



Request for Proposals (RFP)

#16-RFP-GNRL-2022
Adaptive Literacy and Math Software

Closing Date:
3:00 PM CST

Wednesday

Respondents are requested to clarify any ambiguity, conflict, discrepancy, omission, or error. Revisions or amendments, if any, will be made by issuing an addendum. Every effort will be made to ensure that all the parties known to have been furnished a complete copy of the RFP. It is the responsibility of the respondent submitting the Proposal, to contact IDEA to determine if addenda were issued and, if so, to obtain a copy of the Proposal.

Inquiries and requests for information affecting the solicitation must be submitted in writing to Michael Menchaca, Assistant Director of Procurement at michael.menchaca@ideapublicschools.org

the subject line read: Questions - #6- RFP-GNRL-2022 Adaptive Literacy and Math Software. To provide IDEA Public Schools and affiliated entities (IDEA) sufficient time to adequately prepare responses to vendor inquiries, all questions must be submitted by Wednesday, May 13, 2022, by 1:00 PM (CST). Contact with IDEA Public Schools personnel other than Michael Menchaca or designee regarding this solicitation may be a reason for elimination from the selection process. Any prospective respondent detecting conflict or ambiguity in the RFP should notify the Assistant Director of Procurement, in writing, setting forth the grounds of the alleged conflict or ambiguity and requesting the issuance of a clarifying addendum.

Contact:
Michael Menchaca
Assistant Director of Procurement
michael.menchaca@ideapublicschools.org
915-227-0257

1.1. **Introduction and Purpose**

1.1 IDEA Public Schools and its affiliated charter schools in other states (IDEA) prepare students from underserved communities for success in college and citizenship. We are a growing network of 137 high-performing charter schools serving approximately 78,000 students located throughout the Austin, El Paso, Houston, Permian Basin, Rio Grande Valley, San Antonio, Tarrant County in Texas, as well as locations in Louisiana and Florida. IDEA Public Schools is planning to expand to Jacksonville, FL in 2022, and Cincinnati, OH in 2022. Although IDEA’s growth is rapid, it is also well and carefully planned. Schools begin with select grade levels and grow as students advance to eventually reach full scale as a Pre-K-12 campus.

1.2 The mission of IDEA Public Schools is College for All. 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 our first graduating class in 2007, 100% of our seniors have been accepted and matriculated to a college or

university every year for fourteen consecutive years. Thanks to a rigorous path to college every

3.6 Submission of a Proposal shall be construed to mean that the Vendor agrees to carry out all conditions set forth in this document. Any proposed variation from the specifications, terms, and conditions shall be clearly identified. Please provide details of any non-compliance with stated conditions. If no changes are indicated, IDEA shall expect to receive the service(s) exactly as specified.

3.7 IDEA reserves the right to select any offer it deems the best value, regardless of price.

3.8 IDEA may accept multiple offers for the same services.

3.9 RFP Timeline

RFP Issue Date:	May 4, 2022, at 3:00 pm (CST)
Pre-Proposal Meeting	May 12, 2022, at 11:00 am (CST)
Respondent Question Cut-Off Date:	May 13, 2022, at 1:00 pm (CST)
Addendum Issue Date:	May 16, 2022
Proposal Due Date & Time:	May 25, 2022, at 3:00PM (CST)
Evaluation Period	May 31-June 3, 2022
Board Meeting	June 17, 2022

4. Pre-Proposal Meeting Information

Microsoft Teams meeting

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- 15.2.1. Contractor will be required to maintain in full-force and in-effect the following types of insurance:
- | | |
|---|---|
| 15.2.1.1. Worker's Compensation | \$100,000 per occurrence for each bodily injury claim
\$100,000 per occurrence for each bodily injury caused by disease claim, and \$500,000 aggregate for all bodily injuries caused by disease |
| 15.2.1.2 Comprehensive General Liability | \$1,000,000 Per Occurrence/\$2,000,000 aggregate |
| 15.2.1.3 Property Damage Liability (CSL)* | \$300,000 |
| 15.2.1.4 Abuse and Molestation | \$1,000,000 |

*Combined Single Limit

15.3 Each insurance policy to be furnished by the successful contractor shall include IDEA Public Schools as a certificate holder and include a waiver of subrogation clause. Additionally, each insurance policy shall, by endorsement to the policy, 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.

