

TEXAS



Request for Proposal

#43-HTS-0824

Houston Tutoring Services

Purchasing Department

2115 West Pike Blvd

Weslaco, TX 78596

solicitations@ideapublicschools.org

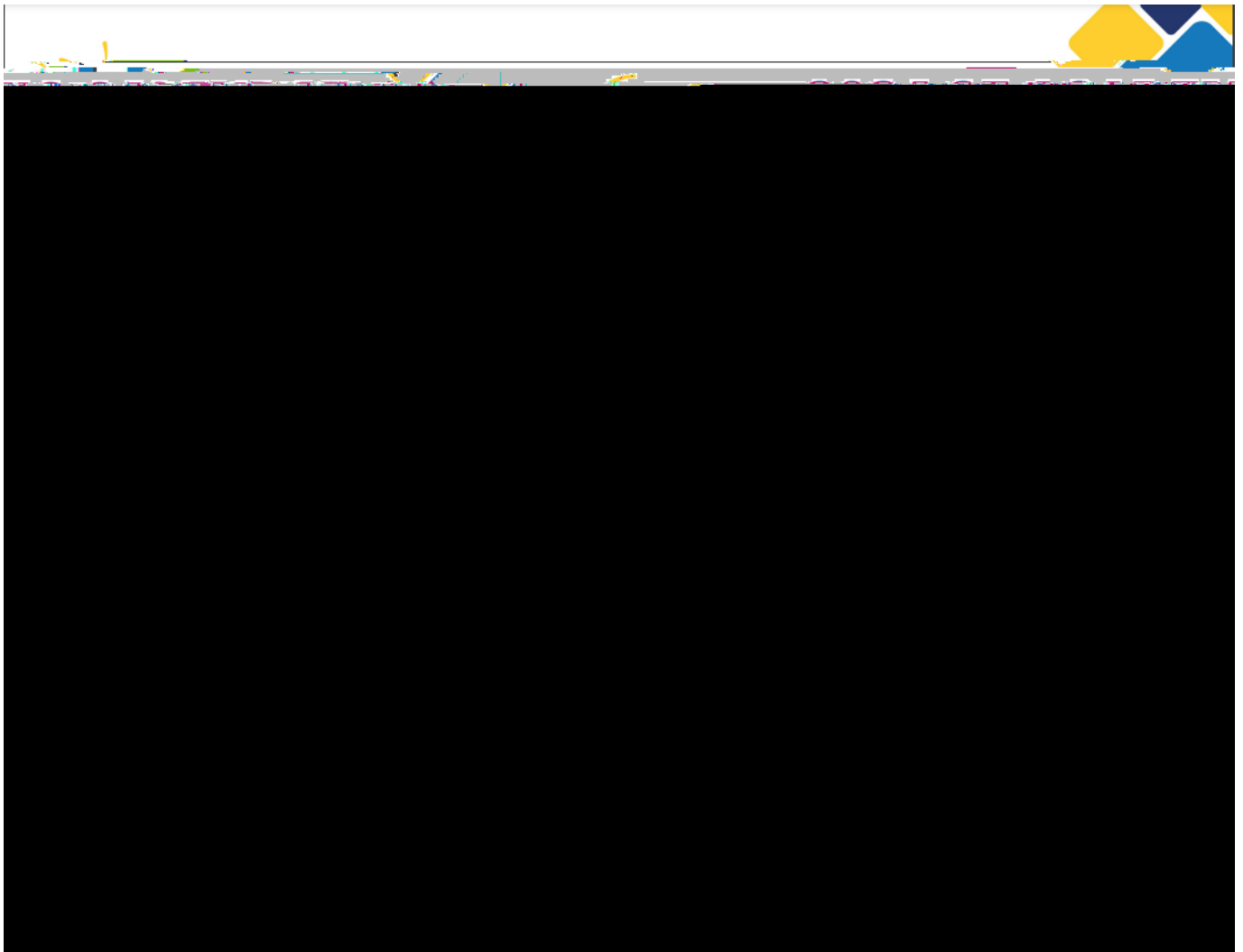
IDEA
P U B L I C S C H O O L S

Purpose of Request for Proposal (RFP): This Request for Proposal (RFP) is for

PART I – CURRENT CONDITIONS/BACKGROUND

Project Background:

- Lake Houston College Prep campus will have 6, 7, 8, 9, & 10 for 2025-2026 school year; 6, 7, 8, 9, 10, & 11



Contract Term: The Agreement(s) resulting from this RFP will be in effect as of a date established by mutual consent of IDEA and the selected Vendor. The initial term is expected to begin on or about August 1, 2024, for a period of one year. IDEA may choose to renew this contract for up to an additional two one-year periods. IDEA shall provide written notice to the selected Vendor(s) at least thirty (30) days in advance of expiration informing Vendor of IDEA's intent to renew, non-renew, amend the Agreement, or terminate. If the Vendor is unable to renew the contract, the Vendor shall provide IDEA with written notice

PART III – PROPOSAL SUBMISSION & REQUIREMENTS

Proposal Response Requirements: Proposals should be prepared in such a way as to demonstrate a straightforward, concise delineation of capabilities that satisfy the requirements of this RFP. To qualify for evaluation, a Proposal **must have been submitted on time** and **must materially satisfy all mandatory requirements** identified in this RFP. Respondents must follow the format instructions detailed below in preparing and submitting a Proposal. Each Respondent is responsible for ensuring that IDEA has the appropriate company name, authorized representative, and contact information on file for the purpose of receiving notices, changes, addenda, or other critical information relating to this RFP.

Required Proposal Format: To be considered, the Proposal must be prepared according to the following instructions and should include the following information and content. Failure to include these items may result in disqualification.

1. **Cover Page** Complete and insert

the Vendor

11. **Security Controls:** Vendor will store and process Student or Employee Data in accordance with industry best practices. This includes appropriate administrative, physical, and technical safeguards to secure Student or Employee Data from unauthorized access, disclosure, and use. Vendor will conduct periodic risk assessments and remediate any identified security vulnerabilities in a timely manner. Vendor will also have a written incident response plan, to include prompt notification of IDEA in the event of a security or privacy incident, as well as best practices for responding to a breach of PII. Vendor agrees to share its incident response plan upon request.

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PART VII – REQUIRED 0.002 6(p)-0. 0.769 rg13. Tw 1.222-6.6 (D)-1.9 (0 Dat)3.72-0. 0.769 rgu

Attachment A – Title Page

**A Proposal Submitted in Response to
IDEA's Request for Proposals
RFP #43-HTS-0824 for Houston Tutoring Services**

Submitted By:

(Full Legal Name of Vendor)

