

Request for Proposals

18RFP086 Fine Arts & Creative Learning Partnerships Phase II

Date	Event
11/13 & 11/20/2018	Advertise/Issue Date
Not Applicable	Pre-Proposal Conference
11/28/2018	Due Date for Questions by 5:00 pm
11/29/2018	Questions and Answers posted on our website
12/4/2018	RFP opening / Due Date at 2:00 pm CST
Not Applicable	AISD Board Meeting for review/approval

Deliver Sealed Proposals to:

Austin ISD
Contract & Procurement Services
1111 West 6th Street
Building A, Suite 330
Austin, TX 78703

Contact:

Jessica R. Balandrán
Procurement Specialist
Phone: 512-414-2126
jessica.balandran@austinisd.org

- Questions must be submitted via e-mail to the contact person listed above.
In the e-mail subject line, type: *Questions* 18RFP086 Fine Arts & Creative Learning Partnerships – Phase II
- Q & A and Addenda will be posted on our website: www.austinisd.org/cp/bids
- Proposals are due no later than 2:00 pm on the date indicated. Your proposals must be delivered by mail or hand delivery in a sealed envelope or carton. Proposals received after the specified time shall not be considered.
- **Please submit the following:**
 - Required**
 - One (1) hard copy marked “Original” – include signed “required” forms
 - Requested**
 - Three (3) hard copy marked “Copy”
- FAX, e-mail or other electronic proposals **will not be accepted.**
- Proposals must be plainly marked with **name and address of the Offeror** and the RFP **number and Title above.**

AUSTIN INDEPENDENT SCHOOL DISTRICT
Fine Arts & Creative Learning Partnerships
Request for Proposal (RFP) 18RFP086 – Due December 4, 2018 (*Phase II*)

PURPOSE

This competitive solicitation is a Request for Proposals (RFP) advertised under Texas Education Code 44.031 in the Austin American-Statesman newspaper for procurement of goods and services. Vendors are encouraged to read the entire contents of this RFP as there are multiple documents, some included by reference, that make up the RFP packet.

The Austin Independent School District (herein after referred to as "AISD" or the "District") is working to create an Arts-rich school district that will fulfill the vision of the AISD to be a nationally recognized outstanding school district, instilling a passion for life-long learning in all students. Arts-rich schools use the arts to enhance learning in fine arts programs and across the curriculum through performances and exhibitions, workshops and residencies, and a variety of long and short-term experiences for students and teachers. Our theory of action states: *If all students have access to creative learning in arts-rich schools, they will experience higher levels of artistic development, academic achievement, engagement, pro-social behaviors and college attainment.*

In an effort to assist the District in its strategy to provide a high-quality, well-rounded educational experience to all students that is rigorous, culturally relevant, healthful and engaging, the District is seeking proposals from qualified individuals/firms with whom to establish strategic service agreements for Fine Arts and Creative Learning Partnerships. This includes individuals and community arts organizations to provide thriving partnerships and collaborations for arts learning across all disciplines. This RFP process provides a more efficient and effective collaboration between community partners and the District. Qualified applicants and organizations will be asked to provide a rich portfolio of options for arts learning and creative experiences in school and throughout the community; options that are above and beyond what is already provided by the District.

IMPORTANT NOTICE:

Firms previously awarded under Fine Arts & Creative Learning Initiative RFPs
P16-035, P17-042, and 18RFP086 (Phase I)
should not and do not need to re-apply at this time.

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Any awards made under those previous solicitations will remain in effect
and unchanged, per the terms and conditions of those solicitations,
including any subsequent agreements that may have resulted.

TIMELINE

In order to allow for maximum participation, RFP **(18RFP086)** allows for two staggered opportunities for individuals/firms to submit proposals for evaluation.

The Phase I and II deadlines to submit proposals are as follows:

Phase I — ~~June 12, 2018~~, for services beginning in Fall 2018-2019 School Year.

Phase II **December 4, 2018** for services beginning in Spring 2018-2019 School Year.

TERM OF AGREEMENT

Agreement(s) resulting from this solicitation will be in effect for a term of five (5) years and shall start upon full execution of the agreement, but not before January 1, 2019. In addition, the District reserves the right to extend the contract for an additional sixty (60) days beyond the final expiration date if necessary, to ensure no lapse in service.

