

Request For Proposals Addendum

Addendum #1: Vendor Questions & Answers

Date: Wednesday, October 14, 2026

RFP # 9-CSDAV-1126 Audio & Visual (AV) Services

To: All Prospective Vendors

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

Question 1: What is the estimated cost range?

Answer: More information will come if awarded.

Question 2: How will you measure the success of this program?

Answer: We will measure it by the support we have had in the previous years. Speaker sound, delays, video, live stream.

Question 3: What is your goal as it relates to execution of each of these events?

Answer: To have a flawless execution of CSD.

Question 4: Will you provide someone to direct the operators, manage content, and call cues or will you look to your chosen partner to fill this role?

Answer: Yes a team member from our team

Question 5: Who will create a Run Of Show? Or will you look to your chosen partner to complete this?

Answer: Yes, Run of Show will be provided for each event 2 weeks prior.

Question 6: Is it anticipated that each event will execute in a similar manner?

Answer: Yes all events should be executed the same their may be some slight changes for each region but the integrity of the program stays the same.

Question 7: Can you elaborate on your expectations re: crew from event to event? Are you looking for the same operators for each event (barring concurrent events) or will consistent program leadership (Project Manager, Stage Manager, etc.) suffice?

Answer: Yes, we would like the same team for each event.

Question 8: What days/times do you have the spaces contracted for?

Answer: EL Paso (1 Event)

- Set Up: 4/5, 4/6
- Event Day: 4/7

Fort Worth (1 Event)

- Set Up: 4/12, 4/13
- Event Day: 4/14

Houston (1 Event)

- Set Up: 4/12, 4/13
- Event Day: 4/14

Permian Basin (1 Event):

- Set Up: 4/19
- Event Day: 4/20

San Antonio (3 Events):

- Set Up: 4/20, 4/21
- Event Day: 4/21, 4/22

Austin (2 Events)

- Set Up: 4/26, 4/27
- Event Day: 4/28

RGV (6 events):

- Set-Up Day: 5/17, 5/18
- Event Days: 5/19, 5/20, 5/21 AM & PM Events

Question 9: What is the anticipated setup time available for each venue?

Answer: 7:00 AM to 6:00 PM

Question 10: Do you anticipate a rehearsal day?

Answer: Yes, we normally do rehearsals the day before each event with speakers.

Question 11: What is the typical run time for each program? 2hrs? 5hrs? All day? Multiple days?

Answer: 2 ½ hours for Rio Grande Valley, San Antonio, Austin. 2 hours for Permian Basin, Fort Worth, El Paso, and Houston.

Question 12: What is the estimated start and end time of each event?

Answer: 10:30 - 12:30 for AM Sessions/ 2:00 - 4:00 PM Sessions (RGV, SA, AUS we added 30 min)

Question 13: When does strike need to be completed by?

Answer: Yes, we do more information will come if awarded.

Question 14: Do you have specific spaces contracted at the venues? If so what are they? Or is it still being determined?

Answer: Yes we do more information will come if awarded.

Question 15: Is there a need to video record the events? If so, would you like each camera recorded, or a single recording of what appears on screen?

Answer: Yes, it will be recorded to Vimeo.

Question 16: What is the content going on screen?

Answer: CSD PowerPoint

Question 17: How did you determine these screen sizes and counts? Based on attendee count, we fear the screen sizes and quantities may be insufficient.

Answer: It depends on the venue. More information will be available if awarded.

Question 18: Who is providing the graphics?

Answer: It's provided by IDEA's Comms & Creative team.

Question 19: Do we anticipate needing to broadcast lower thirds?

Answer: Yes, program provided by Events Manager.

Question 20: Is there a need for assistance in creating graphics?

Answer: No.

Question 21: What about accessibility? Is there a need for captioning?

Answer: No. Vimeo provides these already.

Question 22: For venues where the max capacity of a space is less than your stated attendance, do you anticipate setting up overflow rooms to broadcast to?

Answer: No.

Question 23: Re: school performances and instruments being utilized – can you elaborate on what instruments may be used (i.e. brass, keyboard, percussion, etc.) and what the “performances” will look like (i.e. skits, soloist, choir, etc.)?

Answer: Yes, some performance from students require hook-up only

Question 24: What are your expectations re: venue charges for Rigging, Power, and Internet? Are you expecting your chosen partner to absorb those costs and pass them through to you? Or are you expecting your chosen partner to coordinate on your behalf with the charges going directly to IDEA?

