

## Request for Proposals (RFP) 20RFP033 – Phase I Fine Arts & Creative Learning Partnerships

Date	Event
March 24 & 31, 2020	Advertise/Issue Date
April 10, 2020	Due Date for Questions by 2:00 pm (submit via email only to: <a href="mailto:jessica.balandran@austinisd.org">jessica.balandran@austinisd.org</a> )
April 11, 2020	Questions and Answers Posted on AISD Website
<b>April 21, 2020</b>	<b>RFP closing / due date at 2:00 pm CST</b> (subject to date extension, check <a href="#">website</a> for addendum)

- Questions must be submitted **via e-mail** to the contact person listed below. The subject line should read: **Questions 20RFP033 Fine Arts & Creative Learning Partnerships.**
- Q & A and Addenda will be posted on the [AISD website](#).
- Your proposal must be delivered in a sealed envelope or carton and received by the opening time and date listed.
- Submit:
  - One (1) hard copy, plainly marked “**ORIGINAL**” – include 'required' forms
  - Three (3) hard copies, plainly marked “**COPY**” – do not include 'required' forms
- FAX, e-mail or other electronic proposals will **not** be accepted.
- Proposals must be plainly marked with the RFP Number and Title above.

**Deliver Sealed Proposals to:**

Austin ISD  
Contract & Procurement Services  
4000 S. IH-35 Frontage Road  
Austin, Texas 78704

**Bid Contact:**

Jessica R. Balandrán  
Procurement Specialist  
Phone: 512-414-2126  
[jessica.balandran@austinisd.org](mailto:jessica.balandran@austinisd.org)

AUSTIN INDEPENDENT SCHOOL DISTRICT  
Fine Arts & Creative Learning Partnerships  
Request for Proposal (RFP) 20RFP033 – Due April 21, 2020 *(Phase I)*

**I. PURPOSE**

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.

This competitive solicitation is advertised under Texas Education Code 44.031.

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**IMPORTANT NOTICE:**

Firms previously awarded under Fine Arts & Creative Learning Initiative RFPs  
**P16-035, P17-042, 18RFP086 and 19RFP021**  
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.

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## II. TIMELINE

In order to allow for maximum participation, RFP **20RFP033** 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 April 21, 2020** for services beginning Fall 2020-2021 School Year.  
(tentative, due date subject to extension)
- **Phase II October 6, 2020** for services beginning Spring 2020-2021 School Year.  
(tentative, due date subject to extension)

## III. 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 July 1, 2020. In addition, the District reserves the right to extend the contract beyond the final expiration date if necessary, to ensure no lapse in service.

## IV. 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*).

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**IV. 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*).

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**IV. 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?

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**IV. COMPETITIVE RESPONSE REQUIREMENTS (con't)**

- f. **Section V - Required Forms** – This section must contain each of the required forms executed by the organization's authorized representative. All forms are available on our website at: [www.austinisd.org/cp/forms](http://www.austinisd.org/cp/forms).
- g. **Section VI – Historically Underutilized Business (HUB) Program Requirements** – The HUB Program promotes and strongly encourages the involvement and participation of HUBs in District-wide procurements. According to AISD policies CH (LOCAL) and CV (LOCAL), the HUB Program guidelines are not applicable for this type procurement.

**V. 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, Choreography, etc.)</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>

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**VI. 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.**

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.

<b>Criteria</b>	<b>Maximum Points (50)</b>
Overall Scope of Services <i>(may include work experience or organization summary)</i>	<b>20</b>
Best Practices <i>(may include knowledge of curriculum, lesson plans, TEKS, etc.)</i>	<b>15</b>
Financial Proposal	<b>10</b>
Evaluation	<b>5</b>

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

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

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**VII. 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**

**4000 S. IH-35 Frontage Road**

**Austin, Texas 78704**

**Re: 20RFP033 FINE ARTS & CREATIVE LEARNING PARTNERSHIPS – PHASE I**

**Attn: Jessica R. Balandrán**

5. **SUBMIT PROPOSAL BY 2:00 PM ON APRIL 21, 2020.** 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. **Final due date may be extended beyond April 21<sup>st</sup>, please check our website between now and April 21<sup>st</sup> for any addenda that may follow.**

**VIII. 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.



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**VIII. OTHER TERMS AND CONDITIONS (con't)**

- 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.
- 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.

- 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 dance performances for Kiker ES 1-5 graders)*

**Dates of Service:** *(October 18-22, 2019)*

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

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

\*When invoicing, fees must match those approved in original proposal.

