

# FLORIDA

**Request for Proposals (RFP)**

**RFP #50-TUTR-0826 Florida**

**High-Impact Tutoring Services**



**IDEA Florida, Inc.**

**In C/O IDEA Procurement**

**Department**

**2115 West Pike Blvd**

**Weslaco, TX 78596**

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

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## PART I – GENERAL INFORMATION

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**Procurement Analyst:** Humberto Hinojosa    **Contact Email:** [solicitations@ideapublicschools.org](mailto:solicitations@ideapublicschools.org)

**Purpose of Request for Proposal (RFP):** The purpose of this solicitation is to identify and select qualified vendor(s) capable of providing high-quality tutoring services designed to supplement classroom instruction and enhance student academic achievement. The selected vendor(s) will deliver targeted interventions and academic support to students requiring additional assistance, with services aligned to IDEA Florida, Inc.’s educational objectives, curriculum, and applicable state academic standards.

**Background:** IDEA Florida, Inc. seeks to contract with a qualified educational service provider(s) to deliver customized, high-impact tutoring services designed to accelerate student achievement and address learning gaps. The selected provider(s) will support students in Reading, Mathematics, and English Language Acquisition through evidence-based instructional practices that improve academic outcomes and promote long-term student success.

## PART II – RFP TIMELINE & INSTRUCTIONS

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### Timeline:

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

First Advertisement & RFP Issue Date:	Thursday, June 25, 2026
Second Advertisement Date:	Thursday, July 2, 2026
Pre-Proposal Meeting:	Tuesday, July 7, 2026 @ 10:00 AM CST
Respondent Question Cut-Off Date:	Friday, July 10, 2026, no later than 5:00 PM CST
Questions Response from IDEA:	Monday, July 20, 2026
<b>Proposals Due by Date &amp; Time:</b>	<b>Monday, July 27, 2026, no later than 2:00 PM CST</b>
Anticipated Evaluation Period:	July 27 – July 31, 2026
Anticipated Board Meeting & Approval:	August 2026
Initial Proposed Contract Term:	September 1, 2026 – June 30, 2027
Renewal option #1:	September 1, 2027 – June 30, 2028
Renewal option #2:	September 1, 2028 – June 30, 2029
Renewal option #3:	September 1, 2029 – June 30, 2030
Renewal option #4:	September 1, 2030 – June 30, 2031

**Pre-Proposal Conference**

A virtual pre-proposal meeting will be held at 10:00 AM CST via TEAMS video conference on **Tuesday, July 7, 2026**. Questions for this RFP must be submitted in writing to [solicitations@ideapublicschools.org](mailto:solicitations@ideapublicschools.org) no later than 5:00 PM CST on Friday, July 10, 2026. 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 from 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:**

<https://teams.microsoft.com/meet/225737252051171?p=8GWztNoOcsnhBuBBfL>

**Meeting ID:** 225 737 252 051 171

**Passcode:** ko3sH6s2

**Proposal Submission:** Proposals may be submitted using the [Public Purchase](#) website, or by sending one (1) clearly identified hard copy ORIGINAL of the Proposal to:

IDEA Florida, Inc. in C/O IDEA Public Schools  
**RFP # 50-TUTR-0826 Florida**  
**High-Impact Tutoring Services**  
Attn: Procurement Department  
2115 West Pike Blvd, Weslaco, TX 78596

**Proposals must be in a sealed envelope marked with the RFP Number and Title (RFP #50-TUTR-0826 Florida: High-Impact Tutoring Services) and include:**

One (1) clearly identified **hard copy ORIGINAL** of the Proposal response.

One (1) copy of the Proposal on a **FLASH DRIVE**, marked with the Respondent’s name.

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 Monday, July 27, 2026**, 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 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 Florida. 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 Florida, Inc. in C/O IDEA Public Schools  
Attn: Director of Procurement, Procurement and Contract Services Department  
2115 West Pike Blvd, Weslaco, TX 78596  
(956) 377-8000

### **Required Background Clearances**

All Respondent(s), including contractors, regardless of their role, must comply with **The Jessica Lunsford Act**. This is a non-negotiable legal requirement for anyone stepping onto school grounds.

