

NOTICE TO OFFERORS

Burnham Wood Charter School District (“BWCS D” and/or the “District”) is soliciting proposals for the purchase of **Contracted Educational, Professional Development, and Educational Consulting Services** for the district. This proposal is for services needed in the special education and curriculum departments.

Speech Pathologists*	Occupational Therapists*	Physical Therapists*
In-Home Training Specialists*	Special Education Support*	Educational Diagnostician*
Special Education Assessment*	School Psychologists*	Virtual Related Service

* Preference given to availability of service in both Spanish and English.

The proposer must have experience with the chosen service and a reputation for collaborative work with school districts or educational/equivalent work experiences or have published work in this area. Certifications and state licenses should also be included where applicable. Expenditure estimates vary by service.

All pricing and discounts are to be effective for one year through July 31, 2021, automatically renewing annually for an additional one-year terms through July 2025, unless either party has given written notice of intent to change the terms of the agreement no less than 30 days prior to the annual execution date of Board approval. Upon mutual agreement, proposed prices can be extended beyond the firm price offer date on a month-to-month basis. We anticipate awarding this RFP at the November 2020, BWCS D Board meeting.

The District reserves the right to accept or reject any and all offers and to waive any technicalities and informalities, and to be the sole judge of quality. Awards will be based on what, in our opinion, is most advantageous to the District. Furthermore, all services required by the District may not be awarded solely through the awards that may result from this solicitation.

This agreement is subject to the appropriation of funds by the District in its budget adopted for any fiscal year for the specific purpose of making payments pursuant to this Agreement. The obligations of the District in any fiscal year for which this Agreement is in effect shall constitute a current expense of the District for that fiscal year only and shall not constitute an indebtedness of the District beyond that fiscal year. In the event of non-appropriation of funds in any fiscal year to make payments pursuant to this Agreement, this Agreement may be terminated. Official BWCS D purchase orders will be issued on an as-needed basis

BID STRUCTURE:

The bid should include the following areas clearly indicated within the proposal. In cases where a section is not applicable, please indicate accordingly.

Number	Description
1	Purchase price;
2	Reputation of the Bidder or the Bidder’s goods or services;
3	Quality of the Bidder’s goods or services;
4	Extent to which the goods or services meet the needs of the District;
5	Bidder’s past relationship with the District;
6	The 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 goods or services;
8	Any other factors related to the bid.

PURCHASES:

Proposers that meet the District’s minimum qualification requirements may be placed on the District’s contracted educational, professional development, and educational consulting services list. The District may execute non-exclusive contracts with vendors on the list as needed (per project) or annual basis depending on the type of service required. Placement on this list does not obligate the District to contract for any of the services listed.

Proposers who contract with the District for services will be asked to sign the District’s standard contract, which is available for review upon request. Those proposers who are invited to contract with the District will also be asked to agree to a scope of work which will outline the specific duties and responsibilities of their project with the District.

Upon award, awarded vendors will be contacted by the district employees to request price quotes for the items needed at that time. Awarded vendor shall provide the District with a verbal or written quote that reflects the appropriate fee(s) and/or percentage discount submitted in this proposal. The District will then submit a purchase order to the vendor.

INSURANCE

Unless otherwise agreed to by BWCSO, the Supplier shall carry insurance with responsible carriers acceptable to BWCSO rated A or better, by A.M. Best with minimum limits of liability coverage, as stated below, against claims for damages caused by bodily injury, including death, to employees and third parties, and claims for property damage. The Supplier shall furnish certificates of insurance (Acord 25) to BWCSO indicating compliance with this paragraph.

Type of Coverage	Minimum Limits
Professional Liability and other insurance required by law may be required at the discretion of the Project Manager.	

The Supplier shall submit evidence with the proposal and again at the time of any execution of the contract/agreement that it has in full force and effect all insurance requirements listed above prior to the commencement of any work. The Supplier shall maintain such insurance in full force and effect throughout the duration of the contract/agreement. In the event that it is not commercially feasible to maintain insurance during the period required by the contract/agreement, Supplier shall supply BWCSO with equivalent assurance to the required insurance, acceptable to BWCSO.

BWCSO shall be named as an additional insured on the automobile and commercial general liability policy. BWCSO shall be named as an alternate employer on the workers’ compensation policy. A waiver of subrogation shall be issued in favor of BWCSO in the workers’ compensation, automobile and commercial general liability policies. The Supplier’s insurance provider(s) shall provide BWCSO with original certificates of insurance (Acord 25), acceptable to BWCSO. Insofar as allowed by law, such certificates shall indicate an agreement by each carrier not to cancel or significantly diminish coverage without a minimum of thirty (30) days prior written notice to BWCSO. In the event there is a deductible on any policy, the Supplier may be asked to provide evidence to the satisfaction of BWCSO that it is able to satisfy the deductible.

Notice regarding insurance and **cancellation or changes** should be mailed to:

Dr. Joe. E. Gonzales
 Burnham Wood Charter School District
 785 Southwestern Dr.
 El Paso, Texas 79912

BWCSO reserves the right to require additional insurance coverage to be carried by the Supplier as deemed desirable by BWCSO, depending on the type of project.

SPECIAL CONDITIONS

BID RESPONSE:

Request for proposals shall be submitted electronically via email to Beatriz Landin at blandin@burnhamwood.org on or before the deadline of **10/10/2020 @ 5:00 PM MST**. *MAILED, FAXED AND HARDCOPY PROPOSALS ARE NOT ALLOWED.*

QUESTIONS & ANSWERS:

Bidders may submit questions regarding this bid electronically via email to Beatriz Landin at blandin@burnhamwood.org. The questions and answers will be made available to all bidders upon request. It is the bidders' responsibility to request to see if any answers have been made available. All questions are due by **10/31/2020 @ 5:00 PM MST**

EVALUATION POINTS

The bid proposals shall be evaluated based on the following scale:

Number	Description	Points
1	Purchase price;	20
2	Reputation of the Bidder or the Bidder's goods or services;	20
3	Quality of the Bidder's goods or services; (Preference given to availability of service in both Spanish and English.)	20
4	Extent to which the goods or services meet the needs of the District;	20
5	Bidder's past relationship with the District;	20
6	The impact on the ability of the District to comply with laws and rules relating to historically underutilized businesses;	0
7	Total long-term cost to the District to acquire the goods or services;	0
8	Any other factors related to the bid.	0
	Total Points	100

Using these criteria and weights, District Committees will evaluate and rank proposals to determine the Bidder that presents the best value to the District as per Section 44.031 of the Education Code.

Please address any questions concerning this proposal to Beatriz Landin via email at blandin@burnhamwood.org.