Answer: They absorb those cost and get added to the estimate

Question 25: Who will be providing the stage? The venues? Or are you looking for your chosen partner to provide? Stage/Venues are already provided.

Answer: Vendor

Question 26: Can you share the set up days and event days for CSD?

Answer:

EL Paso (1 Event)

- **Set Up: 4/5, 4/6**
- **Event Day: 4/7**

Fort Worth (1 Event)

- **Set Up: 4/12, 4/13**
- **Event Day: 4/14**

Houston (1 Event)

- **Set Up: 4/12, 4/13**
- **Event Day: 4/14**

Permian Basin (1 Event):

- **Set Up: 4/19**
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San Antonio (3 Events):

- **Set Up: 4/20, 4/21**
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Austin (2 Events)

- **Set Up: 4/26, 4/27**
- **Event Day: 4/28**

RGV (6 events):

- **Set-Up Day: 5/17, 5/18**
- **Event Days: 5/19, 5/20, 5/21**

Question 27: Would you please post the pre-bid meeting attendees list?

Answer: No, unfortunately we cannot share that list.

Question 28: When will the selected production partner have access to each venue to begin load-in and setup, and by what time must load-out be completed?

Answer: 2 days of set-up for most regions except for Permian. Normal hours of 7:00 AM-6:00 PM

Question 29: What are the anticipated doors-open, program start, and program end times for each event?

Answer: Doors Open at 8:00 AM Program begins at 10:30 in most regions.

Question 30: Will the full program be livestreamed, what is the anticipated duration of the livestream for each event?

Answer: Yes, through vimeo. 2 hours.

Question 31: What are IDEA's expectations for rehearsals at each event? Should vendors plan for a technical rehearsal, sound check, full program run-through, or a combination? How much time do you typically allocate?

Answer: Yes 2 hours is the normal time for rehearsals.

Question 32: Does IDEA expect the selected production partner to provide a show caller for each event, or will show calling be managed by the IDEA team?

Answer: More information will come if awarded.

Question 33: What types of content or shots does IDEA anticipate capturing with the roaming wireless, battery-operated camera? Should vendors plan for a handheld camera with a dedicated operator, or does IDEA envision a larger ENG-style camera crew for this scope?

Answer: More information will come if awarded.

Question 34: Beyond the referenced drupe, are there any additional scenic elements the selected production partner should include in its scope?

Answer: Yes, we do more information will come if awarded.

Question 35: What prompted IDEA to issue this solicitation at this time, and what factors contributed to the decision to include the option for up to four years of renewal?

Answer: We issued this RFP due to TEA and Procurement Laws.

Question 36: Are there any challenges with the current approach, or specific areas of improvement, that IDEA is hoping the selected partner will help address?

Answer: More information will come if awarded.

Question 37: Is there a budget range or not-to-exceed amount IDEA can share for this procurement?

Answer: More information will come if awarded.

Question 38: Please clarify the process and anticipated timeline for exercising each renewal option. How far in advance of each program year does IDEA anticipate notifying the selected vendor of its intent to renew?

Answer: More information will come if awarded.

Question 39: How will IDEA define success for this partnership? Are there specific outcomes or key performance indicators that will be most important when evaluating the program post-event?

Answer: More information will come if awarded.

Question 40: Will IDEA provide all playback content, graphics, lower thirds, videos, animations, and presentation assets, or is content creation expected from the selected vendor?

Answer: More information will come if awarded.

Question 41: Will lower thirds, graphics, sponsor logos, or other stream-specific branding elements be required? If so, who is responsible for creating and providing these assets?

Answer: More information will come if awarded.

Question 42: Is the livestream intended to mirror the in-room screen content, or should it be produced as a separate broadcast feed with independent switching, camera shots, and content layouts?

Answer: Yes, mirror the in-room screen

Question 43: Will the livestream require content not shown in the room, such as pre-roll videos, holding slides, sponsor messages, custom transitions, or other stream-exclusive elements?

Answer: More information will come if awarded.

Question 44: Will IDEA provide and manage the Vimeo account(s), or is the production partner expected to provide the streaming platform and associated licensing?

Answer: Yes IDEA will provide the log-in account.

Question 45: If IDEA provides the Vimeo account, who will be responsible for generating and distributing stream links, access credentials, and viewer communications?

Answer: AV/Events Manager

Question 46: Are there any security or access requirements for the stream, such as password protection, registration, restricted access, or domain-level privacy settings?