COMPETITIVE RESPONSE REQUIREMENTS

A valid response to this competitive solicitation must contain the following:

1. **Application** – This is an AISD form, see 'Attachment A: Application'.

Sections I & II Must be completed by organization's authorized representative.

Section II Must be completed by each staff member and volunteer within the organization that will be on campus serving students in any capacity. Staff/volunteer applications should be collected and submitted as part of vendor's complete response packet.

2. **Proposal** – This is a separate document developed by the firm, and organized in the following format and sequence:

- a. **Preface** – Proposal must include a summary of two (2) pages or less that gives a concise summation of the organization's proposal (*e.g. What services are you proposing to bring to campuses that go above and beyond what the district already provides in terms of fine arts & creative learning programming?*).

COMPETITIVE RESPONSE REQUIREMENTS (con't)

- b. **Section I – Summary of Experience** – This section must include the full name and address of the person submitting the proposal. It must also include a summary of vendor's professional experience and the professional experience of all individuals that will provide services described in this proposal and under the terms of any resulting service agreement.
- c. **Section II – Scope of Service** – This section must identify and include a detailed description of the services to be performed (see 'Scope of Service and Performance Requirements' section). Proposal must describe staff's ability to provide / perform / deliver services. Proposal should clearly state any exceptions to the specifications of the RFP, or any conditions of the proposal.
- d. **Section III – Financial Proposal** - This section must contain a straightforward and concise delineation of the Basis of Fee to be charged for each type of programming to be provided under the terms of this RFP. (e.g. hourly, weekly, semester, group, clinic, workshop, performance, show, residency, class, student, session, etc.).

Respondents should always indicate the standard rate of pay for services. If programming can be provided at a reduced cost/sliding scale basis, respondents should describe the parameters of this option separately.

NOTE: Incorporated within the Basis of Fee for each program type should be any administrative fees, printing/shipping charges, travel/meal expenses, professional development/certification costs, etc. The District will not reimburse for these items individually.

- e. **Section IV – References** – This section must contain a minimum of **three (3) letters of reference** on behalf of the person submitting the proposal. References must be from schools, school districts, governmental entities and/or professional organizations and firms substantially serviced by the firm (*references most similar to organizations similar to AISD are preferred*).

COMPETITIVE RESPONSE REQUIREMENTS (con't)

Each reference must contain point of contact's name, business address, email address, and a minimum of (2) working phone numbers where they can be reached.

Acceptable letters of reference must adequately address the following:

General

1. How long have you done business with this vendor/firm?
2. What services or supplies did they provide?
3. Was the contracted work completed to your specifications?
4. Were the contract prices honored for the duration of the contract?
5. Were the services delivered within a reasonable amount of time and to your specifications/needs?
6. Did the vendor/firm maintain good communication throughout the contract?
7. Would you use this vendor/firm again?
8. Any additional comments?

Contractor Capability

1. Talk about the vendor/firm's professional ability to fulfill their contract with you.
2. Did you see the vendor/firm's work or service in action? How would you describe the quality of service?
3. Were there any concerns or weaknesses with the vendor/firm that we should be aware of?

Program Plan

1. Talk about your overall experience with the program/service provided by vendor/firm.
2. What were the outcomes? How were these outcomes captured and assessed?
3. Were there any concerns or weaknesses with the program that we should be aware of?

COMPETITIVE RESPONSE REQUIREMENTS (con't)

Section V - Required Forms – This section must contain each of the required forms below. Forms must be executed by the organization's authorized representative:

- Bid Certification
- Notification of Criminal History of Contractor
- Debarment, Suspension and Inequality Certification
- CTPA Adoption Clause
- Interlocal Cooperative Agreement Clause
- W-9 (available at www.irs.gov)
- Conflict of Interest Questionnaire ([CIQ](#)). The CIQ is prepared by the Texas Ethics Commission, in compliance with House Bill 914, Chapter 176 of the Texas Local Government Code.
- HUB Utilization Report (HURATT1)

Forms can be downloaded from our website at the following web link: [Required Forms](#).

