
YOUTH EMPOWERMENT SERVICES, INC

YES, INC.

YES! WE FOLLOW THE GOLDEN RULE.

Request for Proposals (RFP No. 422)

**For
Request for Services**

Anticipated Schedule of Events

RFP Issuance:

RFP Conference Call:

Proposals Due:

Notification to Successful Entities:

Date

May 19, 2020

May 26, 2020 (6:30pm CST)

June 4, 2020 (5:00PM CST)

June 19, 2020

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PART I
INTRODUCTION AND BACKGROUND

11 Introduction

Youth Empowerment Services, Inc. (YES, Inc.), a nonprofit organization based in San Antonio, Texas. Services can begin as soon as awarded proposals have reviewed and agreed upon a contract with YES, Inc.

Services will end September 30, 2020. Final invoices are due by October 30, 2020.

The targeted population encompasses new teachers (both to the profession and to the districts we serve) and teacher leaders. The service performance period for this RFP, which includes Pre-conference preparations, Orlando conference, and Post-conference follow-up services.

All requisite services are referred to as “Services” in this RFP. Each individual or firm submitting a proposal in response to this RFP shall be referred to as a “Respondent.” The selected Respondent, if any, is hereinafter referred to as the “Successful Respondent.”

This RFP includes several service area obligations, each of which can be responded to individually. No vendor can be awarded more than three service areas. Each service area must be responded to separately. A successful vendor may be awarded one, two, or a maximum three service awards. All proposals will be evaluated and considered with no guarantee of award.

Each respondent who is awarded will receive 50% of the award funding for each service area at the beginning of the service period and then receive the remaining 50% at the time of successful completion of the service period.

As a result of this RFP, YES, Inc. anticipates executing a contract with Successful Respondents to perform the Services as described in this RFP.

12 Background

Youth Empowerment Services (YES, INC.) is a grantee of the Teacher Incentive Fund and the Teacher and School Leader grant since October 2010 where we have successfully implemented an evaluation system with supports, Human Capital Management System and Equity Pipeline for our district partners, increasing the level of educator effectiveness on their campuses.

13 Funding Source

U.S. Department of Education

PART II SCOPE OF WORK

2.1 Overview

All services to be contracted are for school improvement in order to ensure the vision of the Texas Education Equity System (TEES) is implemented where all students have equitable access to culturally responsive effective educators in all of the TIF5 and TSL campuses and new campuses that may be added to the project. Each district will participate in the Equity Pipeline training events to support in their recruitment, selection hiring and placement of Equity Pipeline participants who are effective day 1 they enter the classroom.

The Successful Respondent shall provide a written description of the Services to be provided to new teachers, current teachers and/or school leaders. The RFP conference call on May 26, 2020 is mandatory for all interested respondents and all changes or corrections to the RFP will be addressed on the call.

2.1.1 Develop, customized, and comprehensive Professional Development trainings that are aligned with Youth Empowerment Services (YES, Inc.) mission to help Educators become more effective:

- Support, customized, and develop a professional development session and conduct trainings that supports YES's professional WHY, (We exist to ensure children have effective educators. We help educators become more effective.) for current and new districts for the Teacher School Leader grant (TSL). 1) These trainings are required to be inclusive of culturally responsive teaching and practices. 2) Trainings need to align with YES, Inc's mission to help educators become more effective. 3) Trainings need to demonstrate all 6 of the "Powerful Learning Components" while helping participants develop a growth mindset.4)
- To ensure fidelity of implementation, the trainer will clearly communicate with Core team Lead and Equity Pipeline team as needed. This is including feedback regarding all components of the trainings so that each subsequent training can be more effective than the previous training.
- Training must be adaptable for both in person and virtual.

Specific Instructions for Responding to this RFP are provided below:

2.1.2 Entities are encouraged to provide a detailed description of the services based upon the information described in detail below. (Please read all information carefully). Below are the twenty-four (24) services for this RFP: We request that each entity applies for each service with a separate response and we request that no entity apply for more than three (3) of the identified services.

2.1.3 Entities will want their response to this RFP to include the planned result of utilizing the services, and the degree to which educators will become more effective and/or the degree to which students will have improved student performances if applicable.

