



Request for Proposals (RFP)

**#1-RFP-SPED-2022 Instructional & Related Services**

Closing Date:

**3:00 pm CST**

**Wednesday, May 4, 2022**

IDEA Public Schools and its affiliates are accepting proposals from firms that are qualified and experienced in **Special Education Instructional & Related 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](mailto:michael.menchaca@ideapublicschools.org). All inquiries via email should have the subject line read: Questions - **#1-RFP-SPED-2022 Special Education Instructional & Related 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](mailto:michael.menchaca@ideapublicschools.org)

915-227-0257

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**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 well and carefully planned. Schools begin with select grade levels and grow as students advance to eventually reach full scale as a Pre-K-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 Pre-K, 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.
- 1.3. To comply with applicable state laws, IDEA Public Schools and its affiliates, IDEA Public Schools Southern Louisiana, Inc., IDEA Florida, Inc., and IDEA Greater Cincinnati, (collectively, IDEA), shall separately issue an award to the successful respondent(s) for their respective schools in Texas, Louisiana, Florida and Ohio.

**2. Objectives**

- 2.1 IDEA is accepting proposals for Special Education Instructional & Related Services.

**3. Proposal Submissions**

- 3.1 Proposals should be prepared in such a way as to demonstrate a straightforward, concise delineation of capabilities that satisfy the requirements of this request for proposals (RFP).
- 3.2 To be considered, the Proposal must be prepared according to the following specifications and should include the following information and content:
  - 3.2.1 Title Page
  - 3.2.2 Section I – Preface
  - 3.2.3 Section II – Summary of Experience
  - 3.2.4 Section III – Proposal Response to Scope of Service and Performance Requirements
  - 3.2.5 Cost Summary, including cost differentiation for each state: Texas Louisiana, Florida, and Ohio (Attachment O-Proposed Pricing)
  - 3.2.6 References
  - 3.2.7 Required Forms
  - 3.2.8 Additional Documentation
- 3.3 Proposals shall be submitted via the web-based software, Tyler Munis Self Service. A signed, submitted proposal submitted via Tyler Munis constitutes an offer to perform work and/or deliver the products specified in the proposal solicitation. [Click here](#) to access the site in a web browser.
- 3.4 To be eligible for consideration, electronically locked proposals should be received via [Tyler Munis](#) or by mail to the IDEA Public Schools Headquarters no later than **3:00 PM CST on May 4, 2022**, along with the requisite signature pages and certification forms.
  - 3.4.1 All proposals must be received by the deadline. Proposals submitted after the opening time and date will not be accepted. Fax or email proposals will not be accepted.
  - 3.4.2 IDEA reserves the right to reject any and all Proposals, award service contracts as may appear advantageous to IDEA and waive all formalities in the procurement process. Written notice of award mailed or otherwise furnished to the successful Vendor(s) results in a binding contract without further action by either party. IDEA further reserves the right to tender its own contract for services.

- 3.4.3 All supplemental information required by the RFP must be included with the Proposal. Failure to provide complete and accurate information may disqualify Vendor from consideration.
  - 3.4.4 All costs incurred in the preparation and submission of the RFP response shall be borne solely by the Vendor. Where Vendors may be required to perform a presentation, give demonstrations, and provide samples and/or technical literature, or participate in any interview process as related to this RFP, all costs shall be borne by the Vendor.
  - 3.4.5 Vendor shall provide information on any costs that IDEA may incur related to the requested services. Vendor must specify all costs (e.g., administrative fees, processing fees, etc.) associated with providing the services requested herein. Vendor will provide a complete fee and cost detail supporting all elements of its Proposal. The cost detail must include a narrative for each fee or cost element. If Vendor does not expect IDEA to incur any costs, the Proposal shall state "No costs to IDEA." Vendor shall provide cost information in total and for each individual state included in this RFP.
  - 3.4.6 IDEA is exempt from federal excise tax, state, and local tax. Do not include tax in cost projections. Any taxes included in cost projections will not be included in the tabulation of any awards.
- 3.5 Any Proposals submitted in response to this RFP will be irrevocable upon the closing time and remain open for acceptance for 90 days from the closing date whether or not another RFP has been accepted.
- 3.6 Submission of a Proposal shall be construed to mean that the Vendor agrees to carry out all conditions set forth in this document. Any proposed variation from the specifications, terms, and conditions shall be clearly identified. Please provide details of any non-compliance with stated conditions. If no changes are indicated, IDEA shall expect to receive the service(s) exactly as specified.
- 3.7 IDEA reserves the right to select any offer it deems the best value, regardless of price.
- 3.8 IDEA may accept multiple offers for the same services.
- 3.9 RFP Timeline

RFP Issue Date:	April 13, 2022, at 3:00 pm (CST)
Pre-Proposal Meeting	April 20, 2022, at 10:00 am (CST)
Respondent Question Cut-Off Date:	April 22, 2022, at 1:00 pm (CST)
Addendum Issue Date:	April 25, 2022
Proposal Due Date & Time:	May 4, 2022, at 3:00PM (CST)
Evaluation Period	May 9-13, 2022
Board Meeting	May 20, 2022

**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, Assistant Director of Procurement, at [michael.menchaca@ideapublicschools.org](mailto:michael.menchaca@ideapublicschools.org). The email subject line should read: Questions - #1-RFP-SPED-2022 Special Education Instructional & Related 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, 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.

## **7. Proposer Responsibility**

- 7.1. IDEA expects Vendors to be thoroughly familiar with all specifications and requirements of this RFP. Vendor's failure or omission to examine any relevant form, article, site, or document will not relieve Vendor from any obligation regarding this RFP. By submitting a Proposal, Vendor is presumed to concur with all terms, conditions, and specifications of this RFP. Any exception must be clearly defined and referenced to the proper paragraph in this RFP. Objections considered by IDEA as excessive or affecting vital terms may reduce or eliminate Vendor's prospects for award.

