

# TEXAS

**Request for Qualifications (RFQ)**

**RFQ #37-SPEDIR-0626 Texas**

**Special Education Instructional  
and Related Services**



**IDEA**  
Public Schools

**IDEA Public Schools  
Procurement Department  
2115 West Pike Blvd  
Weslaco, TX 78596**

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

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## PART I – GENERAL INFORMATION AND INSTRUCTIONS

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**Procurement Analyst:** Humberto Hinojosa

**Contact email:** [solicitations@ideapublicschools.org](mailto:solicitations@ideapublicschools.org)

**IDEA Public Schools** (herein referred to as IDEA or the organization) is seeking a Statement of Qualifications from qualified Respondents or individuals in response to this Request for Qualifications (RFQ) for **Special Education Instructional and Related Services**. The qualified Respondent(s) must be able to execute duties and **provide in-person services** with the utmost diligence, cooperation, and ethical behavior in addition to being knowledgeable of industry standards as it relates to special education instructional and related services for public schools. The chosen Respondent(s) should also demonstrate high levels of trust, competence, and integrity.

IDEA reserves the right to revise and amend the qualifications prior to the date set for the receipt of the Statement of Qualifications. Respondents are requested to clarify any ambiguity, conflict, discrepancy, omission, or other error(s) in the RFQ in writing. Revisions or amendments, if any, will be made by issuing an addendum. Every effort will be made to send addenda issued to the parties known to have been furnished a complete copy of the RFQ. It is the responsibility of each respondent, prior to submitting the Statement of Qualifications, to contact IDEA to determine if addenda were issued and, if so, to obtain such addenda for attachment to the Statement of Qualifications. Addenda are posted to IDEA’s website: <https://ideapublicschools.org/our-story/finance-budget/pcs/bids-rfps/>.

### 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

**Pre-  
Qualification  
Meeting**

A virtual pre-qualifications meeting will be held at 10:00 AM CST via TEAMS video conference on Friday, March 06, 2026. Questions regarding this RFQ must be submitted in writing to [solicitations@ideapublicschools.org](mailto:solicitations@ideapublicschools.org) no later than 5:00 PM CST on Friday, March 13, 2026. Respondents are responsible for reviewing questions and answers prior to submitting a statement of qualifications. Oral communications regarding this RFQ shall not be binding and shall in no way excuse a Respondent of the obligations set forth in this solicitation. While the pre-qualification meeting is non-mandatory, it is highly encouraged that all potential respondents participate and attend.

**Join TEAMS Meeting:**

<https://teams.microsoft.com/meet/21727047937363?p=4rCHbXsZYXDRcB1DD6>

**Meeting ID:** 217 270 479 373 63

**Passcode:** QF7N23pU

## **PART II – BACKGROUND & SCOPE OF SERVICES**

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**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 Qualifications and any subsequent contract is only for goods and services provided to IDEA’s Texas based charter school and campuses.*

### **Scope of Services**

IDEA Public Schools is seeking a Statement of Qualifications from qualified and experienced Respondent(s) in providing exemplary special education instructional and related services that will be essential to scholar growth and development in schools within IDEA Public Schools. Qualified Respondent(s) will be placed on a list of qualified vendors available for campus/departmental use. Respondents must be able to meet and uphold the following standards and qualifications as specified in this RFQ:

- a) Vendor must ensure compliance with all applicable federal, state, local statutory requirements, State Board of Education and Department of Health & Human Services rules, as well as IDEA's local board policy with respect to special education and/or related aids and services.
- b) Vendor must ensure adherence to appropriate safety procedures and report potential health or safety hazards to the designated campus administrator.
- c) Vendor must provide in-person services and provide their own testing kits, protocols, equipment and laptops.
- d) Vendor's assigned staff members shall be responsible for the following, as applicable:
  - 1. Provide in-person special education and/or related aids and services as determined for each assigned student;
  - 2. Maintain logs and therapy notes for student services;
  - 3. Provide logs with invoices for therapy;
  - 4. Attend ARD (Admission, Review and Dismissal) meetings;
  - 5. Maintain and submit individual student reports to IDEA Regional SPED Teams (LSSPs/SLPs/Leads);
  - 6. Complete or assist with individual educational plans (IEP);
  - 7. Complete progress reports for services;
  - 8. Consult with school staff;
  - 9. Complete evaluations, IEPs, and Progress Reports on the Frontline system;
  - 10. Assist IDEA staff with their student's IEP progress reports;
  - 11. Assist school staff with equipment orders if applicable;
  - 12. Create collaborative relationships on school campuses;
  - 13. Track services on eSHAR for each assigned student, if applicable.
  - 14. Attend On-Boarding (required)
- e) To guarantee uninterrupted service delivery and minimize any potential delays or disruptions **respondent(s) must ensure they have qualified and available staff in place for in-person services at the time the contract is implemented to meet the contract's demands and service students promptly and efficiently.** Awarded vendor(s) shall also bill for each school/region by sending invoices to Accounts Payable

([payable@ideapublicschools.org](mailto:payable@ideapublicschools.org)), and copying Special Programs Sr. Grant and Budget Manager, Elianey Moya ([elianey.moya@ideapublicschools.org](mailto:elianey.moya@ideapublicschools.org)), and the Regional Director. Respondent(s) are proposing to serve in Texas, including Rio Grande Valley, San Antonio, Austin, El Paso, Houston, Midland, Odessa, and Tarrant County.

## Requested Services

IDEA is requesting the following Special Education Instructional and Related Services in Texas including Rio Grande Valley, San Antonio, Austin, El Paso, Houston, Midland, Odessa, and Tarrant County for in-person services for the 2026-2027 school year.

- 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

## Certification and License Requirements

Respondents must hold all required licenses, certifications, and credentials necessary to provide special education and related services in a K–12 educational setting, in compliance with all applicable federal, state, and local laws and regulations, including but not limited to IDEA and state education requirements.

Respondents must submit copies of all applicable certifications, licenses, and credentials for any personnel who will provide services under this RFQ.

**Failure to possess and provide the required certifications and/or failure to submit the required documentation with the RFQ response shall result in automatic disqualification.** Responses deemed non-responsive will not be considered for evaluation or award.

IDEA reserves the right to verify all certifications and credentials submitted and to disqualify any vendor found to have provided inaccurate, expired, or misleading information. All required certifications and credentials must remain current for the duration of any resulting contract.

## Qualifications to Perform Requested Services

The qualifications to perform one or all the required special education instructional and related services mentioned above are outlined below. Respondents must also complete the *Geographic Coverage in Attachment G* of this RFQ. **IDEA requires that all services are to be provided In-Person.**

## Adaptive Physical Education (APE) Teacher

- a. **Primary Purpose:** Provide direct APE services, complete evaluations, and implement instructional programs in physical and motor fitness, fundamental motor skills and patterns, skills in individual and group games, and sports for students with disabilities. The APE teacher also consults with school general education and special education staff in modifying and adapting general physical education to

ensure access for students with physical and cognitive needs. **The Adaptive Physical Education (APE) Teacher is required to be in-person.**

- b. **Minimum Education/Certification Qualifications:** Physical education may be provided by special education instructional or related service personnel who have the necessary skills and knowledge, or physical education teachers, or occupational therapists, or physical therapists, or occupational or physical therapy assistants working under the supervision of certified personnel in accordance with the standards of their profession.
- c. **Major Responsibilities and Duties:**
  - Provide direct or indirect individual education plans (IEP) APE services.
  - Maintain logs for direct and indirect services.
  - Assist special education teacher in IEP development or develop IEPs as requested.
  - Assist special education teacher in progress report completion or complete progress reports for direct services as requested.
  - Complete evaluations, IEPs, and progress reports in Frontline.