- Please include any guarantees made by the entity if applicable
- Please include expected reports regarding the services (weekly, monthly, end of program year)
- Please include how YES, INC. will be able to utilize your reports to report the success of your services upon the participants. Responding entities must provide the following

information in detail or listed as not applicable in the

2.1.4 Responding entities must provide the following information in detail or listed as not applicable in the

proposal for provide identified services:

- A detailed description of the planned service
- The targeted population for the planned service
- The time or length of each service by minutes, hours, days, or months
- The frequency of services to individuals, groups of individuals or campus groups
- All related services that you plan to include directly to participants or directly to Districts or directly to YES, INC.

3.1.1 The following twenty-four (24) service areas are available for funding. Please read all information carefully.

01 Principal Coaching- We are looking to contract with vendors who will be able to provide high-quality principal coaching that ensures that principal participants complete your training as a more effective principal. As you describe your specific principal coaching services, activities and training, you must include a description of the following criteria:

- a. Please be sure to include activities and topics that are evident of how your services will use research-based practices relevant to helping principals become more effective with coaching.
- b. Please be sure to include in your training sessions processes that you will implement to ensure participants can replicate what they have learned when they return to their campuses.
- c. Please be sure to include in your RFP response how you will measure the success of your service and be able to confirm that the principal participants are more effective than when they began your training.
- d. Please include what platform you will use to facilitate this service.
- e. Please include any data you may have from successes you have had with this service.
- f. Please include a detailed timeline for completing these services.
- g. Please be sure to include your budget for each individual service/activity you propose to provide. (See budget category below in 2.2.3)

02 Team Building Training- We are looking to contract with vendors who can provide interactive, high-quality team building trainings for districts that will impact and improve the climate, morale, and culture on district campuses.

- a. Please include in your RFP response activities and topics for services are evident of the research-based practices you will use that will show evidence of impact for team building.
- b. Please include in your response the activities that you will implement to show evidence of valuing teacher /educator roles.
- c. Please include in your RFP response what platform you will use to conduct trainings.
- d. Please be sure to include in your RFP response how you will measure the success of your service and be able to confirm that the “Team Building” activities have increased teacher effectiveness and participants are more effective than when they began your training.
- e. Please include what past successes you have had if any with this service.

- f. Please include a detailed timeline for completing these services.
- g. Please be sure to include your budget for each individual service/activity you propose to provide. (See budget category below in 2.2.3)

03 How to Effectively Engage All Students- We are looking to contract with vendors who will be able to provide high quality student engagement training which provides participants with student engagement strategies that increases teacher effectiveness.

- a. Please include in your RFP response activities and topics for services are evidence research-based practices relevant to student engagement.
- b. Please include the processes you will implement to ensure participants can replicate the learning in a classroom setting.
- c. Please include the platforms you will use to facilitate your training.
- d. Please include any data of any past success you may have had with providing this service if any.
- e. Please include your timeline for these services.
- f. Please be sure to include in your RFP response how you will measure the success of your service and be able to confirm that the “How to Effectively Engage All Students” activities have increased teacher effectiveness and participants are more effective than when they began your training.
- g. Please include a budget for each individual service/activity you propose to provide.

04 Technology Training- We are looking to contract with vendors who can customize and individualize high quality technology training on various platforms that ensures participants are more adept at technology use opportunities in the classroom and are able to access technological resources to increase teacher effectiveness.

- a. Please include how your RFP response activities and topics for the services are evidence of research-based practices relevant to technology use in the classroom.
- b. Please include the processes you will implement to ensure participants can replicate learning in the classroom.
- c. Please include the platforms you will use to facilitate your training.
- d. Please include any data of any past success you may have had with providing this service if any.
- e. Please include your timeline for these services.
- f. Please be sure to include in your RFP response how you will measure the success of your service and be able to confirm that the “Technology Training” activities have increased teacher effectiveness and participants are more effective than when they began your training.
- g. Please include a budget for each individual service/activity you propose to provide.

05 Effective Leadership Training- We are looking to contract with vendors who customize and provide high quality leadership training for each district leadership team with principles and practical strategies to assist leaders in becoming more effective.

- a. Please include how the training activities and topics for this service are research-based leadership principles and Strategies.

