	REQUEST FOR PROPOSALS RFP # 16-10-53 *COLLEGE AND CAREER READINESS MATERIALS AND SERVICES*

PART II

The Houston Independent School District (HISD) is soliciting proposals for College and Career Readiness Materials and Services as more fully set out in this Request for Proposals ("RFP"). One original proposal, one (1) original hard copy, and two (2) USB drives of one proposal must be submitted in accordance with the instructions set out herein to:

> Houston Independent School District
> Board Services - Room 1C03
> Attn: Victoria Rivera - Procurement Services
> **RFP / 16-10-53 College and Career Readiness 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	**Friday, March 24, 2017**
Pre-Proposal Conference	**Wednesday, April 5, 2017 at 2:00PM CST**, HISD South Field Office, 4040 W Fuqua St., Houston, Texas 77045, Room 154
Last date for questions:	**Tuesday, April 25, 2017 at 5PM CST**
RFP Due	**Tuesday, May 2, 2017 10:00 AM CST**
Evaluation Period	**Monday, May 5, 2017 to May 12, 2017**
Selected Proposal(s) Approved	**Next regularly scheduled Board meeting after selection (Subject to Change)**

Proposals must be submitted in a binder (1 binder for original proposal and 1 binder for copy of original proposal). 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.

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Each binder and any container for the binder(s) must be labeled on the outside with the Proposer's name, address, and the RFP number and name. The two (2) USB drives must be labeled with the RFP number and the vendor name.

Proposals will be received at the above address until Tuesday, May 2, 2017 at 10:00AM CST. A pre-proposal conference will be held in conjunction with the RFP on Wednesday, April 5, 2017 at 2:00PM CST at HISD South Field Office, 4040 W. Fuqua St., Houston, Texas 77045, Room 154. **Proposals should not be submitted before** the pre-proposal conference, proposals submitted before the pre-proposal conference date may be rejected by HISD. A more detailed timeline is provided in the Instructions, Submission Requirements, and Procedures section of the RFP. Proposals will be reviewed as received, and 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 will 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 reviewed or considered. All proposals reviewed 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 will be Victoria Rivera, Procurement Services, 4400 West 18th Street, Houston, Texas 77092, vrivera5@houstonisd.org. All communications pertaining to this proposal must be addressed in writing to the Sourcing Specialist, as indicated in the next paragraph.

Questions concerning this RFP must be in writing and sent to the Procurement Services Department, via email no later than Tuesday, April 25, 2017 at 5:00PM CST. All questions submitted prior to the deadline, will be answered in the form of an addenda and posted on the HISD Procurement website.

The General Terms and Conditions governs this RFP and any contract(s) awarded under this RFP. This document can be downloaded and printed via HISD Procurement Services website under Solicitation of Bids. A submitted proposal is an agreement to the General Terms and Conditions of 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.

Richard L. Gay   03/24/2017

_____   _____
Richard Gay, CPPO, Officer of Procurement Services   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. Please include the table below on the Title Page. Select all the market basket(s) the proposer will apply for.

Check (✓) the all area(s) that apply

	2.1.1	College & Career Readiness Assessments, Licensees and Certifications
	2.1.2	College & Career Readiness Instructional Materials and Supplies
	2.1.3	College and Career Readiness Direct Student Services
	2.1.4	College & Career Readiness Professional Development
	2.1.5	College & Career Readiness Software

- **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 (Part III) in the following order:

  The forms provided in Part III should be submitted in the following order:
  1. FORM A: Supplier Information (CHE (Local) Questionnaire)
  2. FORM B: (ATTACHMENT B) M/WBE Instructions and Participation Report
  3. FORM C: Reference Survey Instructions
  4. FORM D: Reference Survey **(Survey will be requested if needed)**
  5. FORM E: General Certifications
  6. FORM F: Price Schedule (if applicable) (should be placed in tab 7)
  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) **(Select the applicable MSA)**
  15. FORM O: Master Service Agreement (MSA) and Data Sharing Agreement (DSA) **(Select the applicable MSA)**
  16. APPENDIX A: Company Product Questionnaire
  17. APPENDIX B: Info Tech Mandatory Criteria and Requirements
  18. APPENDIX C: HISD Digital Content Standards and Expectations

- **Tab 3 – Profile of the Proposer**
  a. Indicate the key people in your organization, a hierarchy chart with the level of service, experience, qualifications and the percentage time for each person dedicated to this project.

