

RFP #635
Staff Development Services for
Professional Learning Communities Professional Development:
Specifically transforming School Culture and Making Instructional
Decisions Based on Data

Scope and specifications:

A program to develop skills of campus leaders and teachers in two areas:

- Transforming School Culture
- Making Instructional Decisions Based on Data

Program must demonstrate in-depth knowledge of and expertise with:

- Professional Learning Communities
- School cultures and collaborative practices
- Assessment practices
- Data driven decision making
- Campus leadership practices
- Improve the culture and effectiveness of the campus
- Develop leadership skills
- Provide on-going support

Program needs:

- One, 2-consecutive day face-to-face training session for up to 260 participants.
 - August 14-15, 2019
- Two highly experienced, proven presenters – One with elementary expertise, one with secondary expertise

Evidence from proposal:

- Presenters' demonstrated success at other districts as campus leaders.
- Research based qualifications
- In-depth practical and training experience with Professional Learning Communities.
- What makes your program exceptional compared to others?

**BURKBURNETT INDEPENDENT SCHOOL DISTRICT RFP #635
NOTICE OF REQUEST FOR PROPOSAL FOR
PROFESSIONAL DEVELOPMENT SERVICES FOR RELATIONSHIP BUILDING**

The Board of Education reserves the right to reject any or all offers and to accept the proposal(s) that best serves the needs of the District. We urge you as a responsible bidder, to cover all items included in this proposal as Burkburnett ISD is considering to award this proposal to one or more vendors.

INSTRUCTIONS

SCOPE - It is the intent of the Burkburnett Independent School District to accept sealed proposals for Professional Development Services for Relationship Building according to the included specifications (see below). Sealed proposals will be received in the Business Office until **2:00 PM, C.S.T., Tuesday, December 11, 2018**. Offers received after time and date specified **will not** be considered.

PROPOSAL REQUIREMENTS

The following is a list of the information to be provided by each proposer. This information shall be submitted in the order listed below, referencing the number and letter that you are addressing. Failure to include all the information listed below may result in the disqualification of a proposal.

1. A complete description of your firm's ability to present to the District which should include, but is not limited to, the following:

a) A brief description of the firm's experience during the last five (5) years in Professional Development of Texas school districts. Please include the names of the District and the contact.

b) Provide a description of what your firm has performed in the areas of Professional Development with Specifically transforming School Culture (as requested in the Scope & Specifications).

c) Describe any innovations your firm has developed or worked on for school district issues, outlining the problem, your solution and the results.

d) Describe or include any other information you believe would be helpful in assessing your firm's ability to perform.

2. Fee Schedules:

a) Provide an itemization of all fees, costs and other charges for performing all the services described above.

b) The fee arrangement may be structured in any number of ways.

In addition, indicate the following:

1. When such fee shall be paid by the District.
2. Any other associated fees or charges the District would incur that would not be covered by your firm's fee.

STATEMENT OF INCLUSION/APPLICABILITY: The following terms and conditions are included in this bid in order that they shall become a part of any contract resulting from this bid and the Successful Bidder will be required to abide by these terms and conditions. A response to this Bid Invitation is an offer to contract with the BISD and its members based upon the Item Specifications and the General Terms and Conditions contained in the Bid Invitation. All potential bidders should review these terms and conditions in detail, and make any comments relative to these provisions in the written questions submitted prior to the deadline for clarification.

PROPOSALS: Your proposal prices and additional information (such as alternates, warranty information, deviations, etc.) must be submitted on the forms supplied. Faxed proposals **WILL NOT** be accepted. Fill out the BISD forms included below to ensure continuity between all proposals.

Proposals do not become contracts unless and until they are both accepted by the BISD through an Award Notice to the Bidder, and put into effect by the issuance of a Purchase Order(s) signed by an authorized representative of the BISD.

AMENDMENTS/WITHDRAWALS: Amendments to or withdrawals of proposals received after the time and date set for the proposal opening will not be considered. All proposals in the possession of the BISD at the time they are due, shall be deemed final, conclusive, and irrevocable, and no proposal shall be subject to withdrawal, amendment, or correction after the due date and time for submission as stated in the notice of Invitation to Bid included with the RFP invitation.