## **8. Completeness**

- 8.1. Proposals will represent a true and correct statement and shall contain no cause for claim of omission or error. Request for withdrawal of a Proposal is allowed based on proof of mechanical error; however, Vendor may be removed from approved vendor list.

## **9. False/Misleading Statements**

- 9.1. Proposals which contain false or misleading statements, or which provide references which do not support an attribute or capability of the proposed system or service, may be rejected. If, in the opinion of IDEA, such information was intended to mislead IDEA in its evaluation of the Proposal and the attribute, condition, or capability as a requirement of the RFP, the Proposal shall be rejected.

## **10. Proposal Signatures**

- 10.1. The Proposal must be signed by an individual with proper authority. The signature should indicate the title or position that the individual holds in the partner (if applicable).

## **11. Selection of Vendor(s)**

- 11.1. IDEA may award this RFP to multiple Vendors or to the Vendor IDEA determines, in its sole discretion, provides the best value to IDEA, based upon the evaluation of proposals. Thus, the result will not be determined by price alone but upon the applicable criteria as listed under Evaluation Criteria referenced in this RFP.
- 11.2. To comply with applicable state laws, IDEA Public Schools and its affiliates, IDEA Public Schools Southern Louisiana, Inc., IDEA Florida, Inc., and IDEA Greater Cincinnati, Inc., (collectively, IDEA), shall separately issue an award to the successful respondent(s) for their respective schools in Texas, Louisiana, Florida and Ohio.

## **12. Partnership Responsibilities**

- 12.1 IDEA reserves the right to cancel service(s) due to unacceptable price variances as measured by the CPI-U Index. 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.
- 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  
956-377-8000

### 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 reserves the right to review all insurance policies pertaining to this solicitation to guarantee that the proper coverage is obtained by the contractor.

15.2.1 Contractor will be required to maintain in full-force and in-effect the following types of insurance:

- 15.2.1.1 Worker’s Compensation \$100,000 per occurrence for each bodily injury claim  
\$100,000 per occurrence for each bodily injury caused by disease claim, and \$500,000 aggregate for all bodily injuries caused by disease
- 15.2.1.2 Comprehensive General Liability \$1,000,000 Per Occurrence/\$2,000,000 aggregate
- 15.2.1.3 Property Damage Liability (CSL)\* \$300,000
- 15.2.1.4 Abuse and Molestation \$1,000,000

\*Combined Single Limit

15.3 Each insurance policy to be furnished by the successful contractor shall include the appropriate IDEA entity as a certificate holder and include a waiver of subrogation clause. Additionally, each insurance policy shall, by endorsement to the policy, a statement that a notice shall be given to IDEA by certified mail thirty (30) days prior to cancellation or upon any material changes to coverage.

15.4 Contractor may not commence services or work relating to the Agreement prior to placement of coverage. Contractor shall always keep the required insurance coverage in force during the term of the Agreement, or any extension thereof, during any warranty period, of the Agreement.

## PART II – SCOPE OF WORK AND PERFORMANCE REQUIREMENTS

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### 1. Scope of Service and Performance Requirements

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.

- a. Vendor shall ensure compliance with all applicable federal, state, local statutory requirements, State Board of Education and Department of Health & Human Services rules, as well as IDEA’s local board policy with respect to special education and/or related aids and services.

- b. Vendor shall ensure adherence to appropriate safety procedures and report potential health or safety hazards to the designated campus administrator.
- c. Vendor's assigned staff members shall be responsible for the following, as applicable:
  - i. Providing special education and/or related aids and services as determined for each assigned student;
  - ii. Maintain logs and therapy notes for student services ;
  - iii. Provide logs with invoices for therapy;
  - iv. Attending ARD meetings;
  - v. Maintaining and submitting individual student reports to IDEA;
  - vi. Completing or assisting with individual educational plans (IEP);
  - vii. Completing progress reports for services;
  - viii. Consulting with school staff;
  - ix. Completing evaluations, IEPs, and Progress reports on the Frontline system;
  - x. Assisting IDEA staff with their students' IEP progress reports;
  - xi. Assisting school staff with equipment orders if applicable;
  - xii. Creating collaborative relationships on school campuses; and
  - xiii. SHARS billing for each assigned student, if applicable.
  - xiv. All are required to attend an on-boarding.
- d. Vendor should be prepared to contract, service students, and bill for each of the regions in which they are proposing to serve:

Texas

- Rio Grande Valley, Texas
- San Antonio, Texas
- Austin, Texas
- El Paso, Texas
- Tarrant County, Texas
- Houston, Texas
- Odessa, Texas

Midland

- Midland, TX

Florida

- Tampa Bay, FL
- Jacksonville, FL

Ohio

- Cincinnati, OH

**1. Adaptive Physical Education (APE) Teacher**

- a. Primary Purpose: Provide direct APE services, complete evaluations, implement instructional programs in physical and motor fitness, fundamental motor skills and patterns, and skills in individual and group games, and sports for students with disabilities. The APE teacher also consults with school general education and special education school staff to assist in modifying and adapting general physical education to allow access.
- b. Minimum Education/Certification Qualifications: Physical education may be provided by special education instructional or related service personnel who have the necessary skills and knowledge, or physical education teachers, or occupational therapists, or physical therapists, or occupational or physical therapy assistants working under the supervision of certified personnel in accordance with the standards of their profession.
- c. Major Responsibilities and Duties: Provide direct or indirect IEP APE services, maintain logs for direct and indirect services, assist special education teacher in IEP development or develop IEPs, assist special education teacher in progress report completion or complete progress reports for direct services. Complete evaluations, IEPs, and progress reports in Frontline.

