

**Request for Proposals (RFP)
19RFP095
Online Learning Environment & Web-Based Curriculum**

Date	Event
February 19, 2019	Advertise/Issue Date
February 27, 2019	Pre-Bid Conference
February 28, 2019	Due Date for Questions by 2:00 pm
March 1, 2019	Questions and Answers Posted on AISD Website
March 26, 2019	RFP Closing / Due Date at 2:00 pm CST
April 12 & 15, 2019	Finalist Interviews / Oral Presentations
May 20, 2019	Presentation to AISD Board of Trustees for Approval

Deliver Sealed Proposals to:	Bid Contact:
Austin ISD Contract & Procurement Services 1111 West 6 th Street Building A, Suite 330 Austin, TX 78703	Jessica R. Balandrán Procurement Specialist Phone: 512-414-2126 Fax: 512-480-0924 jessica.balandran@austinisd.org

- This solicitation is a Request for Proposals for services under Texas Education Code 44.031.
- Questions must be submitted via e-mail to the bid contact listed above. The subject line should read: **Questions: 19RFP095 Online Learning Environment & Web-Based Curriculum.**
- Questions & Answers and Addenda to this bid will be posted to the district's website at: [Bid Opportunities & RFPs](#).
- Proposals must be delivered in a sealed envelope or carton and received on or before the bid closing / due date, and must be clearly marked with the IFB Number and Title listed above.
- FAX, e-mail or other electronic proposals will not be accepted.

I. INTRODUCTION

The Austin Independent School District (herein after referred to as “AISD” or the “District”) is seeking proposals from qualified firms experienced in providing e-Learning, online learning environments and web-based curriculum. The district is requesting a comprehensive, integrated, full-featured program designed for web-based online learning. The program would be accessed by students both during and outside of the regular school day, and/or while attending alternative opportunities outside the regular school setting.

Firms must be able to provide professional development and training in a variety of formats to teachers and staff overseeing programs, modules and curriculum offered. Core and elective courses must align with State of Texas Essential Knowledge and Skills (TEKS), be standards-based, include culturally competent curriculum, competency-based assessment and accessible to all learners. The selected vendor program will be implemented across all AISD high schools, middle schools, and alternative campuses serving students.

II. HISTORICALLY UNDERUTILIZED BUSINESS (HUB) PROGRAM

REQUIREMENTS The Austin ISD HUB Program promotes and strongly encourages the involvement and participation of Historically Underutilized Businesses (HUB) in district-wide procurement. When AISD considers entering into a contract estimated at \$50,000 or more, the HUB Program will determine whether subcontracting opportunities are applicable before publishing the solicitation.

All contractors are required to follow the [HUB Compliance Guidelines](#) included in this solicitation and complete either the HUB Utilization Report – [HUR \(HUBATT 1\)](#) or HUB Compliance Plan - HCP (HUBATT 1C) for compliance review. All HUB inquiries should be directed to the HUB Program Department.

No Goals are appropriate for this project. While no goals have been established for this project, the bidder/contractor is required to comply with AISD HUB Program Regulations if areas of sub-consulting are identified. **Please complete the HUB Utilization Report - [HUR form \(HUBATT 1\)](#).** When the HUR Form and Good Faith Effort - GFE documentation, if required, are NOT submitted at time of deadline specified in the solicitation, it will not be accepted later for compliance review. The bid may be deemed NON-RESPONSIVE.

III. TERM

Any agreement resulting from this solicitation is considered valid upon full execution of the agreement by both parties. Said agreement will be in effect for an initial term of two (2) years, with the option to renew for three (3) additional 1-year periods. In addition, the District reserves the right to extend the agreement beyond the final expiration date if necessary, to ensure no lapse in service occurs.