## Auditory Impairment/Deaf Ed Teacher

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

## Orientation and Mobility Teacher

- a. **Primary Purpose:** To provide direct and indirect support for students with visual impairment that require orientation and mobility services per their individual education plan (IEP). **The Orientation and Mobility Teacher is required to be in-person.**
- b. **Minimum Education/Certification Qualifications:** Bachelor's and/or Master's Degree. Certification from the Academy for Certification of Vision Rehabilitation and Education Professionals (ACVREP).

**c. Major Responsibilities and Duties:**

- Provide direct and indirect (consult) orientation and mobility support to students with visual impairment.
- Provide orientation and mobility evaluation and re-evaluation support as needed for students in the region.

## Special Education Teacher

**a. Primary Purpose:** Special Education teachers are responsible for the achievement and support of critical students. Special education teachers work with students who have a wide range of learning, cognitive, emotional, and physical disabilities. They teach various subjects, such as reading, writing, and math, to students with gaps of 2 (two) or more years. The main goal is to close that gap by 2 (two) years in just 1 (one) school year. The Special Education teacher provides the crucial bridge between home and school for our highest-need students and their families. **The Special Education Teacher is required to be in-person.**

**b. Minimum Education/Certification Qualifications:** A Special Education teacher may be provided by special education instructional or related service personnel who have the necessary skills and knowledge, working under the supervision of certified personnel in accordance with the standards of their profession. Required Bachelor's Degree from an accredited college or university, experience in a Special Education classroom setting, and a valid Texas state certification in Special Education.

**c. Major Responsibilities and Duties:**

- Adapt lessons to meet the needs of students.
- Develop Individualized Education Programs (IEPs) for a caseload of 12-15 students.
- Implement IEPs, assess students' performance, and track their progress.
- Update IEPs to reflect students' progress and goals.
- Assess student skills to determine their needs and to develop teaching plans.
- Collect and analyze student data in order to make effective decisions to maximize achievement.
- Discuss student progress with parents, teachers, counselors, and administrators.
- Implement state learning standards and IDEA curricula and assessments to meet ambitious academic expectations.
- Implement formal and informal assessments to track each individual student's progress and learning needs, adjust lesson plans accordingly, and update grade book weekly.
- Communicate student progress with students and families on a weekly basis.
- Effective facilitation and personal use of technology as a communication and educational tool to improve student achievement and manage work-related tasks.

## Special Education Co-Teacher (Paraprofessional)

**a. Primary Purpose:** A Co-Teacher in a life skills or self-contained special education classroom plays a critical role in supporting the Special Education teacher and students. They assist with the implementation of individualized education plans, delivering targeted one-on-one or small-group instruction tailored to each student's unique needs. Their responsibilities include helping to manage classroom behavior, adapting educational materials, and ensuring that students develop essential academic, social, and daily living skills. **The Special Education Co-Teacher (Paraprofessional) is required to be in-person.**

**b. Minimum Education/Certification Qualifications:** Associate Degree.

**c. Major Responsibilities and Duties:**

- Work with students with cognitive and behavioral needs on a one-to-one or in a small group.
- Communicate student progress with the Special Education teacher.
- Work collaboratively with the Special Education teacher and other service providers to implement student individual education plans and support.
- Support students with feeding, diapering, and other life skills needs.

## Visual Impairment Teacher

**a. Primary Purpose:** Provide direct and indirect support for students with visual impairment services per their individual education plan (IEP). **The Visual Impairment Teacher is required to be in-person.**

**b. Minimum Education/Certification Qualifications:** A Bachelor's Degree from a college or university. Texas certification for teachers of students with visual impairments.

**c. Major Responsibilities and Duties:**

- Provide direct and indirect (consult) visual impairment support to students.
- Provide visual impairment evaluation and re-evaluation support as needed for students in the region.

## **PART III – STATEMENT OF QUALIFICATION REQUIREMENTS**

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The Statement of Qualifications should be prepared in such a way as to demonstrate a straightforward, concise delineation of capabilities that satisfy the requirements of the RFQ. Emphasis should be concentrated on the respondent's ability to ensure IDEA Public School's compliance with policies, procedures, TEA, and licensing boards when conducting any special education instructional and/or related services.

