



IDEA Headquarters
2115 W. Pike Boulevard
Weslaco, Texas 78596
Phone 956.377.8000
Fax 956.447.3796

Request For Proposal Addendum

Addendum Number: 1
RFP Questions & Answers / Pre-Proposal Meeting

Date: 8/2/24

RFP #1-SNSRY-0924 for Special Education Sensory Coaching & Consultation

To: All Prospective Vendors

The following questions were sent in response to the referenced Solicitation for further clarification. Questions and Answers are listed below.

Question 1: If no single/sole provider is found that can provide services for the entire state of Texas/all areas requested, will IDEA Public Schools consider awarding different providers based on region?

Answer: Currently, IDEA is only considering vendors who can provide goods and services to all regions & campuses while meeting the cadence requirements listed in the RFP.

Question 2: On page 6 of the application, it states that professionals need a bachelor's degree in occupational therapy. However, we do have a smart, capable certified OT assistant (COTA) on our team. We supervise her in accordance with all Texas state laws. Would you allow this COTA to engage as a sensory coach under our consistent supervision?

Answer: IDEA is currently considering vendors with a staff of Occupational Therapists (OTs). Considerations may be made for those with a Certified Occupational Therapist Assistant (COTA) on staff in a given region.

Question 3: On page 3 of the application, it states that services are virtual and in-person. Is virtual an option for sensory coaching with teachers?

Answer: IDEA is only considering in-person sensory coaching services with teachers.



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Attachments: Pre-Proposal PowerPoint Presentation

End of Addendum

**IDEA Public Schools
Request for Proposals (RFP)
For
IDEA Public Schools
1-SNSRY-0924 for Special Education Sensory
Coaching & Consulting**

Pre-Proposal Meeting
July 29, 2024 @ 10:00 AM CST

Delilah Veliz, Procurement Analyst



Recording

This meeting will be recorded and transcribed for future reference

Please type your name, title, phone number, email address, and organization in the chat

Pre-Proposal Agenda

- Welcome
- Agenda & Solicitation Overview
- Proposal Submission & Selection
- Project Scope and Overview
- Q&A
- Wrap-up



Point of Contact (POC)

All inquiries regarding this solicitation should be directed to IDEA's:

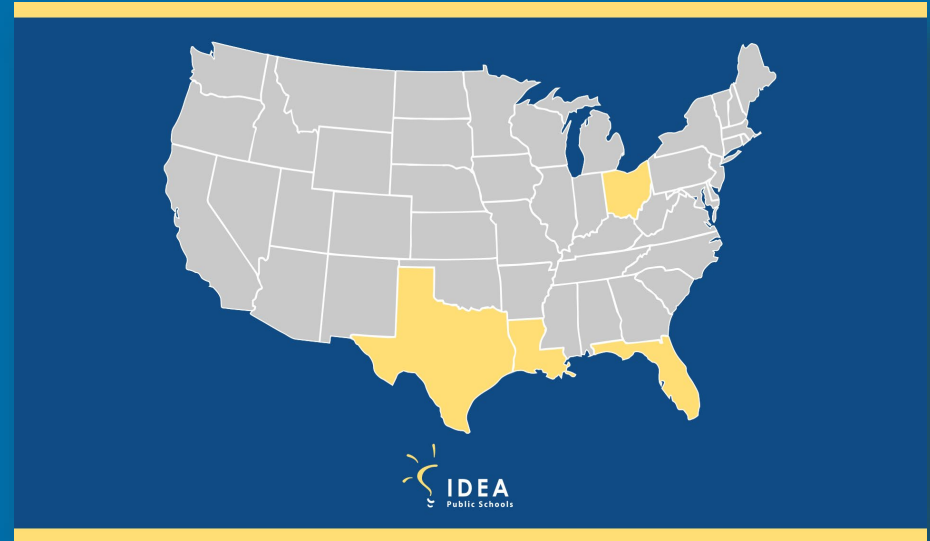
Procurement Department

solicitations@ideapublicschools.org



Disclaimer

- This Document serves to aid interested vendors doing business with IDEA. This Document does not constitute legal advice or bind IDEA in any manner. Anything stated at this pre-submittal conference is not intended to change any terms and/or conditions stated in the advertised solicitation document. Any authorized changes will be made in writing in the form of an Addendum issued by IDEA Procurement Department.



Solicitation Overview

IDEA Public Schools is seeking to award one vendor who can provide in-person and virtual sensory coaching, training, and consulting for special education teachers, students, and parents in our Rio Grande Valley, San Antonio, Austin, El Paso, Tarrant County, and Greater Houston area campuses.

- ⚠ ***The intended awardee must be able to provide goods and services to all regions and campuses specified in Attachment O of the RFP***

The detailed scope of work and vendor requirements can be found in Part II – Scope and Specifications of the Proposal within the RFP.

