



EQUITY CHARACTER EXCELLENCE TEAM JOY

November 10, 2022

Request for Proposal #23012

Family and Community Engagement Assessment and Professional Learning Partnership

Tulsa Public Schools (TPS) is inviting proposals for organizations/consultants who are experts in designing and delivering family engagement learning sessions that will create a partnership between early childhood parents/guardians, schools, and district staff and provide meaningful learning experiences that help families support the social-emotional and academic development of their young child.

Proposals will be accepted until **11:00 am on December 15, 2022**. Proposals received after this time will not be accepted. One (1) original, two (2) copies and one (1) flash drive of your proposal must be submitted. No award will be made until Tulsa Public Schools has had sufficient time to evaluate the proposals. Tulsa Public Schools reserves the right to contract in the best interest of the District.

Responses must be sealed and marked on the lower left-hand corner with the proposal name and number, name, and address of the vendor, opening date and time. Fax/electronic responses cannot be accepted. Address, mail or deliver all proposals and accessory documents to:

Rachael Vejraska, CPPB, NIGP-CPP
Director Materials Management
Tulsa Public Schools
3027 South New Haven, Room 527
Tulsa, Oklahoma 74114

Inquiries for information regarding procedures, proposal submission requirements, or other fiscal/administrative concerns shall be directed to my office at RFPpurchasing@tulsaschools.org.

Thank you for your participation.

A handwritten signature in black ink that reads "Rachael Vejraska".

Rachael Vejraska CPPB, NIGP-CPP
Director Materials Management

Request for Proposal #23012

Family and Community Engagement Assessment and Professional Learning Partnership

1. PURPOSE: Tulsa Public Schools (TPS) is inviting proposals for organizations/consultants who are experts in designing and delivering family engagement learning sessions that will create a partnership between parents/guardians, schools, and district staff and to deliver meaningful learning experiences that help families support the social-emotional and academic development of their child. This organization/consultant would work with the Content Manager of Early Childhood, to implement parent/guardian engagement for each (opt-in) school and facilitate a series of professional development opportunities for those schools. The partnership must be anchored in the Tulsa Public School Early Childhood Vision of Excellence Exhibit I and align to the Early Childhood departments long- and short-term goals and strategies that improve how we partner with early childhood parents/guardians at Tulsa Public Schools.

2. PROFILE: TPS is one of the largest school districts in the State of Oklahoma. The District contributes significantly to the economic base of the area, employing 5,520 employees. Approximately 33,211 students are enrolled in nearly 44 elementary/pre-K schools, 10 middle schools and 9 senior high schools as well as 7 alternative programs.

3. PERIOD OF CONTRACT PERFORMANCE: The period of performance for services subject to this solicitation shall be for an initial term commencing award – June 30, 2023, with the option to renew for four (4) additional, consecutive, one-year terms.

4. QUESTIONS REGARDING THE RFP: Email any technical issue and specification questions pertaining to this RFP to the Purchasing Department at RFPpurchasing@tulsaschools.org by **5:00 p.m. on November 28, 2022**. Include a phone number and reference the specific section of the proposal in question. All questions must be submitted in writing. Questions and answers will be distributed to all suppliers solicited in order to avoid any unfair advantage. These guidelines for communication have been established to ensure a fair and equitable evaluation process for all respondents. Any attempt to bypass the above lines of communication may be perceived as establishing an unfair or biased process and could lead to disqualification as a potential supplier.

5. CONTRACT ADMINISTRATOR: This individual shall serve as a monitor of the conditions of the contract and shall work directly with the contractor on a daily basis in scheduling and coordinating performance of services, answering technical questions in connection with the scope of work, and providing general direction under the resulting contract. The following individual(s) are identified to use all powers under the contract to enforce its faithful performance for TPS: Jordan Sheffield Mix, Content Manager Early Childhood Education.

6. STATEMENT OF NEED:

6.1 TPS Student and Family Need: Feedback from parents/guardians in Tulsa Public Schools indicates that families of early childhood students are seeking opportunities to learn more about their child's development and how to support their learning, as well as opportunities to engage with other families with early childhood age children. Research shows that students with a parent/guardian who are more engaged in their child's learning have stronger academic outcomes.

The early childhood team works in partnership with other district teams to implement family engagement strategies. Currently, the early childhood team and the Parent Resource Center provide monthly learning sessions for families that cover a wide range of topics. The goals of selecting a family engagement curriculum would be to provide high-quality sessions to families with clearly defined topics that are based in research and shown to have positive outcomes for families and students.

- **Customized Resources:** The curriculum to deliver these sessions should be customizable to meet the specific needs of our families, communities, and district priorities.
- **Valuing Families as Partners:** The curriculum must align with our goal of creating partnerships with families and incorporate opportunities for families to share their knowledge and expertise alongside the facilitator.
- **Research-based:** The curriculum should include topics and approaches to family engagement that are grounded in research and shown to have positive outcomes for students and families.
- **Culturally Responsive:** The curriculum used to deliver these sessions must be culturally responsive to our district's demographics and honor our families' backgrounds and lived experiences.
- **Multilingual Resources and Tools:** The curriculum must provide materials and resources in multiple languages, with a minimum of English and Spanish. These resources must include bilingual materials for the facilitators, as well as families attending the session.

TPS's implementation of a family engagement curriculum needs to be anchored in TPS's beliefs and guiding principles as outlined in the Early Childhood Vision of Excellence.

7. SCOPE OF WORK: TPS is requesting proposals from organizations or agencies who are experts in designing and delivering family engagement learning sessions to:

- Design or provide a customizable curriculum with meaningful learning experiences that help families support the social-emotional and academic development of their child.
- Provide district and school-based staff the support needed to go from theory to practice. This will include a complete curriculum, training, technical assistance, and coaching to successfully implement the family engagement sessions.
- The organization/agency will also collaborate with the early childhood team to:
 - Facilitate sessions to the school and district staff to develop their knowledge of best practices in family engagement and how to deliver high quality, equitable sessions to families.
 - Design and deliver a professional learning workshop series that supports implementations of the curriculum and all of its components.

