PROPOSAL RESPONSE FORM - YOUTH & FAMILY PROGRAMS - OPENING # 2

Complete all information on this form. In addition to this completed form, you may upload a separate sheet if further explanation is required for your submission. You may upload any additional documentation along with this form.

Name of Contractor/ Firm/ Organization:						Contact Name:				
Street Address:						Primary Phone:				
City:		State:		Zip:		Primary Email:				
Area of Interest or Activity Type:						Number of Youth and or Adults Served:				
						Does your Organization Utilize Volunteers?	☐	**YES**	☐	**NO**
Staff-to-Youth and or Adult Ratio:						Does your Organization Utilize YPQ?	☐	**YES**	☐	**NO**

1. Describe the services that your firm will provide that will meet the Scope of Service and Performance Requirements in Section VI of the RFP. Attach a separate sheet to this form if needed.

2.A. How many campus sites is your organization able to serve per day?

2.B. How many days per week can your organization provide programming?

3. Select the Activity Type(s) your organization will provide. How will the organization's activities increase proficiency in those related content areas? (select all that apply)

☐ **Academic Assistance**

☐ **Enrichment**

☐ **Family Engagement**

☐ **College & Career Readiness**

4. **How are organization's activities aligned with the Texas Essential Knowledge and Skills (TEKS)?**

5. **What is your organization's capacity to serve Limited English Proficiency (LEP) Students?**

6. **How will your organization's activities demonstrate best practices in activities?**

7. **Describe your organization's staff development plan for the 2023-2024 School Year including topics.**

8. **State your organization's minimum staff education/experience requirements.**

9. **How will your organization evaluate the effectiveness of the proposed activities?**

10. Does your organization have established curriculum and lesson plans? Include a SAMPLE unit plan and complementary lessons with your proposal.

11. Describe organization's process for screening employees and volunteers (e.g., background check, fingerprinting).

FINANCIAL PROPOSAL

Respondent shall provide a detailed summary of the pricing proposed. This section must contain the reasonable and customary basis of fee to be charged for each type of programming to be provided (i.e. rate per hour, per day, weekly, per program, semester, group, clinic, workshop, performance, show, residency, class, student, session, etc.). If programming can be provided at a reduced cost/sliding scale basis, respondents should describe the parameters of this option separately.

Note pricing is to be considered "not to exceed". If awarded, the respondent should be able to provide specific pricing for an event by quote as requested. Pricing shall remain constant for the duration of the awarded term of the RFP. Proposer may upload separate pricing document(s) if necessary.

Electronic Submission of Documents

This solicitation requires that one or more documents be completed and uploaded into the Bonfire electronic platform. The proposer is required to thoroughly review all sections of the RFP and submit all documents that are required and/or appropriate for their response.

☐ I understand the requirements

(Required: Check if applicable)

Term of the Awarded Contract - Performance Based

It is anticipated that the awarded contract for this solicitation shall be **from Date of Award through June 30, 2029**. This a multiple year, performance based contract. The awarded vendor's (Contractor's) performance is critical to the success of the contract for the full term.

Post-Award Standards for Awarded Vendors / Contractors

To ensure the level of performance is satisfactory, the District may utilize periodic reviews related to contractual requirements and professional expectations. The District has the right to terminate the Contractor for cause. In the event that the Contractor is not meeting the requirements of the contract, the District may choose to counsel the company and its lead personnel. If after counseling the performance has not improved, the District has the right to terminate the contract in whole or in part for cause and the District may utilize all remedies available under law and/or by contract terms, which may include debarment of the Contractor from future awards.

☐ I understand the requirements

(Required: Check if applicable)

Contractor Access to Students - Criminal History Background Checks

It is anticipated that the awarded individual Contractor, Contractor's staff or Subcontractors will come into direct contract with students, in a one-on-one capacity, while performing their services on District campuses. Contractor must ensure that there is no criminal history record that would prevent the Contractor from working in the District's facilities and directly with students whether in person or online. As such, the following must be followed by the awarded proposer:

- Individuals that will come in contact with students as defined by State of Texas statute shall be fingerprinted and the person's national criminal history record information researched to determine the individual's criminal history.
- Contractor is directly responsible to obtain all required criminal history record information through the Texas Department of Public Safety's Fingerprint-based Applicant Clearinghouse of Texas ("FACT").
- The cost of the background checks is the responsibility of the Contractor.
- Contractor must ensure that national criminal history record certification is filed with the District. Contractor may only be present at district campuses or may provide online services once the criminal history process (including Exhibit C.1. forms and fingerprinting) has been properly completed and approved. For more information, please refer to AISD District Policy CJA (REGULATION) and CJA (LEGAL).

If, during the term of the Contract the State of Texas changes or implements new laws related to criminal history information, or the District changes or implements new policies or guidelines for contractors that will have contact with students, the Contractor will be subject to such changes.

☐ I understand the requirements

(Required: Check if applicable)

Insurance Requirements

The Contractor shall provide proof and maintain the following insurance coverage applicable to liability which could be incurred in conjunction with providing services to the district.

The Contractor is required to carry the following insurance coverages:

- General Liability (minimum limit of $1,000,000 per occurrence and $2,000,000 aggregate). This policy should cover injury of a participant and include the following provisions: waiver of subrogation, endorsement to provide Austin ISD as additional insurance, and notice of cancellation.

- Sexual Molestation & Child Abuse (SAM) endorsement of $100,000 minimum (either specifically stated as included as part of General Liability or purchased separately in addition to the General Liability policy).
- Full Malpractice Coverage: professional liability coverage at a minimum limit of $1,000,000 to pay on behalf of the assured all sums which the assured shall become legally obligated to pay as damages by reason of any negligent act, error, or omission arising out of the performance of professional services under a contract.
- Workers' Compensation: coverage should be consistent with statutory benefits outline in the Texas Worker's Compensation Act Section 401. The minimum policy limits for Employer's Liability are $500,000 bodily injury each accident, $500,000 bodily injury by disease policy limit, and $500,000 bodily injury by disease each employee. The company's policy shall apply to the State of Texas and include a waiver of subrogation in favor of Austin ISD.

A current, industry-standard ACORD Certificate of Insurance (COI) for each of the above policies shall be delivered to the AISD before any work is started. Certificates shall be sent to the AISD Contract & Procurement Services office at each change or renewal during the term of the contract.

If transporting Austin ISD students, the vendor must have Automobile Liability as follows: Owned, Non-Owned, Hired or Rented with $1,000,000 Single Limit and Additional Insured in favor of Austin Independent School District. Questions about the district's insurance requirements should be directed to the Office of Risk Management.

☐ I understand the requirements
(Required: Check if applicable)

References

It is important that the District work only with proposers that will service the needs and best interest of the District to the best of their abilities. To ensure this, all proposers are required to provide a minimum of three (3) references of clients that have done business with the proposer in the last two (2) years. The references should be familiar with the proposer's work, billing, and post-completion support of the product or services provided. The District reserves the right to ask for additional clients or reject any that are not appropriate to provide information or feedback in the reference process. The information provided in the references is to be complete and up-to-date to be considered.

Reference 1	
School District or Business Name:	
Address:	
Contact person:	
Phone number:	
Email address:	
Reference 2	
School District or Business Name:	
Address:	
Contact person:	
Phone number:	
Email address:	

Reference 3	
School District or Business Name:	
Address:	
Contact person:	
Phone number:	
Email address:	