226006RFP-Informal Addendum 1

Professional Services

Issue Date: 1/29/2026
Questions Deadline: 2/12/2026 11:55 PM (MT)
Response Deadline: 3/31/2030 04:00 PM (MT)

Contact Information

Contact: Cristina Vandeberg Senior Buyer
Address: 9600 Sims Drive
El Paso, TX 79925
Phone: (915) 434-0299
Email: mcvandeberg@yisd.net

Event Information

Number:	226006RFP-Informal Addendum 1
Title:	Professional Services
Type:	Request for Proposal - Informal
Issue Date:	1/29/2026
Question Deadline:	2/12/2026 11:55 PM (MT)
Response Deadline:	3/31/2030 04:00 PM (MT)
Notes:	Awards will be made to multiple vendors on an incremental basis during the solicitation offering period. Vendors are encouraged to submit a response as soon as possible. As proposal responses are received or on a periodic basis, they will be opened, evaluated, and either accepted or rejected by the district, based on the criteria outlined within the request for proposal. Awards will be made throughout the open period of this solicitation and will be made upon acceptance of a proposal response. Applicants will then be notified of the district's decision. Vendor proposals will be accepted until March 31, 2030.

Ship To Information

Address: 9600 Sims Drive
El Paso, TX 79925
Phone: (915) 434-0000

Billing Information

Address: 9600 Sims Drive
El Paso, TX 79925
Phone: (915) 434-0000

Bid Activities

Last Day for Questions 2/12/2026 11:55:00 PM (MT)

Submit all questions through the E-bid system. Any Questions submitted through email will not be considered.

Posting of Questions/Answers 2/16/2026 4:00:00 PM (MT)

Published through the E-bid system

First Bid Closing 2/19/2026 4:00:00 PM (MT)

The first closing for this bid will be on February 19, 2026 at 4:00 pm, proposals submitted after the first closing will be reviewed/awarded periodically.

Bid Opening 2/23/2026 2:00:00 PM (MT)

Bid opening will be conducted virtually, by following the instructions below: **02/23/2026, 2:00 PM** (MDT); Meeting will start at 2:OO PM , the opening will be at **2:05 PM**. Please join my meeting from your computer, tablet, or smartphone (Click on "Join"). Bid opening will be conducted virtually, by following the instructions below:

Microsoft Teams Need help?

Join the meeting now

Anticipated Notice Of Award 3/7/2026 4:00:00 PM (MT)

Notification will be emailed by the seventh (7th) day after an award is made.

Bid Attachments

19.8. Section 1 - Instructions Aug 8, 19 to.docx Download

All solicitations

23.4 Solicitation T&C, Apr 1, 23 to.docx Download

23.4 Solicitation T&C, Apr 1, 23 to

21.9 Exhibit.Forms, Others Feb 13, 2026.docx Download

21.9 Exhibit.Forms,Others Feb 13,2026

Requested Attachments

Fee Schedule

Must provide your fee schedule as per Bid Line Item 1.1

Catalog/Pricelist

If your company responded to Bid Line Item 1.2, please provide your catalog, pricelist or website link (if pricing is found online)

Certificate Of Insurance (COI)

Will require after award

Conflict of Interest Questionnaire

Please upload if applicable

Bid Attributes

1	**Solicitation Acknowledgement** The undersigned certifies that: (i) he/she is duly authorized to submit and execute this offer; (ii) the Offeror has not prepared this offer in collusion with any other respondent; (iii) no act to persuade any company, corporation, firm, partnership, entity, or individual to submit or withhold an offer has been made; (iv) the contents (including, but not limited to pricing information), terms or conditions of this offer have not been and will not be communicated or disclosed by Offeror or any employee or agent of Offeror to any other person or company prior to the official date and time of opening of this offer; and (v) the Offeror and its principals, shareholders, members, partners, employees, and/or agents have not and will not attempt to lobby (directly or indirectly) the Board of Trustees or any employees or agents of the Ysleta Independent School District with regard to this offer. The undersigned further certifies that the enclosed offer is submitted in accordance with all instructions, specifications, definitions, conditions, and contract provisions contained herein and that the undersigned is aware that failure to submit a conforming offer may result in partial or full rejection of the offer. Offeror hereby certifies that neither the Offeror nor the firm, corporation, partnership, or institution represented by the Offeror, or anyone acting for such firm, corporation, or institution has violated the antitrust laws of the United States or the State of Texas. The Offeror hereby assigns to the District any and all claims for overcharges associated with this solicitation and/or any contract by and between the Offeror and the District arising out of the antitrust laws of the United States and/or the antitrust laws of the State of Texas. ☐ Agree *(Required: Check if applicable)*