PROPOSAL EVALUATION

The District will make its selection based upon its perception of the need for the professional development attached, the demonstrated competence, experience, knowledge and qualifications of the vendor, and on the reasonableness of the proposed fee for all services requested. In addition, each respondent will be evaluated as to the experience of the vendor to other Texas school districts. A significant weight will be given to the proposer's willingness and ability to assist the District in the areas outlined in the Scope of Services and specifications (see attached). The District reserves the right to make its decision to employ the vendor on the basis of the above criteria and the District's decision shall be final.

CONFLICT OF INTEREST

By submitting a proposal, each firm certifies that there exists no current or anticipated conflict of interest with the District.

Proposers shall not contact Trustees of the school board for any reason during the RFP process, such contact may be grounds for disqualification.

TERMS OF AGREEMENT

The contract period for this RFP will be **August 1, 2019 through August 31, 2019**. If both parties agree and if no price changes have occurred, the Purchaser has the right to review the bid at year end and exercise the option for one additional one (1) year renewal. The District retains the right to negotiate all elements of the contract. The district also retains the right to terminate the contract for any reason and at any time upon the payment of then earned fees and expenses with (30) day notice.

CLARIFICATION AND DISCUSSION

The District is under no obligation to conduct discussions with any or all proposers. The District specifically reserves the right to award the contract with no discussions with proposers and based only on the written proposals the District receives by the deadline. The District further reserves the right to conduct discussions with selected proposers only.

The District will notify proposers of the need for clarification of the information submitted and the District reserves the right to request additional information of one or more proposers as may be determined by the District to be needed.

BID EVALUATION - See Criteria Sheet.

DISCREPENCIES - Before submitting proposals, proposers shall carefully examine the complete Proposal documents including the Specifications and shall bring any discrepancies to the attention of the Owner.

QUESTIONS - Prospective proposers desiring further information or interpretation of the contract documents (Specifications) shall request such information in writing through email to Laura.Richards@burkburnettisd.org. No questions will be answered after **Friday, December 7, 2018**.

ADDENDUM - In the event that any changes to the Bid Invitation occur subsequent to the delivery of the original Bid Invitation, the changes or corrections to the Bid Invitation will be made by addendum, and any updated information contained in any addendum will prevail over the information contained in the original Bid Invitation or any previous addendum. Each addendum will be posted on the BISD website and emailed to all entities that are known to have received a copy of the Bid Invitation. The BISD is the

sole authority for the issuance of any addendum related to any bid. Any communications from any person or entity other than Laura Richards, Director of Business & Finance, regarding any matters related to a bid are invalid and will have no influence on the Bid Invitation. Each addendum must be acknowledged on the acknowledgment form provided with the addendum. Any required acknowledgment form must be submitted along with the submission of any bid response. The Owner will not be responsible for the authenticity or correctness of oral interpretations of the contract documents or for any information obtained in any other manner than those posted on the BISD website or from Laura Richards, Director of Business & Finance.

VENUE - This agreement will be construed and governed according to the laws of the State of Texas. Both parties agree that venue for any litigation arising from this contract shall lie in Wichita County, Wichita Falls, Texas.

TEXAS EDUCATION CODE CHAPTER 22 - Texas Education Code Chapter 22 requires entities that contract with school districts to provide services to obtain criminal history record information regarding covered employees. Contractors must certify to the district that they have complied. Covered employees with disqualifying criminal histories are prohibited from servicing at a school district.

RFP RESPONSE CHECKLIST

To be considered for award of **this** solicitation, all pages requiring signature (including but not limited to the forms listed below) must be completed with all requested information, **SIGNED** and **RETURNED** sealed in an envelope or other appropriate package adequate to conceal and contain the contents prior to the RFP date and time.