**Attachment A: Application**

20RFP033 Fine Arts &amp; Creative Learning Partnerships – Phase I

<b>Section I: COMPANY Information</b>						
<b>Name of Individual or Group:</b>					<b>Primary Contact Name:</b>	
					<b>Primary Phone Number:</b>	
					<b>Primary Email Address:</b>	
<b>Street Address:</b>					<b>Secondary Contact Name:</b>	
					<b>Secondary Phone Number:</b>	
<b>City:</b>		<b>State:</b>		<b>Zip:</b>		<b>Secondary Email Address:</b>
<b>What specific Fine Arts discipline does your programming encompass? (<i>check all applicable</i>)</b>					<input type="checkbox"/>	<b>Music</b>
					<input type="checkbox"/>	<b>Dance</b>
					<input type="checkbox"/>	<b>Theatre Arts</b>
					<input type="checkbox"/>	<b>Media Arts</b>
					<input type="checkbox"/>	<b>Visual Arts</b>
<b>What is the total number of students you are able to serve per class?</b>			<b>What percentage of time would you estimate staff and/or volunteers to be alone with students? Explain in detail.</b>			
<b>Do you utilize volunteers to complete your programming? If YES, describe in detail in what capacity.</b>						
<b>Do you have the capacity to serve Limited English Proficient students? If YES, how is this accomplished?</b>						

**Attachment A: Application**

19RFP021 Fine Arts &amp; Creative Learning Partnerships – Phase II

**Section II: INDIVIDUAL Information** *(Remaining (3) pages must be completed by each individual & volunteer, within the group)*

<b>Full Name:</b>		<b>Other Names by Which You Are Known:</b>			
<b>Primary Phone Number:</b>		<b>Primary Email Address:</b>			
<b>Street Address:</b>					
<b>City:</b>		<b>State:</b>		<b>Zip:</b>	
<b>Are you legally authorized to work in the United States?</b>			<b>YES</b>		<b>NO</b>
<b>Are you currently, or have you ever been employed by AISD?</b>			<b>YES</b>		<b>NO</b>
<b>If yes, state position(s), date(s), and name at time of hire:</b>					
<b>Do you have a High School diploma or equivalent?</b>			<b>YES</b>		<b>NO</b>
<b>If YES, list High School:</b>		<b>City:</b>		<b>State:</b>	

List all colleges/universities/trade schools attended. Indicate date degree may be expected if application is completed prior to graduation:

School:	Degree Earned:	Major Field of Study:

## Work Experience

Start Date:	End Date:	Company & Phone Number:	Title:

Austin Independent School District

**Attachment A: Application**

19RFP021 Fine Arts & Creative Learning Partnerships – Phase II

State of Texas Legislative Senate Bill No. 1, Section 44.034, Notification of Criminal History, Subsection (a), states “a person or business entity that enters into a contract with a school district must give advance notice to the district if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony”.

Subsection (b) states “a school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination of the contract.”

**THIS NOTICE IS NOT REQUIRED OF A PUBLICLY-HELD CORPORATION**

Conviction of a crime is not an absolute bar to employment. This district will consider the nature, date, and relationship between the offense and the position for which you are applying.

Have you ever been arrested?		<b>YES</b>		<b>NO</b>
Have you been convicted of a felony or misdemeanor, or pled nolo contendere, or are you now under investigation for any such offense, other than a minor traffic offense? (for the purpose of this application, DUI/DWIs must be reported.)		<b>YES</b>		<b>NO</b>
Have you ever received probation or deferred adjudication of guilt for any criminal offense, other than a minor traffic violation in any state/country?		<b>YES</b>		<b>NO</b>
Have you ever failed to have a contract renewed with a school system?		<b>YES</b>		<b>NO</b>
Have you ever been terminated from employment?		<b>YES</b>		<b>NO</b>
Have you ever been asked to resign?		<b>YES</b>		<b>NO</b>
Have you ever resigned in lieu of termination?		<b>YES</b>		<b>NO</b>
Have you ever received an unsatisfactory performance evaluation from an employer?		<b>YES</b>		<b>NO</b>
Have you ever been placed on disciplinary probation or suspended from any position?		<b>YES</b>		<b>NO</b>
Have you ever received a sanction from a credentialing or licensing authority?		<b>YES</b>		<b>NO</b>
Have you ever had a teaching credential or license denied, revoked, or suspended in any state?		<b>YES</b>		<b>NO</b>

**If you answered YES to any of the above questions, please provide details:**

**Attachment A: Application**

19RFP021 Fine Arts & Creative Learning Partnerships – Phase II

Please read the following statements carefully and indicate your understanding and acceptance by responding in the affirmative in the space provided. I certify that all the information in this application is true and correct, and I further understand that any misstatement or omission of information may be grounds for disqualification or immediate dismissal. I authorize all persons listed to give the District any and all information regarding my previous employment and education and any other pertinent information they may have, personal or otherwise, and release all parties, such persons, and the District from liability for any damage that may result from furnishing same to the District. I certify that all the information contained in this application (and any accompanying information that I may submit) is true and correct, and further understand that any misstatement or omission of information is grounds for rejection of employment, or if employed, termination from the Austin Independent School District (AISD).

