



Meeting Date: October 17, 2024

Submitted By: Cecilia Davis
Title: Deputy Superintendent

Agenda Item: Consider and take action regarding approving the submittals for Request for Proposal 24-04 for Miscellaneous Curriculum & Instruction Special Education Contracted Products & Services.

CONSENT ITEM

RECOMMENDATION:

It is recommended that the Board approve the submittals for Request for Proposal 24-04 for Miscellaneous Curriculum & Instruction Special Education Contracted Products & Services as presented in the attachments and delegate the authority to the Superintendent or his designee to execute all contracts and related documents necessary to complete any related purchases.

IMPACT/RATIONALE:

Allows the District to purchase goods and services in accordance with Section 44.031 of the Texas Education Code.

Expenditures will be made from all funding sources.

The proposal is open for a five (5) year period, and vendors may be added periodically with board approval.

BOARD ACTION REQUESTED:

Approval/Disapproval



MEMORANDUM

October 7, 2024

To: Cecilia Davis, Deputy Superintendent

From: Lynne Trevino, Director of Purchasing

RE: Request for Proposal (RFP) 24-04 Miscellaneous Curriculum & Instruction Special Education Contracted Products & Services

This proposal was created on behalf of the District for the benefit of all campus/department locations. In accordance with state law, a notice was published in *The Hart Beat* on July 22 and July 29, 2024. Submittals were opened as they were received. The District has received 67 responses to date and 54 of the responses were presented and approved at previous board meetings. This bid opportunity is for a five (5) year period; allowing the District to continue to vet and add vendors to the existing listing. This will allow the District to expand upon vendor options in the areas of curriculum & instruction/special education product & services. The contract period will commence upon execution of contract and ending on July 22, 2029. As submittals are received, they will be added to a listing that will be presented to the Board of Trustees for approval at future meetings.

Evaluations were completed based on criteria identified in the Request for Proposal, which required vendors to submit various documents as a part of their packet. This solicitation is formed as a catalog discount pricing model for the purchase of various materials and supplies required throughout the District. Therefore, the evaluation process was limited to verifying the type of products provided to avoid conflict with other contracts that may currently exist. In addition, the review included making sure that the goods offered for sale complied with established standards and were compatible with the needs of the District.

It is recommended that the Board of Trustees approve all the submittals for RFP 24-04 for Miscellaneous Curriculum & Instruction Special Education Contracted Products & Services as presented in the attachment and delegate the authority to the Superintendent or her designee to execute all contracts and related documents necessary to complete any related purchases.

Expenditures may be made from all funding sources.

This proposal is open for a five (5) year period, and vendors may be added periodically with Board approval.

All board members, employees and agents involved in the planning, recommending, selecting or contracting of a vendor are reminded of the conflict-of-interest reporting requirements as mandated in Chapter 176 of the Local Government Code. A copy of Form CIS has been included as an additional attachment. In the event that a conflict exists, the form should be completed and submitted to the Purchasing Department not later than the 7th day after the conflict is identified. Once a recommendation to make the purchase was established, the prospective vendor was requested to complete a Texas Ethics Commission Form 1295. This requirement became effective on January 1, 2016 and is related to the passage of House Bill 1295 which is now incorporated into the Texas Government Code 2252.908. The form is attached and identifies all interested parties associated with the vendor as it relates to this procurement. Upon approval by the Board of Trustees and issuance of a district purchase order, the form will be posted on the Texas Ethics Commission's website as required by statute.

LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

FORM CIS

(Instructions for completing and filing this form are provided on the next page.)

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This is the notice to the appropriate local governmental entity that the following local government officer has become aware of facts that require the officer to file this statement in accordance with Chapter 176, Local Government Code.

OFFICE USE ONLY

Date Received

1 Name of Local Government Officer

2 Office Held

3 Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code

4 Description of the nature and extent of employment or other business relationship with vendor named in item 3

5 List gifts accepted by the local government officer and any family member, if aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100 during the 12-month period described by Section 176.003(a)(2)(B).

Date Gift Accepted _____ Description of Gift _____

Date Gift Accepted _____ Description of Gift _____

Date Gift Accepted _____ Description of Gift _____

(attach additional forms as necessary)

6 AFFIDAVIT

I swear under penalty of perjury that the above statement is true and correct. I acknowledge that the disclosure applies to each family member (as defined by Section 176.001(2), Local Government Code) of this local government officer. I also acknowledge that this statement covers the 12-month period described by Section 176.003(a)(2)(B), Local Government Code.

Signature of Local Government Officer

AFFIX NOTARY STAMP / SEAL ABOVE

Sworn to and subscribed before me, by the said _____, this the _____ day
of _____, 20 _____, to certify which, witness my hand and seal of office.

Signature of officer administering oath

Printed name of officer administering oath

Title of officer administering oath

LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

Section 176.003 of the Local Government Code requires certain local government officers to file this form. A "local government officer" is defined as a member of the governing body of a local governmental entity; a director, superintendent, administrator, president, or other person designated as the executive officer of a local governmental entity; or an agent of a local governmental entity who exercises discretion in the planning, recommending, selecting, or contracting of a vendor. This form is required to be filed with the records administrator of the local governmental entity not later than 5 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of this statement.

A local government officer commits an offense if the officer knowingly violates Section 176.003, Local Government Code. An offense under this section is a misdemeanor.