- **Level 2 Background Screening:** This involves a state and federal (FBI) fingerprint-based criminal history check.
- **Florida Public Schools Contractor Badge:** Once cleared, you will receive a state-standardized photo ID badge that must be worn at all times while on campus.

**Active Registration:** Must be registered with the **Florida Department of State (Sunbiz)** if applying as a business entity (LLC or Corp). The respondent must provide proof that they are registered with the Florida Department of State when submitting their proposal.

## **PART III – INTRODUCTION & BACKGROUND**

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**Introduction:** IDEA Florida, Inc. (“IDEA”) is a Florida nonprofit corporation and a tax-exempt organization pursuant to Section 501(c)(3) of the Internal Revenue Code. Pursuant to Chapter 1002 of the Florida School Code and its Contract for Charter with Florida District School Boards, IDEA is a public charter school holder. IDEA prepares Florida students from underserved communities for success in college and life. IDEA is a growing network of high-performing charter schools serving students located throughout Florida in the Hillsborough, Duval and Polk 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 of 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 or services provided to IDEA’s Florida-based charter school and campuses.*

## PART IV – SCOPE OF WORK AND SPECIFICATIONS OF THE PROPOSAL

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**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.

### Scope of Work:

The selected vendor(s) shall provide the following services:

#### 1. High-Impact Tutoring Program

- Deliver structured, high-dosage tutoring services to eligible students either in-person or virtually.
- Provide tutoring in Reading, Mathematics, and English Language Acquisition.
- Utilize evidence-based instructional strategies and research-supported intervention models.
- Offer individualized and small group tutoring sessions tailored to student needs.
- Align tutoring instruction with Florida academic standards and district curriculum expectations.

#### 2. Student Assessment and Progress Monitoring

- Conduct baseline assessments to identify student learning needs and establish growth targets.
- Monitor student progress regularly throughout the contract period.
- Adjust instructional plans based on assessment data and student performance.
- Provide timely intervention recommendations for students requiring additional support.

#### 3. Staffing and Tutor Qualifications

- Recruit, hire, train, supervise, and retain qualified tutors.
- Ensure tutors possess appropriate educational backgrounds and experience working with K–12 students.
- Conduct all required background screenings and compliance checks.
- Provide ongoing professional development and instructional coaching for tutoring staff.
- Ensure tutors complete all required program-specific training before servicing students.

#### 4. Reporting and Communication

- Provide monthly reports detailing:
  - Student participation and attendance

- Academic growth and performance metrics
- Program implementation status
- Challenges and corrective actions
- Maintain regular communication with campus leaders and designated IDEA Florida staff.
- Participate in scheduled program review meetings as requested.

## 5. Program Implementation

- Collaborate with IDEA Florida, Inc.'s leadership to develop an implementation plan.
- Coordinate tutoring schedules with school administrators.
- Ensure services are implemented with minimal disruption to instructional time.
- Demonstrate the ability to scale services across multiple campuses as needed.

## 6. Data Security and Compliance

- Comply with all applicable federal, state, and local laws regarding student privacy and data security.
- Adhere to the requirements of the Family Educational Rights and Privacy Act (FERPA) and all applicable student data protection regulations.
- Maintain confidentiality of all student records and educational information.

## Vendor Deliverables

The selected vendor shall provide:

- Program implementation plan.
- Tutor recruitment and training plan.
- Student assessment and progress monitoring framework.
- Monthly performance reports.
- End-of-year program evaluation report.
- Documentation of student growth outcomes.
- Recommendations for continuous improvement.

## Performance Expectations

The vendor shall demonstrate:

- Evidence of successful implementation of high-impact tutoring programs in K–12 settings.
- Experience serving diverse student populations, including English Learners.
- Ability to improve student achievement outcomes through measurable academic growth.
- Capacity to provide timely reporting and data analysis.
- Strong collaboration with school leaders and instructional staff.

## Factors for Disqualification:

Proposals will be disqualified if:

- Partial bids are submitted.

- Bids for Reading Tutoring, Mathematics Tutoring, English Language Acquisition Tutoring, and Data Analysis and Reporting are required. If not all can be provided, then the bid will be considered a partial bid and deemed disqualified.

- 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.

