



**Request for Proposals (RFP No. 202)  
for  
Visions, Mission, and Core Values  
Framework  
for the  
Teacher Incentive Fund (TIF5)  
Educator Effectiveness Process**

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<b>Anticipated Schedule of Events</b>	<b>Date</b>
RFP Issuance:	August 29, 2018
Bidders Conference:	September 6 <sup>th</sup> , 2018
Submit Questions:	September 13, 2018
Post FAQ:	September 14, 2018
Proposals Due:	September 20, 2018
Contract Execution:	October 1 <sup>st</sup> , 2018
Commencement of Services:	October 1 <sup>st</sup> , 2018

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## **PART I**

### **INTRODUCTION AND BACKGROUND**

#### **1.1 Introduction**

Youth Empowerment Services, Inc. (YES, Inc.), a local nonprofit is implementing the [Educator Effectiveness Process \(EEP\)](#) with Teacher Incentive Funds (TIF) cycle five with four (4) San Antonio based districts and one (1) Houston District with 18 campuses in San Antonio, Corpus Christi, Houston, and Phoenix, Arizona. Five (5) superintendents, seventeen (16) principals and 286 teachers are the targeted population to be served while they educate over 2,500 students.

All requisite services are referred to as “Services” in this RFP. Each individual or firm submitting a proposal in response to this RFP shall be referred to as a “Respondent.” The selected Respondent, if any, is hereinafter referred to as the “Successful Respondent.”

As a result of this RFP, YES, Inc. anticipates executing a contract with Successful Respondent to perform the Services as described in this RFP.

#### **1.2 Background**

Youth Empowerment Services (YES, INC.) as a grant holder for TIF has implemented the Educators Effectiveness Process (EEP) since 2010 where we have successfully implemented our teacher observation rubric, weekly leadership meetings, weekly Unit meetings where our teacher leaders from each campus support teachers grow more effective for their student from day one. Our EEP observation rubric communicates expectations of quality teaching standards that delineate consistent criteria for scoring, allowing educators’ opportunities to self-evaluate, reflect and peer review. The observation rubric is aimed to be a transparent, accurate, and fair assessment while fostering understanding of the 3 domains and 12 indicators as it is used to measure teacher effectiveness and growth. The data used from these observations informs administration and support staff of what professional development is needed for our teachers. Our observation tools allow us to have job embedded professional development for teachers in the Charter districts. YES, Inc also has instituted an aggressive recruitment tool, to search for and prepare teachers for classroom effectiveness on day one through the Teacher and School Leader fund.

#### **1.3 Funding Source**

USDE Teacher Incentive Fund (Cycle 5)

## **PART II SCOPE OF WORK**

#### **2.1 Overview**

All services to be contracted are for school improvement in order to ensure the vision of the Texas Education Equity System (TEES) is implemented where all students have equitable access to effective educators in all of the 18 EEP campuses. Each campus has a principal, and one or more teacher leaders, depending upon student enrollment per campus, that have already been interviewed and selected for 2018-2019 school year.

## 2.2 Goals and Scope of Work

Successful Respondent shall provide written description of the Services to be provided to all five (5) Charter Districts:

**2.2.1 Facilitate the creation of a district vision, mission, and core values.** Successful Respondent shall provide the following Services for each district:

- Provide best practices for creating a vision, mission and set of core values that represents the culture of each district;
- Present a framework for the discussion and creation of each districts vision, mission, and core values;
- Facilitate critical assessments and self-reflection of the organization;

**2.2.2 Support the implementation of each district’s vision, mission, and core values.**

## 2.3 Reporting

Successful Respondents will be required to comply with the following Reporting requirements and guidelines:

**2.3.1** Successful Respondent shall maintain and provide a report of progress and activities each month no later than the 10<sup>th</sup> day of the following month which shall include, at a minimum and as applicable, the following information: # of visits to each campus during that month, status on each campus’ creation and implementation of Mission, Vision, and Core Values. Prepare for a monthly conversations with Superintendents at their monthly meeting as scheduled below:

<u>Day/Date</u>	<u>Times/Time Zones</u>
1. Friday, August 31, 2018 -	9:30am CST; 7:30am PST; 10:30EST
2. Friday, September 28, 2018 -	9:30am CST; 7:30am PST; 10:30EST
3. Friday, October, 26, 2018	9:30am CST; 7:30am PST; 10:30EST
4. Friday, November 30, 2018	9:30am CST; 7:30am PST; 10:30EST
No December Meeting Scheduled	
5. Friday, January 25, 2019	9:30am CST; 7:30am PST; 10:30EST
6. Friday, February 22, 2019	9:30am CST; 7:30am PST; 10:30EST
7. Friday, March 31, 2019	9:30am CST; 7:30am PST; 10:30EST
8. Tuesday, April 30, 2019	9:30am CST; 7:30am PST; 10:30EST

- **Quarterly Reports-** Quarterly Reports shall be a summary of contract activities due on a schedule.
  - Reports due accordingly:
    - o Q1: 10/1/18 – 12/31/18 (Due 01/15/19);
    - o Q2: 01/1/19 – 03/31/19 (Due 04/15/19);
    - o Q3: 04/1/19 – 06/30/19 (Due 07/15/19);
    - o Q4: 07/1/19 – 09/30/19 (Due 09/15/19);

**2.3.2** Final Report- The Final Report shall be a summary of contract activities due at the contract completion.

## 2.4 Term of Contract

If a Contract is awarded, the Contract shall begin October 1, 2018, or as soon thereafter as practical, and terminate September 30, 2019.

## **2.5 Service Area Districts and Schools**

### **George Gervin Academy**

George Gervin Academy High School  
George Gervin Academy San Pedro  
George Gervin Academy Ruth Jones McClenen  
George Gervin Academy Elementary  
George Gervin Prep Academy- Arizona  
George Gervin 3030

### **Por Vida Academy**

Por Vida Academy High School  
Cesar E. Chavez High School  
Corpus Christi College Prep High School

### **Positive Solutions**

Positive Solutions Charter High School

### **Southwest Preparatory**

Southwest Prep Southeast Campus  
Southwest Prep Seguin  
Southwest Prep New Directions  
Southwest Prep Northeast  
Southwest Prep Northwest  
Southwest Prep Northwest Elementary

### **Texas Serenity Academy**

Texas Serenity Academy Gano  
Texas Serenity Academy Rosslyn

## **PART III**

### **GENERAL BID INFORMATION**

#### **3.1 Bid Information: Please read the information below carefully.**

**3.1.1** Entities are encouraged to provide a detailed description of the services based upon the information for the services in this RFP. (Please read all information carefully).

**3.1.3** The following information must be described in detail or listed as not applicable in the proposal for service

- A detailed description of the planned service
- The targeted population for the planned service
- The cost of the services by participant or by service or by hours, days, months
- Include any travel costs associated with the services for you and/or your organization.
- The time or length of each service by minutes, hours, days, or months
- The frequency of services to individuals, groups of individuals or campus groups
- All related services that are included in the bid (include complementary services or options for discounted services)
- The planned result of utilizing the services (if services implemented with fidelity) degree of

- improved educator effectiveness or improved student performances)
- Any guarantees made by the entity if services are utilized
- Proposed start date for 2018-19 school year and end date
- Expected reports regarding the services (monthly, quarterly, annually)
- Plan for the use of any reports generated by the use of the services
- Any additional information that would be helpful to Youth Empowerment Services, Inc. to determine the value of the bid for services being presented and any ROI (return on investment) that can be expected if services are utilized in the project.

### 3.1.4 Respondent Obligations

Respondents to this RFP are responsible for any expense related to the preparation and submission of a proposal. YES, Inc. shall not pay for any cost that is incurred by Successful Respondent prior to the effective date of the Contract. Qualified firms with the requisite experience are invited to submit proposals in accordance with this RFP. Proposals must address all specifications.