To be considered, the Statement of Qualifications must be prepared according to the following specifications:

- 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

- a) To be eligible for consideration the Statement of Qualifications should be received by using the [Tyler Munis Self-Service](#) website (TEXAS ONLY), or [Public Purchase](#) website, or mailed to the **IDEA Public Schools Headquarters, Attn: Procurement Department, 2115 W Pike Blvd, Weslaco, TX 78596** no later than **2:00 PM CST on April 06, 2026**, along with the requisite signature pages and completed certification forms. All Statement of Qualifications must be received by the deadline. Statement of Qualifications submitted after the closing time and date will **not** be accepted. Faxed or emailed statements of Qualifications will **not** be accepted.

- b) **Statement of Qualifications Guarantee:** Statement of Qualifications shall be honored for 120 days after the due date or until agreement is in place.
- c) All supplemental information required by the RFQ must be included with the Statement of Qualifications. Failure to provide complete and accurate information may disqualify the respondent from consideration.
- d) All costs incurred in the preparation and submission of the RFQ response shall be paid solely by the Respondent. Where Respondents may be required to perform a presentation, give demonstrations, and provide samples and/or technical literature, or participate in any interview process as related to this RFQ, all costs shall be paid by the Respondent.
- e) Any Statement of Qualifications submitted in response to this RFQ will be irrevocable upon the closing time and remain open for acceptance for 120 days from the closing date whether or not another RFQ has been accepted.
- f) Submission of a Statement of Qualifications shall be construed to mean that the Respondent agrees to carry out all conditions set forth in this document. Any proposed variation from the specifications, terms, and conditions shall be clearly identified. Please provide details of any noncompliance with stated conditions via email at [solicitations@ideapublicschools.org](mailto:solicitations@ideapublicschools.org). If no changes are indicated, IDEA shall expect to receive the service(s) exactly as specified.
- g) IDEA reserves the right to select any offer it determines provides the best value, regardless of price.
- h) IDEA may accept multiple offers for the same services. There may not be exclusivity with any selected Respondent.

### RFQ Clarification

Questions regarding the requirements specified in this RFQ must be submitted via email to the IDEA Public Schools Solicitations Division at [solicitations@ideapublicschools.org](mailto:solicitations@ideapublicschools.org) **no later than March 13, 2026, at 5:00 PM CST**. The email subject line should read: **Questions- RFO 37-SPEDIR-0626 Texas Special Education Instructional and Related Services**. Questions submitted by Respondents by the submission deadline and answers prepared by IDEA, along with any errata or addenda to this RFQ, if applicable, will be posted on the IDEA website at: <https://ideapublicschools.org/our-story/finance-budget/pcs/bids-rfps/>, on [Public Purchase](#), and on the [Tyler Munis Self Service](#) (Texas Only) website. IDEA will not answer questions verbally and any informal oral answers provided by IDEA or its agents shall not be binding. No modification or amendment to this RFQ shall be valid unless it is set forth in writing, via a signed addendum or amendment from IDEA.

### Proposer Responsibility

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

## Completeness

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

## False/Misleading Statements

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

## Statement of Qualifications Signatures

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

## Selection of Respondent(s)

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

## Administrative Procedure for Bidder Complaints

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

**IDEA Public Schools Headquarters  
Attn: Director of Procurement  
2115 West Pike Blvd Weslaco, TX 78596  
956-377-8000**

## PART IV – SUBMISSION INSTRUCTIONS

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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 (#37-SPEDIR-0626 Texas Special Education Instructional and Related Services) and include:**

1. One (1) clearly identified hard copy ORIGINAL of the Statement of Qualifications response.
2. 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*.