## 2026-2027 Jacksonville Academic Calendar



# 2026-27 ACADEMIC CALENDAR JACKSONVILLE



JULY							AUGUST							SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
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12	13	14	15	16	17	18	9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
19	20	21	22	23	24	25	16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
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							<b>8/3/26-8/7/26</b> Professional Development <b>8/8/26</b> BOY Teacher Work Day <b>8/10/26</b> First Day Of School							<b>9/7/26</b> IDEA Holiday <b>9/30/26</b> Early Release Day - 2 Hours							<b>10/9/26</b> End of Quarter <b>10/12/26</b> IDEA Holiday <b>10/28/26</b> Early Release Day - 2 Hours							<b>11/11/26</b> IDEA Holiday <b>11/23/26-11/27/26</b> IDEA Holiday							<b>12/18/26</b> End of Quarter <b>12/21/26-1/1/27</b> IDEA Holiday						
JANUARY							FEBRUARY							MARCH							APRIL							MAY							JUNE						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
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<b>12/21/26-1/1/27</b> IDEA Holiday <b>1/4/27</b> Bad Weather Day <b>1/5/27</b> Professional Development <b>1/18/27</b> IDEA Holiday <b>1/27/27</b> Early Release Day - 2 Hours							<b>2/15/27</b> IDEA Holiday <b>2/24/27</b> Early Release Day - 2 Hours							<b>3/12/27</b> End of Quarter <b>3/15/27-3/19/27</b> IDEA Holiday <b>3/22/27</b> Professional Development <b>3/26/27</b> IDEA Holiday							<b>4/26/27</b> Teacher Work Day <b>4/28/27</b> Early Release Day - 2 Hours							<b>5/28/27</b> Last Day of School End of Quarter <b>5/31/27</b> IDEA Holiday							<b>6/1/27</b> Teacher Workday <b>6/2/27 &amp; 6/3/27</b> Bad Weather Days						

**CALENDAR KEY**

- ★ FIRST/LAST DAY OF SCHOOL
- ⬛ STUDENT-FAMILY ENGAGEMENT DAY
- ▲ PROFESSIONAL DEVELOPMENT
- 🏠 IDEA HOLIDAYS
- 🕒 EARLY RELEASE DAYS - 2 HOURS
- 🔴 END OF QUARTER
- ☁️ BAD WEATHER DAYS
- 👤 TEACHER WORKDAY

\*This calendar is subject to change pending updates made in surrounding school districts and inclement weather. Date Updated: May 26, 2026

# 2026-2027 LakeLand Academic Calendar



## 2026-27 ACADEMIC CALENDAR LAKELAND



JULY							AUGUST							SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER																																																																																																																														
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							8/3/26-8/8/26 Professional Development 8/10/26 First Day Of School							9/7/26 IDEA Holiday 9/30/26 Early Release Day - 2 Hours Professional Development							10/9/26 End of Quarter 10/12/26 IDEA Holiday 10/16/26 Professional Development 10/28/26 Early Release Day - 2 Hours Professional Development							11/11/26 Bad Weather Day 11/23/26-11/27/26 IDEA Holiday							12/18/26 End of Quarter 12/21/26-1/1/26 IDEA Holiday																																																																																																																														
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12/21/26-1/4/27 IDEA Holiday 1/4/27 Bad Weather Day 1/5/27 Professional Development 1/18/27 IDEA Holiday 1/27/27 Early Release Day - 2 Hours Professional Development							2/15/27 IDEA Holiday 2/24/27 Early Release Day - 2 Hours Professional Development							3/12/27 End of Quarter 3/15/27-3/19/27 IDEA Holiday 3/26/27 IDEA Holiday 3/31/27 Early Release Day - 2 Hours Professional Development							4/28/27 Early Release Day - 2 Hours Professional Development							5/27/27 Last Day of School End of Quarter 5/28/27 Teacher Workday																																																																																																																																					

### CALENDAR KEY

- ★ FIRST/LAST DAY OF SCHOOL
- ▲ PROFESSIONAL DEVELOPMENT
- EARLY RELEASE DAYS - 2 HOURS
- 🏠 DISTRICT VACATIONS
- END OF QUARTER
- ☁️ BAD WEATHER DAYS
- ★ TEACHER WORKDAY

*\*This calendar is subject to change pending updates made in surrounding school districts and inclement weather.  
Date Updated: February 17, 2026*

