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P.O. Box Drawer B, 439 S.W. 4th Street, Premont, TX 78375

P: 361.522.0261 E: mgonzalez@ruralschoolsinnovationzone.org

Request for Proposals

Texas Regional Pathways Network

Intermediary Support Services and Technical Assistance, 2021-2022

Due Date: December 9, 2021 by 5:00pm CST

The Rural Schools Innovation Zone (RSIZ), with Brooks County Independent School District serving as fiscal agent, is now accepting proposals for RFP #21-CTEPR, Texas Regional Pathways Network Intermediary Support Services and Technical Assistance, 2021-2022. The request for proposals will be accepted until 5:00 p.m. on Thursday, December 9, 2021 submitted to the Brooks County I.S.D. Office of the Superintendent. Specifications can be obtained at the Business Office at 200 E. Allen Street, P.O. Box 589, Falfurrias TX 78355 or at <https://www.bcisdistrict.net/business-office>, <https://www.thersiz.org/> or by emailing mgonzalez@ruralschoolsinnovationzone.org. Submission for Requests for Proposals (RFP) will be received in accordance with the RFP specifications.

This is an invitation and Request for Proposal for experienced contractors to support the work of the CTE Perkins Reserve Grant for the Rural Schools Innovation Zone (“RSIZ”). The contract will be for less than one year, with work starting immediately upon award of the proposal, contingent upon receiving the NOGA, and shall end on August 31, 2022. Responses to this Request for Proposal will be received at the time and location designated in the RFP specifications, and shall include the information requested in the RFP. Incomplete responses or responses not received at the time and location designated will not be considered. Please note that late submissions will not be accepted.

Brooks County Independent School District reserves the right to reject any or all proposals and waiver any or all informalities in bidding.



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Background:

The Rural Schools Innovation Zone (RSIZ), with Brooks County Independent School District serving as fiscal agent, is now accepting proposals for RFP #21-XXX, Texas Regional Pathways Network Intermediary Support Services and Technical Assistance, 2021-2022.

The Rural Schools Innovation Zone (RSIZ) is a Texas nonprofit organization applying for Internal Revenue Service recognition as a 501(c)3 organization. The RSIZ has contracts with three Texas school districts under which it has managerial and operational control under charters issued by those districts over four schools. Some of these contracts have been approved by TEA for SB1882 benefits. The Rural Schools Innovation Zone operates campuses that are part of school districts, and thus, the vast majority of RSIZ revenues and expenditures are part of district budgets.

\$897,418 was awarded to the Rural Schools Innovation Zone with Brooks County ISD as the fiscal agent for the 2021-2022 CTE Perkins Reserve Grant. The funds will be used to support the Rural Schools Innovation Zone's existing work related to the Texas Regional Pathways Network and expand programmatic opportunities for students. The purpose of the grant is:

- Fostering innovation through the identification and promotion of promising and proven CTE programs, practices, and strategies that prepare individuals for non-traditional fields, and
- Promoting the development, implementation, and adoption of programs of study or career pathways aligned with state identified high skill, high wage, in-demand occupations or industries.

The RSIZ aims to use the grant funds to procure equipment to improve middle school career exploration programs, plan a new business-themed academy, and maintain the RSIZ Impact Alliance Group to engage in strategic planning for sustainability and regional impact of the RSIZ with cross-sector stakeholders, including regional workforce boards and employers.

Scope of Work:

The purpose of the Request for Proposals is to obtain the services of an experienced contractor to support the work of the grant and the RSIZ Impact Alliance. This contractor should have expertise in the implementation of career readiness programs, experience supporting the Texas Regional Pathways Network, a strong understanding of Texas Education Agency College, Career, and Military Readiness programs, experience managing and overseeing grants, and experience working with groups of diverse stakeholders. The selected contractor will lead the development and determination of content for each strategic planning convening, logistics and invitations, analysis of results/next steps, and development of recruitment and communication materials for the RSIZ.

At a minimum, the contractor must have the following:

- Experience providing intermediary support services as part of a regional cross-sector partnership, including convening cross-sector partners around a shared vision



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- Experience implementing Career and Technical Education (CTE) programs and work-based learning for students attending rural high schools in Texas
- Experience and expertise in the alignment of CTE programs to state accountability standards, school funding availability, teacher certifications, and master schedules
- Experience developing dual-credit crosswalks leading to workforce-valued credentials and postsecondary degree attainment
- Proven record of success working with rural school districts on large, high-profile projects
- Experience working with initiatives provided by the Texas Education Agency, including (at a minimum) college, career, and military preparation programs and program evaluation
- Experience collaborating directly with Jobs for the Future and Texas Education Agency staff
- Experience conducting labor market analyses and presenting findings to school leadership in relation to CTE programs of study and Perkins V alignment
- Experience building and implementing high-quality pathways aligned to TEA's 7 components of high-quality pathways

