



**HITCHCOCK INDEPENDENT SCHOOL DISTRICT
PERPETUAL REQUEST FOR PROPOSALS
RFP #26-08-001RFP
CONTRACTED PROFESSIONAL SERVICES**

Release Date

August 11, 2026

Proposal Type

Open Continuous Request for Proposals (RFP)

Procurement Contact

James Briscoe
Director of Finance
Hitchcock Independent School District

7801 Neville Avenue
Building B
Hitchcock, TX 77563

Phone: (409) 316-6545

Email: jbriscoe@hitchcockisd.org

Website: www.hitchcockisd.org

Section 1: Invitation to Propose.....	3
Section 2: Procurement Schedule	5
Section 3: District Background.....	5
Section 4: Scope of Services.....	6
Professional Service Categories	6
A. Student Support Services	7
B. Instructional and Academic Services	7
C. Administrative and Business Services	7
D. Technology Services.....	7
E. Facilities and Operational Services	7
F. Other Professional Services.....	8
Service Requests	8
Section 5: Vendor Qualifications.....	8
Section 6: Personnel Qualifications.....	9
Substitute and Replacement Personnel	10
Section 7: Insurance Requirements	10
Section 8: Criminal History Requirements	11
Section 9: Proposal Instructions	11
A. Cover Letter	11
B. Company Profile	12
C. Professional Service Categories.....	12
D. Qualifications and Experience	12
E. Key Personnel	12
F. References	12
G. Pricing.....	12
H. Required Forms and Certifications	12
I. Additional Information.....	13
Section 10: Questions and Clarifications.....	13
Section 11: Submission Requirements	14
Section 12: Evaluation Process.....	14
Section 13: Evaluation.....	15
Section 14: Award Methodology.....	16
Section 15: Contract Terms	17
Section 16: Termination Rights	18

Section 17: Compliance Requirements.....	19
Section 18: Protest Procedures	21
Section 19: Reservation of Rights	21
PROFESSIONAL SERVICE CATEGORY SELECTION FORM	23
Proposal Submission Checklist.....	23
Instructions	23
Professional Service Categories	23
Student Support Services	23
Instructional & Academic Services	24
Administrative & Business Services	24
Technology Services.....	25
Facilities & Operational Services	26
Other Professional Services	26
Primary Service Category.....	26
Supporting Documentation	27
Certification	27
Insurance Requirements.....	32
Vendor Certification	33
RFP #26-08-001RFP	34
Open Continuous Request for Proposals.....	34
Contracted Professional Services	34

Section 1: Invitation to Propose

Hitchcock Independent School District ("District" or "Hitchcock ISD") is soliciting competitive sealed proposals from qualified firms, organizations, agencies, independent contractors, and other eligible entities to provide professional services on an as-needed basis through an **Open Continuous Request for Proposals (RFP)**.

The purpose of this solicitation is to establish and maintain a pool of pre-qualified professional service providers capable of supporting the District's operational, instructional, administrative, and student service needs. Services may be funded through local, state, or federal funding sources, depending on the nature of the services requested and the availability of funding.

Unlike a traditional one-time solicitation, this Open Continuous RFP will remain active throughout the contract term. The District will accept proposals on an ongoing basis and evaluate submissions periodically. Qualified vendors may be added to the District's approved vendor pool at any time during the term of the solicitation. Inclusion in the qualified vendor pool does not guarantee the award of work or any minimum amount of business.

The District intends to make multiple awards under this solicitation. Departments may select vendors from the approved pool based on the specific service required, vendor qualifications, availability, experience, pricing, and the best interest of the District. Vendor selection for individual assignments may also consider program requirements, funding source restrictions, and project-specific qualifications.

This solicitation is issued pursuant to **Texas Education Code §44.031** and other applicable procurement laws governing Texas public school districts. The District intends for this procurement to satisfy the competitive procurement requirements applicable to purchases funded through local, state, and federal sources, including the **Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200)**, when applicable.

The successful proposer(s) shall demonstrate the professional qualifications, experience, staffing capacity, financial stability, and organizational resources necessary to provide high-quality services in accordance with all applicable federal, state, and local laws, regulations, District policies, and professional standards.

Hitchcock ISD reserves the right to reject any or all proposals, waive minor informalities or irregularities, request clarifications, negotiate with one or more proposers, conduct interviews or request additional information, and make multiple awards as determined to be in the best interest of the District.

By submitting a proposal, the proposer acknowledges that it has reviewed and understands all requirements contained within this solicitation and agrees to comply with all applicable federal, state, and local laws, regulations, District policies, and contractual requirements associated with providing professional services to Hitchcock Independent School District.

Section 2: Procurement Schedule

The following schedule represents the District's anticipated procurement process for this Open Continuous Request for Proposals (RFP). Unlike a traditional solicitation, this RFP will remain continuously open throughout the contract term. Hitchcock Independent School District reserves the right to modify this schedule, evaluation frequency, or contract award dates as necessary and in the best interest of the District.

