

TEXAS



REQUEST FOR PROPOSAL

**RFP# 15-EPP-0126 Texas
Educator Preparation Program**

IDEA
Public Schools

**Procurement Department
2115 West Pike Blvd
Weslaco, TX 78596**

solicitations@ideapublicschools.org

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PART I – GENERAL INFORMATION

Procurement Analyst: Humberto Hinojosa **Contact Email:** solicitations@ideapublicschools.org

Purpose of Request for Proposal (RFP): As an open-enrollment charter school network serving multiple Texas regions, we face an urgent need to recruit, certify, and retain effective teachers, particularly in hard-to-fill areas such as Special Education, English as a Second Language (ESL), and Bilingual education. IDEA Public Schools (“IDEA”) is issuing a Request for Proposal (“RFP”) to identify and select **a qualified Educator Preparation Program (EPP) vendor(s)** that aligns with our vision of preparing students for success in college and beyond and is **capable of supporting district goals for high-quality teacher preparation, certification, and residency pathways**. The selected vendor(s) shall provide comprehensive services, data transparency, and program delivery aligned with the Texas Education Agency (TEA) requirements and district priorities. Our partnership goal is to expand certification pathways, streamline compliance, and maximize available state entitlements under HB 2 and the PREP Allotment while maintaining IDEA’s reputation for excellence.

PART II – RFP TIMELINE & INSTRUCTIONS

Timeline:

All dates and times are tentative and subject to change.

First Advertisement & RFP Issue Date:	Wednesday, October 22, 2025
Second Advertisement Date:	Wednesday, October 29, 2025
Pre-Proposal Meeting:	Tuesday, November 04, 2025 @ 10:00 AM CST
Respondent Question Cut-Off Date:	Thursday, November 13, 2025, NO Later than 5:00 PM CST
Questions Response from IDEA:	Thursday, November 20, 2025
Proposals Due by Date & Time:	Wednesday, December 10, 2025, NO later than 2:00 PM CST
Anticipated Evaluation Period:	December 11, 2025 – December 18, 2025
Anticipated Board Meeting & Approval:	January 2026
Initial Proposed Contract Term:	March 1, 2026 - March 1, 2027
Renewal option #1:	March 1, 2027 - March 1, 2028
Renewal option #2	March 1, 2028 – March 1, 2029
Renewal option #3	March 1, 2029 – March 1, 2030
Renewal option #4:	March 1, 2030 - March 1, 2031

Pre-Proposal Conference

A virtual pre-proposal meeting will be held at 10:00 AM CST via TEAMS video conference on **Tuesday, November 04, 2025**. Questions for this RFP must be submitted in writing to solicitations@ideapublicschools.org no later than 5:00 PM CST on Thursday, November 13, 2025. Respondents are responsible for reviewing questions and answers prior to submitting a proposal. Oral communication regarding this RFP shall not be binding and shall in no way excuse a Respondent of the obligations set forth in this proposal. While the pre-proposal meeting is non-mandatory, it is highly encouraged that all potential respondents participate and attend.

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

Meeting ID: 230 581 654 659

Passcode: kp6Mt942

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 # 15-EPP-0126 Texas
Education Preparation Program
Attn: Procurement Department
2115 West Pike Blvd, Weslaco, TX 78596

Proposals MUST be organized as specified in **PART VI – PROPOSAL SUBMISSION, REQUIREMENTS & PROVISIONS** section and received by IDEA **no later than 2:00 PM CST on Wednesday, December 10, 2025**, as outlined in the RFP timeline. Each proposal **MUST** be sealed and marked with the relevant information; failure to do so may result in the proposal not being considered.

Note: Faxed or emailed Proposals will NOT be accepted. Acceptance Period is 120 days from the date of the proposal submission deadline unless otherwise stated in writing.

Funding Type: IDEA will utilize state and federal funds to finance any purchases of goods and/or services through the contract(s) awarded to the successful Vendor(s) through this RFP, including any purchase orders issued under said contract(s).

Eligible Respondents: Respondents **must not** be debarred or suspended by federal or state-funded agencies and must have the legal authority to transact business in Texas. Additionally, respondents must affirmatively demonstrate responsibility and good standing, which may be considered as part of the performance evaluation criteria.

Respondents may withdraw their proposals in writing at any time prior to the submission deadline, without penalty or prejudice.

Administrative Procedure for Bidder Complaints

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: Director of Procurement, Procurement and Contract Services Department
2115 West Pike Blvd, Weslaco, TX 78596
(956) 377-8000

PART III – INTRODUCTION & BACKGROUND

Introduction: IDEA Public Schools 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 Proposals and any subsequent contract is only for goods and services provided to IDEA’s Texas based charter school and campuses.

Project Background & Vision:

IDEA Public Schools wants to be the nation’s leader in preparing students for success in college and beyond. As an open-enrollment charter school in the state of Texas, we have an outstanding track record of success. As student enrollment begins to shift, IDEA is committed to remain competitive to provide students and families with a best-in-class educational experience. To that end, IDEA is looking for a high-quality Educator Preparation Program to partner with that can:

Ensure Quality: IDEA needs to hire, develop, and retain high-quality teachers, especially in the K-2 grade band. Additionally, we need to signal to our prospective student families and stakeholders that IDEA employs "high-quality" teachers.

Provide Options: IDEA wants to provide our staff with the opportunity to complete the Texas Reading Academies, supporting them in earning certification, strengthening their instructional practice, and demonstrating our shared commitment to the profession.

Ensure Compliance: While the Texas Education Code provides open-enrollment charter schools flexibility to hire qualified teachers, there are policies, federal laws, and other statutes that require state certification: [Special Education - 19 TAC §89.1131](#); [Bilingual -19 TAC 89.1205](#); [English as a Second Language – 19 TAC §89.1201](#)

Maximize Budget: With the recent passage of HB 2, IDEA Public Schools wants to find a high-quality EPP partner that helps ensure we fully maximize entitlements offered under the PREP Allotment.

Ultimately, IDEA’s vision is to increase the total number of certified teachers in IDEA classrooms by 4% year over year by:

- Increasing the certified SPED teacher population by 25% of the current need (or 58) each year.
 - Current Need: 200 total SPED teachers
- Increasing the certified ESL teacher population by 25% of the current need (or 50) each year.
 - Current Need: 160 total ESL teachers
- Increasing the certified Bilingual teacher population by 25% of the current need (or 10) each year.
 - Current Need: 43-year-over-year Bilingual teachers

PART IV – SCOPE OF WORK AND SPECIFICATIONS OF THE PROPOSAL

Proposal Specifications: The following outlines the minimum service and performance requirements that the successful Respondent(s) must meet. Requirements may extend beyond those listed if necessary to support IDEA’s needs. Proposals will be evaluated using the objective criteria specified in this solicitation, and IDEA **may make multiple awards** at its sole discretion if determined to be in the district’s best interest.

The anticipated spending and total contract value will depend on the scope of services and identified needs during the evaluation process and may vary based on the number of awards issued.

Any contract award issued as a result of this RFP **does not guarantee a minimum purchase or payment**. IDEA will not issue a Purchase Order (P.O.) until a campus or department initiates a request for goods and/or services described in this RFP. **A Vendor/Contractor shall not perform services for IDEA without the issuance of a P.O. or contract agreement**. Compensation will be provided upon submission of proper supporting documentation for goods and/or services satisfactorily provided in accordance with this RFP and the executed agreement.

IDEA Public Schools seeks to partner with a high-quality Educator Preparation Program (EPP) that aligns with our vision of preparing students for success in college and beyond. As an open-enrollment charter school network serving multiple Texas regions, we face an urgent need to recruit, certify, and retain effective teachers, particularly in hard-to-fill areas such as Special Education, ESL, and Bilingual education.

Our partnership goal is to expand certification pathways, streamline compliance, and maximize available state entitlements under HB 2 and the PREP Allotment while maintaining IDEA's reputation for excellence. The selected EPP vendor(s) will:

- Provide flexible, scalable certification pathways aligned to IDEA's growth strategy.
- Deliver embedded Reading Academies to strengthen teacher effectiveness at no additional cost.
- Support IDEA's innovative Co-Op, Residency, Clinical Teaching, and Intern models, ensuring that aspiring teachers gain the practical, hands-on experience needed to succeed.
- Provide transparent reporting, accessible dashboards, and responsive customer service to ensure candidate progress and minimize the administrative burden on IDEA staff.
- Ensure full compliance with Texas Education Code and Administrative Code, meeting state expectations for certification and district accountability.

Through this partnership, IDEA Public Schools aims to increase the total number of certified teachers in IDEA classrooms by 4% year over year, addressing immediate staffing needs while building long-term sustainability in our teacher pipeline.

1. Overview

The selected Educator Preparation Program (EPP) vendor(s) shall:

- Provide certification pathways and coursework for **Core Subjects EC-6, Special Education EC-12, ESL Supplemental, and Bilingual Supplemental**, as well as additional pathways as IDEA scales programming.
- Integrate **Texas Reading Academies** coursework into certification programming at **no additional cost**.
- Deliver coursework through a **blend of asynchronous and synchronous virtual instruction**, aligned to each certification pathway's scope and sequence.
- Provide certification services in **seven (7) Texas regions**: Austin, El Paso, Permian Basin, Houston, Rio Grande Valley, San Antonio, and Fort Worth.
- Support IDEA's certification structures: Co-Op, Residency, Clinical Teaching, and Intern models.
- Conduct regular **progress monitoring meetings and data reporting** to track candidate success.
- Deliver **responsive customer service**, following a clear escalation ladder to resolve candidate issues.
- Assign **qualified field supervisors** to conduct formal observations for candidates on clinical or internship certificates, either in-person or virtual.
- Ensure compliance with all applicable [Texas Education Code \(TEC\)](#), [Texas Administrative Code \(TAC\)](#), and certification regulations.
- Utilize the **Effective Educator Preparation Framework** to guide coursework, operations, and partnership expectations.
- **Support Candidates** (mentorship, test prep, advising, wellness resources) to ensure persistence and reduce attrition.

2. Residency Pathway Readiness

The selected Educator Preparation Program (EPP) vendor(s) shall:

- Provide evidence of the ability to issue an **enhanced residency certificate** or submit a documented plan and timeline for PREP pathway approval.
- Demonstrate readiness to meet **TEA PREP Allotment Residency Pathway** requirements.
- Describe challenges faced in other districts when implementing residency models and strategies used to overcome them.

