PART II
The Houston Independent School District ("HISD" and/or the "District") is soliciting proposals for **Teacher and Staff Development** 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: Gregory Hall - Purchasing Services
RFP / 16-10-48-C Teacher and Staff Development
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:

<table>
<thead>
<tr>
<th>Timeline</th>
<th>Date/Time Details</th>
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<tbody>
<tr>
<td>Release RFP</td>
<td>Friday, August 30, 2019</td>
</tr>
<tr>
<td>Pre-Proposal Conference</td>
<td>Thursday, September 12, 2019 at 4400 West 18th Street, Houston, Texas 77092, in Conference Room 1E01 and 1E02 at 10:00 a.m. CST</td>
</tr>
<tr>
<td>Last date for questions:</td>
<td>Friday, September 27, 2019 at 5:00 p.m. CST</td>
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<tr>
<td>Proposals Due</td>
<td>Wednesday, October 2, 2019 at 10:00 a.m. CST</td>
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<tr>
<td>Evaluation Period</td>
<td>Friday, October 4, 2019 to Friday, October 18, 2019</td>
</tr>
<tr>
<td>Board Meeting Date</td>
<td>Thursday, December 12, 2019 (Subject to Change)</td>
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</table>

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 Wednesday, October 2, 2019, at 10:00 a.m. Central Standard Time.** A Pre-Proposal Conference will be held in conjunction with the RFP on Thursday, September 12, 2019 10:00 a.m. at 4400 West 18th Street, Houston, Texas 77092, in Conference Rooms 1E01 and 1E02.

 Submitting proposals prior to the pre-proposal conference is not recommended, and such proposals may be rejected by HISD. Proposals will be reviewed as received in a manner that avoids disclosure to competing proposals. Contents of proposals will remain confidential during the negotiation period.

**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.

Gregory Hall shall serve as your designated Category Specialist during the proposal process and is available via email at gregory.hall@houstonisd.org. All communications pertaining to the RFP shall be addressed in writing to the Category Specialist.

Questions concerning the RFP will be answered only if sent to the Purchasing Services Department, in writing via email to the designated Category Specialist no later 5:00 p.m. Central Standard Time Friday, September 27, 2019. All questions submitted in writing to the following email address gregory.hall@houstonisd.org prior to the deadline will be answered in the form of an addendum. All Addenda will be posted on the HISD Purchasing Services website.

Part I General Terms and Conditions for Requests for Proposals governs this RFP and any contract(s) awarded under this RFP.

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.

[Signature]

Alexis Licata, Officer, Business Logistics & Purchasing

August 30, 2019

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 number and title, 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 listed below as 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:
  FORM A: Supplier Information  
  FORM B: Attachment B - M/WBE Instructions and Participation Report  
  FORM C: 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.  
  FORM D: Reference Survey Instructions  
  FORM E: Reference Survey  
  FORM F: Price Schedule (if applicable)  
  FORM G: General Certifications  
  FORM H: EDGAR Certifications  
  FORM I: Conflict of Interest Instructions and Questionnaire (Form CIQ)  
  FORM J: Instructions for Completion of Disclosure of Interested Persons Certification (HB 1295)  
  FORM K: IRS Form W-9 (updated October 2018)  
  FORM L: Exceptions  
  FORM M: Criminal History Background Check Certification  
  FORM N: Acknowledgement Form

- **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.
• **Tab 4 – Scope Section**  
  Respond in detail to the Scope of Work in Section II for the goods and/or services required.

• **Tab 5 – Questionnaire Response**  
  Respond to the questions and/or questionnaires included in the RFP.

• **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  
  d. Payment discounts will be applied to invoices under all projects where a proposer has been approved as a vendor.

• **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. (Download, print, sign and include a copy of each addendum with your proposal under Tab 8).

