

TEXAS



Request for Qualifications (RFQ)

9-FORECAST-1025 Texas

**Financial Forecasting Model
Services**

Purchasing Department

2115 West Pike Blvd

Weslaco, TX 78596

solicitations@ideapublicschools.org

IDEA
Public Schools

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PART I – GENERAL INFORMATION AND INSTRUCTIONS

Procurement Analyst: Felicia Black **Contact email:** solicitations@ideapublicschools.org

IDEA Public Schools (herein referred to as IDEA or the organization) is seeking a Statement of Qualifications (SOQ) from qualified Respondents or individuals with specialized expertise in Texas charter school finance and long-term forecasting in response to this Request for Qualifications (RFQ) to partner with IDEA Public Schools in developing a robust 2–5-year financial forecasting model for each IDEA Texas campus. This model will inform long-term financial planning and be fully integrated into the FY26-27 budget planning, incorporating key financial levers such as, but not limited to, aging facilities maintenance, enrollment trends, staffing costs, and changes in state and federal funding. This initiative is a critical requirement for meeting our Goal Progress Measures with a tight turnaround and the depth of analysis needed. The qualified Respondent(s) must be able to execute duties within budget and a tight timeline with the utmost diligence, cooperation, and ethical behavior, in addition to being knowledgeable of industry standards as they relate to financial forecasting services for public schools. The chosen Respondent(s) should also demonstrate high levels of trust, competence, and integrity.

IDEA reserves the right to revise and amend the qualifications prior to the date set for the receipt of the SOQ. Respondents are requested to clarify any ambiguity, conflict, discrepancy, omission, or other error(s) in the RFQ 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 with a complete copy of the RFQ. It is the responsibility of each respondent, prior to submitting the SOQ, to contact IDEA to determine if addenda were issued and, if so, to obtain such addenda for attachment to the SOQ. Addenda are posted to IDEA’s website at: [Bid Opportunities & RFPs - IDEA Public Schools](#)

PART II – REQUEST FOR QUALIFICATIONS TIMELINE

All dates and times are tentative and subject to change.

RFQ Issue Date:	Wednesday, August 20, 2025
Pre-Qualification Meeting	Wednesday, August 27, 2025, at 10:00 AM (CST)
Respondent Question Cut-Off Date	Friday, August 29, 2025, at 3:00 PM (CST)
Addendum Issue Date	Tuesday, September 2, 2025
Statement of Qualifications Due Date & Time	Tuesday, September 16, 2025, at 2:00 PM (CST)
Evaluation Period:	Thursday, September 18, 2025, to Monday, September 22, 2025
Board Meeting:	October 8, 2025
Initial Proposed Contract Term:	October 15, 2025 - June 30, 2026
Renewal option #1	July 1, 2026 - June 30, 2027
Renewal option #2	July 1, 2027 - June 30, 2028

Pre- Qualifications Conference

A virtual pre-qualifications meeting will be held at 10:00 AM CST via TEAMS video conference on Wednesday, August 27, 2025. Questions regarding this RFQ must be submitted in writing to solicitations@ideapublicschools.org no later than 3:00 PM CST on Friday, August 29, 2025. Respondents are responsible for reviewing questions and answers prior to submitting a SOQ. Oral communications regarding this RFQ shall not be binding and shall in no way excuse a Respondent of the obligations set forth in this solicitation. While the pre-qualification meeting is non-mandatory, it is highly encouraged that all potential respondents participate and attend.

