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To: Coppell ISD Board of Trustees  
From: Josette Dobbins, Director of Purchasing  
Date: September 28, 2026  
cc: Dr. Leanne Shivers, Dr. Amber Lasseigne, Dr. Angie Brooks, and Stephanie Flores  
Re: **Approval of RFQ #903-26 for Professional Evaluation and Student Intervention Services Provider Pool**

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Coppell Independent School District (the District) issued a Request for Qualifications (RFQ) #903-26 to establish and maintain a qualified provider pool of professional evaluation and student intervention service providers to support the District's Intervention Services Department. The solicitation provides access to qualified individuals and firms capable of providing educational evaluations, direct intervention, special education teacher services, related services, consultation, and other specialized student support services as needs arise.

RFQ #903-26 is a qualifications-based procurement. Respondents are evaluated based on qualifications, experience, certifications/licensure, capacity, compliance history, and past performance. Pricing is not considered during the qualification phase and may be negotiated with providers selected for inclusion in the pool, as permitted by law and District policy.

The RFQ establishes an ongoing provider pool rather than a fixed list of awarded providers. Qualified providers may be added as responses are received and reviewed throughout the term of the RFQ. Inclusion in the pool does not guarantee assignment of work, minimum service levels, or compensation. Services will be requested on an as-needed basis based on District needs, funding availability, provider performance, and applicable District policies.

**Term of Award:**

The provider pool will remain effective through August 31, 2031, unless modified, extended, or terminated by the District. The District reserves the right to add, remove, suspend, or re-qualify providers and to determine service assignments based on the District's needs.

**Fiscal Impact:**

There is no guaranteed expenditure associated with the provider pool. Services will be subject to District needs, available funding and budgets, and negotiated rates or contract terms.

**Recommendation:**

Administration recommends that the Board of Trustees approve RFQ #903-26 for Professional Evaluation and Student Intervention Services Provider Pool through August 31, 2031, authorizing the District to establish and maintain an ongoing pool of qualified providers for professional evaluation, student intervention, special education teacher services, related services, and other specialized student support services on an as-needed basis.