



**IDEA Headquarters**  
2115 W. Pike Boulevard  
Weslaco, Texas 78596  
**Phone** 956.377.8000  
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## Request For Qualifications Addendum Addendum #1: Vendor Questions & Answers

Date: Monday, March 30, 2026

### **RFQ #34-SPEDAP-0626 Texas Special Education Services and Assessment Personnel**

To: All Prospective Vendors

The following vendor-submitted questions were received in response to the referenced solicitation. Responses are provided below for the benefit of all prospective respondents.

**Question 1:** If we were awarded in last year's RFQ, do we need to rebid on this RFQ?

**Answer:** No, as long as you have an active contract with IDEA, there is no need to submit another bid.

**Question 2:** Can the district clarify the anticipated number of positions by discipline (e.g., School Psychologist, SLP, OT, etc) for the initial contract term?

**Answer:** At this time, we are uncertain about the specific services required for each campus. If awarded, the Regional Special Education Leader will contact you to outline the services needed. However, the details will not be clear until we approach the start of the next school year.

**Question 3:** Are these positions primarily in-person, virtual/teletherapy, or hybrid?

**Answer:** In person.

**Question 4:** Can the district provide average and maximum caseload expectations by discipline?

**Answer:** At this time, we are uncertain about the specific services required for each campus. If awarded, the Regional Special Education Leader will contact you to outline the services needed. However, the details will not be clear until we approach the start of the next school year.

**Question 5:** Are contractors responsible for completing initial evaluations, re-evaluations, or both?

**Answer:** Yes.

**Question 6:** What documentation platform does the district utilize (e.g., IEP management system), and will access/training be provided?

**Answer:** V3 Frontline/ESPED and access/training will be provided.

**Question 7:** Are contractors required to attend staff meetings, professional development, or district trainings?

**Answer:** Contractors may be asked to attend meetings.

**Question 8:** What is the anticipated start date for the majority of positions?

**Answer:** Beginning of school year. It varies per region.

**Question 9:** Is the contract based on a 10-month school calendar, a 12-month calendar, or variable based on role?

**Answer:** Varies by role.

**Question 10:** Are extended school year (ESY) services included in this RFP?

**Answer:** Yes.

**Question 11:** How are school holidays, teacher workdays, and student non-contact days handled for contractor billing?

**Answer:** They may bill for documentation potentially, but would have to have approval from IDEA's Regional Programs Director.

**Question 12:** What are the district's background screening and fingerprinting requirements, and what is the estimated processing timeline?

**Answer:**

**Texas:**

**Background Checks:** Contractor must coordinate and cooperate with IDEA to ensure that an ap

appropriate criminal history record information review as required by Texas Education Code § 22.0834 is conducted for Contractor and any of Contractor's personnel who will have continuing duties related to this ICA and will have direct contact with students.

For the timeline it varies by workload. For more information, please email Risk Management Vendor Background Checks [riskmanagementvendorbackgroundchecks@ideapublicschools.org](mailto:riskmanagementvendorbackgroundchecks@ideapublicschools.org)

**Question 13:** Who will provide day-to-day supervision for contracted staff?

**Answer:** It varies by position.

**Question 14:** What is the district's performance evaluation process for contracted providers?

**Answer:** It varies by position.

**Question 15:** Are minimum weekly hour guarantees required?

**Answer:** No.

**Question 16:** What is the district's standard payment timeline (e.g., Net 30, Net 45)?

**Answer:** Net 30.

**Question 17:** Are rate adjustments permitted during the contract term due to inflation or market changes?

**Answer:** No.

**Question 18:** Will travel between multiple school sites be reimbursed?

**Answer:** IDEA will not reimburse for mileage.

**Question 19:** Does the district anticipate awarding to a single vendor or multiple vendors?

**Answer:** It depends on how many submissions we get, but more than likely multiple vendors.



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**Question 20:** If multiple vendors are awarded, how will assignments be distributed (e.g., rotation, best value, first-come submission)?