Please verify that the documents listed below have been completed, signed, and included in your RFP prior to submittal. **TO BE CONSIDERED FOR AWARD, ALL MANDATORY FORMS REQUIRED MUST BE COMPLETED, SIGNED AND RETURNED WITH THIS SOLICITATION.**

Mandatory Forms required to be considered for the Award of this solicitation:

- Completed – Proposal Requirements (listed in Scope)
- Completed – RFP Response Form – Form A
- Completed – Deviation/Compliance – Form B
- Completed – Non-Collusion Statement – Form C
- Completed – Criminal Background Check and Felony Conviction Notification – Form D
- Completed – Nonresident Bidder’s Certification – Form E
- Completed – Debarment or Suspension Certification – Form F
- Completed – Senate Bill 9 Contractor Certification – Form I
- Completed – W-9, Tax Payer Identification Number & Certification – Form K (Get form from www.irs.gov)
- Completed – SB 252 Chapter 2252 Certification– Form L
- Completed – HB 89 Verification Form – Form M

FORM A

RFP RESPONSE FORM

The undersigned, in submitting this RFP and endorsement of same, represents that he/she is authorized to obligate his/her firm, that he/she is an equal opportunity employer and will not discriminate with regard to race, color, religion, national origin, sexual orientation, or age or disability unrelated to job performance of this RFP; and that he/she has read this entire RFP package (Sections I through VII), is aware of the covenants contained herein and will abide by and adhere to the expressed requirements in *all* sections of this RFP.

SUBMITTED BY:

Firm: _____
(OFFICIAL Firm Name)

MUST BE SIGNED IN INK TO BE

By: _____
(Original Signature)

CONSIDERED RESPONSIVE

Name _____
(Typed or Printed Name)

Title: _____
(Type or Printed Title)

(Date)

Address: _____

City/ST/Zip: _____

Phone #: _____ Fax: _____

Email: _____

Taxpayer Identification #: _____

NOTE: Submit copy of Proposer's current W-9 Form

I hereby acknowledge receipt of the following addenda (*if applicable*) which have been issued and incorporated into the RFP Document. (*Please initial in ink beside each addenda received.*)

Addendum No. 1 _____

Addendum No. 3 _____

Addendum No 2 _____

Addendum No 4 _____

DEVIATION/COMPLIANCE SIGNATURE FORM

Company Name: _____

Address: _____

City/State/Zip: _____

Phone Number: _____ Fax #: _____

Email: _____

If the undersigned Proposer intends to deviate from the Item(s) Specifications listed in this RFP document, all such deviations must be listed on this page, with complete and detailed conditions and information included or attached. The District will consider any deviations in its RFP award decisions, and the District reserves the right to accept or reject any RFP based upon any deviations indicated below or in any attachments or inclusions.

In the absence of any deviation entry on this form, the Proposer assures the District of his/her full compliance with the Terms and Conditions, Item Specifications, and all other information contained in this RFP document.

No Deviation

Yes Deviations

<i>Signature of Proposer</i>	<i>Date Signed</i>

If yes is checked, please list below. Attach additional sheet(s) if needed.

NON-COLLUSION STATEMENT

“The undersigned 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 Proposer, 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.”

Firm Name: _____

Address: _____

City/State/Zip: _____

Telephone #: _____

Fax #: _____

Bidder Signature: _____

Printed Name: _____

Position/Title: _____

Date Signed: _____

Signature of Company Official Authorizing RFP : _____

Name of Company Official: *(Please type/print)* _____

Official Position: _____

Date Signed: _____

Firm hereby assigns to purchaser any and all claims for overcharges associated with this RFP which arise under the antitrust laws of the United States, 15 USCA Section 1 and which arise under the antitrust laws of the State of Texas, Business and Commerce Code, Section 15.01.

CRIMINAL BACKGROUND CHECK AND FELONY CONVICTION NOTIFICATION

(a) CRIMINAL BACKGROUND CHECK

Proposer will obtain history record information that relates to an employee, applicant for employment, or agent of the Proposer if the employee, applicant, or agent has or will have continuing duties related to the contracted services; and the duties are or will be performed on school property or at another location where students are regularly present. The Proposer certifies to the BISD before beginning work and at no less than an annual basis thereafter that criminal history record information has been obtained. Proposer shall assume all expenses associated with the background checks and shall immediately remove any employee or agent who was convicted of a felony, or misdemeanor involving moral turpitude, as defined by Texas law, from BISD's property or other location where students are regularly present. BISD shall be the final decider of what constitutes a "location where students are regularly present." Proposer's violation of this section shall constitute a substantial failure.