Join TEAMS Meeting: [Join the meeting now](#)

Meeting ID: 250 795 627 660 7

Passcode: vv6qp2nE

PART III – BACKGROUND & SCOPE OF SERVICES

Introduction: IDEA Public Schools (“IDEA”) is a Texas non-profit corporation and a tax-exempt organization pursuant to Section 501(c)(3) of the Internal Revenue Code. Pursuant to Chapter 12, Subchapter D of the Texas Education Code and its Contract for Charter with the Texas State Board of Education, as renewed by the Commissioner of Education, IDEA is an open-enrollment charter holder, governmental entity, and public school system. IDEA transforms education by preparing graduates to succeed in college and life. IDEA is a growing network of high-performing charter schools serving students located throughout Texas in the Austin, El Paso, Houston, Permian Basin, Rio Grande Valley, San Antonio, and Tarrant County regions.

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 in every three students is the first in their family to go to college. Since the first graduating class in 2007, nearly 100% of seniors have been accepted and matriculated to a college or university every year. Thanks to a rigorous path to college, 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.

Note: While IDEA’s program, curriculum, and mission has been replicated to serve students in other states, this Request for Qualifications and any subsequent contract is only for goods and services provided to IDEA’s Texas-based charter school and campuses.

Scope of Services

1. Objectives

IDEA Public Schools (IDEA) seeks to engage a qualified vendor responsible for, but not limited to: (1) creating, designing, developing, and implementing an informative a flexible, data-driven forecasting tool capable of modeling multiple financial scenarios for **each IDEA campus** over a 2–5-year financial forecasting cycle that guides long-term strategic planning and decision-making that will be fully integrated into the FY26-27 budget planning. (2) Ensuring the tool supports proactive resource allocation for key financial drivers, like, but not limited to, risk management, aging facilities, enrollment trends, staffing costs, and compliance with relevant state and federal financial reporting requirements and changes in state and federal funding formulas. (3) Providing recommendations for ongoing updates and refinements to maintain accuracy over time.

IDEA has allocated a budget of \$35,000 for this engagement, inclusive of all deliverables, meetings, travel, and any other expenses (if applicable). Respondents must confirm their ability to deliver the project scope within this specified budget and required timeline.

2. Locations

Respondents must be able to meet and uphold the following standards and qualifications for the scope of services identified in this solicitation and deliverables should be **for each** IDEA Texas campus (67 total, see Exhibit A for details)

3. Scope of Services

The Scope of services includes, but is not limited to the following tasks:

3.1 Current State Assessment & Project Planning

- Review existing multi-year financial planning practices, budget assumptions, and available financial data.
- Conduct discovery sessions and interviews with IDEA Public Schools' Finance, Operations, and Facilities leaders to identify priorities, constraints, and critical financial levers.
- Develop a detailed project plan including milestones, deliverables, and timelines.

3.2 Data Analysis & Model Design

- Review and validate historical data, such as but not limited to enrollment trends, staffing costs, facilities maintenance, and funding changes (state/federal).
- Define key assumptions, variables, and sensitivity parameters for scenario analysis.
- Design a forecasting model capable of integrating multiple datasets and producing detailed outputs with scenario planning (best-case, baseline, worst-case).

3.3 Model Development

- Build the model in an agreed-upon platform (e.g., Microsoft Excel, or other).
- Ensure model scalability, usability, and updating capability by internal FP&A staff.
- Incorporate scenario toggles for policy or legislative changes, deferred maintenance vs. accelerated upgrades, and major revenue shifts (HB2, grants, philanthropy).
- Integrate debt service and capital investment considerations.

3.4 Integration & Testing

- Align model outputs with IDEA's 2035 plan development and FY26–27 budget process.
- Test the model for accuracy, reliability, and performance using sample data.
- Refine and finalize the model based on stakeholder feedback.

3.5 Training & Documentation

- Develop a comprehensive user guide and technical documentation for finance and operations staff.
- Conduct in-person or virtual training sessions covering model use, maintenance, and periodic recalibration (minimum twice annually).
- Provide version control and clear intellectual property transfer documentation to ensure sustainability.

3.6 Final Report & Presentation

- Provide a summary memo outlining key findings, model insights, and planning recommendations.
- Present final deliverables to senior finance leadership and the executive leadership team.
- Assist in responding to questions from senior administrators and Board members as needed.

