

Pre Proposer Conference RFP 26-6-JA-20260827_140155-Meeting Recording

August 27, 2026, 7:01PM

32m 31s

🕒 **Kimberly Condit** started transcription

ML **Marcia Leiva** 0:07
Good afternoon, can you guys hear me?

AP **Ashl pa** 0:11
Yes, sir, we can hear you.

ML **Marcia Leiva** 0:13
All right.

DK **Daphney Kirby** 0:13
Yes.

SH **Soccer Stars: Houston** 0:14
Yes, sir.

ML **Marcia Leiva** 0:15
Awesome, awesome. Thank you for being here today. It's a little bit after two, so I'm going to go ahead and get started. Some of the people will probably be continuing to join, so we'll go ahead and get going. So this is for RFP. Can you see my screen that says RFP 266?
Dash J.A.

AP **Ashl pa** 0:37
Yes, sir.

SH **Soccer Stars: Houston** 0:39
Yes, sir.

ML Marcia Leiva 0:40

This is a request for proposal for seeking consulting and contracted services for Tejano Center for Community Concerns. The due date is September 15 by 2 P.m. You can either bring it here in person or e-mail it to Purchasing at Tejano Center.org. The stamp has to say before 2 P.m.

DK Daphney Kirby 0:40

Yes.

ML Marcia Leiva 1:01

So if you receive an e-mail after 2 P.m., we will not acknowledge that receipt. So it has to be pre-stamped either electronically or in person. When you get here, make sure that it is stamped that is dated before 2 P.m.

All right, so the purpose of this is we have 5 campuses here in Houston, one in Brownsville, and from time to time they need contracted services or consultants or different providers that provide some type of specialized service. For example, we also received a

an after school program from Texas Education Agency, the AIDS grant, that we're going to be entertaining some providers. And so this allows for any provider to submit their proposal and then we'll evaluate it. And the intent is to make sure that we have

multiple providers on, I guess, on the bid, and then we will utilize them as needed throughout the process. So per page, this is the first page is just make sure you identify your firm's name, proposal, identification, your tax ID number, and so on. And make sure that you sign it as well.

Basically, there's two categories. The first part of the category is for the ACE program after school for Project Embrace. And these are for a number of vendors that can provide qualified services to be able to implement the after school program. And so the after school programs are going to be at six locations. And we will identify those locations, one in Brownsville and five here in the Houston area. So you need to be able to provide for both of them if we need to have that service at those locations.

And you have to have the ability to provide those contents, various contents, identify any hourly fees by service area, make sure that we provide the capacity of the person

that is going to do that. Please note that if you're going to have a provider attend after school with our children, we're going to need to do background checks and also fill out some forms that are required. And not just the owner of the company, but the people that are going to be going there and have contact with children. And so that's a requirement from the Texas Education Agency.

And so we recently they issued a notice making sure, reminding us that we need to do that for any provider that has contact, continuous contact with students during the day. Also, there's a vendor packet in attachment, so that includes you know, your W-9, your conflict of interest questionnaire, your CIQ, various certifications that are required under federal law because some of these grants are federal grants and require that certification. So you will see that under the vendor packet. Again, the scope of work, providers, after school program, And then you have a, you know, experience that are qualified, trained staff and ensure that they're available for the programming. So for example, if you commit to provide those services and you have vacancies that you have enough staff to be able to meet the demands of the program.

So some of the main requirements is that you're not debarred from the federal government, so we'll do that check. And you may also want to submit that along with your packet.

that you are not debarred from doing business with the federal government, your tax ID number, that your current franchise tax, if applicable here in the state of Texas, and you be an independent contractor, not an agent or employee of the organization here at...