## **PART V – REQUIREMENTS**

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### **STATEMENT OF QUALIFICATIONS OPENING**

Statement of Qualifications Opening is scheduled for **April 06, 2026, at 2:00 PM (CST)**. A formal "opening" will not be held. Trade secrets and confidential information contained in Statement of Qualifications shall not generally be open for public inspection, but IDEA's records are a matter of public record.

### **WHO IS ELIGIBLE TO RESPOND**

Respondents who can meet the requirements for quality and other terms of this RFQ package, and who are not debarred and/or suspended from conducting business with IDEA, federal and state-funded agencies are invited to respond. A prospective respondent, by submitting a Statement of Qualifications, represents to IDEA that it meets the following requirements:

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

## **PART VI – EVALUATION CRITERIA**

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IDEA will evaluate each Respondent's Statement of Qualifications(s) in the areas listed in this solicitation. The committee evaluating the Statement of Qualifications submitted in response to this RFQ may conduct interviews in order to allow Respondents to clarify or elaborate on their Statement of Qualifications. Upon completion of interviews or discussions, Respondents may be requested to revise any or all portions of their Statement of Qualifications. Respondents will be scored on the evaluation criteria below.

<b>35 Points</b>	<p><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.</p>
<b>25 Points</b>	<p><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:</p> <ul style="list-style-type: none"> <li><b>I.</b> Cover Letter</li> <li><b>II.</b> Table of Contents</li> <li><b>III.</b> Respondent(s) Individual Profile, Certifications, and Licenses</li> <li><b>IV.</b> Approach to Services and Methodology</li> <li><b>V.</b> Required Forms (Attachments A – I)</li> <li><b>VI.</b> Rate Sheet for services provided</li> </ul>
<b>15 Points</b>	<p><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>.</p>
<b>15 Points</b>	<p><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>.</p>
<b>10 Points</b>	<p><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>.</p>
<b>100 Points</b>	<p><b>Total Possible Score</b></p>

**PART VII – ATTACHMENTS**

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

1. **Attachment A** – Title Page
2. **Attachment B** – Respondent Certification
3. **Attachment C** – Certification Regarding Lobbying
4. **Attachment D** – Debarment or Suspension Certification
5. **Attachment E** – Reference Sheet
6. **Attachment F** – Proof of Insurance or Bonding Requirements
7. **Attachment G** – Geographic Coverage
8. **Attachment H** – Vendor Questionnaire
9. **Attachment I** – RFQ Completion Checklist

Attachment A – Title Page



**A Statement of Qualifications  
Submitted in Response to  
IDEA’s Request for Qualifications  
#37-SPEDIR-0626-Special  
Education Instructional and  
Related Services (Texas)**

Submitted By:

\_\_\_\_\_

(Full Legal Name of Vendor)

Vendor dba (if applicable): \_\_\_\_\_

Employer Identification Number: \_\_\_\_\_

Street Address: \_\_\_\_\_

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

Additional Requirements:

The proposal must include the name of each person with at least 25% ownership of the business.

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Name: \_\_\_\_\_ Name: \_\_\_\_\_

On:

\_\_\_\_\_

(Date of Proposal Submission)

## Attachment B – Respondent Certification

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

Signature of Authorized Agent:

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Printed Name and Title of Agent:

---

Respondent Name:

---

Address:

---

Telephone Number:

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Fax Number:

---

Contact Person:

---

Email Address (if applicable):

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Web Site Address (if applicable):

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## Attachment C – Certification Regarding Lobbying

Submission of this certification is a prerequisite for making or entering into this transaction and is imposed by section 1352, Title 31, U.S. Code. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Any person who fails to file the required certifications shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The undersigned certifies, to the best of his or her knowledge and belief, that:

No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an office or employee of any agency, a Member of Congress, or an officer or employee of Congress, an employee of a Member of Congress, or any Board Member, officer, or employee of IDEA in connection with the awarding of Federal contract, the making of a Federal grant, the making of a Federal Loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.

If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, an employee of a Member of Congress, or any Board Member, officer, or employee of IDEA in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form –LLL, “Disclosure Form to Report Lobbying”, in accordance with its instructions.

