Request for Proposals
21RFP033
Career and Technical Education (CTE) Collaborative
Curriculum Instructional Services

Date	Event
September 1, 2020 September 8, 2020	Dates of public notice
September 9, 2020	Due date for questions by 5:00 pm Submit questions via e-mail to: anita.muscarella@austinisd.org In the e-mail subject line, type: Questions 21RFP033 CTE Collaborative
September 11, 2020	Questions and answers posted on Contract & Procurement website
TBD	AISD Board meeting for review/approval

Due to COVID-19 precautions and to prevent the spread of COVID-19, and in an effort to provide ongoing support

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I. INTRODUCTION

The Austin Independent School District (hereinafter referred to as “AISD” or the “district”) is seeking proposals from vendors qualified and experienced in providing high-quality, cost-effective high school Career and Technical Education (CTE) curricula which provide hands-on learning experiences for students and meet campus and teacher needs, including new resources created for remote/virtual learning. Programs should provide year-round teacher support along with professional learning for teachers. The project will support seamless, continuous, and consistent

CTE integrates core academic knowledge with technical and occupational knowledge to provide students with pathways to postsecondary education and careers. These career paths include occupations in the following career clusters:

- x Agricultural, Food, & Natural Resources
- x Architecture & Construction
- x Arts, A/V Technology & Communications
- x Business, Marketing, and Finance
- x Education & Training
- x Health Science
- x Hospitality and Tourism
- x Human Services
- x Information Technology
- x Law and Public Service
- x Manufacturing
- x Science, Technology, Engineering and Mathematics
- x Transportation, Distribution and Logistics

Each Bidder, by submitting its proposal, agrees that the proposal is subject to the Austin ISD Policies and Provisions and agrees to comply with those conditions. Acceptance of a proposal will occur only when a contract is executed. Any contract will incorporate the Austin ISD Policies and Provisions and Standard Terms and Conditions and no commitment exists until a contract is executed by both parties.

II. HISTORICALLY UNDERUTILIZED BUSINESS (HUB) PROGRAM REQUIREMENTS

The HUB Program promotes and strongly encourages the involvement and participation of Historically Underutilized Businesses in District-wide procurements. According to AISD policies CH (LOCAL) and CV (LOCAL), the HUB Program guidelines are not applicable for this type procurement.

III. VENDOR'S PROPOSAL FORMAT

A. Preface

The vendor 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 vendor submitting the proposal and a brief summary of the vendor's

A description of services and capabilities as outlined in the Scope of Service and Performance Requirements sections of the RFP.

Section III - Financial Proposal
Proposal will contain a detailed financial solution to satisfy the requirements of this RFP. It is the contractor's responsibility to specify all costs (i.e. administrative fees, processing fees, etc.) associated with providing the 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

Contractor shall execute the following required forms included in this RFP and return the signed original with the proposal via email:

- x Bid Certification
- x Notification of Criminal History of Contractor
- x Debarment, Suspension and Ineligibility Certification
- x EDGAR Vendor Certification
- x Strategic Partner Profile
- x Form W-9 Request for Taxpayer ID Number and Certification
- x Conflict of Interest Questionnaire (CIQ). The CIQ is prepared by the Texas Ethics Commission, in compliance with Chapter 176 of the

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Responsible

In order for a proposal to be responsible, the contractor

X

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 Provisions

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

Factors

³ , Q adZng a contract, the district shall consider:

1. Purchase price.
2. The reputation of the vendor and of the vendor ¶ goods and services.
3. The quality of the vendor ¶ goods or services.
4. The extent to which the goods or services meet the distri F W ¶ ds.
5. The vendor ¶ past relationship with 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 con

Commission (TEC) that includes a list of each interested party for the contract of which the contracting business entity is aware; and a written, unsworn declaration subscribed by the authorized agent of the contracting business entity as true under penalty of perjury that is in substantially the form set out in * R Y H U Q P H Q W & R G H H2252.908(c)(2)(B); 1 TAC & R G H

AUSTIN
Contract and
Procurement Services

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

Federal agencies, state agencies, and local governments, including the Austin Independent School District, shall solicit offers from, award contracts to, and consent to subcontracts with responsible contractors only. OMB Circular A-102, Grants and Cooperative Agreements with State and Local Governments, Section 1 (d), requires that Austin ISD shall not award a contract to a contractor, or consent to a subcontract with a contractor, that is debarred, suspended, proposed for debarment, or otherwise declared ineligible.

³ & R Q W U D F W R U ´ P H D Q V D Q \ J H Q H U D O \ L Q F O X G H V \ R X U R U D Q \ R I Z K R V H \ S U L Q F L S D O V V X E P L W V offers

EDGAR CERTIFICATIONS

ADDENDUM FOR CONTRACTS FUNDED BY U.S. FEDERAL GRANT

(NON-CONSTRUCTION CONTRACTS)

TKLV (

VI. CERTIFICATION OF ACCESS TO RECORDS 42 CFR § 200.336

Legal Business Name: _____

Tax ID Number: _____

Other Names the Business Uses (DBA, Subsidiaries): _____

County where you are registered: _____

What is your commodity_____

How does your business support public education? _____

Legal Status to do Business in Texas

Ownership: _____

Registered with the State Comptroller of Public Accounts: _____

Registered with the Secretary of State: _____

Historically Underutilized Business (HUB) Status (if applicable, attach certification)

Certification with whom: _____

Disadvantaged Business Enterprise (DBE) Certification: _____

Minority Owned: _____

Woman Owned: _____

Physical and Mailing Addresses

Corporate Headquarters: _____

Offices Located in Texas: _____

Address to send IFB (Invitation for Bid) and RFP (Request for Proposal)_____

_____

Total Number of Employees_____

Contact Information