4. Deliverables

1. Needs Assessment Report

- Summary of findings from stakeholder consultations, including key assumptions and variables.

2. Inputs & Assumptions Documentation

- A detailed summary of baseline inputs to be used in the forecasting model, including but not limited to funding levels, anticipated district growth, potential impacts of government funding reductions, prevailing interest rates, facility and construction costs, and other key financial and operational assumptions agreed upon with IDEA.
- 3. Comprehensive Financial Forecasting Model**
 - Incorporate campus-level modeling by providing a dynamic 2–5-year forecasting tool with scenario planning, integrating key financial drivers specific to Texas charter schools. (See Appendix A for the full campus list. Each campus model should include relevant local assumptions, funding factors, and facility considerations.
- 4. Integration Plan**
 - Detailed plan to embed the model into the FY26–27 budget planning with timelines and process recommendations.
- 5. User Guide and Technical Documentation**
 - Clear, user-friendly instructions and troubleshooting resources.
- 6. Training Sessions**
 - In-person and/or virtual training to IDEA’s finance and operations teams. (In person may be requested if needed)
- 7. Final Report & Presentation**
 - Executive summary and formal presentation of findings and recommendations.
- 8. Post-Deliverables Price Sheet**
 - Upon completion of the scope defined in this RFQ, the selected vendor will provide a detailed price sheet outlining potential costs for future services, updates, and maintenance of the forecasting model. This will serve as a reference for a potential future contract and ongoing partnership.

Qualified Respondent(s) will be placed on a list of qualified vendors available for campus/departmental use.

5. Respondent Timeline & Milestones

Milestone	Deadline
RFQ Process and Vendor Selection	September 16, 2025
Draft Forecast Model & Scenario Design	October 1, 2025
Feedback and Model Refinement	October 31, 2025
Integration with FY26-27 Budget Process	November 30, 2025
Final Report, Presentation & Handoff	December 15, 2025

6. Vendor Responsibilities

- Facilitate working sessions with internal stakeholders.
- Develop forecasting tools and documentation.
- Provide training and knowledge transfer to ensure sustainable forecasting.
- Deliver final model and documentation in editable formats by the deadlines stated.
- Assist with presentations and field questions from senior leadership and Board members.

7. IDEA Public Schools Responsibilities

- Provide timely access to data and key stakeholders.
- Assign a project point person for coordination, review, and interim feedback.
- Review deliverables and provide timely feedback at key checkpoints.
- Provide final approval and sign-off on all deliverables.

8. Qualifications to Perform Requested Services

All services must be provided **in person** when required by IDEA Public Schools.

Relevant Experience

- Minimum five (5) years developing long-term financial forecasting models, preferably for Texas K–12 public charter schools.
- Experience integrating operational and financial data into dynamic projection models reflecting enrollment, staffing, and facilities variables.
- Proven success delivering actionable forecasting tools with measurable client outcomes.

Timeline Commitment

- Demonstrated ability to deliver a fully functional forecasting model by **December 2025**.
- Track record of meeting tight deadlines without compromising quality.

Technical & Scenario Modeling Expertise

- Proficiency in recognized forecasting platforms (Excel, Google Sheets, Power BI, etc.) with scenario planning (best-case, baseline, worst-case).
- Ability to integrate complex funding assumptions, operational cost drivers, and capital planning needs.

Specialized Knowledge in Texas Charter School Finance

- Deep understanding of Texas charter school funding formulas, federal grant processes, and enrollment-based funding impacts.
- Familiarity with Goal Progress Measures and compliance-related financial metrics.

Intellectual Property & Knowledge Transfer

- Commitment to transferring all deliverables, source files, documentation, and tools to IDEA upon project completion, **with no licensing fees**.
- Ability to provide clear documentation and training to non-technical staff for sustainable use.