The undersigned shall require that the language of this certification be included in the awarded documents for all covered sub-awards exceeding \$100,000 in Federal funds at all appropriate tiers and that all subrecipients shall certify and disclose accordingly.

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Respondent Name

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Signature of Authorized Respondent

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Date

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Printed Name and Title of Authorized Representative

## Attachment D – Debarment or Suspension Certificate

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

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

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Respondent Name

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Signature of Authorized Representative

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Date

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Printed Name and Title of Authorized Representative

## Attachment E – Reference Sheet

Please list a **minimum of three (3) verifiable references** of clients/organizations (governments, charter schools, or ISDs) that have used your services. Please **DO NOT** use IDEA Public Schools or its affiliates as a reference. 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. Attach additional pages hereto if additional space is required. IDEA would prefer Texas based clients:

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 F – Proof of Insurance or Bonding Requirements

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

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

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

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

## Attachment G – Geographic Coverage

The Respondent must provide geographic coverage for the services referenced in this RFQ as part of its SOQ submission. Respondents shall NOT complete the sample shown below; instead, the Excel file titled *Attachment G – Geographic Coverage* must be downloaded and completed. The completion of columns B, C, and D of the Excel sheet are required. *Attachment G – Geographic Coverage* may be downloaded at: <https://ideapublicschools.org/our-story/finance-budget/pcs/bids-rfps/> (under Open Solicitations).

Rio Grande Valley, Texas				Rio Grande Valley Campus List	
Special Education Instructional and Related Services	Can Services be Provided? Yes or No	Can this service be provided In-Person, Virtual or Both?	Can Services be Provided for ALL Campuses in the Region? Yes or No <i>If No, which campuses can be serviced?</i>	*Campuses are provided for information purposes only.	
				Campus	Address
Adaptive Physical Education (APE) Teacher				IDEA Rio Grande City	2803 Monarch Ln, Rio Grande City, TX 78582
Auditory Impairment/Deaf Ed Teacher				IDEA La Joya	725 E Expressway 83, La Joya, TX 78560
Orientation and Mobility Teacher				IDEA Toros/Thrive	3300 E Texas Rd, Edinburg, TX 78542
Special Education Teacher				IDEA Tres Lagos	5200 Tres Lagos Blvd, McAllen, TX 78504
Special Education Co-Teacher (Paraprofessional)				IDEA Quest	14001 N Rooth Rd, Edinburg, TX 78541
Visual Impairment Teacher				IDEA Edinburg	2553 N Roegiers Rd, Edinburg, TX 78541
				IDEA Owassa	1000 E Owassa Rd, Pharr, TX 78577
				IDEA Mcallen	201 N Bentsen Rd, McAllen, TX 78501
				IDEA Los Encinos	5400 S Ware Rd, McAllen, TX 78503
				IDEA Mission	1600 S Schuerbach Rd, Mission, TX 78572
				IDEA North Mission	2706 N Holland Ave, Mission, TX 78574
				IDEA Palmview	4100 N Schuerbach Rd, Palmview, TX 78572
				IDEA San Juan	600 E Sioux Rd, San Juan, TX 78589
				IDEA Pharr	600 E Las Milpas Rd, Pharr, TX 78577
				IDEA San Benito	2151 Russell Ln, San Benito, TX 78586
				IDEA Harlingen	24240 Chester Park Rd, Harlingen, TX 78552
				IDEA Elsa	411 S Fannin St, Elsa, TX 78543
				IDEA Frontier	2800 S Dakota Ave, Brownsville, TX 78521
				IDEA Brownsville	4395 Paredes Line Rd, Brownsville, TX 78526
				IDEA Riverview	30 Palm Blvd, Brownsville, TX 78520
				IDEA Sports Park	6650 Old Alice Rd, Brownsville, TX 78526
				IDEA Alamo	325 Kansas Rd, Alamo, TX 78516
				IDEA Robindale	3802 Ruben M Torres Blvd, Brownsville, TX 78521
				IDEA Weslaco	2931 E Sugar cane Dr, Weslaco, TX 78599
				IDEA Weslaco Pike	1000 E Pike Blvd, Weslaco, TX 78596
				IDEA Donna	401 S 1st St, Donna, TX 78537



