




Laredo Independent School District
Main Office Building - Purchasing Department
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REQUEST FOR PROPOSALS

Laredo Independent School District invites you to submit a Proposal for:

RFP 24-012 Alignment Pre-K to 12 Reading Language Arts Foundations

REFERENCE NUMBER	RFP #24-012 (the "RFP")
RESPONSE MUST BE DELIVERED BY	April 30, 2024 at 2:30 p.m. Central Standard Time (the "Deadline") (Note: Without exception – Proposal must be timely submitted in the District's Bonfire Portal or time and date stamped by the Procurement Department. Proper and complete submission of the Respondent's Proposal in the District's Bonfire Portal is at the risk of the Respondent. Timely physical delivery is at the risk of the respondent.)
RESPONSE MUST BE DELIVERED TO	Laredo Independent School District Procurement Department 2400 San Bernardo Ave, 3 rd Floor, Rm #D322, Laredo, Texas 78040
ESTIMATED CONTRACT PERIOD	June 21, 2024 to June 20, 2025 with the possibility of extending the contract for a second and third year. Subject to change based on approval timelines by the LISD Board of Trustees and annual evaluation review.
PRE-PROPOSAL MEETING	N/A
WRITTEN QUESTIONS DUE DATE	(Weds.), April 17, 2024 at 12:00 noon Central Standard Time
DISTRICT BUYER IN CHARGE OF PROPOSAL	All questions regarding this proposal should be in writing and sent to Eugenio Amaya Jr., Procurement Specialist, at eamaya1@laredoisd.org
PROCUREMENT DIRECTOR	Hector M. Mejia 

LAREDO INDEPENDENT SCHOOL DISTRICT

I. PURPOSE:

The Laredo Independent School District is soliciting proposals from firms who offer pricing and materials support for the following: professional development services, materials and licenses for Reading Language Arts staff which includes Early Childhood (all content areas) and Elementary, Middle, and High School teachers and students.

II. BACKGROUND INFORMATION:

The Laredo Independent School District (LISD) was established in 1882. LISD is a district sprawling more than 13 square miles. The Laredo Independent School District is made up of 33 educational institutions: 20 elementary schools, four middle schools, and four high schools including Early College High School located on the campus of Texas A&M International University, the Lara Academy, our alternative education campus, the Valdez Non-Traditional High School, and four magnet schools. The four magnet schools are the Vidal M. Treviño School of Communications and Fine Arts, located across the street from Nixon High School, Dr. Dennis D. Cantu Early College High School, located at Martin High School, Sabas Perez School for Engineering and Technology Education, located at Cigarroa High School and the new Business, Industry and Public Service Early College Academy at Nixon High School.

The district has a yearly average student enrollment of 21,000 and over 3,761 employees striving for academic excellence. At LISD, learning is the key to a bright and successful future. By setting high standards, the district plays a crucial role in preparing the students to meet the challenges and demands of today's high-tech and multicultural work place.

III. SCOPE SPECIFICATIONS/SUBMISSION:

SCOPE OF WORK

- 1. Purpose of RFP:** This Request for Proposals (RFP) aims to solicit competitive contracts that result in fulfilling the immediate requirements of Laredo Independent School District - LISD (herein referred to as the District). The District is in search of consultants to deliver training to reading language arts teachers across all grade levels (Pre-kindergarten through 12th grade) to drive a significant positive impact on district-wide student achievement through the adoption of highly effective teaching practices. Based on student performance data and classroom assessments, LISD has identified a need for enhancing teacher capacity within the Curriculum and Instruction department, specifically in the domains of reading and language arts in both English and Spanish. The professional development services offered for Reading Language Arts (RLA) instructional practices, reading programs, data analysis, educational materials, and licenses in both languages will equip all reading and language arts educators with strategies focusing on crucial early reading/writing skills and research-backed methodologies tailored to students from Pre-kindergarten through 12th grade. These services will empower students with the tools needed to effectively read, comprehend texts, respond to literature through writing, and achieve success in local and state examinations. Furthermore, the training will align with the 2022 Prekindergarten Guidelines and 2017 English Language Arts and Reading (ELAR) Texas Essential Knowledge and Skills (TEKS) instructional standards. Qualified individuals or organizations are invited to submit proposals for contracting and delivering professional development services covering Reading Language arts assessments, reading programs, data analysis, instructional materials, best practices, and high-yield teaching strategies for Reading/Writing instruction, and licenses in English and Spanish for the District. These individuals or organizations will also be able to provide student camps that offer teachers mentoring and coaching opportunities for modeling of evidence-based practices. LISD is seeking to engage with individuals or companies possessing a track record of delivering high-quality services, expertise in the field, and a strong understanding of educational standards. Expertise in the identified domains is critical for meeting the District's specific requirements.