Activity	Schedule
Release of RFP	August 11, 2026
Initial Proposal Review	August 11, 2026
Proposal Submission	Accepted on a continuous basis throughout the contract term
Evaluation of New Proposals	Conducted periodically, or as District needs require
Requests for Clarification (if needed)	As Required
Notice of Qualification/Award	Issued following evaluation and approval
Contract Effective Date	Upon execution by both parties
Contract Term	One (1) year, with the option to renew for up to four (4) additional one-year terms, subject to Board approval and mutual agreement, as applicable

The District may evaluate proposals individually or in groups as they are received. Vendors determined to be responsive, responsible, and qualified may be added to the District's approved vendor pool at any time during the solicitation period.

The District reserves the right to suspend evaluations, reopen evaluations, request additional information, conduct interviews, request presentations, or issue addenda to this solicitation as necessary. Acceptance into the qualified vendor pool does not guarantee the award of work or any minimum volume of services.

The District also reserves the right to remove vendors from the qualified vendor pool for non-performance, failure to maintain required qualifications, non-compliance with contract requirements, or other reasons determined to be in the best interest of Hitchcock ISD.

Section 3: District Background

Hitchcock Independent School District ("Hitchcock ISD" or "District") is a public school district located in Galveston County, Texas, serving students from pre-kindergarten through grade twelve. The District is committed to providing high-quality educational opportunities while maintaining sound financial stewardship and operational excellence in support of student success.

To effectively meet the evolving needs of students, campuses, and departments, the District regularly procures a variety of professional services to support instructional programs, special education, student services, business operations, technology, facilities, and other District initiatives. These services may be funded through local, state, or federal funding sources and must be procured in accordance with applicable procurement laws and regulations.

To improve efficiency while maintaining compliance with all applicable procurement requirements, Hitchcock ISD is establishing an **Open Continuous Request for Proposals (RFP)** for contracted professional services. This procurement is intended to create and maintain a pool of qualified vendors who have demonstrated the experience, qualifications, and capacity necessary to provide professional services to the District.

Through this process, the District seeks to establish long-term partnerships with qualified service providers that can respond to District needs in a timely manner while ensuring competition, transparency, and compliance with applicable federal, state, and local procurement requirements.

The District reserves the right to utilize one or more qualified vendors based on the nature of the services requested, vendor qualifications, availability, funding source requirements, and the best interest of Hitchcock ISD. Inclusion in the qualified vendor pool does not guarantee the award of work or any minimum amount of services under this solicitation.

Section 4: Scope of Services

The purpose of this solicitation is to establish a pool of qualified professional service providers capable of delivering specialized services to Hitchcock Independent School District on an as-needed basis. The successful proposer(s) shall furnish all personnel, supervision, equipment, materials, administrative support, licenses, certifications, and professional expertise necessary to perform the services requested in accordance with applicable federal, state, and local laws, regulations, professional standards, and District policies.

This solicitation is intended to provide the District with access to qualified professionals across a variety of service areas. The District reserves the right to award contracts to one or more vendors within any service category.

Professional Service Categories

Vendors shall identify the service category or categories for which they are requesting qualification. Vendors may be approved for one or multiple categories based on their qualifications, experience, and demonstrated capabilities.

A. Student Support Services

- Occupational Therapy (OT)
- Physical Therapy (PT)
- Speech-Language Pathology
- Licensed Specialists in School Psychology (LSSP)
- Educational Diagnosticians
- School Nursing Services
- Behavioral and Mental Health Services
- Counseling Services
- Vision, Hearing, and Related Services

B. Instructional and Academic Services

- Professional Development and Training
- Instructional Coaching
- Curriculum Development
- Program Evaluation
- Academic Intervention Services
- Assessment Services
- Educational Consulting

C. Administrative and Business Services

- Financial Consulting
- Internal Audit Services
- Grant Writing and Grant Management
- Procurement and Purchasing Consulting
- Human Resources Consulting
- Organizational Development
- Strategic Planning
- Policy Development

D. Technology Services

- Technology Consulting
- Cybersecurity Services
- Network Assessments
- Software Implementation
- Data Analytics
- Information Systems Consulting

E. Facilities and Operational Services

- Architectural and Facility Consulting
- Environmental Consulting

- Safety and Security Consulting
- Engineering Consulting (where permitted by law)
- Project Management Services
- Energy Management Consulting

F. Other Professional Services

The District may procure other professional services not specifically identified above when such services are determined to be in the best interest of Hitchcock ISD and are within the scope of this solicitation.

Service Requests

The District does not guarantee any minimum quantity of work, number of assignments, or dollar amount under this solicitation. Services will be requested on an as-needed basis and may vary depending on operational needs, program requirements, funding availability, and Board approval, where applicable.

Work assignments may be issued to one or more qualified vendors based on factors including, but not limited to:

- Qualifications and experience
- Specialized expertise
- Availability
- Past performance
- Pricing
- Geographic location
- Funding source requirements
- Overall best value to the District

The District reserves the right to negotiate the scope of work, deliverables, schedule, pricing, and compensation for individual assignments with any qualified vendor awarded under this solicitation.

Section 5: Vendor Qualifications

Proposers must demonstrate that they possess the experience, staffing capacity, financial stability, professional credentials, and organizational resources necessary to provide high-quality professional services to Hitchcock Independent School District.

At a minimum, each proposer shall:

- Have a minimum of three (3) years of experience providing the professional services identified in the proposal or demonstrate equivalent qualifications acceptable to the District.