**Answer:** First available.

**Question 21:** Are there incumbent contractors currently serving in these roles?

**Answer:** It depends on the region.

**Attachments:**

- IDEA Public Schools Pre-Qualification Meeting Slides

**END OF ADDENDUM**



**IDEA Public Schools**  
**Request for Qualifications (RFQ)**  
**For**  
**#34-SPEDAP-0626 Texas & #37-SPEDIR-0626 Texas**  
**Special Education Instructional, Assessment and**  
**Related Services**

Pre-Qualification Meeting  
Friday, March 06, 2026, at 10:00 AM CST  
Humberto Hinojosa, Procurement Analyst



## Recording

This meeting will be recorded and transcribed for future reference

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

# Pre-Qualification Agenda

- Welcome
- Agenda & Solicitation Overview
- Statement of Qualification Submission & Selection
- Project Scope and Overview
- Q&A
- Wrap-up



# Point of Contact (POC)

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

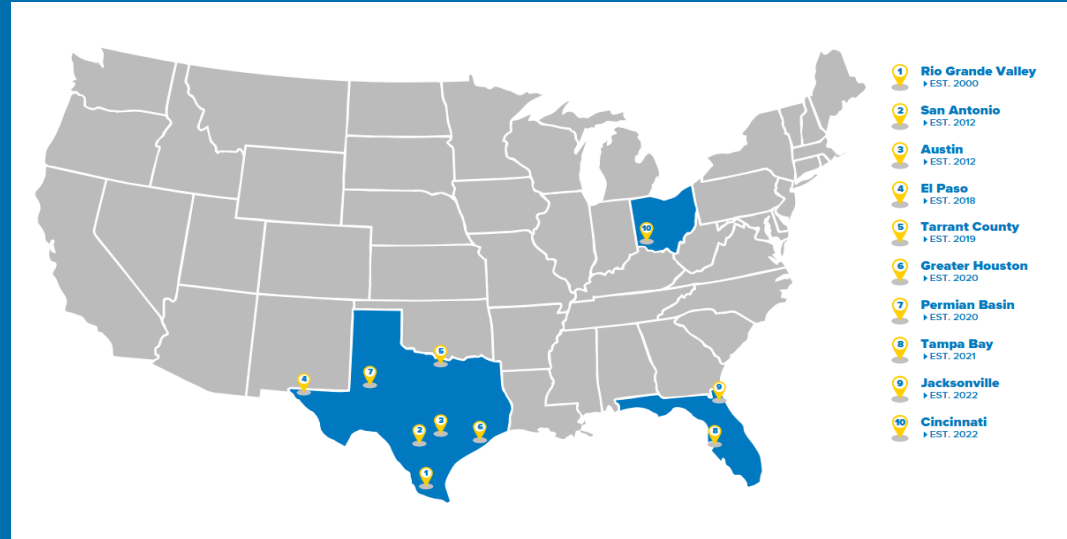
Procurement Department

[solicitations@ideapublicschools.org](mailto:solicitations@ideapublicschools.org)



# Disclaimer

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



# Solicitation Overview

## RFQ #34-SPEDAP-0626 Texas:

- Assistive Technology Evaluations (Autism)
- Board Certified Behavior Analyst (BCBA)
- Brailist
- Certified Occupational Therapist Assistant (COTA)
- Educational Diagnostician
- Licensed Master Social Worker (LMSW)
- Licensed Professional Counselor (LPC)
- Nursing
- Occupational Therapist
- Physical Therapist
- Registered Behavior Technicians
- School Psychologist
- Sensory Evaluations (Autism)
- Speech Language Pathologist
- Speech Language Pathologist Assistant (SLPA)

## RFQ #37-SPEDIR-0626 Texas:

- Adaptive Physical Education (APE) Teacher
- Auditory Impairment/Deaf Ed Teacher
- Orientation and Mobility Teacher
- Special Education Teacher
- Special Education Co-Teacher (Paraprofessional)
- Visual Impairment Teacher