2	**Solicitation Terms & Conditions** The Offeror is required to read the Solicitation Terms Conditions attached to this solicitation. It is recommended that a copy of the Solicitation Terms Conditions document be retained for future reference. Any exceptions to the Solicitation Terms Conditions, unless otherwise directed within the solicitation, may cause an offeror's submittal to be disqualified. Please annotate all exceptions in the Deviations from Solicitation Terms Conditions and/or Contract attribute. The terms and conditions within this solicitation will take precedence over the Solicitation Terms and Conditions when they are in conflict. ☐ Agree *(Required: Check if applicable)*
3	**Section 1 - Instructions for Solicitation Submittal** Instructions for solicitation submittal are attached. ☐ Understood *(Optional: Check if applicable)*
4	**Technical Difficulties** The vendor must provide an email to Buyer/Senior Buyer by the closing date/time with a time-date stamped screen-print/description of technical difficulty. The District will determine if technical difficulty will allow for a 24-hour waiver for the vendor to respond. ☐ Understood *(Optional: Check if applicable)*
5	**Section 2 - Scope of Work / Specification / Contract Term / Evaluation /**

6 **Scope of Work / Specification**

Please confirm reviewed the following scope of work/specifications/description of product/goods and services to purchase for solicitations advertised under Education Code 44.031.

1.1. Provide Professional Development, Mentoring/Coaching, Research, Training/Train the Trainer, etc., as related to district requirements. Support materials include but are not limited to: testing materials, software/online resources, teaching tools, workbooks, study guides, books, training consultants, and other professional learning services and support materials. Also include support materials to address the needs of all diverse learners to include, but not limited to, English Language Learners, Special Education, Dyslexia and advanced learning for GT students.

1.2. Vendors must bid on line #1- Professional Services Training in order to be considered. Line #2 –Support Materials is optional. Vendor MUST provide professional services as above to be considered for award. This solicitation is NOT for materials only. Vendors that wish to provide materials ONLY and NOT professional services should NOT respond to this solicitation and will not be considered for award.

1.3 Vendors must provide a temporary password/guest password for online training/modules to be used for evaluation purposes.

1.4 Vendors must provide training certificates showing participant name and duration of training.

1.5 Fee for Professional Services/Training should be all inclusive (include airfare, hotel, meals, travel expenses, etc.) The District will not pay shipping/handling charges.

☐ Yes
(Optional: Check only one)

7 **Contract Term**

The overall period of performance shall be effective from 04/01/2026 through 03/31/2030.
Ysleta ISD reserves the right to automatically extend the contract at the discretion of the District without notification.

8 **Evaluation**

There will be an evaluation of the proposals to determine whether they meet expectations, exceeds them, or not. The District will utilize the best value for the District by using Competitive Bid, Competitive Sealed Proposal, Request for Proposal, or Request for Proposal-Informal.

9 **Score**

The evaluation committee agrees using the strengths, weaknesses, and risks and determines a score for a specific evaluation factor for each vendor proposal.

