



REQUEST FOR QUALIFICATIONS

Reference number RFQ-24-002

FOR

Lone Star Governance Coaching

DUE NO LATER THAN 2:00 P.M., 9/18/2023

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KEY DATES AND INFORMATION

PROJECT NAME: RFQ – 24-002 LSG COACHING

RESPONSE DUE DATE & TIME: September 18, 2023, NO LATER THAN 2:00 P.M.

1. RFQ Communications

- 1.1. Interested companies or individuals shall direct all communications regarding this Request for Qualification to the following RFQ Procurement Manager who is the DeSoto Independent School District only official point of contact for this RFQ. All communication must be in writing.

Michael G. Smith
Purchasing Manager
Procurement Department
DeSoto ISD
200 E. Beltline Road
DeSoto, TX 75115
Email: Michael.smith02@desotoisd.org

- 1.2. Unauthorized contact regarding this RFQ with employees or officials of the DeSoto ISD other than the RFQ contact named above may result in disqualification from this procurement process.
- 1.3. DeSoto ISD has assigned the following RFQ identification number that must be referenced in all communications: RFQ- 24-002.
- 1.4. DeSoto ISD assumes no responsibility for delays or delivery failures resulting from the method of dispatch. Actual or electronic “postmarking” of a communication or response to the DeSoto ISD by a deadline date shall not substitute for actual receipt of a communication or response by the DeSoto ISD.
- 1.5. Only the Desoto ISD’s official, written responses and communications shall be considered binding with regard to this RFQ

RFQ RESPONSE AND SUBMITTAL REQUIREMENTS

1. **PLEASE PROVIDE ONE (1) ORIGINAL, ONE (1) COPY AND ONE (1) DIGITAL COPY OF YOUR RESPONSE. CLEARLY MARK YOUR RESPONSE, ORIGINAL AND COPY.**
2. Clearly mark on the outside of your submission, offeror’s name, address and the RFQ number/name. Submission must be submitted in sufficient time to be received DeSoto ISD procurement department. Submission received after the published time and date cannot be considered and will held for pick-up or destroyed. Fax or emailed submission will not be accepted. Submission can be delivered to the following address via FedEx/UPS etc. before closed date and time.

Desoto ISD Procurement Department
200 E. Beltline Road
DeSoto, TX 75115
3. Proposals must be signed by an authorized individual to contractually bind their firm when submitting the proposal. Failure to sign the proposal will be considered a non-responsive proposal.
4. All required forms of this Request for Qualifications are to be returned with your submission.
5. RFQ Submittals:
 - 5.1. Completed Experience and Qualification Questionnaire
 - 5.2. Provide Basic Fee Information
 - 5.3. Complete and sign required forms

INTRODUCTION

1. Background

- 1.1. DeSoto ISD operates seven (7) campuses and other facilities, all located in Dallas County, Texas. This (RFQ) invites experienced qualified companies or individuals to participate in this request.
- 1.2. DeSoto ISD is an equal opportunity employer and does not discriminate in awarding of contracts or employment of persons because of their race, color, age, national origin, religion, sex, disability, sexual orientation, or any other characteristic protected by law. DeSoto ISD requires companies with which it conducts business to be equal opportunity employers and comply with all applicable federal, state and municipal laws and regulations regarding contracting and employment practices.

2. Statement of Purpose

- 2.1. This ("RFQ") invites experienced, qualified companies and individuals to submit qualifications for inclusion in a pool to provide Lone Star Governance Coaching services ("Services") as specified herein.
- 2.2. Through this RFQ, DeSoto ISD seeks to procure the best services based on demonstrated competence and qualifications and to give ALL qualified businesses, including those that are small, minority, service-disabled, or women-owned an opportunity to do business with the DeSoto ISD as contractors and subcontractors. Proposers must complete the Diversity Business Program Form (see attachment Business Diversity Form and classification definitions).

3. Scope of Service, Contract Period, and Required Terms and Conditions

- 3.1. This is a request for qualifications for the purpose of creating a pool of qualified service providers and it is not a guarantee of a contract award.
- 3.2. The pool of qualified service providers will be in effect for three (3) years with no additional option years on a as needed basis.
- 3.3. DeSoto ISD may award a contract(s) to one or more service providers added to the pool of qualified service providers on an as-need basis.
- 3.4. If a contract is awarded, DeSoto ISD intends to use the attached sample agreement.
- 3.5. DeSoto ISD Professional Services Agreement Sample represents the contract document that the Proposer selected by the DeSoto ISD will agree to and sign.
- 3.6. Any contract award arising from this RFQ will be for a term to be determined by DeSoto ISD at a future date.

4. RFQ Definition of Terms

- 4.1. **DeSoto ISD** refers collectively or individually, as applicable, to the campuses and other facilities that comprise DeSoto Independent School District.
- 4.2. **District Representative** refers to the persons named in the contract to give approval or render a decision, at the district level, regarding various aspects of: (a) use of the facilities or (b) the providing of Services as specified in the signed contract.
- 4.3. **Company, Proposer or Submitter** refers to a company that chooses to submit a Response to provide Services for DeSoto ISD as specified in this RFQ.
- 4.4. **Contractors** refers to the company awarded the contract to provide products and services for the DeSoto ISD as specified in this RFQ.
- 4.5. **M/WBE** refers to a Company that is certified by an entity acceptable to the DeSoto ISD as being at least 51% owned, controlled, and operate by a person(s) that is an Anglo-American woman or Black/African American, Hispanic American, American Indian/Alaskan Native, American Asian, or American Asian Pacific. Certification must be by the North Central Texas Regional Certification Agency ("NCTRCA"), the State of Texas.