3. Track Record of Success

The selected Educator Preparation Program (EPP) vendor(s) shall provide evidence of program effectiveness, including, but not limited to:

- Total number of teachers enrolled (current and historical).
- Percentage of candidates conferred a **standard certificate**.
- Percentage of candidates who pass the **TEExES exam on the first attempt**.
- Average number of exam attempts per candidate.
- Average time to become **Statement of Eligibility (SOE) or intern-ready**.
- Provide 1-year, 2-year, and 3-year retention rates of certified teachers.
- **Performance Benchmarks:** Confirm ability to meet or exceed minimum thresholds (e.g., 85% TEExES first-attempt pass rate, 90% program completion rate, 80% two-year retention in teaching).

4. Cost Transparency & Value

The selected Educator Preparation Program (EPP) vendor(s) shall:

- Provide a **full cost model** including tuition, fees, Reading Academies, TEExES prep, and mentoring costs. IDEA **will NOT** pay for any travel fees. All travel fees shall be expensed by the vendor.
- Demonstrate how their program structure will **maximize IDEA's PREP Allotment entitlements**.
- Clearly state all candidates' out-of-pocket costs, tuition reimbursement options, and district partnership discounts.

5. Data Transparency & Reporting

The selected Educator Preparation Program (EPP) vendor(s) shall:

- Provide the number of partner districts served.
- Share program data via dashboards, reports, or APIs (Application Programming Interface), including enrollment updates, coursework progress, exam readiness, and SOE status.
- Allow inclusion of **Employee ID and Email** in datasets.
- Provide **exportable CSVs** (Comma Separate Value) **and/or API connections** for IDEA dashboards.
- Explain capacity to integrate data with IDEA's Human Resource Information System (HRIS) or other district systems.

6. Virtual Coursework Quality

The selected Educator Preparation Program (EPP) vendor(s) shall:

- Provide the **scope and sequence** for EC-6 coursework.
- Provide access to a sample asynchronous or synchronous course.
- For synchronous courses, explain systems in place to ensure **work-life balance** for candidates working full-time.
- Provide evidence of Texas Reading Academies provider authorization (or timeline to authorization), including the **Biliteracy pathway**.
- Demonstrate ADA compliance and support for diverse learners in all virtual coursework.

7. Intensive Pre-Service Certification

The selected Educator Preparation Program (EPP) vendor(s) shall:

- Propose a **pre-service certification program** aligned with potential HB 2 requirements.
- Provide **candidate selection and mentor requirements**.
- Demonstrate the feasibility of delivering **one-month intensive programs**.
- Outline additional district support needed.
- Provide a plan for adapting to TEA policy changes (e.g., HB 2 updates).

8. Deliverables

The selected Educator Preparation Program (EPP) vendor(s) shall provide:

- **Quarterly progress and data reports** on enrollment, coursework, testing, and placement outcomes.
- **Annual performance summaries** including pass rates, certification outcomes, and satisfaction data.
- Documentation of **TEA compliance and accreditation status**.
- **Quarterly stakeholder meetings** for program review and improvement.
- **Real-time access** to dashboards, reports, or APIs.
- Evaluation of program effectiveness and plans for improvement.

9. Compliance

The Educator Preparation Program (EPP) vendor(s) shall adhere to:

- [Texas Education Code \(TEC\), Chapter 21 – Educator Certification](#).
- [Texas Administrative Code \(TAC\), Title 19, Chapter 228 – Educator Preparation and Certification](#).
- **All IDEA Public Schools policies, data security requirements, and partnership expectations.**
- **Equal Treatment of All Persons:** Consistent with Article I, Section 3a of the Texas Constitution, the Fourteenth Amendment to the United States Constitution, federal and State law, and Executive Order No. GA-55, Subrecipient represents and warrants that:
 1. All conduct under this Subaward shall be administered and performed in a neutral manner without regard to race of persons;
 2. Subrecipient shall not, in the specific performance of this Subaward, elevate one individual person over another, or advantage any one person over another, due to race;

3. Subrecipient shall not, in the specific performance of this Subaward, employ practices or engage in any advancement of the programs known as DEI, critical race theory, affirmative action, or other similar, divisive agendas;
 4. Subrecipient's staff, agents, subgrantees, contractors, and subcontractors that are selected and employed in the specific performance of this Subaward shall be selected and employed solely on merit and the ability to perform; and
 5. Subrecipient shall ensure that any subgrantees, contractors and their subcontractors participating in the specific performance of this Subaward represent and warrant to the provisions of this clause.
- **Biological Sex and No Preferred Pronouns:** Subrecipient represents and warrants that it shall ensure that all actions in specific performance of this Subaward shall comply with federal and state law and reflect that there are only two sexes. Subrecipient's employees, officers, representatives, subgrantees, contractors, subcontractors, and agents shall not, in performance of this Subaward, present, direct, request, or suggest the use of preferred personal pronouns in professional correspondence or presentations.
 - Vendor shall indemnify IDEA against certification or compliance errors and provide a remediation plan for non-compliance.

Factors for Disqualification

Proposals will be disqualified if:

- Unauthorized contact with IDEA staff occurs.
- A complete response to all requested equipment/services is not provided.
- The proposal is submitted after the posted due date.
- A pricing attachment is not included.
- Partial bids are submitted.

Contract Term:

The agreement(s) resulting from this RFP will begin on or about **March 1, 2026**, with services expected to be effective as of that date. The initial contract term will be **one (1) year**, with IDEA Public Schools reserving the right to renew the agreement for up **to four (4) additional one-year terms, for a maximum total term of five (5) years.** IDEA shall provide written notice to the selected Vendor(s) at least thirty (30) days in advance of expiration, informing Vendor of IDEA's intent to renew, non-renew, amend the Agreement, or terminate. If the Vendor is unable to renew the contract, the Vendor shall provide IDEA with written notice according to the instructions provided in the renewal notice

PART V – INSURANCE REQUIREMENTS

Insurance Requirements:

No Insurance Requirements as to IDEA. As a governmental unit as defined by Texas Civil Practice and Remedies Code § 101.001, IDEA has immunity from liability and suit except to the extent such immunity is waived by the Texas Tort Claims Act, Chapter 101, Texas Civil Practice and Remedies Code.

The insurance coverage specified in this RFP is the minimum requirement, and these requirements do not lessen or limit the liability of the Vendor. The Vendor 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 RFP and Agreement.

Vendor shall keep in full force and effect the following minimum limits of insurance (or higher):

- i) General Liability: Vendor shall maintain Commercial General Liability Insurance, including coverage for bodily injury, property damage, and contractual liability, with the following minimum limits: \$1,000,000 per occurrence and \$2,000,000 general aggregate. The policy shall include liability arising out of premises, operations, independent contractors, personal injury, advertising injury, and liability assumed under an insured contract, and must provide coverage for all claims that may arise from the performance of the Agreement or completed operations, whether by Vendor or anyone directly or indirectly employed by Vendor. Such policy shall name IDEA as an Additional Named Insured and include a Waiver of Subrogation Clause.
- ii) Professional Liability: If the Contractor performs licensed professional services, the Contractor shall maintain professional liability insurance for licensed professionals performing work pursuant to this Agreement in an amount not less than \$1,000,000.00 per occurrence covering the licensed professionals' errors and omissions. Such policy shall name the School as an Additional Insured and include a Waiver of Subrogation Clause.
- iii) Automobile Insurance: The contractor shall maintain comprehensive automobile liability insurance to protect against claims for bodily injury and/or property damage arising out of the Contractor's use of any owned, hired, and or non/owned vehicle, with minimum limits of liability of \$1,000,000.00 combined single limit, per accident. Such policy shall name the School as an Additional Insured and include a Waiver of Subrogation Clause.
- iv) Cyber Liability and Technology Professional Liability Errors and Omissions: Vendor shall maintain coverage appropriate to Vendor's/Contractor's work under this Agreement, with limits not less than \$2,000,000 per occurrence. Coverage shall be sufficiently broad to respond to the duties and obligations undertaken by Vendor in this Agreement and shall include, but not be limited to, claims involving infringement of intellectual property, copyright, trademark, invasion of privacy violations, information theft, release of private information, extortion, and network security. The policy shall provide coverage for breach response costs as well as regulatory fines and penalties, as well as credit monitoring expenses with limits sufficient to respond to these obligations. The policy shall include or be endorsed to include **property damage liability coverage** for damage to, alteration of, loss of, or destruction of electronic data and/or information "property" of IDEA in the care, custody, or control of Vendor.
- v) Workers' Compensation: Vendor shall obtain and maintain Workers' Compensation Insurance in an amount consistent with statutory benefits outlined in the Texas Workers' Compensation Act.

Each insurance policy to be furnished by the successful Vendor shall include "IDEA Public Schools" as a certificate holder, as Additional Named Insured, and include a Waiver of Subrogation Clause. Please note a certificate of insurance showing named insured is not adequate to establish this status or fulfill this requirement.

Additionally, each insurance policy shall, by endorsement to the policy, include 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.

Vendor may not commence services or work relating to the Agreement prior to placement of coverage. Vendor shall keep the required insurance coverage in effect at all times during the term of the Agreement, and any subsequent extensions.

PART VI – PROPOSAL SUBMISSION, REQUIREMENTS & PROVISIONS

Proposal Response Requirements:

Proposals should be prepared in such a way as to demonstrate a straightforward, concise delineation of capabilities that satisfy the requirements of this RFP. To qualify for evaluation, a Proposal **must be submitted on time** and **must materially satisfy all mandatory requirements** identified in this RFP. Late proposals will be disqualified. Respondents must follow the format instructions detailed below in preparing and submitting a Proposal. Each Respondent is responsible for ensuring that IDEA has the appropriate company name, authorized representative, and contact information on file for the purpose of receiving notices, changes, addenda, or other critical information relating to this RFP.

