



# **Request for Proposals 19RFP113 Vertical System of Sustainable Partnerships**



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## I. INTRODUCTION

The Austin Independent School District (herein after referred to as “AISD” or the “District”) is seeking proposals from firms qualified and experienced in creating a vertical system of comprehensive, wraparound services for students, families and teachers using partners, Family Resource Centers, Parent Support Specialists and community members for the twelve campuses in the Reagan Early College High School Vertical Team.

## II. HISTORICALLY UNDERUTILIZED BUSINESS (HUB) PROGRAM REQUIREMENTS

**FUNDING:** The AISD HUB Program guidelines are not applicable for this solicitation due to grant funding source. Although this solicitation is exempted from the AISD HUB Program, the District still encourages the use of certified firms whenever possible in contracting.

## III. PROPOSAL FORMAT

### A. Preface

The Proposer shall provide an Executive Summary of two (2) pages or less, which gives in brief, concise terms, a summation of the proposal.

### B. Proposal

The vendor’s proposal itself shall be organized in the following format and informational sequence:

#### ***Section I Summary of Experience***

This section shall contain the full name and address of the Proposer submitting the proposal and a brief summary of the Proposer’s corporate experience and individual experience for personnel who will provide this product or service.

#### ***Section II - Scope of Service***

A description of services and capabilities as outlined in the Scope of Service and Performance Requirements sections of this RFP, in the order shown. Clearly state any exceptions taken to the specifications of this RFP, or any conditions of the proposal.

#### ***Section III - Financial Proposal***

This section shall contain a straightforward, concise delineation of the Proposer’s fees to satisfy the requirements of this RFP. It is the vendor’s responsibility to 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 should be provided). Each reference must contain the reference's name, 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 & flash drive only**; they can be excluded from additional requested copies.

Proposer shall execute the following required forms (located on our website: [Required Forms link](#)), and return the **signed original** with the proposal:

Bid Certification

Notification of Criminal History of Contractor

Debarment, Suspension and Ineligibility Certification

CTPA Adoption Clause

Interlocal Cooperative Agreement Clause

EDGAR Vendor Certification

Strategic Partner Profile

Software Vendor Certification Form (when applicable)

Conflict of Interest Questionnaire (CIQ). The CIQ is prepared by the Texas Ethics Commission, in compliance with House Bill 914, Chapter ,ested copies.

**V. COMPETITIVE SELECTION / EVALUATION**

A. This is a NEGOTIATED procurement and as such, award will not necessarily be made to the offeror submitting the lowest priced proposal. Award will be made to the firm submitting the best responsive proposal satisfying AISD's requirements, price and other factors considered.

B.









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