• **Tab 9 – Criminal Background Check Form**  
  Insert one of the certifications that applies to your company:  
  a. Criminal History Background Check Form - *With direct contact with Students*  
  b. Criminal History Background Check Form – *No direct contact with students*  

  The supplier’s proposal will be considered non-responsive if the supplier fails to submit one of these Forms at the moment of submitting said proposal. Refer to Part I General Terms and Conditions, Section 1.19 Supplier Nationwide Criminal Background Check.
SECTION II:
SCOPE OF WORK

2.1 SCOPE OF WORK:

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

Responses and vendor information related to scope outlined in this section should be placed in the vendors proposal Section/Tab 4 as outlined in section I. INSTRUCTIONS, SUBMISSION REQUIREMENTS AND PROCEDURES.

Refer to questions in APPENDIX A to complete. Responses to APPENDIX A should be placed in the vendor proposal Section/Tab 5 as outlined in section I. INSTRUCTIONS, SUBMISSION REQUIREMENTS AND PROCEDURES.

HISD issues this RFP to facilitate equity among service providers and to provide a predetermined set of criteria representing our educational requirements. Service providers should submit a proposal that will meet or exceed the requirements stated below.

Contingent upon HISD Board approval, the contract term for this solicitation shall be from December 13, 2019 through June 16, 2020, with the option for two (2) one-year renewals options, not to extend beyond June 16, 2022. The District has the option to renew this contract or terminate this contract.

The District’s objective is to contract with a service provider to deliver interactive, research-based professional development focused on supporting grade K-12 teachers and district personnel which includes but is not limited to face-to-face, online, training-of-trainers, consultation, and on the job coaching and observation. The outcome will be improved quality of one or more of the following:

<table>
<thead>
<tr>
<th>2.1.1</th>
<th>ACADEMIC CONTENT / ENRICHMENT</th>
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<tbody>
<tr>
<td>2.1.2</td>
<td>EFFECTIVE PRACTICE</td>
</tr>
<tr>
<td>2.1.3</td>
<td>SCHOLAR/ADULT CULTURE</td>
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<tr>
<td>2.1.4</td>
<td>SOCIO-EMOTIONAL LEARNING</td>
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<tr>
<td>2.1.4.1</td>
<td>Implicit Bias understanding</td>
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</tbody>
</table>
### 2.1.4.2 Restorative Practices (RP)

### 2.1.4.3 Trauma and Grief responsiveness

#### 2.1.5 OTHER PROFESSIONAL DEVELOPMENT TOPIC ALIGNED TO EFFECTIVENESS OF PRACTICES FOR INSTRUCTIONAL STAFF

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

i. Professional development should support [HISD Vision and Mission](http://www.houstonisd.org).

ii. 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](http://www.houstonisd.org).

iii. Professional Development should support the district’s Professional Competencies for non-Teacher Instructional roles [http://www.houstonisd.org/Page/153533](http://www.houstonisd.org/Page/153533).

iv. Professional development should be designed to address the needs of adult learners.

#### 2.1.1 ACADEMIC CONTENT/ ENRICHMENT

i. Professional development content should align to HISD Curriculum.

ii. Professional development content should align to Texas Education Knowledge and Skills.

iii. Professional development content should focus on developing teachers into lifelong learners that seek feedback and growth opportunities to develop, lead, and collaborate. It should support in the continual development of content and pedagogy knowledge necessary for teaching diverse learners.

iv. Professional development content should focus on developing teachers into literacy developers who can design and facilitate learning experiences that develop necessary skills for fluent reading, writing, speaking, and communicating across the content areas.

v. Professional development content should focus on developing teachers as deeper-learning cultivators who design learning experiences that develop academic mindsets and foster critical thinking, innovation, and collaboration.

#### 2.1.2 EFFECTIVE PRACTICE

i. Professional development should support teachers in one or more of the criteria from the HISD Instructional Practice Rubric (guide).

   a. Develop student learning goals

   b. Collects, tracks, and uses student data to drive instruction
c. Designs effective lesson plans, units, and assessments
d. Facilitates organized, student-centered, objective-driven lessons
e. Checks for students' understanding and responds to students' misunderstanding
f. Differentiates instruction for student needs by employing a variety of instructional strategies
g. Engages students in work that develops higher-level thinking skills
h. Maximizes instructional time
i. Communicates content and concepts to students
j. Promotes high academic expectations for students
k. Students actively participating in lesson activities
l. Sets and implements discipline management procedures
m. Builds a positive and respectful classroom environment