## **2. Auditory Impairment Teacher**

- a. Primary Purpose: Provide direct and indirect support for students identified with Auditory Impairment.
- b. Minimum Education/Certification Qualifications: An assignment for Teacher of Students with Auditory Impairments is allowed with one of the following certificates. (1) Deaf and Severely Hard of Hearing. (2) Hearing Impaired. (3) Teacher of the Deaf and Hard of Hearing: Early Childhood-Grade 12
- c. Major Responsibilities and Duties: Direct and indirect AI services, consultation with parents and school staff, training for school staff, consultation and support in ordering and maintaining equipment to help student access general education. Assist and consult with assessment personnel and SLPs to gather necessary evaluations such as Ontological and Audiological evaluations. Consult with outside providers for equipment, evaluations, etc. Complete and assist in IEP development, complete, and assist in progress reports, maintain logs for direct and indirect services.

## **3. Board Certified Behavior Analyst (BCBA)**

- a. Primary Purpose: Provide behavior support for special education students and students in Response to Intervention (RTI) or in the process of being referred for Special Education.
- b. Minimum Education/Certification Qualifications: Certification as a BCBA
- c. Major Responsibilities and Duties: Complete Functional Behavior Assessment and Behavior Intervention Plans in the Frontline system, consult with school staff, consult with parents, provide training as needed.

## **4. Licensed Specialist in School Psychology (short-term contract as needed)**

- a. Primary Purpose: To provide evaluation support for the region on an as needed basis.
- b. Minimum Education/Certification Qualifications: Master of Arts in Psychology  
Licensed as a Licensed Specialist in School Psychology
- c. Major Responsibilities and Duties: To provide evaluation support through student testing and providing a Full Individual Evaluation (FIE) in IDEA's Frontline FIE program

## **5. Occupational Therapist**

- a. Primary Purpose: To provide direct and indirect Occupational Therapy services and evaluations for students in the region.
- b. Minimum Education/Certification Qualifications: A bachelor's degree in occupational therapy from a university certified by the ACOTE (Accreditation Council for Occupational Therapy Education) or AOTA (American - Occupational Therapy Association). Certified by the National Board for Certification.
- c. Major Responsibilities and Duties: Providing direct and indirect (consult) occupational therapy services to students in the region that have IEP OT services. Provide OT initial evaluation and re-evaluation support as needed for students in the region.

## **6. Orientation and Mobility Teacher**

- a. Primary Purpose: To provide direct and indirect support for students with visual impairment that required orientation and mobility services per their IEP.
- b. Minimum Education/Certification Qualifications: Bachelor's and/or Master's degree Certification from the Academy for Certification of Vision Rehabilitation and Education Professionals (ACVREP)
- c. Major Responsibilities and Duties: To provide direct and indirect (consult) orientation and mobility support to students with visual impairment. To provide orientation and mobility evaluation and re-evaluation support as needed for students in the region.



## **7. Physical Therapist**

- a. Primary Purpose: To provide direct and indirect support for students with physical therapy services per their IEP.
- b. Minimum Education/Certification Qualifications: Physical therapists must have an advanced degree. This can be a Master of Physical Therapy degree or, more commonly, a Doctor of Physical Therapy degree.
- c. Major Responsibilities and Duties: To provide direct and indirect (consult) physical therapy support to students per their IEP. To provide orientation and mobility evaluation and re-evaluation support as needed for students in the region.

## **9. Speech Language Pathologist (short-term contract as needed)**

- a. Primary Purpose: To provide short term speech therapy services to students per their IEP and/or to provide speech therapy evaluation support.
- b. Minimum Education/Certification Qualifications: Master's degree in speech-language pathology from an accredited college or university, valid Texas license as a speech-language pathologist granted by the State Board of Examiners for Speech-Language Pathology and Audiology (SBESLPA)
- c. Major Responsibilities and Duties: To provide direct and indirect (consult) speech therapy support to students per their IEP. To provide speech/language evaluation and re-evaluation support as needed for students in the region.

## **10. Visual Impairment Teacher**

- a. Primary Purpose: To provide direct and indirect support for students with visual impairment services per their IEP.
- b. Minimum Education/Certification Qualifications: A bachelor's degree from a college or university. Texas certification for teachers of students with visual impairments
- c. Major Responsibilities and Duties: To provide direct and indirect (consult) visual impairment support to students. To provide visual impairment evaluation and re-evaluation support as needed for students in the region.

## **11. Nursing**

- a. Provide 1:1 skilled nursing service as per student IEPS:
- b. Minimum Education/Certification Qualifications: bachelor's degree from a college or university and licensure as a registered nurse
- c. Major Responsibilities: Provide direct one-to-one skilled nursing services as well as complete documentation, attend ARD meetings for the student.

IDEA is requesting the following Special Education Instructional & Related Services for the 2022-2023 school year:

## TEXAS

### **Rio Grande Valley (Upper and Lower Valley):**

- Adaptive Physical Education
- Auditory Impairment/Deaf Ed Teacher
- Board Certified Behavior Analyst (BCBA)
- Licensed Specialist in School Psychology
- Nursing
- Occupational Therapist
- Orientation and Mobility
- Physical Therapy
- Speech Language Pathologist
- Visual Impairment Teacher

### **San Antonio**

- Adaptive Physical Education
- Auditory Impairment/Deaf Ed Teacher
- Board Certified Behavior Analyst (BCBA)
- Licensed Specialist in School Psychology
- Nursing
- Occupational Therapist
- Orientation and Mobility
- Physical Therapy
- Speech Language Pathologist
- Visual Impairment Teacher

