



REQUEST FOR PROPOSALS

RFP # 18-01-06

Fine Arts Materials and Services

PART II

The Houston Independent School District (“HISD” and/or the “District”) is soliciting proposals for an ***Fine Arts Materials and Services*** as more fully set out in this Request for Proposals (“RFP”). One (1) hard copy original of the proposal, one (1) hard copy duplicate of the original, and two (2) USB drives of the proposal must be submitted in accordance with the instructions set out herein to:

Houston Independent School District
Board Services - Room 1C03
Attn: OKina Alford - Procurement Services
RFP / 18-01-06 Fine Arts Materials and Services
4400 West 18th Street
Houston, TX 77092

The following schedule and timelines apply to this RFP. The following timelines are subject to change at the District’s discretion:

Timeline	
Release RFP	February 23, 2018
Pre-Proposal Conference	Thursday, March 8, 2018 at 11:00 AM at Hattie Mae White Educational Support Center, 4400 West 18th Street, Houston, Texas 77092 in conference room 2E26.
Last date for questions	April 11, 2018 at 5pm CST
RFP Due	Wednesday, April 25, 2018 at 10:00a.m.
Evaluation Period	April 26, 2018 to May 4, 2018 (Subject to change)
Selected Proposal(s) Approved	Next regularly scheduled Board meeting after selection (Subject to Change)

Each set of the proposal must be submitted in a binder. The original proposal must be labeled “ORIGINAL” and contain original signatures. The copies of the original must be labeled “COPY.” Response submission must be delivered in a sealed folder or container (i.e. envelope, box, or bin). If documents are submitted in an unsealed container or folder, the District is not responsible for any unsealed/unlabeled documents and materials.

Each binder and any container for the binder(s) must be labeled on the outside with the Proposer's name, address, the RFP number and the RFP name. Each USB drive must be labeled with the RFP number and the vendor name.

Proposals will be received at the above address until April 25, 2018, 10:00 AM Central Standard Time . A pre-proposal conference will be held in conjunction with the RFP on March 8, 2018 at 11:00 AM at Hattie Mae White Educational Support Center, 4400 West 18th Street, Houston, Texas 77092 in conference room 2E26. Submitting proposals prior to the pre-proposal conference is not recommended, and such proposals may be rejected by HISD. A more detailed timeline is set out in the Instructions, Submission Requirements and Procedures section of the RFP. Proposals will be reviewed as received in a manner that avoids disclosure to competing proposals. Contents of proposals will remain confidential during the negotiations period. Only the project [RFP] number and the identity of the Proposer(s) submitting the proposal will be made available to the public before award of the RFP.

Faxed or emailed proposals will not be accepted. Proposals must be submitted in sufficient time to be received and time-stamped at the above location on or before the proposal due date and time. HISD will not be responsible for proposals delivered late by the United States Postal Service, or any other delivery or courier services. Proposals received after the Proposal due date and time will not be considered. All proposals must remain open for one hundred twenty (120) days from the proposal due date pending acceptance by HISD.

The designated Sourcing Specialist during the proposal process shall be OKina Alford, Procurement Services, 4400 West 18th Street, Houston, Texas 77092, okina.alford@gmail.com. All communications pertaining to the RFP shall be addressed in writing to the Sourcing Specialist, as indicated in the next paragraph.

Questions concerning the RFP will be answered only if sent to the Procurement Services Department, in writing via email to okina.alford@houstonisd.org not later than 5:00 PM Central Standard Time April 11, 2018. All questions submitted in writing to the Sourcing Specialist prior to the deadline will be answered in the form of addenda. All addenda will be posted on the HISD Procurement website.

The General Terms and Conditions for Requests for Proposals governs this RFP and any contract(s) awarded under this RFP. This document can be downloaded and printed via HISD Procurement Services website or requested in hard copy format via email to Sourcing Specialist, OKina Alford at okina.alford@houstonisd.org. HISD will be entitled to assume that by submitting a Proposal, all Proposers have reviewed and consented to all provisions of the General Terms and Conditions.