Tejano Center. Provide evidence of financial stability, meet the requirements of Senate Bill 9 and Chapter 22, which is basically the background check for contractors and subcontractors. So if you subcontract the service out to another provider, those also need to be

fingerprinted and reviewed for those requirements. You must not have a conflict of interest, and there's a CIQ form required under the vendor packet. And then, of course, remember that these are federal dollars for the after-school program. Edgar guidelines apply for this funding. And so

it is going to be federal funded. Now, let's say that you get awarded and there's another program that another school needs for some other grant or some other location. Again, that's why we request that make sure that the provider adheres to all federal standards, because you never know when we're going to need another,

receive another grant that we may

Be able to utilize that contractor in that in that capacity.

We also have other services in the department in the organization that includes advisors, coaches, counselors, consultants, speakers, and trainers. And here's a list of some of the divisions in the department that sometimes utilize various contracted services. Folks are in the project grant that basically offer classes to students in Harris County and for various, you know, trying to prepare for college. Housing, sometimes we utilize consultants for housing related programs or other grants that are included. For example, we have a child protective agency that also sometimes has a need for various type of consultants. The business office, if you have any professional development or contracted services for utility aggregation or financial consultants or other consultant services that the business office may seek out,

as needed, IT services. We also hire technicians for technical services. So if you're a company that provides that, so you may want to submit under this category. So you don't have to submit for all categories. You can just be selective and identify what your

what your company does and basically focus on that area and not try to meet everything that is on here, because this is a very pretty open type of RFP that allows for multiple types of industries to be represented. Maintenance and operations, any cleaning, landscaping, repairs, and other services.

marketing engagement, resource development, grant development for how to obtain new grants and programs. So if you are a grant writer, that is also an area that we always are looking for as well. Schools and programs, again, there's six schools and they sometimes also have a need for academic services or other types of performance and improvement.

Services, so again, look at the locations where they're at on attachment A.

And then just a general category and other consultants so that if I did not was able to identify any in this area, then you may be able to do that and select that other category and then submit that.

Going, if you have any related materials associated with your program, for example, if you have a program that requires some materials, some books, or some pamphlets and what have you that are part of the program, if there's a cost associated with that, then you need to include that in your program.

S **Susan Nwokedi, Children Come Click Education** 8:55
Yeah.

ML **Marcia Leiva** 9:13
In your proposal.

Contractor responsibilities, again, I just mentioned a few minutes ago, all those things, again, depending on whether you're in category one or category two, just please identify which category that you're going to be pursuing so that we can evaluate and be able to evaluate that according to that category, not not not in the category that it may not be applicable to you. The contract, the initial contract is for a period of not to exceed five years. So if we award a to add the contractor for selection, it will be for a five-year period. That doesn't mean that we're going to contract with you right away. It just means that

S **Susan Nwokedi, Children Come Click Education** 10:15
No.

ML **Marcia Leiva** 10:17

And then of course, so because we want to leave ourselves some room there for an additional one year renewal after that. So be a total of 5 + 1 potentially. Again, we're going to have any questions that maybe come up either today or in the future. please send them to us to Purchasing at the handle center.org and send them before August. Well, it was supposed to be today, so the sooner that you can send them to us, I believe I changed that date in another RFP. I believe is next week that you will be still be able to.

to submit that. But send it to us any questions that you have and we'll send it out to everybody that's on the call.

Again, remember September 15. And then our goal is to make a recommendation by September 29 to our board of directors.

The content should be a cover letter. Tell us about yourself and your company, the approach to the program, your approach of the company information, whether you have clients, references, at least three references, and how do you communicate and integrate with also district leadership and what is expected of us as well.

And of course, your rates. Don't forget to submit your worksheet that identifies how

you bill, whether it's hourly, daily, weekly, or however is that your work in your particular industry. Any licenses and certifications and proof of insurance will be attached.

Again, make sure that your companies not have a record of being debarred, and sam.gov is the location where to look for that, so...

Please note that the federal government is changing some of the requirements, and so if they change some things in the future, we will, once the vendor is selected, we will notify you if there's any changes in some of the requirements from the federal government generally.

