

**Request for Proposals
19RFP111
Parent-Child Early Intervention Education Program N(i)-8(b)-8**

Date	Event
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June 18 & 25, 2019	Dates of public notice
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Table of Contents

Section I	Introduction
Section II	Historically Underutilized Business (HUB) Program Requirement
Section III	Proposal Format
Section IV	Initial Review of Proposals
Section V	Competitive Selection / Evaluation
Section VI	Scope of Service and Performance Requirements
Section VII	Appendices and Attachments

specify all costs (i.e. administrative fees, processing fees, etc.) associated with providing the products or services required herein.

Section IV ±References

References are to be from government agencies and/or firms, which are substantially serviced by the vendor (references most similar to Austin ISD VKRXOG EH SURYLGHG (DFK UHIHUHGFH PXVW F address, telephone number, and point of contact (including email address). A list of at least three (3) references from current customers must be provided.

C. Required Forms

Forms are required with **Original response & original flash drive only**; they can be excluded from additional requested copies.

Contractor shall execute the following required forms and return the **signed original** with the proposal:

- x Bid Certification
- x Notification of Criminal History of Contractor
- x Debarment, Suspension and Ineligibility Certification
- x Central Texas Purchasing Alliance (CTPA) Adoption Clause
- x Interlocal Cooperative Agreement Clause
- x Strategic Partner Profile
- x EDGAR Vendor Certification
- x Conflict of Interest Questionnaire (CIQ). The CIQ is prepared by the Texas Ethics Commission, in compliance with Chapter 176 of the Texas Local Government Code. The form should be submitted on-line at [Conflict of Interest Questionnaire - CIQ](#).

IV. INITIAL REVIEW OF PROPOSALS

Any contractor determined non-responsible or any proposal determined non-responsive will not be evaluated further. The contractor will be notified of a non-responsible or non-responsive determination.

Responsive

In order for a proposal to be responsive:

- x ALL required forms listed above shall be signed and included with proposal;
- x Proposal shall be received prior to the RFP opening date at the address listed on the cover page;
- x Proposal shall respond to the entire scope of service and performance requirements as requested.

Responsible

In order for a proposal to be responsible, the contractor shall be in good financial standing with the Texas Comptroller of Public Accounts.

V. COMPETITIVE SELECTION / EVALUATION

A.

presentations or discussions, contractors may be requested to revise any or all

- x Provide for parental participation in standardized pre and post testing, intake questionnaires and exit sur.7_d ()Tj ET sDt16 0 0 612 792 re W* n BT /TT0 12 Tf 122.45 702.7 Td ()Tj ET Q- Q q (

Austin ISD
227901

PURCHASING AND ACQUISITION
VENDOR RELATIONS

CHE
(LOCAL)

Contacting Board
Members

Restricted Contact
Period

Prohibited
Communications

Permissible
Communications

DATE ISSUED: 7/5/2018
LDU 2018.08
CHE(LOCAL)

PURCHASING AND ACQUISITION
VENDOR RELATIONS

CHE
(LOCAL)

Complaints Any person who is aggrieved in connection with a HUB program policy decision may file a complaint in accordance with GF(LOCAL).

Violations The following are violations subject to sanctions:

1. Falsely conceal or cover up a material fact or make any false, fictitious, or fraudulent statements, reports, or representations, or make use of any false writing, document, or electronic report knowing the same to contain any false, fictitious, or fraudulent statement.
2. Fraudulently obtain, retain or attempt to obtain, or aid another in fraudulently obtaining, retaining, or attempting to obtain certification status as a HUB.
3. Make false reports regarding payments made to subcontractors or sub-consultants.

Sanctions Any person who violates the provisions of this section shall be subject to the following sanctions and to the maximum penalties provided by law:

1. The District may bar, suspend, or deem nonresponsive in future District solicitations and contracts, for a period of up to five years, any bidder or proposer, or contractor or subcontractor following notice and an opportunity for a hearing in accordance with the protest procedures in this policy.
2. The District may, by contract, and where appropriate and lawful, impose an administrative penalty.
3. In addition to other f 3 Tr 4.588 0 Td ()Tj 0 Tr 0.281-29.24174 Td [(f)-4(hi)6(s

Request for
Proposal and Bid
Invitation

Policy and Instructions

Policy

Procurement of goods and services shall be made by the method that provides the best value for the District. This competitive solicitation is either an Invitation for Bids (IFB) or a Request for Proposals (RFP) advertised under Texas Education Code 44.031 and Austin Independent School District policies:

- CAA, Fiscal Management- Financial Ethics
- CH, Purchasing and Acquisition;
- CHE, Purchasing and Acquisition- Vendor Relations;
- CHF, Purchasing and Acquisition- Payment Procedures;
- CHG, Purchasing and Acquisition- Real Property and Improvements; and
- CHH, Purchasing and Acquisition- Financing Personal Property Purchases.