10 **Rank**

The evaluation committee will give each vendor a specified rank or place within the grading system. Shall be utilized for Competitive Bid or Competitive Sealed Proposal. It may be utilized for Request for Proposal or Request for Proposal-Informal

11	**Award** The evaluation committee may either accept one or more proposals for an award. In determining whom to award, the District shall consider the following: • 40 points – Purchase price • 25 points – Reputation and quality of the vendor and the vendor's goods and/or services • 25 points – The extent to which the goods and/or services meet the District's needs and the total long-term cost to the District to acquire the vendor's goods and/or services. • 3 points – Vendor's past performance with the District. • 0 points – Impact on the ability of the District to comply with laws and rules related to historically underutilized businesses. • 0 points – For a contract that is not for goods and services related to telecommunications and information services, building construction and maintenance, or instructional materials, whether the vendor or the vendor's ultimate parent company or majority owner has its principal place of business in this state or employs at least 500 persons in this state. • 7 points – Any other relevant factor specifically listed in the request for bids or proposals.
12	**Section 3 - Questionnaire/Attributes** Offeror will review and respond to the following questions:
13	**==========** *****Reputation & Quality***** **==========**
14	**Claims and Suits** If the answer to any of the questions below is yes, please include details. • Has the organization ever failed to complete any work awarded to it? If so, describe the circumstances and parties involved in detail. • Are there any judgments, claims, arbitration proceedings, or suits pending or outstanding against the organization or its officers? • Has the organization filed any lawsuits or requested arbitration concerning contracts within the last five years? _____ _____ _____ _____ _____ _____ *(Optional: Maximum 4000 characters allowed)*
15	**References** Offeror must furnish a minimum of three (3) references from organizations and/or businesses that have been provided with similar services or items. The organization's name, contact person, telephone number, email address, and a brief description of the items and services provided are required for each reference. Please submit the information to ensure the offer is considered responsive. By furnishing these references, the Offeror agrees to allow the District to contact any persons and/or organizations listed and utilize information obtained in evaluating the offer. The District reserves the right to check any references known to them and to use the information received from such references in making the award. References may not include currently employed District personnel.

16 **References - #1**

(Optional: Maximum 2000 characters allowed)

17 **References - #2**

(Optional: Maximum 2000 characters allowed)

18 **References - #3**

(Optional: Maximum 2000 characters allowed)

19 **Personnel Assigned to the Project**

For each key person, describe individual responsibilities, length of time with the organization, city of residence, and experience with similar projects. Must also include proposed consultants, and its key personnel, including past working relationships.

(Optional: Maximum 4000 characters allowed)

20 **Experience**

Provide information for three (3) projects within the last five (5) years for which you have provided services that are most related/similar to this project.
List the projects in order of priority, with the most relevant project first. Provide the following information for each project listed: Project name, location, description, costs for product/service, professional service provider, and representative who served in the contract, if applicable.

21	**Experience - Project #1** *(Optional: Maximum 4000 characters allowed)*
22	**Experience - Project #2** *(Optional: Maximum 4000 characters allowed)*
23	**Experience - Project #3** *(Optional: Maximum 4000 characters allowed)*
24	**==========** *****Meets Needs & Long Term Cost***** **==========**

25 **Deviations from Solicitation Terms & Conditions and/or Contract**

If an Offeror proposes changes to any provision in this solicitation document and/or the attached contract or if the Offeror desires additional provisions to be included in the final contract, the Offeror must so indicate.

The District reserves the right to modify the terms and conditions of any proposed contract during negotiations with the Offeror. Offerors' additional provisions that require attorney review and costs incurred by the District will be passed onto the Offeror.

Please provide the requested changes to the attached Solicitation Terms and Conditions and/or contracts. Note the item number and specific details of the change and/or exceptions. E-Bid Proposals - Deviations must be included in this field only. Attachments in response to this solicitation, including deviations, will not be considered.

(Required: Maximum 4000 characters allowed)

26 **Equivalent or Substitute Offers**

Unless identified in the solicitation as No Substitutes, equivalent /substitution offers will be accepted and considered provided they are equal to and meet all specifications of this solicitation which may include all specifications of the brand used to identify the quality of the goods and/or services requested. The District reserves the right to determine whether an equivalent /substitution offer is equal. The Offeror's responsible for providing, as part of its offer, specification information on all equivalents/substitutions offered.