***The detailed scope of work can be found on page 7 in Part II – BACKGROUND AND SCOPE OF SERVICES.***

# RFQ Tentative Timeline

## Request For Qualifications Timeline

*All dates and times are tentative and subject to change.*

First Advertisement & RFP Issue Date:	Wednesday, February 25, 2026
Second Advertisement Date:	Wednesday, March 04, 2026
Pre-Qualification Meeting:	Friday, March 06, 2026 @ 10:00 AM CST
Respondent Question Cut-Off Date:	Friday, March 13, 2026, no later than 5:00 PM CST
Questions Response from IDEA:	Friday, March 30, 2026
<b>Qualifications Due by Date &amp; Time:</b>	<b>Monday, April 06, 2026, no later than 2:00 PM CST</b>
Anticipated Evaluation Period:	April 09, 2026 – April 17, 2026
Deadline for Respondent to submit requested documents if awarded	Wednesday, May 06, 2026
Anticipated Board Meeting & Approval:	June 2026
Initial Proposed Contract Term:	July 1, 2026 - June 30, 2027
Renewal option #1:	July 1, 2027 - June 30, 2028
Renewal option #2:	July 1, 2028 – June 30, 2029
Renewal option #3:	July 1, 2029 – June 30, 2030
Renewal option #4:	July 1, 2030 - June 30, 2031

# Required Statement of Qualifications Format

Respondents must follow the format instructions detailed on page 14 in *Part III – Statement of Qualification Requirements* when preparing and submitting a Statement of Qualification. Each section must be clearly marked.

- I. Cover Letter
- II. Table of Contents
- III. Respondent(s) Individual Profile, Certifications, and Licenses
- IV. Approach to Services and Methodology
- V. Required Forms (Attachments A – I)
- VI. Rate Sheet for services provided

**⚠ Failure to follow all the proposal's organizational requirements may result in disqualification.**

# Submittal Procedures

**Due: Monday, April 06, 2026 @ 2:00 PM CST**

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

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

**Statement of Qualifications must be in a sealed envelope marked with the RFQ Number and Title (#34-SPEDAP-0626 Texas Special Education Services and Assessment Personnel)** and include:

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

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

The respondents' Statement of Qualifications itself shall be organized as identified in ***Part III (three), Statement of Qualifications Submission Requirements***.

**⚠ RFQ submissions must follow the format instructions detailed on page 17 in Part III – Statement of Qualification Requirements when preparing and submitting a statement of qualification. Each section of the proposals must be clearly marked.**

# Evaluation Criteria



<b>35 Points</b>	<b>Respondent's Level of Expertise</b> The Respondent demonstrates the requisite qualifications and expertise as specified in <i>Part II - Background and Scope of Services</i> to perform the services requested.
<b>25 Points</b>	<b>Respondent's ability to comply with the RFQ</b> The Respondent has completed and signed all required documentation in Attachments A–I and demonstrates the ability to comply with all <i>Part III – Statements of Qualifications Requirements</i> , including: <b>I.</b> Cover Letter <b>II.</b> Table of Contents <b>III.</b> Respondent(s) Individual Profile, Certifications, and Licenses <b>IV.</b> Approach to Services and Methodology <b>V.</b> Required Forms (Attachments A – I) <b>VI.</b> Rate Sheet for services provided
<b>15 Points</b>	<b>Respondent's ability to provide in-person services</b> The Respondent demonstrates the ability to provide in-person services, as documented in <i>Attachment G – Geographic Coverage</i> .
<b>15 Points</b>	<b>Respondent's ability to provide own tech, testing kits, and equipment</b> The Respondent demonstrates the ability to supply its own technology, testing kits, and equipment, as documented in <i>Attachment H – Respondent Questionnaire</i> .
<b>10 Points</b>	<b>Respondent's Experience</b> The Respondent has demonstrated experience providing similar services to K–12 public schools within the past five (5) years, as documented in <i>Attachment I – Reference Sheet</i> .
<b>100 Points</b>	<b>Total Possible Score</b>



**ANY QUESTIONS?**

# Closing

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