Answer: More information will come if awarded.

Question 47: What is the anticipated number of concurrent livestream viewers for each event?

Answer: More information will come if awarded.

Question 48: Is the production partner expected to provide live support for virtual attendees experiencing access or viewing issues? If so, what level of support is expected (email, chat, phone, etc.) and during what hours?

Answer: More information will come if awarded.

Question 49: Is the production partner expected to actively monitor stream health and viewer experience during the event?

Answer: Yes

Question 50: Are there any anticipated post-event deliverables, such as edited content, recording archives, asset handoff requirements, analytics reporting, or post-event support, that bidders should consider?

Answer: More information will come if awarded.

Question 51: If event recordings are required, what format, delivery method, and turnaround time are expected?

Answer: More information will come if awarded.

Question 52: What are the event dates for each of the seven College Signing Day events, including anticipated load-in, rehearsal, event, and load-out windows?

Answer: EL Paso (1 Event)

- **Set Up: 4/5, 4/6**
- **Event Day: 4/7**

Fort Worth (1 Event)

- **Set Up: 4/12, 4/13**
- **Event Day: 4/14**

Houston (1 Event)

- **Set Up: 4/12, 4/13**
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- **Set Up: 4/19**
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San Antonio (3 Events):

- **Set Up: 4/20, 4/21**
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Austin (2 Events)

- **Set Up: 4/26, 4/27**
- **Event Day: 4/28**

RGV (6 events):

- **Set-Up Day: 5/17, 5/18**
- **Event Days: 5/19, 5/20, 5/21 AM & PM Events**

Question 53: What is the anticipated duration of each event, including rehearsals, attendee access, program timing, and strike?

Answer: 2 days of set-up for most regions except for Permian. Normal hours of 7:00 AM-6:00 PM

Question 54: Can IDEA provide the specific meeting spaces that will be used at each venue?

Answer: More information will come if awarded.

Question 55: What roles will be provided by IDEA (producer, show caller, stage manager, talent coordinator, content manager, etc.), and which roles are expected to be provided by the production partner?

Answer: More information will come if awarded.

Question 56: Should bidders assume furniture and décor elements (seating, head tables, staging accessories, soft goods, etc.) will be provided by the venue or a general service contractor, or should any portion be included within the production scope?

Answer: Yes, provided by venue

Question 57: Are there any known venue constraints related to load-in/load-out windows, labor jurisdictions, access restrictions, or scheduling limitations that bidders should consider?

Answer: More information will come if awarded.

Question 58: Should proposals include venue-required or exclusive rigging services, including associated labor and fees? While respondents can make a good-faith effort to obtain current estimates, some venue response timelines may extend beyond the RFP submission deadline.

Answer: More information will come if awarded.

Question 59: Will respondents be responsible for any venue-required material handling, forklifts, aerial lifts, or other heavy equipment needed to support production installation and removal?

Answer: More information will come if awarded.

Question 60: Who is responsible for providing internet connectivity and power services for the event? Are redundant power or internet services required?

Answer: More information will come if awarded.

Question 61: Should respondents assume standard straight-time labor schedules, or should overtime, night work, meal penalties, or other premium labor conditions be anticipated?

Answer: Straight-time labor schedules

Question 62: Are there any venue-specific union labor requirements that IDEA would like included in base pricing assumptions?

Answer: More information will come if awarded.

Question 63: What types of performances should be anticipated (band, choir, dance, solo acts, etc.), and are additional microphone packages or specialty audio support likely to be required?

Answer: More information will come if awarded.

Question 64: Can IDEA provide historical -of-show schedules, floorplans, photos, or recordings from previous College Signing Day events to help respondents accurately design systems and develop pricing?

Answer: More information will come if awarded.

Question 65: Are there any specific accessibility requirements or priorities beyond standard ADA compliance that should be considered for stage design, room layouts, captioning, presentation content, or audience experience?

Answer: ADA Ramp

Question 66: Was the pre-proposal meeting recorded? And how would we get a copy?

Answer: Yes, we can share a copy of the pre proposal slides. See below.

Question 67: Is there a budget?

Answer: More information will come if awarded.

Question 68: Do you have the event dates?

Answer: EL Paso (1 Event)

- Set Up: 4/5, 4/6
- Event Day: 4/7

Fort Worth (1 Event)

- Set Up: 4/12, 4/13
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Question 69: Do you have a lighting plot or specific lighting fixtures that you're interested in for the event?