Required Proposal Format:

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

1. **Cover Page** – Complete and insert **Attachment A -Title Page**.
2. **Executive Summary** – Provide an Executive Summary of two (2) pages or less, an overview of the Proposal, and the vendor's experience as it relates to the specifications of the RFP.
3. **Response to Evaluation Criteria** – Provide a detailed response to each Evaluation Criteria listed in **Part VII-Evaluation Criteria** of this solicitation.
4. **Cost Summary** – Respondent must specify all costs associated with providing the goods and/or services required herein. The costs shall include amounts that Respondent may include on its invoice for goods, shipping and delivery, hardware, software, licensing, training, project management, customization, implementation, ongoing maintenance, support, administrative fees, processing fees, and any unforeseen expenses. Respondent shall provide a complete fee and itemized cost detail supporting all elements of its Proposal. The cost detail must include a narrative for each fee or cost element. If Respondent does not expect IDEA to incur any costs, Respondent shall state **"No costs to IDEA"**. Utilize **Attachment K – Proposed Pricing** for proposed pricing.
5. **Required Forms** – ***ALL FORMS REQUIRING SIGNATURE MUST BE SIGNED AS INDICATED***
 - Attachment A** – Title Page. This form must be completed and included as the cover sheet for Proposals submitted in response to this RFP.
 - Attachment B** – Vendor Acknowledgement
 - Attachment C** – Evidence of Insurance
 - Attachment D** – IDEA Conflict of Interest Form
 - Attachment E** – Texas Ethics Commission Form CIQ
 - Attachment F** – Felony Conviction Disclosure Statement
 - Attachment G** – Certification Regarding Lobbying
 - Attachment H** – Contract Provisions for Contracts Involving Federal Funds

Attachment I – Reference Sheet

Attachment J – Litigation, Terminations, Claims

Attachment K – Proposed Pricing

Attachment L – IRS Form W-9

Attachment M— Deviations and Exceptions

Attachment N – Certification Regarding Drug-Free Workplace

Attachment O – Child Support Certification

Appendix A – Evaluation Criteria Rubric

Appendix B – RFP Completion Checklist

Additional Documentation (Optional) – Additional documents may be submitted in instances where additional documentation is needed and not already captured.

PART VII – EVALUATION CRITERIA

In accordance with IDEA policy, award(s) of a contract(s) resulting from this RFP will be made to the responsible Vendor(s) whose Proposal(s) is/are determined to be most advantageous to IDEA. **To qualify for evaluation, a Proposal must have been submitted on time and must materially satisfy all mandatory requirements of this RFP.**

Competitive Selection and Proposal Evaluation

This is a negotiated procurement, and as such, the award will not necessarily be made to the lowest-priced Proposal. Proposals will be evaluated based on criteria deemed to be in IDEA's best interest, as reflected in the evaluation criteria below. IDEA may request any or all Vendor(s) to provide an oral presentation or participate in interviews to clarify or elaborate on their Proposal. Upon completion of presentations, interviews, or discussions, Vendors may be requested to revise any or all portions of their Proposal.

Best and Final Offer Process (BAFO)

If necessary, IDEA reserves the right to enter into a BAFO process with one or more Vendors. The BAFO process allows Vendors to submit a revised Proposal based on further clarification, negotiation, or adjustment to the terms initially proposed. IDEA will provide instructions and deadlines for BAFO submissions if this process is initiated.

IDEA's Board will make the final decision on whether, and to whom, a contract is awarded. Non-responsive or disqualified Proposals will not be eligible for award consideration. Reasons for being deemed non-responsive or disqualified include, but are not limited to, failing to meet proposal requirements, receiving the Proposal after the posted deadline, failure to sign the Proposal, and/or failure to include one or more Conditions of Service/Term Agreement.

IDEA reserves the right to reject any use of Vendor terms and conditions of any kind, including web links to any online terms and conditions, or requiring the use of the Vendor's form of agreement.

Proposals will be scored according to the following rubric:

Evaluation Criteria	Weight (Points)	Description
Residency Pathway Readiness	20	Vendor's ability or plan to operate a TEA-approved enhanced residency certification program, including details on program structure, partnerships, and lessons learned from implementation with other districts.
Track Record of Success	20	Vendor's historical performance and outcomes, including enrollment numbers, certification rates, exam performance, retention data, and candidate support systems that promote persistence and success.
Data Transparency & Reporting	15	Vendor actionable data with partner districts, such as enrollment, coursework progress, testing readiness, and certification milestones, through structured reporting systems and technical integrations.
Virtual Coursework Quality	15	Examines the quality, accessibility, and regional reach of the vendor's virtual coursework, including curriculum design, Texas Reading Academies authorization, ADA compliance, and support systems for working candidates.
Reputation & Reliability	10	Vendor's certification offerings, accreditation history, candidate satisfaction data, references, and commitment to continuous improvement based on feedback and evaluation results.
Intensive Pre-Service Certification	10	Vendor's capacity to design and deliver a one-month intensive pre-service certification model that aligns with HB 2 requirements, including candidate selection, mentoring, and implementation feasibility.
Purchase Price	10	Vendors Proposed Pricing for all categories, including Enrollment & Registration, Coursework Tuition & Fees, TExES Preparation, Field Supervision, Reading Academies Integration, Residency Program Support, District Data & Reporting Interface, Candidate Support Services, Operations/Administrative Fees, Bilingual/ESL Supplemental Add-Ons, and Discounts/Partnerships Rates
Total Possible Score	100	

A detailed rubric with a point breakdown of the evaluation criteria can be found in Appendix A – Evaluation Criteria Rubric.

Explanation of Evaluation Criteria:

Residency Pathway Readiness (20 Points): The vendor shall:

- Provide evidence of their ability to issue an enhanced residency certificate; or documentation of a plan and timeline for becoming a PREP-approved pathway.
- Provide explanation of their ability to meet TEA requirements for PREP Allotment Residency Pathway that:

- Explain the structure of the residency program the vendor has created with another district; or would create once the vendor gains the ability to run an enhanced residency certification program.
- Explain the challenges the vendor has had to overcome with other districts implementing this model.

Track Record of Success (20 points): The vendor shall:

- Provide the total number of teachers enrolled in the program (current & past).
- Provide the percentage of total candidates conferred a standard certificate (current & past).
- Provide the percentage of candidates that pass first attempts TExEs (Texas Examinations of Educator Standards) exams (current & past).
- Provide the number of attempts per candidate (current & past).
- Provide the average number of days/months until candidates are SOE or intern ready by EC-6, EC-6 with 161; EC-6 with 186.
- Provide the 1-year, 2-year, and 3-year retention rates for certified candidates in teaching roles, disaggregated by certification area.
- Provide evidence of wraparound supports (mentorship, exam prep, advising, wellness) used to increase persistence.

Data Transparency & Reporting (15 Points): The vendor shall:

- Provide the number of districts the vendor has partnered with in the past with an explanation or example of the structure and cadence of data conversations with partner aligned to the [Effective Preparation Framework Lever 1 and 3](#).
- Provide evidence in the form of written explanations and screenshots of how the EPP gives partner districts:
 - Consistent Enrollment Updates (Communications/social media engagements, webinar attendance, conversation to application, progress through application, percentage fully enrolled)
 - Course Work Progression Data
 - TExES Testing Readiness Data
 - Progress Towards Statement of Eligibility
 - The ability to add Employee ID, Email to data sets
 - Exportable Comma Separate Value (CSV) files; or connectable Application Programming Interface (APIs) to use certification data in internal-facing dashboards

Virtual Coursework Quality (15 Points): The vendor shall:

- Provide a Scope and Sequence of Coursework for EC-6 Certification.
- Provide a link to either a sandbox asynchronous course (either a Science of Teaching Reading (STR); or Math content pedagogy course example); or a Google Drive/Box/or other sharable cloud-based storage file storage system, link to a synchronous virtual course (either a Science of Teaching Reading (STR); or Math content pedagogy course example).
- (For synchronous virtual course work only) Provide an example of a course (either a STR; or Math content pedagogy course example); and explain what systems and processes the vendor has in place to ensure work-life balance for certification candidates with full-time jobs.
- Provide an explanation of any limitations they may have in being able to support participants to engage in coursework within the following Texas regions: Austin, El Paso, Permian Basin, Houston, San Antonio, Rio Grande Valley, and Fort Worth.

- Provide evidence that they are an authorized Texas Reading Academies provider; or provide the timeline for when they will become a Texas Reading Academies authorized.
- Provide evidence that they are able to provide Biliteracy pathway of the Texas Reading Academies.
- Provide evidence that coursework is ADA-compliant and accessible to diverse learners, including multilingual support and accommodations for candidates with disabilities.

Reputation & Reliability (10 Points): The vendor shall:

- Provide a list of all TEA approved standard certifications the EPP can provide to candidates.
- Provide evidence of their accreditation status for the last 5 years with TEA, and an explanation for any probation or warned years.
- Provide candidate experience data from within the last year that shows:
 - Overall, how candidates felt about the program and/or coursework.
 - Specific feedback candidates gave about what needs to be improved.
 - Evidence of how the EPP improved candidates' experience based on feedback.
- Provide references from comparable projects (**Attachment I – Reference Sheet**).
- Provide a signed PDF of a recommendation from at least one partner district.
- Provide evidence of annual program evaluations, continuous improvement plans, and specific adjustments made based on candidate or district feedback.

Intensive Pre-Service Certification (10 Points): The vendor shall:

- Provide a proposed design of a pre-service certification program for EC-6 candidates that meets potential HB 2 Alt-Certification Preservice requirements.
- Provide candidate selection and mentor requirements.
- Provide evidence of feasibility to deliver one-month intensive programs.
- Provide clarity of additional district support required to implement the model.

Purchase Price (10 Points): Vendor's proposed pricing for all products and/or services from **Attachment K – Proposed Pricing**. Evaluators will assess competitiveness, reasonableness, and alignment with project requirements.

Proposals will be evaluated on the clarity, completeness, and competitiveness of the vendor's pricing and the inclusion of all required program components. Evaluators will review the transparency of enrollment and registration processes, including admissions support and associated fees. Coursework tuition and fees will be assessed for alignment with market standards and for inclusion of asynchronous and/or synchronous instruction across certification areas, including EC-6 Core Subjects, Special Education EC-12, ESL Supplemental, and Bilingual Supplemental pathways. The quality and cost-effectiveness of TExES exam preparation resources—such as study materials, practice tests, and support sessions—will also be considered. Field supervision pricing will be reviewed for reasonableness and for inclusion of structured observation, mentorship, and feedback systems.