Individuals or entities considering whether to submit a bid or proposal are encouraged to review the entirety of these policies before www.austinisd.org in the Quicklinks box under Policy. Selected portions are re-stated here for emphasis.

Ethics

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DUH LQYROYHG LQ WKH 'LVWULFW\ V ILQDQFLDO WUDQVDFWLRQV
LQYROYLQJ WKH 'LVWULFW\ V (Local)DO UHVRXUFHV ' 3ROLF\ &\$\$

Contacting Board Members

39HQGRUV VKDOO QRW FRQWDFW %RDUG PHPEHUV LQGLYLGXDOO\

³7KH SXEOLF DQG DOO ELGGHUV VKDOO EH LQYLWHG WR DWWHQG WKH scheduled time for opening. Bi GV UHFHLYHG DIWHU WKH VSHFLILHG WLPH VKDOO (Local)

³3URSRVDOV UHFHLYHG DIWHU WKH VSHFLILHG WLPH VKDOO QRW EH FR specified, and the public and all proposers shall be invited to attend the proposal opening. Proposals may be withdrawn prior to the scheduled time of opening. Changes in the content of a proposal, and in prices, PD\ EH QHJRWLDWHG DIWHU SURSRVDOV DUH RSHQHG ` 3ROLF\ &+ /RFD

Factors

³,Q DZDUGLQJ D FRQWUDFW WKH 'LVWULFW VKDOO FRQVLGHU

1. Purchase price.
2. 7KH UHSXWDWLRQ RI WKH YHQGRU DQG RI WKH YHQGRU¶V JRRG
3. 7KH TXDOLW\ RI WKH YHQGRU¶V JRRGV RU VHUFLFHV
4. 7KH H[WHQW WR ZKLFK WKH JRRGV RU VHUFLFHV PHHW WKH 'LVWULFW
5. 7KH YHQGRU'S RELATIVES WITHIN THE DISTRICT.
6. The impact on the ability of the District to comply with laws relating to historically underutilized businesses.
7. The total long-term cost to the District to acquire the goods or services.
8. For a contract that is not for goods and services related to telecommunications and information services, building construction and maintenance, or instructional materials, whether the vendor or the ve QGRU¶V XOWLPDWH SDUHQW FRPSDQ\ RU PDMRULW\ RZQHUV in this state or employs at least 500 persons in this state.
9. Any other relevant factor specifically listed in the request for bids or proposals.

Education Code 44.031(b)

Recycled Products

³7KH 'LVWULFW VKDOO JLYH SUHIHUHQFH LQ SXUFKDVLRQ WR SURSURGXFWV PHHW DSSOLFDEOH VSHFLILFDWLRQV DV WR TXDQWLW\

Agricultural Products

³,I WKH FRVW DQG QALITIEDISTRICT shall give preference in purchasing to agricultural products, including textiles and other similar products that are produced, processed, or grown in 7H[DV ` 3ROLF\ &+ /HJD

Vegetation for Landscaping

³,I FRVW LV HTXDO DQG WKH TXDOLW\ LV QRW LQIHULRU WKH 'LVWULFW



Instructions

1. Read the entire contents of the solicitation and respond with a complete and accurate bid or proposal

NOTIFICATION OF CRIMINAL HISTORY OF CONTRACTOR

6WDWXWRU\ FLWDWLRQ LV IRXQG LQ WKH 7H[DV (GXFDWLR

6XEVHFWLRQ D \$ SHUVRQ RU EXVLQHVV HQWLW\ WKDW HQV
DGYDQFH QRWLFH WR WKH GLVWULFW LI WKH SHUVRQ RU DC
FRQYLFWHG RI D IHORQ\ 7KH QRWLFH V KUMS WLFH WLFH
FRQYLFWLRQ RI D IHORQ\