The District will award this RFP to one or more supplier(s) based upon the evaluation of all proposals received. More details regarding the evaluation of proposals are included in Section II below.

Cymel Abdul-Razzaq

2/26/2018

Cymel Abdul-Razzaq , CPPO, Interim General Manager

Date

SECTION I:

PROPOSAL RESPONSE REQUIREMENTS

The Proposal shall be submitted in a binder with tabs as set forth below:

Title Page

Show the RFP subject, the name of the Proposer's firm, address, telephone number, name of contact person, and date.

- **Tab 1 – Table of Contents**

Clearly identify the materials by sections and page numbers

- **Tab 2 – Proposal Submission Forms**

Complete and return Forms A through M set forth in Part III of this RFP. The set of forms submitted in the proposal marked "ORIGINAL" requires original manual signatures. Copies of the forms bearing original signatures should be included in each additional proposal.

The forms provided in Part III should be submitted in the following order:

1. FORM A: Supplier Information (CHE (Local) Questionnaire)
2. FORM B: MWBE Instructions and Participation Report
3. FORM C: Reference Survey Instructions (Not Applicable)
4. FORM D: Reference Survey (Not Applicable)
5. FORM E: General Certifications
6. FORM F: Price Schedule
7. FORM G: EDGAR Certifications
8. FORM H: Exception Forms
9. FORM I: Conflict of Interest Instructions and form CIQ
10. FORM J: Instructions for Completion of Disclosure of Interested Persons Certification (HB 1295)
11. FORM K: IRS Form W-9
12. FORM L: Certificate of Insurance (Acord Form) or a letter from its insurance provider stating that Proposer can provide the levels of insurance required in this RFP.
13. FORM M: Acknowledgement Form
14. FORM N: Master Service Agreement (MSA) (Not Applicable)
15. FORM O: CRIMINAL HISTORY BACKGROUND CHECK CERTIFICATION
16. Appendix A: Supplier Survey Questions
17. Appendix B: Scope of Work and Specific Conditions Response

- **Tab 3 – Profile of the Proposer**

- a. Indicate the key people in your organization assigned with a hierarchy chart to provide this service to the District and their level of experience and qualifications and the percentage of their time that will be dedicated to this project.
- b. Provide a list of the Proposer's current top two clients and discuss services your organization has provided and/or performed for each client.

- **Tab 4 – Scope Section**

Clearly describe the scope of the goods and /or services to be provided based upon the information in the Section II, Scope of Work.

- **Tab 5 – Questionnaire Response**

Respond to Appendix A and Appendix B.

- **Tab 6 – Invoice Procedure**

- a. Describe the proposer’s invoicing procedures.
- b. Include documentation identifying all of the Proposer’s fees.
- c. Payment terms. The District’s standard payment terms are 30 days after invoice is received. State any payment discounts that your company offers, i.e., 2% 10 days – net 30; or 5% 7 days – net 30.

- **Tab 7 – Price**

Any and all pricing information, including any alternate pricing proposals that may be acceptable for some projects. Include a hard copy of Form F (Price Schedule) in this section, if applicable.

- **Tab 8 – Addenda**

Insert all addenda under this section.

- **Tab 9 – Criminal Background Check Certification**

Insert one of the certifications that applies to your company:

- a. Criminal History Background Check Certification - **With direct contact with Students**
- b. Criminal History Background Check Certification – **No direct contact with students**

(The supplier’s proposal will be considered non-responsive if the supplier fails to submit one of these certifications at the moment of submitting said proposal)

SECTION II: SCOPE OF WORK

2.1 SCOPE OF WORK:

At a minimum, the scope of goods/services required by the successful firm(s) shall consist of the following: Houston ISD is seeking proposals from qualified individuals or firms for Fine Arts Materials and Services.

Responses and vendor information related to scope outlined in this section should be placed in the supplier proposal **Section/Tab 4** as outlined in Section I: PROPOSAL RESPONSE REQUIREMENTS.