Section VI – Historically Underutilized Business (HUB) Program Requirements

The AISD HUB Program guidelines are not applicable for this solicitation due to the contract agreement value being estimated at less than \$50,000. Although this solicitation is excluded from the HUB Program, the District still encourages the use of certified firms whenever possible in contracting.

FOR ASSISTANCE COMPLYING WITH HUB PROGRAM REQUIREMENTS

Contact AISD's HUB Program Staff at:

HUBprogram@austinisd.org

SCOPE OF SERVICE AND PERFORMANCE REQUIREMENTS

The following describes the scope of service and performance requirements sought by the District under this RFP. Vendors must address directly within 'Scope of Service' section of the proposal. Failure to describe organization's capabilities to accomplish one or more elements of the **Scope of Service/Program Type**, will impact proposal's score.

Scope of Service / Program Type
Fine Arts Performances, On-Campus
Fine Arts Performances, Off-Campus
Fine Arts Professional Development, for Teachers
Fine Arts Clinics <i>(Workshops, Coaching, Master Classes, Judging, Mentoring)</i>
Fine Arts Workshops, for Communities/Families
Fine Arts Residencies, Multiple Visit Programs
Fine Arts Exhibitions
Fine Arts Educational Resources <i>(curriculum editing, websites, blogs, podcasts, guidebooks, audio, media, technology)</i>
Choreography

COMPETITIVE SELECTION

This is a NEGOTIATED and multi-award procurement. Awards will be made to individuals/firms submitting the best responsive proposals, satisfying AISD requirements, with price and other factors considered.

The evaluating committee may require any or all vendors to give an oral presentation or demonstration of their program, or to provide additional documentation to clarify or elaborate on their written proposal. **Proposals will be evaluated using the criteria and point scale reflected below, and 'Exhibit A: Scoring Rubric'. A combined score of 70 or higher for the Program Plan and Contractor's Capabilities is considered acceptable.**

AUSTIN INDEPENDENT SCHOOL DISTRICT
Fine Arts & Creative Learning Partnerships
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COMPETITIVE SELECTION (con't)

AISD reserves the right to reject any and/or all proposals. Acceptable proposals do not guarantee that award will be made. Subject matter experts on the evaluation committee will recommend awards to firms presenting fine arts and creative learning enrichment opportunities, above and beyond what is already provided by the District.

If awarded, AISD does not guarantee any minimum amount of services or payments to vendors. Services are provided as-requested by campuses and/or departments.

Program Plan: Adequacy and completeness of the plan as it relates to Scope of Service.

Criteria	Maximum Points (50)
Qualifications <i>(Academic degrees, expertise, specialized training, TEKS knowledge, certifications)</i>	15
Work Experience (number of years in the field and/or schools)	10
References	10
Background Check	10
Ability to Serve English Language Learners	5

Contractor's Capabilities: Demonstrated ability of Contractor to provide Scope of Service.

Criteria	Maximum Points (50)
Overall Scope of Services <i>(may include work experience or organization summary)</i>	15
Best Practices <i>(may include knowledge of curriculum, lesson plans, TEKS, etc.)</i>	10
Financial Proposal	10
References	10
Evaluation	5

PROPOSAL SUBMITTAL

1. **PREPARE PROPOSAL PACKET** to include ONE **(1)** ORIGINAL and THREE **(3)** COPIES of the complete proposal document, with all required forms and any related attachments.
2. **BIND ALL SETS** individually and in a manner that ensures the completeness and integrity of each proposal packet. Binder clips, rubber bands, comb binding etc. are acceptable - - DO NOT STAPLE OR USE PAPER CLIPS.
3. **LABEL ALL SETS** so as to be clearly marked with "Original" or "Copy."
4. **INSERT ALL DOCUMENTS** into a sealed, plainly marked envelope and address to:

Austin ISD Contract and Procurement Services
1111 West 6th Street, Building A, Suite 330
Austin, Texas 78703
Re: 18RFP086 FINE ARTS & CREATIVE LEARNING PARTNERSHIPS – PHASE II
Attn: Jessica R. Balandrán

5. **SUBMIT PROPOSAL BY 2:00 PM ON DECEMBER 4, 2018**. Proposals may be submitted by postal carrier, delivery service or hand-delivery. All proposals will be date/time stamped on receipt, no late entries will be accepted. ***NOTE: AISD is closed for the Thanksgiving holidays November 19-23; no deliveries will be accepted during this period.***