Please refer to chapter 176 of the Local Government Code for detailed information regarding the requirement to file this form.

INSTRUCTIONS FOR COMPLETING THIS FORM

The following numbers correspond to the numbered boxes on the other side.

- 1. Name of Local Government Officer.** Enter the name of the local government officer filing this statement.
- 2. Office Held.** Enter the name of the office held by the local government officer filing this statement.
- 3. Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code.** Enter the name of the vendor described by Section 176.001(7), Local Government Code, with whom the officer has an employment or other business relationship as described by Section 176.003(a)(2)(A), Local Government Code.
- 4. Description of the nature and extent of employment or business relationship with vendor named in item 3.** Describe the nature and extent of the employment or other business relationship with the vendor in item 3 as described by Section 176.003(a)(2)(A), Local Government Code.
- 5. List gifts accepted, if the aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100.** List gifts accepted during the 12-month period (described by Section 176.003(a)(2)(B), Local Government Code) by the local government officer or family member of the officer from the vendor named in item 3 that in the aggregate exceed \$100 in value.
- 6. Affidavit.** Signature of local government officer.

RFP 24-04 Miscellaneous Curriculum Instruction/Special Education Contracted Products Services
Vendor Listing
For Board Mtg: 10/17/2024

ITEM	COMPANY (vendor #)	ADDRESS	PHONE	CONTACT	EMAIL	PRODUCT/SERVICES
1	Age of Learning Inc (w9,sam.gov/edgar)	101 N Brand Blvd 8th Floor, Glendale CA 91203	818.246.2223	Ty West	k12bids@aofl.com	comprehensive curriculum prepares children for K-2nd grade via "My Reading Academy" and "My Math Academy"
2	Bound to Stay Bound Books Inc (#0010950) (w9, sam, edgar)	1880 West Morton Avenue, Jacksonville IL 62650	800.637.6586	Lori Smithy	sales@btsb.com	prebound library editions of children's and young adult books, provide cataloging and MARC record information
3	Creative Learning Systems LLC (#0098525) (w9,sam,edgar)	1801 Lefthand Circle, Longmont CO 80501	210.204.4167	Kelly Raney	kelly.raney@creativelearningsystems.com	learning kits and equipment, computers and software, lab furniture and fixtures
4	Delta-T Group Texas Inc (w9,sam.gov/edgar)	950 E Haverford Road Ste 200, Bryn Mawr PA 19010	800.251.8501	Scott Andrews	rfp@deltatg.com	educational and healthcare staffing to service and support students in need
5	Elizabeth Keenan / Special Education Strategies (w9, sam, edgar)	168 East 6th St #4105, St Paul MN 55101	612.749.4872	Elizabeth Keenan	Kkeenanelizabeth039@gmail.com	professional development, leadership retreats, district reviews
6	Kamico Instructional Media Inc (#0042583) (w9,sam,edgar)	PO Box 1143, Salado TX 76571	254.947.7283	Jeremy McCray	bids@kamico.com	professional development

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7	Lerner Publishing Group / LakeviewEastWestWillowLaneEduca tion (w9,sam.gov/edgar)	251 1St Ave N Ste 700, Minneapolis MN 55401	877.905.5199	Laurie Osburn		library books
8	n2y LLC (w9,sam/edgar)	2401 Sawmill IParkway #10-11, Huron OH 44839	800.697.6575	Ryan Fast	bids@n2y.com	polaris, positivity, unique learning system, news2you, symbolstix prime, L3 skills, inspire, classics
9	Red Brick Resources (W9,no sam.gov,edgar)	14870 Granada Avenue #1053, Apple Valley MN 55124	800.561.3943 x5400	Laurie Osburn	losburn@redbrickresources.com	library books
10	Riverside Assessments LLC dba Riverside Insights (#0097884) (w9, sam, edgar)	One Pierce Place Ste 101C, Itasca IL 60143	630.467.7152	Scott E Olson	proposals@riversideinsights.co m	provision and support of student assessments

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11	S4T Holdings Corp/PSI Associates LLC dba PSI Academic Staffing (w9,sam.gov,edgar)	2160 Lakeside Centre Way STE 302, Knoxville TN 37922	856.403.7458	Jeffrey Belz	jbelz@ess.com	bilingual speech language pathologist, speech language pathologist, speech language pathology assistant, occupational therapist, occupational therapy assistant, physical therapist, physical therapy assistant, registered nurse, licensed vocational nurse, special education teacher, school psychologist, educational diagnostician, registered behavioral therapist, board certified behavior analyst

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12	Soliant Health sam, edgar) (w9,	5550 Peachtree Parkway Ste 500, Peachtree Corners GA 30092	770.225.3160	Nicole Webb	nicole.webb@soliant.com	bilingual & ESL, response to intervention, 504 and dyslexia, special education, counseling & Mentoring, student support healthcare/nursing products/service, speech lanuage pathologist, occupational therapy & physical therapy, translation/interpreting services, audiologist, bereavement counseling
13	UTJ Holdco Inc / Teaching Strategies LLC (w9,sam,edgar)	80 M St SE STE 1010, Washing DC 20003	301.634.0818	Thomas Yamamoto	legal@teachingstrategies.com	curriculum, assessment, social-emotional learning, family connection and professional development