Additionally, evaluators will examine the integration of Science of Teaching Reading (STR) coursework within certification pathways, the comprehensiveness of residency program supports such as clinical placements, mentor stipends, and training costs, and the vendor's ability to provide robust district-facing data and reporting tools (e.g., dashboards, CSV/API integration, and quarterly progress reports). Candidate support services, including advising, exam readiness counseling, and wellness supports, will be assessed for quality and accessibility. Proposals must also demonstrate transparent operations and administrative fees, reasonable

pricing for Bilingual and ESL supplemental exam supports (Bilingual 190, BTLPT, and ESL 154), and any available cost efficiencies or discounts for larger cohorts of 30 or more candidates.

PART VIII – GENERAL TERMS AND CONDITIONS ACKNOWLEDGEMENT

GENERAL TERMS AND CONDITIONS: The Vendor agrees to the General Terms and Conditions of this solicitation and in case of conflict with other documents provided by the Vendor, these General Terms and Conditions take precedence and prevail unless Vendor specifically requests a variance and IDEA Public Schools, Inc. agrees to such changes in writing. General Terms and Conditions are posted on the IDEA Public Schools Procurement and Contract Services website at [Procurement & Contract Services - IDEA Public Schools](#)

Assignment: This Agreement may not be assigned by either party without the prior written consent of both IDEA and Vendor/Contractor. Any attempted assignment of this Agreement by Vendor/Contractor shall be null and void. Any purchase or work order made as a result of this Agreement may not be transferred, assigned, subcontracted, mortgaged, pledged, or otherwise disposed of or encumbered in any way by Vendor/Contractor without the prior written approval of IDEA. Vendor/Contractor is required to notify IDEA when any material change in operations occurs, including but not limited to, changes in distribution rights for awarded products, bankruptcy, material changes in financial condition, change of ownership, and the like, within three (3) business days of such change.

Compliance with Applicable Law: To the extent applicable, Vendor/Contractor shall fully comply with all provisions and reauthorizations of applicable state and federal law, including but not limited to the Texas Education Code, the Texas Administrative Code, the Elementary and Secondary Education Act (ESEA), the Individuals with Disabilities Education Act (IDEA), and the Family Educational Rights and Privacy Act (FERPA). Vendor/Contractor shall also fully comply with the policies of IDEA's Board. IDEA's Board Policies can be accessed at: <https://ideapublicschools.org/our-story/national-board-of-directors/>.

Conflict of Interest: In accordance with section 176.006 of the Texas Local Government Code, Vendor/Contractor must file, on an annual basis, a Conflict of Interest Questionnaire with IDEA. The Texas Ethics Commission Form CIQ and instructions can be found on the Texas Ethics Commission website at <https://www.ethics.state.tx.us/forms/conflict>. Vendor/Contractor shall also comply with all prohibitions on gifts or benefits, and disclosure of same, under Chapter 176 of the Texas Local Government Code, and other applicable law including federal and state "related party" law and restrictions, nepotism laws, penal code prohibitions and other applicable law and rule. Any violation or failure to disclose any conflicts of interest shall be grounds for IDEA to take action as permitted by law including termination of any Agreement, declaring any Agreement void or other action IDEA determines to be in the best interest of IDEA.

Contractual Relationship: Nothing herein shall be construed as creating the relationship of employer or employee between IDEA and the Vendor/Contractor or between IDEA and the Vendor's/Contractor's employees. IDEA shall not be subject to any obligation or liabilities of the Vendor/Contractor or its employees incurred in the performance of the contract and order unless otherwise herein authorized. Neither the Vendor/Contractor nor its employees shall be entitled to any of the benefits established for IDEA employees, nor be covered by IDEA's Workers' Compensation Program.

Confidentiality- Name or Information Use: Vendor/Contractor, and any person acting on its behalf or affiliated with the Vendor/Contractor, shall not use IDEA's name, trademarks, logos or other information in any public manner or media (including, but not limited to press releases, promotions, advertisements, solicitations, website, blog, video, or social media) without prior written approval of IDEA. Written authorization may be refused or granted at IDEA's sole discretion.

Debarment and Suspension: Neither Vendor/Contractor 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 Nonprocurement 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/Contractors declared ineligible under statutory or regulatory authority other than E.O. 12549. If Vendor/Contractor or any of its personnel identified is Debarred or Suspended, they must provide immediate notice to IDEA and IDEA may thereafter suspend or terminate the Agreement as it deems appropriate.

Delivery of Goods/Items: When the contract is for goods, Vendor/Contractor shall deliver complete orders, unless previously informed to and accepted by IDEA. Any deliveries not made in full are subject to a delay of payment by IDEA. Items shipped to the incorrect location by the Vendor/Contractor will be the responsibility of the Vendor/Contractor to correct. The Vendor/Contractor will be required to cover shipping charges to ship the items to the correct location. IDEA will only deliver the items to the correct location if there was an incorrect shipping address listed on the contract or Purchase Order. A packing slip is required with each shipment.

Enforcement: If the Agreement is for services, it is acknowledged and agreed that Vendor's/Contractor's services to IDEA are unique, which gives Vendor/Contractor a peculiar value to IDEA and for the loss of which IDEA cannot be reasonably or adequately compensated in damages. Accordingly, Vendor/Contractor acknowledges and agrees that a breach by Vendor/Contractor of the provisions hereof will

cause IDEA irreparable injury and damage. Vendor/Contractor therefore expressly agrees that IDEA shall 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.

Entire Agreement: The written Agreement resulting from this RFP as well as these standard terms and conditions (and any procurement documents from IDEA) contains the entire agreement of the Parties concerning the subject matter described therein, and there are no other promises or conditions in any other agreement, whether oral or written, concerning the subject matter described herein. These General Terms and Conditions supersede any prior, contemporaneous, or related written or oral agreements between the parties concerning the subject matter described herein or in the Agreement.

Equal Opportunity: Vendor/Contractor 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.

Execution: This Agreement may be executed in multiple counterparts, each of which shall be deemed an original, and all of which, when taken together, shall constitute one and the same instrument.

Formation and Good Standing: Vendor/Contractor represents and warrants that it is legally formed, validly existing and/or registered to conduct business in Texas, and to the extent applicable, in good standing under the laws of Texas and of the state of its formation. Vendor/Contractor represents and warrants that it is duly qualified and registered to do business in Texas with the Texas Secretary of State and the Texas Comptroller of Public Accounts and understands that remaining in good standing with Texas is a condition of the Agreement.

General Warranty: Vendor/Contractor represents and warrants to IDEA that the goods and/or services shall perform at a level as intended, are fit for use for their intended purpose, and shall substantially conform in accordance with the specifications stated in the Agreement, in compliance and conformance with any applicable law or ordinance and will be performed in a good, professional, and workmanlike manner. Further, they shall be fit for ordinary use with no material defects, provided that all use of the goods and/or services is for the purposes and in the environment for which they were designed and in accordance with such specifications.

Gratuities: IDEA may, by written notice to Vendor/Contractor, cancel this 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/Contractor (or any agent or representative of Vendor/Contractor) to any director, officer or employee of IDEA (or to any family member of an IDEA employee, officer or director within the third-degree by affinity or consanguinity

under Texas law), unless there is an express written statutory exception for same, or the gift is a documented donation to IDEA. In the event this Agreement is cancelled by IDEA pursuant to this section, IDEA shall be entitled, in addition to any other rights and remedies, to recover or withhold the amount or the cost incurred by Vendor/Contractor in providing such impermissible gratuities.

Indemnification: VENDOR/CONTRACTOR WILL INDEMNIFY, PROTECT, DEFEND, AND HOLD HARMLESS IDEA AND ITS BOARD, OFFICERS, AND REPRESENTATIVES (COLLECTIVELY THE "IDEA INDEMNITEES") IN THEIR OFFICIAL AND INDIVIDUAL CAPACITIES FROM AND AGAINST ALL DAMAGES, LOSSES, LIENS, CAUSES OF ACTION, SUITS, JUDGMENTS, EXPENSES, AND OTHER CLAIMS OF ANY NATURE, KIND, OR DESCRIPTION, INCLUDING ATTORNEYS' FEES INCURRED IN INVESTIGATING, DEFENDING, OR SETTLING ANY OF THE FOREGOING BY ANY PERSON OR ENTITY, ARISING OUT OF, CAUSED BY, OR RESULTING FROM VENDOR'S/CONTRACTOR'S PERFORMANCE UNDER OR BREACH OF THIS AGREEMENT AND THAT ARE CAUSED IN WHOLE OR IN PART BY ANY ACT OR OMISSION, INCLUDING ANY NEGLIGENT ACT, NEGLIGENT OMISSION, OR WILLFUL MISCONDUCT OF VENDOR/CONTRACTOR, ANYONE DIRECTLY EMPLOYED BY VENDOR/CONTRACTOR, OR ANYONE FOR WHOSE ACTS VENDOR/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. VENDOR'S/CONTRACTOR'S OBLIGATIONS CONTAINED IN THIS SECTION SURVIVE TERMINATION OR EXPIRATION OF THIS AGREEMENT AND CONTINUE ON INDEFINITELY, AND CANNOT BE WAIVED OR VARIED.

Ineligibility for Nonpayment of Child Support: Pursuant to Texas Family Code § 231.006(d), regarding child support, Vendor/Contractor certifies that it is not ineligible to receive the compensation specified in this Agreement and acknowledges that this Agreement may be terminated, and payment may be withheld if this certification is inaccurate. The Texas Health and Human Services Commission Form 1903, Child Support Certification, must be completed legibly, either handwritten or typed. A duly authorized representative, preferably the duly authorized representative identified, must sign this form. Failure to complete this form pursuant to this and other instruction shall disqualify the Vendor/Contractor from providing goods and/or services to IDEA. See **Attachment O** contained herein.