# 2026-2027 Tampa Bay Academic Calendar



## 2026-27 ACADEMIC CALENDAR TAMPA BAY



JULY							AUGUST							SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER																																																																																																																														
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							8/3/26-8/8/26 Professional Development 8/10/26 First Day Of School							9/7/26 IDEA Holiday 9/30/26 Early Release Day - 2 Hours Professional Development							10/9/26 End of Quarter 10/12/26 IDEA Holiday 10/16/26 Professional Development 10/28/26 Early Release Day - 2 Hours Professional Development							11/11/26 Bad Weather Day 11/23/26-11/27/26 IDEA Holiday							12/18/26 End of Quarter 12/21/26-1/1/26 IDEA Holiday																																																																																																																														
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12/21/26-1/4/27 IDEA Holiday 1/4/27 Bad Weather Day 1/5/27 Professional Development 1/18/27 IDEA Holiday 1/27/27 Early Release Day - 2 Hours Professional Development							2/15/27 IDEA Holiday 2/24/27 Early Release Day - 2 Hours Professional Development							3/12/27 End of Quarter 3/22/27-3/26/27 IDEA Holiday 3/31/27 Early Release Day - 2 Hours Professional Development							4/16/27 Bad Weather Day 4/28/27 Early Release Day - 2 Hours Professional Development							5/27/27 Last Day of School End of Quarter 5/28/27 Teacher Workday																																																																																																																																					

### CALENDAR KEY

- ★ FIRST/LAST DAY OF SCHOOL
- ▲ PROFESSIONAL DEVELOPMENT
- EARLY RELEASE DAYS - 2 HOURS
- 🏠 IDEA HOLIDAYS
- END OF QUARTER
- ☁️ BAD WEATHER DAYS
- ★ TEACHER WORKDAY

*\*This calendar is subject to change pending updates made in surrounding school districts and inclement weather.  
Date Updated: January 22, 2026*

## IDEA Florida Campus List:

IDEA Florida Campus List	
*Campuses are provided for information purposes only.	
Campus	Address
IDEA Bassett	1845 Bassett Road Jacksonville, FL 32208
IDEA Compass	4949 Blanding Boulevard, Jacksonville, FL 32210
IDEA River Bluff	2354 University Blvd N Jacksonville, FL 32211
IDEA Hope	5050 E 10th Ave Tampa, FL 33619
IDEA Victory	11612 N Nebraska Ave Tampa, FL 33612
IDEA Lakeland	1775 Interstate Dr. Lakeland, FL 33805

### Contract Term:

The agreement(s) resulting from this RFP will begin on or about **September 1, 2026**, with services expected to be effective as of that date. The initial contract term will be **one (1) year**, with IDEA Florida, Inc. 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

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### Insurance Requirements:

The Vendor insurance coverages specified in this RFP are the minimum requirements, and these requirements do not lessen or limit the liability of the Vendor/Contractor. The Vendor/Contractor 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.

- i) Contractor Insurance Requirements: Contractor shall, at all times during the Term hereof and at Contractor's sole expense, keep in full force and effect the following minimum limits of insurance: The insurance coverages specified in this Agreement are the minimum requirements, and these requirements do not lessen or limit the liability of the Contractor. The Contractor 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 Agreement. Contractor shall advise the Risk Management Department in the event any general aggregate or other aggregate limits are reduced below the required per occurrence limits. At its own expense, and where such general aggregate or other aggregate limits have been reduced below the required per occurrence limits, the Contractor will procure such per occurrence limits and furnish a new certificate of insurance showing such coverage is in force.

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

- ii) 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 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.

- iii) Professional Liability: If Contractor performs licensed professional services, 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 IDEA FL as an Additional Insured and include a Waiver of Subrogation Clause.
- iv) Automobile Insurance: Contractor shall maintain comprehensive automobile liability insurance to protect against claims for bodily injury and/or property damage arising out of 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 IDEA FL as an Additional Insured and include a Waiver of Subrogation Clause.
- v) 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.
- vi) Workers' Compensation: Vendor shall obtain and maintain Workers' Compensation Insurance in an amount consistent with statutory benefits outlined in the Florida Workers' Compensation Act.