- Demonstrate experience providing similar services to Texas public school districts, governmental entities, higher education institutions, or comparable organizations.
- Possess all licenses, certifications, registrations, and legal authority required to perform the proposed services under applicable federal, state, and local laws.
- Demonstrate the organizational capacity to provide services in a timely, professional, and responsive manner throughout the term of any resulting contract.
- Maintain sufficient staffing resources or qualified personnel to perform the services proposed, including the ability to provide substitute or replacement personnel when applicable.
- Maintain all required insurance coverage necessary for the services being provided.
- Provide a minimum of three (3) professional references from clients for whom similar services have been performed within the past five (5) years.
- Demonstrate the financial stability and operational capacity necessary to successfully perform the proposed services.
- Certify compliance with all applicable federal, state, and local laws, including procurement requirements, criminal history requirements (when applicable), and all District policies.
- Disclose any pending litigation, regulatory actions, contract defaults, or other matters that may materially affect the vendor's ability to perform the requested services.

Hitchcock ISD reserves the right to determine whether a proposer possesses the qualifications, experience, financial capacity, integrity, and responsibility necessary to perform the services described in this solicitation.

The District may request additional information, documentation, interviews, presentations, or reference checks to verify a proposer's qualifications prior to qualification or award.

Section 6: Personnel Qualifications

The Contractor shall ensure that all personnel assigned to perform services under any resulting contract possess the education, experience, professional qualifications, licenses, certifications, and training necessary to perform the services for which they are assigned.

At a minimum, all personnel assigned to Hitchcock Independent School District shall:

- Possess all licenses, certifications, registrations, and credentials required by applicable federal, state, and local laws, regulations, and professional licensing authorities.
- Maintain all required professional licenses, certifications, and continuing education requirements throughout the term of any resulting contract.

- Successfully complete all criminal history background checks, fingerprinting requirements, or other screening requirements required by Texas Education Code Chapter 22, when applicable.
- Demonstrate the knowledge, skills, and experience necessary to perform the requested services in accordance with accepted professional standards.
- Conduct themselves in a professional, ethical, and courteous manner while performing services on behalf of Hitchcock ISD.
- Comply with all applicable District policies, administrative procedures, campus rules, confidentiality requirements, and safety protocols while performing services on District property or on behalf of the District.

The Contractor shall provide documentation verifying the qualifications, licenses, certifications, registrations, and experience of assigned personnel upon request by the District.

Substitute and Replacement Personnel

The Contractor shall maintain sufficient qualified personnel to ensure continuity of services throughout the term of the contract. Any substitute or replacement personnel assigned to the District shall possess qualifications and credentials that are substantially equivalent to those of the originally assigned individual and shall meet all applicable licensing, certification, background check, and District requirements prior to performing services.

The District reserves the right to review the qualifications of assigned personnel and may require the removal and replacement of any individual whose qualifications, performance, conduct, or compliance with District requirements are determined to be unsatisfactory or not in the best interest of Hitchcock ISD.

Section 7: Insurance Requirements

The Contractor shall maintain insurance coverage appropriate for the professional services being provided. Prior to the commencement of services, the District may require the successful proposer to provide Certificates of Insurance evidencing the required coverage.

Insurance requirements shall be based on the nature of the services to be performed and may include, but are not limited to:

- Commercial General Liability Insurance
- Professional Liability (Errors and Omissions) Insurance
- Workers' Compensation Insurance, when required by law
- Automobile Liability Insurance, when vehicles are used in the performance of services
- Cyber Liability Insurance, when appropriate

Hitchcock ISD reserves the right to determine the type and amount of insurance required for each service category or individual assignment based on the level of risk associated with the services being provided.

Failure to maintain any insurance required by the District may result in suspension of services, removal from the qualified vendor pool, or termination of the contract.

Section 8: Criminal History Requirements

The Contractor shall comply with all applicable criminal history requirements of the Texas Education Code, including Chapter 22, and all other applicable federal and state laws governing individuals who provide services to public school districts.

The Contractor shall ensure that all employees, subcontractors, agents, and other personnel assigned to perform services under any resulting contract who have continuing duties related to District students, or who are otherwise required by law to undergo a criminal history review, have successfully completed all required criminal history background checks and fingerprinting requirements prior to providing services.

The Contractor shall be responsible for ensuring ongoing compliance with all applicable Texas Education Agency (TEA) requirements and shall immediately remove any individual from District property or District-sponsored activities upon the District's request.

The Contractor shall certify compliance with all applicable criminal history requirements and shall provide documentation upon request by the District.

Failure to comply with applicable criminal history requirements may result in suspension of services, removal from the District's qualified vendor pool, termination of the contract, or any other remedy available to the District under applicable law.

Section 9: Proposal Instructions

To facilitate a fair and consistent evaluation process, proposers shall organize their submissions in the following format. Failure to provide the requested information may result in the proposal being determined non-responsive.

A. Cover Letter

Provide a signed cover letter introducing the organization and summarizing the services being proposed. The letter shall identify the individual authorized to bind the proposer contractually.

