REQUEST FOR PROPOSALS

RFP # 19-11-26
Food Literacy & Inclusion Program

PART II
The Houston Independent School District (“HISD” and/or the “District”) is soliciting proposals for Food Literacy Program 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: Allyson Stansberry - Purchasing Services
RFP / 19-11-26 Food Literacy Program
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>September 13, 2019</td>
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<tr>
<td>Pre-Proposal Conference</td>
<td>October 1, 2019 at 4400 W 18th, Houston, Texas, in Conference Room 2E06</td>
</tr>
<tr>
<td>Last date for questions:</td>
<td>Tuesday, October 8, 2019 at 5:00 p.m. CST</td>
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<tr>
<td>Proposals Due</td>
<td>Tuesday, October 15, 2019 at 10:00 a.m.</td>
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<tr>
<td>Evaluation Period</td>
<td>October 15, 2019 to October 25, 2019</td>
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<tr>
<td>Board Meeting Date</td>
<td>November 14, 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 Tuesday, October 15, 2019, at 10:00 a.m. Central Standard Time. A Pre-Proposal Conference will be held in conjunction with the RFP in conference room 2E06 at 10:00 a.m. on Tuesday, October 1, 2019 at 4400 W. 18th Street, Houston, Texas 77092.

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.

Allyson Stansberry shall serve as your designated Category Specialist during the proposal process and is available via email at Allyson.Stansberry@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 than 10:00 a.m. Central Standard Time Tuesday, October 8, 2019. All questions submitted in writing to the following email address Allyson.Stansberry@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.

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Alexis Licata, Officer, Business Logistics & Purchasing

9/13/2019
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 a minimum, the scope of services required by the successful firm shall consist of the following from qualified individuals or firms to partner with HISD in the implementation of The Food Literacy and Inclusion initiative created by the district’s Nutrition Services department. HISD’s Food Literacy & Inclusion program is a multidimensional public health pilot designed to promote and support sustained changes in thinking and behaviors about nutrition, physical fitness, academics, and community health on PK-12th campuses. Only 28% of school districts in Texas participate in farm-to-school activities. Through this initiative, HISD Nutrition Services will be able to install at least 27 campus garden ecosystems aimed to inspire youth to have more than a consumer relationship with food through the development of critical thinking, experiential and linked learning, and supportive environmental ideas, all of which are key components to the development of sustained health and wellness habits across the lifespan. Students will have the opportunity to learn how to grow food sources and teach the community about healthy eating choices, and host community farmers market at food desert communities.

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:

The awarded firm(s) shall provide the following goods and/or services:
Farm and garden ecosystem building materials:
- a) Growth media and organic or natural growth enhancements, including organic soil, fertilizer, mulch, etc. Not limited to vendor delivery options but preferred.

- b) Professional farming tools, machines, and vehicles.
- c) Building materials including but not limited to raw lumber, brick, mortar, and landscape lining for ecosystem garden and tool storage construction.

II) Plant matter
- a) organic and/or non-GMO seeds, seedlings, and fruit trees for planting beds and orchards respectively.

III) Services
- a) soil testing for heavy metals- lead, arsenic etc., quarterly (or as needed) NPK (nitrogen, phosphorus, and potassium) testing.

The natural instead of organic category will be accepted if vendor can provide proof (historical documentation) of production and/or preparation practices.
IV) University of Texas Agrilife Extensions expert farming practices consultation or equivalent.

2.3 SPECIFICATIONS:

By submitting its RFP, Respondent accepts the evaluation process and accepts that selections will require the discretionary judgment of the District. An evaluation committee comprised of District personnel will evaluate each proposal based on the criteria listed in Section 2.5 ‘Evaluation Factors’ of this RFP. The committee may recommend one or more of the most highly qualified firms based on the evaluations or use the evaluations to identify a short list of qualified firms and conduct interviews. HISD may provide for an interview process prior to selection of a firm or firms.

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.

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>
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<tbody>
<tr>
<td>1</td>
<td>the purchase base price</td>
<td>30%</td>
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<tr>
<td>2</td>
<td>the reputation of the Proposer and of the Proposer’s goods or services</td>
<td>5%</td>
</tr>
<tr>
<td>3</td>
<td>the quality of the Proposer’s goods or services</td>
<td>20%</td>
</tr>
<tr>
<td>4</td>
<td>the extent to which the goods or services meet the District’s needs</td>
<td>15%</td>
</tr>
<tr>
<td>5</td>
<td>the Proposer’s past relationship with the District</td>
<td>5%</td>
</tr>
<tr>
<td>6</td>
<td>the impact on the ability of the District to comply with laws and rules relating to historically underutilized businesses</td>
<td>10%</td>
</tr>
<tr>
<td>7</td>
<td>the total long-term cost to the District to acquire the Proposer’s goods or services</td>
<td>10%</td>
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<tr>
<td>8</td>
<td>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</td>
<td>0%</td>
</tr>
<tr>
<td>9</td>
<td>any other relevant factor specifically listed in the request for bids or proposals.</td>
<td>5%</td>
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<tr>
<td></td>
<td>a) Product meets specification</td>
<td></td>
</tr>
<tr>
<td></td>
<td>b) Can deliver product in a reasonable amount of time</td>
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<td></td>
<td>c) Complied with terms of the bid project</td>
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**2.6 QUESTIONNAIRE:** If applicable, please include responses in Tab 5 of the proposal response.