### **Austin**

- Adaptive Physical Education
- Auditory Impairment/Deaf Ed Teacher
- Board Certified Behavior Analyst (BCBA)
- Licensed Specialist in School Psychology
- Nursing
- Occupational Therapist
- Orientation and Mobility
- Physical Therapy
- Speech Language Pathologist
- Visual Impairment Teacher

### **El Paso**

- Adaptive Physical Education
- Auditory Impairment/Deaf Ed Teacher
- Board Certified Behavior Analyst (BCBA)
- Licensed Specialist in School Psychology
- Nursing
- Occupational Therapist
- Orientation and Mobility
- Physical Therapy
- Speech Language Pathologist
- Visual Impairment Teacher

**Houston**

- Adaptive Physical Education
- Auditory Impairment/Deaf Ed Teacher
- Board Certified Behavior Analyst (BCBA)
- Licensed Specialist in School Psychology
- Nursing
- Occupational Therapist
- Orientation and Mobility
- Physical Therapy
- Speech Language Pathologist
- Visual Impairment Teacher

**Permian Basin (Midland/Odessa, TX)**

- Adaptive Physical Education
- Auditory Impairment/Deaf Ed Teacher
- Board Certified Behavior Analyst (BCBA)
- Licensed Specialist in School Psychology
- Nursing
- Occupational Therapist
- Orientation and Mobility
- Physical Therapy
- Speech Language Pathologist
- Visual Impairment Teacher

**Tarrant County**

- Adaptive Physical Education
- Auditory Impairment/Deaf Ed Teacher
- Board Certified Behavior Analyst (BCBA)
- Licensed Specialist in School Psychology
- Nursing
- Occupational Therapist
- Orientation and Mobility
- Physical Therapy
- Speech Language Pathologist
- Visual Impairment Teacher

**FLORIDA****Tampa Bay**

- Certified School Psychologist
- Adaptive Physical Education
- Auditory Impairment/Deaf Ed Teacher
- Board Certified Behavior Analyst (BCBA)
- Nursing
- Occupational Therapist
- Orientation and Mobility
- Physical Therapy
- Speech Language Pathologist
- Visual Impairment Teacher

## **Jacksonville**

- Certified School Psychologist
- Adaptive Physical Education
- Auditory Impairment/Deaf Ed Teacher
- Board Certified Behavior Analyst (BCBA)
- Nursing
- Occupational Therapist
- Orientation and Mobility
- Physical Therapy
- Speech Language Pathologist
- Visual Impairment Teacher

## **OHIO**

### **Cincinnati**

- Certified School Psychologist/LSSP
- Adaptive Physical Education
- Auditory Impairment/Deaf Ed Teacher
- Board Certified Behavior Analyst (BCBA)
- Nursing
- Occupational Therapist
- Orientation and Mobility
- Physical Therapy
- Speech Language Pathologist
- Visual Impairment Teacher

## **PART III – PROPOSAL OPENING**

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### **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 is eligible 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 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

**1. Proposal Response**

Proposals may be submitted using the [Tyler Munis Self Service](#) site, or by sending a hard copy to:

IDEA Public Schools  
Attn. Purchasing Department  
2115 West Pike Blvd  
Weslaco, TX 78596  
956-377-8000

- 2. Proposals sent by mail must be in a sealed envelope marked with the RFP Number and Title and include:
  - 2.1. One (1) clearly identified hard copy ORIGINAL of the Proposal response.
  - 2.2. Five (5) clearly identified PAPER COPIES of the proposal.
  - 2.3. Five (5) copies of the proposal on FLASH DRIVES, marked with your company name.

**Note: FAX or e-mail proposals will not be accepted.**

- 2.4. The vendor’s proposal itself shall be organized in the following order, with each section clearly indexed:
  - 2.4.1. Section I – Preface: The Proposer shall provide an Executive Summary of two (2) pages or less, which gives in brief, concise terms, a summation of the proposal. Please include business name, address, point of contact and contact information.
  - 2.4.2. Section II – Summary of Experience: This section shall contain the full name and address of the partner submitting the proposal. In addition, it shall contain names, titles, certifications, and years of experience for the personnel who will lead partnership services.
  - 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 with providing the services required herein. Proposer will provide a complete fee and cost detail supporting all elements of its Proposal. The cost detail must include a narrative for each fee or cost element. If the Proposer does not expect IDEA to incur any costs, the Proposer shall state ‘No costs to IDEA.’ Vendors shall provide cost information in total and for each individual state included in this RFP (Attachment O-Proposed Pricing).

**4. References**

The Proposer shall submit a minimum of four (4) verifiable references for each individual state included in this RFP. It is desired that if the Proposer has performed this type of service previously, for those references to be listed. It is recommended that the Proposer provide references that are similar to or as closely related to this unique agreement, if possible. Each reference provided shall include:

- 4.1. Reference’s Name
- 4.2. Contact Person
- 4.3. Address, City, State, and Zip
- 4.4. Contact Person Phone Number
- 4.5. Contact Person Email Address
- 4.6. Brief Project Scope
- 4.7. Time Frame

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

The vendor shall execute the following required forms (located at the end of this solicitation) and return the signed originals with the proposal.

**6. Additional Documentation**

Additional pages may be included within the Proposal response but must be included within the bound copy of the Proposal response and cross-referenced as necessary. Unnecessarily lengthy documents are discouraged. IDEA reserves the right to tender its own contract.

**7. Competitive Selection and Proposal Evaluation**

This is a negotiated procurement and as such, award will not necessarily be made to the lowest priced proposal. Award will be made to the partner submitting the best responsive proposal satisfying IDEA’s requirements, price, and other factors. If one vendor cannot meet the requirements outlined in this document, the award may be divided among several qualified vendors.