B. Company Profile

Provide a brief overview of the organization, including:

- Legal business name
- Years in business
- Organizational structure
- Primary office location
- Areas of professional expertise
- Experience providing similar services to public entities

C. Professional Service Categories

Complete **Attachment A – Professional Service Category Selection Form** identifying each service category for which the proposer is requesting qualification.

D. Qualifications and Experience

Describe the firm's experience, qualifications, and capabilities related to each service category identified in Attachment A. Include relevant project experience, certifications, and specialized expertise.

E. Key Personnel

Identify the personnel who will provide services under this solicitation. Include resumes, professional licenses, certifications, and any other qualifications applicable to the proposed service categories.

F. References

Provide a minimum of three (3) professional references for similar services performed within the past five (5) years.

G. Pricing

Complete the District's Pricing Proposal Form. Vendors shall provide pricing for each service category proposed, including hourly rates, daily rates, project rates, or other applicable fee structures.

H. Required Forms and Certifications

Submit all required certifications, affidavits, disclosures, and forms included in this solicitation.

I. Additional Information

The proposer may submit any additional information believed to demonstrate its qualifications, experience, unique capabilities, or value-added services.

Proposals shall be complete, accurate, and signed by an individual authorized to legally bind the proposer. Hitchcock Independent School District reserves the right to request additional information, clarification, or supporting documentation at any time during the evaluation process.

Section 10: Questions and Clarifications

All questions, requests for clarification, or inquiries regarding this Open Continuous Request for Proposals (RFP) shall be submitted in writing to:

James Briscoe

Director of Finance

Hitchcock Independent School District

jbriscoe@hitchcockisd.org

Because this is an Open Continuous RFP, vendors may submit questions at any time during the term of the solicitation. The District will make reasonable efforts to respond to inquiries in a timely manner; however, the District reserves the right to determine whether a response will be issued individually or through a written addendum when the information may affect all prospective proposers.

Interpretations, corrections, modifications, or changes to this solicitation shall be communicated through written addenda issued by the District. Verbal responses, explanations, or interpretations provided by any District employee or representative shall not be binding upon Hitchcock ISD.

Proposers are responsible for monitoring the District's procurement website and obtaining all addenda issued during the term of this solicitation. Submission of a proposal constitutes acknowledgment and acceptance of all issued addenda.

The District reserves the right to update, modify, add, or remove professional service categories, proposal requirements, forms, evaluation criteria, insurance requirements, contract terms, or other provisions of this solicitation through written addenda at any time during the term of the solicitation.

Any addenda issued by the District shall become a part of this solicitation and shall be binding upon all proposers.

Section 11: Submission Requirements

Proposals shall be submitted electronically in PDF format and may be submitted at any time during the term of this Open Continuous Request for Proposals (RFP).

Proposals shall be emailed to:

James Briscoe

Director of Finance

Hitchcock Independent School District

jbriscoe@hitchcockisd.org

Subject Line:

RFP #26-08-001RFP – Open Continuous Professional Services

The proposer is solely responsible for ensuring timely delivery of its proposal. The District is not responsible for technical issues, transmission errors, internet interruptions, spam filtering, or other circumstances that may prevent timely receipt of a proposal.

Because this is an Open Continuous RFP, proposals will be accepted throughout the term of the solicitation. Proposals received after the initial qualification review will be evaluated during subsequent evaluation periods or as District needs require.

All proposals shall remain valid for a period of one hundred twenty (120) calendar days following submission unless otherwise withdrawn in writing by the proposer.

Hitchcock ISD reserves the right to reject any or all proposals, waive minor informalities or irregularities, request clarification or additional information, conduct interviews or presentations, negotiate contract terms, and qualify one or more vendors whose proposals are determined to be in the best interest of the District.

Qualification under this solicitation does not guarantee the award of work, the issuance of a purchase order, or any minimum amount of business. Services shall be requested on an as-needed basis in accordance with District needs, available funding, and applicable procurement requirements.

Section 12: Evaluation Process

Proposals received under this Open Continuous Request for Proposals (RFP) will be reviewed by an evaluation committee designated by Hitchcock Independent School District. The evaluation committee will review each proposal to determine the proposer's responsiveness, qualifications, experience, technical capabilities, financial stability, and overall ability to provide the requested professional services.

Because this is an Open Continuous RFP, proposals will be evaluated on an ongoing basis. Vendors meeting the requirements of this solicitation and determined to be qualified may be added to the District's approved vendor pool at any time during the term of the solicitation.

The District reserves the right to:

- Conduct a preliminary review to determine proposal responsiveness and vendor responsibility.
- Request clarification, additional information, or supplemental documentation from any proposer.
- Conduct interviews, presentations, demonstrations, or site visits, when determined to be in the best interest of the District.
- Verify licenses, certifications, references, insurance, financial stability, and other qualifications.
- Negotiate pricing, contract terms, or scope of services, when appropriate.
- Qualify one or more vendors within each professional service category.
- Remove or suspend vendors from the qualified vendor pool for non-performance, failure to maintain qualifications, or other reasons determined to be in the best interest of the District.
- Reject any or all proposals and re-solicit or modify the procurement process as permitted by law.

Qualification under this solicitation does not guarantee the award of work, a purchase order, or any minimum amount of business. Individual service assignments will be made based on District needs, vendor qualifications, availability, pricing, funding source requirements, and the best value to Hitchcock ISD.