15.4 Contractor may not commence services or work relating to the Agreement prior to placement of coverage. Contractor shall keep the required insurance coverage in force at all times during the term of the Agreement, or any extension thereof, during any warranty period, of the Agreement.

PART II – SCOPE OF WORK AND PERFORMANCE REQUIREMENTS

1. Scope of Service and Performance Requirements

The following describes the service and performance requirements that the selected vendor will be required to meet. Failure to address or to fully describe capabilities to accomplish all elements of this section will result in a loss of evaluation points.

- **PK-2 Literacy:** We are seeking adaptive literacy software to engage early learners in the basic foundational literacy components to enhance and remediate skills. Students are to experience interactive software that reinforces the building blocks literacy, such as: phonemic awareness, phonological awareness, decoding, segmenting, blending, as well as fluency and comprehension. Students should have various opportunities to demonstrate learning at mastery. As part of our PK-2 instructional block, students are issued 1:1 devices and allocated at least 30 minutes to engage in technology. This occurs for five days a week, 30 minutes per day. During this time, skills presented in teacher-directed groups are to be reinforced and practiced to mastery.
- **PK - 2 Data Reporting:** mastery of learning is mandatory and to be determined through filtered reports at the national, regional and campus levels. Campus leaders are to access student data information with the purpose of determining progress toward organizational goals. Organizational goals: Year 1 schools: 80% of students are reading on/above grade level. Year 2 schools: 90% of students are reading on/above grade level.
- **Professional Development:** to ensure scaffolded, interactive workshops throughout the school year to produce skilled, trained leaders in adaptive software. Leaders are to navigate the software and data reports to provide targeted, specific teacher feedback to ensure student academic progress and growth.

PART III – PROPOSAL REQUIREMENTS

1. Proposal Requirements

1.2 IDEA is requesting the following in regard to Adaptive Litera (e s)52ia rund MchsP is. andeh

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- Software programming company that has the ability to execute multiple and separate invoices for our regions that have separate budgets and require separate board approval

2. Proposal Opening

2.1 Proposal Opening is scheduled for Wednesday, May 25, 2022 at 3:00PM (CST). A formal “opening” will not be held and pricing will not be read. Trade secrets and confidential information contained in proposals shall not generally be open for public inspection, but IDEA’s records are a matter of public record.

2.2 Who is eligible to respond:

2.2.1 Respondents who can meet the technical specifications for quality and other terms of this RFP package, and who are not debarred and/or suspended from conducting business with IDEA, federal and state funded agencies are invited to respond. A prospective respondent must affirmatively demonstrate respondent’s responsibility. A prospective respondent, by submitting a proposal, represents to IDEA Public Schools that it meets the following requirements:

2.2.2 Possess or is able to obtain adequate financial resources as required to perform under this RFP

2.2.3 Is able to comply with the required scope of the RFP

2.2.4 Have a satisfactory record of integrity to ethics

2.2.5 Be otherwise qualified and eligible to receive an award

2.2.6 Be in good standing with the applicable national or state associations

PART IV – SUBMITTAL REQUIREMENTS AND EVALUATION CRITERIA

1. Proposal Response

Proposals may be submitted using the [Tyler Munis Self Service](#) site, or by sending a hard copy to:

IDEA Public Schools
Attn. Purchasing Department
2115 West Pike Blvd
Weslaco, TX 78596
956- (

2. Proposals sent by mail must be in a sealed envelope marked with the RFP Number and Title and include:
- 2.1. One (1) clearly identified hard copy ORIGINAL of the Proposal response. Tc -0..9 (de)0(i)6.8

The response shall be clear and succinct. If any service or requirement cannot be performed, the Proposer shall state 'not applicable' or 'unable to perform.'