7.1 IDEA will also evaluate each proposal(s) in the areas of the proposed plan, experience/service capabilities, and value on the following pre-determined criteria. The committee evaluating the proposals submitted in response to this RFP may require any or all vendors to give an oral presentation to clarify or elaborate on their proposal. Upon completion of oral presentations or discussions, vendors may be requested to revise any or all portions of their proposals.

Points	Evaluation Criteria
35	Cost of Services
25	Vendor’s ability to comply with RFP.
15	Vendor’s ability to provide in person services.
15	Vendor’s ability to provide own computers, testing kits, equipment.
10	Vendor’s reputation and quality of services.
<b>100</b>	<b>Total Possible Score</b>

**PART V – GENERAL TERMS AND CONDITIONS**

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**1. Proposal Submission**

- 1.1 Proposals must be submitted using this document only and must be submitted on or before the hour and date specified. Late submittals will be returned unopened. NOTE: Faxed or Emailed proposals will not be accepted.
- 1.2 Public Record: All Proposals become the property of IDEA. As a governmental entity, the Texas Public Information Act applies to this solicitation. Accepted proposals and any subsequent award will generally be a public record. Proprietary material must be clearly marked as such.
- 1.3 Rejection/Award: IDEA reserves the right to reject and and/or all submittals, to award contracts as may appear advantageous to IDEA, and to waive all formalities in the procurement process.
- 1.4 Written notice of award mailed or otherwise furnished to the successful respondent results in a binding contract without further action by either party.
- 1.5 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.

- 1.6 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.
- 1.7 Supplemental Information: All supplemental information required by the proposal documents must be included with the proposal response. Failure to provide complete and accurate information may disqualify the vendor from consideration.
- 1.8 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, the vendor may be removed from consideration or from any approved vendor list.
- 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: 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: IDEA may, by written notice to Vendor, cancel any service agreement without liability to IDEA if it is determined by IDEA that gratuities, in the form of entertainment, gifts, or otherwise, were offered or given by Vendor, or any agent or representative of Vendor, to any officer or employee of IDEA with a view toward securing a contract or securing favorable treatment with respect to the awarding or amending, or the making of any determination with respect to the performing of such a contract. In the event this contract is cancelled by IDEA pursuant to this provision, IDEA shall be entitled, in addition to any other rights and remedies, to recover or withhold the amount of the cost incurred by Vendor in providing such gratuities.
- 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 prepared 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 Legislature of each respective state subject to this RFP and/or the state education agency pursuant to IDEA's charter contract under each state. This Agreement is further conditioned on continued allocation of funds by the IDEA's Board of Directors (the "Board") of IDEA and each respective affiliate. If the Legislature and/or the state education agency fails to appropriate or allot the necessary funds, or the Board fails to allocate the necessary funds at the end of IDEA's fiscal year, then IDEA will issue written notice to Contractor and IDEA may terminate this Agreement without further duty or obligation hereunder.

- 1.16 Modifications: The contract may only be modified, altered, or changed by a written agreement signed by both parties and their duly authorized agents.

## 2. GENERAL TERMS & CONDITIONS

- 2.1.1. INDEMNIFICATION**: THE CONTRACTOR SHALL INDEMNIFY, DEFEND AND HOLD HARMLESS IDEA PUBLIC SCHOOLS AND ITS BOARD OF DIRECTORS, OFFICERS, AGENTS, AND EMPLOYEES (COLLECTIVELEY THE “IDEA INDEMNITEES”) IN THEIR OFFICIAL AND INDIVIDUAL CAPACITIES FROM AND AGAINST ALL DAMAGE, LOSSES, LIENS, CAUSES OF ACTION, SUITS, JUDGEMENTS, EXPENSES, AND OTHER CLAIMS OF ANY NATURE, KIND, OR DESCRIPTION, INCLUDING ATTORNEYS’ FEES INCURRED IN INVESTIGATING, DEFENDING, OR SETTLING ANY OF THE FORGOING BY ANY PERSON OR ENTITY, ARISING OUT OF, CAUSED BY, OR RESULTING FROM THE CONTRACTOR’S PERFORMANCE UNDER OR BREACH OF THIS AGREEMENT AND THAT ARE CAUSED IN WHOLE OR IN PART BY ANY ACT OR OMISSION, OR WILLFUL MISCONDUCT OF THE CONTRACTOR, ANYONE DIRECTLY EMPLOYED BY THE CONTRACTOR, OR ANYONE FOR WHOSE ACTS THE CONTRACTOR MAY BE LIABLE. THE PROVISIONS OF THIS SECTION WILL NOT BE CONSTRUED TO ELIMINATE OR REDUCE ANY OTHER INDEMNIFICATION OR RIGHT WHICH ANY IDEA INDEMNITEE HAS BY LAW OR EQUITY. ALL PARTIES WILL BE ENTITLED TO BE REPRESENTED BY COUNSEL AT THEIR OWN EXPENSE. THE CONTRACTOR’S OBLIGATIONS CONTAINED IN THIS SECTION SURVIVE TERMINATION OR EXPIRATION OF THIS AGREEMENT AND CONTINUE ON INDEFINITELY AND CANNOT BE WAIVED OR VARIED.
- 2.1.2. Termination**: IDEA reserves the right to terminate this agreement upon thirty (30) days written notice to the vendor; (2) upon default by the vendor, for delay or nonperformance by the vendor or, (3) if it is deemed in the best interest of IDEA, for convenience.
- 2.1.3. 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.
- 2.1.4. 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 coordinate and cooperate with IDEA to ensure that an appropriate criminal history record information review as required by each states Education Code for Texas, 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 a 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, the 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 IDEAshall be entitled to injunctive and/or other equitable relief in any court of competent jurisdiction to prevent or otherwise restrain a breach of this agreement, but only if IDEA is not in breach of this agreement.