October is when they do some updates. And so we'll always update our vendors for any updates from the federal government.

We will evaluate and make a recommendation for the board of directors. Make sure that you have your proposal, include your fees, the rates, make sure that it's signed, and that you provide any information that we need in order to make a decision.

Procedure-wise, at delivery, it's 2920 Broadway Street here in Houston, Texas, where you can bring your proposal or e-mail it to purchasing@tehanocenter.org.

S

Susan Nwokedi, Children Come Click Education 13:10

Okay, links.

ML

Marcia Leiva 13:19

Again, no later than 2 P.m. and so we'll be looking at that time very closely to make sure. Please do not fax your proposals. Make sure that they are in either in person or in an e-mail.

Yeah, yeah, you can mail it as well. You can go through UPS or Federal Express, but again, if they do not meet the deadline, again, they have to meet before 2 P.m. So if they come in at 205, we will not accept it.

We will return it to you because he won't meet the deadline.

Again, Purchasing at dot org. Any questions or any emails for clarification? And then please send that over to us.

Um...

We have, what else do we have here?

A conflict of interest questionnaire, again, this is an attachment D. Here are the locations of our schools. Most of them are here in the 2950 Broadway, 001-042. It's a

high school, a middle school, and a primary here. Lionel is an early childhood center at 2102 South Street, Houston.

North STEM Academy is a middle school. And then of course, the Brownsville is a elementary and a high school. And then we also have Pasadena, you know, and Fairmont Parkway.

Attachment B is your financial offer by hourly, daily, or depending on how you are providing your services. You identify that if you have more details, you can always attach a schedule to provide your proposal.

And then of course, any discounts that you're going to offer as part of the process, and make sure you include them on here as well.

The evaluation is 100 points, basically. Prize, reputation, vendors of services, extend that it meets our needs, relationship with us, and impact, you know, with any requirements for the program.

Okay, in the vendor packet, attachment D, there is a link. And I believe Judy, are you on, Judy?

Judy De Leon is our Purchasing specialist, and can you add in the chat the link to the to the inform K12 vendor packet to make it easier to to fill out for the for the vendors?

JL **Judy De Leon** 15:53

Yes, Sir.

Okay.

ML **Marcia Leiva** 16:12

Just add it to the chat, please. But basically, this vendor packet is already provided to you electronically so that you can just fill it in and submit it via Inform K12. And there's a number of things here from your vendor information of who you are, all the information about your

address and the background of your business. Conflict of interest, make sure that there's no conflict of interest with any other board members or the leadership group here in the Tezano Center, which is a CIQ form, and that's what you need to fill out.

Here are some instructions on how to do that. Your W-9, make sure you provide that to us, you know, and update that the latest one. Let me see what else. The barment suspension, that you certify that you are not the board, so you need to review that and sign.

Felony conviction notification, again, is very important that if there is any of the members of the business that may have had a felony conviction, that you disclose that in the process so that we can evaluate and determine the appropriateness for the program.

Certificate of residency, meaning that you're here in the state of Texas and that you're providing the proposal here to our charter school. Chapter 22 is a criminal history records. Basically, you will identify which are the employees that will be covered.

which is will be identified and will go to the schools for review and then we'll do the background check. Once that would be once you're already selected. At this point in time, I would just make sure that you sign this and then if you're selected to actually to do a contract, you'll then have to provide us the names of the of the individuals and they'll fill out a couple of forms that are required by the Texas Education Agency. And then there's a number of EDCOR certifications that are required by the federal government. And a lot of these are non, they are required actually. You cannot

just not provide this certification so you would initial in each one of these.

And then at the very end, just sign the form basically saying as to that you have the authority to sign for your company. And so those are the requirements from the federal government, all the provisions that are required under federal law when we contract with federal requirements.

Total of 44 pages of the RFP. Any questions that you may have at this point in time, I'll open it up for anybody to ask a question.