- 4.6. **RFQ Response** refers to the offer and documents from Bidder to the DeSoto ISD to provide the Products and Services and explains the approach and plan to address the scope, requirements and/or specifications stated in this RFQ.
- 4.7. **Response Documents** refer collectively to this RFQ and all addenda, Company's response, and all plans, specifications, schedules and the like attached hereto, or incorporated herein as if attached hereto.
- 4.8. **Services** refers to all work inclusive of all labor, travel, parts, and materials needed to meet all the required deliverables specified herein.

RFQ SCHEDULE OF EVENTS

The following Schedule of events represents DeSoto ISD's best estimate of the schedule that will be followed. Unless otherwise specified, the time of day for the following events will be between 8:00 a.m. and 5:00 p.m. (Central Time Zone)

RFQ SCHEDULE OF EVENTS		
NOTICE: DeSoto ISD reserves the right, at its sole discretion, to adjust this schedule, as it deems necessary. DeSoto ISD will communicate any adjustment to the Schedule of Events to potential Proposers.		
EVENT	TIME	DATE
1. Advertisement Dates		August 24 & August 31, 2023
2. Written Questions Due	4:00pm	September 1, 2023
3. Answers to Written Questions Due	4:00pm	September 5, 2023
4. Response Deadline	2:00 pm	September 18, 2023

GENERAL REQUIREMENTS AND INFORMATION

1. Proposer Required Review and Waiver of Objections

- 1.1. Each Proposer must carefully review this RFQ and all attachments, including but not limited to the DeSoto ISD Sample Agreement for defects, objections, or any other matter requiring clarification or correction (collectively called "Comments"). All such Comments must be made in writing and received by the DeSoto ISD no later than the Written Comments Deadline detailed in RFQ Schedule of Events.

2. RFQ Addendum and Cancellation

- 2.1. DeSoto ISD reserves the unilateral right to amend this RFQ in writing at any time.
- 2.2. DeSoto ISD reserves the right, at its sole discretion, to reject any and all responses, cancel and reissue this RFQ or to cancel this RFQ in its entirety in accordance with applicable laws and regulations.

3. Assignment and Subcontracting and Right to Refuse Personnel

- 3.1. The Proposer awarded a contract pursuant to this RFQ may not subcontract, transfer, or assign any portion of the Contract without Desoto ISD's prior, written approval.

4. Response Errors and Amendments

- 4.1. At the option of DeSoto ISD, a Proposer may be bound by all response errors or omissions. A Proposer will not be allowed to alter or amend response documents after the Response Deadline time and date in the RFQ Schedule of Events unless formally requested, in writing, by Desoto ISD.

5. Response Preparation Costs

- 5.1. The DeSoto ISD will not pay any costs associated with the preparation, submittal, or presentation of any response.

6. Disclosure of Response Contents

- 6.1. Each response and all materials submitted to DeSoto ISD in response to this RFQ shall become the property of DeSoto ISD.

EVALUATION AND POOL INCLUSION

1. Determination of Pool Finalists

- 1.1. DeSoto ISD will consider qualifications, experience and proposer's area of expertise or specialty in the evaluation of responses.
- 1.2. DeSoto ISD reserves the right, at its sole discretion, to request clarification of a RFQ or to conduct clarification discussions with any or all Submitters.

CATEGORY	MAXIMUM POINTS POSSIBLE
Qualifications and Experience	100
Total	100

2. Contract Award Process

- 2.1. DeSoto ISD may award a contract(s) to one or more service provider added to the pool of qualified service providers on an as-need basis.
- 2.2. If a contract is awarded, DeSoto ISD intends to use the attached sample agreement. However, DeSoto ISD reserves the right, at its sole discretion, to add or revise terms and/or conditions in Desoto ISD's best interests subsequent to this RFQ process. No such terms and/or conditions or revision of contract requirements shall materially affect the basis of response evaluations or negatively impact the competitive nature of the RFQ process.
- 2.3. A contract award may be based on including but not limited to service provider's experience, qualifications, scope and requirements of project, service provider availability, and timeline of project and costs.
- 2.4. DeSoto ISD has the sole right to go outside of the service provider pool created as a result of this RFQ if service providers are unable or unwilling to meet the District's required scope and timeline of service required.
- 2.5. Multiple quotes may be obtained from one or more of the qualified service providers in pool.

EXPERIENCE AND QUALIFICATION QUESTIONNAIRE

1. Provide a general description and history of the organization, its operations, year founded, ownership structure, and biographies of the principals and staff that work directly with clients.
2. How many years of Lone Star Governance modeling services does your company have?
3. Provide your experiences in providing Lone Star Governance method or development in improving student outcome goals.in the school district sector?
4. Provide a minimum of three (3) references of engagements for Lone Star Governance services of similar size, and scope with other school district entities and/or other government public sector clients.
5. Clearly describe the type of Lone Star Governance you can provide including but not limited to the following:
 - Structure
 - Accountability
 - Vision
 - Unity
 - Advocacy
 - Development & Training

BASIC FEE INFORMATION

1. Provide a basic fee structure and information.
2. Actual fees and cost to be determined and negotiated based on actual contract scope and award if selected from pool.

SUBMITTAL FORMS

1. Complete, sign and submit the following submittal forms:

LSG QUESTIONNAIRE FORM

<https://forms.office.com/r/2JiYuzP4Wx>

REQUIRED FORMS

<https://rb.gy/dzl0g>