### 3.1.5 Successful Respondent Obligations

YES, INC shall look solely to Successful Respondent for performance of the Contract. Successful Respondent shall provide the requested Services under the direction of YES, INC. Successful Respondent shall be the sole point of Contract responsibility. Successful Respondent shall be liable, both individually and severally, for the performance of all obligations under the awarded Contract and shall not be relieved of the non-performance of any subcontractor.

### 3.1.6 Schedule of Events

The times stated in this document refer to Central Time (“CT”), San Antonio, Texas, where appropriate. YES, Inc.’s regular office hours are 8:30 a.m. to 5:30 p.m., Monday through Friday, except national holidays. All deadlines are subject to change at YES, Inc.’s sole discretion.

YES, Inc. anticipates that the selection of Successful Respondent and execution of the Contract, if any, will proceed according to the following approximate schedule:

August 29, 2018	— Issuance of RFP
September 6, 2018	— <b>Bidders Conference- 09:30 CDT, Conference line- 210-739-1417 or via weblink <a href="http://www.uberconference.com/yesinc">www.uberconference.com/yesinc</a></b> (questions for review during this call should be submitted by 9/5/18 although not required)
September 20, 2018	— <b>Deadline for Submission of Proposals (5:00 p.m. CT)</b> <b>(Late proposals will not be considered)</b>
October 1, 2018	— Contract Execution (or as soon thereafter as practical)
October 1, 2018	— Commencement of Services (or as soon thereafter as practical)

Notices of changes to items directly impacting the original RFP or proposal process will be posted on

[www.yeseep.org/RFPs](http://www.yeseep.org/RFPs). Any amendment to this solicitation will be posted as an addendum on the website. It is the responsibility of interested parties to periodically check the website for updates to the procurement prior to submitting a proposal.

### **3.2 Bidders Conference**

An open information and dialog conference will be held for all Respondents/ Bidders on **September 6<sup>th</sup> at 9:30 a.m. CDT**. The conference access is **Conference line- 210-739-1417 or via weblink [www.uberconference.com/yesinc](http://www.uberconference.com/yesinc)**. (Respondent questions should be submitted by to [communications@yeseep.org](mailto:communications@yeseep.org) no later than 2:00 p.m September 5<sup>th</sup>, although this is not a requirement.)

### **3.3 Deadline for Submission of Proposals; Delivery Instructions; Number of Copies Required- one (1)**

Please email a PDF or Word document containing the proposal to [communications@yeseep.org](mailto:communications@yeseep.org) with the subject line stating: PROPOSAL FOR RFP 202 no later than 5pm CST on September 20, 2018.

## **PART IV PROPOSAL FORMAT**

### **4.1 Proposal Format**

Each proposal should contain reference to: “RFP No. 202 Visions, Mission, and Core Values Framework” and the name and contact information of Respondent. Proposal pages must be numbered. Font preferences: Times or Garamond; 12-14 size.

## **PART V PROPOSAL EVALUATION AND SELECTION**

### **5.1 Evaluation Process**

Copies of those proposals found to be responsive and to be in compliance with this RFP will be distributed to team members of YES, Inc. for their review and evaluation. Clarifications on issues raised in the proposals may be sought from individual Respondents.

YES, Inc. may request Respondents to discuss proposal further via phone conference with YES, Inc. team and Superintendents.

### **5.2 YES, Inc Reserved Rights**

Upon the selection of Successful Respondent, if any, YES, Inc. shall proceed with contract negotiations and attempt to finalize the contract with the apparent Successful Respondent. Yes, Inc. may at any time, upon failure of negotiations, choose to reissue or withdraw the RFP rather than continue with negotiations. Yes, Inc can cancel this RFP at anytime and are not obligated to award this contract. As soon as possible after the execution of a written contract with Successful Respondent, all other Respondents shall be provided with formal notification.