- Develop an implementation plan that is customized to meet our district's needs and needs of the families we serve.
- Provide embedded training and support to district and school-based staff to build knowledge and skills needed to build and lead systems and programs that reflect a strong and equitable family engagement model.
- Draft guidelines and training plans that support a phased in approach and two-to-three-year implementation:

Initial Phase: Award - June 2024

- Support recruitment of three to five elementary schools to participate in the training and implementation of the selected curriculum (Cohort 1).
- Selected school and district staff will participate in curriculum training to build knowledge of the curriculum and how to implement it.
- Early childhood team/other district staff will lead facilitation of family engagement sessions.

Phase Two (Upon Optional Renewal): July 2024 - June 2025

- Support the transition to school staff leading facilitation of the family engagement sessions.
- Recruit 3-5 new schools to participate in 2024-2025 (Cohort 2).
- Professional learning workshops designed and implemented for Cohort 2.
- Technical assistance and coaching will be provided throughout the year.

Phase Three (Upon Optional Renewal): July 2025 - June 2026

- Cohort 1 staff are implementing sessions independently and serving as a mentor for the new staff implementing the curriculum.
- Technical assistance and coaching will be provided throughout the year.

8. PROPOSAL SUBMISSION REQUIREMENTS: In order to be considered for selection, Offeror must submit a complete response to this RFP. One (1) original, two (2) copies and one (1) flash drive of each proposal shall be submitted to TPS as indicated on the cover sheet. The “original” document set is to be clearly marked on the face of the submission/binder. Offeror shall make no other distribution of the proposal. Return this **Request for Proposal** document with all attachments filled out as required and signed along with proposal information organized into the following sections and appropriately indexed/labeled:

➤ **Proposal Section A– Vendor Information**

A.1) Provide a brief description of your organization.

➤ **Proposal Section B, Qualifications/Narrative.**

B.1. Qualifications. Describe you or your organization’s experience designing family engagement curriculum and delivering professional learning focused on family engagement for a diverse and urban school system, particularly within underserved communities. Include information on your or your organization’s ability to meet the curriculum, training, and technical assistance needs outlined above. Provide detailed examples of past work, documenting experience and expertise in implementing family and

community engagement best practices and providing training and technical assistance to districts or schools.

B.2. Personnel. Describe the personnel to be assigned to this project. Include their relevant experience and current resumes.

B.3. Project Narrative/Work Plan. Describe your approach detailing how you will support the district and its leadership staff in completing all of the activities outlined in the **Section 7 - Scope of Work**. Include a detailed work plan that clearly delineates the objectives, key tasks, proposed activities, and timelines for implementation.

B.3. Consultation Budget. Provide a budget that is reasonable in relation to the proposed tasks and activities. Be sure to include a total cost of proposed services.

B.3.1- State profit as a separate element of price, per example:

Total direct costs	\$150,000
Profit	\$10,000
Total contract cost	\$160,000

- **Proposal Section C, References.** Include a minimum of three (3) references where similar Services have been provided by the Offeror for projects that are similar or identical to the services described within this RFP. The District reserves the right to contact these references. Include the following details:
 - 1) Name of Client
 - 2) Address of Client
 - 3) Date(s) of Service
 - 4) Reference Name
 - 5) Reference Telephone Number
 - 6) A complete description of the project, including, but not limited to, the client(s), the project, the role(s) your firm provided, the role(s) and names of any other firms involved, and the project outcome.
- **Proposal Section D, Contract.** Include proposed contract documents for review.
- **Proposal Section E, Attachments.** Original proposal document along with all Attachments (A, B, C and D) properly completed with original signatures, as required.

8. PROPOSAL EVALUATION AND AWARD:

Responses shall be evaluated on the following criteria:

45% Cost

25% The overall quality of the response, i.e., the applicability of the information provided to the information requested and the content of responses

20% The references provided, applicability and relevance

10% The quality, experience level, and experience of the individuals to perform the services as expressed by the resumes provided.

Discussions may be conducted with Offerors who submit responses determined to have a reasonable possibility of being selected. In conducting any discussions, there will be no disclosure of any information derived from responses submitted by other respondents. This provides an opportunity for the vendor to clarify or elaborate on the proposal. This is a fact finding and explanation session only and does not include negotiation. The Director of Materials Management will schedule the time and location of these presentations. Interviews are strictly an **option** of the district and may or may not be conducted with any or all Respondents.

The evaluation committee will review all proposals and make a recommendation to the school board for award to a responsive and responsible Offeror(s) who submits the proposal that is in the best interest of the district. Delivery/services may not commence until such approval is obtained.

9. GENERAL TERMS AND CONDITIONS:

9.1. **DOWNLOADED RFP'S:** An Internet link will be provided to Respondents who have provided e-mail addresses to the Purchasing Department staff responsible for the specific solicitation. This RFP, accompanying exhibits/attachments, and any addenda are available for download from the web at [Purchase Bids - Tulsa Public Schools \(tulsaschools.org\)](http://PurchaseBids-TulsaPublicSchools(tulsaschools.org)). Respondents are responsible for checking the web site for clarifications and/or addenda. Failure to obtain clarifications and/or addenda from the web site shall not relieve such Respondents from considering addenda, if any, in preparing responses. Note that there may be multiple clarifications and/or addenda. Any harm to a respondent resulting from such failure shall not be grounds for a protest against award(s) made under this RFP.

9.2. **APPLICABLE LAWS AND COURTS:** This solicitation and any resulting contract shall be governed in all respects by the laws of the State of Oklahoma. The contractor shall comply with applicable federal, state, and local laws and regulations.

9.3. **RIGHT TO REJECT:** TPS reserves the right to reject any or all proposals. In addition, Offerors should recognize the right of TPS to reject a proposal if they fail to submit the data required in the RFP, or if the proposal is in any way incomplete.