- **Tab 4 – Scope Section - Appendix A**
  Clearly describe the scope of the goods and/or services to be provided based upon the information in Section II: Scope of Work and Specific Conditions of the RFP.

- **Tab 5 – Questionnaire Response**
  Respond to the questions and/or questionnaires included in the RFP.
    - Appendix A: Company Product Questionnaire
    - Appendix B: HISD Information Technology Requirements

- **Tab 6 – Invoice Procedures**
  a. Describe the proposer's invoicing procedures.
  b. Include documentation identifying all of the Proposer's fees.
  c. Payment terms: HISD's standard payment terms are 30 days after invoice is received. State any payment discounts that your company offers, i.e., 2% if 10 days – net 30; or 5% if 7 days – net 30.

- **Tab 7 – Price**
  Provide list of all pricing information, including any alternate pricing proposals that may be acceptable for some projects. If applicable, provide Form F (Price Schedule) in this section.

- **Tab 8 – Addenda**
  Insert all signed Addenda.

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 College and Career Readiness 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 and APPENDIX B to complete. Responses to **APPENDIX A** and **APPENDIX B** 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, and services to align with the district's College & Career Readiness initiatives and efforts to ensure that students are prepared for post-secondary success. The related contracts are for materials and services such as college/career readiness assessments, student licenses and certifications, CTE and college level coursework, college entrance exam preparation, staff professional development and platforms and software related to college and career readiness, exploration and access. 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 college and career readiness 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.

Check (✓) the all area(s) that apply

	2.1.1	College & Career Readiness Assessments, Licensees and Certifications
	2.1.2	College & Career Readiness Instructional Materials and Supplies
	2.1.3	College and Career Readiness Direct Student Services
	2.1.4	College & Career Readiness Professional Development
	2.1.5	College & Career Readiness Software

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 and Appendix B: Info Tech Mandatory Criteria and Requirements for the appropriate Market Baskets and place in Tab 5. 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

College & Career Readiness Assessments, Licenses & Certifications which include materials with the primary purpose of assessing student growth and mastery of concepts and skills, and college & career readiness, such as:

- Advancement Placement (AP)
- International Baccalaureate (IB)
- Preliminary Scholastic Aptitude Test (PSAT)
- American College Test (ACT)
- Scholastic Aptitude Test (SAT)
- Texas Success Initiative (TSI)
- Industry certifications for vocational programs
- State licensing for vocational programs
- TEA approved certification and licenses

2.1.2 MARKET BASKET NUMBER 2

College & Career Readiness Instructional & Preparation Supplies, Materials & Equipment which support the 16 vocational CTE (Career Technical Educations) program areas and general college readiness programs, such as:

- New & Used Textbooks for college level courses (AP, IB, Dual Credit)
- New & Used Textbooks for career readiness courses which support any of the 16 vocational CTE program areas.
- Test preparation materials for College and Career Readiness assessments.
- College and Career exploration and training materials.
- Supplies, Materials & Equipment ***which include but are not limited*** to uniforms, safety equipment, and tools.
- Rentals and services, which directly support college and career programs, initiatives and courses.
- Supplies, Materials & Equipment ***which include but are not limited*** to tools kits, generators, and machines.
- Technology supplies, materials & equipment ***which include but are not limited*** to simulators, 3-D printers, and robotics.
- Furniture, which directly support college and career programs, initiatives and courses.