- b. Please include the processes you will implement to ensure participants can replicate learning in their teaching.
- c. Please include the platforms you will use to facilitate your training.
- d. Please include any data of any past success you may have had with providing this service if any.
- e. Please include your timeline for these services.
- f. Please be sure to include in your RFP response how you will measure the success of your service and be able to confirm that the “Effective Leadership Training” activities have increased teacher effectiveness and participants are more effective than when they began your training.
- g. Please include a budget for each individual service/activity you propose to provide.

06 Mission, Vision, & Core Values- We are looking to contract with vendors who can customize trainings for each individual district/campus to provide high quality training related to the implementation and development of the districts mission, vision, and core values

- a. Please include how your training activities and topics for this service will use research-based practices relevant to mission, vision, and core values.
- b. Please include the processes you will implement to ensure participants can replicate learning in their teaching.
- c. Please include the platforms you will use to facilitate your training.
- d. Please include any data of any past success you may have had with providing this service if any.
- e. Please include your timeline for these services.
- f. Please be sure to include in your RFP response how you will measure the success of your service and be able to confirm that the “Mission, Vision, & Core Values” activities have increased teacher effectiveness and participants are more effective than when they began your training.
- g. Please include a budget for each individual service/activity you propose to provide.

07 Mentor Training- We are looking to contract with vendors who can customize and individualized provide high- quality training for mentoring at district and campuses, to ensure new teachers (0-3yrs.) to the district are supported and become a more effective educator.

- a. Please include how your training and topics for this service will use research-based practices relevant to helping mentors become more effective.
- b. Please be sure to include in your training sessions processes that you will implement to ensure participants can replicate what they have learned when they return to their campuses.
- c. Please include the platforms you will use to facilitate your training.
- d. Please include any data of any past success you may have had with providing this service if any.
- e. Please include your timeline for these services.
- f. Please be sure to include in your RFP response, how you will measure the success of your service and ability to confirm that mentors have increased effectiveness prior to beginning your training.

- g. Please be sure to include your budget for each individual service/activity you propose to provide.

08 Cultural Responsiveness- We are looking to contract with vendors who can customize and develop training for cultural responsiveness that will help educators work well with a diverse group of students to ensure all students have access to an effective educator.

- a. Please include how your activities and topics for your services will use research-based practices relevant to helping educators become more effective with cultural responsiveness.
- b. Please be sure to include in your training sessions processes that you will implement to ensure participants can replicate what they have learned when they return to their campuses.
- c. Please include the platforms you will use to facilitate your training.
- d. Please include any data of any past success you may have had with providing this service if any.
- e. Please include your timeline for these services.
- f. Please be sure to include in your RFP response, how you will measure the success of your service and ability to confirm that educators have increased cultural responsiveness prior to beginning your training.
- g. Please be sure to include your budget for each individual service/activity you propose to provide.

09 Special Education- We are looking to contract with vendors who can customize and facilitate training, so the teachers are effective in implantation of special education services for students in their classroom.

- a. Please include how your services will use research-based practices relevant to helping educators acquire more effective knowledge of Special Education.
- b. Please include in your training sessions processes how what you will ensure participants can replicate what they have learned when they return to their campuses.
- c. Please include the platforms you will use to facilitate your training.
- d. Please include any data of any past success you may have had with providing this service if any.
- e. Please include your timeline for these services.
- f. Please be sure to include in your RFP response, how you will measure the success of your service and ability to confirm that educators have acquired more knowledge of Special Education Guidelines prior to beginning your training.
- g. Please be sure to include your budget for each individual service/activity you propose to provide.

10 Behavior Management- We are looking to contract with vendors who can customize and develop positive behavior management sessions that give teachers strategies that increase their effectiveness in meeting all student's needs.

- a. Please include how activities and topics for your services will use research-based practices relevant to helping educators become more effective with behavior management.
- b. Please include the platforms you will use to facilitate your training.

- c. Please include any data of any past success you may have had with providing this service if any.
- d. Please include your timeline for these services.
- e. Please include in your training sessions processes that you will implement to ensure participants can replicate what they have learned when they return to their campuses.
- f. Please include in your RFP response, how you will measure the success of your service and ability to confirm that educators have increased behavior management techniques prior to beginning your training.
- g. Please include your budget for each individual service/activity you propose to provide.