OTHER TERMS AND CONDITIONS

There are multiple steps AISD and vendors must complete to award and execute agreements issued under this RFP. Important information and general action steps pertaining the post-RFP/post-award process is included below:

- Any contract resulting from this solicitation is contingent upon the continued availability of appropriations and is subject to cancellation, without penalty, either in whole or in part, if funds are not appropriated by the AISD Board of Trustees or otherwise not made available to the District.
- The District reserves the right to terminate all or any part of the undelivered portion any order resulting from this solicitation with thirty (30) days written notice; upon default by the vendor, for delay or nonperformance by the Vendor, or, if it is deemed in the best interest of the District, for convenience.

OTHER TERMS AND CONDITIONS (con't)

- Recommended vendors will receive a Letter of Award and District-wide Service Agreement for signature. Vendors must sign and date both the letter and agreement and return documents by email, postal carrier or hand delivery to the contact person listed on cover page of the RFP. Once complete, vendors will receive a fully-executed copy of the service agreement by email. Non-awarded vendors will receive a "Notice of Non-Award" via email.

NOTE: A sample service agreement included on our [Forms web page](#) for reference only. DO NOT complete or return sample agreement with proposal response.

- Upon receipt of the executed service agreement, vendors must register for the **District Youth Services Mapping (YSM) system** at <http://www.ysm-austin.org/>. An executed copy of the service agreement must be uploaded into the system. Under no circumstance should services be rendered to the campus without the completion of the YSM profile. For assistance with the YSM portal, please contact Sabine (Bini) Coleman in the Office of Innovation and Development at (512) 414-0304 bini.coleman@austinisd.org.
- Awarded vendors will be added to the list of acceptable providers for Fine Arts programming. This list is available to all AISD campuses and departments for use in planning/scheduling services with vendors on awarded list.
- Upon approval of Requisitions, vendors will receive a Purchase Order (PO) for services that have been scheduled with individual campuses. **Under no circumstance should vendors begin services to a campus without a valid PO in-hand.**

NOTE: AISD is not responsible for payment for unauthorized services rendered in advance of a valid PO being issued.

- When scheduling services to campuses, vendors must provide the following information on quote:

Programming Description: *(Five 1-hour dance performances for Kiker ES 1-5 graders)*

Dates of Service: *(October 18-22, 2018)*

*** Basis of Fee:** *(\$50/performance X (5) performances)*

Total Fee not to Exceed: *(\$250)*

*Fees must match those included and approved in original proposal.

OTHER TERMS AND CONDITIONS (con't)

- General Planning-to-Payment Process is as follows:
 - Campus requests services from vendor.
 - Planning/scheduling begins with campus coordinator/administrator.
 - Vendor or campus coordinator provides quote to bookkeeper.
 - Bookkeeper submits request for approval from Fine Arts dept.
 - Fine Arts dept. approves or rejects request.
 - If **approved**, campus bookkeeper submits Requisition, per quote.
 - Contracts & Procurement issues PO.
 - Services are completed by vendor.
 - * Vendor invoices campus & accounts payable for services completed.
 - Campus bookkeeper completes 'receiving function' in business system.
 - Accounts payable matches invoice to PO and receiving record.
 - If no issues found, will issue payment on next weekly rotation.
 - If issues found, will work with campus & Contracts and Procurement to resolve, then issue payment on next weekly rotation.
 - If **rejected** by the Fine Arts dept., campus may use an alternate funding source, if available. General planning-to-payment process for campuses continues as follows:
 - Campus bookkeeper submits Requisition, per quote.
 - Contracts & Procurement issues PO.
 - Services are completed by vendor.
 - * Vendor invoices campus & accounts payable for services completed.
 - Campus bookkeeper completes 'receiving function' in business system.
 - Accounts payable matches invoice to PO and receiving record.
 - If no issues found, will issue payment on next weekly rotation.
 - If issues found, will work with campus/Contracts & Procurement to resolve to issue payment on next weekly rotation.
- * Vendors performing services over multiple days, weeks, months, semesters or the entire school year, may utilize the following options:
 - 1.) Invoice-recurring, as services are completed, or
 - 2.) Invoice-once, as services are completed in-full.