- All grade levels (Pre-K to 12th Grade)

1. Reading Training in the Following areas:

- Kinder Readiness
- Prekinder Readiness (social skills, reasoning, concept development, language skills, reading and writing skills)
- Dyslexia and related disorders
- Comprehensive Early Reading Development (phonemic awareness, phonics, vocabulary, reading fluency and reading comprehension)
- Pre-reading/Developing and Sustaining Foundational Skills (decoding, encoding and word study)
- Phonological Awareness/Phonemic Awareness
- Oral language/Word Skills/Support on Teaching Vocabulary
- Guided Reading Process
- Comprehension Skills
- Response Skills
- Multiple Genres Understanding and Identification
- Author's Purpose and Craft Skills
- Character, Sensory and Figurative Language
- Support on Central Ideas
- Supporting Details, Facts
- Opinions and Text Features with organizational structures and patterns
- Connections in poetry structure and elements
- Informational/Argumentative/Persuasive Text
- Correspondence
- Reading for evidence-based writing
- Multi-genre/Multi-model changes to address state curriculum (Prek-12th grade)
- Short Constructed Response (SCR)
- Extended Constructed Response (ECR)
- Writing calibration
- STAAR 2.0 item types
- Test taking strategies

2. Experience/ Qualifications/ Skills:

- Must provide resume showing a minimum of three (3) years of teaching experience for this proposal's required curriculum area.
- Must provide a copy of a valid teaching certificate (preferred) or credentials supporting the training provided or which is being offered to the District.

3. Similar Work References: The proposer will provide at least three (3) complete references from companies that have used the proposer's services in the past. References must include the following information:

- Reference's organization or company name.
- Reference's physical mailing address, phone number and email address.
- Contact person.
- Description and date of project and/or services provided for each reference.

4. Insurance Requirements: The successful proposer will provide, at its sole expense, maintain the following insurance as noted on item #15 of this RFP's General Conditions. A certificate of insurance satisfactory to the District and evidencing the coverage must be presented to the District prior to commencement of services. All policies of insurance referenced herein will be primary and will include the District as an additional insured with the exception of Worker's Compensation. All policies will include provisions that the insurers waive the rights of recovery or subrogation against the District shall be exempt from, and in no way liable for, any sum of money which may represent a deductible in any of the aforementioned insurance policies. The payment of such deductible shall be the sole responsibility of the successful proposer.

Submittal Checklist

RFP #24-012 Alignment Pre-K to 12 Reading Language Arts Foundations - 1st Yr.

Listed below are the required documents and information needed to complete your submission. Failure to properly complete and submit any of the required documents may subject your proposal to disqualification.

- REQUIRED DOCUMENT**
SUBMIT: TAB I. "FORM A – PRICING SHEET": Includes both "Attachment A" for Face to Face Trainings and "Attachment B" for Virtual Trainings.

RFP 24-012 Alignment Pre-K to 12 Reading Language Arts Foundations - 1st Yr.

- a. **This form must be signed by your company's representative.**

(Document can be retrieved directly from the Bonfire Portal)

(Failure to submit this document will result in your company's disqualification from this proposal.)

- REQUIRED DOCUMENT**
SUBMIT: TAB II. "FORM B – Similar Work – REFERENCES INFORMATION SHEET"
RFP 24-012 Alignment Pre-K to 12 Reading Language Arts Foundations – 1st Yr.