11 Distance Learning and Teaching- We are looking to contract with vendors who can customize, develop, and provide high-quality Distance learning and Teaching services to assist educators become more effective.

- a. Please include how your activities and topics for your service will ensure research-based best practices of distance learning and teaching engages distant learners and become successful in the absence of standardized testing.
- b. Please include the platforms you will use to facilitate your training.
- c. Please include any data of any past success you may have had with providing this service if any.
- d. Please include your timeline for these services.
- e. Please include in your RFP response, how you will measure the success of your service and ability to confirm that educators have increased “Distant Learning” techniques prior to beginning your training.
- f. Please include in your how to check for understanding of your students virtually.
- g. Please include your service budget for each individual service/activity you propose to provide (see budget category).

12 Child Trauma- We are looking to contract with vendors who will be able to provide high-quality Child trauma training services to have educators to become more effective in the area of Child Trauma. Please include how you will provide support and develop trainings for Emotional Health of Teachers/ Connecting with Dysfunctional Family Systems/ Identifying Cultural Sensitivity; support systems; overviewing ACE’s (adverse childhood experiences).

- a. Please include how your activities and topics for the services you will provide are research- based in working with children who have experienced trauma.
- b. Please include in your RFP response how you will measure success of your services and educators demonstrate an understanding of key aspects of the child trauma training.
- c. Please include the platforms you will use to facilitate your training.
- d. Please include any data of any past success you may have had with providing this service if any.
- e. Please include your timeline for these services.
- f. Please include in your RFP response, how you will measure the success of your service and ability to confirm that educators have increased “Working with Children with Trauma” techniques prior to beginning your training.

- g. Please include your budget for each individual service/activity you propose to provide (see budget category).

13 Lesson Planning/State Standards- We are looking to contract with vendors who can customize and provide high-quality lesson planning and training in state standards tailored for their specific district.

- a. Please include how your activities and topics for the services you will provide are research- based in lesson planning and state standards.
- b. Please include in your RFP response how you will measure success of your services and educators demonstrate an understanding of key aspects of the trainings.
- c. Please include the platforms you will use to facilitate your training.
- d. Please include any data of any past success you may have had with providing this service if any.
- e. Please include your timeline for these services.
- f. Please include in your RFP response, how you will measure the success of your service and ability to confirm that educators have increased “Lesson Planning and State Standard” techniques prior to beginning your training.
- g. Please include your budget for each individual service/activity you propose to provide (see budget category).

14 Classroom Management- We are looking to contract with vendors who can provide high-quality Classroom management training sessions and support for all levels of educators so that they will become more effective in the classroom management skills.

- a. Please include how your activities and topics for the services you will provide are research- based in classroom management strategies and techniques.
- b. Please include in your RFP response how you will measure success of your services and educators demonstrate an understanding of key aspects of the trainings.
- c. Please include the platforms you will use to facilitate your training.
- d. Please include any data of any past success you may have had with providing this service if any.
- e. Please include your timeline for these services.
- f. Please include in your RFP response, how you will measure the success of your service and ability to confirm that educators have increased “Classroom Management” techniques prior to beginning your training.
- g. Please include your budget for each individual service/activity you propose to provide (see budget category).

15 Crisis Response Training- We are looking to contract with vendors can provide high-quality crisis response training that ensures that teachers/educators become more effective and able to respond appropriately in crisis situations. As you describe your specific crisis response services, activities, and training, you must also include a description of the following criteria:

- a. Please include how you will support, develop activities and topics for this service to present crisis response training services to ensure the safety of students, faculty, and staff.
- b. Please include the platforms you will use to facilitate your training.
- c. Please include your timeline for these services.

- d. Please include any data of any past success you may have had with providing this service if any.
- e. Please be sure to include in your RFR response how you will measure the success of your service and be able to confirm that the participating teachers/educators are more effective than when they began your training.
- f. Please be sure to include your budget for each individual service / activity you provide. (See budget categories)

16 Interview Techniques/Skills- We are looking to contract with vendors who can provide high-quality interview techniques / skills that ensure that teachers/educators become more effective and are able to acquire desired positions due to their interview skills. As you describe your specific interview techniques / skills' services, activities, and training, you must also include a description of the following criteria:

- a. Please include how you will support, develop your activities and topics for this service to for teachers/educators' candidates to develop interview techniques and skills.
- b. Please include any data of any past success you may have had with providing this service if any.
- c. Please include the platforms you will use to facilitate your training.
- d. Please include your timeline for these services.
- e. Please be sure to include in your RFR response how you will measure the success of your service and be able to confirm that the participating teachers/educators are more effective than when they began your training.
- f. Please be sure to include your budget for each individual service/activity you provide. (See budget categories)

17 Etiquette - We are looking to contract with vendors who can provide high-quality training in etiquette that will ensure that teachers/educators become more effective.