IV. SCOPE OF SERVICE AND PERFORMANCE REQUIREMENTS

The District is searching for a qualified provider to deliver web-based services for use in grades 6-12 to include the following:

- A. **Initial Credit Options:** This would constitute a student's primary education experience in which a student's entire course is online. Students would remain enrolled at a campus and conduct part of or the entire online course while at the campus or while at an alternative campus setting. The course would be monitored by the teacher of record or by another highly qualified teacher from the home campus.
- B. **Online Credit Recovery Options:** Online program for students who have not earned credit for a course and need to obtain credit for courses to fulfill graduation requirement either during or after the regular school day.
- C. **Test Preparation:** Online State of Texas Assessments of Academic Readiness (STAAR), End-of-Course (EOC) Test Preparation and Texas Success Initiative (TSI).
- D. **Test Preparation:** Online Scholastic Assessment Test (SAT) and American College Test (ACT) Test Preparation.
- E. **Core Courses** that meet National Collegiate Athletic Association (NCAA) / University Interscholastic League (UIL) standards.
- F. **Supplemental Online Learning:** This includes any online learning that is not a student's primary education experience. Supplemental learning would cover content that is used to build core skills or provide support to other primary educational methods. This could include access to activities that address Whole Child Social and Emotional Learning, supplemental assistance in test preparation, Advanced Placement courses, or advanced support in reading, writing and mathematics.

General Requirements

1. Provide concurrent access to online courses for up-to 3,000 students at any given time.
2. Provide teacher-friendly program that allows varied levels of instruction, per student.
3. Provide web-based/online portal that can be accessed via Internet from any location.
4. Goals and Objectives for each lesson are clearly stated.
5. Provide Units and Lessons in print format for students that require this accommodation.
6. Provide teachers the ability to search by specific student expectations, locate preferred content, and assign content to specific students based on individual need.
7. Provide courses that include options for teachers to adapt learning activities to accommodate individual student's needs.
8. Provide courses that include options for teachers to adjust reading levels to accommodate individual student's needs.
9. Provide instructional materials that are engaging and include several types of media such as video, audio, graphics, interactive activities and online resources.
10. Provide tools that support teacher-student communication within the program.

General Requirements (con't)

11. Provide adaptive assessment tool that allows teachers to diagnose student's individual learning needs, assign specific lessons, and re-adjust student's courses based on assessment results.
12. Provide a norm-referenced achievement test that measures a student's reading level or allows for this information to be added.
13. Provide students the ability to review past performance and self-assess their progress.
14. Provide teachers the ability to view student progress, past performance, student login history, and other detailed information on student use.
15. Provide program that is available in multiple languages.
16. Provide access to activities that address Social and Emotional Learning.
17. Provide 504 Plan and Special Education accommodations (capability for course level to be adjusted for students with 504 and Special Education Individual Education Plan (IEP) such as text to speech (auditory supports), vocabulary supports, change font size, highlight/enlarge text).
18. Provide the ability to generate monthly reports by campuses.
19. Provide access to webinar trainings for teachers and staff at no additional cost.
20. Firms, immediately upon acceptance to oral presentation phase, will, at no cost to the District, provide AISD evaluation team members temporary access (Sandbox environment) to all aspects of the proposed system for online viewing and quality/functionality assessment. Firms must provide detailed instructions, with relevant screenshots, on how evaluators log-in and maneuver within the system, and ensure uninterrupted Sandbox access 24-hours/day, 7-days/week, throughout the duration of the evaluation period.

Technology Specifications

For technology-based programs, the following specifications should be addressed, where applicable. Provide a detailed description of how each item applies to the proposed program.