The District reserves the right to evaluate proposals without discussion or to request additional information before making a qualification determination. The District's decision regarding vendor qualification shall be final.

Section 13: Evaluation

Hitchcock Independent School District will evaluate proposals and make an award based on the proposal determined to provide the best value to the District in accordance with Texas Education Code §44.031.

Proposals will be evaluated using the following criteria:

Evaluation Criteria	Maximum Points
Qualifications and Experience of Firm	25
Qualifications and Experience of Assigned Personnel	20

Service Approach and Coverage Plan	20
References and Past Performance	10
Cost Proposal	20
Completeness and Quality of Proposal	5
Total Possible Points	100

The District reserves the right to consider any information obtained through references, interviews, presentations, demonstrations, licensing verification, financial reviews, or other due diligence activities when evaluating proposals.

Qualification under this solicitation shall be based upon the District's determination of the proposer's ability to successfully perform the requested services and provide the best overall value to Hitchcock Independent School District.

The District reserves the right to make multiple awards within each professional service category and is not obligated to qualify all proposers.

Section 14: Award Methodology

Hitchcock Independent School District intends to establish and maintain a pool of qualified vendors to provide professional services under this Open Continuous Request for Proposals (RFP). The District may make multiple awards within one or more professional service categories to those proposers whose submissions are determined to provide the best value to the District in accordance with Texas Education Code §44.031.

Qualification under this solicitation shall not be based solely on price. The District will consider the evaluation criteria identified in this RFP, including the qualifications and experience of the firm, qualifications of proposed personnel, past performance, responsiveness, pricing, and the proposer's demonstrated ability to successfully perform the requested services.

The District reserves the right to:

- Qualify one or more vendors within each professional service category.
- Make multiple awards as determined to be in the best interest of the District.
- Negotiate scope of work, pricing, deliverables, and contract terms for individual assignments.
- Request additional information, interviews, presentations, demonstrations, or Best and Final Offers (BAFO), when appropriate.
- Reject any or all proposals, waive minor informalities or irregularities, or cancel and reissue this solicitation if determined to be in the best interest of the District.
- Remove vendors from the qualified vendor pool for non-performance, failure to maintain qualifications, or other reasons permitted by law or contract.

Qualification under this solicitation does not guarantee the award of work, the issuance of a purchase order, or any minimum amount of business. Individual assignments will be made based on District needs, vendor qualifications, availability, pricing, funding source requirements, and the overall best value to Hitchcock ISD.

The District's decision regarding vendor qualification and the assignment of work shall be final and made in accordance with applicable law, Board policy, and the best interests of Hitchcock Independent School District.

Section 15: Contract Terms

The initial term of this Open Continuous Request for Proposals (RFP) shall begin **August 11, 2026**, and continue through **August 10, 2027**, unless terminated earlier in accordance with the provisions of this solicitation.

Upon mutual written agreement of both parties and approval by the District, this solicitation may be renewed for up to **four (4) additional one-year terms**. Renewal shall be at the sole discretion of Hitchcock Independent School District and shall be contingent upon satisfactory vendor performance, continued District need, availability of funding, and compliance with all solicitation and contract requirements.

Qualification under this solicitation does not guarantee the award of work, the issuance of a purchase order, or any minimum quantity of services. Services shall be requested on an as-needed basis through purchase orders, service agreements, engagement letters, statements of work, or other District-approved contractual documents.

The District may execute a **Master Services Agreement (MSA), Professional Services Agreement (PSA), Engagement Letter, Statement of Work (SOW), or other District-approved contract** with qualified vendors. Individual assignments may subsequently be authorized through purchase orders, work orders, statements of work, or other written authorizations issued by the District.

The District reserves the right to add qualified vendors to, or remove vendors from, the approved vendor pool throughout the term of this solicitation in accordance with the provisions of this RFP.

The Contractor shall maintain all licenses, certifications, insurance, registrations, and qualifications required to perform the services for which it has been approved throughout the duration of the contract term and shall immediately notify the District of any changes that may affect its eligibility to provide services.

The Contractor shall not assign, transfer, or subcontract any portion of a resulting contract without the prior written approval of Hitchcock Independent School District.

Hitchcock ISD reserves the right to increase, decrease, suspend, or modify the scope of services requested under this solicitation based upon operational needs, program requirements, funding availability, or other factors determined to be in the best interest of the District.

Any contract resulting from this solicitation shall be governed by the laws of the State of Texas. Venue for any legal action arising under the contract shall be exclusively in **Galveston County, Texas.**

The Superintendent or designee shall have the authority to administer contracts awarded under this solicitation on behalf of Hitchcock Independent School District.

Hitchcock ISD reserves all rights and remedies available under applicable federal and state law, Board policy, and the terms of any resulting contract.

Section 16: Termination Rights

Hitchcock Independent School District reserves the right to terminate any resulting contract, purchase order, statement of work, engagement letter, or other agreement, in whole or in part, for convenience or for cause, upon thirty (30) calendar days' written notice to the Contractor, unless otherwise specified in the applicable agreement.

