**Appendix A**

**Please place responses to Appendix A to TAB 5**

**QUESTIONNAIRE**

Responses to the questions in this section should be placed in the vendors proposal Section/Tab 5 as outlined in section I. PROPOSAL RESPONSE REQUIREMENTS

**SECTION I**

1. Individual or Company Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. City, State and Zip Code\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Telephone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. E-mail address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. Web address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. Are you a Minority/Women Owned Business (MWBE)? \_\_\_\_\_Yes; \_\_\_\_\_No
8. If so, are you MWBE certified? \_\_\_\_\_Yes; \_\_\_\_\_No
9. If you are MWBE certified, who issued your certification?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Attach a copy of your certification as the last page of Appendix A in your proposal.

section II

SCOPE OF WORK AND SPECIFIC CONDITIONS

2.1 SCOPE OF WORK: At minimum, the District is seeking the following goods and/or services to be provided by the Supplier(s): Provide student learning experiences to extend the curriculum or enrich student development through various activities ( during various out of school times and/or during the day) to include activity sessions, student internships, demonstrations, and other methods to increase students' academic achievement, behavior, knowledge and skill to include areas outlined in Appendix A.

**Provide answers in response boxes and submit in binder in Tab 5 as outlined in Section 1: Proposal Response Requirements). Include any samples in Tab 5.**

Provider agrees to provide to HISD:

1. Demonstrated track record of providing enrichment services in schools to accelerate student achievement. (S*ee Sec. III. ATTACHMENTS: Form A - Company Information and APPENDIX A: QUESTIONNAIRE*)
2. Provide enrichment services during the school day, before school, after school, and out-of-school time.

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| Explain when enrichment services will be provided. |

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| Explain or list subject areas and/or enrichment services to be provided. |

1. Provide skilled, qualified and experienced personnel (including Texas public school background check).

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| Explain qualifications and experience of personnel. |

1. Provide information how individuals providing enrichment services are selected, trained, and supported.

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| Explain how staff (providing services) is selected. |

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| Explain how staff (providing services) is trained. |

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| Explain how staff (providing services) is supported during this contract period. |

1. Describe delivery models in which enrichment service providers are able to work with students.

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| Describe delivery models to address student groups. |

1. Work with schools to schedule sessions.

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| Explain how you would work with schools to schedule sessions. |

1. Conduct quality assurance monitoring and campus visits.

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| Explain how services/instruction will be monitored. |

1. Provide supplies to facilitate enrichment program.

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| Explain what supplies will be provided to facilitate the enrichment program. |

1. Establish how supplies will be provided to facilitate the enrichment program

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| Explain how supplies will be provided to facilitate the enrichment program, |

1. Ensure program alignment to HISD TEKS-aligned district curriculum.

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| Explain how your program aligns to HISD’s district curriculum and TEKS. |

1. Track and communicate student attendance and participation to school principal or designee.

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| Describe process of tracking and communicating student attendance and participation to school administrator(s). |

1. Provide parents with information on the student’s progress mid-point and at the end of the enrichment session in an understandable and uniform format, including alternative formats upon request, and to the extent practicable, in a language that the parents can understand; provided, however the communication in English and Spanish shall always be “practicable”.

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| Explain your process for reporting student progress to parents. |

1. Willingness to provide a showcase of students’ acquired talent or skill at the end of the enrichment session.

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| Describe possible showcase activities. |

**At the end of each statement below, you must** provide **your** **initials acknowledging agreement to the required Scope of Work.**

1. Participate in school or district level training when deemed necessary by administrator or district level officials. \_\_\_\_\_\_
2. Provide 24 hour notice to school or district administrator, if enrichment staff will be absent. \_\_\_\_\_\_\_
3. Arrive on time and remain on duty for the scheduled time. \_\_\_\_\_\_\_
4. Maintain and provide enrichment program data for a period of up to five years.\_\_\_\_\_\_\_
5. Respond to the District’s electronic notification of any matters within three (3) business days (i.e., updated student rosters and request for reports and the like). \_\_\_\_\_\_\_
6. Should a student drop from the program prior to program completion, HISD has the option to replace that student with a different student for the remainder of the scheduled sessions. \_\_\_\_\_\_\_\_
7. No disclosure of the identity of any student who is eligible for, or receiving, enrichment services without the prior written permission of the student’s parent(s). \_\_\_\_\_\_\_\_\_
8. Provide skilled, qualified and experienced personnel (**including Texas public school background check**). \_\_\_

Supplier shall furnish all resources necessary to provide services: During the school day, before school, after school, and / or during other out of school times- District Wide- in Accordance with the Scope of Services:

**Select the Enrichment Topic(s):**

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| --- | --- | --- | --- |
| **Content**  **Category** | **Specific**  **Content** | **Grade Level**  **Levels**: Elementary School - ES, Middle School – MS, High School- HS | **Check all that Apply** |
| Angler Education |  | MS/HS |  |
| Auto Mechanic Training |  | HS |  |
| Broadcasting |  | ES, MS, HS |  |
| Character Education |  | ES, MS, HS |  |
| Cheerleading |  | ES, MS, HS |  |
| Circus Arts |  | ES, MS, HS |  |
| Civic Engagement |  | ES, MS, HS |  |
| College and Career Readiness | | ES, MS, HS |  |
| Computer | Coding | ES, MS, HS |  |
| Computer | Design | ES, MS, HS |  |
| Computer | Gaming | ES, MS, HS |  |
| Cosmetology |  | MS, HS |  |
| Creative Writing |  | ES, MS, HS |  |
| Culinary Arts |  | ES, MS, HS |  |
| Design | Costume Design | MS, HS |  |
| Design | Fashion Design | MS, HS |  |
| Design | Graphic Design | MS, HS |  |
| Design | Interior Design | MS, HS |  |
| Design | Jewelry Design & Making | MS, HS |  |
| DJ Science |  | ES, MS, HS |  |
| Driver's Education |  | HS |  |
| Etiquette |  | ES, MS, HS |  |
| Financial Literacy |  | HS |  |
| Fine Arts | Ballet Dance | ES, MS, HS |  |
| Fine Arts | Ballroom Dance | ES, MS, HS |  |
| Fine Arts | Choir | ES, MS, HS |  |
| Fine Arts | Cinematography | ES, MS, HS |  |
| Fine Arts | Contemporary Dance | ES, MS, HS |  |
| Fine Arts | Creative Dance | ES, MS, HS |  |
| Fine Arts | Drawing | ES, MS, HS |  |
| Fine Arts | Folkloric Dance | ES, MS, HS |  |
| Fine Arts | Hip-Hop Dance | ES, MS, HS |  |
| Fine Arts | Latin Dance | ES, MS, HS |  |
| Fine Arts | Line Dance | ES, MS, HS |  |
| Fine Arts | Mural Art | ES, MS, HS |  |
| Fine Arts | Painting | ES, MS, HS |  |
| Fine Arts | Photography | ES, MS, HS |  |
| Fine Arts | Sculpting | ES, MS, HS |  |
| Fine Arts | Square Dance | ES, MS, HS |  |
| Fine Arts | Step Dance | ES, MS, HS |  |
| Fine Arts | Tap Dance | ES, MS, HS |  |
| Fine Arts | Theatre Arts | ES, MS, HS |  |
| Fine Arts | Two-Step Dance | ES, MS, HS |  |
| First Aid Certification |  | MS, HS |  |
| Foreign Language | Arabic | ES, MS, HS |  |
| Foreign Language | Chinese | ES, MS, HS |  |
| Foreign Language | Sign Language | ES, MS, HS |  |
| Foreign Language | Spanish | ES, MS, HS |  |
| Foreign Language | Urdu | ES, MS, HS |  |
| Foreign Language | Vietnamese | ES, MS, HS |  |
| Gardening |  | ES, MS, HS |  |
| Hands-on Science Enrichment | | ES, MS, HS |  |
| Homework Assistance |  | ES, MS, HS |  |
| Internships |  | HS |  |
| Journalism |  | ES, MS, HS |  |
| Leadership Development |  | ES, MS, HS |  |
| Lifeguard Certification |  | HS |  |
| Martial Arts |  | ES, MS, HS |  |
| Mentoring |  | ES, MS, HS |  |
| Modeling |  | ES, MS, HS |  |
| Musical Instruments | Drum-line | ES, MS, HS |  |
| Musical Instruments | Keyboard | ES, MS, HS |  |
| Musical Instruments | Mariachi | ES, MS, HS |  |
| Musical Instruments | Piano | ES, MS, HS |  |
| Musical Instruments | String instruments | ES, MS, HS |  |
| Musical Instruments | Wind instruments | ES, MS, HS |  |
| Puppetry |  | ES, MS |  |
| Reading/Writing Lab |  | ES, MS, HS |  |
| Robotics |  | ES, MS, HS |  |
| Rock Climbing Wall |  | ES, MS, HS |  |
| SAT/ ACT Preparation |  | MS, HS |  |
| Scrapbooking |  | ES, MS, HS |  |
| Sports Activities | Archery | MS, HS |  |
| Sports Activities | Badminton | ES, MS, HS |  |
| Sports Activities | Baseball | HS |  |
| Sports Activities | Basketball | ES, MS, HS |  |
| Sports Activities | Fencing | MS, HS |  |
| Sports Activities | Football | ES, MS, HS |  |
| Sports Activities | Golf | ES, MS, HS |  |
| Sports Activities | Gymnastics | ES, MS, HS |  |
| Sports Activities | Kickball | ES, MS, HS |  |
| Sports Activities | Ping Pong | ES, MS, HS |  |
| Sports Activities | Rugby | ES, MS, HS |  |
| Sports Activities | Soccer | ES, MS, HS |  |
| Sports Activities | Softball | ES, MS, HS |  |
| Sports Activities | Swimming | ES, MS, HS |  |
| Sports Activities | Tee-ball | ES, MS, HS |  |
| Sports Activities | Tennis | ES, MS, HS |  |
| Sports Activities | Track & Field | ES, MS, HS |  |
| Sports Activities | Tumbling | ES, MS, HS |  |
| Sports Activities | Volleyball | ES, MS, HS |  |
| Sports Activities | Weight Training | ES, MS, HS |  |
| Strategic Games |  | ES, MS, HS |  |
| STEAM |  | ES, MS, HS |  |
| STEM |  | ES, MS, HS |  |
| Storytelling |  | ES, MS, HS |  |
| Textiles | Crocheting | ES, MS, HS |  |
| Textiles | Knitting | ES, MS, HS |  |
| Textiles | Quilting | ES, MS, HS |  |
| Textiles | Sewing | ES, MS, HS |  |
| Woodshop/ Woodwork |  | MS, HS |  |
| Yearbook |  | ES, MS, HS |  |
| Yoga |  | ES, MS, HS |  |

What resources would you have the school or organization provide, if applicable?

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