- 2.1.6. LIMITATIONS AND NO WAIVER OF GOVERNMENTAL IMMUNITY:** THE PARTIES ARE AWARE THAT THERE ARE CONSTITUTIONAL AND STATUTORY LIMITATIONS ON THE AUTHORITY OF IDEA (A PUBLIC SCHOOL) TO ENTER INTO CERTAIN TYPES OF CONTRACTS, INCLUDING, BUT NOT LIMITED TO, ANY TERMS AND CONDITIONS RELATING TO LIENS ON IDEA’S PROPERTY; DISCLAIMERS AND LIMITATIONS OF WARRANTIES; DISCLAIMERS AND LIMITATIONS OF LIABILITY FOR DAMAGES; WAIVERS, DISCLAIMERS AND LIMITATIONS OF LEGAL RIGHTS, REMEDIES, REQUIREMENTS AND PROCESSES; LIMITATIONS OF PERIODS TO BRING LEGAL ACTION; GRANTING CONTROL OF LITIGATION OR SETTLEMENT TO ANOTHER PARTY; LIABILITY FOR ACTS OR OMISSIONS OF THIRD PARTIES; PAYMENT OF ATTORNEYS’ FEES; DISPUTE RESOLUTION; INDEMNITIES; AND CONFIDENTIALITY (COLLECTIVELY, THE “LIMITATIONS”), AND TERMS AND CONDITIONS RELATED TO THE LIMITATIONS WILL NOT BE BINDING ON IDEA EXCEPT TO THE EXTENT AUTHORIZED BY THE LAWS AND CONSTITUTION OF THE STATE OF TEXAS. THE VENDOR FURTHER ACKNOWLEDGES, STIPULATES AND AGREES THAT NOTHING IN THIS SOLICITATION AND/OR IN ANY RESULTING CONTRACT WITH IDEA SHALL BE CONSTRUED AS A WAIVER OF ANY GOVERNMENTAL, STATUTORY OR SOVERIGN IMMUNITY FROM SUIT AND LIABILITY AVAILABLE TO IDEA UNDER APPLICABLE LAW.
- 2.1.7. Assignment/Delegation:** No right or interest in this agreement shall be assigned or delegation of any obligation made by Vendor without the written permission of IDEA. Any attempted assignment or delegation by Vendor shall be wholly void and totally ineffective for all purposes unless made in conformity with this provision.
- 2.1.8. Waiver:** No claim or right arising out of a breach of any contract can be discharged in whole or in part a waiver or renunciation of the claim or right unless the waiver or renunciation is supported by consideration and is in writing signed by the aggrieved party.
- 2.1.9. Interpretation of Evidence:** No course of prior dealings between the parties and no usage of the tradeshall be relevant to supplement or explain any term used in a contract. Acceptance or acquiescence in a course of performance rendered under a contract shall not be relevant to determining the meaning of the contract, even though the accepting or acquiescing party has knowledge of the performance and opportunity for objection. Whenever a term defined by the Uniform Commercial Code is used in the contract, the definition contained in the Code is to control.
- 2.1.10. Applicable Law:** This contract shall be governed by the policies of IDEA’s Board of Directors, the laws of the State of Texas and the Uniform Commercial Code, without regard to the conflict-of-interest principles of the State of Texas. Wherever the term “Uniform Commercial Code” is used, it shall be construed as meaning the Uniform Commercial Code as adopted in the State of Texas as effective and in force on the date of this contract. IDEA Board Policies can be accessed by contacting IDEA.
- 2.1.11. Record Keeping:** IDEA, the United States Department of Education, the Comptroller General of the United States, or any other duly authorized representatives must have access to any books, documents, papers, and records of Vendor that are directly pertinent to a federal program for the purpose of making audits, examinations, excerpts, and transcriptions.
- 2.1.12. Equal Opportunity:** Vendor shall comply with E.O. 11246—Equal Employment Opportunity, as amended by E.O. 11375—Amending Executive Order 11246 Relating to Equal Employment Opportunity, and as supplemented by regulations at 41 CFR Part 60—Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.
- 2.1.13. Debarment and Suspension:** Neither the vendor nor any of its officer, directors, owners, members, employees, or agents is listed on the General Services Administration’s List of Parties Excluded from Federal Procurement or Non-procurement Programs in accordance with E.O 12549 and E.O. 12689—Debarment and Suspension. This list contains the names of parties debarred, suspended, or otherwise excluded by agencies, and vendors declared ineligible under statutory or regulatory authority other than E.O. 12549.

- 2.1.14.** Rights to Inventions Made Under a Contract or Agreement: Vendor acknowledges and agrees that any intellectual property, processes, procedures, or product developed in furtherance of this agreement belong to IDEA as work-for-hire and all rights are reserved by IDEA and/or the federal government in accordance with applicable federal law.
- 2.1.15.** Advertising: The Vendor shall not advertise or publish, without IDEA's prior consent, the fact that IDEA has entered into any contract, except to the extent necessary to comply with proper request for information from an authorized representative of the federal, state, or local government.
- 2.1.16.** Legal Venue: Both parties agree that the venue for any litigation arising from the contract shall lie in Hidalgo County, Texas.
- 2.1.17.** Standing: Vendor must be registered to conduct business in Texas and in good standing with the Texas Secretary of State and Comptroller.
- 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 funds and acknowledges that any agreement between the successful bidder and IDEA may be terminated and payment may be withheld if this certification is inaccurate.
- 2.1.19.** Signature Authority: By submitting the Response, the Vendor represents and warrants that the individual submitting this document and the documents made part of this Response is authorized to sign such documents on behalf of the Vendor and to bind the Vendor under any contract that may result from the submission on this Response.
- 2.1.20.** Terms and Conditions Attached to Response: Any terms and conditions attached to a Response will not be considered unless specifically referred to in the Response.