Refer also to questions in APPENDIX A to complete. Responses to APPENDIX A should be placed in the supplier proposal **Section/Tab 5** as outlined in Section I: PROPOSAL RESPONSE REQUIREMENTS.

The District intends to award this bid to a single or multiple supplier(s) selected to provide the “best value” to HISD per Section 2.5, Evaluation Factors.

It is the intention of the Houston Independent School District (HISD) to establish one or more contracts to provide materials, software, professional development for Dance, Instrumental Music, General Music, Vocal Music, Piano, and Visual Art Educators, Campus/District Administrators, and services to align with the district’s Fine Arts initiatives. These efforts are to ensure every student in HISD has access to the Fine Arts and HISD students are prepared for post-secondary success. The related contracts are for materials, services and support of Fine Arts programming and instruction. In the 4 areas of: **Interdisciplinary and TEKS-based instructional support** which include but not limited to Literacy anchor charts and STEAM materials, **consumables** which include but not limited to all media for painting, dance/theatre makeup and costuming, music instrument maintenance and upkeep supplies, sheet music, and all media for printmaking, **non-consumable** which include but not limited to fine art room furniture and storage, music instruments, vinyl portable dance floors, theatrical sets, stage curtains/rigging, stage lighting, audio visual equipment, electronic tuners/metronomes, **services** which include but not limited to yearly kiln service, instrument repair/tunings, stage lighting repair, stage rigging maintenance, audio visual recording, music arrangers, marching band show design and visiting teaching artists, these 4 areas are for Visual Arts Pre-K-12 instruction. This solicitation is intended to support HISD’s goal of ensuring that every district student becomes a “global graduate” and is fully equipped for successful, productive, and meaningful college and career options after graduation - [HISD Global Graduate profile](#).

This RFP captures the district’s Fine Arts needs that would be comprised of five major bucket areas. Suppliers may apply to one or more areas (Market Basket). A supplier will not be disqualified if he/she does not bid on all five (5) Market Baskets.

2.1.1	Dance
2.1.2	Instrumental Music
2.1.3	General Music, Vocal Music and Piano
2.1.4	Visual Art
2.1.5	Theatre
2.1.6	Research and Evaluation

For each requirement below, suppliers must briefly describe how their product satisfies the stated requirement in Tab 4: Scope Section. Proposers may attach supporting documents in Tab 4: Scope Section. All Proposers must also complete Appendix A: Company Product Questionnaire for the appropriate Market Baskets and place in Tab **If a requirement does not apply to a product, then a Proposer should indicate “N/A” and state the reason.**

2.1.1 MARKET BASKET NUMBER 1

DANCE

2.1.1a Interdisciplinary and TEKS-based instructional support

- Literacy support and integration materials
- STEAM integration materials
- History/Social Studies integration materials
- Fine arts integration materials
- Early childhood hands-on materials
- Software
- New & used textbooks
- Dance journals
- Online editions subscriptions

2.1.1b Consumables

- Dance costumes for everyday classes
- Dance costumes for performances
- Dance costumes for competitions
- Makeup for dancers
- Dance accessories
- Dance shoes
- Instructional dance props

- Performance dance props
- Writable CD's and DVD's
- Flash drives for storing music
- Music editing software
- Teacher reference books
- Student library books
- eBooks
- Periodicals/e-News/Journals/online editions subscriptions
- Classroom posters
- Storage bins

2.1.1c Non-Consumable

- Vinyl portable dance floor
- Portable glassless mirrors
- Wall-mounted glass mirrors
- Wall-mounted ballet barres
- Portable ballet barres
- Wall-mounted sound system
- Portable sound system
- Audio/video projection system
- Technology equipment which include but not limited to desktops, laptops, iPods, and supporting software

2.1.1d Services

- Professional Development
- Training for campus and central office staff on topics such as dance techniques and instruction, curriculum, interdisciplinary instruction, adaptive dance instruction, technology application and classroom, performance and competition safety

IN ALL PROFESSIONAL DEVELOPMENT, THE FOLLOWING SHOULD BE ALIGNED, AS APPLICABLE:

- Professional development should support HISD Vision and Mission.
- Professional Development should develop teacher (<http://www.houstonisd.org/teacherprofile>) and leader (<http://www.houstonisd.org/leaderprofile>) competencies aligned to developing skills needed to be effective in supporting the HISD Global Graduate profile.
- Professional development should be designed to address the needs of adult learners.