In addition, I authorize AISD to obtain copies of any information pertaining to any criminal history maintained by any law enforcement agency and to use said information for the purpose of evaluation of my application for employment. Any falsification of this record will be sufficient cause for disqualification. Furthermore, it is understood that this application becomes the property of AISD which reserves the right to accept or reject it. References and personal information which becomes a part of this record are to be regarded as confidential and shall not be revealed to me. If employed by AISD, I understand that I must conform to the rules and regulations of AISD. If employed by AISD, I understand that I must conform to the rules and regulations of AISD. I further understand that my employment can be terminated, with or without cause or notice, at any time, at the discretion of either AISD or myself. I further understand that no representative of the AISD, other than the Superintendent of AISD, has any authority to enter into any agreement, oral or written, for employment for any specified period of time or to make any assurance or promise of continued employment.

This application becomes a public record and is subject to disclosure.

**Do you agree to the above?**

**YES**

**NO**

Austin Independent School District is an equal opportunity employer and does not discriminate against persons because of age, race, color, creed, religion, disability, gender, ethnic or national origin, or veteran status. AISD prohibits discrimination against individuals with disabilities and will reasonably accommodate applicants with a disability, upon request, and will also ensure reasonable accommodation for employees with disabilities.

**Signature**

**Date**

## EXHIBIT A: SCORING RUBRIC

### PROGRAM PLAN

Category	Below Expectation	Approaching Expectation	Meeting Expectation	Exceeding Expectation
	0-60	60-70	70-90	90-100
<b>Scope of Services:</b> <i>may include work experience or organization summary</i> <b>(20 pts.)</b>	Little to no details of scope of services or evidence that program meets the needs of the students or project  <u>Points: 0-4</u>	Some details of the scope of services or evidence that program meets the needs of the students or project  <u>Points: 5-10</u>	Detailed scope of services and evidence that program meets the needs of the students or project  <u>Points: 11-17</u>	Very detailed scope of services and evidence that program meets the needs of the students or project  <u>Points: 18-20</u>
<b>Best Practices:</b> <i>may include knowledge of curriculum, lesson plans, TEKS, etc.</i> <b>(15 pts.)</b>	Little to no evidence of best practices in the field  <u>Points: 0-3</u>	Some evidence of best practices in the field  <u>Points: 4-6</u>	Clear evidence of best practices in the field  <u>Points: 7-13</u>	Extensive evidence of best practices in the field  <u>Points: 14-15</u>
<b>Financial Proposal</b> <b>(10 pts.)</b>	Little to no evidence of cost effective proposal  <u>Points: 0-2</u>	Some evidence of cost effective proposal  <u>Points: 3-4</u>	Detailed evidence of cost effective proposal  <u>Points: 5-8</u>	Very detailed evidence of very cost effective proposal  <u>Points: 9-10</u>
<b>Evaluation</b> <b>(5 pts.)</b>	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>
<b>TOTAL</b> <b>(out of 50 pts)</b>				

## EXHIBIT A: SCORING RUBRIC

### CONTRACTOR CAPABILITIES

Category	Below Expectation	Approaching Expectation	Meeting Expectation	Exceeding Expectation
	0-60	60-70	70-90	90-100
<b>Qualifications:</b> <i>Academic degrees, expertise, specialized training, TEKS knowledge, certifications.</i> <b>(15 pts.)</b>	Little to no applicable qualifications  <u>Points: 0-3</u>	Some applicable qualifications  <u>Points: 4-7</u>	Applicable qualifications  <u>Points: 8-13</u>	Extensive and applicable qualifications  <u>Points: 14-15</u>
<b>Work Experience:</b> <i># of years in the field and/or schools</i> <b>(15 pts.)</b>	Little to no work experience  <u>Points: 0-3</u>	Some work experience in the field or schools  <u>Points: 4-7</u>	Solid work experience in the field and/or schools  <u>Points: 8-13</u>	Extensive and proven work experience in the field AND schools  <u>Points: 14-15</u>
<b>Ability to Serve English Language Learners (ELL)</b> <b>(10 pts.)</b>	Not able to serve ELLs  <u>Points: 0</u>	Said yes, with no evidence of contractor ability  <u>Points: 1-3</u>	Said yes with some/ implied evidence of contractor ability  <u>Points: 4-8</u>	Said yes with clear evidence of contractor ability  <u>Points: 9-10</u>
<b>References of Contractor Capabilities</b> <b>(10 pts.)</b>	Very weak recommendation of contractor/ recommendation from source of little credibility  <u>Points: 0-2</u>	Somewhat weak recommendation of contractor/ recommendation from source of some credibility  <u>Points: 3-4</u>	Good recommendation of contractor from reputable source  <u>Points: 5-8</u>	Excellent recommendation of contractor from very reputable source  <u>Points: 9-10</u>
<b>TOTAL (out of 50 pts)</b>				