If the Proposer is the person or owner or operator of the business entity, that individual may not self-certify regarding the criminal history record information and its review and must submit original evidence acceptable to the District with this Agreement showing compliance.

(b) FELONY CONVICTION NOTIFICATION

State of Texas Legislative Senate Bill No. 1, Section 44.034, Notification of Criminal History, Subsection (a), states, "a person or business entity that enters into a contract with a school district must give advance notice to the District if the person or owner or operator of the business entity has been convicted of a felony." The notice must include a general description of the conduct resulting in the conviction of a felony.

Subsection (b) states, "a school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction." The district must compensate the person or business entity for services performed before the termination of the contract.

THE FELONY CONVICTION NOTICE IS NOT REQUIRED OF A PUBLICLY-HELD CORPORATION.

I, the undersigned agent for the firm named below, certify that the information concerning criminal background check and notification of felony convictions has been reviewed by me, the following information furnished is true to the best of my knowledge, and I acknowledge compliance with this section.

Firm's Name: _____

Authorized Company Official's Name: _____
(please print clearly or type)

A. My firm is a publicly-held corporation; therefore, this reporting requirement is not applicable:

Signature of Company Official: _____ Date: _____

B. My firm is not owned nor operated by anyone who has been convicted of a felony.

Signature of Company Official: _____ Date: _____

C. My firm is owned or operated by the following individual(s) who has/have been convicted of a felony:

Name of Felon(s): _____

Details of Conviction(s): _____

Signature of Company Official: _____ Date: _____

NOTE: Name and signature of company official should be the same as on the affidavit (Form C)

Vendor is responsible for the performance of the persons, employees and/or sub-contractors Vendor assigns to provide services for the Burkburnett ISD pursuant to this RFP on any and all Burkburnett ISD campuses or facilities. Vendor will not assign individuals to provide services at a Burkburnett ISD campus or facility who have a history of violent, unacceptable, or grossly negligent behavior or who have a felony conviction, without the prior written consent of the Burkburnett ISD Business Department.

FORM E

RESIDENT/NONRESIDENT CERTIFICATION

Texas Government Code Chapter 2252 relates to bids by nonresident contractors. The pertinent portions of the Act are as follows:

Section 2252.001(3)

“Nonresident bidder” means a bidder who is not a resident (of the State of Texas).

Section 2252.001(4)

“Resident bidder” means a bidder whose principal place of business is in this state, including a contractor whose ultimate parent company or majority owner has its principal place of business in this state.

Section 2252.002

A governmental entity may not award a governmental contract to a nonresident bidder unless the nonresident underbids the lowest bid submitted by a responsible resident bidder by an amount that is not less than the amount by which a resident bidder would be required to underbid the nonresident bidder to obtain a comparable contract in the state in which the nonresident’s principal place of business is located.

I certify that _____ is a

Resident Bidder of Texas as defined in Texas Government Code Section 2252.001(4).

Signature:

Printed Name:

.....

I certify that _____ is a

Nonresident Bidder of Texas as defined in Texas Government Code Section 2252.001(3) and our principal place of business is:

City and State: _____

Signature: _____

Printed Name: _____

If the Bidder is a Nonresident Bidder of Texas, please answer the following:

Does the vendor’s ultimate parent company or majority owner employ at least 500 persons in Texas?

Yes _____ No _____

FORM F

DEBARMENT OR SUSPENSION CERTIFICATION FORM

Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide exclusions 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.” SAM Exclusions 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.

By submitting this offer and signing this certificate, this Proposer:

- (1) Certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

Firm’s Name:

Address:

City/State/Zip:

Telephone:

Authorized Company Official’s Name: _____
(Typed or printed)

Title of Authorized Representative: _____
(Typed or printed)

Signature of Authorized Company Official: _____

Date Signed: _____

FORM I

Model SB 9 Contractor Certification Form

Criminal History Record Information Review of Certain Contract Employees

Introduction: Texas Education Code Chapter 22 requires service contractors to obtain criminal history record information regarding covered employees and to certify to the District that they have done so. Covered employees with disqualifying convictions are prohibited from serving at a school district.