References

- Minimum three (3) professional references from similar forecasting or financial modeling projects, preferably in Texas education or nonprofit sectors. ***(To be Documented on Attachment E)***

NOTE: Responses to qualifications and related questions should be submitted in Attachment G – Vendor Questionnaire.

PART IV – STATEMENT OF QUALIFICATION REQUIREMENTS

The SOQ should be prepared in such a way as to demonstrate a straightforward, concise delineation of capabilities that satisfy the requirements of the RFQ. Emphasis should be concentrated on the respondent's ability to ensure IDEA Public School's compliance with policies, procedures, TEA, and licensing boards.

To be considered, the SOQ must be prepared according to the following specifications:

- I. Cover Letter
- II. Table of Contents
- III. Respondent(s)/Individual Profile
- IV. Approach to Services and Methodology as it relates to the scope of work and deliverables
- V. References
- VI. Required Forms

- a) To be eligible for consideration the SOQ should be received by using the [Tyler Munis Self-Service](#) website (TEXAS ONLY), or [Public Purchase](#) website, or mailed to the **IDEA Public Schools Headquarters, Attn: Purchasing Department, 2115 W Pike Blvd,**

Weslaco, TX 78596 no later than **2:00 PM CST on Tuesday, September 16, 2025**, along with the requisite signature pages and completed certification forms. All Statements of Qualifications must be received by the deadline. Statements of Qualifications submitted after the closing time and date will not be accepted. Faxed or emailed statements of Qualifications will not be accepted.

- b) **Statement of Qualifications Guarantee:** SOQ shall be honored for one hundred twenty (120) days after the due date or until an agreement is in place.
- c) All supplemental information required by the RFQ must be included with the SOQ. Failure to provide complete and accurate information may disqualify the respondent from consideration.
- d) All costs incurred in the preparation and submission of the RFQ response shall be paid solely by the Respondent. Where Respondents 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 RFQ, all costs shall be paid by the Respondent.
- e) Any SOQ submitted in response to this RFQ will be irrevocable upon the closing time and remain open for acceptance for one hundred twenty (120) days from the closing date whether or not another RFQ has been accepted.
- f) Submission of a SOQ shall be construed to mean that the Respondent 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 noncompliance with stated conditions via email at solicitations@ideapublicschools.org. If no changes are indicated, IDEA shall expect to receive the service(s) exactly as specified.
- g) IDEA reserves the right to select any offer it determines provides the best value, regardless of price.
- h) IDEA may accept multiple offers for the same services. There may not be exclusivity with any selected Respondent.

RFQ Clarification

Questions regarding the requirements specified in this RFQ must be submitted via email to the IDEA Public Schools Solicitations Division at solicitations@ideapublicschools.org **no later than Friday, August 29, 2025, at 3:00 PM CST**. The email subject line should read: Questions- 9-FORECAST-1025 Financial Forecasting Model Services. Questions submitted by Respondents by the submission deadline and answers prepared by IDEA, along with any errata or addenda to this RFQ, if applicable, will be posted on the IDEA website at: <https://ideapublicschools.org/our-story/finance-budget/pcs/bids-rfps/>, on [Public Purchase](#), and on the [Tyler Munis Self Service](#) (Texas Only) website. IDEA will not answer questions verbally and any informal oral answers provided by IDEA or its agents shall not be binding. No modification or amendment to this RFQ shall be valid unless it is set forth in writing, via a signed addendum or amendment from IDEA.

PROPOSER RESPONSIBILITY

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

COMPLETENESS

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

FALSE/MISLEADING STATEMENTS

SOQ 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 SOQ and the attribute, condition, or capability as a requirement of the RFQ, the SOQ shall be rejected.

STATEMENT OF QUALIFICATIONS SIGNATURES

The SOQ must be signed by an individual with proper authority to obligate the Respondent. The signature should indicate the title or position that the individual holds in the partner (if applicable).