Each insurance policy to be furnished by the successful Vendor shall include "IDEA Florida, Inc." 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**

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### **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 Solicitation Non-Collusion Certification and Signature Page

**Attachment C** – Evidence of Insurance

**Attachment D** – IDEA Florida, Inc. Conflict of Interest Form

**Attachment E** – Certification Regarding Drug-Free Workplace

**Attachment F** – Contract Provisions for Contracts Involving Federal Funds

**Attachment G** – Criminal History Review of Vendor/Contract Employees

**Attachment H** – Reference Sheet

**Attachment I** – Recent and Ongoing Projects

**Attachment J** – Litigation, Terminations & Claim

**Attachment K** – Proposed Pricing

**Attachment L** – Deviations and Exceptions

**Attachment M** – Testing Results

**Appendix A** – 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

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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
<b>Cost Proposal</b>	30	The overall cost to IDEA, including proposed pricing and long-term cost considerations associated with the acquisition of the goods and/or services, as outlined in <i>Attachment K – Proposed Pricing</i> .
<b>Testing Results</b>	30	The respondent’s demonstrated effectiveness in improving student academic performance through prior tutoring services. The vendor shall provide comprehensive, independently verified data evidencing significant improvements in student assessment results across multiple schools or districts. Supporting documentation should include clear before-and-after comparisons of student testing outcomes. ( <i>Attachment M – Testing Results</i> )
<b>Service Quality and Fit</b>	25	The overall quality of the proposed goods and/or services and the extent to which they meet IDEA’s operational needs, objectives, and performance requirements. Consideration will be given to the Respondent’s ability to deliver reliable, effective, and high-performing solutions that align with the specifications and expectations outlined in this solicitation.
<b>Relevant Experience and Project History</b>	10	Respondent’s demonstrated experience performing projects of similar scope, size, and complexity to those described in this RFP. Consideration will be given to the vendor’s history of successfully delivering comparable services, range of experience, and documented project outcomes. Supporting documentation shall be submitted in <i>Attachment I – Recent and Ongoing Projects</i> .
<b>Reputation and Client Satisfaction</b>	5	Respondent’s reputation for providing high-quality goods and/or services, as evidenced by client references, customer satisfaction, and past performance. Consideration will be given to the Respondent’s relationships with current and former clients, including Florida public schools and other educational institutions, as well as feedback regarding service quality, responsiveness, reliability, and overall performance. Supporting documentation shall be submitted in <i>Attachment H – Reference Sheet</i> .

<b>Total Possible Score</b>	<b>100</b>	
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## **PART VIII – GENERAL TERMS AND CONDITIONS**

**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 Florida Education Code, the Florida 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/states/florida/>.

**Conflict of Interest:** Vendor must comply and certify compliance with IDEA Florida’s Conflict of Interest Policy. 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. Shipments must include PO # and PMO contact name.

**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 Florida, and to the extent applicable, in good standing under the laws of Florida and of the state of its formation. Vendor/Contractor represents and warrants that it is duly qualified and registered to do business in Florida with the Florida Secretary of State and the Florida Comptroller of Public Accounts and understands that remaining in good standing with Florida 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 Florida 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.

**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 Florida (without regard to the conflicts or choice of law principles). The Parties irrevocably consent to the jurisdiction of the State of Florida and agree that any court of competent jurisdiction sitting in Hillsborough County, Florida, shall be an appropriate and convenient place of venue to resolve any dispute with respect to this Agreement. Both parties agree to waive all rights to a jury trial. 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 Charter Schools) 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 FLORIDA.

**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 Florida sitting in Hillsborough County, Florida.

**Non-Appropriation/Funding Out:** This Agreement is conditioned upon continued funding and appropriation and allotment of funds by the Florida State Legislature and/or the Florida Department of Education 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 Florida Department of Education fails to appropriate or allot the necessary funds, 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 Florida, Inc., 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 Florida 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.

**Florida Public Records Act** Contractor acknowledges that IDEA as a non-profit corporation operating open-enrollment

charter schools is subject to requests for information under Section 119, Florida Statutes. Contractor will keep and maintain public records required to perform the services under this contract, and upon request from IDEA, provide IDEA with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in chapter 119 or as otherwise provided by law. Failure to maintain or provide public records as requested shall be a material breach of this contract, and may also be a criminal act. Contractor will ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following

completion of the contract if the contractor does not transfer the records to IDEA.