2.1.3 SCHOLAR/ADULT CULTURE

i. Professional development should support teachers in one or more of the criteria from the HISD Instructional Practice Rubric (guide).
   a. Complies with policies and procedures at school
   b. Treats colleagues with respect throughout all aspects of work
   c. Collaborates with colleagues
d. Implement school rules
e. Communicates with parents throughout the year
f. Seeks feedback in order to improve performance

2.1.4 SOCIO-EMOTIONAL LEARNING

Professional development should support staff in one or more of the following:

2.1.4.1 - Implicit Bias training which includes facilitation and delivery of professional development that teaches the impact of bias in education and the decision-making process.
   • Addresses racial disproportionality in exclusionary discipline
   • Addresses individual differences including race, disability, LGBTQ, language, religion, U.S. citizenship status, nation of origin, and gender
   • Promotes self-awareness in educators
   • Describes actionable district and campus interventions to reduce implicit bias

2.1.4.2 - Restorative Practices (RP) training which includes facilitation and delivery of professional development that teaches conflict resolution and assists in impacting a culture that promotes positive behavior.
   • Promotes whole class positive behavior
   • Teaches conflict resolution strategies as an alternative to exclusionary discipline
   • Promotes prevention and de-escalation
   • Focuses on historic racial disproportionality in exclusionary discipline
• Addresses a full continuum of Restorative practices from prevention to circles to thinkeries.

2.1.4.3 - Trauma and Grief training which includes facilitation and delivery of professional development that teaches the school-based clinicians trauma and grief assessment and intervention.
  • Addresses impact of trauma and grief in exclusionary discipline.
  • Teachers an objective method to identify best candidates for trauma and grief intervention.
  • Promotes a mental-health continuum.
  • Describes actionable district and campus interventions to address trauma and grief in schools.

2.1.5 OTHER PROFESSIONAL DEVELOPMENT TOPIC ALIGNED TO EFFECTIVENESS OF PRACTICES FOR INSTRUCTIONAL STAFF

• Define professional development focus and practices that improves effectiveness of instructional staff
• Define audience for training

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

2.2 SPECIFIC CONDITIONS:

Refer to Appendix A to respond to required vendor questions aligned to Section II: Scope of Work. Responses to Appendix A should be placed in the vendor proposal Section/Tab 5 as outlined in Section I. Instructions, submission requirements and procedures.

Online professional development resources should align with compatibility and interoperability standards for the district to operate on district-standard equipment. Online resources should be stand-alone, web-based, license/subscription, etc. and not require system integration.

2.3 SPECIFICATIONS:

A statement of HISD’s instructional and operational philosophy, Beliefs and Visions, has guided the District to ever-higher levels of academic achievement and financial stability. The basic tenant of that document is HISD’s commitment to focusing all of its resources on students and schools. To achieve that end, the school system is progressively decentralizing administrative authority and establishing critical decision-making and accountability at the campus level. Proposals must describe how the proposed training will address all or some of the goals, core values and competencies listed below.
PURPOSE: The Houston Independent School District exists to strengthen the social and economic foundation of Houston by assuring its youth the highest-quality elementary and secondary education available anywhere.

STRATEGIC INTENT: To earn so much respect from the citizens of Houston that HISD becomes their prekindergarten through grade 12 educational system of choice.

2.4 COST:

Price is to remain firm/fixed for the term of the contract. Price is to be provided on Form F and inserted in Tab 7.

The proposed supplier should not include any assumptions in this cost submittal. Cost may be broken down into the following categories:

- Trainer fees
- Travel and Subsistence
- Development of Training Program
- Cost of Supplies and Materials
- Other direct costs
- Total Costs

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 in the instructions on submitting a proposal. Failure to comply with the instructions or to submit a complete proposal may deem a proposal non-responsive and may at the discretion of the Evaluation Committee be eliminated from further evaluation.