SELECTION OF RESPONDENT(S)

IDEA may award this RFQ to multiple Respondents, or to a single respondent, in its sole discretion, which provides the best value to IDEA, based upon the evaluation of the SOQ. Thus, the result will be determined by the applicable criteria, as listed under Evaluation Criteria referenced in this RFQ. Once the SOQ is received the qualifications will be evaluated by IDEA and then interviews will be conducted (if required) with selected respondents.

ADMINISTRATIVE PROCEDURE FOR BIDDER COMPLAINTS

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

**IDEA Public Schools Headquarters
Attn: Director of Procurement
2115 West Pike Blvd Weslaco, TX 78596**

PART V – SUBMISSION INSTRUCTIONS

Statement of Qualifications may be submitted using the [Tyler Munis Self-Service](#) website (TEXAS ONLY), [Public Purchase](#), or by sending a hard copy to:

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

SOQ must be in a sealed envelope marked on the outside of the envelope with the RFQ Number and Title (9-FORECAST-1025 Financial Forecasting Model Services Texas) and include:

1. One (1) clearly identified hard copy ORIGINAL of the SOQ response.
2. One (1) copy of the SOQ on FLASH DRIVE, marked with the Respondent's name.

Note: Submissions via fax or email will not be accepted.

NOTE: The respondents' SOQ itself shall be organized as identified in *Part IV (four), SOQ Submission Requirements*.

PART VI – REQUIREMENTS

Statement Of Qualifications Opening

A formal “opening” will not be held. Trade secrets and confidential information contained in the SOQ shall not generally be open for public inspection, but IDEA’s records are a matter of public record.

Who Is Eligible To Respond

Respondents who can meet the requirements for quality and other terms of this RFQ 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, by submitting an SOQ, represents to IDEA that it meets the following requirements:

- Possesses or is able to obtain adequate financial resources as required to perform under this RFQ.
- Is able to comply with the required scope of the RFQ.
- Have a satisfactory record of integrity to ethics.
- Be otherwise qualified and eligible to receive an award.
- Be in service standing with the applicable national or state associations.

PART VII – EVALUATION CRITERIA

IDEA Public Schools will evaluate each Respondent’s SOQ based on the criteria listed in this solicitation. The evaluation committee may take the following actions: (1) Rank vendors by total score, (2) Conduct interviews to allow Respondents to clarify or elaborate on their SOQ, provide additional information, or discuss potential scope adjustments prior to award, (3) Request revised submissions for any or all portions of the SOQ, if necessary, and but not limited to (4) Make the final award to the highest-scoring vendor whose qualifications and pricing are determined to be most advantageous to the district. Respondents will be scored according to the evaluation criteria outlined below:

Criteria	Description	Max Points	Scoring Guidance
Relevant Experience	Proven track record in developing multi-year financial models for charter schools, with examples of similar projects completed.	25	0–10: Limited/no relevant experience. 11–18: Some relevant projects, limited complexity or results. 19–25: Extensive, directly relevant experience with measurable outcomes.
Timeline Commitment	Demonstrated ability to complete and deliver a fully functional forecasting model by December 2025 .	20	0–7: No clear timeline or past delays. 8–14: Reasonable plan but lacks detail or risk mitigation. 15–20: Clear, detailed plan with milestones; strong history of on-time delivery
Technical & Scenario Modeling Expertise	Demonstrated proficiency in recognized forecasting platforms (Excel, Google Sheets, Power BI, etc.) with the ability to develop scenario plans (best-case, baseline, worst-case). Evidence of integrating complex funding assumptions, operational cost drivers, and capital planning needs into models.	25	0–10: Limited or no use of recognized platforms; no scenario modeling or integration of complex variables. 11–18: Competent use of one or more platforms; some scenario modeling with limited complexity. 19–25: Advanced, demonstrated expertise in multiple platforms; clear, complex scenario modeling with integrated funding, operational, and capital planning factors.