1. Hardware and Software Requirements (preferred)

- a. Please detail what accommodations exist in the system or can be added to the system to provide accessibility to people with disabilities.
- b. Specifically that comply with [WCAG 2.0](#), Level AA accessibility guidelines. These guidelines were chosen because the W3C is a longstanding, international collaborative with extensive expertise in the development of design protocols for the World Wide Web. Additionally, the [Section 508 standards](#) of the Rehabilitation Act have been revised to align with WCAG 2.0, level AA.
- c. The system is compatible and works on Mac, Chrome, and PC operating systems. If the proposed program is not compatible with any of these systems, please clearly state this information.
- d. The system is based on HTML5.
- e. If the system requires Flash, it must be clearly stated together with both the unique settings required for functionality and any known incompatibilities for devices.
- f. All or some of the modules may be purchased.
- g. The system is fully integrated, using a single, common database and application for all features and a common user interface across all functions.

Technology Specifications (con't)

- h. All functionality of the system can be accessed at any workstation on the district's wide area network with a standard browser (Internet Explorer, Mozilla Firefox, Apple Safari, Google Chrome).
- i. The district can make any portion of the platform available via the Internet for home and/or community access.
- j. The system does not require any client applications to be installed on the workstation.
- k. The system does not require use of Terminal Services on either the workstations or servers to support the delivery of any application functionality to the browser.
- l. The system does not require ActiveX controls or installation of Java Virtual Machine on the workstations.
- m. The system can function within a Microsoft IIS or Apache Web Server environment.
- n. The system can support integration with Microsoft Active Directory or LDAP for user authentication and roles.
- o. The system can work in a proxy server environment.
- p. The system includes support for an automated interface with existing district enterprise systems where needed. The district ERP system is Bolt. The student information system is TEAMS (Prologic).
- q. The system requires no additional hardware or software purchases beyond the hardware/software system requirements outlined by the vendor.
- r. The system requires no local application programming in order to become operational.
- s. The system allows printing of information displayed in the interface from any function within the system (without requiring copy/paste operations).
- t. The system provides for reports in a PDF format, CSV, and other Excel formats.
- u. The system provides for HTTPS support in all functions where usernames and/or passwords or other confidential data is transmitted.
- v. The system provides for single sign on support via Security Assertion Markup Language (SAML) or similar authentication protocols, and vendor must provide a support narrative describing level of support.
- w. The system provides for integration with AISD's identity and access management system to support secure single sign on in all functions where usernames and/or passwords are transmitted, and vendor must provide a support narrative describing level of support.
- x. If the product is a learning application, common cartridge is preferred, and vendor must provide a support narrative describing level of support. If the materials are available with common cartridge, please clearly state whether:
 - i. Materials are also available online
 - ii. Materials available online are an additional purchase
- y. If the product is a learning application, it is preferred that the solution integrate with AISD's Learning Management System (LMS). AISD's current LMS is Canvas. Vendor must provide details regarding their level of integration with Canvas, i.e., what data and how it is passed back if using Learning Tools Interoperability (LTI) standards.
- z. All firms must provide a technical contact for AISD to discuss or ask questions regarding specification responses.

2. Data Storage

Data must be stored on a secure server with backup and recovery systems in place with access available for extract and download as needed. Preferred Database systems include: Oracle 9.1+ and Microsoft SQL Server 2008+

3. Data Accessibility

- a. The system will provide a web-based interface for accessing data, metrics, and reports.
- b. Web Based System Utilizing SSL - The system must use Thin Client with screen refresh rates comparable to high speed internet performance (2.5 seconds or less).
- c. The web-based interface will utilize the District's existing user identification system for secured access to the Software System, data, and reports. AISD uses Microsoft Active Directory services for managing user names and passwords.
- d. All Web pages must be accessed solely through a secure HTTP connection (HTTPS).
- e. The Web-based interface will provide standardized and custom query reporting capabilities on any identified basis and by multiple time frames (daily, weekly, monthly, yearly).
- f. Software must have the ability to create, store, and rerun custom queries/reports.
- g. The web-based interface will allow the export of reports and raw data to a Microsoft Excel compatible format and directly to Adobe Acrobat.

4. Accessibility Specifications

Ability to provide equal access through accessible interfaces to all user groups including those with disabilities (visually impaired, hearing impaired, mobility impaired, and learning disabilities).