9.4. **ETHICS IN PUBLIC CONTRACTING:** By submitting their proposals, Offerors certify that their proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other Offeror, supplier, manufacturer or subcontractor in connection with their proposal, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised unless consideration of substantially equal or greater value was exchanged.

9.5. **MANDATORY USE OF FORM AND MODIFICATION OF TERMS AND CONDITIONS:** Failure to submit a proposal in the official form provided for that purpose may be cause for rejection. Return of the complete document is required. Modification of or additions to the General Terms and Conditions of this solicitation may be cause for rejection; however, the Director of Materials Management reserves the right to decide, on a case basis, in his/her sole discretion, whether to reject such a proposal.

9.6. **CONTRACT PROVISIONS BY REFERENCE:** It is mutually agreed by and between TPS and the Offeror that the District's acceptance of the Offeror's proposal by the issuance of a purchase order shall create a contract between the parties thereto containing all specifications, terms, and conditions in the solicitation except as may be amended in the purchase order. Any exceptions taken by the Offeror not included in the resulting contract will not be a part of the contract. Therefore, in the event of a conflict between the terms and conditions of this solicitation and information submitted by an Offeror, the terms and conditions of the solicitation and resulting purchase order/contract will govern.

9.7. **CHANGES:** Statements made by TPS representatives do not modify the terms, conditions, and specifications of this RFP. Changes and modifications to any section of the RFP will not be valid unless said changes are confirmed in writing in the form of an addendum and issued by the Director of Materials Management.

Changes may be made to the contract if the parties agree in writing to modify the scope of the contract. Any increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the contract.

9.8. **ERRORS OR OMISSIONS:** Offeror shall not be allowed to take advantage of any errors or omissions in the specifications. Where errors or omissions occur in the specifications, the vendor shall promptly notify the contact person listed. Inconsistencies in the specifications are to be reported before proposals are submitted.

9.9. **TAX EXEMPTION:** TPS is exempt from the payment of sales/use taxes. The price submitted must be net, exclusive of sales/use taxes. When under established trade practice, any federal excise tax is included in the list price; Offeror may quote the list price and shall show separately the amount of federal excise tax, either as a flat sum or as a percentage of the list price, which shall be deducted by TPS.

9.10. **TESTING AND INSPECTION:** TPS reserves the right to conduct any test or inspection it may deem advisable to assure supplies and services conform to the specification.

9.9. **PROPRIETARY INDEMNITY:** Offeror warrants that all products and services used by or furnished do not infringe upon or violate any patent, copyright, trade secret, trademark, or any other proprietary right of any third party. In the event of claim by any third party against TPS, TPS shall promptly notify vendor and vendor shall defend and indemnify TPS against any loss, cost, expense, claim, or liability arising out of such claim, whether or not such claim is successful.

9.12. **PATENT AND COPYRIGHT MATERIALS:** Unless otherwise expressly provided in a contract, Offeror shall be solely responsible for clearing the right to use any patented or copyrighted materials in the performance of this contract.

9.13. **QUALIFICATIONS OF OFFERORS:** TPS may make such reasonable investigations as deemed proper and necessary to determine the ability of the Offeror to perform the work/furnish the item(s) and the Offeror shall furnish to TPS all such information and data for this purpose as may be requested. TPS further reserves the right to reject any proposal if the evidence submitted by, or investigations of, such Offeror fails to satisfy TPS that such Offeror is properly qualified to carry out the obligations of the contract and to complete the work/furnish the item(s) contemplated therein.

9.14. **LATE PROPOSALS:** Proposals must be received by the TPS Purchasing Office by the designated date and hour to be considered for selection. Proposals received in the Purchasing Department after the date and hour designated are automatically disqualified and will not be considered. TPS is not responsible for delays in the delivery of mail by the U.S. Postal Service, private couriers, or any other means of delivery. It is the sole responsibility of the Offeror to ensure that its proposal reaches the Purchasing Department by the designated date and hour.

9.15. **OBLIGATION OF OFFEROR:** By submitting a proposal, the Offeror covenants and agrees that they are satisfied, from their own investigation of the conditions to be met, that they fully understand their obligation and that they will not make any claim for, or have right to, cancellation or relief from the contract because of any misunderstanding or lack of information.

9.16. **PROPOSAL ACCEPTANCE PERIOD:** The proposal shall be binding upon the Offeror for a minimum of ninety (90) calendar days following the proposal receipt and opening date.

9.17. **COSTS OF RESPONSE TO RFP:** TPS will not be liable for any costs associated with the preparation of materials for Offeror's submission.

9.18. **METHOD OF PAYMENT:** Standard payment terms are Net 30 days from the receipt of invoice. Payment will be made after satisfactory performance of the contract in accordance with all of the provisions thereof and upon receipt of a properly itemized invoice. **TPS may, at their sole option, elect to make payment by use of a Purchasing/Bank/Charge card.** No additional charges, fees, or price increases may be assessed by the vendor for the use of Procurement/Charge/Bank cards during the life of any award resulting from this RFP, and any applicable extensions. The Board of Education reserves the right to withhold any or all payments or portions thereof for contractor's failure to perform in accordance with the provisions of the contract or any modifications thereto.

9.19. **AUDIT:** Contractor hereby agrees to retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by TPS, whichever is sooner. TPS, its authorized agents, and/or auditors reserve the right to perform or have performed an audit of contractor's records and

therefore shall have full access to and the right to examine any of said materials within a reasonable period of time during said period.

9.20. OPEN RECORDS: The Offeror's proposal/bid and all accompanying data, materials, and documentation are public records and are subject to inspection and reproduction in accordance with the Oklahoma Open Records Act.

9.21. COMPLIANCE WITH PROCEDURES: Contractor shall comply with all procedural instructions that may be issued from time to time by TPS; however, the terms and conditions of the contract will not change.

9.22. EXTRA CHARGES NOT ALLOWED: Proposed pricing shall be for the complete product/service.

9.23. ASSIGNMENT OF CONTRACT: A contract shall not be assigned or subcontracted by the Offeror in part or whole without the written consent of TPS.