**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**

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**Buy America Act:** If the source of funds identified on **pg. 4 – 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 Florida 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 Florida 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 By the RFP terms, the Vendor/Contractor 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/Contractor.

**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.

**PART X – REQUIRED ATTACHMENTS**

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Attachment A – Title Page



**A Proposal Submitted in Response to  
IDEA’s Request for Proposals  
50-TUTR-0826 Florida  
High-Impact Tutoring Services**

Submitted By:

\_\_\_\_\_

(Full Legal Name of Vendor/Contractor)

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 Solicitation Non-Collusion Certification and Signature Page

I, the undersigned authorized representative of Respondent, submit this Proposal and have read the specifications, which are a part of this RFP. My signature certifies that I am authorized to submit this Proposal, sign as a representative for Respondent, and carry out the services solicited in this RFP. The undersigned also affirms that he/she is duly authorized to execute this RFP, that this company, corporation, firm, partnership or individual has not prepared this RFP in collusion with any other Respondent, and that the contents of this RFP as to prices, terms or conditions of said RFP have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this RFP.

Signature of Authorized Representative: \_\_\_\_\_

Printed Name of Authorized Representative: \_\_\_\_\_

Title/Role of Authorized Representative: \_\_\_\_\_

Vendor/Contractor Legal Name: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Project Contact Person: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

Web Site Address: \_\_\_\_\_

\_\_\_\_\_  
Legal Vendor/Contractor Name

\_\_\_\_\_  
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	Additional Insured and Waiver of Subrogation Endorsement
		General Aggregate:	\$2,000,000	
		Medical Expenses:	\$5,000	
Charter Bus Services	Automobile Liability	Combined Single Limit or Umbrella Liability (excess)	\$5,000,000	Additional Insured and Waiver of Subrogation Endorsement
		Uninsured Motorist:	\$100,000	
		Medical Payments or Personal Injury Protection:	\$5,000	
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	Additional Insured Endorsement
		General Aggregate:	\$2,000,000	
		Personal and Advertising Injury:	\$500,000	
	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: Each Occurrence:	State- Statutory \$500,000	Waiver of Subrogation Endorsement

<b>Vendor General Insurance Requirements</b>	Commercial General Liability	Each Occurrence:	\$1,000,000	Additional Insured Endorsement
		General Aggregate:	\$2,000,000	
		Personal and Advertising Injury:	\$500,000	
	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: Each Occurrence:	State- Statutory \$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	Additional Insured Endorsement
		Each Occurrence:	\$1,000,000	
		Abuse of Molestation (If applicable)	\$1,000,000	
			\$1,000,000	
Nurses, therapists, medical providers	Professional Liability or Medical Malpractice (as applicable)	General Aggregate:	\$3,000,000	Additional Insured Endorsement
		Each Occurrence:	\$1,000,000	
		Abuse of Molestation: (If applicable)	\$1,000,000	
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 Florida, Inc. Conflict of Interest Form

By signature of this Proposal, Vendor/Contractor covenants and affirms that:

- Name and corporate structure of vendor.

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- If your business entity does not have any officer, partner, director, or proprietor or such officer or employee or the officer's or employee's spouse or child, or any combination of them, with a material interest (5% or more ownership), and a family relationship to the third degree with any IPS or IDEA Florida employees or officers or board members –

Write N/A \_\_\_\_\_

- If your business entity has any officer, partner, director, or proprietor or such officer or employee or the officer's or employee's spouse or child, or any combination of them, with a material interest (5% or more ownership), and a family relationship to the third degree with any IPS or IDEA Florida employees or officers or board members. List the name of the IDEA employee, officer or board member there is a relationship with and the relationship to that person.

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- No manager, or employee or paid consultant of Vendor is a member of the IDEA Public Schools' Board of Directors, IDEA Florida Inc.'s Board of Directors or an employee of IPS Enterprises Inc. or IDEA Florida Inc.
- No manager or employee or paid consultant of Vendor is married to a member of the IDEA Public Schools' Board of Directors, IDEA's Chief Executive Officer, or an employee of IDEA.
- No member of the IDEA Public Schools' 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 Public Schools' Board of Directors, IDEA Florida Inc.'s Board of Directors, IDEA's Chief Executive Officer, nor any employee of IDEA owns or controls more than 5% in Vendor.
- 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 conflicts of interest, Vendor shall not be entitled to the recovery of any costs or expenses incurred in relation to any contract with IDEA Public Schools and shall immediately refund to IDEA any fees or expenses that may have been paid under the contract and shall further be liable for any costs incurred or damages sustained by IDEA \ relating to that contract.
- Some but not all of the relationships described above may be disqualifying for vendors.