List of CTE program areas:
1) Agriculture Food and Natural Resources:
    1. Animal Science and Veterinary Technology
    2. Horticulture and Resource Management
    3. Agriculture Mechanics
2) Architecture and Construction:
    4. Building Maintenance
    5. Construction Trades and Technology
    6. Plumbing and Piping

       7. Heating and Ventilation and Air Conditioning
       8. Structural Design and Engineering
       9. Electrical Technology
       10. Masonry and Mill Wrights

3) Arts, A/V Technology and Communications
       11. Audio and Visual Film Production
       12. Graphic Design and Production
       13. Printing and Imaging

4) Business Management and Administration
       14. Business Information Management
       15. Human Resources

5) Education and Training Services
       16. Education and Training

6) Finance:
       17. Banking and Securities
       18. Accounting

7) Government and Public Administration
       19. Public Administration

8) Health Science
       20. Biomedical
       21. Health Science
           a. Pharmacy, Dental, Medical

9) Hospitality and Tourism
       22. Culinary Arts
       23. Hotel and Restaurant Management

10) Human Services
       24. Cosmetology
       25. Child Development

11) Information Technology
       26. Computer Networking
       27. Computer Programming
       28. Digital Media and Web Technologies
       29. Graphic Information Systems
       30. Telecommunications and Networking

12) Law, Public Safety and Security
       31. Court Systems
       32. Firefighter / EMT
       33. Law Enforcement
       34. Forensic Science
           a. To include but not limited to Cyber Securities
           b. Pathology
           c. Forensic Science

13) Manufacturing
           d. Engineering
           e. Precision Metal Manufacturing
           f. Welding

14) Marketing, Sales, and Services
           g. Retail Management

15) Science, Technology, Engineering, and Math
- h. Engineering
- i. Robotics
- j. Geographic Information Systems
- k. Electronics

16) Transportation, Distribution, and Logistics
- l. Automotive and Diesel Technology
- m. Automotive Body and Collision
- n. Logistics and Global Supply
- o. Maritime Studies and Technology
- p. Aircraft and Aviation Technology

2.1.3 MARKET BASKET NUMBER 3

College & Career Readiness Direct Student services and tutorials which include:
- Test preparation services for college and career readiness assessments, such as AP, IB, PSAT, ACT, SAT, TSI and preparation services for industry certifications and state licenses for vocational programs.
- Campus level support focused on college and career exploration, affordability and readiness.
- Face-to-face instruction for collegiate level and vocational coursework.

2.1.4 MARKET BASKET NUMBER 4

College & Career Readiness Professional Development which includes but is not limited to:
- Training for campus and central office staff on topics such as college access, college affordability, college readiness, and career focused certifications, strategic career exploration, aligning of school and business industry, work-based learning opportunities, cross-sector collaboration environments, community engagement best practices, project-based learning strategies and leadership development.
- Provide collaboration with district to align training needs for audience
- **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.
  - ➢ Professional development should be designed to develop staff designated to college access to develop competencies in meeting the needs of our diverse population.
  - ➢ Professional development should be designed to develop staff designated to career awareness to develop competencies in meeting the needs of our diverse population.

2.1.5 MARKET BASKET NUMBER 5

College & Career Readiness Software which includes but is not limited to:
- Online platforms and software for students to:
  - o explore college/career options
  - o prepare for college and career readiness examinations

- engage in CTE/vocational subject areas and activities
  - research and apply for scholarships and college
- Online platforms and software for staff to:
  - Track and monitor student progress on college applications
  - Track and monitor financial aid and scholarship data (i.e. TASFA/FAFSA)
  - Communicate with students around the college and career processes
  - Monitor student progress with regard to personal graduation plans and endorsements
- Software for equipment and tools
- National college enrollment and persistence data

2.2 SPECIFIC CONDITIONS:

2.2.1 Content Requirements:

2.2.1.1 All resources that address content and skills must be aligned to state standards, including, as appropriate House Bill 2804, (http://www.legis.state.tx.us/billlookup/text.aspx?LegSess=84R&Bill=HB2804).

2.2.2 Technology Requirements for Software:

2.2.2.1 All resources, as appropriate, must conform to the district's Digital Content Standards and Expectations (**Appendix C**) document's expectations that newly procured materials be device agnostic and platform neutral, incorporate accessibility and universal design principles, and comply with IMS Global interoperability standards.

2.2.2.2 All Proposers must comply with the district's IT technical requirements, **Appendix B**, for integration and/or interoperability.