Vendor dba (if applicable): _____

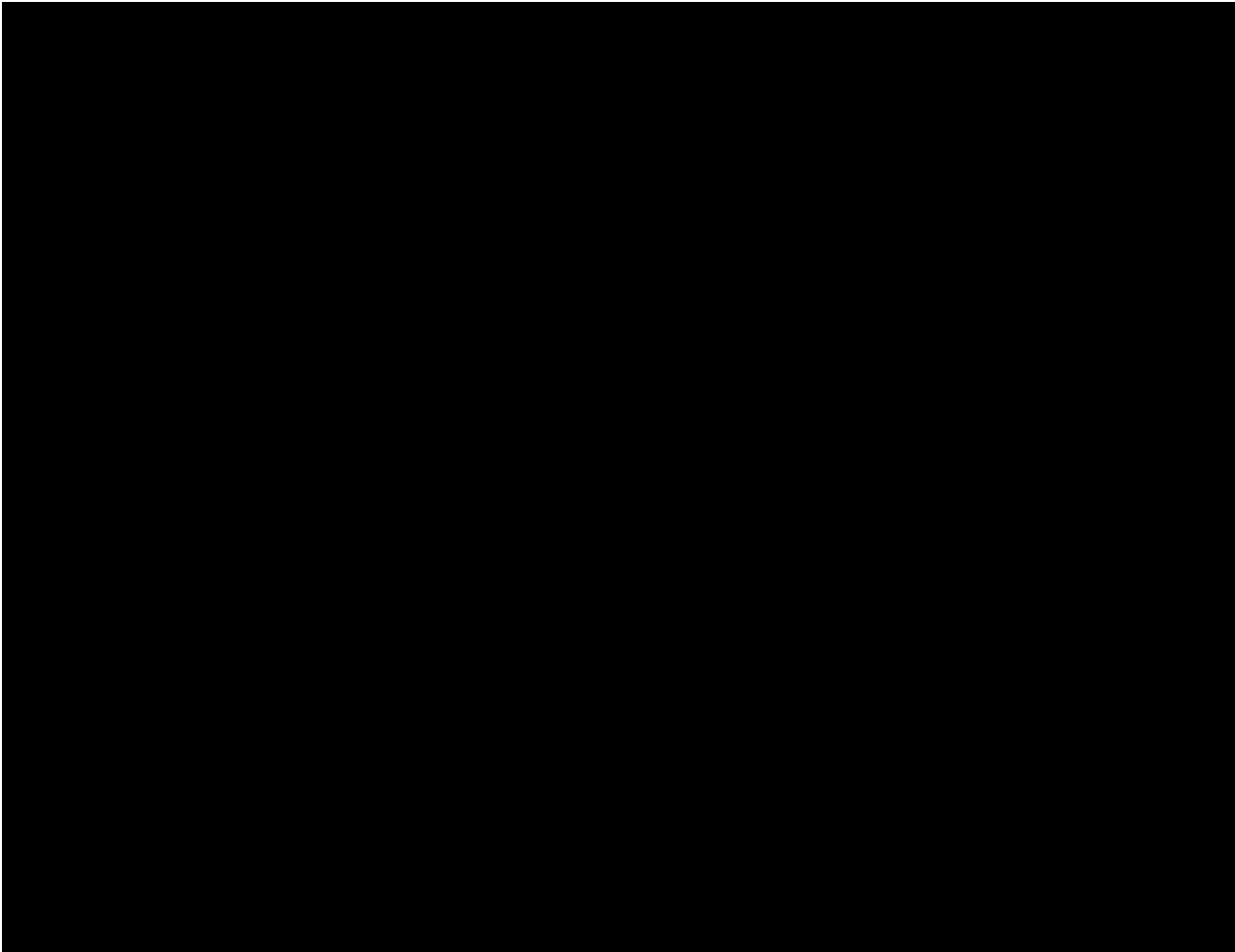
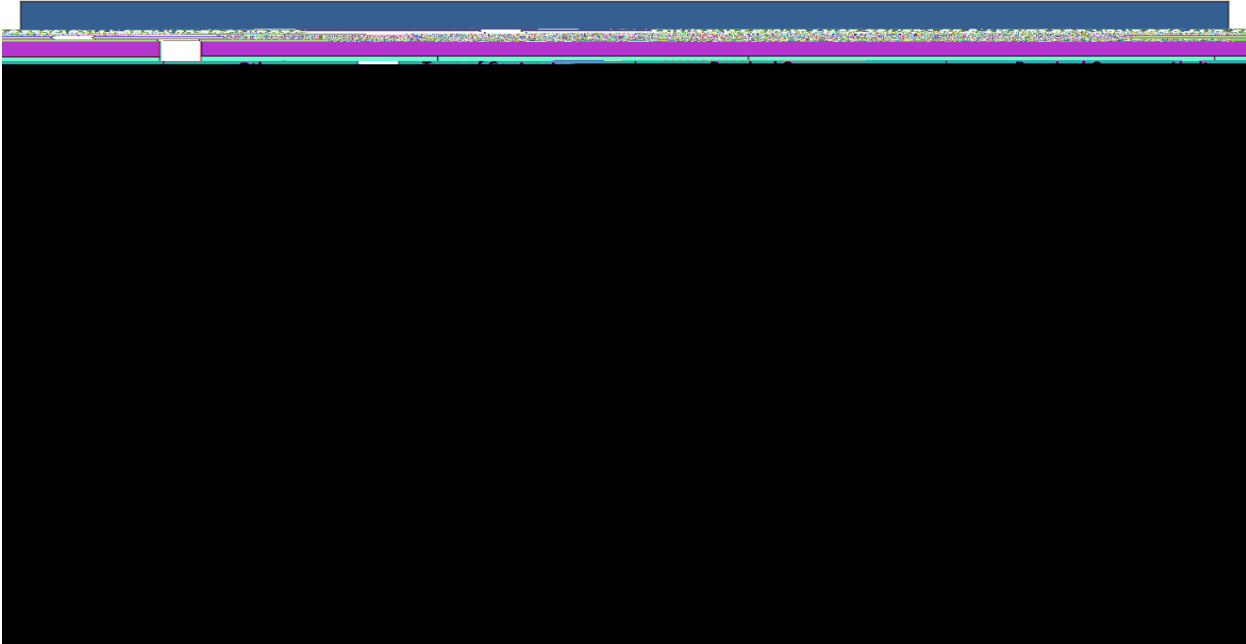
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Attachment B – Vendor Acknowledgement