- a. Please include how you will support and develop activities and topics for this service of providing business etiquette that ensure teachers/educators present themselves in a manner to promote a positive climate and culture at the district/campuses.
- b. Please include the platforms you will use to facilitate your training.
- c. Please include your timeline for these services.
- d. Please include any data of any past success you may have had with providing this service if any
- e. Please be sure to include in your RFR response how you will measure the success of your service and be able to confirm that the participating teachers/educators are more effective than when they began your training.
- f. Please be sure to include your budget for each individual service / activity you provide. (See budget categories)

18 Career Counseling- We are looking to contract with vendors who can provide high-quality training in career counseling that will ensure that teachers/educators become more effective. As you describe your specific career counseling techniques, services, activities, and training, you must also include a description of the following criteria:

- a. Please include examples of how you will support, develop, and customize career counseling to ensure correct career placement to include long term goals and the utilization of resources for career development.
- b. Please include the platforms you will use to facilitate your training.
- c. Please include your timeline for these services.
- d. Please include any data of any past success you may have had with providing this service if any
- e. Please be sure to include in your RFR response how you will measure the success of your service and be able to confirm that the participating teachers/educators are more effective than when they began your training.
- f. Please be sure to include your budget for each individual service / activity you provide. (See budget categories)

19 District Support- We are looking to contract with vendors who can provide individualized support for our districts that will support them in becoming more effective in any identified area of need for that district.

- a. Please be sure to include activities and topics that are evident of how your services will use research-based practices relevant to helping district leadership become more effective with communication, implementation of core values, buy-in from teachers and other staff.
- b. Please be sure to include in your training sessions processes that you will implement to ensure participants can replicate what they have learned when they return to their campuses.
- c. Please be sure to include in your RFP response how you will measure the success of your service and be able to confirm that the leadership is more effective than when they began your training.
- d. Please include what platforms you will use to facilitate the trainings.
- e. Please include data of any past success you may have had with facilitation of this service if any.
- f. Please include a timeline for completing these services.
- g. Please be sure to include your budget for each individual service/activity you propose to provide. (See budget category below in 2.2.3)

20 Conflict Resolution- We are looking to contract with vendors who can customize and individualized training on conflict resolution for our district campuses that will impact their effectiveness as educators at their district.

- a. Please be sure to include activities and topics that are evident of how your services will use research-based practices relevant to conflict resolution helping educators to become more effective.
- b. Please include how these conflict resolution strategies can be translated into a classroom setting and implemented with the student population
- c. Please be sure to include in your training sessions processes that you will implement to ensure participants can replicate what they have learned when they return to their campuses.
- d. Please be sure to include in your RFP response how you will measure the success of your service and be able to confirm that the participants are more effective than when they began your training.

- e. Please include what platform you will use to facilitate the training.
- f. Please include any data you may have if any of any past successes with this service.
- g. Please include a timeline for completing these services.
- h. Please be sure to include your budget for each individual service/activity you propose to provide. (See budget category below in 2.2.3)

21 Effective Communication Skills- We are looking for vendors who can customize individual best practice communication trainings for district campuses that will help them become more effective communicators at their district.

- a. Please be sure to include activities and topics that are evident of how your services will use research-based practices relevant to helping participants become more effective with effective communication.
- b. Please be sure to include in your training sessions processes that you will implement to ensure participants can replicate what they have learned when they return to their campuses and or use in a classroom setting.
- c. Please be sure to include in your RFP response how you will measure the success of your service and be able to confirm that the principal participants are more effective than when they began your training.
- d. Please include the platforms you will use to facilitate these trainings.
- e. Please include any data if any of any past successes you have with this service.
- f. Please include a timeline for completing these services.
- g. Please be sure to include your budget for each individual service/activity you propose to provide. (See budget category below in 2.2.3)

22 Stress Management- We are looking for vendors who can provide support, customize and develop trainings with strategies that will help educators manage stress which promotes them becoming more effective teachers.