If the evaluation committee has reasonable grounds to believe that the Proposer is unable to perform the required services to the satisfaction of HISD, HISD reserves the right to make an award to another proposer. Some indicators (but not a complete list) of probable supplier/proposer performance concerns are: past supplier performance; the proposer’s financial resources and ability to perform; the proposer’s experience or demonstrated capability and responsibility; and the supplier’s ability to provide a reliable on-going business relationship and the maintenance of on-going agreements and support.

<table>
<thead>
<tr>
<th>Criteria #</th>
<th>Criteria Description</th>
<th>Weighted Value</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>the purchase base price</td>
<td>30%</td>
</tr>
<tr>
<td>2</td>
<td>the reputation of the Proposer and of the Proposer’s goods or services</td>
<td>15%</td>
</tr>
</tbody>
</table>
3. the quality of the Proposer’s goods or services 20%
4. the extent to which the goods or services meet the District’s needs 10%
5. the Proposer’s past relationship with the District 5%
6. the impact on the ability of the District to comply with laws and rules relating to historically underutilized businesses 10%
7. the total long-term cost to the District to acquire the Proposer’s goods or services 5%
8. for a contract for goods and services, other than goods and services related to telecommunications and information services, building construction and maintenance, or instructional materials, whether the supplier or the supplier’s ultimate parent company or majority owner: (A) has its principal place of business in this state; or (B) employs at least 500 persons in this state 5%
9. any other relevant factor specifically listed in the request for bids or proposals. 0%

**2.6 QUESTIONNAIRE:** Please include responses to the following in Tab 5 of the proposal response.

1. Has Proposer been declared in default of any contract in the last 10 years?

2. Within the past three (3) years, has Proposer filed for reorganization, protection from creditors, or dissolution under the bankruptcy statutes?

3. Describe the Proposer’s experience as a service provider to public school systems they have as clients. What are some key lessons learned?

4. Provide the Proposer’s approach to quality control, record keeping and regulatory compliance.

5. Describe how the Proposer monitors service levels to ensure system pricing for tasks remain current and updates are communicated in a timely manner to the client (HISD)?

6. Discuss a recent implementation that the Proposer has completed in another public-school district that that went well and what were the top three reasons it went well?
7. How does your firm validate all updates have occurred in the web-based system? Are all updates shared to user, so user may also confirm?

8. Does your web-based system have real time online support during weekday work hours stated in the RFP or does the end-user have to call in and speak to someone by phone?

9. Discuss an implementation that had problems. What were the top three issues that led to implementation problems?

2.7 PRICING SHEETS INCLUDING ELECTRONIC SUBMITTAL REQUIREMENTS.

E-Procurement Solutions

HISD uses SAP-SRM as its e-Procurement system for the purchase of goods and services. As an extension of SRM, HISD uses an internal catalog or “Hosted catalog” system in which the supplier will complete an Excel spreadsheet with bid items and pricing to be loaded onto HISD’s SRM Internal Catalog System. For suppliers, this should reduce the time it takes to receive a purchase order and to ensure that suppliers with contract(s) are being fully utilized.

Please refer to Form F Price Schedule under this RFP’s Attachments.

Proposer(s) are to complete the Form F Price Schedule – Internal Catalog and submit by electronic form (Excel format); handwritten proposals will not be accepted to complete this process. Proposers must include a USB flash drive properly labeled with company’s name and project number, that contains the requested electronic catalog (electronic media supplied will not be returned and becomes property of the District).

HISD is working to increase the number of Catalogs to purchase goods and services as this will become the preferred method HISD will utilize to purchase goods for the entire district.

HISD reserves the right to select and determine the appropriate and most advantageous suppliers for the above electronic catalog solutions. HISD requests all suppliers to consider the resources and skills necessary within their company to meet the electronic catalog requirements of HISD. These include, but are not limited to, ongoing catalog maintenance, customization of any current websites, and any new software needing to be purchased and implemented for successful catalog implementation and management. Additionally, HISD reserves the right to invoke corrective action, up to and including termination of the supplier’s contract, in the event that suppliers cause technical problems with the catalog system or use the system inappropriately by selling unauthorized items or making price changes without the prior approval of the Purchasing Services Department.