9.24. TERMINATION: Failure to comply with the terms and conditions of this solicitation or to deliver materials, supplies or services identified in the solicitation and contract at the discounts quoted will void the contract award. In case of failure to deliver goods or provide services in accordance with the contract terms and conditions, TPS, after due oral or written notice, may procure them from other sources and hold the contractor responsible for any resulting additional purchase and administrative costs.

TPS reserves the right to cancel and terminate any resulting contract; in part or whole should the Director of Materials Management determine that such a termination is in the best interest of TPS. Any such termination shall be effected by delivery to the contractor, at least thirty (30) working days prior to the termination date, a Notice of Termination specifying the extent to which performance shall be terminated and date upon which such termination becomes effective. After receipt of a notice of termination, the contractor must stop all work or deliveries under the purchase order/contract on the date and to the extent specified; however, any contract termination notice shall not relieve the contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of termination. No amount shall be allowed for anticipated profit on unperformed services.

9.25. STANDARDS OF PERFORMANCE: Offeror shall devote and shall cause all of its staff and any subcontractors to devote, such of their time, attention, best skill and judgment, knowledge and professional ability as is necessary to perform all Services effectively, efficiently and consistent with the best interests of the District and to the satisfaction of the District. Offeror shall retain and utilize sufficient staff to assure the most effective and efficient performance of services. Offeror shall use efficient business administration methods and perform the Services in the best way and in the most expeditious and economical manner consistent with the best interests of the District, so as to assure, among other things, that the Services are performed at a reasonable cost to the District and that Services performed by other entities or persons in connection with the Contract are efficiently and cost-effectively delivered. Offeror acknowledges and accepts a relationship of trust and confidence with the District and agrees to cooperate with the District, and all other persons or entities which may be retained by the District, in performing Services to further the best interests of the District.

9.26. MINORITY BUSINESSES: TPS will take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

9.27. DOMESTIC PREFERENCES FOR PROCUREMENT: TPS will, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products)

9.28. FAVORED NATION: Offeror shall furnish Services to the District at the lowest price that Offeror charges to other similarly situated parties. If Offeror overcharges, in addition to all other remedies, the District is entitled to a refund in the amount of the overcharge, plus interest at the rate of 1% per month from the date the overcharge was paid by the District until the date refund is made. The District has the right to offset any overcharge against any amounts due to Offeror under this or any other agreement between Offeror and the District, and, at the District's sole option, the right to declare Offeror in default under the Contract.

9.29. CONFIDENTIAL INFORMATION. In performance of Services to the District, Offeror may have access to or receive certain information that is not generally known to others ("Confidential Information"). Offeror agrees not to use or disclose any Confidential Information or any records, reports, or documents prepared or generated as a result of the Contract without the prior written consent of the District.

9.30. DISSEMINATION OF INFORMATION. Offeror agrees not to use or disclose any Confidential Information or any records, reports or documents prepared or generated as a result of this Agreement ("Work Product") without the prior written consent of the District. Offeror shall not issue publicity news releases or grant press interviews, except as may be required by law, during or after the performance of the Services, nor shall Offeror disseminate any information regarding Services without the prior written consent of the District. In the event that Offeror is presented with a request for documents by any administrative agency or with a subpoena duces tecum regarding any records, data, or Work Product which may be in Offeror's possession as a result of Services under this Contract, Offeror shall immediately give notice to the District and its General Counsel with the understanding that the District shall have the opportunity to contest such process by any means available to it prior to submission of any documents to a court or other third party. Offeror will not be obligated to withhold delivery of documents beyond the time ordered by a court of law or administrative agency, unless the request for production or subpoena is quashed or withdrawn, or the time to produce is otherwise extended. Offeror agrees to cause its personnel, staff and/or subcontractors, if any, to undertake the same obligations of confidentiality agreed to by Offeror under this Contract.

9.31. OWNERSHIP. All intellectual property, Work Product, and any and all other records, reports, documents, and materials prepared or generated as a result of this Contract, shall at all times be and remain the property of the District. All of the foregoing items shall be delivered to the District upon demand at any time and in any event, shall be promptly delivered to the District upon expiration or termination of the Contract. In the event any of the above items are lost or damaged while in Offeror's possession, such items shall be restored or replaced at Offeror's expense. Offeror shall minimize the use of proprietary materials and resources, third party or otherwise, except as agreed to by the District, so that the District may continue using such property beyond any license or subscription terms relevant to the RFP.

9.32. RESERVATION OF RIGHTS: Contract Administrator or designee may require the removal from contract work of any employee of the contractor who is incompetent, careless, or insubordinate; who appears to be alcohol or drug impaired or otherwise objectionable; whose continued employment is contrary to a consistent good relationship between the parties to this contract; or who poses a safety risk.

9.33. INSURANCE REQUIREMENTS: By signing and submitting a proposal under this solicitation, Offeror agrees to carry workers' compensation insurance with limits for the employers' liability part of the **workers' compensation policy not less than \$500,000 per category**, at its own expense. Offeror agrees to carry **Commercial General Liability insurance with limits not less than \$1,000,000 combined single limits** for bodily injury and property damage, **COMMERCIAL AUTOMOBILE LIABILITY INSURANCE WITH LIMITS NOT LESS THAN \$1,000,000 COMBINED SINGLE LIMIT FOR BODILY INJURY AND PROPERTY DAMAGE, AS WELL AS A COMMERCIAL EXCESS UMBRELLA POLICY WITH A LIMIT NOT LESS THAN \$4,000,000.00 DESIGNED TO ATTACH TO THE EMPLOYER' LIABILITY LIMITS ATTACHED TO THE WORKERS' COMPENSATION POLICY, THE COMMERCIAL GENERAL LIABILITY POLICY LIMIT AND THE COMMERCIAL AUTOMOBILE LIABILITY POLICY LIMIT.** Offeror agrees to provide District with a certificate of insurance as evidence of the above lines of insurance carried by Offeror which shall include a thirty (30) day notice, in writing, to the District in the event of cancellation of such insurance for any reason. This certificate of insurance should also name District as "additional insured" EXCEPT FOR THE WORKERS' COMPENSATION / EMPLOYERS' LIABILITY POLICY, AND ALSO PROVIDE THE DISTRICT WITH A "WAIVER OF SUBROGATION ON ALL OF THE ABOVE INSURANCE POLICIES with respect to work performed by Offeror on behalf of District. In addition to such insurance, and not in lieu thereof, Offeror agrees to indemnify and hold District and its agents, employees, and officers harmless (including defense costs) against any claim, demand or action arising from or growing out of Offeror's performance of its services hereunder. All insurance coverage will be provided by insurance companies authorized to sell insurance in Oklahoma.