- a. Please be sure to include activities and topics that is evident of how your services will use research-based practices relevant to helping participants manage their stress and promotes their effectiveness in the classroom.
- b. Please be sure to include in your training sessions processes that you will implement to ensure participants can replicate what they have learned when they return to their campuses and or use in a classroom setting.
- c. Please be sure to include in your RFP response how you will measure the success of your service and be able to confirm that the principal participants are more effective than when they began your training.
- d. Please include the platforms you will use to facilitate these trainings.
- e. Please include any data if any of any past successes you have with this service.
- f. Please include a timeline for completing these services.
- g. Please be sure to include your budget for each individual service/activity you propose to provide. (See budget category below in 2.2.3)

23 Time Management- We are looking for vendors who can provide support and customized trainings for educators to preserve instructional time through effective use of their time in their professional and personal life.

- a. Please be sure to include activities and topics that is evident of how your services will use research-based practices relevant to helping participants manage their time and promotes their effective instruction in the classroom.

- b. Please be sure to include in your training sessions processes that you will implement to ensure participants can replicate what they have learned when they return to their campuses and or use in a classroom setting.
- c. Please be sure to include in your RFP response how you will measure the success of your service and be able to confirm that the principal participants are more effective than when they began your training.
- d. Please include the platforms you will use to facilitate these trainings.
- e. Please include any data if any of any past successes you have with this service.
- f. Please include a timeline for completing these services.
- g. Please be sure to include your budget for each individual service/activity you propose to provide. (See budget category below in 2.2.3)

24 Financial Management/Budgeting- We are looking for vendors who can effectively support and customize trainings that impact each individual participants' financial management and wellness.

- a. Please be sure to include activities and topics that is evident of how your services will use research-based practices relevant to helping participants manage finances and obtain financial wellness. Please ensure to show impact of financial wellness with impact on effective classroom instruction.
- b. Please be sure to include in your training sessions processes that you will implement to ensure participants can replicate and give a Return on Investment (ROI) in a classroom setting.
- c. Please be sure to include in your RFP response how you will measure the success of your service and be able to confirm that the principal participants are more effective than when they began your training.
- d. Please include the platforms you will use to facilitate these trainings.
- e. Please include any data if any of any past successes you have with this service.
- f. Please include a timeline for completing these services.
- g. Please be sure to include your budget for each individual service/activity you propose to provide. (See budget category below in 2.2.3)

25 Branding/Marketing Recruitment- We are seeking vendor(s) who can effectively support our team and districts in branding and marketing strategies to recruit effective educators.

- a. Please be sure to include activities and topics that is evident of how your services will use research-based practices relevant to districts branding and marketing in order to recruit effective educators.
- b. Please be sure to include in your training sessions processes that you will implement to ensure participants can replicate and give a Return on Investment (ROI).
- c. Please be sure to include in your RFP response how you will measure the success of your service and be able to confirm that the districts are more effective than when they began your training.
- d. Please include the platforms you will use to facilitate these trainings.
- e. Please include any data if any of any past successes you have with this service.
- f. Please include a timeline for completing these services.
- g. Please be sure to include your budget for each individual service/activity you propose to provide. (See budget category below in 2.2.3)

2.2.1 Please consider the following question when submitting your proposal:

Will respondent reasonably be able to effectively complete the scope of work as prescribes and show substantial evidence of the positive impact their services had on each individual district or campus

2.2.2 Budget-Cost breakdown- Please include in your budget the cost and details for the following:

- A. The respondent must include:
 - a. Detailed cost per day, hour, or per-participant rate.
 - b. Detailed per diem, travel, lodging.
- B. Please include any other cost breakdown and how the proposed services will impact the Budget.
 - a. The cost of the services per hour, day, campus, participant, district, whichever is applicable.
 - b. Include any travel costs associated with the services for you and/or your organization in your proposal

2.2.3 Respondent Obligations

Respondents to this RFP are responsible for any expense related to the preparation and submission of a proposal. YES, Inc. shall not pay for any cost that is incurred by Successful Respondent prior to the effective date of the Contract. Qualified firms with the requisite experience are invited to submit proposals in accordance with this RFP. Proposals must address all specifications.