San Antonio, Texas				San Antonio Campus List	
Special Education Instructional and Related Services	Can Services be Provided? Yes or No	Can this service be provided In-Person, Virtual or Both?	Can Services be Provided for ALL Campuses in the Region? Yes or No <i>If No, which campuses can be serviced?</i>	*Campuses are provided for information purposes only.	
				Campus	Address
Adaptive Physical Education (APE) Teacher				IDEA Burke	10434 Marbach Rd, San Antonio, TX 78245
Auditory Impairment/Deaf Ed Teacher				IDEA Brackenridge	5555 Old Pearsall Rd, San Antonio, TX 78242
Orientation and Mobility Teacher				IDEA Carver	217 Robinson Pl, San Antonio, TX 78202
Special Education Teacher				IDEA Eastside	2519 Martin Luther King Dr, San Antonio, TX 78203
Special Education Co-Teacher (Paraprofessional)				IDEA Ewing Halsell	2523 W Ansley Blvd, San Antonio, TX 78224
Visual Impairment Teacher				IDEA Najim	926 S WW White Rd, San Antonio, TX 78220
				IDEA Ingram Hills	3115 Majestic Dr, San Antonio, TX 78228
				IDEA Judson	13427 Judson Rd, San Antonio, TX 78233
				IDEA Mays	1210 Horal Dr, San Antonio, TX 78245
				IDEA Monterrey Park	222 SW 39th St, San Antonio, TX 78237
				IDEA South Flores	6919 S Flores St, San Antonio, TX 78221
				IDEA Walzem	6445 Walzem Rd, San Antonio, TX 78239
				IDEA Hidden Meadows	10138 Culebra Rd, San Antonio, TX 78251
				IDEA Converse	5490 Farm to Market 1516, Converse, TX 78109
				IDEA Robinson	10170 Kriewald Rd, San Antonio, TX 78245



Austin, Texas			
Special Education Instructional and Related Services	Can Services be Provided? Yes or No	Can this service be provided In-Person, Virtual or Both?	Can Services be Provided for ALL Campuses in the Region? Yes or No <i>If No, which campuses can be serviced?</i>
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			

**EXAMPLE**

Austin Campus List	
*Campuses are provided for information purposes only.	
Campus	Address
IDEA Kyle	640 Philomena Dr., Kyle, TX 78640
IDEA Health Professions	5816 Wilcab Rd, Austin, TX 78721
IDEA Rundberg	9504 N Interstate 35 Frontage Rd, Austin, TX 78753
IDEA Round Rock Tech	3301 Greenlawn Blvd, Round Rock, TX 78664
IDEA Pflugerville	1901 Wells Branch Pkwy, Pflugerville, TX 78660
IDEA Parmer Park	1438 E Yager Ln, Austin, TX 78753
IDEA Montopolis	1701 Vargas Rd, Austin, TX 78741
IDEA Bluff Springs	1700 E Slaughter Ln, Austin, TX 78744

El Paso, Texas			
Special Education Instructional and Related Services	Can Services be Provided? Yes or No	Can this service be provided In-Person, Virtual or Both?	Can Services be Provided for ALL Campuses in the Region? Yes or No <i>If No, which campuses can be serviced?</i>
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			

**EXAMPLE**

El Paso Campus List	
*Campuses are provided for information purposes only.	
Campus	Address
IDEA Mesquite Hills	11881 Dyer St, El Paso, TX 79934
IDEA Edgemere	15101 Edgemere Blvd, El Paso, TX 79938
IDEA Rio Vista	210 N Rio Vista Rd, Socorro, TX 79927
IDEA Mesa Hills	405 Wallenberg Dr, El Paso, TX 79912
IDEA Horizon Vista	201 Horizon Crossing St, Horizon City, TX 79928