The District may immediately terminate any resulting agreement, suspend services, or remove a vendor from the District's qualified vendor pool, without penalty, if the Contractor:

- Fails to perform services in accordance with the terms and conditions of the contract or solicitation.
- Fails to maintain required licenses, certifications, insurance, registrations, or other qualifications.
- Violates any applicable federal, state, or local law, regulation, or District policy.
- Fails to comply with criminal history, fingerprinting, or other legal requirements, when applicable.
- Becomes insolvent, files for bankruptcy, ceases business operations, or is otherwise unable to perform the required services.
- Engages in fraud, misrepresentation, unethical conduct, conflicts of interest, or any action determined by the District to be contrary to its best interests.

When practical and in the best interest of the District, Hitchcock ISD may provide written notice of performance deficiencies and allow the Contractor a reasonable opportunity to cure such deficiencies before exercising its termination rights. Nothing in this provision shall limit the District's right to immediately terminate or suspend services when necessary to protect the health, safety, welfare, or interests of the District, its students, or its employees.

Upon termination, the District shall be responsible only for payment of services satisfactorily performed and accepted prior to the effective date of termination. The Contractor shall not be entitled to compensation for anticipated profits, unperformed services, or any consequential, incidental, or special damages resulting from the termination.

Removal from the District's qualified vendor pool shall not preclude the District from pursuing any other rights or remedies available under applicable federal or state law, Board policy, or the terms of any resulting contract.

Nothing contained in this section shall limit Hitchcock Independent School District's right to terminate individual assignments while maintaining a vendor's qualification status, or to remove a vendor from the qualified vendor pool while honoring the terms of any surviving contractual obligations, as determined by the District.

The District reserves the right to terminate one or more individual service assignments without affecting the Contractor's qualification status for other service categories or future opportunities under this solicitation. Likewise, the District may remove a Contractor from one or more professional service categories while allowing the Contractor to remain qualified in other approved categories, when determined to be in the best interest of the District.

Termination or removal under this section shall not waive or limit any other rights or remedies available to Hitchcock Independent School District under applicable law or the terms of any resulting agreement.

Section 17: Compliance Requirements

The Contractor shall comply with all applicable federal, state, and local laws, regulations, executive orders, administrative rules, and Hitchcock Independent School District Board policies governing the performance of services under this solicitation and any resulting contract.

At a minimum, the Contractor shall comply with the following, as applicable:

- Texas Education Code
- Texas Government Code
- Texas Local Government Code
- Texas Family Code
- Family Educational Rights and Privacy Act (FERPA)
- Health Insurance Portability and Accountability Act (HIPAA), when applicable
- Americans with Disabilities Act (ADA)
- Title VI and Title VII of the Civil Rights Act of 1964
- Title IX of the Education Amendments of 1972
- Section 504 of the Rehabilitation Act of 1973

- Individuals with Disabilities Education Act (IDEA), when applicable
- Uniform Guidance (2 CFR Part 200), when services are funded with federal grant funds
- Texas Education Agency (TEA) rules and guidance, when applicable
- All other applicable federal, state, and local laws governing the services being provided

The Contractor shall obtain and maintain all licenses, certifications, permits, registrations, and professional credentials required to perform the services for which it has been approved and shall ensure that all assigned personnel remain properly qualified throughout the term of any resulting agreement.

The Contractor shall comply with all applicable criminal history requirements, fingerprinting requirements, conflict of interest laws, procurement certifications, and all other statutory requirements applicable to the services being provided.

When services are funded in whole or in part with federal grant funds, the Contractor agrees to comply with all applicable federal grant requirements, including those contained in **2 CFR Part 200**, and any grant-specific requirements communicated by the District.

The Contractor shall immediately notify the District of any investigation, suspension, debarment, license revocation, regulatory action, or other event that may affect the Contractor's eligibility or ability to perform services under this solicitation.

The Contractor shall cooperate fully with the District during any audit, monitoring review, compliance review, or investigation related to services performed under this solicitation and shall provide requested records, documentation, and other information necessary to demonstrate compliance with applicable requirements.

The District reserves the right to incorporate additional federal contract provisions, grant conditions, certifications, assurances, or funding-specific requirements into any resulting contract when required by the funding source. The Contractor agrees to execute such certifications and comply with all applicable federal, state, and local requirements as a condition of receiving an award or performing services under any resulting agreement.

Failure to comply with any applicable law, regulation, certification, licensing requirement, funding requirement, or District policy may result in suspension of services, removal from the District's qualified vendor pool, termination of any resulting agreement, recovery of funds where permitted by law, and any other remedies available to Hitchcock Independent School District under applicable law.

Section 18: Protest Procedures

Any proposer wishing to protest the recommendation for award must submit a written protest to the Director of Finance within five (5) business days following the District's issuance of the notice of intent to award.

The written protest shall include:

- The name, address, and contact information of the protesting proposer.
- The solicitation number and title.
- A detailed statement of the legal and factual grounds for the protest.
- Copies of all supporting documentation.
- The specific relief requested.

The protest shall be submitted electronically to:

James Briscoe
Director of Finance
Hitchcock Independent School District
jbriscoe@hitchcockisd.org

Upon receipt of a timely protest, the District may review the matter and request additional information from the protesting proposer. The District reserves the right to proceed with the award process if it determines that doing so is in the best interest of the District.