EXHIBIT A: SCORING RUBRIC

PROGRAM PLAN

Category	Below Expectation	Approaching Expectation	Meeting Expectation	Exceeding Expectation
	0-60	60-70	70-90	90-100
Overall Scope of Services: <i>may include work experience or organization summary</i> (15 pts.)	Little to no details of scope of services or evidence that program meets the needs of the students or project <u>Points: 0-5</u>	Some details of the scope of services or evidence that program meets the needs of the students or project <u>Points: 6-9</u>	Detailed scope of services and evidence that program meets the needs of the students or project <u>Points: 10-14</u>	Very detailed scope of services and evidence that program meets the needs of the students or project <u>Points: 15</u>
Best Practices: <i>may include knowledge of curriculum, lesson plans, TEKS, etc.</i> (10 pts.)	Little to no evidence of best practices in the field <u>Points: 0-2</u>	Some evidence of best practices in the field <u>Points: 3-6</u>	Clear evidence of best practices in the field <u>Points: 7-9</u>	Extensive evidence of best practices in the field <u>Points: 10</u>
Evaluation (5 pts.)	Little to no evidence of program evaluation/reflective practice <u>Points: 0-2</u>	Some evidence of program evaluation/reflective practice <u>Points: 3</u>	Clear evidence of program evaluation/reflective practice <u>Points: 4</u>	Extensive evidence of program evaluation/reflective practice <u>Points: 5</u>
Financial Proposal (10 pts.)	Little to no evidence of cost effective proposal <u>Points: 0-5</u>	Some evidence of cost effective proposal <u>Points: 6</u>	Detailed evidence of cost effective proposal <u>Points: 7-8</u>	Very detailed evidence of very cost effective proposal <u>Points: 9-10</u>
References of Program Plan (10 pts.)	Very weak recommendation of program/recommendation from source of little credibility <u>Points: 0-5</u>	Somewhat weak recommendation of program/recommendation from source of some credibility <u>Points: 6</u>	Good recommendation of program from reputable source <u>Points: 7-8</u>	Excellent recommendation of program from very reputable source <u>Points: 9-10</u>
TOTAL (out of 50 pts)				

EXHIBIT A: SCORING RUBRIC

CONTRACTOR CAPABILITIES

Category	Below Expectation	Approaching Expectation	Meeting Expectation	Exceeding Expectation
	0-60	60-70	70-90	90-100
Qualifications: <i>Academic degrees, expertise, specialized training, TEKS knowledge, certifications.</i> (15 pts.)	Little to no applicable qualifications <u>Points: 0-4</u>	Some applicable qualifications <u>Points: 5</u>	Applicable qualifications <u>Points: 10</u>	Extensive and applicable qualifications <u>Points: 15</u>
Work Experience: <i># of years in the field and/or schools</i> (10 pts.)	Little to no work experience <u>Points: 0-5</u>	Some work experience in the field or schools <u>Points: 6</u>	Solid work experience in the field and/or schools <u>Points: 7-8</u>	Extensive and proven work experience in the field AND schools <u>Points: 9-10</u>
Ability to Serve English Language Learners (ELL) (5 pts.)	Said not able to serve ELLs <u>Points: 0-2</u>	Said yes with no evidence of contractor ability <u>Points: 3</u>	Said yes with some/ implied evidence of contractor ability <u>Points: 4</u>	Said yes with clear evidence of contractor ability <u>Points: 5</u>
Background Check (10 pts.)	Multiple blanks or yeses on background check form <u>Points: 0-5</u>	A blank or yes with reasonable explanation on background check form <u>Points: 6</u>	All no's on background check form <u>Points: 7-8</u>	All no's verified on background check form <u>Points: 9-10</u>
References of Contractor Capabilities (10 pts.)	Very weak recommendation of contractor/ recommendation from source of little credibility <u>Points: 0-5</u>	Somewhat weak recommendation of contractor/ recommendation from source of some credibility <u>Points: 6</u>	Good recommendation of contractor from reputable source <u>Points: 7-8</u>	Excellent recommendation of contractor from very reputable source <u>Points: 9-10</u>
TOTAL (out of 50 pts)				