Intellectual Property Transfer	Clear confirmation that all deliverables, documentation, and tools will become the property of IDEA Public Schools upon project completion.	20	0–7: Unclear or restrictive IP transfer terms. 8–14: Standard IP terms but lacks detail on process. 15–20: Clear, unconditional transfer with detailed process for handoff.
Specialized Expertise	In-depth knowledge of Texas charter school funding structures, state and federal funding mechanisms, and related economic factors.	10	0–3: General finance experience but no charter/TX-specific focus. 4–6: Some Texas charter school knowledge. 7–10: Deep, demonstrated expertise in TX charter school finance.

Total Possible Points 100

PART VIII – ATTACHMENTS

The attachments listed below are required and should be included with the SOQ, along with any other forms included in this RFQ. All forms requiring a signature must be signed as indicated.

1. **Attachment A** - Title Page
2. **Attachment B** - Respondent Certification
3. **Attachment C** - Certification Regarding Lobbying
4. **Attachment D** - Debarment or Suspension Certification
5. **Attachment E** - Reference Sheet
6. **Attachment F** - Proof of Insurance or Bonding Requirements
7. **Attachment G** - Vendor Questionnaire
8. **Attachment H** - RFQ Completion Checklist
9. **Appendix A** - IDEA Public Schools TX Campus List

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Attachment A – Title Page



A Statement of Qualifications
Submitted in Response to
IDEA's Request for Qualifications
#9-FORECAST-1025 Financial
Forecasting Model Services
(Texas)

Submitted By:

(Full Legal Name of Vendor)

Vendor dba (if applicable): _____

Employer Identification Number: _____

Street Address: _____

City, State, and Zip Code: _____

Additional Requirements:

The proposal must include the name of each person with at least twenty-five percent (25%) ownership of the business.

Name: _____ Name: _____

Name: _____ Name: _____

On: _____

(Date of Proposal Submission)

Attachment B – Respondent Certification

I, the undersigned, submit this Statement of Qualifications (SOQ) and have read the specifications, which are a part of this RFQ. My signature also certifies that I am authorized to submit this SOQ, sign as a representative for Vendor, and carry out services solicited in this RFQ.

Signature of Authorized Agent: _____

Printed Name and Title of Agent: _____

Respondent Name: _____

Address: _____

Telephone Number: _____

Fax Number: _____

Contact Person: _____

Email Address (if applicable): _____

Web Site Address (if applicable): _____

Attachment C – 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 Ten Thousand Dollars (\$10,000) and not more than One Hundred Thousand Dollars (\$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 One Hundred Thousand Dollars (\$100,000) in Federal funds at all appropriate tiers and that all subrecipients shall certify and disclose accordingly.

Respondent Name

Signature of Authorized Respondent

Date

Printed Name and Title of Authorized Representative

Attachment D – Debarment or Suspension Certificate

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

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

Respondent Name

Signature of Authorized Representative

Date

Printed Name and Title of Authorized Representative

Attachment E – Reference Sheet

Please list a **minimum of three (3) verifiable references** of clients/organizations (governments, charter schools, or ISDs) that have used your services. Preferably the Respondent shall list references for any projects completed in the past three (3) years that are similar to the scope of work in this Solicitation. Ensure the references listed here **match** the details provided in **Attachment G, Section 2, Question 1**. If additional space is required, attach additional pages hereto. IDEA would prefer some of the references to be new customers in the last year, and Texas clients/organizations are preferred:

COMPANY NAME OR CONTACT PERSON			
STREET ADDRESS	CITY	STATE	ZIP
CONTACT PERSON		TELEPHONE NUMBER	
PRODUCTS/SERVICES USED			
DESCRIBE AND DOCUMENT YOUR INVOLVEMENT WITH OTHER COMMUNITIES IN SIMILAR TYPE OF WORK			