Inspection: Prior to acceptance of any goods and/or services and continuing for a period of thirty (30) days after IDEA's first use of the goods and/or services, IDEA reserves the absolute right to inspect, test, and reject all goods and/or services, in whole or in part, furnished by Vendor/Contractor, to ensure that they comply with the Agreement and/or PO. This right shall exist even if payment has already been made by IDEA to the Vendor/Contractor. Goods or services which, in the sole opinion of IDEA, fail to conform to the required specification(s) or standard(s) may be considered non-conforming. In such event that goods and/or services are considered non-conforming, IDEA may return such goods and/or services at Vendor's/Contractor's risk and expense for replacement or

correction, in which case Vendor/Contractor shall use best efforts to replace any non-conforming goods and/or services. IDEA may also accept the non-conforming goods and/or services subject to an equitable price reduction if mutually agreed to among the parties.

Interpretation of Evidence: No course of prior dealings between the parties and no usage of the trade shall 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 determine 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.

Law of State to Govern: This Agreement shall be governed by, and construed and enforced in accordance with, the laws of the State of Texas (without regard to the conflicts or choice of law principles). The Parties irrevocably consent to the jurisdiction of the State of Texas and agree that any court of competent jurisdiction sitting in Hidalgo County, Texas, shall be an appropriate and convenient place of venue to resolve any dispute with respect to this Agreement. In connection with IDEA's defense of any suit against and/or IDEA's prosecution of any claim, counterclaim or action to enforce any of its rights and/or claims under this Agreement, which IDEA prevails as to all or any portion of its defense(s), claims, counterclaims, and actions, IDEA shall be entitled to recover its actual attorneys' fees and expenses incurred in defending such suit and/or in prosecuting such claim or action.

Limitations: THE PARTIES ARE AWARE THAT THERE ARE CONSTITUTIONAL AND STATUTORY LIMITATIONS ON THE AUTHORITY OF IDEA (A PUBLIC SCHOOL SYSTEM AND GOVERNMENTAL ENTITY) TO ENTER INTO CERTAIN TERMS AND CONDITIONS OF THE AGREEMENT, INCLUDING, BUT NOT LIMITED TO, THOSE 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.

Modifications: The contract may only be modified, altered, or changed by a written agreement signed by both IDEA and Vendor/Contractor and their duly authorized agents.

No Arbitration: Disputes involving this Agreement, including the breach or alleged breach thereof, may not be submitted to binding arbitration, but must, instead, be submitted to non-binding mediation or heard in a court of competent jurisdiction in the State of Texas sitting in Hidalgo County, Texas.

Non-Appropriation/Funding Out: This Agreement is conditioned upon continued funding and appropriation and allotment of funds by the Texas State Legislature and/or the Texas Education Agency pursuant to IDEA's open-enrollment charter. This Agreement is further conditioned on continued allocation of funds by IDEA's Board. If the Legislature and/or the Texas 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 Vendor/Contractor and IDEA may terminate this Agreement without further duty or obligation hereunder.

No Waiver of Immunity: NOTWITHSTANDING ANYTHING TO THE CONTRARY IN THIS AGREEMENT, VENDOR/CONTRACTOR ACKNOWLEDGES, STIPULATES, AND AGREES THAT NOTHING IN THIS AGREEMENT SHALL BE CONSTRUED AS A WAIVER OF ANY DEFENSE AVAILABLE TO IDEA, INCLUDING BUT NOT LIMITED TO ANY SOVEREIGN, STATUTORY, AND/OR GOVERNMENTAL IMMUNITY AVAILABLE TO IDEA UNDER APPLICABLE LAW.

Payment Terms: Unless a prompt payment discount with a payment term of at least ten (10) days is offered and accepted by IDEA, payment terms shall be thirty (30) days net from date of acceptance or receipt of a properly prepared and submitted invoice, whichever is later. In accordance with the Board's accounts payable policy, to receive payment for goods provided and/or services rendered, the Vendor/Contractor must submit a separate invoice, in duplicate, for each purchase order that includes the following:

- a. Fully identifies the Vendor/Contractor, including the Vendor's/Contractor's authorized representative, and said identifying information conforms to that on the purchase order issued by IDEA to the Vendor/Contractor and/or the Agreement.
- b. Includes an invoice number and date.
- c. Is addressed to IDEA Public Schools, including the proper mailing address for accounts payable and the address to which goods and/or services were delivered.
- d. References the purchase order number issued.
- e. Delineates in sufficient detail the goods and/or services provided to IDEA, including the quantity and unit price of the goods and/or services, and the date that the goods were delivered or the services were rendered.

Payment will not be remitted until all goods provided and/or services rendered are inspected and confirmed received by IDEA.

Prices: IDEA accepts Vendor's/Contractor's price(s) as recorded on Vendor's/Contractor's Proposal and reserves the right to cancel the Agreement if the prices are to be increased without a properly negotiated and executed amendment to the Agreement.

Product Recall: Vendor/Contractor shall notify IDEA immediately if a product recall is instituted on any good and/or service Vendor/Contractor has delivered or if Vendor/Contractor discovers or becomes aware of any defect in quality or other deficiency in the delivered goods and/or

services. This requirement shall survive payment and acceptance of the goods and/or services.

Purchase Order Required: Orders/requests may be submitted by telephone, fax, email, or mail. No valid orders/requests will be submitted without an IDEA approved purchase order.

Record Keeping: It is the responsibility of Vendor/Contractor to maintain such records as are required by law, IDEA, or as are prescribed by the professional and generally accepted standards of the Texas Education Agency. The books and records related to the contract shall be maintained by Vendor/Contractor, and IDEA shall have the right to inspect and review such records at reasonable times upon request by IDEA.

Rights to Inventions Made Under a Contract or Agreement: The Vendor/Contractor acknowledges and agrees that any intellectual property, processes, procedures or product developed in furtherance of a contract between the Vendor/Contractor and IDEA belongs to IDEA as work-for-hire and all rights are reserved by IDEA and/or the federal government in accordance with applicable federal law.

Severability: In the event that any provision of this Agreement is found to be invalid, illegal, or unenforceable in any jurisdiction, then in lieu of such invalid, illegal, or unenforceable provision there shall be added automatically as a part of this Agreement a valid, legal, and enforceable substitute provision that most nearly reflects the original intent of the Parties, and all provisions hereof shall remain in full force and effect and shall be liberally construed in order to carry out the intentions of the Parties hereto as nearly as may be possible. Such invalidity, illegality, or unenforceability shall not affect any other provisions contained in this Agreement.

Tax Exempt: IDEA is tax-exempt. Vendor/Contractor shall not include taxes on any Proposal, contract, PO, or invoice. IDEA

will provide a tax exemption certificate to Vendor/Contractor upon request.

Termination: IDEA reserves the right to terminate all or any part of the undelivered portion of any order resulting from the Agreement with thirty (30) days written notice upon default by the Vendor/Contractor, for delay or nonperformance by the Vendor/Contractor, or if it is deemed in the best interest of IDEA, for convenience.

Texas Public Information Act: Vendor/Contractor acknowledges that IDEA is a public school subject to requests for information under the Texas Public Information Act ("TPIA"), Chapter 552, Texas Government Code. Under the TPIA, there are exceptions to requests for disclosure which include, but are not limited to, information confidential by law and certain commercial information and trade secrets. The Texas Attorney General's office makes the final determination whether or not requested information is to be disclosed on a case-by-case basis after reviewing the materials and assertions against disclosure. If proprietary information is requested, the TPIA requires IDEA to provide written notice to the party whose proprietary information may be subject to the request, and that party may also submit information to the Texas Attorney General to establish that disclosure of the information would cause substantial competitive harm.

Unsatisfactory Performance by Vendor Staff: If any person employed by Vendor/Contractor fails or refuses to carry out the services detailed 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(s).

PART IX - SUPPLEMENTAL TERMS AND CONDITIONS

Buy America Act: If the source of funds identified on **pg. 5 – Funding Type** for this RFP and resulting Agreement is federal funds, IDEA has a preference to procure goods, products, or materials produced in the United States (2 CFR § 200.322).

Confidential and/or Proprietary Information: The vendor acknowledges that it may have access to or create (alone or with others) confidential and/or proprietary information that is valuable to IDEA. For purposes of this Agreement, "Confidential Information" shall include but not be limited to:

1. Information relating to IDEA's financial, regulatory, personnel, or operational matters.
2. Information relating to IDEA's clients, customers, beneficiaries, suppliers, donors, employees, volunteers, sponsors, or business associates and partners.

3. Trade secrets, know-how, inventions, discoveries, techniques, processes, methods, formulae, ideas, technical data and specifications, testing, methods, research and development activities, and computer programs and designs.
4. Contracts, product plans, sales and marketing plans, and business plans.
5. All information not generally known outside of IDEA's business, regardless of whether such information is in written, oral, electronic, digital, or other form, and regardless of whether the information originates from IDEA or its agents.
6. The term "Confidential Information" does not include the following:
 - a. Information available to the public through no wrongful act of the receiving party.
 - b. Information that has been published.
 - c. Information required in response to subpoena, court order, court ruling, or by law.

Vendor agrees that it will not, at any time during or after the termination of this Agreement, use or disclose any Confidential Information or trade secrets of IDEA to any person or entity for any purpose whatsoever without the prior written consent of IDEA, unless and except as otherwise required by applicable federal or state law or court order. Vendor agrees to release to IDEA all records and supporting documentation related to the Services provided under this Agreement upon completion of the Term hereof.

Identity Theft Protection: If Vendor will be storing employee or student data as part of the services under the Agreement, the following provisions apply:

1. Vendor agrees to maintain the confidentiality of “personal identifying information” and “sensitive personal information,” as those terms are defined in Texas Business & Commerce Code § 522.002 by implementing reasonable data security procedures, controls, and safeguards to ensure that such information is protected. Vendor agrees that “personal identifying information” and “sensitive personal information” will be collected only as necessary and in conjunction with this Agreement and will be restricted in its distribution and accessibility such that only authorized representatives of Vendor who have agreed to maintain the confidentiality of the data may access it. Such information will be properly secured by the use of safeguards such as secure file storage, firewall protection, complex password protection, secure operating systems, anti-virus software, locked physical files and backups, data encryption, and other technology tools. When necessary, “personal identifying information” and “sensitive personal information” will be disposed of through secure means, such as shredding paper files and erasing electronic files.
2. Vendor will not bear responsibility for safeguarding information that is (i) publicly available; (ii) that is not “personal identifying information” or “sensitive personal information”; (iii) that is obtained by Vendor from third parties without restrictions on disclosure and is not obviously “personal identifying information” or “sensitive personal information”; or (iv) is required to be disclosed by order of a court or other governmental entity.
3. Vendor stipulates that this Agreement does not convey ownership of “personal identifying information” or “sensitive personal information” provided by IDEA under this Agreement.
4. If Vendor becomes aware of a disclosure or security breach concerning any “personal identifying information” or “sensitive personal information” covered by this Agreement, Vendor shall immediately notify IDEA and take immediate steps to limit and mitigate the damage of such security breach to the greatest extent possible. If there is a “breach of system security” where “sensitive personal information” is breached, both as defined in sections 521.002 and 521.053 of the Texas Business & Commerce Code, Vendor shall proceed with notification requirements as required therein. The

Parties agree that any breach of the privacy and/or confidentiality obligations set forth in this Section may, at IDEA’s sole discretion, result in IDEA’s immediately terminating this Agreement without financial penalty.

