



North East Independent School District

8961 TESORO DRIVE – SAN ANTONIO, TEXAS 78217

Department of Procurement
& eCommerce

November 19, 2009

Dear Proposer:

North East Independent School District, San Antonio, Texas, is requesting sealed proposals for **GRADUATE ASSISTANTS AND SCHOOL PSYCHOLOGY INTERNS FOR THE SCHOOL OF PSYCHOLOGY PROGRAM**. North East ISD will consider and evaluate all proposals meeting specifications.

Interested companies are invited to submit sealed proposals to be received not later than 2:00 p.m. Central Standard Time, Wednesday, December 9, 2009 to the Office of Procurement & eCommerce in accordance with this Request for Proposal and the following attachments which are incorporated herein and made a part thereof:

- A. Proposal Requirements
- B. Requirements and Features
- C. Company Support and Service
- D. Time Requirements
- E. Evaluation Criteria
- F. RFP Submission
- G. Request for Clarification and/or Modification to the RFP
- H. Right to Reject
- I. Extension of Contract
- J. Non-appropriation of Funds
- K. Right To Terminate Contract
- L. Area of Consulting Services
- M. References
- N. Signature Page
- O. Conflict of Interest Disclosure

RFP #53-10 is a request for Graduate Assistants and School Psychology Interns for the school of psychology program. These services will include, but not limited to, program training, practicum experiences, career related work tasks and activities as required in furtherance of the School of Psychology Program. Contract(s) will be awarded to Universities that, based on all responses, applying all criteria and oral interviews if necessary, is determined to be the best qualified Universities to provide the required service. This proposal will be awarded to multiple vendors.

Sealed proposals must be submitted to North East Independent School District **on or before 2:00 p.m. Central Standard Time on Wednesday, December 9, 2009, without exception**, at the following Address:

ATTN: David Bohannon, Senior Director of Procurement & eCommerce
NEISD
8961 Tesoro Drive, Ste. 317
San Antonio, TX 78217

To assure that your sealed proposal arrives at the proper place on time and to prevent opening by unauthorized individuals, your proposal must be identified on the envelope or wrapper as follows:

**RFP #53-10 - GRADUATE ASSISTANTS AND SCHOOL PSYCHOLOGY INTERNS
FOR THE SCHOOL OF PSYCHOLOGY PROGRAM**

DUE DATE: Wednesday, December 9, 2009 at 2:00 p.m. Central Standard Time

ATTN: David Bohannon, Senior Director of Procurement & eCommerce

Your response to information requested in the enclosed Sealed Request for Proposal, including related cost data and any supporting documentation, will be used to make the final selection. Your written proposal will be the primary communication of your qualification to serve us.

Please email your intent to bid on this proposal. This will ensure you are emailed the questions/answers received regarding this proposal. If you have any questions regarding this RFP, or require additional information not contained in the proposal specifications, please direct inquires in writing by U.S. mail, e-mail or facsimile to:

David Bohannon-Senior Director of Procurement & eCommerce
North East Independent School District
8961 Tesoro Drive, Suite 317
San Antonio, TX 78217
E-mail: procure@neisd.net
Facsimile: 210.804.7105
Phone: 210.804.7100 ext. 396

Questions must be received no later than 12:00 p.m., Tuesday, December 1, 2009. Requests for clarifications or questions received after the deadline will not be addressed.

SECTION A - PROPOSAL REQUIREMENTS

The successful proposal will be attached and made part of the contract. The technical presentation of the proposal should be specific and complete in every detail. To enhance comparability and to facilitate evaluation, all proposals must be organized and submitted in the format exhibited below:

1. Section 1 - Letter of Transmittal

The letter of transmittal may be tailored to fit individual preferences, but must contain the following information:

1. A brief understanding of the School of Psychology Program submitted by your University.
2. A positive commitment to provide the support services.
3. The names of persons authorized to represent the University, their title, address and telephone number.

2. Section 2 - Table of Contents

The Table of Contents of the proposal must include a clear and complete identification of the materials submitted by section and page number.

3. Section 3 - Introduction

This section will contain an introduction of the proposer and will not exceed three pages.