COMPANY NAME OR CONTACT PERSON			
STREET ADDRESS	CITY	STATE	ZIP
CONTACT PERSON		TELEPHONE NUMBER	
PRODUCTS/SERVICES USED			
DESCRIBE AND DOCUMENT YOUR INVOLVEMENT WITH OTHER COMMUNITIES IN SIMILAR TYPE OF WORK			

COMPANY NAME OR CONTACT PERSON			
STREET ADDRESS	CITY	STATE	ZIP
CONTACT PERSON		TELEPHONE NUMBER	
PRODUCTS/SERVICES USED			
DESCRIBE AND DOCUMENT YOUR INVOLVEMENT WITH OTHER COMMUNITIES IN SIMILAR TYPE OF WORK			

Attachment F – Proof of Insurance or Bonding Requirements

Please provide proof of insurance or bonding for each state included in this RFQ as applicable. IDEA requires the minimum insurance coverage & limits as stated below:

MINIMUM INSURANCE COVERAGE & LIMITS FOR VENDORS AND PROFESSIONAL SERVICE PROVIDERS			
Type of Contractor	Required Coverage	Required Coverage Limits	Other
Vendor General Insurance Requirements	Commercial General Liability	Each Occurrence: \$1,000,000 General Aggregate: \$2,000,000 Personal and Advertising Injury: \$500,000	Additional Insured Endorsement
	Automobile Liability, Including: <input type="checkbox"/> Owned Vehicles <input type="checkbox"/> Non-Owned Vehicles <input type="checkbox"/> Hired Vehicles <i>(Required for vehicles driven on school property)</i>	Combined Single Limit: \$1,000,000	
	Workers' Compensation* Employers' Liability	Limit: State- Statutory Each Occurrence \$500,000	Waiver of Subrogation Endorsement

For the contractor categories below, the following coverages may apply in addition to the general insurance requirements listed above:

Professional Services (accountants, architects, attorneys, education consultants, etc.)	Professional Liability	General Aggregate: \$2,000,000 Each Occurrence: \$1,000,000 Abuse of Molestation (If applicable) \$1,000,000	Additional Insured Endorsement
Nurses, therapists, medical providers	Professional Liability or Medical Malpractice (as applicable)	General Aggregate: \$3,000,000 Each Occurrence: \$1,000,000 Abuse of Molestation: (If applicable) \$1,000,000	Additional Insured Endorsement

Attachment G – Vendor Questionnaire

All questions must be answered with the submission of qualifications. Please respond in the order listed below. Each section should be clearly labeled. Attach additional pages if necessary. Please provide clear, concise responses to the following items. Attach supporting documentation where applicable.

SECTION 1 – BUDGET ALIGNMENT (NON-SCORED) (1) Confirm your ability to complete the project within IDEA Public Schools' allocated budget of \$35,000 for this engagement. (*Yes/No*) (2) If no, please indicate why and whether scope adjustments would make it feasible.

SECTION 2 – SCORED QUESTIONS

1. Relevant Experience (0–25 points) (1) Describe at least three projects involving long-term (multi-year) financial modeling for charter schools, preferably in Texas, (2) Include project scope, methodology, deliverables, and measurable outcomes, and (3) Provide client names, dates, and references (contact info).

NOTE: ENSURE RESPONSE FOR THIS QUESTION IS DOCUMENTED ON ATTACHMENT E.

2. Timeline Commitment (0–20 points) (1) Provide a detailed project plan showing milestones, deliverables, and review periods. (2) Confirm your ability to deliver a completed and functional forecasting model by **December 2025**.

3. Technical & Scenario Modeling Expertise (0-25 points) (1) List the forecasting platforms (Excel, Google Sheets, Power BI, or others) you will use for this project. (2) Describe your approach to developing multiple scenarios (best-case, baseline, worst-case) for charter school financial forecasting. Provide examples from past projects. (3) Explain how you integrate complex funding assumptions, operational cost drivers, and capital planning needs into your models. (4) Attach a redacted sample model or screenshots demonstrating your scenario modeling capabilities.