Payment and Performance Bonds: If required pursuant to Texas Government Code Chapter 2253 related to performing public works, and prior to commencing any work pursuant to this Agreement or any Purchase Order, the Vendor shall provide Payment and Performance bonds equal to the total cost of the approved project. This shall be at the sole cost and expense of the Vendor.

Privacy of Employee or Student Data: When educational records and Student Data will be utilized under the Agreement, or Employee data may be involved, the following provisions apply, and Vendor will enter into a Data Sharing Agreement provided by IDEA:

1. **General Guidelines.** The Parties acknowledge and agree that certain federal and state laws protect the privacy interests of students and parents with regard to educational records maintained by IDEA, including, without limitation, the Family Educational Rights and Privacy Act (“FERPA”), 20 USC § 1232g. IDEA has determined that Vendor has a legitimate educational interest in the educational records, as that term is defined under FERPA, of IDEA’s students who receive the services, and that Vendor is the agent of IDEA solely for the purpose of providing services under this Agreement. Vendor and its personnel shall maintain the confidentiality of Student Data, as defined below, and comply with the requirements of FERPA and all other applicable law with respect to the privacy of Student Data. Vendor’s/Contractor’s obligations under this Section shall survive the termination or expiration of this Agreement.
2. **Definition of “Student Data”:** “Student Data” includes all Personally Identifiable Information (“PII”) and other non-public information and includes, but is not limited to, student data, metadata, and user content.
3. **Collection and Use of Student Data:** Vendor will only collect Student Data necessary to fulfill its duties as outlined in this Agreement. Vendor will use Student Data only for the purpose of fulfilling its duties and providing services under this Agreement, and for improving services under this Agreement. Vendor is prohibited from mining Student Data for any purposes other than those agreed to by the parties. Data mining or scanning of user content for the purpose of advertising or marketing to students or their parents is prohibited.
4. If Vendor has access to Employee PII, it shall protect PII and follow the same data protection and privacy standards as applied for Student Data.
5. **Data De-Identification:** Vendor may use de-identified Student or Employee Data for product development, research, or other purposes. De-identified Student or Employee Data will have all direct and indirect personal identifiers removed. This

includes, but is not limited to, name, ID numbers, date of birth, demographic information, location information, and school ID. Furthermore, Vendor agrees not to attempt to re-identify de-identified Student or Employee Data and not to transfer de-identified Student or Employee Data to any party unless that party agrees not to attempt re-identification.

6. **Marketing and Advertising:** The vendor will not use any Student Data to advertise or market to students or their parents.
7. **Modification of Terms of Service:** Vendor will not change how Student or Employee Data are collected, used, or shared under the terms of this Agreement in any way without advance notice to and consent from IDEA.
8. **Student Data Sharing:** Student Data cannot be shared with any additional parties without prior written consent of IDEA, except as required by law.
9. **Access and Transfer or Destruction:** Any Student or Employee Data held by the Vendor will be made available to IDEA upon request by IDEA. Vendor will ensure that all Student or Employee Data in its possession and in the possession of any subcontractors or agents to which Vendor may have transferred Student or Employee Data are destroyed or transferred to IDEA when the Student or

Employee Data is no longer needed for its specified purpose, at the request of IDEA.

10. **Rights and License In and To Student or Employee Data:** The Parties agree that all rights, including all intellectual property rights, shall remain the exclusive property of IDEA, and that Vendor has a limited, nonexclusive license solely for the purpose of performing its obligations as outlined in this Agreement. This Agreement does not give Vendor any rights, implied or otherwise, to Student or Employee Data, content, or intellectual property, except as otherwise expressly stated in this Agreement. This includes the right to sell or trade Student or Employee Data.
11. **Security Controls:** Vendor will store and process Student or Employee Data in accordance with industry best practices. This includes appropriate administrative, physical, and technical safeguards to secure Student or Employee Data from unauthorized access, disclosure, and use. Vendor will conduct periodic risk assessments and remediate any identified security vulnerabilities in a timely manner. Vendor will also have a written incident response plan, to include prompt notification of IDEA in the event of a security or privacy incident, as well as best practices for responding to a breach of PII. The vendor agrees to share its incident response plan upon request.

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PART X – REQUIRED ATTACHMENTS

Attachment A – Title Page



A Proposal Submitted in Response to

IDEA's Request for Proposals 15-EPP-0126 Texas Educator Preparation Program

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 25% ownership of the business.

Name: _____ Name: _____

Name: _____ Name: _____

On:

(Date of Proposal Submission)

Attachment B – Vendor Acknowledgement

The undersigned representative of the proposing organization indicated below hereby acknowledges and affirms that;

1. I am authorized to enter into a contractual relationship on behalf of the proposing organization indicated below.
2. I have carefully examined and accept the general terms and conditions located at [Procurement & Contract Services - IDEA Public Schools](#) in addition to the specifications and supplemental terms and conditions (if applicable) included in this solicitation.
3. Neither the respondent nor any of its officers, partners, owners, agents, representatives, employees, or parties of interest, has in any way collude, conspired, or agreed, directly or indirectly with any person, corporation, or other respondent or potential respondent or given any money or other valuable consideration for assistance in procuring or attempting to procure a contract or fix the prices in the attached response.
4. No attempt has been or will be made by the firm's officers, employees, or agents to lobby, directly or indirectly, IDEA Board of Directors, or any employee involved in this procurement activity.
5. If all or any part of this proposal is accepted, the vendor shall provide all products/services at the prices quoted and in strict compliance with all terms and conditions associated with this solicitation.
6. The proposing organization is in compliance with all applicable federal, state and local codes, laws and statutes.

Vendor Legal Name: _____

Address: _____

Telephone Number: _____

Fax Number: _____

Project Contact Person: _____

Contact Phone Number: _____

Contact Email Address: _____

Web Site Address: _____

Signature of Authorized Representative

Date

Printed Name and Title of Authorized Representative

Attachment C – Evidence of Insurance

Evidence of insurance with the minimum coverage specified below is required upon proposal submission.

MINIMUM INSURANCE COVERAGE & LIMITS FOR VENDORS AND PROFESSIONAL SERVICE PROVIDERS			
Type of Contractor	Required Coverage	Required Coverage Limits	Other
Speakers, Presenters, Judges, DJ, Decoration and Photobooth Vendors (This is not an all-inclusive list)	NA	NA	Hold Harmless Agreement
Charter Bus Services	Commercial General Liability	Each Occurrence: \$1,000,000 General Aggregate: \$2,000,000 Medical Expenses: \$5,000	Additional Insured and Waiver of Subrogation Endorsement
	Automobile Liability	Combined Single Limit or Umbrella Liability (excess) \$5,000,000 Uninsured Motorist: \$100,000 Medical Payments or Personal Injury Protection: \$5,000	Additional Insured and Waiver of Subrogation Endorsement
Maintenance/Repair (painting, plumbing, HVAC, roofing, landscape, etc.) Service Providers (copier/fax service, computers, security, equipment vendors, etc.)	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: ☐ Owned Vehicles ☐ Non-Owned Vehicles ☐ Hired Vehicles (Required for vehicles driven on school property)	Combined Single Limit: \$1,000,000	
	Workers' Compensation* Employers' Liability	Limit: State- Statutory Each Occurrence: \$500,000	Waiver of Subrogation Endorsement

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: ☐ Owned Vehicles ☐ Non-Owned Vehicles ☐ Hired Vehicles (Required for vehicles driven on school property)	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:

Welders, plumbers (work with open flames)	Fire Damage	Each Occurrence: \$1,000,000	Additional Insured Endorsement
Hazardous Materials, Waste Haulers, Pest Control, etc.	Pollution Liability (May require project-specific coverage)	Each Occurrence: \$1,000,000	Additional Insured Endorsement
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: \$1,000,000 (If applicable)	Additional Insured Endorsement
Payroll company, Data managers	Cyber Liability	Each Occurrence: \$1,000,000	Additional Insured Endorsement

The Additional Insured Endorsement language must name as follows: IDEA Public Schools, 2115 W. Pike Blvd, Weslaco, TX 78596.
Please [click here](#) to see a COI Example.

Attachment D – 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% in 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.

Legal Vendor Name

Signature of Authorized Representative

Date

Printed Name and Title of Authorized Representative

Attachment E – Texas Ethics Commission Form CIQ

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

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

CONFLICT OF INTEREST QUESTIONNAIRE For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B):

- (a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

- (2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)

- (a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

- (1) the date that the vendor:
 - (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
 - (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or
- (2) the date the vendor becomes aware:
 - (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
 - (B) that the vendor has given one or more gifts described by Subsection (a); or
 - (C) of a family relationship with a local government officer.

CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

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.

OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

2 ☐ **Check this box if you are filing an update to a previously filed questionnaire.** (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

☐ Yes

☐ No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

☐ Yes

☐ No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

6 ☐ **Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).**

7

Signature of vendor doing business with the governmental entity

Date

Attachment F – Felony Conviction Disclosure Statement

IDEA Public Schools (“IDEA”) requires a person or business entity that enters into a contract with IDEA for the provision of goods or services to give advance notice to IDEA if the person or an owner or operator of the business entity has been convicted of a felony. This notice must include a general description of the conduct resulting in the conviction of a felony.

IDEA may terminate a contract with a person or business entity if IDEA determines that the person or business entity failed to give such notice or misrepresented the conduct resulting in the conviction.