5. Accessibility Technology Initiative – Section 508

Information regarding the accessibility standards as set forth in the [WCAG 2.0](#), Level AA accessibility guidelines along with the [Section 508 standards](#) of the Rehabilitation Act that have been revised to align with WCAG 2.0, level AA. ([WCAG 2.0 Accessibility Guidelines](#))

Texas Government Code 2054, subchapter M, requires that Austin ISD comply with Section 508 of the Rehabilitation Act of 1973, as amended and to apply the accessibility standards published by the U.S. Access Board for electronic and information technology (EIT) products and services that it buys, creates, uses, and maintains.

EIT is any equipment, interconnected system, or subsystem of equipment used in the creation, conversion, or duplication of data or information. EIT is defined by the Access Board at 36 CFR 1194.4 and in the FAR at 2.101. EIT includes:

- Telecommunication products
- Information kiosks
- Transaction machines
- World Wide Web sites
- Software and Operating Systems
- Computers
- Multimedia (including videotapes)
- Office equipment (copiers, fax machines)

V. PROPOSAL FORMAT

- A. Preface** - The Proposer shall provide an Executive Summary of two (2) pages or less, giving a brief, concise summation of the proposal.
- B. Proposal** - The vendor's proposal itself shall be organized in the following format and informational sequence:

Section I – Summary of Experience

This section shall contain the full name and address of the Proposer submitting the proposal and a brief summary of the Proposer's corporate experience and individual experience for personnel who will provide this product or service.

Section II – Scope of Service

A description of services and capabilities as outlined in the Scope of Service and Performance Requirements sections of this RFP, in the order shown. Clearly state any exceptions taken to the specifications of this RFP, or any conditions of the proposal.

Section III – Financial Proposal

This section shall contain a straightforward, concise delineation of the Proposer's fees to satisfy the requirements of this RFP. It is the vendor's responsibility to specify all costs (i.e. one-time installation, integration, support, data transfer, training, administrative and setup fees). Any recurring costs for maintenance or updates/grades should be clearly stated and listed separately from the primary cost of providing the initial products or services required herein.

Proposals should also include a separate option to purchase Career and Technical Education (CTE) courses, if available. The added cost for CTE courses should be clearly stated and listed separately from the primary cost of the total curriculum package (i.e. Core Curriculum, Electives, Language other than English (LOTE), Advanced Placement, Social and Emotional Learning (SEL), Test Preparation courses).

Section IV – References

References are to be from government agencies and/or firms, which are substantially serviced by the vendor (references most similar to Austin ISD should be provided). Each reference must contain the reference's name, address, telephone number(s), and specific point of contact (including email address). A list of at least three (3) references from current customers must be provided.

C. Required Forms

Proposer shall execute the following required forms. All forms are available on our website and via this [Required Forms link](#). **Original, executed forms** shall be submitted with written proposal response only. Forms can be excluded from copies of proposals requested on **flash drives**.

- a. Bid Certification
- b. Notification of Criminal History of Contractor
- c. Debarment, Suspension and Ineligibility Certification
- d. CTPA Adoption Clause
- e. Interlocal Cooperative Agreement Clause
- f. Software Vendor Certification
- g. W-9 (available at www.irs.gov)
- h. EDGAR Vendor Certification
- i. Strategic Partner Profile
- j. 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. The form should be submitted online on the [CIQ web page](#).
- k. HUB Utilization Report ([HURATT1](#)).