4. Section 4 - Services and Support

This section will contain detailed descriptions and examples of the particular Graduate Assistants and School Psychology Interns being offered by the proposer. All North East ISD requirements and features listed in Section B and C should be addressed and clarified in this section. All options should be included in this section.

5. Section 5 - Experience in Similar Projects

This section will describe experience in similar projects and specifically in the public education field. It should include references with names, addresses and telephone numbers of school districts or governmental entities.

6. Section 6 - Pricing

This section will provide a detailed list of all cost associated with the service for Graduate Assistants and School Psychology Interns and must include all costs to the District. Any optional services must be included in this section. Prices must be firm for one year from the date of board approval, if required.

SECTION B – SERVICE REQUIREMENTS AND FEATURES

North East Independent School District is seeking sealed proposals from interested Universities for Graduate Assistants and School Psychology Interns for the School of Psychology Program. However, the District guarantees no dollar amounts and the NEISD reserves the right to reject any and all proposals submitted and re-solicit as necessary. NEISD reserves the right to terminate the services of the selected vendor at any time if not satisfied with the vendor's performance. North East ISD will consider and evaluate all proposals meeting specifications.

GENERAL PROPOSAL REQUIREMENTS:

Graduate Assistants and School Psychology Interns for the School of Psychology Program will be contracted on an as needed basis, call-out basis. Proposed price for services is to include all costs the District. Proposal price should be listed by fee per hour or a range of fees for a specific contracted time. Final price will be negotiated at the time of contract when the Graduate Assistants and School Psychology Interns for the School of Psychology Program are finalized between NEISD and proposer.

- Include all other documentation that supports qualifications of proposer. Failure to submit required documentation could result in the disqualification of the proposal.

SECTION C – COMPANY SUPPORT AND SERVICE

Universities should submit information defining support and services under the following specifications:

- Experience with other public education or governmental entities
- Customer support – personal account representative. The university must provide support, training, and service either directly or through third-party resellers or support companies/organizations
- Ability to provide unlimited toll free phone support
- Pricing - All quoted prices for Graduate Assistants and School Psychology Interns for the School of Psychology Program will remain firm for one year from the bid approval date. **Companies should include prices for all services. Pricing for optional services not listed in the proposal specifications should be included in an optional price list. The pricing for optional services and will remain firm for one year from the bid approval date.**

SECTION D – TIME REQUIREMENTS

Time for Sealed Proposal Submission:

↪ On or before 2:00 p.m., Central Standard Time

Date for Sealed Proposal Submission:

↪ Not later than Wednesday, December 9, 2009

Date and Place for Selected Proposer Interview if Necessary:

↪ Date: To be determined

↪ Place: 8961 Tesoro Drive, San Antonio, Texas 78217

Proposed Date of Contract Award:

↪ February 2010

SECTION E - EVALUATION CRITERIA

It is not the policy of the North East Independent School District to purchase on the basis of low proposals alone. Quality and suitability to purpose being controlling factors, it is understood that the purchaser reserves the right to arrive at such by whatever means may be determined. The following criteria shall be used to evaluate each proposal:

- (1) Purchase price
- (2) Reputation of vendor and of the vendor's goods or services
- (3) Quality of vendor's goods or services
- (4) Extent to which the goods or services meet the district's needs
- (5) Vendor's past relationship with the district
- (6) Impact on the ability of the district to comply with laws and rules relating to historically underutilized businesses
- (7) Total long-term cost to the district to acquire the vendor's goods and services
- (8) Any other relevant factor specifically listed in the request for bids or proposals

SECTION F - RFP SUBMISSION

Submit an original and two (2) copies in a sealed envelope or box labeled RFP #53-10, Graduate Assistants and School Psychology Interns for the School of Psychology Program. **Original and copies must be labeled as such.**

SECTION G - REQUEST FOR CLARIFICATION AND/OR MODIFICATION OF THE RFP

The sealed "Request for Proposal" document can only be modified in writing. Proposers may submit requests for clarifications and/or modifications to the proposal document until 12:00 p.m., Tuesday, December 1, 2009.