9.34. NON-DISCRIMINATION: Contractors or suppliers are obligated not to discriminate against any employee or applicant for employment because of race, religion, color, national origin, sex, sexual orientation, disability, genetic information, veteran status, marital status, or age. This obligation shall include, but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. Contractors or suppliers are obligated to comply with all requirements of the Americans with Disabilities Act.

9.35. CLEAN AIR ACT: Offeror must comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42.U.S.C. 7401-7671q) and the Federal Water pollution Control Act as amended (33 U.S.C.1251-1387). Violations must be reported to the Federal awarding agency and the Regional office of the Environmental Protection Agency (EPA).

9.36. BYRD ANTI-LOBBYING AMENDMENT (31 U.S.C.1352): Offeror must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any

person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C.1352.

9.37. DOMESTIC PREFERENCES FOR PROCUREMENT (2 CFR § 200.322): As appropriate and to the extent consistent with law, the non-Federal entity should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products).

Tulsa Public Schools does not discriminate on the basis of race, religion, color, national origin, sex, sexual orientation, disability, genetic information, veteran status, marital status or age in its employment, programs and activities.

Exhibit I

Early Childhood Vision of Excellence

In Tulsa Public Schools, our goal is to ensure that all students have equitable access to excellent early childhood education across the district. Our early childhood programs prepare students for success in elementary school and to realize their potential to become healthy, thriving members of the community.

Children engage in intellectually stimulating, culturally responsive experiences and joyful, purposeful play to promote their academic, social-emotional, and physical development. Learning is fostered in partnership with families and caregivers to nurture children's growth and well-being.

Students have equitable access to high quality early learning experiences. Effective early learning classrooms value diversity and foster inclusion and acceptance. Teachers are committed to understanding their students as individuals and supporting the needs of all learners. Through culturally and linguistically relevant classroom materials and activities, students begin to develop positive associations with their own identities and to value and learn from each other's identities.

Students are engaged in joyful, purposeful play. Effective early learning classrooms leverage students' natural curiosity and creativity. Teachers create a joyful, purposeful play environment that engages students through exploration, inquiry, and conversation to build language, literacy, and math skills, as well as problem-solving and social skills.

Students engage in rigorous, intellectually stimulating work. Effective early learning classrooms create opportunities for all young children to engage with complex academic work and higher-order thinking in all content areas, including literacy and numeracy, in a manner that is developmentally appropriate.

Students experience an environment that supports their development of social-emotional skills. In effective early learning classrooms, teachers equally prioritize student growth in key social emotional skills that are critical for success in school and in life, such as understanding and managing emotions, feeling, and showing empathy for others, establishing, and maintaining positive relationships, and making responsible decisions.

Students build oral language skills in linguistically responsive environments. Effective early learning environments provide intentional opportunities to foster children's language skills in English and/or their home language, depending on the goals of the program and needs of the children. Children's voices are valued, respected, and encouraged. In early childhood, students begin to develop the oral language and vocabulary skills that serve as the foundation for their ability to read to learn in third grade and beyond.

Families and caregivers are partners in supporting children's growth and development. In effective early learning environments, families and caregivers are welcomed, valued, and respected. Families and caregivers work together with school staff to establish an atmosphere that intentionally builds meaningful connections, trusting relationships, and mutual respect.

Attachment A

FELONY AFFIDAVIT

STATE OF OKLAHOMA)
) ss.
COUNTY OF TULSA)

The undersigned, under the penalties of perjury, certifies to the Tulsa Public Schools ("School District") as follows:

1. The undersigned:

_____ has a contract with the School District; OR
_____ is the duly authorized representative of a business ("entity") having a contract with the School District, to perform work on School District premises on a full-time or part-time basis.

2. The undersigned hereby certifies that neither the undersigned nor any employee of the undersigned or of the entity, or of any subcontractor of the undersigned or the entity, will perform work on School District premises on a full-time or part-time basis that would otherwise be performed by School District employees if such employee has been convicted in this State, the United States or any other state of any felony offense unless ten (10) years have elapsed since the date of the criminal conviction or the employee has received a pardon for the offense.

3. Neither the undersigned nor any employee of the undersigned, or the entity, or of any subcontractor of the undersigned or the entity, who performs any work on School District property is currently registered under the Oklahoma Sex Offenders Registration Act or the Mary Rippy Violent Crime Offenders Registration Act.

4. The undersigned, or the entity, has conducted a felony record search of all employees who will be assigned to work on a full-time or part-time basis on School District property.

5. This Affidavit is made and delivered pursuant to the requirements of **OKLA. STAT. tit. 70, § 6-101.48 (Supp. 2000)** and **OKLA. STAT. tit. 57, § 589 (Supp. 2004)** (the "Acts"). The undersigned further certifies to the School District that the undersigned and/or the entity are in full compliance with the requirements of the Acts.

EXECUTED AND DELIVERED this ____ day of _____, _____.

AFFIANT'S SIGNATURE

(Print Name and Title)

Representing:

(Name of Entity)

Subscribed and sworn to before me this ____ day of _____, _____.

Notary Public

(S E A L)

Notary Commission Number: _____

My Commission Expires: _____

Attachment C

VALIDATION

Note: Proposals must be manually signed on this form in the space provided below.