The undersigned representative of the proposing organization indicated below hereby acknowledges and affirms that;

1. I am authorized to enter into a contractual relationship on behalf of the proposing organization indicated
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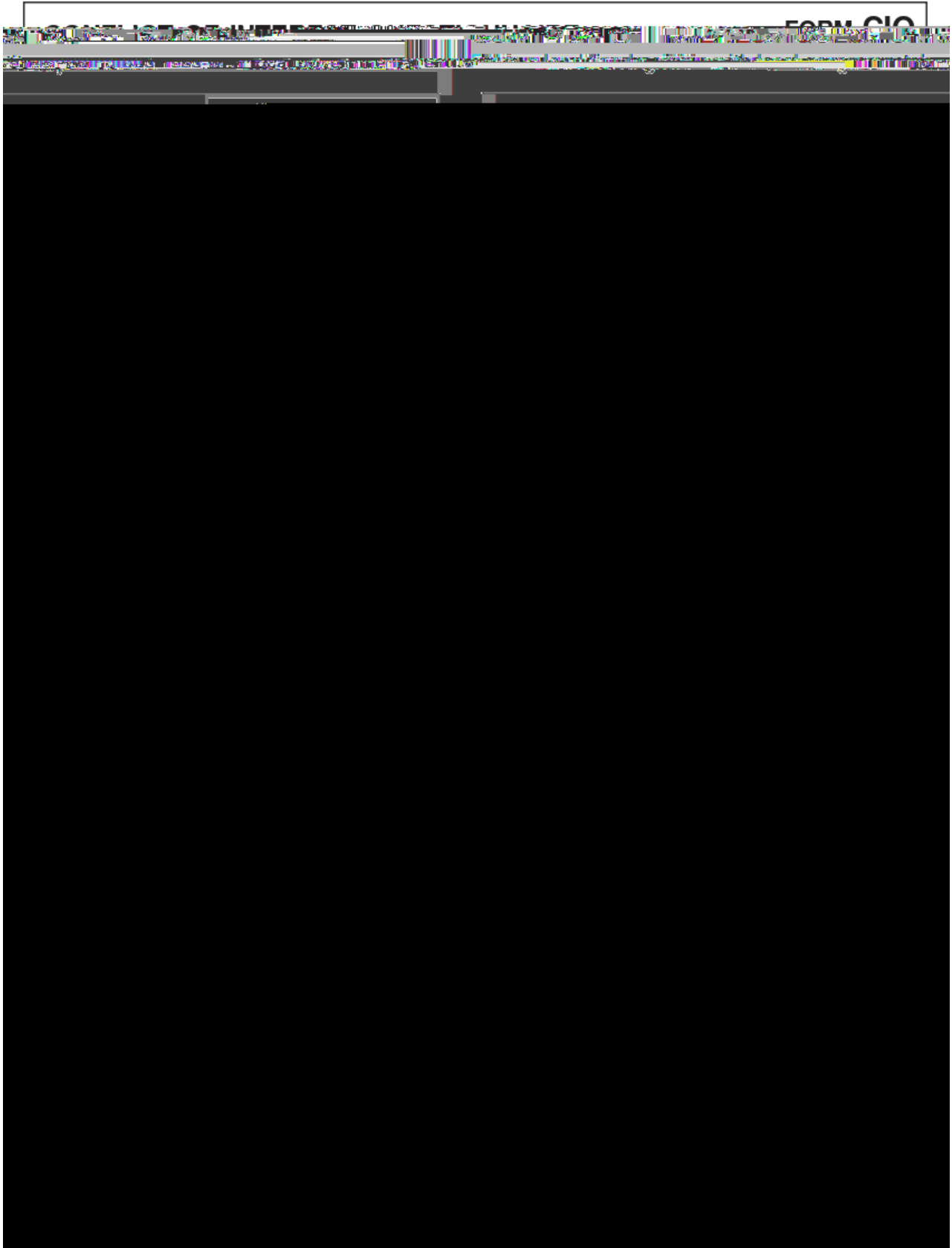
Attachment C – Evidence of Insurance