Solicitation Overview Continued

Request for Proposal Completion Checklist

- Attachment A - Cover Page completed & submitted
- Attachment B – Vendor Acknowledgement completed & submitted
- Attachment C - Proof of Insurance with specified coverages attached & submitted
- Attachment D – Conflict of Interest Form completed & submitted
- Attachment E – CIQ completed & submitted
- Attachment F – Felony Conviction Disclosure completed & submitted
- Attachment G – Certification Regarding Lobbying completed & submitted
- Attachment H – Contract Provisions for Contracts Involving Federal Funds completed & submitted
- Attachment I – three (3) verifiable references submitted
- Attachment J – Litigation, Terminations, Claims completed & submitted
- Attachment K – Proposed Pricing completed & submitted
- Attachment L – W-9 completed & submitted
- Attachment M – Deviations & Exceptions completed & submitted
- Attachment N - Vendor Questionnaire completed & submitted
- Attachment O - Geographic Coverage Questionnaire completed & submitted
- Certifications provided with proposal
- Summary of Approach & Dunn’s Model submitted with proposal

Attachment K: Proposed Pricing for 1-SNSRY-0924

1-SNSRY-0924 for Sensory Coaching & Consulting Attachment K: Proposed Pricing						
Service	Description (as described by IDEA)	Proposed Pricing Details (to be completed by Respondent)	Total Quantity	Unit of Measurement (UOM)	Rate / Fee USD \$	Total USD \$
Classroom Coaching Visits	Provide special education teachers and staff feedback on sensory equipment and materials to support student success via in person coaching <i>*Total quantity includes all campuses specified in Attachment O of the RFP</i> <i>*Rate will be per session</i>		2750	Rate per session		\$ -
Staff/Parent Training (option 1)	Professional Development for Professionals or Caregivers in topics related to Sensory Integration <i>* Total quantity includes total number of trainings for all regions specified in Attachment O of the RFP</i> <i>*Rate will be for half-day (4 hours max)</i>		30	Half Day Training (4 Hrs)		\$ -
Staff/Parent Training (option 2)	Professional Development for Professionals or Caregivers in topics related to Sensory Integration <i>* Total quantity includes total number of trainings for all regions specified in Attachment O of the RFP</i> <i>*Rate will be for full-day (8 hours max)</i>		30	Full Day Training (8hrs)		\$ -
Sensory Consultation	Summarize findings from campus visits and present virtually to the Special Programs Director and/or other district staff <i>* Total quantity includes total number of consultations for all regions specified in Attachment O of the RFP</i> <i>*Rate will be per consultation (1 hour max)</i>		54	Per consultation		\$ -
Video Modules Video Sensory Processing Resources/Support for Teachers & Parents	Video Sensory Processing Resources/Support for Teachers <i>*Rate will be per module (max 5 modules) as an option for IDEA to purchase</i>		5	Per module		\$ -
GRAND TOTAL						\$ -
A detailed scope of work, technical specifications, deliverables, and qualifications can be found in Part II - Scope and Specifications of the Proposal of the RFP						
Certification(s) must be submitted with proposal						

Request for Proposal Tentative Timeline

Timeline:

First Advertisement Date/Issue Date:	Friday, July 19, 2024
Second Advertisement Date:	Friday, July 26, 2024
Pre-Proposal Meeting:	Monday, July 29, 2024, at 10:00 AM CST
Respondent Question Cut-Off Date:	Tuesday, July 30, 2024, at 12:00 PM CST
Questions Response from IDEA:	Friday, August 2, 2024
Solicitation Closing Date & Time:	Monday, August 19, 2024, at 2:00 PM CST
Anticipated Evaluation Period:	August 22 – August 26, 2024
Anticipated Board Meeting & Approval:	September 19, 2024
Initial Proposed Contract Term:	September 30, 2024-September 30, 2025
Renewal 1:	September 30, 2025-September 30, 2026

Submittal Procedures

Due: Monday, August 19, 2024 @ 2:00 PM CST

Proposal Submission: Proposals may be submitted using the [Public Purchase](#) or [Tyler Munis Self-Service](#) website, or by sending One (1) clearly identified hard copy ORIGINAL of the Proposal to:

IDEA Public Schools

RFP #1-SNSRY-0924

Attn. Purchasing Department

2115 West Pike Blvd

Weslaco, TX 78596

Note: Faxed or emailed Proposals will not be accepted.

RFP Submittal Requirements

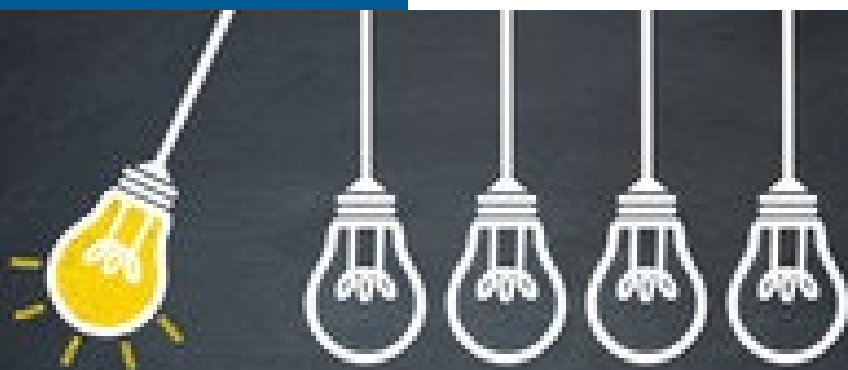
- Each proposal must be organized and follow the required format as stated in the RFP
- Each proposal must include all the required information and documentation specified within the RFP
- Each section must be appropriately tabbed and inclusive of all required submittals

Evaluation Criteria



Points	Evaluation Criteria
40 Points	Vendor's Cost Proposal
20 Points	Vendor's Aligned vision to program
20 Points	Vendor's ability to service all regions/schools specified in <i>Attachment O</i> of this RFP
10 Points	Vendor's reputation and quality of goods/services
10 Points	Vendor's experience in public and/or charter schools in Texas
100 Points	Total Possible Score

**⚠ The following formula will be used to determine cost points for scoring when applicable:
(Lowest Proposed Price / Proposed Price) x Assigned Points ⚠**



ANY QUESTIONS?

Closing

If you haven't already, please type name, title, contact information, and organization in the chat