Answer: More information will come if awarded.

Question 70: Should we include rigging costs, or will the venue supply rigging, motors, riggers, and a scissorlift?

Answer: Yes.

Question 71: For Freeman Coliseum, will audio be necessary for arena seating?

Answer: No, it's the Freeman Coliseum Expo Hall B not the Arena.

Question 72: Will delay hangs be necessary to cover arena seating areas?

Answer: More information will come if awarded.

Attachments:

- IDEA Public Schools Pre-Proposal Meeting Slides

END OF ADDENDUM

IDEA Public Schools

RFP #9-CSDAV-1126 for Audio & Visual (AV) Services

Pre-Proposal Meeting

Thursday, October 1, 2026, at 9:30 AM CST

Presented by: Humberto Hinojosa, Procurement Analyst



Recording

This meeting will be recorded and transcribed for future reference.

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

Pre-Proposal Agenda

- Welcome
- Agenda & Solicitation Overview
- Proposal Submission & Selection
- Project Scope and Overview
- Q&A
- Wrap-up



Point of Contact (POC)

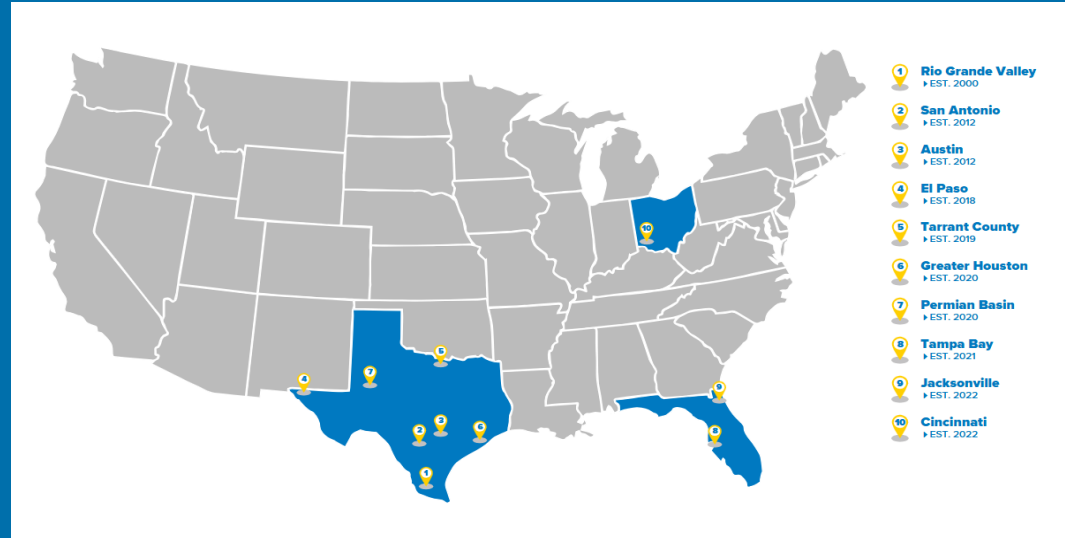
All inquiries regarding this solicitation should be directed to IDEA's:

Procurement Department
solicitations@ideapublicschools.org



Disclaimer

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



Solicitation Overview

IDEA Public Schools ("IDEA") is issuing this Request for Proposal ("RFP") to solicit proposals from qualified Audio/Visual (AV) production vendors to provide comprehensive AV equipment, technical labor, production, and event support services for IDEA's 2027 College Signing Day (CSD) events across seven Texas regions: Rio Grande Valley, San Antonio, Austin, El Paso, Houston, Fort Worth, and Midland.

The selected vendor(s) will be responsible for providing all labor, supervision, equipment, materials, supplies, tools, transportation, delivery, freight, travel, and other resources necessary for the successful execution of each event. Responsibilities shall include the transportation and delivery of equipment and materials; loading and unloading; setup, installation, testing, operation, technical support, breakdown, and removal of equipment; and coordination with IDEA and venue personnel regarding venue access, power, rigging, staging, and load-in/load-out requirements.

*The detailed scope of work can be found on page 6 on the **SCOPE OF WORK AND SPECIFICATIONS OF THE PROPOSAL** section of the Proposals.*

RFP Tentative Timeline

Timeline:

All dates and times are tentative and subject to change.