2.1.2 MARKET BASKET NUMBER 2
INSTRUMENTAL MUSIC

2.1.2a Interdisciplinary and TEKS-based instructional support

- Core Foundation Integration Materials
- STEAM Integration Materials
- Fine Arts Integration Materials
- College & career readiness
- Curriculum (sheet music, music books, teacher resources, posters, AP Materials)
- Books (New/Used books, Textbooks)
- Music Journals/Periodicals/Online editions subscriptions
- Musical Supplemental Aids

2.1.2b Consumables

- Awards (Trophies, certificates, patches, pins)
- Instrument Accessories (cases, mouthpieces, reeds, bows, rosin, et al.)
- Uniforms and Uniform Accessories (garment/storage bags, duffle bags, et al.)
- Technology-Hardware (hand held tuners, handheld metronomes, music scanners et al.)
- Technology-Software (apps, music editing software, composition software, drill software, et al.)
- Adaptive tools for Special Needs Students
- Audio/Visual Supplies

2.1.2c Non-Consumable

- Music Room Furniture (stands, chairs, risers, podiums, storage cabinets, instrument storage, music storage, music work stations, staffed white boards, acoustical paneling, installed practice rooms units, et al.)
- Performance/Staging Furniture and Equipment (Acoustical Shells, risers, podiums. et al.)
- Storage Racks and Systems (Uniform/Instrument/Music)
- Audio/Visual Equipment
- Technology-Hardware Large tuners, Large metronomes, music scanners et al.)
- Musical instruments (New, Used, refurbished)

2.1.2d Services

- Instrument Tuning, Repair and Maintenance-Acoustic
- Instrument Repair and Maintenance-Electronic
- Equipment Repair and Maintenance-Mechanical, Electronic, Technological
- Marching Band Field Services (drill writing, field striping)
- Uniform Tailoring and Dry Cleaning

- Audio/Video Technology Installation and Maintenance
- Audio/Video Engineering
- Acoustics-design, adjustments, sound proofing
- Orchestra Pit designers and builders
- Instrument recycling
- Photography
- Professional Development

IN ALL PROFESSIONAL DEVELOPMENT, THE FOLLOWING SHOULD BE ALIGNED, AS APPLICABLE:

- Professional development should support HISD Vision and Mission.
- Professional Development should develop teacher (<http://www.houstonisd.org/teacherprofile>) and leader (<http://www.houstonisd.org/leaderprofile>) competencies aligned to developing skills needed to be effective in supporting the HISD Global Graduate profile.
- Professional development should be designed to address the needs of adult learners.

2.1.3 MARKET BASKET NUMBER 3
GENERAL MUSIC, VOCAL MUSIC AND PIANO

2.1.3a Interdisciplinary and TEKS-based instructional support

- Literacy Support and Integration Materials
- STEAM Integration Materials
- History/Social Studies Integration Materials
- Fine Arts Integration Materials
- Early childhood Hands-on Materials
- Software
- Mobile Device Application
- Advancement Placement (AP) materials with the primary purpose of assessing student growth and mastery of concepts and skills, and college & career readiness.
- New & Used Textbooks
- New & Used Textbooks for college level courses (AP)
- Music Journals/ Periodicals/ Online editions subscriptions
- Musical Supplemental Aids
- Sheet Music
- Instructional Musical Instruments

2.1.3b Consumables

- Teacher Reference Books
- Student Library Books
- Performance Attire
- E-books
- Audiobooks
- Periodicals
- Writable CD's and DVD's
- Flash drives for storing music
- Music editing software
- Classroom Posters
- Classroom Procedural Materials
- AP Music Materials
- Paper
- Adaptive tools for Special Needs Students
- Costuming Supplies
- Makeup Supplies