At a minimum, the contractor must have ability to accomplish the following:

- Advise regarding and assist with data collection needed for grant evaluation and program monitoring
- Convene cross-sector partners to develop new pathway programs in alignment with best practices for RSIZ Career Academies and new pathways to be developed
- Provide intermediary support services to the Rural Schools Innovation Zone staff, including attending meetings, acting as liaison between RSIZ and other contractors for the project, and ensuring the continuation of the RSIZ Impact Alliance meetings, including logistics, agenda, resources, documents, and regular correspondence with members
- Represent the RSIZ at Texas Regional Pathways Network meetings
- Complete and submit all reporting and documentation required by the Texas Education Agency and Jobs for the Future as part of the grant
- Develop a comprehensive work-based learning continuum for the RSIZ Career Academies and new pathways, including recruitment of new business/industry partners
- Advise staff regarding development or procurement of college and career advising materials for multiple ages and audiences
- Provide support for the RSIZ to build a successful new business academy and electric pathway at Falfurrias High School, including the formation of ad hoc committees to provide expertise and ensure program alignment with the 7 components of high quality pathways
- Provide support to develop an RSIZ alumni network to support current and future students
- Inform development of advising and marketing materials
- Advise RSIZ on professional development opportunities, conferences, and statewide travel
- Connect RSIZ with additional Texas Regional Pathways Network grantees to share best practices and foster continuous improvement



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Submission Requirements:

All of the documents requested below are **required** to be submitted. Ensure that all documents that are submitted are clearly labeled.

A. Cover Letter/Qualifications

Provide a cover letter that includes contact information and key qualifications of the organization/group.

B. Resumes

Provide resumes for each of the individuals of the group that will be supporting the work.

C. Conflict of Interest Questionnaire

Complete a conflict of interest questionnaire (blank form attached).

D. Cost Proposal

Provide a detailed estimate of the cost of the services to be provided over the course of the period in which the grant funds will be utilized, i.e. December 2021 to August 2022.

E. Felony Conviction Disclosure Statement

Complete the Felony Conviction Disclosure form (blank form attached)

F. W9

Submit a signed W9 form (blank form attached)

Submission Instructions:

The request for proposals will be accepted until 5:00 p.m. on Thursday, December 9, 2021 submitted to the Brooks County I.S.D. Office of the Superintendent at 200 E. Allen Street, P.O. Box 589, Falfurrias TX 78355.



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Timeline:

November 24, 2021	Request for Proposal Released
December 9, 2021	Proposals Due
December 09, 2021 - December 14, 2021	Proposal Evaluation Window
December 14, 2021	Vendor Selected and Notified
December 14, 2021	Brooks County ISD Board of Trustees Approves Contract with Selected Vendor
December 15, 2021 - August 31, 2022	Selected Vendor Completes Scope of Work
Ongoing	Routine Check-in Meetings with Selected Vendor and RSIZ

Evaluation Rubric:

In determining the bid award, the RSIZ will consider:

<u>Criteria</u>	<u>Points</u>
Qualifications of the Bidder a) Individual staff qualifications based upon resumes submitted (10 points) b) Background/expertise of proposed contractor in implementing career readiness programs and minimum required experience as outlined in the RFP (20 points)	30
Completeness of the Proposal a) Extent to which the application meets the needs of the RSIZ and minimum required activities as outlined in the RFP (20 points) b) Submitted application meets all of the requirements with attachments provided (10 points)	30
Bidder's Experience Supporting the Texas Regional Pathways Network a) Background/expertise of the proposed contractor in supporting Texas Regional Pathways Network initiatives (20 points) b) Prior experience working with the Rural School Innovation Zone and strong working knowledge of the creation of ad hoc subcommittees of the RSIZ Impact Alliance (15 points)	35
Proposed Cost (5 points)	5
TOTAL POINTS:	100



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Additional Information:

1. The Rural Schools Innovation Zone reserves the right to reject any and all proposals, and to negotiate portions thereof. Qualifications that address only part of the requirements contained in this Request for Qualifications will not be considered.
2. The Rural Schools Innovation Zone reserves the right to select any proposal, considering the quoted estimated fee and other factors.
3. The interested contractor shall furnish such additional information that the Rural Schools Innovation Zone may reasonably require.
4. The Rural Schools Innovation Zone will not be liable for any cost incurred in the preparation of proposals.

Dispute Resolution

Disputes concerning the terms of contracted services that cannot be resolved will be brought before an independent mediation center, whose decision will be binding upon both parties.