SECTION H - RIGHT TO REJECT

North East Independent School District of San Antonio, Texas, reserves the right to reject any and all proposals submitted and to request additional information from all proposers. The contract award will be made to the Universities that, based on the evaluation of all responses, applying all selection criteria and oral interviews, if necessary, is determined to be the best qualified to provide Graduate Assistants and School Psychology Interns for the School of Psychology Program.

SECTION I - CONTRACT EXTENSION

North East Independent School District reserves the right to extend this contract under the same requirements, duties and responsibilities, with the approval of the successful proposer(s), for two (2) additional one-year contracts. Any requests for price adjustments will be negotiated on the contract extension date and will be based on the increase/decrease of the Consumer Price Index.

SECTION J – NONAPPROPRIATION OF FUNDS

In the event funds are not appropriated by the North East Independent School District's governing body in any fiscal period for payments due under RFP #53-10, Graduate Assistants and School Psychology Interns for the School of Psychology Program, then the Senior Director of Procurement & eCommerce, or their designee, will immediately notify the successful proposer(s) of such occurrence and this contract shall terminate on the last day of the fiscal period for which appropriations were received without penalty or expense to North East ISD of any kind whatsoever, except as to the portions of the contract or other payments herein agreed upon for which funds shall have been appropriated and budgeted or are otherwise available.

SECTION K - RIGHT TO TERMINATE CONTRACT

This contract may be terminated by either party **with thirty (30) days written notice** for failure to fulfill the terms of the contract or non-compliance with the terms of the contract.

NORTH EAST INDEPENDENT SCHOOL DISTRICT
8961 Tesoro Drive
San Antonio, Texas 78217

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SECTION L – AREA OF SERVICES

Copies of certifications, special licenses or other documentation included? Yes No

SECTION M – REFERENCES

Please provide references and company information on this page and return with your proposal.

References:

<u>Company</u>	<u>Contact Person</u>	<u>Phone Number</u>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>

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SECTION N - RFP SIGNATURE PAGE

Please provide requested signatures on this page and return with your proposal.

UNIFORM COMMERCIAL CODE

This proposal will be governed in accordance with all the right and remedies as set forth by the Uniform Commercial Code (UCC), and adopted by the State of Texas.

The undersigned certifies that the firm and/or principals of the firm (check one) are ___/are not ___ currently debarred, suspended, or proposed for debarment by any federal entity. The undersigned agrees to notify the District of any change in this status, should one occur, until such time as an award has been made under this procurement action.

Also, pursuant to the State of Texas Legislative Senate Bill NO. 1, Section 44.034, Notification of Criminal History, the undersigned affirms this firm is ___/is not ___ owned or operated by anyone who has been convicted of a felony. This statement is not required of a publicly held corporation.

The undersigned affirms that they are duly authorized to execute this contract, that this company, corporation, firm, partnership or individual has not prepared this bid in collusion with any other bidder, and that the contents of this bid as to prices, terms or conditions of said bid have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening to this bid.

NAME OF COMPANY _____

NAME OF REPRESENTATIVE _____
(Type or Print)

AUTHORIZED SIGNATURE _____

TITLE _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____ FAX _____ DATE _____

EMAIL _____

SECTION O – CONFLICT OF INTEREST DISCLOSURE

THIS FORM MUST BE COMPLETED AND RETURNED WITH PROPOSAL

CONFLICT OF INTEREST QUESTIONNAIRE		FORM CIQ
For vendor or other person doing business with local governmental entity		
<p>This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.</p> <p>This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).</p> <p>By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.</p> <p>A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.</p>	<p>OFFICE USE ONLY</p> <p>Date Reviewed</p>	
1 Name of person who has a business relationship with local governmental entity.		
2 Check this box If you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)		
3 Name of local government officer with whom filer has employment or business relationship.		
<p>_____</p> <p>Name of Officer</p>		
<p>This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.</p> <p>A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?</p> <p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>B. is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?</p> <p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?</p> <p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>D. Describe each employment or business relationship with the local government officer named in this section.</p>		
4		
<p>_____</p> <p>Signature of person doing business with the governmental entity</p>		<p>_____</p> <p>Date</p>

Adopted 06/29/2007