Information Technology Specific Conditions:

- Information Technology Specific Conditions (refer to **Appendix B**):
- Software must comply with all HISD Technology standards outlined in section 2.6 Evaluation Factors
- Software Flexibility – Product is able to be modified and changed to meet technical standards as they evolve (i.e. new versions of windows os/OSX etc.).
- Software may be purchased by individual division or collective divisions. Software and implementation should have customer friendly process to sustain by individual division or collective divisions usage.
- Software should have training and support options. Training and support options can be through various modes and methods.
- Software should have implementation and usage specifications included with the response.
- The software service may involve the sharing of information between the parties in a manner consistent with the Family Educational Rights and Privacy Act of 1974 (FERPA), HIPPA and state and local privacy policies.
- It is understood that some software implementations will require strategic conversations and minimal implementation planning to successfully implement some products.

2.3 SPECIFICATIONS:

2.3.1 Additional Requirements:

For each set of mandatory requirements (for all products) and priority requirements (for the type[s] of products submitted), describe the extent to which your product satisfies those requirements.

> 2.3.1.1 Describe the appropriate grade levels and curriculum areas that the product serves.
> 2.3.1.2 Provide research that documents the effectiveness of your product or service.

2.4 COST: Price shall remain firm/fixed for the term of the annual contract. Price shall be provided on Form F and inserted in Tab 7.

Note: Suppliers have the option of submitting Pricing Form F or the Suppliers' punch-out catalog. FORM F in PART III: Attachments for instructions on how to submit Form F or the Supplier's punch-out catalog.

2.5 EVALUATION METHODOLOGY
Mandatory Requirements HISD IT Proposal Evaluation Committee: An IT committee will be responsible to identify and perform an initial evaluation of HISD technical requirements.

RFP Evaluation Committee: This committee is responsible to identify and perform an evaluation of responses who have met the HISD IT Technical Requirements standards.

EVALUATION PROCESS:
STEP 1: RECEIPT OF PROPOSALS
Proposals must be delivered to HISD in the format specified in Part II Section 1: Proposal Response Requirements of the RFP. Proposals will be rejected as non-responsive if not received by the date specified on page 1 of the RFP.
STEP 2: MANDATORY REQUIREMENTS HISD IT PROPOSAL EVALUATION:
This step of the evaluation process consists of reviewing each Proposer's response to the technical requirements and specifications for compliance with various content requirements, technical requirements, administrative requirements, and completeness. Proposer must respond to Technical Requirements as specified in Appendix C: Info Tech Mandatory Criteria and Requirements Tab: Mandatory Criteria.
STEP 3: EVALUATION COMMITTEE
HISD's RFP Evaluation Committee will read and evaluate the compliant HISD IT Mandatory Technical Standard Requirements per section 2.5 and 2.6 of Part II of the RFP. The Evaluation Committee will conduct a final evaluation.

2.6 EVALUATION FACTORS:

Mandatory Requirements HISD IT Proposal Evaluation Committee (applicable to software services in Market Baskets 1, 2, 3, and 5): An IT committee will be responsible to identify and perform an initial evaluation of HISD technical requirements.

RFP Evaluation Committee: This committee is responsible to identify and perform an evaluation of responses who have met the HISD IT Technical Requirements standards.

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 relationships, 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	18%
4	the extent to which the goods or services meet HISD's needs	26%
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% |

2.6 QUESTIONNAIRE: Please respond to the following questions in Appendix A/Appendix B and include in Tab 5 of the proposal response.

2.7 PRICING SHEETS INCLUDING ELECTRONIC SUBMITTAL REQUIREMENTS.

FORM F WILL BE POSTED AS AN ADDENDUM BY FRIDAY, MARCH 31, 2017.

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 aka "Hosted catalog" or external catalog aka "Punch-out catalog" system where HISD requestors are able to view and order using board approved supplier catalogs, thereby facilitating a shopping cart experience similar to Internet shopping. 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 16-10-53 Catalog Option that is located on HISD's Procurement Web Site.

Proposer(s) are to complete the Form F **16-10-53 Catalog Option** and may choose to implement an Internal Catalog or a "Punch-out Catalog". Submissions must be made by electronic form (Excel format) with the appropriate attachments and must be included in the electronic proposal (via USB flash drive properly labeled with Proposer's company name and project number). 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 companies 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 Procurement Services Department.