VI. COMPETITIVE SELECTION, EVALUATION, NEGOTIATIONS, AWARDS

A. This is a NEGOTIATED procurement and as such, award, or awards, will not necessarily be made to the firm submitting the lowest priced proposal. Awards will be made to firm or firms submitting the best responsive proposal, satisfying AISD’s requirements. In making the determination of which proposals are deemed acceptable for award, the District shall consider the following criteria during the evaluation process:

Points	Criteria	Detailed Description
75 Points	Proposed Plan	The adequacy and completeness of the plan offered addressing the Scope of Service, Performance Requirements, and Technology Specifications.
5 Points	Contractor's Capabilities	The demonstrated ability of the Contractor to provide services, to include valid references from districts with a similar size and scope of AISD.
20 Points	Financial Proposal	All-inclusive, detailed cost to provide proposed products and services. <i>(CTE course costs will be considered separately)</i>

VI. COMPETITIVE SELECTION, EVALUATION, NEGOTIATIONS, AWARDS (con't)

- B.** AISD will evaluate each Vendor's proposal in accordance to the TEC 44.031.
- C.** Austin ISD reserves the right to add, remove, modify or establish additional evaluation points for each criterion. If the District determines that additional evaluation steps are required to determine the best value, the District reserves the right to consider any or all of the following additional criteria; Proposer's experience, references and record for responsibility, or any other relevant factor deemed necessary to determine best value.
- D.** Austin ISD reserves the right to make an award without discussion with any Proposer, after proposal responses are received. Proposer responses should therefore be submitted on the most favorable terms. If deemed necessary and in the best interest of the District, proposers may be invited to submit a Best and Final Offer (BAFO).
- E.** If deemed necessary and in the best interest of the district, the district reserves the right to award to multiple firms, based on the highest-rated and dually demonstrated ability to fulfill the Scope of Service and Performance Requirements of the RFP.
- G.** Once written proposals are evaluated and scored, one or more firms may be selected to give oral presentations to the evaluation committee and respective stakeholders. This presentation should further clarify, emphasize/elaborate on firm's written proposal, and should include a live demonstration of proposed product. Upon completion of oral presentations, firms may be asked to revise any or all portions of their proposals.
- H.** In awarding a contract, a district shall consider:
1. Purchase price.
 2. The reputation of the vendor and of the vendor's goods or services.
 3. The quality of the vendor's goods or services.
 4. The extent to which the goods or services meet the district's needs.
 5. The vendor's past relationship with the district.
 6. The impact on the ability of the district to comply with laws relating to Historically Underutilized Businesses (HUB).
 7. The total long-term cost to the district to acquire the goods or services.
 8. Any other relevant factor specifically listed in the request for bids or proposals.

VII. PROPOSAL SUBMITTAL

1. **PREPARE PROPOSAL PACKET** to include one **(1)** original proposal containing all required forms, and seventeen **(19)** individual flash drives containing a copy of the proposal, minus the required forms.
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**.
3. **LABEL ALL SUBMITTALS** so that each is clearly marked with “Original” or “Copy”, and includes proposing firm’s name.
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: 19RFP095 Online Learning Environment & Web-Based Curriculum
Attn: Jessica R. Balandrán
5. **SUBMIT PROPOSAL BY 2:00 PM ON MARCH 26, 2019**. Proposals may be submitted by postal carrier or hand-delivery. All proposals will be date/time stamped upon receipt to ensure the fairness and integrity of the bid process - - **no late entries will be accepted**.

**Contacting Board
Members**

Vendors shall not contact Board members individually for the purpose of soliciting a purchase or contract during the restricted contract period.

If a vendor violates this prohibition during this time frame, consideration of the vendor for award shall be invalidated. Board members shall be notified of possible violations and actions taken.

**Restricted Contact
Period**

The restricted contact period shall begin upon the date of issuance of a solicitation and shall end upon execution of the awarded contract by all parties.

In an effort to demonstrate its commitment to ethical procurement and contracting standards, and to improve accountability and public confidence, all District purchases of goods and services through competitive methods as provided in CH(LEGAL) and CV(LEGAL) shall be subject to a restricted contact period. Except as provided in this policy communication between a vendor and vendor's representative, and a Board member, the Superintendent, assistant superintendent, chief, officer, executive director, principal, department head, director, manager, project manager, or any other District representative who has influence on or is participating in the evaluation or selection process is prohibited.