NOTE: This notice statement is not required of a publicly held corporation.

Please mark the appropriate choice below:

- ☐ This business entity is a publicly held corporation; therefore, this reporting requirement is not applicable.
- ☐ This business entity is not owned nor operated by anyone who has been convicted of any felony.
- ☐ My firm is owned or operated by the following individual(s) who has/have been convicted of a felony:

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:

I, the undersigned agent for the business entity named below, certify that the information concerning notification of felony convictions has been reviewed by me and the following information furnished is true to the best of my knowledge.

Vendor Business (DBA) Name: _____

Name of Authorized Company Official (Print): _____

Signature of Company Official

Title

Date

Attachment G – 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:

- 1) 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.
- 2) 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.
- 3) 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.

Legal Vendor Name

Signature of Authorized Representative

Date

Printed Name and Title of Authorized Representative

Attachment H – Contract Provisions for Contracts Involving Federal Funds

With respect to the use of federal funds for the procurement of goods and services, 2 CFR 200.326 and Appendix II to 2 CFR 200 require the inclusion of the following contract provisions.

1. *Remedies for Contract Breach or Violations*. Contracts for more than the simplified acquisition threshold currently set at \$250,000 must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms and provide for such sanctions and penalties as appropriate.
2. *Termination for Cause and Convenience*. All contracts in excess of \$10,000 must address termination for cause and for convenience by IDEA 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 IDEA 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. IDEA 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. IDEA 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. IDEA 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 IDEA 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 work week 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 work week. 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.

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

6. *Rights to Inventions Made Under a Contract or Agreement.* If the Federal award meets the definition of “funding agreement” under 37 CFR 401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 CFR 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.
7. *Clean Air Act and the Federal Water Pollution Control Act.* Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the contractor to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401–7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251–1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
8. *Energy Efficiency Standards and Policies.* Mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6201).
9. *Debarment and Suspension.* 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.* IDEA and its 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.

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

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

Legal Vendor Name

Signature of Authorized Representative

Date

Printed Name and Title of Authorized Representative

Attachment I – Reference Sheet

Please list a **minimum of three (3) verifiable references** of clients/organizations (governments, charter schools, or ISDs) that have used your services. The use of IDEA Public Schools or its affiliates as a reference is not permitted. Preferably, the Respondent shall list references for any projects completed in the past **five (5) years** that are similar to the scope of work in this Solicitation. 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:

1.				
	Customer/Client School or Organization/Entity Name			Dates of Contract
	Street Address	City	State	Zip
	Contact Person	Phone Number	Email Address	
	Project Scope			
2.				
	Customer/Client School or Organization/Entity Name			Dates of Contract
	Street Address	City	State	Zip
	Contact Person	Phone Number	Email Address	
	Project Scope			
3.				
	Customer/Client School or Organization/Entity Name			Dates of Contract
	Street Address	City	State	Zip
	Contact Person	Phone Number	Email Address	
	Project Scope			

Attachment J – Litigation, Terminations, Claims

Respondent shall list any project completed in the past **five (5) years** where litigation was filed by Customer/Client or Organization/Entity against Respondent, the contract was terminated by Customer/Client or Organization/Entity before the expiration of term, or insurance claims were reported against Respondent's insurance by Customer/Client or Organization/Entity. If additional space is required, attach additional pages hereto.

1. _____
Customer/Client School or Organization/Entity Name

Contact Person Phone Number Email Address

Brief Description of Event or Issues: _____

2. _____
Customer/Client School or Organization/Entity Name

Contact Person Phone Number Email Address

Brief Description of Event or Issues: _____

3. _____
Customer/Client School or Organization/Entity Name

Contact Person Phone Number Email Address

Brief Description of Event or Issues: _____

☐ I certify that no claims, litigations, or terminations have been filed against my company in the past 5 years.

Signature of Authorized Representative

Date

Attachment K – Proposed Pricing

Vendor must provide pricing/price schedule utilizing *Attachment K - Proposed Pricing_RFP 15-EPP-0126* in its submitted Proposal. Please indicate “No Bid” on Items you wish not to Bid on. **Pricing must be submitted utilizing IDEA’s Attachment K.**

- *Attachment K - Proposed Pricing_RFP 15-EPP-0126* is available for download at <https://ideapublicschools.org/our-story/finance-budget/pcs/bids-rfps/> (Under Open Solicitations)



IDEA Public Schools

RFP # 15-EPP-0126 – Educator Preparation Program
Attachment K – Proposed Pricing

Category	Description of Service/Deliverable	Unit Cost (per Candidate)	Quantity (if applicable)	Extended Cost	Notes / Inclusions (If No Cost, state “N/A” or “included in tuition”)
Enrollment & Registration	Application processing, admissions support, enrollment fees	\$		\$	
Coursework Tuition & Fees	EC-6 Core Subjects coursework – asynchronous and/or synchronous instruction	\$		\$	Include Reading Academy if bundled
Coursework Tuition & Fees	Special Education EC-12 coursework	\$		\$	
Coursework Tuition & Fees	ESL Supplemental coursework	\$		\$	
Coursework Tuition & Fees	Bilingual Supplemental coursework	\$		\$	
TExES Preparation	Exam prep sessions, practice tests, study materials	\$		\$	
Field Supervision	Observation and mentorship (virtual or in-person)	\$		\$	Include frequency of visits
Reading Academies Integration	Integrated Science of Teaching Reading (STR) coursework	\$		\$	Indicate if no additional charge
Residency Program Support	Clinical placement coordination, mentor stipends, training costs	\$		\$	
District Data & Reporting Interface	Access to dashboards, CSV/API integration, quarterly reports	\$		\$	
Candidate Support Services	Advising, test readiness counseling, wellness support	\$		\$	
Operations/Administrative Fees	General admin, compliance reporting, materials	\$		\$	
Bilingual/ESL Supplemental Add-Ons	Bilingual 190 Exam, BTLPT, ESL 154 support	\$		\$	Break down by exam type
Discounts/Partnership Rates	Cohort of 30+ candidates	\$			
TOTAL ESTIMATED COST PER CANDIDATE		\$			

Attachment L – IRS Form W-9

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

Form W-9 (Rev. October 2018) Department of the Treasury Internal Revenue Service	Request for Taxpayer Identification Number and Certification ▶ Go to www.irs.gov/FormW9 for instructions and the latest information.	Give Form to the requester. Do not send to the IRS.																																																																													
Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.																																																																														
	2 Business name/disregarded entity name, if different from above																																																																														
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. ☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate ☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. ☐ Other (see instructions) ▶ _____																																																																														
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ (Applies to accounts maintained outside the U.S.)																																																																														
	5 Address (number, street, and apt. or suite no.) See instructions.																																																																														
	6 City, state, and ZIP code																																																																														
	7 List account number(s) here (optional)																																																																														
Part I Taxpayer Identification Number (TIN) Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> , later. Note: If the account is in more than one name, see the instructions for line 1. Also see <i>What Name and Number To Give the Requester</i> for guidelines on whose number to enter.																																																																															
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Part II Certification Under penalties of perjury, I certify that: 1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and 3. I am a U.S. citizen or other U.S. person (defined below); and 4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct. Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.																																																																															
Sign Here	Signature of U.S. person ▶	Date ▶																																																																													
General Instructions Section references are to the Internal Revenue Code unless otherwise noted. Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9 . Purpose of Form An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following. • Form 1099-DIV (dividends, including those from stocks or mutual funds) • Form 1099-MISC (various types of income, prizes, awards, or gross proceeds) • Form 1099-B (stock or mutual fund sales and certain other transactions by brokers) • Form 1099-S (proceeds from real estate transactions) • Form 1099-K (merchant card and third party network transactions) • Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition) • Form 1099-C (canceled debt) • Form 1099-A (acquisition or abandonment of secured property) Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN. <i>If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.</i>																																																																															

Attachment M – Deviations and Exceptions

If the undersigned Vendor intends to deviate from the specifications listed in this RFP, all such deviations must be listed on this page (and attachments as necessary), with complete and detailed conditions and information included or attached. IDEA will consider any deviation in its RFP award decisions, and IDEA reserves the right to accept or reject any Proposal based upon any deviations indicated below or in any attachments or inclusions. ***Please note that deviations and variations are strongly discouraged and may be grounds for Proposal rejection at IDEA's sole discretion.***

In the absence of any deviation entry on this form the Vendor assures IDEA of its full compliance with the terms and conditions, specifications, and all other information contained in this RFP.

- ☐ The Respondent, named below, hereby declares and represents that it will fully comply with the terms, conditions, specifications, and other requirements set forth in this RFP without deviation and exception.

- ☐ The Respondent, named below, hereby declares and represents that it will fully comply with the terms, conditions, specifications, and other requirements set forth in this RFP except as follows:

(For additional deviations and exceptions, refer to additional pages attached herewith.)

Legal Vendor Name

Signature of Authorized Representative

Date

Printed Name and Title of Authorized Representative

Attachment N – 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 and Pursuant to 2 CFR Part 182.

The undersigned Vendor/Contractor 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/Contractor's policy of maintaining a drug-free workplace, the availability of counseling, rehabilitation and employee assistance programs, and the penalties that may be imposed on employees for drug violations in the workplace.
- Providing each employee with a copy of Vendor's/Contractor's policy statement.
- Notifying the employees through Vendor's/Contractor's policy statement that as a condition of services to IDEA, employees shall abide by the terms of the policy statement and notifying Vendor/Contractor 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/Contractor'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.

Legal Vendor/Contractor Name

Signature of Authorized Representative

Date

Printed Name and Title of Authorized Representative

Attachment O – Child Support Certification

The Texas Health and Human Services Commission Form 1903, Child Support Certification must be completed legibly, either handwritten or typed. A duly authorized representative, preferably the duly authorized representative identified, must sign this form. Failure to complete this form pursuant to this and other instructions shall disqualify the Proposal. The child support certification form can be found at:

<https://www.hhs.texas.gov/regulations/forms/1000-1999/form-1903-child-support-certification>.



Form 1903
May 2017-E

Child Support Certification

Section 1

Family Code, Section 231.006, Ineligibility to Receive State Grants or Loans or Receive Payment On State Contracts, prohibits the payment of state funds under a grant, contract, or loan to:

- a person who is more than 30 days delinquent in paying child support; and
- a business entity in which the obligor is a sole proprietor, partner, shareholder, or owner with an ownership interest of at least 25 percent.