Attachment D – IDEA Conflict of Interest Form

By signature of this Proposal, Vendor covenants and affirms that:

- No manager, employee or paid consultant of Vendor is a member of the IDEA Board of Directors or an employee of IDEA.
- No manager or paid consultant of Vendor is married to a member of the IDEA Board of Directors, IDEA's Chief Executive Officer, or an employee of IDEA.
- No member of the IDEA B>BDC - (p7r.eW nB(E)-3-a(h)1.4 (m)0.7 Tw 1.18 0 Td(N)1.2 (o[eW (o)-3.csi61T4f)-1 (l)0



Attachment G – Certification Regarding Lobbying

Submission of this certification is a prerequisite for making or entering into this transaction and is imposed by section 1352, Title 31, U.S. Code. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Any person who fails to file the required certifications shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The undersigned certifies, to the best of his or her knowledge and belief, that:

Attachment H – Contract Provisions for Contracts Involving Federal Funds

With respect to the use of federal funds for the procurement of goods and services, 2 CFR 200.326 and Appendix II to 2 CFR 200 require the inclusion of the following contract provisions.

1. Remedies for Contract Breach or Violations. Contracts for more than the simplified acquisition threshold currently set at \$250,000 must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms and provide for such sanctions and penalties as appropriate.
2. Termination for Cause and Convenience. All contracts in excess of \$10,000 must address termination for cause and for convenience by IDEA including the manner by which it will be affected and the basis for settlement.
3. Equal Employment Opportunity. Except as otherwise provided under 41 CFR 60, all contracts that meet the definition of “federally assisted construction contract” in 41 CFR 60–1.3 must include the equal opportunity clause provided under 41 CFR 60–1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 CFR 1964–1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 CFR 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”
4. Davis-Bacon Act. Wer 0.6 95 (t)-2 A -gPW0.025(y)-1.6 PW0.025(y)-1.6 m(m)-57.2 (0.6 9)1 (R)-by F9nm3e.2 (1)-2.y1y1po1st

Attachment H – Contract Provisions for Contracts Involving Federal Funds (cont'd)

6. *Rights to Inventions Made Under a Contract or Agreement*. If the Federal award meets the definition of “funding

Attachment I – Reference Sheet

Please list a minimum of three (3) verifiable references of clients/organizations (governments, charter schools, or ISDs) that have used your services. Preferably the Respondent shall list references for any projects completed in the past 5 years that are similar to the scope of work in this Solicitation. If additional space is required, attach additional pages hereto. IDEA would prefer some of the references to be new customers in the last year, and Texas clients/organizations are preferred:

1. _____
Customer/Client School or Organization/Entity Name Dates of Contract

Street Address City State Zip

Contact Person Phone Number Email Address

Project Scope

2. _____
Customer/Client School or Organization/Entity Name Dates of Contract

Street Address City State Zip

Contact Person Phone Number Email Address

Project Scope

3. _____
Customer/Client School or Organization/Entity Name Dates of Contract

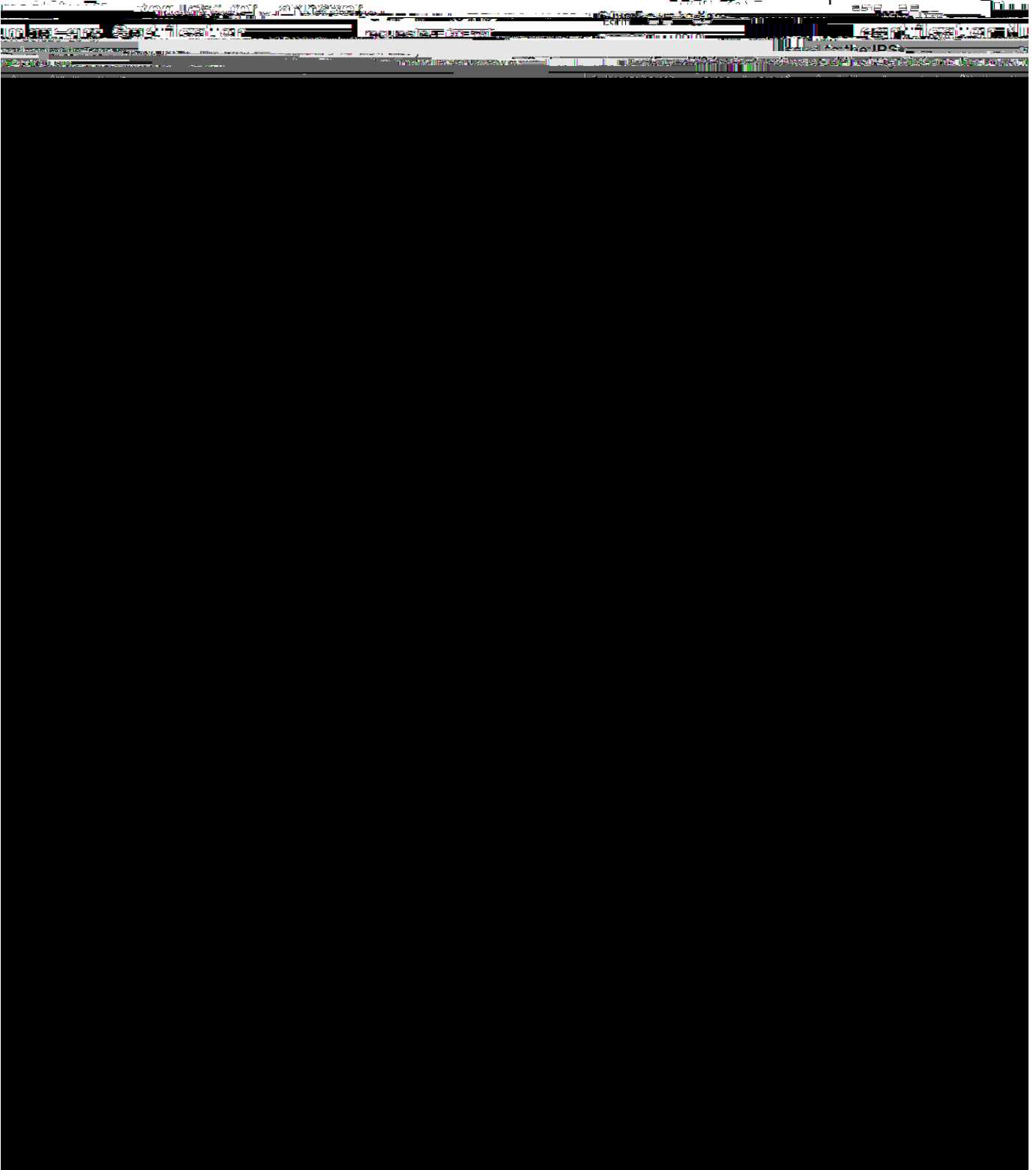
Street Address City State Zip

Contact Person Phone Number Email Address

Project Scope

Attachment L – IRS Form W-9

Respondent must fill out the W-9 and submit with its Proposal. The W-9 form and instructions can be obtained at the following link: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>



Attachment N – Testing Results

Respondent shall provide the testing results of previous tutoring services. Vendor provides comprehensive, independently verified data showing a significant increase in student testing scores across multiple schools or districts. The data includes before-and-after comparisons.

Attach the testing results here below or in a separate file.

Part IX: APPENDICES

The appendices included in this section contain information relevant to this RFP and to the preparation of a responsive Proposal.

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Part X: ADDENDA

Any interpretations, corrections, additions, or changes to this RFP will be communicated to Respondents by the issuance of an addendum. It is the responsibility of Respondent prior to submitting a Proposal to determine whether an addendum was issued by checking IDEA's website: <https://ideapublicschools.org/our-story/finance-budget/>. All Respondents shall comply with the requirements specified in any addendum.

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END OF IDEA PUBLIC SCHOOLS RFP