2.3 Reporting

The Successful Respondent will be required to comply with the following Reporting requirements and guidelines:

- 2.3.1 Shall create and conduct Equity Pipeline trainings sessions, Collaborate with Core team lead on sessions before sessions, debriefs after sessions and provide any TA and support participants and or districts may need.
- 2.3.2 Final Report (*If requested*)- The Final Report shall be a summary of contract activities due at the contract completion. The final report will also include details and results from the observation rubric and details regarding the training provided to the equity directors and coordinators if applicable.

2.4 Term of Contract

If a Contract is awarded, the Contract shall begin July 1, 2020, or as soon thereafter as practical, and terminate September 30, 2020.

PART III

GENERAL BID INFORMATION

3.1 Bid Information: Please read the information below carefully.

3.1.1 Successful Respondent Obligations

YES, INC shall look solely to Successful Respondent for performance of the Contract. Successful Respondent shall provide the requested Services under the direction of YES, INC. Successful Respondent shall be the sole point of Contract responsibility. Successful Respondent shall be

liable, both individually and severally, for the performance of all obligations under the awarded Contract and shall not be relieved of the non-performance of any subcontractor.

3.1.2 Schedule of Events

The times stated in this document refer to Central Time (“CT”), San Antonio, Texas, where appropriate YES, Inc.’s regular office hours are 8:30 a.m. to 5:30 p.m., Monday through Friday, except national holidays. All deadlines are subject to change at YES, Inc.’s sole discretion.

YES, Inc. anticipates that the selection of Successful Respondent and execution of the Contract, if any, will proceed according to the following approximate schedule:

May 19, 2020	— Issuance of RFP
May 26, 2020	— RFP Conference Call at 6:30 PM CST
June 4, 2020	— Deadline for Submission of Proposals (5:00 p.m. CT) (Late proposals will not be considered)
June 19, 2020	— Notification to Successful Entities

Notices of changes to items directly impacting the original RFP or proposal process will be posted to www.yeseep.org/rfps. Any amendment to this solicitation will be posted as an addendum on the website. It is the responsibility of interested parties to periodically check the website for updates to the procurement prior to submitting a proposal.

3.1.3 Deadline for Submission of Proposals; Delivery Instructions; Number of Copies Required-one (1)

Please email a PDF or Word document containing the proposal to bids@yeseep.org with the subject line stating: **PROPOSAL FOR RFP 422** no later than 5pm CST on June 4, 2020

PART IV PROPOSAL FORMAT

4.1 Proposal Format

Each proposal should contain reference to: “RFP No. 422 Professional Development Program” and the name and contact information of Respondent. Proposal pages must be numbered. Font preferences: Times or Garamond; 12point size. Although length of proposal is not limited, the submission section related to prior accomplishments and past performance is limited to (1) one page. **After completion of the mandatory RFP session, YES, INC. will provide a suggested template for submitting the RFP responses.**

PART V PROPOSAL EVALUATION AND SELECTION

5.1 Evaluation Process

Scoring of the proposals will be based upon the rubric that is labeled **attachment #2** to this RFP. Copies of those proposals found to be responsive and to be in compliance with this RFP will be

distributed to a 3rd party evaluator for review and recommendations. The award will be made through the combined efforts of the 3rd party evaluator's assessment, YES, Inc. Board members, and the YES, Inc. Leadership Team. Clarifications on issues raised in the proposals may be sought from individual Respondents. YES, Inc. may request Respondents to discuss proposal further via phone conference with the YES, Inc. Team.

5.2 YES, Inc. Reserved Rights

Upon the selection of Successful Respondent, if any, YES, Inc. shall proceed with contract negotiations and attempt to finalize the contract with the apparent Successful Respondent. Yes, Inc. may at any time, upon failure of negotiations, choose to reissue or withdraw the RFP rather than continue with negotiations. YES, Inc. can cancel this RFP at any time and are not obligated to award this contract. As soon as possible after the execution of a written contract with Successful Respondent, all other Respondents shall be provided with formal notification.