4. Intellectual Property (0–20 points) (1) Confirm that all work products, models, source files, documentation, and tools will be transferred to IDEA Public Schools at no additional cost upon project completion. (2) Describe your process for ensuring a clean transfer of intellectual property rights.

5. Specialized Expertise (0–10 points) (1) Describe your team’s understanding of Texas charter school economics and funding structures. (2) Include examples of integrating state and federal funding models, enrollment-based funding impacts, and facility cost planning into forecasting tools.

NOTE: Vendors should confirm their ability to deliver services within IDEA’s allocated budget. Final pricing will be negotiated with the highest-ranked Respondent

Attachment H – RFQ Completion Checklist

The documents below are **required** for the SOQ submission to be considered complete. Failure to submit the required documents may result in a SOQ being deemed nonresponsive.

- ☐ Cover Letter
- ☐ Table of Contents
- ☐ Respondent(s)/Individual Profile
- ☐ Approach to Services and Methodology
- ☐ Attachment A – Title Page
- ☐ Attachment B – Respondent Certification
- ☐ Attachment C – Certification Regarding Lobbying
- ☐ Attachment D – Debarment or Suspension Certification
- ☐ Attachment E – Reference Sheet (minimum of 3 verifiable references)
- ☐ Attachment F – Proof of Insurance or Bonding Requirements
- ☐ Attachment G – Vendor Questionnaire
- ☐ Attachment H – RFQ Completion Checklist

☐ **By selecting this checkbox, the vendor acknowledges and agrees to the terms and conditions outlined in this solicitation document.**

Appendix A - IDEA Public Schools TX Campus List

1. IDEA Achieve
2. IDEA Alamo
3. IDEA A.W. Brown
4. IDEA Robinson
5. IDEA Bluff Springs
6. IDEA Brackenridge
7. IDEA Brownsville
8. IDEA Burke
9. IDEA Carver
10. IDEA Converse
11. IDEA Donna
12. IDEA Eastside
13. IDEA Edgecliff
14. IDEA Edgemere
15. IDEA Edinburg
16. IDEA Elsa
17. IDEA Ewing Halsell
18. IDEA Frontier
19. IDEA Hardy
20. IDEA Harlingen
21. IDEA Paula A. and James C. Henry
22. IDEA Health Professions
23. IDEA Hidden Meadow
24. IDEA Horizon Vista
25. IDEA Ingram Hills
26. IDEA Judson
27. IDEA Kyle
28. IDEA La Joya
29. IDEA Lake Houston
30. IDEA Lopez
31. IDEA Los Encinos
32. IDEA Mays
33. IDEA McAllen
34. IDEA Mesa Hills
35. IDEA Mesquite Hills
36. IDEA Mission
37. IDEA Monterrey Park
38. IDEA Montopolis
39. IDEA Harvey E. Najim
40. IDEA North Mission
41. IDEA Owassa
42. IDEA Palmview
43. IDEA Parmer Park
44. IDEA Pflugerville
45. IDEA Pharr
46. IDEA Quest
47. IDEA Rio Grande City
48. IDEA Rio Vista
49. IDEA Rise
50. IDEA Riverview
51. IDEA Robindale
52. IDEA Ambrose & Freda Robinson
53. IDEA Round Rock Tech
54. IDEA Rundberg
55. IDEA San Benito
56. IDEA San Juan
57. IDEA South Flores
58. IDEA Southeast
59. IDEA Spears
60. IDEA Sports Park
61. IDEA Toros
62. IDEA Travis
63. IDEA Tres Lagos
64. IDEA Walzem
65. IDEA Weslaco
66. IDEA Weslaco Pike
67. IDEA Yukon

END OF IDEA PUBLIC SCHOOLS RFQ