3. Cost Summary

Ancillary to the proposal, the Proposer shall provide information on any costs that IDEA may incur. The Proposer must specify all costs (e.g., administrative fees, processing fees, etc.) associated with providing the services required herein. Proposer will provide a complete fee and cost detail supporting all elements of its Proposal. The cost detail must include a narrative for each fee or cost element. If the Proposer does not expect for IDEA to incur any costs, the Proposer shall state 'No costs to IDEA.'

4. References

The Proposer shall submit a minimum of four (4) verifiable references. It is desired that if the Proposer has performed this type of service previously, those references be listed. It is recommended that the Proposer provide references that are similar or as closely related to this unique agreement, if possible. Each reference provided shall include:

- 4.1. Reference's Name
- 4.2. Contact Person
- 4.3. Address, City, State, and Zip
- 4.4. Contact Person Phone Number
- 4.5. Contact Person Email Address
- 4.6. Brief Project Scope
- 4.7. Time Frame

5. Required Forms (Certifications and Representations)

Vendor shall execute the following required forms (located at the end of this solicitation) and return the signed originals with the proposal.

6. Additional Documentation

Additional pages may be included within the Proposal response but must be included within the bound copy of the Proposal

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1.5 Evaluation of Proposals: Proposal evaluation will be completed based on the information provided by Vendor. It is very important that Vendor provide all required information as part of the Proposal. Failure to provide necessary information and documents could result in the Proposal being rejected.

1.6 Applicability: These conditions are applicable and form a part of the contract

the Board fails to allocate the necessary funds at the end of IDEA's fiscal year, then IDEA will issue written notice to Contractor and IDEA may terminate this Agreement without further duty or obligation hereunder.

1.16

2.1.6. LIMITATIONS AND NO WAIVER OF GOVERNMENTAL IMMUNITY: THE PARTIES ARE AWARE

2.1.14. Rights to Inventions Made Under a Contract or Agreement: Vendor acknowledges and agrees that any intellectual property, processes, procedures, or product developed in

PART VI – REQUIRED ATTACHMENTS

The attachments listed below are required and should be included with the Proposal.

ALL FORMS REQUIRING SIGNATURE MUST BE SIGNED AS INDICATED.

1. Attachment A – Title Page. This form must be completed and included as the cover sheet for Proposals submitted in response to this RFP.
2. Attachment B – Vendor Information
3. Attachment C – Vendor Certification
4. Attachment D – Proof of Insurance or Bonding
5. Attachment E – Certification Regarding Drug-Free Workplace
6. Attachment F – IDEA Conflict of Interest Form
7. Attachment G – Conflict of Interest Form CIQ
8. Attachment H – Equal Opportunity and Nondiscrimination
9. Attachment I – Felony Conviction Disclosure Statement
10. Attachment J – Certification Regarding Lobbying
11. Attachment K – Debarment or Suspension Certificate
12. Attachment L – Contract Provisions for Contracts Involving Federal Funds
13. Attachment M – Criminal History Certification
- p- 14. Attachment N – Reference Sheet
15. Attachment O – Proposed Pricing
16. Attachment P – W-9 Form

Attachment A – Title Page

A Proposal Submitted in Response to

IDEA

Request for Proposals

#16-RFP-GNRL-2022

Adaptive Literacy & Math Software

Submitted By:

(Full Legal Name of Vendor)

(Date of Submission)

Attachment B – Vendor Information

Enter Vendor's name and address below.

1. Vendor Name: _____

2. Street Address: _____

3. City, State, and Zip Code: _____

4. Email Address: _____

5. Phone Number: _____

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Additional Requirements:

Attachment C – Vendor Certification

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

Signature of Authorized Agent: _____

Printed Name and Title of Agent: _____

Vendor Name: _____

Address: _____

Telephone Number: _____

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Attachment D – Proof of Insurance or Bonding

Please provide proof of insurance or bonding.