The decision of the Superintendent or designee regarding the protest shall be final and conclusive. Failure to timely submit a protest in accordance with these procedures shall constitute a waiver of any protest rights related to this solicitation.

Nothing contained herein shall limit any rights or remedies available to Hitchcock ISD under applicable law.

Section 19: Reservation of Rights

Hitchcock Independent School District reserves the right to reject any or all proposals, waive minor informalities or irregularities, request clarification of proposal information, and award a contract in the manner determined to be in the best interest of the District.

The issuance of this Request for Proposals does not obligate the District to award a contract or reimburse any costs incurred in the preparation of a proposal.

ATTACHMENT A

VENDOR PROPOSAL FORM

Proposal Submission Checklist

☐ Included in Proposal Submission

Legal Name of Firm: _____

DBA (if applicable): _____

Mailing Address: _____

City, State, Zip: _____

Telephone: _____

Website: _____

Primary Contact: _____

Title: _____

Email Address: _____

Federal Tax ID Number: _____

The undersigned certifies that the information contained in this proposal is true and correct and that the proposer is authorized to submit this proposal on behalf of the firm.

Authorized Representative: _____

Title: _____

Signature: _____

Date: _____

ATTACHMENT B

PROFESSIONAL SERVICE CATEGORY SELECTION FORM

Proposal Submission Checklist

☐ Included in Proposal Submission

Instructions

Please indicate each professional service category for which your organization is requesting qualification. Vendors may request qualification in one or more categories. Qualification will be evaluated independently for each category based on the qualifications, experience, personnel, and supporting documentation provided.

The District reserves the right to approve, deny, or request additional information for any category identified below.

Professional Service Categories

Student Support Services

Service	Request Qualification
Occupational Therapy (OT)	☐
Physical Therapy (PT)	☐
Speech-Language Pathology	☐
Educational Diagnostician	☐
Licensed Specialist in School Psychology (LSSP)	☐
School Nursing Services	☐
Behavioral Services	☐
Mental Health Services	☐
Counseling Services	☐
Vision Services	☐
Hearing Services	☐
Other: _____	☐

Instructional & Academic Services

Service	Request Qualification
Professional Development	☐
Instructional Coaching	☐
Curriculum Development	☐
Program Evaluation	☐
Assessment Services	☐
Academic Intervention Services	☐
Educational Consulting	☐
Leadership Development	☐
Executive Coaching	☐
Other: _____	☐

Administrative & Business Services

Service	Request Qualification
Financial Consulting	☐
Internal Audit Services	☐
Procurement Consulting	☐
Grant Writing	☐
Grant Management	☐
Human Resources Consulting	☐
Compensation Studies	☐

Service**Request Qualification**

Organizational Development

☐

Strategic Planning

☐

Policy Development

☐

Records Management

☐

Other: _____

☐

Technology Services**Service****Request Qualification**

Technology Consulting

☐

Cybersecurity

☐

Network Assessments

☐

Software Implementation

☐

Data Analytics

☐

Information Systems Consulting

☐

Artificial Intelligence (AI) Consulting

☐

Technology Training

☐

Other: _____

☐

Facilities & Operational Services

Service	Request Qualification
Architectural Consulting	☐
Engineering Consulting	☐
Environmental Consulting	☐
Safety & Security Consulting	☐
Facility Assessments	☐
Energy Management Consulting	☐
Project Management	☐
Other: _____	☐

Other Professional Services

Please identify any additional professional services your organization is requesting qualification to provide.

Primary Service Category

Please identify the primary service category your organization provides:

- ☐ Student Support Services
- ☐ Instructional & Academic Services
- ☐ Administrative & Business Services

- ☐ Technology Services
 - ☐ Facilities & Operational Services
 - ☐ Other Professional Services
-

Supporting Documentation

Please attach the following documentation applicable to the service categories requested:

- ☐ Professional Licenses
 - ☐ Certifications
 - ☐ Resumes of Key Personnel
 - ☐ Proof of Insurance (if applicable)
 - ☐ Fee Schedule/Pricing
 - ☐ References
 - ☐ Additional Qualifications or Certifications
-

Certification

The undersigned certifies that the organization possesses the qualifications, experience, personnel, licenses, certifications, and resources necessary to provide the professional services identified above and agrees to notify Hitchcock Independent School District of any material changes affecting its qualifications during the term of this solicitation.

Firm Name: _____

Authorized Representative: _____

Title: _____

Signature: _____

Date: _____

ATTACHMENT C

REFERENCES

Proposal Submission Checklist

☐ Included in Proposal Submission

Provide three (3) references from Texas public school districts or comparable organizations.

Reference #1

Organization: _____

Contact Person: _____

Title: _____

Phone: _____

Email: _____

Services Provided: _____

Contract Dates: _____

Reference #2

Organization: _____

Contact Person: _____

Title: _____

Phone: _____

Email: _____

Services Provided: _____

Contract Dates: _____

Reference #3

Organization: _____

Contact Person: _____

Title: _____

Phone: _____

Email: _____

Services Provided: _____

Contract Dates: _____

ATTACHMENT D

NON-COLLUSION AFFIDAVIT

The undersigned certifies that this proposal has been independently prepared and submitted without collusion, consultation, communication, or agreement with any other proposer for the purpose of restricting competition.