Definitions:

Covered employees: Includes all employees of a contractor (to include any subcontractors and/or independent contractors) who have or will have continuing duties related to the service to be performed at the District and have or will have direct contact with students. The District will be the final arbiter of what constitutes direct contact with students.

Disqualifying conviction: One of the following offenses, if at the time of the offense: (a) a felony offense under Title 5, Texas Penal Code; (b) an offense for which a defendant is required to register as a sex offender under Chapter 62, Texas Code of Criminal Procedure; or c) an equivalent offense under federal law or the laws of another state.

On behalf of _____ ("Name of Contractor"), I

First Name: _____ Last Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone: _____ Email: _____

Certify that [check one]:

None of Contractor's employees are *covered employees*, as defined above.

Or

Some or all of the Contractor's employee are *covered employees*. If this box is selected, I further certify that:

Contractor has obtained all required criminal history record information, through the Texas Department of Public Safety, regarding its covered employees. None of the covered employees has a disqualifying conviction. Contractor has taken reasonable steps to ensure that its employees who are not covered employees do not have continuing duties related to the contract services or direct contact with students.

If Contractor receives information that a covered employee has a disqualifying conviction, Contractor will immediately remove the covered employee from contract duties and notify the District in writing within 3 business days.

Upon request, Contractor will make available for the District's inspection the criminal history record information of any covered employee. If the District objects to the assignment of a covered employee on the basis of the covered employee's criminal history record information, Contractor agrees to discontinue using that covered employee to provide services at the District.

Noncompliance by the Contractor with this certification may be grounds for contract termination.

Signature

Date

SB 252 CHAPTER 2252 CERTIFICATION

I, _____, the undersigned representative of
_____ (Company or business name)
being an adult over the age of eighteen (18) years of age, pursuant to Texas Government Code, Chapter 2252, Section 2252.152 and Section 2252.153, certify that the company named above is not listed on the website of the Comptroller of the State of Texas concerning the listing of companies that are identified under Section 806.051, Section 807.051 or Section 2253.153. I further certify that should the abovenamed company enter into a contract that is on said listing of companies on the website of the Comptroller of the State of Texas which do business with Iran, Sudan or any Foreign Terrorist Organization, I will immediately notify the Burkburnett Independent School District's Purchasing Department.

Name of Company Representative (Print)

Signature of Company Representative

_____ Date

House Bill 89 VERIFICATION

I, _____, the undersigned representative of
_____ Company or Business name

(hereafter referred to as company) being an adult over the age of eighteen (18) years of age, verify that the company named-above, under the provisions of Subtitle F, Title 10, Government Code Chapter 2270:

1. Does not boycott Israel currently; and
2. Will not boycott Israel during the term of the contract the above-named Company, business or individual with the Fort Worth Independent School District.

Pursuant to Section 2270.001, Texas Government Code:

1. *"Boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes; and*
2. *"Company" means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or any limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of those entities or business associations that exist to make a profit.*

Date

Signature of Company Representative

Burkburnett Independent School District RFP#635 Professional Development Services

CRITERIA DESCRIPTION	Points
1. Total price	35
2. Reputation of the vendor and their goods or services	15
3. Quality of the vendor's goods and/or services <ul style="list-style-type: none"> • The proven ability of Proposer to perform similar contracts and provided similar service promptly; • Evaluations of others as to the quality of Proposer's work, service and business practices; 	15
4. The extent to which the goods or services meet the District's needs <ul style="list-style-type: none"> • Ability of representative to meet or exceed requirements, as stated in the work scope 	15
5. Vendor's past relationship with the District	0
6. The impact on the ability of the district to comply with laws and rules relating to historically underutilized businesses;	0
7. The total long-term cost to the District to acquire the vendor's goods or services;	0
8. For a contract for goods and services (excluding services related to telecommunications and information services, building construction and maintenance, or instructional materials) whether the vendor or the vendor's ultimate parent company or majority owner: (a) has its principal place of business in Texas; or (b) employs at least 500 persons in Texas	0
9. Any other relevant factor specifically listed in the request for proposals	20
	100
Grand Total	100