Has the Offeror, any officer of the Offeror, or any employee of the Offeror who has a proprietary interest in the proposal, ever been debarred, suspended, declared ineligible, disqualified, removed, or otherwise prevented from participating, or completing a federal, state, or local government project because of a violation of law or a safety regulation?

Yes _____

No _____

If the answer is Yes, please explain the circumstances in the following space:

Offeror, in compliance with this RFP, has examined the specifications, and is familiar with all of the conditions and requirements. Vendor meets all of the standards and requirements necessary to perform the services/provide the products, and is able to furnish the services/products in the time frame specified and at the rates set forth in this proposal. The undersigned, on behalf of the Offeror, certifies that this offer is made without previous understanding, agreement or connection with any person, firm, or corporation making a proposal on the same project and is in all respects fair and without collusion or fraud.

I have read the terms and conditions of this RFP, truthfully answered the above question, and submit for consideration the enclosed offer and accessory data which will become part of any agreement. The undersigned has the authority to bind vendor, and certifies that all statements contained in the proposal are true and correct. If accepted by the District, this proposal is guaranteed as written and amended and will be implemented as stated.

Please indicate if this business is: _____ Minority-owned or _____ Female-owned.

Company Name

Signature of Representative

Company Address

Typed Name of Representative

City, State, Zip

Title

Fax Number

Telephone Number

Date

Email

o **Attachment D: Data Sharing and Security Agreement**

o **Tulsa Public Schools**

Recipient of District Data: _____ hereafter “Recipient” with the address of _____
_____ }

Provider of District Data: Independent School District No. 1 of Tulsa County, hereafter “the District.”

This document may be referred to, without limitation, as “Data Sharing and Security Agreement” or “Agreement” and is effective _____ (“Effective Date”) The agreement is by and between Recipient and the District and governs Recipient’s receipt, collection and use of data consistent with the Family Educational Rights and Privacy Act (“FERPA”) and other relevant state and federal laws governing student privacy.

If Recipient is receiving personally identifiable data of District students: check the box that reflects the context of the District’s data sharing:

“School official” through contract: Recipient is a person or organization with whom the District has contracted to provide a service instead of using the District’s employees. Recipient has a legitimate educational interest to review District Data to fulfill its professional responsibilities under the contract. Specifically, Recipient is contracting with the District to: _____

_____ (“the Services”).

Research or studies: On behalf of the District, Recipient will conduct a study to that will either (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. Namely, the Recipient will conduct the following study: _____ (“the Services”).

Audit or evaluation: Recipient will audit or evaluate a federal- or state-supported education program; or enforce or comply with Federal legal requirements related to the program. Namely, the Recipient will conduct the following audit or evaluation: _____ (“the Services”). The Recipient is a state or local educational authority or other FERPA-permitted entity or an authorized representative of a state or local educational authority or other FERPA-permitted entity.

General Provisions Regarding Access, Ownership, Use and Sharing of District Data

Access

1. Recipient requests access either directly or indirectly, to the specific data described in Exhibit 1.

Ownership

2. Recipient acknowledges and agrees that it is providing Services to the District and that it is under direct control of the District with respect to the use and maintenance of the District Data it receives in connection with these Services. Recipient additionally acknowledges and agrees that at no point in time is the Recipient the owner of the District’s data. Ownership rights are maintained by the District,

and the District reserves the right to request the prompt return of any portion of the data at any time for any reason whatsoever. Recipient further acknowledges and agrees that all copies of such District Data, including any modifications or additions to data, are subject to the provisions of this Agreement in the same manner as the original District Data.

Use

3. Recipient shall not collect, use, or process District Data for any purpose other than providing the Services described herein unless authorized by the District in writing. This prohibition includes the use of de-identified data for product development, research, or other purposes related to developing and improving the Program. In the event the District authorizes the use of de-identified data, the Recipient shall take reasonable steps, including contracts, technical measures, and/or workplace rules, to prevent any employee, agent, consultant, contractor, affiliate, subcontractor, or other related party from re-identifying or making an attempt to re-identify any potentially identifiable personal information that the recipient received from the District. In the event the District authorizes the use of de-identified data, the data must have all direct and indirect personal identifiers removed such that the data cannot reasonably be used to identify or contact a student. This removal includes, but is not limited to, persistent unique identifiers, name, ID numbers, date of birth, school ID, enrollment dates, withdrawal dates, telephone numbers, email addresses, social security numbers, internet protocol (IP) addresses, biometric identifiers (including finger or voice prints), full-face photographs and any comparable images. Recipient agrees not to attempt or authorize any third party to attempt to re-identify de-identified data. Recipient shall not attempt to de-identify the following information specifically: _____
_____.

Sharing

4. Recipient also acknowledges and agrees that, unless as authorized herein, it shall not make any re-disclosure of any District data, including without limitation, any student data and/or personally identifiable information contained in the data, without the express written consent of the District. Additionally, Recipient agrees that only authorized employees of the Recipient directly involved in delivering the Services shall have access to the District's data and that it and its employees shall protect the confidentiality of the data in such a way that parties other than officials of the District and their authorized agents cannot identify any students.
5. Recipient further certifies and agrees that it shall adhere to the requirements set forth in both federal and state law regarding the use and re-disclosure of the District's data, including without limitation, any confidential data, student data and/or personally identifiable information contained within the data received or otherwise collected by Recipient. These laws include, but are not limited to: The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), The Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. § 1232h; 34 CFR Part 98), The Children's Online Privacy Protection Act (COPPA) 15 U.S.C. §§ 6501–6506

Specific Requirements

6. Recipient also acknowledges and agree to:
 - a. not process District Data to advertise or facilitate advertising or to create or correct an individual or household profile for any advertisement, marketing, or other commercial purposes. Recipient shall not directly or inadvertently sell, share, disclose, or otherwise process student data for any

