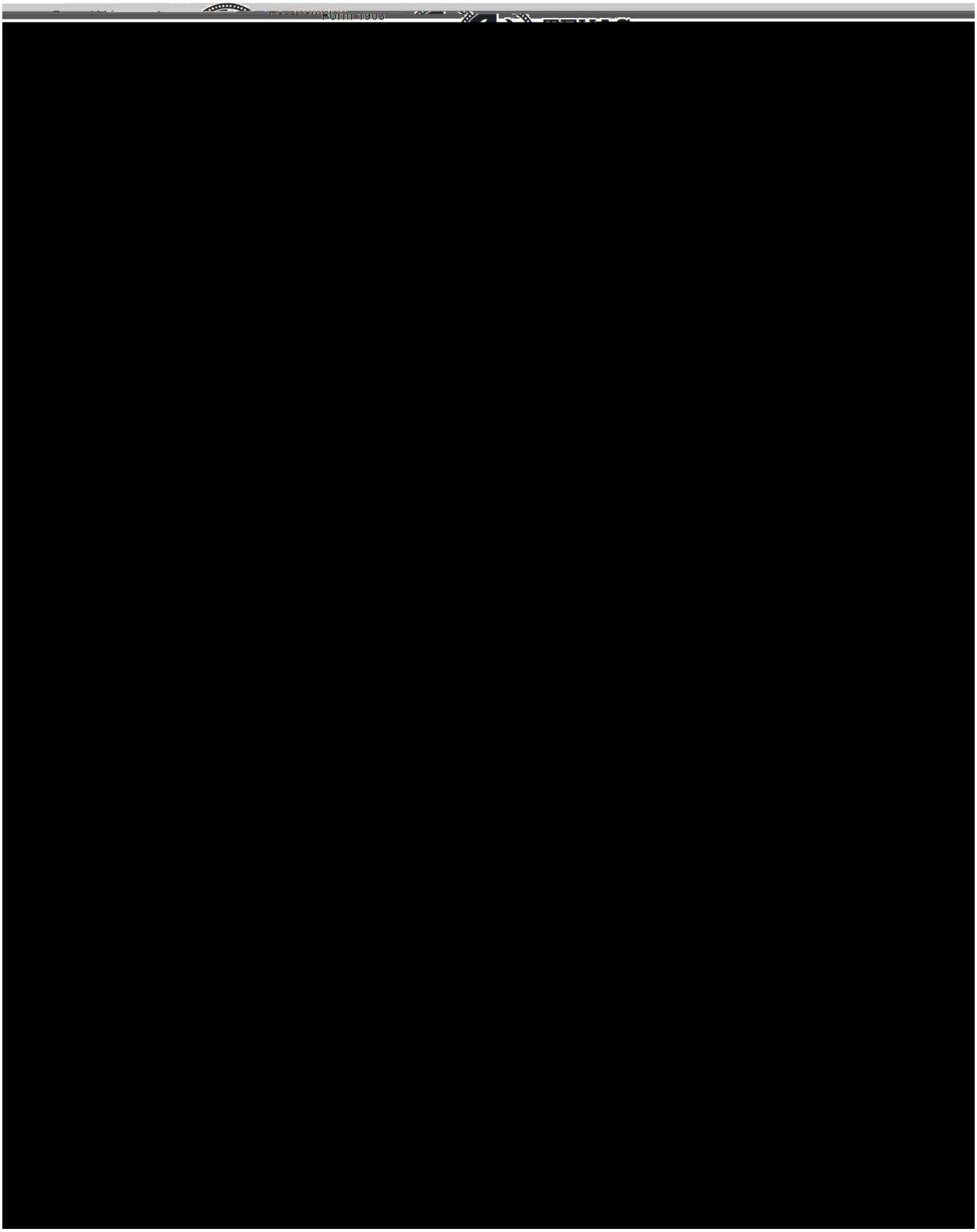
Schedule 1 – Child Support Certification



Part X: ADDENDA

Any interpretations, corrections, additions, or changes to this RFP will be communicated to Respondents by the issuance of an addendum. It is the responsibility of Respondent prior to submitting a Proposal to determine whether an addendum was issued by checking IDEA's website: https://ideapublicschools.org/our-story/finance-budget/pcs/bids-rfps/. All Respondents shall comply with the requirements specified in any addendum.

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END OF IDEA PUBLIC SCHOOLS RFP