2.1.3c Non-Consumable

- Music Room Furniture
- Piano with benches
- Electronic Keyboards with benches
- Headphones
- Uniform Storage Racks
- Portable sound systems
- Bose Sound Dock
- Acoustical Shells
- Risers
- Classroom instruments
- Storage Bins
- Technology equipment which include but not limited to desktops, laptops, iPods, iPads, tablets, printers, and supporting software

2.1.3d Services

- Professional Developments
- Kodaly, Suzuki and/or Orff Certification training
- Piano Tuning

- Training for campus and central office staff on topics such as techniques, curriculum, interdisciplinary instruction, adaptive arts training, technology application and safety

IN ALL PROFESSIONAL DEVELOPMENT, THE FOLLOWING SHOULD BE ALIGNED, AS APPLICABLE:

- Professional development should support HISD Vision and Mission.
- Professional Development should develop teacher (<http://www.houstonisd.org/teacherprofile>) and leader (<http://www.houstonisd.org/leaderprofile>) competencies aligned to developing skills needed to be effective in supporting the HISD Global Graduate profile.
- Professional development should be designed to address the needs of adult learners.

2.1.4 MARKET BASKET NUMBER 4
VISUAL ARTS

2.1.4a Interdisciplinary and TEKS-based instructional support

- Literacy Support and Integration Materials
- STEAM Integration Materials
- History/Social Studies Integration Materials
- Fine Arts Integration Materials
- Early childhood Hands-on Materials
- Software
- Mobile Device Application
- Advancement Placement (AP) materials with the primary purpose of assessing student growth and mastery of concepts and skills, and college & career readiness.
- New & Used Textbooks
- New & Used Textbooks for college level courses (AP)

2.1.4b Consumables

- Teacher Reference Books
- Student Library Books
- Ebooks
- Audiobooks
- Periodicals
- Classroom Posters
- Classroom Procedural Materials
- AP Studio Materials
- AP Art History Materials
- All tools and media for painting
- All tools and media for drawing
- All tools and media for inking

- All tools and media for Ceramics
- All tools and media for sculpture including molds
- All tools and media for printmaking
- All tools and media for photography
- All tools and media for assemblage
- Paper for various media
- Coverings for Tables and for Protection of Clothing
- Adaptive tools for Special Needs Students

2.1.4c Non-Consumable

- Art Room Furniture
- Art Room and Kiln Room Storage
- Kiln and Related Furniture
- Photography Equipment and Developing Tools
- Drying Racks
- Ceramic equipment which include but are not limited to throwing wheels, extruders, and slab rollers.
- Equipment which include but are not limited to tools kits, generators, and machines
- Technology equipment which include but not limited to desktops, laptops, ipads, tablets printers, 3D Printer and supporting software.

2.1.4d Services

- Yearly Kiln Service
- Professional Development
- Training for campus and central office staff on topics such as techniques, curriculum, interdisciplinary instruction, adaptive arts training, technology application and safety
- Mural Painting / Mural Services

IN ALL PROFESSIONAL DEVELOPMENT, THE FOLLOWING SHOULD BE ALIGNED, AS APPLICABLE:

- Professional development should support HISD Vision and Mission.
- Professional Development should develop teacher (<http://www.houstonisd.org/teacherprofile>) and leader (<http://www.houstonisd.org/leaderprofile>) competencies aligned to developing skills needed to be effective in supporting the HISD Global Graduate profile.
- Professional development should be designed to address the needs of adult learners.