Reference Information must include past similar projects and must provide this information:

- a. **Reference's organization or company name.**
- b. **Reference's physical mailing address to include: street name and number or P.O. Box number, city, state and zip code.**
- c. **Reference's (current) phone number and (current) email address.**
- d. **Reference's primary contact person and this person's official title with the company.**
- e. **Reference's description of project and/or services provided and date when services were rendered.**

(Document can be retrieved directly from the Bonfire Portal)

(Failure to submit this document will result in your company's disqualification from this proposal.)

- REQUIRED DOCUMENT**
SUBMIT: TAB III. "FORM C – Direct Contact Information
RFP 24-012 Alignments Pre-K to 12 Reading Language Arts Foundations - 1st Yr.

Given that the nature of this proposal is very "time sensitive." Please provide the names, titles, phone numbers and email addresses of three (3) names of persons with your company whom are very familiar with this proposal, should the district need to contact your company in a situation where time is urgent.

(Document can be retrieved directly from the Bonfire Portal)

(Failure to submit this document will result in your company's disqualification from this proposal.)

- REQUIRED DOCUMENT**
SUBMIT: TAB IV. "FORM D – Experience / Qualifications / Skills"
RFP 24-012 Alignment Pre-K to 12 Reading Language Arts Foundations – 1st Yr.

Information must provide and include the following details:

- a. **Trainer's First & Last Name, Official Title (at the time of training).**
- b. **Name of the company being represented (at the time of the training).**
- c. **Training session(s) dates (in Resumes): To include the following format → From Month/Year To Month/Year. Must meet minimum years of experience as stipulated in the Scope of Work requirement.**
- d. **Descriptions of project(s) and/or services or skills offered at each session(s).**

e. **Copies of certificates which validate trainer’s extensive experience or higher degree and level of professional qualifications.**

(Document can be retrieved directly from the Bonfire Portal)

(Failure to submit this document will result in your company’s disqualification from this proposal.)

□ **REQUIRED DOCUMENT**
SUBMIT: TAB V. “Vendor Packet”

Vendor is required to submit a Vendor Packet complete with all required information to include: disclaimers, payment information and include State of Texas ethics1295 form. Instructional videos and FAQ about how to register and file a report is available at https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm.

Vendor Packet document can be retrieved directly from

<http://www.laredoisd.org/cms/One.aspx?portalId=328992&pageId=927405>.

(Failure to submit this document will result in your company’s disqualification from this proposal.)

OTHER INFORMATION

Other Documents:

- a) Awarded vendor(s) are required to submit certification of insurance (Form ACORD 25) **with Laredo ISD named as the “Certificate Holder” within 10 days of award date.** Please refer to #15 in the “General Terms and Conditions” and the “Certificate of Liability Insurance Sample - Acord 25” attached under the “Supporting Documentation” section of this RFP on the Bonfire Portal.
- b) Proposals received via phone, facsimile, email or other medium will not be accepted or considered.
- c) Proposals must be timely submitted in the District’s Bonfire Portal or received and date stamped in the Procurement Department on or before the time and date stated on page 1.
- d) The District reserves the right to reject any or all proposals received, waive any or all irregularities, choose the most advantageous price, discount and warranty for each service, and to award a contract only upon availability of funding.
- e) This RFP is an “all” or “some” proposal.
- f) Failure to submit any of the REQUIRED DOCUMENTS will disqualify your submittal from this Request For Proposals (RFP) Bid.
- g) VISITOR ID Requirement: As per Laredo Independent School District’s Safety Initiative, it is required that a vendor must provide all of it’s employees with a company ID badge showing the company’s name and a photograph of the employee. The company ID badge shall be worn and be visibly displayed at all times that this person is on District premises.

Estimated Time Schedule

- 1st Advertisement: April 13, 2024
- 2nd Advertisement: April 14, 2024
- Proposal “Written Questions” submittal deadline by 12:00 noon on (Wednesday) April 17, 2024.
- RFP deadline is (Tuesday) April 30, 2024 at 2:30 p.m. (Central Standard Time).
- RFP submittals reviewed April 30-May 1, 2024.
- Evaluation committee recommendation presented at the Business and Support Services Committee Meeting on June 6, 2024.
- Recommendation presented for Board approval on June 20, 2024 @ 5:30 p.m. (tentatively).
- Proposal’s Effective date is from June 21, 2024 to June 20, 2025 (1st Term).