*Prohibited
Communications*

A vendor and vendor's representative are prohibited from communications regarding the particular solicitation at issue that are intended or reasonably likely to:

1. Provide substantive information regarding the subject of the solicitation;
2. Advance the interests of the vendor;
3. Discredit the response of any other vendor;
4. Encourage the District to reject a response by a bidder;
5. Convey a complaint about the solicitation; or
6. Directly or indirectly ask, influence, or persuade a Board member, the Superintendent, assistant superintendent, chief, officer, executive director, principal, department head, director, manager, project manager, or any other District representative who has influence on or is participating in the evaluation or selection process, to take action or refrain from taking action on any vote, decision, or agenda item regarding the solicitation at issue.

*Permissible
Communications*

A vendor and vendor's representative are permitted to communicate with the District regarding the following:

PURCHASING AND ACQUISITION
VENDOR RELATIONS

CHE
(LOCAL)

1. Communication to the extent the communication relates solely to a nonsubstantive, procedural matter related to a response or solicitation;
2. Communication that relates solely to an existing contract between a respondent and the District, even when the scope, products, or services of the current contract are the same or similar to those contained in an active solicitation;
3. Communication with the District's Office of Contract and Procurement Services;
4. Communication with the District's Historically Underutilized Business (HUB) Program Department to the extent the communication relates to obtaining a listing of HUB subcontractors and general questions regarding HUB program compliance requirements;
5. Communication between an attorney representing a vendor and an attorney representing the District;
6. Communication with the District in the course of attendance at vendor conference;
7. Communication with the District for the purpose of the District's evaluation of the bidder's proposal, negotiating the scope of work, or engaging in contract negotiations;
8. Communication with the District for the purpose of making a public presentation to the Board; and
9. Communication made during the course of a formal protest hearing related to the solicitation.

*Other Vendor
Participation and
Communication*

Regardless of the above time period, a vendor and a vendor's representative who participate in the drafting or development of technical specifications or evaluation criteria for any project are prohibited from competing in the solicitation for such project.

A vendor and vendor's representative shall send all communications, questions, and requests for clarification in writing and addressed to the District's authorized representative identified in the solicitation. The District shall post responses to vendor questions as an addendum to the solicitation.

Nothing in this policy shall prohibit the District's representative from initiating contact with a vendor, in writing, for the purpose of obtaining clarifying information regarding a solicitation response. The vendor's response shall be in writing and shall be provided to the District's authorized representative.

PURCHASING AND ACQUISITION
VENDOR RELATIONS

CHE
(LOCAL)

- Complaints* Any person who is aggrieved in connection with a HUB program policy decision may file a complaint in accordance with GF(LOCAL).
- Violations* The following are violations subject to sanctions:
1. Falsely conceal or cover up a material fact or make any false, fictitious, or fraudulent statements, reports, or representations, or make use of any false writing, document, or electronic report knowing the same to contain any false, fictitious, or fraudulent statement.
 2. Fraudulently obtain, retain or attempt to obtain, or aid another in fraudulently obtaining, retaining, or attempting to obtain certification status as a HUB.
 3. Make false reports regarding payments made to subcontractors or sub-consultants.
- Sanctions* Any person who violates the provisions of this section shall be subject to the following sanctions and to the maximum penalties provided by law:
1. The District may bar, suspend, or deem nonresponsive in future District solicitations and contracts, for a period of up to five years, any bidder or proposer, or contractor or subcontractor following notice and an opportunity for a hearing in accordance with the protest procedures in this policy.
 2. The District may, by contract, and where appropriate and lawful, impose an administrative penalty.
 3. In addition to other sanctions available to the District, the violation of any provision of these program rules may be included as an incident of breach in each contract.
- Request for Proposal and Bid Invitation* Each request for proposal and bid invitation shall include a copy of this policy.