Request for Proposals (RFP# 07-17-2025)
Board and Staff Non-Discrimination Training
ACADEMY OF ACCELERATED LEARNING, INC. (AAL)
Houston, Texas 77096

Issue Date: July 17, 2025

Response Deadline: July 31, 2025

Point of Contact:

Martha Bravo
Director of Operations
Email: mbravo@aalinc.org
Phone: 713-668-8237

1. Overview

AAL is a public charter school located in Houston, Texas, committed to fostering legally compliant learning and working spaces that provide a non-discriminatory and respectful environment. We seek a qualified consultant, organization, or firm to provide comprehensive non-discrimination training for our board members and staff.

The goal is to increase awareness, understanding, and responsiveness around issues related to unconstitutional discrimination in education, school governance, and staff interactions.

2. Scope of Work

The selected provider will design and deliver training that includes, but is not limited to:

• Understanding and addressing discrimination, implicit bias and systemic inequity that tracks federal and state anti-discrimination on the basis of race, color, religion, sex, gender identity and sexual orientation or national origin. [See for e.g. Federal Laws Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Americans with Disabilities Act (ADA) & Section 504 of the Rehabilitation Act and the Equal Protection Clause (14th Amendment) and see State laws Texas Labor Code, Chapter 21 (Texas Commission on Human Rights Act), Texas Education Code §22.0511 and Texas Constitution, Article I (Bill of Rights)]

• The training should have a strong emphasis on the psychology of developing empathy & understanding for people from diverse generational, gender, racial, and other backgrounds and how our personal biases should be addressed to foster a more equitable workplace.

• Interpersonal and professional relationships competency in a K–12 educational environment

• Effective communication for and between all staff and students

• Legal and ethical responsibilities in school governance and staff roles

• Strategies to foster inclusivity and psychological safety - train participants how to recognize & challenge their own personal biases, prejudices & preferences which can often lead to unfair/discriminatory decisions

• Conflict resolution and responding to impermissible aggressions

• Practical implementation strategies and follow-up resources

Deliverables may include:

• Separate or combined sessions for board members and staff

• At least one in-person training (virtual/hybrid optional if necessary)

• Pre-training needs assessment

• Training materials and presentation decks

• Post-training evaluation and feedback report

• Optional: Ongoing coaching, webinars, or resources for continuous improvement

3. Proposal Requirements

All proposals should include the following:

• Cover letter introducing the provider and summarizing qualifications

• Detailed outline of proposed training content and delivery methods

• Timeline and estimated duration of training(s)

• Biography/resumes of key personnel or trainers

• List of previous clients, preferably K–12 or charter school settings

• At least two (2) references from similar engagements

• Fee structure, including breakdown of costs and any travel expenses

• Proof of liability insurance and relevant certifications

4. Evaluation Criteria

Proposals will be evaluated based on:

• Relevant experience and qualifications (25%)

• Quality and depth of proposed training content (25%)

• Responsiveness to this request for proposals and alignment with our school values (20%)

• Cost-effectiveness and clarity of pricing (15%)

• References and client satisfaction (15%)

5. Submission Instructions

Nothing in the RFP or any response to the RFP or in any training that will be acceptable to AAL shall violate Texas SB 12. Moreover, this RFP, any response to the RFP and any training provided to AAL shall comply with Texas SB 12.

All proposals must be submitted electronically in PDF format to:

Martha Bravo
Director of Operations
Email: mbravo@aalinc.org
Phone: 713-668-8237

Deadline for submission:

Late submissions will not be considered.

6. Timeline

• RFP Issued: 07-17-2025

• Deadline for Questions: 07-28-2025

• Proposals Due: 07-31-2025

• Selection Notification: 08-26-2025

• Training Begins: 09-15-2025

7. Questions

Questions regarding this RFP may be submitted by email no later than July 28, 2025 to the contact listed above. Questions and Answers will be shared with all interested parties.