- commercial purpose.
- b. not mine District data for any purposes other than operating and improving the Services provided to the District or as agreed to by the parties.
 - c. use reasonable methods, consistent with industry standards, to protect the District's data from re-disclosure, and to not share the District's data received under this Agreement (including any de-identified District Data) with any other entity without prior written approval from the District. In the event such approval is provided by the District, Recipient agrees to provide such other users only such District Data that is necessary for the Services described herein and to cause such users to undertake the same obligations as agreed to herein by Recipient, including but not limited to, re-disclosure, the allowable and prohibited uses of District Data and the protection/destruction of District Data.
 - d. not copy, reproduce, or transmit the District's data except as necessary to fulfill the Services.
 - e. not provide any student's personally identifiable data to any party ineligible to receive student records and/or student record data and information protected by FERPA or prohibited from receiving personally identifiable from any entity under FERPA.
 - f. maintain backup copies, backed up at least daily, of the District's data in case of Recipient system failure or any other unforeseen event resulting in loss of the District's data, and to adopt and implement a disaster recovery plan.
 - g. correct District Data as requested by the District.
 - h. within seven (7) days of its receipt of a request from the District, provide the District with any and all District Data in Recipient's possession, custody or control, at no charge to the District and in an organized, manageable manner and in the requested format.
 - i. within three (3) days of its receipt of a request from the District, provide the District with any specified portion of the data in Recipient's possession, custody, or control, at no charge to the District and in an organized, manageable manner and in the requested format.
 - j. ensure that all District Data in its possession and in the possession of any agents, service providers, or partners to whom Recipient may have transferred District Data, be it digital or physical form, are destroyed upon receipt of a request from the District or when District Data is no longer needed for its specified and authorized purposes. No later than 30 days after termination of the Agreement, Recipient shall ensure the required destruction of the District's data and provide the District written confirmation that all District data, including but not limited to education records and personally identifiable student information has been securely destroyed that was provided to Recipient or to any third party by Recipient. Recipient understands and agrees that the obligations of this paragraph extend to all relevant backup and retention systems.
 - k. upon the District's request, Recipient shall provide an affidavit attesting to any requested or required destruction of District data. For avoidance of doubt, failure to provide such notification within a reasonable amount of time constitutes a material breach of this Agreement.
 - l. upon receipt of a litigation hold request from the District, immediately implement a litigation hold and preserve all documents and data relevant identified by the District and suspend deletion, overwriting, or any other possible destruction of documentation and data identified in, related to, arising out of and/or relevant to the litigation hold.

Protection of District Data

Security Controls.

7. The Recipient shall employ administrative, physical, and technical safeguards to secure District Data

from unauthorized disclosure or access, including when transmitting and storing such information. Recipient will train responsible individuals and implement other reasonable controls designed to protect the security and confidentiality of District Data and prevent its use by any third party, except as otherwise permitted under this Agreement. Recipient will store and process District Data in a manner that is at least as rigorous as accepted industry practices. This includes appropriate administrative, physical, and technical safeguards to secure District Data from unauthorized access, disclosure, and use. In addition to other current industry practices, and not in lieu of, Recipient shall:

- a. Notify the Chief Operations and Information Officer for the District in writing within three (3) days of its determination that it has experienced a data breach, breach of security or unauthorized acquisition or use of any District Data. Recipient agrees that said notification shall include, to the extent feasible, the date or approximate dates of such incident and the nature thereof, the specific scope of said breach (i.e., what data was accessed, used, released or otherwise breached, including the names of individuals that were affected by said breach) and what actions or steps with respect to the incident that Recipient plans to take or has taken in response to said breach.
 - b. Securely transmit and store all District Data, using secure transportation protocols such as HTTPS when in transit.
 - c. Adopt and implement industry recognized security practices to establish secure application(s), network, and infrastructure architectures.
 - d. Employ appropriate intrusion detection, monitoring and logging capabilities to detect and respond to potential security breach attempts.
 - e. Conduct testing of new functionalities to reconfirm system security measures are retained and functional.
 - f. Conduct periodic risk assessments and remediate any identified security vulnerabilities in a timely manner.
 - g. Adopt a written incident response plan, which it shall provide to the District upon request.
 - h. Implement appropriate identification and authentication methods such as reasonable industry practices on password management and other commonly accepted methods.
 - i. Securely transmit login credentials, authenticate users, and store user passwords.
 - j. Employ "data at rest" encryption to protect District Data.
 - k. Conduct criminal background checks of employees prior to providing access to Student Data and prohibit access to Student Data by any person with criminal or other relevant unsatisfactory information that presents an unreasonable risk to Partner School or its Users.
 - l. Have in place tools or protocols to protect Student Data stored on Recipient's laptop or mobile electronic devices. Examples of such tools and protocols include, but are not limited to: a service that will allow it to remotely wipe the hard drive on stolen laptops and mobile electronic devices, and locks for all laptops and mobile electronic devices.
 - m. Recipient also represents and warrants that if District Data is to be stored on a laptop or other mobile electronic device, that such electronic devices are encrypted and that all such devices will be scanned at the completion of any contract or service agreement and/or research study or project to ensure that no District Data is stored on such electronic devices
8. Recipient further represents and warrants that it has reviewed and complied with all information security programs, plans, guidelines, standards and policies that apply to the work it will be performing, that it will communicate these provisions to and enforce them against its subcontractors and will implement and maintain any other reasonable and appropriate security procedures and practices necessary to protect personal information and/or student record information from unauthorized access, destruction, use, modification, disclosure or loss.

9. Any changes that the Recipient may make, from time to time, to its own terms of service, terms, and conditions of use and/or privacy policies, shall not apply to the terms of these Services or this Agreement unless the Recipient and the District agree to such changes in writing.

Unauthorized Access, Use, and Disclosure.