## PART VI – REQUIRED ATTACHMENTS

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

ALL FORMS REQUIRING SIGNATURE MUST BE SIGNED AS INDICATED.

1. Attachment A – Title Page. This form must be completed and included as the cover sheet for Proposals submitted in response to this RFP.
2. Attachment B – Vendor Information
3. Attachment C – Vendor Certification
4. Attachment D – Proof of Insurance or Bonding
5. Attachment E – Certification Regarding Drug-Free Workplace
6. Attachment F – IDEA Conflict of Interest Form
7. Attachment G – Conflict of Interest Form CIQ
8. Attachment H – Equal Opportunity and Nondiscrimination
9. Attachment I – Felony Conviction Disclosure Statement
10. Attachment J – Certification Regarding Lobbying
11. Attachment K – Debarment or Suspension Certificate
12. Attachment L – Contract Provisions for Contracts Involving Federal Funds
13. Attachment M – Criminal History Certification
14. Attachment N – Reference Sheet
15. Attachment O – Proposed Pricing
16. Attachment P – W-9 Form

Attachment A – Title Page

A Proposal Submitted in Response to

IDEA

Request for Proposals

#1-RFP-SPED-2022

Special Education Instructional & Related Services

Submitted By:

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(Full Legal Name of Vendor)

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(Date of Submission)

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

This certification is required by the Federal Regulations Implementing Sections 5151-5160 of the Drug-Free Workplace Act, 41 U.S.C. 701, for the Department of Agriculture (7 CFR Part 3017), Department of Labor (29 CFR Part 98), Department of Education (34 CFR Parts 85, 668 and 682), Department of Health and Human Services (45 CFR Part 76).

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 the 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 in writing 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.
- 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% of the Vendor.
- 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 Chapter 305 of the Texas Government Code.
- Vendor has disclosed within the Proposal any interest, fact or circumstance which does or may present a potential conflict of interest.
- Should Vendor fail to abide by the foregoing covenants and affirmations regarding conflict of interest, Vendor shall not be entitled to the recovery of any costs or expenses incurred in relation to any contract with IDEA and shall further be liable for any costs incurred or damages sustained by IDEA relating to that contract.

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

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

\_\_\_\_\_  
Date

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

## 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 who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a). By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code. A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

Respondent must fill-out the Conflict-of-Interest Form CIQ and submit with their proposal.  
The Conflict-of-Interest Form CIQ can be found at the following link:

<https://www.ethics.state.tx.us/data/forms/conflict/CIQ.pdf>

## Attachment H – Equal Opportunity and Nondiscrimination

Vendor promotes employment opportunity through a program designed to provide equal opportunity without regard to race, color, sex, religion, national origin, age, disability, or political affiliation or belief. Additionally, discrimination is prohibited against any beneficiary of programs funded under Title I of the Workforce Investment Act of 1998, on the basis of the beneficiary's citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or his/her participation in any WIA Title I financially assisted program or activity. Vendor conforms to all applicable federal and state laws, rules, guidelines, regulations, and provides equal employment opportunity in all employment and employee relations.

### EEO Laws, Rules, Guidelines, Regulations

Vendor provides equal opportunities consistent with applicable federal and state laws, rules, guidelines, regulations, and executive orders. Such regulations include:

- Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination under any program or activity receiving federal financial assistance.
- Title VII of the Civil Rights Act of 1964, as amended, and its implementing regulations at 29 CFR Part 37 which prohibit discrimination based on race, color, religion, sex, or national origin in any term, condition, or privilege of employment.
- Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals because of disability.
- Age Discrimination in Employment Act of 1967, as amended, which prohibits discrimination against individuals 40 years of age and older.
- Americans with Disabilities Act of 1990, which prohibits discrimination against qualified individuals with disabilities.
- Age Discrimination Act of 1975, as amended, which prohibits discrimination based on age in programs receiving federal financial assistance.
- Texas Commission on Human Rights Act, as amended, which prohibits discrimination in employment based on race, color, handicap, religion, sex, national origin, or age.
- Equal Pay Act of 1963, as amended, which requires equal pay for men and women performing equal work.
- Pregnancy Discrimination Act of 1978, which prohibits discrimination against pregnant women.

Vendor is committed to promoting equal employment opportunity through a progressive program designed to provide equal opportunity without regard to race, color, sex, religion, national origin, age, disability, or political affiliation or belief. Vendors take positive steps to eliminate any systematic discrimination from personnel practices. Vendor recruits, hires, trains, and promotes into all job levels the most qualified persons without regard to race, color, religion, sex, national origin, age, or disability status. Staff at all levels are responsible for active program support and personal leadership in establishing, maintaining, and carrying out an effective equal employment opportunity program.

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Vendor Name

---

Signature of Authorized Representative

---

Date

---

Printed Name and Title of Authorized Representative

**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:

\_\_\_\_\_

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

\_\_\_\_\_  
Date Signed

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 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](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: \_\_\_\_\_

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: \_\_\_\_\_

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 terms and provide for such sanctions and penalties as appropriate.
2. Termination for Cause and Convenience. All contracts in excess of \$10,000 must address termination for cause and for convenience by THE SCHOOL including the manner by which it will be affected and the basis for settlement.
3. Equal Employment Opportunity. Except as otherwise provided under 41 CFR 60, all contracts that meet the definition of “federally assisted construction contract” in 41 CFR 60–1.3 must include the equal opportunity clause provided under 41 CFR 60–1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 CFR 1964–1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 CFR 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”
4. Davis-Bacon Act. When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by the school and the charter districts must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141–3144, and 3146–3148) as supplemented by Department of Labor regulations (29 CFR 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The school and the charter districts must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The school and the charter districts must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The school and the charter districts must report all suspected or reported violations to the Federal awarding agency.
5. Contract Work Hours and Safety Standards Act. Where applicable, all contracts awarded by the school and the charter districts in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard workweek of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the workweek. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.
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. A contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide Excluded Parties List System in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR Part 1986 Comp., p. 189) and 12689 (3 CFR Part 1989 Comp., p. 235), “Debarment and Suspension.” The Excluded Parties List System in SAM contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.
  