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Legal Vendor/Contractor 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 – 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 requiring such an employee to participate in a drug abuse assistance or rehabilitation program.

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Legal Vendor/Contractor 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 F – 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.
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.

**Vendor/Contractor 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.**

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Legal Vendor/Contractor 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 G – Criminal History Review of Vendor/Contractor Employees

### Jessica Lunsford Background Screening Compliance

**Introduction:** Florida Law, the Jessica Lunsford Act, requires a vendor who will have employees present on charter school property to undergo a Level II background screening, which consists of an FDLE/FBI search if vendor representatives will be at a school when students are present, have direct contact with students, or have access to or control of school funds.

Each vendor will be required, at its own cost, to comply with the background check screening requirements under the Florida Department of Children and Families and Florida Clearinghouse prior to providing services on-site/virtually.

#### **Criminal History Review of Contractor Employees**

**Please complete the information below:**

I, the undersigned agent for Vendor, certify that [check one]:

None of the employees of Vendor and any subcontractors are “covered employees” as defined above. If this box is checked, I further certify that Vendor has taken precautions or imposed conditions to ensure that the employees of Vendor and any subcontractor will not become covered employees. Vendor will maintain these precautions or conditions throughout the timethe contracted services are provided.

**OR**

Some or all of the employees of Vendor and any subcontractor are “covered employees.” If this box is checked, I furthercertify that:

1. Vendor has complied with all the requirements of the Jessica Lunsford act as required by law.
2. If Vendor receives information that a covered employee subsequently has a reported criminal history, Vendor will immediatelyremove the covered employee from contract duties and notify IDEA Florida, Inc. in writing within three business days.
3. Upon request, Vendor will provide IDEA Florida, Inc., the school district or its agents with the name and any other requested informationregarding covered employees so that IDEA Florida, Inc. may obtain criminal history record information on the covered employees.
4. If IDEA Florida, Inc. objects to the assignment of a covered employee on the basis of the covered employee’s criminal history recordinformation, Vendor agrees to discontinue using that covered employee to provide services to IDEA Florida, Inc.
5. All covered employees hired after January 1, 2008 have completed the required background check process prior to performingany duties related to IDEA Florida, Inc. or having any direct contact with students.

I understand that non-compliance with this certification by Vendor may be grounds for contract termination and/or barringdisqualified persons from performing the work.

\_\_\_\_\_  
Vendor Name

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name and Title of Authorized Representative

## Attachment H – Reference Sheet

Please list a **minimum of three (3) verifiable references** of clients/organizations (governments, charter schools, or ISDs) that have used your services. Preferably, the Respondent shall list references for any projects completed in the past **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 Florida clients/organizations are preferred. Please **DO NOT** use IDEA Florida, Inc. or its affiliates as a reference.

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 I – Recent and Ongoing Projects

Respondent must provide evidence of at least three (3) **recent and/or ongoing projects** completed within the last five (5) years that are similar to the services requested under this solicitation. Preference will be given to projects involving K–12 educational institutions, public school districts, and charter schools. If additional space is required, attach additional pages hereto. Please **DO NOT** use IDEA Florida, Inc. or its affiliates as a reference.

1. \_\_\_\_\_  
Customer/Client School or Organization/Entity Name

Contact Person	Phone Number	Email Address
----------------	--------------	---------------

Brief Project Scope: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
Customer/Client School or Organization/Entity Name

Contact Person	Phone Number	Email Address
----------------	--------------	---------------

Brief Project Scope: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. \_\_\_\_\_  
Customer/Client School or Organization/Entity Name

Contact Person	Phone Number	Email Address
----------------	--------------	---------------

Brief 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

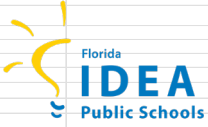
## Attachment K – Proposed Pricing

Vendor(s) **must** provide pricing/price schedule utilizing *Attachment K - Proposed Pricing\_RFP 50-TUTR-0826* in its submitted Proposal.