Section 231.006 further provides that a person or business entity that is ineligible to receive payments for the reasons stated above shall continue to be ineligible to receive payments from the state under a contract, grant, or loan until:

- all arrearages have been paid;
- the person is in compliance with a written repayment agreement or court order as to any existing delinquency; or
- the court of continuing jurisdiction over the child support order has granted the obligor an exemption from Subsection (a) as part of a court-supervised effort to improve earnings and child support payments.

Section 231.006 further requires each bid, or application for a contract, grant, or loan to include:

- the name and Social Security number of the individual or sole proprietor and each partner, shareholder, or owner with an ownership interest of at least 25 percent of the business entity submitting the bid or application; and
- the statement in Section 3 below.

Section 231.006 authorizes a state agency to terminate a contract if it determines that the statement required below is inaccurate or false. In the event the statement is determined to be false, the vendor is liable to the state for attorney's fees, costs necessary to complete the contract (including the cost of advertising and awarding a second contract), and any other damages provided by law or contract.

Section 2

In accordance with Section 231.006, the names and Social Security numbers (SSN) of the individuals identified in the contract, bid or application, or each person with a minimum 25 percent ownership interest in the business entity identified therein are provided below:

Name:	SSN:
Name:	SSN:
Name:	SSN:
Name:	SSN:

Section 3

As required by Section 231.006, the undersigned certifies the following:

"Under Section 231.006, Family Code, the vendor or applicant certifies that the individual or business entity named in this contract, bid, or application is not ineligible to receive the specified grant, loan, or payment, and acknowledges that this contract may be terminated and payment withheld if this certification is inaccurate."

Contractor Authorized Representative Printed Name:	Title:
Contractor Authorized Representative Signature:	Date:

Part IX: APPENDICES

The appendices included in this section contain information relevant to this RFP and to the preparation of a responsive Proposal.

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Appendix A: Evaluation Criteria Rubric

	Evaluation Criteria	Full Credit	Partial Credit	Minimal/No Credit
Residency Pathway Readiness (Max 20 Points)	Enhanced Residency Certificate or PREP Pathway Plan	Provides current approval documentation or detailed timeline with milestones. (Max 5 Points)	Provides general plan or incomplete documentation. (Max 2.5 points)	No documentation or vague plan. (0 points)
	Residency Program Structure	Detailed description of existing or proposed model with district partnerships. (Max 5 Points)	Basic description with limited detail or unclear partnerships. (Max 2.5 points)	No description or lacks relevance. (0 points)
	TEA PREP Allotment Requirements	Clear explanation of alignment with TEA requirements. (Max 5 Points)	Partial alignment or unclear explanation. (Max 2.5 points)	No alignment or explanation. (0 points)
	Implementation Challenges	Describes specific challenges and how they were addressed. (Max 5 Points)	Mentions challenges with limited resolution detail. (Max 2.5 points)	No mention of challenges or solutions. (0 points)
Track Record of Success (Max 20 Points)	Enrollment Numbers	Provides total current and past enrollment data. (Max 3 points)	Provides partial or outdated data. (Max 1.5 points)	No data provided. (0 points)
	Certification Rates	Provides percentage of candidates conferred standard certificates. (Max 3 points)	Provides incomplete or unclear certification data. (Max 1.5 points)	No certification data provided. (0 points)
	TEXES Pass Rates	Provides percentage of passing on first attempt. (Max 3 points)	Provides general pass rate without detail. (Max 1.5 points)	No pass rate data. (0 points)
	Exam Attempts	Provides average number of attempts per candidate. (Max 3 points)	Provides anecdotal or estimated data. (Max 1.5 points)	No data provided. (0 points)
	SOE/Intern Readiness Timeline	Provides average time to readiness by certification type. (Max 3 points)	Provides general timeline without breakdown. (Max 1.5 points)	No timeline data. (0 points)
	Retention Rates	Provides 1-year, 2-year, and 3-year retention by certification area. (Max 3 points)	Provides partial or aggregated retention data. (Max 1.5 points)	No retention data. (0 points)
	Wraparound Supports	Describes mentorship, advising, wellness, and exam prep supports. (Max 2 points)	Mentions supports without detail or evidence. (Max 1 point)	No mention of supports. (0 points)

Data Transparency & Reporting (Max 15 points)	District Partnerships	Provides number of districts partnered with and explain structure/cadence of data conversations with partner (Max 3 points)	Provides vague or estimated number; no explanation provided. (Max 1.5 points)	No data or explanation provided. (0 points)
	Enrollment Updates	Screenshots or descriptions of communication systems. (Max 2 points)	Mentions updates without evidence. (Max 1 point)	No updates or evidence. (0 points)
	Coursework Progression	Evidence of tracking systems. (Max 2 points)	Mentions tracking without detail. (Max 1 point)	No tracking evidence. (0 points)
	TExES Readiness Data	Provides reporting mechanisms. (Max 2 points)	Mentions readiness without data. (Max 1 point)	No readiness data. (0 points)
	SOE Progress Tracking	Evidence of tracking and reporting. (Max 2 points)	Mentions tracking without evidence. (Max 1 point)	No tracking mentioned. (0 points)
	Data Integration	CSV export or API capability. (Max 2 points)	Limited export options. (Max 1 point)	No integration capability. (0 points)
	Custom Data Fields	Can add Employee ID, Email and additional customizations. (Max 2 points)	Limited customization. (Max 1 point)	No customization. (0 points)

Virtual Coursework Quality (Max 15 points)	EC-6 Scope & Sequence	Documented scope and sequence provided. (Max 3 points)	General outline provided. (Max 1.5 points)	No scope and sequence. (0 points)
	Course Access	Sandbox or cloud-based course links provided. (Max 2 points)	Mentions access without links. (Max 1 point)	No access provided. (0 points)
	Work-Life Balance Support	Describes systems for supporting full-time candidates. (Max 2 points)	Mentions support without detail. (Max 1 point)	No support mentioned. (0 points)
	Regional Limitations	Explains regional support limitations. (Max 2 points)	Mentions regions without detail. (Max 1 point)	No mention of regional support. (0 points)
	Reading Academies Authorization	Proof or timeline for authorization. (Max 2 points)	Mentions intent without timeline. (Max 1 point)	No mention of authorization. (0 points)
	Biliteracy Pathway Capability (Reading Academies)	Evidence of biliteracy support. (Max 2 points)	Mentions support without evidence. (Max 1 point)	No mention of biliteracy. (0 points)
	ADA Compliance & Accessibility	Documentation of ADA compliance and multilingual support. (Max 2 points)	Mentions accessibility without evidence. (Max 1 point)	No mention of accessibility. (0 points)

Reputation & Reliability (Max 10 points)	Certification Offerings	List of TEA-approved certifications. (Max 2 points)	Partial list or outdated certifications. (Max 1 point)	No list provided. (0 points)
	Accreditation History	Status over last 5 years with explanations. (Max 2 points)	Mentions status without detail. (Max 1 point)	No accreditation history. (0 points)
	Candidate Experience	Survey data, feedback, and improvements made based on candidate feedback. (Max 2 points)	Mentions feedback without data. (Max 1 point)	No feedback or improvements. (0 points)
	References	Completed Attachment I - Reference Sheet and signed recommendation. (Max 2 points)	One of the two provided. (Max 1 point)	No references provided. (0 points)
	Continuous Improvement	Annual evaluations and documented adjustments. (Max 2 points)	Mentions improvement without evidence. (Max 1 point)	No improvement process. (0 points)

Intensive Pre-Service Certification (Max 10 points)	Program Design	Proposed EC-6 pre-service model provided. (Max 3 points)	General model without detail. (Max 1.5 points)	No model provided. (0 points)
	Candidate & Mentor Selection	Criteria and requirements provided. (Max 3 points)	Mentions selection without detail. (Max 1.5 points)	No selection criteria. (0 points)
	Feasibility	Evidence of ability to deliver intensive model. (Max 3 points)	Mentions feasibility without evidence. (Max 1.5 points)	No feasibility evidence. (0 points)
	District Support Needs	Clarity on district roles and support. (Max 1 point)	Mentions support without clarity. (Max 0.5 points)	No mention of district support. (0 points)

Purchase Price (Max 10 points)	Itemized Costs	Enrollment, coursework, supervision, operations, misc. itemized. (Max 5 points)	Partial itemization or unclear costs. (Max 2.5 points)	No itemization. (0 points)
	Bilingual/ESL Support Costs	Itemized pricing for supplemental certifications. (Max 4 points)	General pricing without breakdown. (Max 2 points)	No pricing provided. (0 points)
	Cohort Discounts	Explanation of discount structure. (Max 1 point)	Mentions discounts without detail. (Max 0.5 points)	No discount information. (0 points)

Appendix B: RFP Completion Checklist

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

- ☐ Executive Summary
- ☐ Response to Evaluation Criteria
- ☐ Attachment A – Title Page
- ☐ Attachment B – Vendor Acknowledgement
- ☐ Attachment C – Evidence of Insurance
- ☐ Attachment D – IDEA Conflict of Interest Form
- ☐ Attachment E – Texas Ethics Commission Form CIQ
- ☐ Attachment F – Felony Conviction Disclosure Statement
- ☐ Attachment G – Certification Regarding Lobbying
- ☐ Attachment H – Contract Provisions for Contracts Involving Federal Funds
- ☐ Attachment I – Reference Sheet
- ☐ Attachment J – Litigation, Terminations, Claims
- ☐ Attachment K – Proposed Pricing
- ☐ Attachment L – IRS Form W-9
- ☐ Attachment M – Deviations and Exceptions
- ☐ Attachment N – Certification Regarding Drug-Free Workplace
- ☐ Attachment O – Child Support Certification
- ☐ Appendix A – Evaluation Criteria Rubric.
- ☐ Appendix B – RFP Completion Checklist
- ☐ **By selecting this checkbox, the vendor acknowledges and agrees to the terms and conditions outlined in this solicitation document.**

Signature of Authorized Representative

Date

Printed Name and Title of Authorized Representative

Part XI: ADDENDA

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

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END OF IDEA PUBLIC SCHOOLS RFP