10. Byrd Anti-Lobbying. Contractors that apply or bid for an award of \$100,000 or more must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier.
  
11. Procurement of Recovered Materials. The school, the charter districts and their contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired by the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

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

Vendor’s Name/Company Name: \_\_\_\_\_

Address, City, State, and Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Printed Name and Title of Authorized Representative:

\_\_\_\_\_

Signature of Authorized Representative: \_\_\_\_\_ Date: \_\_\_\_\_





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 non-compliance 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 have used your services. We would prefer some of the references to be new customers in the last year, and 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

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

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

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

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

3.

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Company Name

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Street Address	City	State	Zip
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Contact Person	Phone Number	Email Address
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Project Scope

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Dates of Contract

4.

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Company Name

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Street Address	City	State	Zip
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Contact Person	Phone Number	Email Address
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Project Scope

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Dates of Contract

Attachment O – Proposed Pricing

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

			Can Services be Provided? Yes or No	Cost Proposal for each service per region
<b>TEXAS</b>				
	<b>RGV</b>	Adaptive Physical Education		
		Auditory Impairment/Deaf Ed Teacher		
		Board Certified Behavior Analyst (BCBA)		
		Licensed Specialist in School Psychology		
		Nursing		
		Occupational Therapist		
		Orientation and Mobility		
		Physical Therapy		
		Speech Language Pathologist		
		Visual Impairment Teacher		
	<b>San Antonio</b>	Adaptive Physical Education		
		Auditory Impairment/Deaf Ed Teacher		
		Board Certified Behavior Analyst (BCBA)		
		Licensed Specialist in School Psychology		
		Nursing		
		Occupational Therapist		
		Orientation and Mobility		
		Physical Therapy		
		Speech Language Pathologist		
		Visual Impairment Teacher		
	<b>Austin</b>	Adaptive Physical Education		
		Auditory Impairment/Deaf Ed Teacher		
		Board Certified Behavior Analyst (BCBA)		
		Licensed Specialist in School Psychology		
		Nursing		
		Occupational Therapist		
		Orientation and Mobility		
		Physical Therapy		
		Speech Language Pathologist		
		Visual Impairment Teacher		
	<b>El Paso</b>	Adaptive Physical Education		
		Auditory Impairment/Deaf Ed Teacher		
		Board Certified Behavior Analyst (BCBA)		
		Licensed Specialist in School Psychology		
		Nursing		
		Occupational Therapist		
		Orientation and Mobility		
		Physical Therapy		
		Speech Language Pathologist		
		Visual Impairment Teacher		

	<b>Houston</b>	Adaptive Physical Education		
		Auditory Impairment/Deaf Ed Teacher		
		Board Certified Behavior Analyst (BCBA)		
		Licensed Specialist in School Psychology		
		Nursing		
		Occupational Therapist		
		Orientation and Mobility		
		Physical Therapy		
		Speech Language Pathologist		
		Visual Impairment Teacher		
	<b>Permian Basin</b>	Adaptive Physical Education		
	<b>Midland</b>	Auditory Impairment/Deaf Ed Teacher		
		Board Certified Behavior Analyst (BCBA)		
		Licensed Specialist in School Psychology		
		Nursing		
		Occupational Therapist		
		Orientation and Mobility		
		Physical Therapy		
		Speech Language Pathologist		
		Visual Impairment Teacher		
	<b>Permian Basin</b>	Adaptive Physical Education		
	<b>Odessa</b>	Auditory Impairment/Deaf Ed Teacher		
		Board Certified Behavior Analyst (BCBA)		
		Licensed Specialist in School Psychology		
		Nursing		
		Occupational Therapist		
		Orientation and Mobility		
		Physical Therapy		
		Speech Language Pathologist		
		Visual Impairment Teacher		
	<b>Tarrant County</b>	Adaptive Physical Education		
		Auditory Impairment/Deaf Ed Teacher		
		Board Certified Behavior Analyst (BCBA)		
		Licensed Specialist in School Psychology		
		Nursing		
		Occupational Therapist		
		Orientation and Mobility		
		Physical Therapy		
		Speech Language Pathologist		
		Visual Impairment Teacher		
<b>FLORIDA</b>				
	<b>Tampa Bay</b>	Adaptive Physical Education		
		Auditory Impairment/Deaf Ed Teacher		
		Board Certified Behavior Analyst (BCBA)		
		Certified School Psychologist		
		Nursing		
		Occupational Therapist		
		Orientation and Mobility		
		Physical Therapy		

		Speech Language Pathologist		
		Visual Impairment Teacher		
	<b>Jacksonville</b>	Adaptive Physical Education		
		Auditory Impairment/Deaf Ed Teacher		
		Board Certified Behavior Analyst (BCBA)		
		Certified School Psychologist		
		Nursing		
		Occupational Therapist		
		Orientation and Mobility		
		Physical Therapy		
		Speech Language Pathologist		
		Visual Impairment Teacher		
<b>OHIO</b>				
	<b>Cincinnati</b>	Adaptive Physical Education		
		Auditory Impairment/Deaf Ed Teacher		
		Board Certified Behavior Analyst (BCBA)		
		Certified School Psychologist/LSSP		
		Nursing		
		Occupational Therapist		
		Orientation and Mobility		
		Physical Therapy		
		Speech Language Pathologist		
		Visual Impairment Teacher		

Please also provide a price sheet for all services and additional pricing for evaluations, etc.

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**