A bid is required for Reading Tutoring, Mathematics Tutoring, English Language Acquisition Tutoring, and Data Analysis and Reporting. If not all can be provided, then the bid will be considered a partial bid and deemed disqualified. **Pricing must be submitted utilizing IDEA’s Attachment K – Proposed Pricing.**

- ***Attachment K - Proposed Pricing\_RFP 50-TUTR-0826*** is available for download at <https://ideapublicschools.org/states/florida/> (Under Open Solicitations)

Attachment K - Proposed Pricing: RFP #50-TUTR-0826 High-Impact Tutoring Services			
Vendor Name:			
Contact Person:			
Contact Email:			
Contact Phone Number:			
<b>Instructions</b>			
1. Respondent is <b>required</b> to complete <b>all cells in yellow</b> .			
2. Bid is <b>required</b> for Reading Tutoring, Mathematics Tutoring, English Language Acquisition Tutoring, and Data Analysis and Reporting. If not all can be provided, then the bid will be considered a partial bid and deemed disqualified.			
3. Respondent is <b>required</b> to sign and date Attachment K - Proposed Pricing.			
4. Should there be a discrepancy between the fees listed in this Pricing Attachment and any other nonoral response document, the costs offered in this document shall prevail.			
Unit of Measurement	Number of Months	Unit Price (\$)	Explanation of Fees
Reading Tutoring	Hourly Rate (\$)	11	
Mathematics Tutoring	Hourly Rate (\$)	11	
English Language Acquisition Tutoring	Hourly Rate (\$)	11	
Data Analysis and Reporting	Monthly Fee	-	
Additional Fees	One-time Fee	-	
Additional Fees	One-time Fee	-	
Additional Fees	One-time Fee	-	
Discounts	Percentage	-	
<b>Total</b>		\$0.00	
<b>ACCEPTANCE OF PROPOSAL</b>			
By signing this Proposed Pricing you agree to and acknowledge the Scope of Work and Terms and Conditions stated in the provided solicitation document. Payment for services <b>required</b> will be made as specified.			
AUTHORIZED CLIENT SIGNATURE		DATE OF ACCEPTANCE (mm/dd/yyyy)	



IDEA Florida Campus List	
*Campuses are provided for information purposes only.	
Campus	Address
IDEA Bassett	1845 Bassett Road Jacksonville, FL 32208
IDEA Compass	4949 Blanding Boulevard, Jacksonville, FL 32210
IDEA River Bluff	2354 University Blvd N Jacksonville, FL 32211
IDEA Hope	5050 E. 10th Ave Tampa, FL 33619
IDEA Victory	11612 N Nebraska Ave Tampa, FL 33612
IDEA Lakeland	1775 Interstate Dr. Lakeland, FL 33805



## Attachment M –Testing Results

The Respondent shall provide the testing results of previous tutoring services. The Respondent must provide comprehensive, independently verified data showing a significant increase in student testing scores across multiple schools or districts. The data include before-and-after comparisons.

Attach the testing results here below or in a separate file titled Attachment M – Testing Results\_Vendor Name\_RFP #50-TUTR-0826.

## Part IX: APPENDICES

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### Appendix A: 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 Solicitation Non-Collusion Certification and Signature Page
- Attachment C – Evidence of Insurance
- Attachment D – IDEA Florida, Inc. Conflict of Interest Form
- Attachment E – Certification Regarding Drug-Free Workplace
- Attachment F – Contract Provisions for Contracts Involving Federal Funds
- Attachment G – Criminal History Review of Vendor/Contract Employees
- Attachment H – Reference Sheet
- Attachment I – Recent and Ongoing Projects
- Attachment J – Litigation, Terminations, Claims
- Attachment K – Proposed Pricing
- Attachment L – Deviations and Exceptions
- Attachment M – Testing Results
- Appendix A – RFP Completion Checklist
- 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

## Part XI: ADDENDA

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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/states/florida/>. All Respondents shall comply with the requirements specified in any addendum.

*(The rest of this page was intentionally left blank.)*

**END OF IDEA FLORIDA, INC. RFP**