Houston, Texas			
Special Education Instructional and Related Services	Can Services be Provided? Yes or No	Can this service be provided In-Person, Virtual or Both?	Can Services be Provided for ALL Campuses in the Region? Yes or No <i>If No, which campuses can be serviced?</i>
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			

**EXAMPLE**

Houston Campus List	
*Campuses are provided for information purposes only.	
Campus	Address
IDEA Hardy	1930 Little York Rd, Houston, TX 77093
IDEA Lake Houston	5627 S Lake Houston Pkwy, Houston, TX 77049
IDEA Spears	2010 Spears Rd, Houston, TX 77067

Tarrant County, Texas			
Special Education Instructional and Related Services	Can Services be Provided? Yes or No	Can this service be provided In-Person, Virtual or Both?	Can Services be Provided for ALL Campuses in the Region? Yes or No <i>If No, which campuses can be serviced?</i>
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			

**EXAMPLE**

Tarrant County Campus List	
*Campuses are provided for information purposes only.	
Campus	Address
IDEA Southeast	2935 E Seminary Dr, Fort Worth, TX 76119
IDEA Achieve	1900 Thomas Rd, Haltom City, TX 76117
IDEA Edgecliff	1640 Altamesa Blvd, Fort Worth, TX 76134
IDEA Rise	3000 S Cherry Ln, Fort Worth, TX 76116
IDEA A.W. Brown	5701 Red Bird Center Drive, Dallas, TX 75237

Permian Basin, Texas			
Special Education Instructional and Related Services	Can Services be Provided? Yes or No	Can this service be provided In-Person, Virtual or Both?	Can Services be Provided for ALL Campuses in the Region? Yes or No <i>If No, which campuses can be serviced?</i>
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			

**EXAMPLE**

Permian Basin Campus List	
*Campuses are provided for information purposes only.	
Campus	Address
IDEA Travis	900 E Gist Ave, Midland, TX 79701
IDEA Henry	5820 Brianwood Ave, Midland, TX 79707
IDEA Yukon	7300 E Yukon Rd, Odessa, TX 79762
IDEA Lopez	3401 W. 5th Street, Odessa, TX 79763

Attachment H – Vendor Questionnaire

All questions must be answered with the submission of qualifications.

1. Please describe the types of services your company can provide in each of our requested regions.

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2. Can your company provide its own testing kits, protocols, equipment, and laptop for services that you can provide? IDEA will not be providing these if your company cannot provide these.

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3. Can your company provide 9-week quotes/estimates of services typically around the following dates: August 7- October 6, October 9 – December 15, January 4 – March 8, March 18 – May 31, and June 1 – June 30?

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4. Can your company provide monthly invoices by the second business day of the following month for services provided? **Yes or No.** If Invoices cannot be submitted by the second business day of the following month, explain why.

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5. Does your company have staffed providers in all disciplines and all locations that have been outlined in your qualifications submission or will your company staff providers after awarded a contract, if awarded, or after the request is made of needed disciplines?

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## Attachment I – RFQ Completion Checklist

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

- Cover Letter
- Table of Contents
- Respondent(s) Individual Profile, Certifications, and Licenses
- Approach to Services and Methodology
- Attachment A – Title Page
- Attachment B – Respondent Certification
- Attachment C – Certification Regarding Lobbying
- Attachment D – Debarment or Suspension Certification
- Attachment E – Reference Sheet (minimum of 3 verifiable references)
- Attachment F – Proof of Insurance or Bonding Requirements
- Attachment G – Geographic Coverage
- Attachment H – Vendor Questionnaire
- Attachment I – RFQ Completion Checklist
- Rate Sheet for services provided
- By selecting this checkbox, the vendor acknowledges and agrees to the terms and conditions outlined in this solicitation document.**

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Signature of Authorized Representative

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Date

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Printed Name and Title of Authorized Representative

**END OF IDEA PUBLIC SCHOOLS  
RFQ**