10. The Recipient hereby agrees to report to the District's designated contact, immediately and within twenty-four (24) hours, any incident that involves, or which it believes may involve, the attempted, inadvertent, or successful unauthorized access, re-identification, use, loss, modification and/or disclosure of the District's data. Such unauthorized access includes any known reasonably believed instances of missing data, data that has been inappropriately shared, or data taken off site. The Recipient shall take prompt and appropriate action to prevent further unauthorized access, use, or disclosure; cooperate with each other and any government authorities with respect to the investigation and mitigation of the security incident, including the discharge of the other party's duties under the law; and take such other actions to remedy the security incident, including, if required under any federal or state law, providing notification to the affected persons.
11. The Recipient hereby agrees that the District may withhold payment(s) owed to the Recipient, as applicable, for any violation of the security protocols.
12. The Recipient hereby agrees to undertake a prompt and reasonable investigation of any breach. Upon conclusion of an investigation of a security breach of Personal Information, the Recipient hereby agrees to an apportionment of the costs of the notification, investigation, and mitigation of the security breach as follows: Recipient shall indemnify, defend and hold harmless the District from and against any and all liability, loss, claim, injury, damage, penalty, fine, settlement or expense, including, without limitation, costs of Remediation Efforts and reasonable attorneys' fees and costs arising from or relating notification, investigation, and mitigation of a security breach or incident. Any issues as to apportionment shall be determined by applicable Oklahoma law.
13. If District notifies Recipient that any audit identifies that Recipient is not in compliance with this Agreement or is not complying with Recipient's own quality assurance and internal controls or the provisions of the Agreement and this Addendum, then Recipient shall promptly correct such problem at Recipient's sole expense. If any audit by District Auditors results in Recipient being notified that Recipient or Recipient Personnel are not in compliance with any law or audit requirement applicable to Recipient or the services or with which Recipient is otherwise required to comply under the terms of this Agreement, Recipient shall, and shall cause Recipient Personnel to, promptly take actions to comply with such law or audit requirement. Recipient shall bear the costs of any such response that is required by law or audit requirement relating to Recipient's business or necessary due to Recipient's or Recipient Personnel's noncompliance with any such law or audit requirement imposed on Recipient, including any remediation efforts.
14. Recipient shall bear all reasonable costs for re-testing performed to verify that any security issue has been remedied.
15. The Recipient shall implement, maintain, and update security and breach investigation procedures that are appropriate to the nature of the District Data disclosed.

General Provisions

16. Recipient represents that it is authorized to bind to the terms of this Agreement, including confidentiality and destruction of District Data and any personally identifiable student data contained therein, all related or associated institutions, individuals, employees or contractors who may have access to the District's data, or may own, lease or control equipment or facilities of any kind where the District's data is stored, maintained or used in any way.
17. This Agreement will not be construed as creating any agency relationship, or a partnership, joint venture, fiduciary duty, or any other form of legal association between the District and Recipient, and Recipient will not represent to the contrary, whether expressly, by implication, appearance or otherwise. Except as otherwise expressly provided in this Agreement, this Agreement is not for the benefit of any third parties. Neither party will make any commitment, by contract or otherwise, binding upon the other Party or present that it has the authority to do so.
18. Recipient's right of receipt of or access to Confidential Information may not be assigned, sold, or waived without the prior express and written agreement of the District.
19. The terms of this Agreement shall amend and supersede all other agreements, including all future agreements of the parties. If there is a conflict between the terms of this Agreement and current or future agreements of the parties, the terms of this Agreement shall control unless the future agreement contains a specific agreement to amend this Agreement. No term or provision of any agreement which is inconsistent with the terms of this Agreement shall be valid. Performance or action or use, including logging on a website, using software, or "clicking" a button on a computer to indicate agreement to a policy such as a privacy policy or user agreement shall not be sufficient to modify this agreement. The agreement may only be amended by written agreement of the District and the Recipient. The terms of this Agreement shall be incorporated by reference in all current and future agreements of the parties.
20. The terms of this Agreement shall be applicable to and incorporated by reference in all current and future agreements between the Recipient and the Recipient's contractors, agents, employees, and students. Any terms or provisions of agreements between the Recipient and such users which are inconsistent with the requirements of this Agreement shall be invalid and unenforceable. For example, a provision of the Recipient's privacy policy for students which provided for indemnification would be unenforceable.
21. Any terms or provisions of agreements between the parties which waive or limit, or attempt to waive or limit the liability of the Recipient to the in any respect shall be invalid and unenforceable. Any terms or provisions which provide for or attempt to provide for indemnification by the District to the Recipient shall be invalid and unenforceable. Any terms or provisions which require the District to purchase insurance shall be invalid and unenforceable. Any terms or provisions which limit the time in which the District may bring suit shall be invalid and unenforceable. Any terms or provisions which require the District to submit to arbitration shall be invalid and unenforceable. Any provision in the Recipient's terms of service, terms, and conditions of use and/or privacy policies which specifically disclaim all implied warranties of merchantability, non-infringement and fitness for a particular purpose, the implied conditions of satisfactory quality and acceptance as well as any local jurisdictional analogues to the above and other implied or statutory warranties are hereby deleted in its entirety.
22. Any agreements, terms, or provisions between the parties shall be enforceable only to the extent allowed by Oklahoma law. This Agreement and all agreements of the parties shall be governed by the laws of the state of Oklahoma without regard to conflicts of law rules. Each party submits to the

jurisdiction of the state or federal courts located in Tulsa County for the purposes of any action, suit or proceeding arising out of or related to this agreement and agrees not to plead or claim that any action, suit or proceeding arising out of or related to this agreement that is brought in such courts has been brought in an inconvenient forum. All provisions of this Agreement shall survive any termination or expiration of the agreement of the parties and of any and all agreements of the parties. If any provision of this Agreement is held by a court of competent jurisdiction to be unenforceable for any reason, the remainder of this Agreement shall remain valid and enforceable.

In exchange for its receipt of the District Data, the Recipient certifies it will adhere to the terms, directions, protocols, and requirements set forth above.

Sign: _____

Printed Name and Title: _____

Date: _____

Contacts

Recipient Contact: _____

Email: _____

Phone: _____

District Contact: _____

Email: _____

Phone: _____