Requests for Substitutions: Include, as appropriate, with each request, the following information:

1. Product data, drawings, and descriptions of products, fabrication, and installation procedures (attach);
2. Samples, where applicable or requested;
3. A detailed comparison of the significant qualities of the proposed substitution with those of the work originally specified. Significant qualities may include elements such as size, weight, durability, performance, and visual effect, where applicable;
4. Coordination information, including a list of changes or modifications that will become necessary to accommodate the proposed substitution;
5. Cost information;
6. References of current users should be included; and
7. If the offer is not identified as an alternate/substitution item(s), it is understood that it is for items exactly as specified in the solicitation.

(Optional: Maximum 4000 characters allowed)

27 **Shipping/Handling/Freight Fees**

The District does not typically pay shipping/handling/freight fees. Possibility of non-award if these fees are required. If shipping/handling/freight fees are needed, respond in the attribute "Deviations from Solicitation Terms & Conditions and/or Contract."

☐ Agree ☐ Disagree

(Optional: Check only one)

28 **Labor Costs**

The Labor Cost per hour, square foot, square yard, lineal foot, etc., shall include all labor, rental equipment, travel, and any other costs associated with the service, including service/trip charge, with the exclusion of the cost of materials.

(Optional: Maximum 1000 characters allowed)

29 **Firm Pricing**

The District requests that the prices for this solicitation remain firm throughout the term of the Contract. Indicate whether Offeror can comply. If Offeror cannot comply, indicate until what date prices are firm.

☐ Please select ☐ Yes ☐ No

(Required: Check only one)

30 **Minimum Price and/or Quantity**

The District requests that there is no minimum price and/or quantity required for purchases. If Offeror cannot comply, indicate here the minimum order in dollars and/or quantity amount. If minimum price and/or quantity is not applicable, indicate n/a.

(Optional: Maximum 1000 characters allowed)

31 **Discount Payment Terms**

The District will consider prompt payment discounts in the evaluation of offers. Indicate discount payment terms. (The District must have at least 10 days after receipt of the invoice to make payment.)

(Optional: Maximum 1000 characters allowed)

32 **After Receipt of Order (ARO)**

The District requests Offeror provide the number of days to deliver product/goods. Stock items are to be delivered within three calendar days. Non-stock items are to be delivered within seven calendar days. Please provide ARO

(Optional: Maximum 1000 characters allowed)

33 **Principal Place of Business, State**

The term principal place of business does not necessarily refer to the company's place of incorporation or organization or the residence of its majority owner.

It means where the company, whether natural or artificial, maintains offices and transacts business, i.e., where the business affairs are conducted. Concluding that "principal place of business" refers to where a corporation's officers direct, control, and coordinate the corporation's activities.

It should be where the corporation maintains its headquarters-provided that it is the center of direction, control, and coordination, i.e., the "nerve center". In what state is your principal place of business?

(Optional: Maximum 1000 characters allowed)

34 **Principal Place of Business, 500+ Employees in Texas**

Does your business have 500 or more employees in the State of Texas? Please advise

(Optional: Maximum 1000 characters allowed)

35 **Manufacturing Location**

In what state is your product manufactured?

(Optional: Maximum 1000 characters allowed)

36 **Is Business within District Boundary**

Indicate whether or not your business is in the Ysleta Independent School District area.

☐ Yes ☐ No ☐ Unknown

(Optional: Check only one)

37 **==========**

*****Past Relationship***** **==========**

38 **Past Relationship with District**

List the organization's experience with the District within the last five (5) years.