DEBARMENT, SUSPENSION AND INELIGIBILITY CERTIFICATION

Statutory citation is found in the U.S. Office of Management and Budget Circular A-102,
2 CFR 11 Part 215, and Federal Acquisition Regulation Subpart 9.4

)HGHUDO DJHQFLHV VWDWH DJHQFLHV DQG ORFDO JRYHUQ
'LVWULFW VKDOO VROLFLWWRRIHDUQGIUFRQVFRQWUURF WQWZLDWFKW
FRQWUDFWRUU RQO\ Grants and Cooperative Agreements with State and Local
Governments 6HFWLRQ G\$XVMTLXLJHWKDKOQQRW DZDUG D FRQWU
WRXDEFRQWUDFWRUUWZUWVWRU WKDW LV GHEDUUHG VXVSHQGHHG
GHFOLDLHOLHLEOH

³ & RQWUIDPFRU' PHDQV DQ\ LQGLYLGLHWRUFRQWUHUHQGHUHQWUHQ

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2IILFHV /RFDWHG LQ 7H|DV

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\$GGUHV V WR 0DLO 32V

Contact Information

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6DOHV &RQWDFW 3KRQH 1XPEHU

6DOHV 2IILFH (PDLO

+HDGTXDUWHUV 3KRQH 1XPEHU

(PDLO \$GGUHV V WR VHQG 32V WR

)D[1XPEHU WR VHQG 32V WR

:HEVLWH

Miscellaneous

'816 1XPEHU

'R\RX DFFHSW \$PHULFDQ (SEUHWGLW FDUG

&RRSHUDWLYH 3XUFKDV LQJ \$OOLDQFHV DQG 6WDWH &RQUDFWV L
FRQUDFW

\$XVWLQ ,6' &RQUDFW 3URFXUHQFH 6HUFLFHV

(NONCONSTRUCTION CONTRACTS)

TKLV ('* \$5 & HUWLILFDWLRQV DGGHQGXP ³ & \$QWUHQWLRU Ústirhdepe Datt \$do SDW R I
Austin

5LJKWV WR ,QYHQWLRQV 0DGH 8QGHU D &RQWUDFW RU \$JUHHPHQW ,I

U WKDW 'IXQGLQJ DJUHHPHQW μ WKH UHFLSLHQW RU VXEUHFLSLHQW P

\$JUHHPHQWV μ D

Pursuant to Federal Rule (F) above, when federal funds are expended by AustinSD Vendor certifies that during the term of an award for all contracts AustinSD resulting from this procurement process, Vendor agrees to comply with all applicable requirements as referenced in Federal Rule (F) above.

_____ Initials Authorized Representative of

3

Pursuant to Federal Rule (G) above, when federal funds are expended by AustinSD Vendor certifies that during the term of an award for all contracts AustinSD resulting from this procurement process, Vendor agrees to comply with all applicable requirements as referenced in Federal Rule (G) above.

_____ Initials Authorized Representative of

3

S 'HEDUPHQW DQG 6XVSHQVLRQ μ 6\$0 ([FOXVL

Pursuant to Federal Rule (H) above, when federal funds are expended by AustinSD Vendor certifies that during the term of an award for all contracts AustinSD

- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards exceeding \$100,000 in Federal funds at all appropriate tiers and that all subrecipients shall certify and disclose accordingly.

_____ Initials Authorized Representative of _____

³ Vendor agrees to comply with Section 6002 of the Federal Acquisition Regulation Act, as amended by the Resource Conservation and Recovery Act, where applicable.

Vendor agrees that the District of Columbia General any of their duly authorized representatives shall have access to any books, documents, records, files, e-mails, databases, spreadsheets, or other information for the purpose of conducting audits, interviews, and discussions relating to such documents.

____ Initials Authorized Representative of Vendor

Vendor agrees that all contracts it awards or subcontracts pursuant to the Contract with Austin SD shall be bound by the foregoing terms and conditions.

____ Initials Authorized Representative of Vendor

x Contract / Solicitation Number (if applicable): _____

x Contract / Solicitation Title (if applicable) _____

x General Description of Underlying Contract Covered Under this Addendum:

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