First Advertisement & RFP Issue Date:	Wednesday, September 23, 2026
Second Advertisement Date:	Wednesday, September 30, 2026
Pre-Proposal Meeting:	Thursday, October 1, 2026 @ 9:30 AM CST
Respondent Question Cut-Off Date:	Thursday, October 8, 2026
Questions Response from IDEA:	Wednesday, October 14, 2026
<u>Proposals Due by Date & Time:</u>	<u>Wednesday, October 21, 2026, NO Later than 2:00 PM CST</u>
Anticipated Evaluation Period:	October 22 – October 30, 2026
Anticipated Board Meeting & Approval:	November 2026
Initial Proposed Contract Term:	December 1, 2026 - December 1, 2027
Renewal option #1:	December 1, 2027 - December 1, 2028
Renewal option #2:	December 1, 2028 - December 1, 2029
Renewal option #3:	December 1, 2029 - December 1, 2030
Renewal option #4:	December 1, 2030 - December 1, 2031

Required Proposals Format

Respondents **must** follow the format instructions detailed on page 10 on the ***PROPOSAL SUBMISSION, REQUIREMENTS & PROVISIONS*** section when preparing and submitting a Proposal. Each section must be clearly marked.

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

- **Cover Page**
- **Executive Summary**
- **Summary of Experience & Qualifications**
- **Response to Evaluation Criteria**
- **Attachment A** – Title Page.
- **Attachment B** – Vendor Acknowledgement
- **Attachment C** – Evidence of Insurance
- **Attachment D** – IDEA Conflict of Interest Form
- **Attachment E** – Texas Ethics Commission Form CIQ
- **Attachment F** – Felony Conviction Disclosure Statement
- **Attachment G** – Certification Regarding Lobbying
- **Attachment H** – Contract Provisions for Contracts Involving Federal Funds
- **Attachment I** – Reference Sheet
- **Attachment J** – Litigation, Terminations, Claims
- **Attachment K** – Proposed Pricing
- **Attachment L** – IRS Form W-9
- **Attachment M** – Deviations and Exceptions
- **Attachment N** – Certification Regarding Drug-Free Workplace
- **Attachment O** – Child Support Certification
- **Appendix A** – CSD Venues
- **Appendix B** – RFP Completion Checklist
- **Additional Documentation (Optional)**

Submittal Procedures

Due: Wednesday, October 21, 2026 @ 2:00 PM CST

Proposal Submission: Proposals must be submitted using the [Public Purchase](#) or [Tyler Munis Self-Service](#) website, or by sending one (1) clearly identified hard copy ORIGINAL of the Proposal to:

IDEA Public Schools
RFP # 9-CSDAV-1126 for
Audio & Visual (AV) Services
Attn: Procurement Department
2115 West Pike Blvd, Weslaco, TX 78596

Proposals MUST be organized as specified in **PART VI – PROPOSAL SUBMISSION, REQUIREMENTS & PROVISIONS** section and received by IDEA **no later than 2:00 PM CST on Wednesday, October 21, 2026**, as outlined in the RFP timeline. Each proposal **MUST** be sealed and marked with the relevant information; failure to do so will result in the proposal not being considered.

Hard Copy Submissions Must Include:

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

One (1) copy of the complete Proposal on a **FLASH DRIVE**, labeled with the Respondent's name.

Note: Faxed or emailed Proposals will not be accepted. The acceptance period is 120 days from the date of the proposal submission deadline unless otherwise stated in writing.



Evaluation Criteria



Evaluation Criteria	Weight (Points)	Description
Cost Proposal	35	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> .
Service Quality and Fit	35	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 the solicitation.
Completeness of Proposal	10	Evaluators will ensure that all required elements of the proposal have been included and meet the specified submission guidelines.
Relevant Experience and Project History	10	Respondent’s demonstrated experience successfully performing AV production services of similar scope, size, complexity, and event environment to those required under this RFP. Consideration will be given to experience supporting large-scale events, comparable audience capacities, multi-location or regional events, live streaming, and similar audio, video, lighting, and production requirements. Evaluators will consider the Respondent’s documented history of successfully completing comparable projects.
Reputation and Client Satisfaction	10	Respondent’s demonstrated reputation for service quality, responsiveness, reliability, professionalism, and client satisfaction , as evidenced through client references and past performance. Evaluators may consider the Respondent’s ability to meet schedules and commitments, communicate effectively, resolve issues, maintain service continuity, and consistently meet or exceed client expectations.
Total Possible Score	100	



ANY QUESTIONS?

Closing

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