(Optional: Maximum 4000 characters allowed)

39	**==========** *** Other *** ==========

40	**Reviewed Required Exhibits and Forms** Offeror must review, complete and submit all exhibits and forms if notated and applicable. Failure to do so may be grounds to declare an offer non-responsive. Not utilizing forms provided OR modifying forms may disqualify the offer. Useful exhibits and forms are attached. ☐ Agree *(Optional: Check if applicable)*

41	**Tax ID Number** Enter Tax ID #/SSN. *(Optional: Numbers only)*

42	**Organization, Summary** • Year founded • How many years has the organization been in business under its present name? • Under what other or former names has the organization operated? • List company locations and the number of employees. *(Optional: Maximum 2000 characters allowed)*

43	**Current Capacity/Workload** Provide detailed information on the current workload and advise available capacity. Detailed information will include: • Projects • Customer name • Contact person/title • Phone number • Project description • Project completion date *(Optional: Maximum 4000 characters allowed)*

44	**Punchout Catalog Website** Punchout catalog allows the District to access online catalog(s), select items/quantities needed and place them on a shopping cart. That cart of items is then transferred to the District's financial system to automatically populate into the requisition with the items on the cart. •Do you have a punchout catalog already setup with Tyler Technologies/Munis? (yes/no) •If yes, is it in cXML format, allowing you to receive purchase order automatically? (yes/no) _____ _____ _____ *(Optional: Maximum 1000 characters allowed)*

45	**Providing Quotes to the District** When providing quotes to the District, the following information is required. • Your business information, Business name & address; Contact name and title; and Telephone number & email address • The client's information, District employee name & the campus or department; and Contact telephone number & email address • Quote Information, Reference number; Date of Issuance and expiration (if applicable); and Vendor award information. Award information must include the Solicitation number and title, Cooperative name, and contract number (if applicable) • Products and/or services, Name/Description & product part or reference number; Price per unit & overall price based on the quantity requested; If there are costs for labor or materials, list those items separately; and if using a markup, be sure to give the actual price of an item with a percent markup to equal the total price. • Total cost, After you have added all items to the quote, calculate the total cost for a project; Document any discounts provided to the customer; and if quoting a Markup, follow the correct format: Vendor's Price + the awarded Markup = YISD Pricing • Notes, include any information that doesn't fit anywhere else. • Sign-off/approval, the District does not sign quote acceptance, and a purchase order referencing the quote number will be provided to the vendor should the District wish to purchase. ☐ Yes ☐ No *(Optional: Check only one)*

46	**Labor Cost** The Labor Cost per hour, square foot, square yard, lineal foot, etc., shall include all labor, rental equipment, travel, and any other costs associated with the service, including service/trip charge, with the exclusion of the cost of materials. ☐ Agree *(Optional: Check if applicable)*

Bid Lines

1	**Package Header** Professional Services, to include but not limited to: Professional Development, In-Class Mentoring/Coaching, Research, Surveys, Training Sessions, Train the Trainer, Webinars, etc. Total: $ _____ ☐ No bid

Package Items

1.1 Provide percent discount off the fee schedule with an appropriate array. For example: training for 1/2 day or 1 full day with a variety of number of attendees, survey for a variety number of responses; research by hour or total cost **(all inclusive)**. Must upload fee schedule.
Line items left blank will be considered zero (0) percent.
(Response required • Line excluded from response total)

Quantity: 1 UOM: PCT Total: %

Item Notes:

For example – if the discount offered is 5%, the quote and/or invoice will say:

ABC Material – $5.00/each * 5% = $0.25, $5.00 – $0.25 = $4.75/each

☐ No bid

☐ Additional notes *(Attach separate sheet)*

Supplier Notes:

1.2 Provide percent discount off of support materials. Must upload your catalog, pricelist or website link (if pricing is found online).
Line items left blank will be considered zero (0) percent.
(Response required • Line excluded from response total)

Quantity: 1 UOM: PCT Total: %

Item Notes:

For example – if the discount offered is 5%, the quote and/or invoice will say:

ABC Material – $5.00/each * 5% = $0.25, $5.00 – $0.25 = $4.75/each

☐ No bid

☐ Additional notes *(Attach separate sheet)*

Supplier Notes:

Supplier Information

Company Name:

Contact Name:

Address:

Phone:

Fax:

Email:

Supplier Notes

By submitting your response, you certify that you are authorized to represent and bind your company.

Print Name

Signature