Authorized Representative: _____

Signature: _____

Date: _____

ATTACHMENT E

FELONY CONVICTION NOTICE

Texas Education Code §44.034

Has the proposer or any owner of the proposer been convicted of a felony?

☐ Yes

☐ No

If yes, provide explanation below:

Authorized Representative Signature:

ATTACHMENT F

CRIMINAL HISTORY CERTIFICATION

The undersigned certifies compliance with Texas Education Code Chapter 22 and all applicable criminal history and fingerprinting requirements.

Authorized Representative:

Signature:

Date:

ATTACHMENT G

DEBARMENT CERTIFICATION

The proposer certifies that neither the firm nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in any federal or state program.

Authorized Representative:

Signature:

Date:

ATTACHMENT H

HB 89 VERIFICATION

The proposer shall complete any certification required by Texas Government Code Chapter 2271, if applicable.

Vendor verifies that it does not boycott Israel and will not boycott Israel during the term of any resulting contract, if applicable under Texas Government Code Chapter 2271.

☐ Applicable

☐ Not Applicable

Authorized Representative:

ATTACHMENT I

SB 252 VERIFICATION

The proposer shall complete any certification required by Texas Government Code Chapter 2274, if applicable.

Vendor verifies that it does not boycott energy companies and does not discriminate against firearm entities or firearm trade associations as required by Texas Government Code Chapters 2274 and 2276, if applicable.

☐ Applicable

☐ Not Applicable

Authorized Representative:

ATTACHMENT J

CONFLICT OF INTEREST REQUIREMENTS

Vendors are responsible for determining whether a Conflict of Interest Questionnaire (Form CIQ) must be filed pursuant to Texas Local Government Code Chapter 176.

Additional information and forms may be obtained from the Texas Ethics Commission.

ATTACHMENT K

Insurance Requirements

Hitchcock Independent School District recognizes that insurance requirements may vary depending on the nature and scope of the professional services being provided. As a result, insurance requirements will be determined based on the level of risk associated with the services to be performed.

Prior to the commencement of services, the District may require the successful proposer to provide Certificates of Insurance evidencing the required coverage.

Insurance coverage may include, but is not limited to, the following:

- Commercial General Liability Insurance
- Professional Liability (Errors and Omissions) Insurance
- Workers' Compensation Insurance, when required by law
- Automobile Liability Insurance, when vehicles are used in the performance of services
- Cyber Liability Insurance, when appropriate for technology-related services

The District reserves the right to require additional insurance coverage or higher policy limits based on the nature of the services, contractual obligations, funding requirements, or risk associated with a particular assignment.

All insurance policies shall be issued by insurance companies authorized to do business in the State of Texas.

The Contractor shall maintain all required insurance throughout the duration of any resulting contract or assignment and shall promptly notify the District of any cancellation, lapse, or material change in coverage.

Failure to maintain required insurance may result in suspension of services, removal from the District's qualified vendor pool, termination of any resulting agreement, or other remedies available to the District.

Vendor Certification

The undersigned certifies that the organization will maintain all insurance coverage required by Hitchcock Independent School District for the services performed under this solicitation and will provide Certificates of Insurance upon request and prior to the commencement of services.

Firm Name: _____

Authorized Representative: _____

Title: _____

Signature: _____

Date: _____

ATTACHMENT L

VENDOR ACKNOWLEDGMENT

The undersigned acknowledges receipt of the RFP and all addenda and agrees to comply with all requirements contained therein.

Firm Name: _____

Authorized Representative: _____

Signature: _____

Date: _____

ATTACHMENT M

W-9 REQUIREMENT

The successful proposer shall submit a current IRS Form W-9 prior to contract award.

ATTACHMENT N

NEWSPAPER ADVERTISEMENT NOTICE

NOTICE TO PROPOSERS

Hitchcock Independent School District is accepting proposals for:

RFP #26-08-001RFP

Open Continuous Request for Proposals

Contracted Professional Services

Hitchcock Independent School District ("Hitchcock ISD") is soliciting competitive sealed proposals from qualified firms, organizations, agencies, and independent contractors to establish a pool of qualified professional service providers to furnish services on an as-needed basis.

This is an **Open Continuous Request for Proposals (RFP)**. Proposals will be accepted on a continuous basis throughout the term of the solicitation, and qualified vendors may be added to the District's approved vendor pool as proposals are received and evaluated.

Professional service categories include, but are not limited to:

- Student Support Services
- Instructional and Academic Services
- Administrative and Business Services
- Technology Services
- Facilities and Operational Services
- Other Professional Services

Release Date: August 11, 2026

Proposal documents may be obtained from the Hitchcock ISD Purchasing Department or the District's procurement website.

Questions regarding this solicitation should be directed to:

James Briscoe

Director of Finance

Hitchcock Independent School District

jbriscoe@hitchcockisd.org

Hitchcock Independent School District reserves the right to reject any or all proposals, waive minor informalities or irregularities, request clarifications, qualify one or more vendors, and make awards in the manner determined to be in the best interest of the District in accordance with applicable federal and state law and District policy.