2.1.5 MARKET BASKET NUMBER 5 **THEATRE**

2.1.5a Interdisciplinary and TEKS-based instructional support

- TEKS-based teaching materials / instructional materials for Theatre K-12
- Online instructional resource for Theatre curriculum
- STEAM integration materials
- History/Social Studies integration materials

2.1.5b Consumables

- Costuming Supplies
- Makeup Supplies
- Scenic & Prop Coatings
- Scenic Supplies
- Fabric
- Theatrical supplies: Paint
- Appropriate fluid for Fog, Haze, Bubble, and Snow machines
- Theatrical and Industrial Tape (i.e. spike tape, gaffers tape, duct tape, glow tape, etc)
- Stage lighting supplies

2.1.5c Non-Consumable

- One Act Play Sets
- Stage Curtains and Rigging
- Theatrical supplies: tools
- Fog, Haze, Bubble, and Snow Machines and
- Fixture, Dimming, and Control Parts and Supplies
- Stage Lighting Fixtures
- Audio-Visual Installation Supplies
- Sound systems (fixed/mounted and portable)
- Lighting systems (fixed/mounted and portable)
- Theatrical sound system supplies
- Communication systems
- Storage bins

2.1.5d Services

- Professional development
- Safety inspections

IN ALL PROFESSIONAL DEVELOPMENT, THE FOLLOWING SHOULD BE ALIGNED, AS APPLICABLE:

- Professional development should support HISD Vision and Mission.
- Professional Development should develop teacher (<http://www.houstonisd.org/teacherprofile>) and leader (<http://www.houstonisd.org/leaderprofile>) competencies aligned to developing skills needed to be effective in supporting the HISD Global Graduate profile.
- Professional development should be designed to address the needs of adult learners.

2.1.6 MARKET BASKET NUMBER 6
RESEARCH AND EVALUATION

**2.1.6 RESEARCH AND EVALUATION: PROGRAM EVALUATION AND EXTERNAL EVALUATION
SCOPE OF
WORK**

Product Category Definition: Contracted services that require technical or proprietary expertise to assess the design, implementation, outcomes, and strategies for the development of HISD programs, practices, policies, and/or initiatives.

At minimum, the District is seeking the following goods and/or services to be provided by the Supplier(s):

2.1.6.1. Evaluate program elements and implementation based on defined program objectives, project scope, and/or federal, state, or local guiding standards

2.1.6.2. Written report, slide deck, and written executive summary of project findings; supporting documentation (appendices) that includes all items, instruments, or protocols used in gathering information

2.1.6.3. Meet all relevant district, state, and federal guidelines for research or evaluation

2.1.6.4. Depending on specific project: Cleaned dataset, accompanying codebook, and methods memo(s) outlining analyses



2.5 EVALUATION FACTORS: The evaluations committee will conduct a comprehensive, fair and impartial evaluation of all proposals received in response to this RFP. Each proposal received will be analyzed to determine overall responsiveness and completeness as defined in the scope section and according to proposal submittal instructions. Failure to comply with the instructions or to submit a complete proposal may deem a proposal non-responsive and may be eliminated from further evaluation at the discretion of the Evaluation Committee.

If the evaluation committee has reasonable grounds to believe that the Proposer with the highest-ranking score is unable to perform the required services to the satisfaction of HISD, HISD reserves the right to make an award to another proposer that would offer HISD the best value. Some (but not limited to) performance concerns are: past proposer's performance; the proposer's financial resources; ability to perform; the proposer's experience or demonstrated capability and responsibility; e proposer's ability to provide a reliable business relationship, and the maintenance of agreements and support.

MARKET BASKETS 2.1.1 - 2.1.5

Criteria #	Criteria Description	Weighted Value
1	the purchase base price	30%
2	the reputation of the Proposer and of the Proposer's goods or services	10%
3	the quality of the Proposer's goods or services	20%
4	the extent to which the goods or services meet HISD's needs	24%
5	the Proposer's past relationship with HISD	1%
6	the impact on the ability of HISD to comply with laws and rules relating to historically underutilized businesses	10%
7	the total long-term cost to HISD to acquire the Proposer's goods or services	5%
8	for a contract for goods and services, excluding goods and services related to telecommunications and information services, building construction and maintenance, or instructional materials, whether the proposer's ultimate parent company or majority owner: (A) has its principal place of business in Texas; or (B) employs at least 500 persons in Texas	N/A
9	Any other relevant factor specifically listed in the request for bids or proposals.	0%