Attachment E – Certification Regarding

Attachment F – IDEA Conflict of Interest Form

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

- No manager, employee or paid consultant of Vendor is a member of the IDEA Board of Directors or an employee of IDEA.
- No manager or paid consultant of Vendor is married to a member of the IDEA Board of Directors, IDEA's Chief Executive officer, or an employee of IDEA.
- No member of the IDEA Board of Directors, IDEA's Chief Executive Officer, or employee of IDEA is a manager or paid consultant of Vendor.
- Neither any member of the IDEA Board of Directors, IDEA's Chief Executive officer, nor any employee of IDEA owns or controls more than 10% in Vendor.
- Neither any member of the IDEA Board of Directors, IDEA's Chief Executive officer, nor any employee of IDEA receives compensation from Vendor for lobbying activities as defined in Chapter 305 of the Texas Government Code.
- Vendor has disclosed within the Proposal any interest, fact or circumstance which does or may present a potential conflict of interest.
- Should Vendor fail to abide by the foregoing covenants and affirmations regarding conflict of interest, Vendor shall not be entitled to the recovery of any costs or expenses incurred in relation to any

Attachment G – Conflict of Interest Form CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session. This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a). By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local m9 (r)1. (t)(

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Attachment H – Equal Opportunity and Nondiscrimination

Vendor promotes employment opportunity through a program designed to provide equal opportunity without regard to race, color, sex, religion, national origin, age, disability, or political affiliation or belief. Additionally, discrimination is prohibited against any beneficiary of programs funded under Title I of the Workforce Investment Act of 1998, on the basis of the beneficiary's citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or his/her participation in any WIA Title I financially assisted program or activity. Vendor conforms to all applicable federal and state laws, rules, guidelines, regulations, and provides equal employment opportunity in all employment and employee relations.

EEO Laws, Rules, Guidelines, Regulations

Vendor provides equal opportunities consistent with applicable federal and state laws, rules, guidelines, regulations, and executive orders. Such regulations include:

- Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination under any program or activity receiving federal financial assistance.

Attachment I – Felony Conviction Disclosure Statement
FELONY CONVICTION DISCLOSURE STATEMENT.

Attachment K – Debarment or Suspension Certificate

Federal Executive Order (E.O.) 12549 “Debarment” requires that all contractors receiving individual awards, using federal funds, and all subrecipients certify that the organization and its principals are not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency from doing business with the Federal Government. By signing this document, you certify that your organization and its principals are not debarred. Failure to comply or attempts to edit this language may disqualify your bid. Information on debarment is available at the following websites: www.sam.gov and <https://acquisition.gov/far/index.html> see section 52.209-6

Your signature certifies that neither you nor your principal is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

Vendor Name: _____

Vendor Address: _____

City, State, Zip: _____

Vendor Phone: _____

Printed-Authorized Company Official’s Name: _____

Printed Title of Authorized Representative: _____

Signature of Authorized Company Official: _____

Date Signed: _____

Attachment L – Contract Provisions for Contracts Involving Federal Funds

IDEA Public Schools
Edgar Certifications and Representations
(Education Department General Administrative Guidelines)

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~~ 0.373012 (n40 0 9.96.1 (F4 Tw 0.3

Attachment M – Criminal History Review of Contractor Employees

Texas Education Code §22.0834 requires entities that contract with school districts or charter schools to provide services to obtain named based criminal history and/or fingerprinting record information regarding “covered

Attachment N – Reference Sheet

Please list a minimum of three references of agencies (governments, charter schools or ISDs) that have used your services. We would prefer some of the references to be new customers in the last year, and Texas agencies are preferred:

1. _____
Company Name

Street Address	City	State	Zip
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3. _____
Company Name

Street Address	City	State	Zip
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Contact Person	Phone Number	Email Address
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Project Scope

Dates of Contract

4. _____
Company Name

Street Address	City	State	Zip
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Contact Person	Phone Number	Email Address
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Project Scope

Dates of Contract

Attachment O – Proposed Pricing

Respondent shall provide pricing / price schedule referencing: “ATTACHMENT “O” in their submitted proposal.”

END OF IDEA PUBLIC SCHOOLS RFP