DK **Daphney Kirby** 19:17

Hi, this is Daphne Kirby. I have a question. So we're looking at the five-year contract, like I said, if you're approved by everybody and they've checked you off the list. Are we looking at 8 weeks, 10 weeks, 12, 16 semester? Is it going to be once a week? And then what is the time for these?

ML **Marcia Leiva** 19:20

Yes.

DK **Daphney Kirby** 19:40

sessions that you're looking to for after school.

ML **Marcia Leiva** 19:43

It depends. It depends on the program. Right now, we're trying to select the vendors that are qualified. And then once the vendors are selected, then the schools will contract or will identify what their needs are.

DK **Daphney Kirby** 19:50

Mhm.

Okay, so then as we come to the table with this, should we give you those options?

ML **Marcia Leiva** 19:59

Yeah.

Yes, you can give us options of depending on how you provide that service, whether if it's by week, by two weeks, by six weeks, and so on, whatever that happens to be. And that way the principals can evaluate that and they say, okay, I want to contract with this vendor for this amount of time.

DK **Daphney Kirby** 20:25

So one of the other thing I have, I'm sorry, is like the rates. So depending on who you are working with, you're asking to provide either hourly rate, daily rate, or one time per event. Is that what you're asking for, to list that out if that's the way we do our imposing?

ML **Marcia Leiva** 20:41

Yeah, if that's how you bill. This is kind of a basic structure, but if there's something more specific for you that you bill based on a number of students or some other way of doing that, you can just disclose that and say, see, attach.
As our billing method.

DK **Daphney Kirby** 21:02

Got it. Thank you for answering my questions.

ML **Marcia Leiva** 21:04

Yes, absolutely.

Any other questions or comments? Again, September 15 is the date and if you have

any other questions afterwards, once you start looking at this and send us an e-mail at Purchasing at TejanoCenter.org and we'll be happy to respond and make sure everybody receives.

One thing that I want to make sure that we do, Judy, please get the list of everybody that's in the group right now. If you can print that, so that what we will do with responses is that we will prepare a document that we will load.

on our website to identify that we have responded so that we can let everybody know and have the same information at the same time.

Um...

Okay, Sebastian, you have a question?

SS **Sebastian Sanders** 22:06

Hello, yes, good afternoon. So I wanted to get more clarification on, I guess, the selection of the vendor process to get a better understanding. So is it more so of you guys approve of the vendors and then the schools then get to choose? So let's say you do become a vendor. Is it solely based upon the school itself choosing it?

ML **Marcia Leiva** 22:07

Sure.

SS **Sebastian Sanders** 22:25

they need or like the program or service that you provide? Or is it more so in the fact of the guarantee vendors that they get accepted and they get awarded the bid, there's guaranteed work available, if that makes sense.

ML **Marcia Leiva** 22:36

No, there's no guaranteed work available. The schools are going to select from the group of vendors and providers to meet their requirements, to meet their needs, to meet what they want to achieve in the grant, whether with this the ACE grant or some other grant. So this is to make sure that we meet federal law and state law. for procurement and then once we bid all the vendors, we will be able then to place them on a list that they can select the vendor that they would like to contract or work with.

Yes, Susan.

S **Susan Nwokedi, Children Come Click Education** 23:20

Yes, good afternoon. I just wanted to know, is this recording going to be emailed to us that I attended today? There's a lot of information, so I kind of wanted to, and there's a lot of information being decimated in this meeting, and I just was wondering if, since it's being recorded, if it's going to be.

ML **Marcia Leiva** 23:25

Uh, no it's not.

S **Susan Nwokedi, Children Come Click Education** 23:39

Shared.

ML **Marcia Leiva** 23:41

We don't share the recording. I will, all the questions that were asked, I will prepare and place a question and answer on the website to make sure that, you know, there's so everybody, because there may be people that have not, did not come to today's pre-proposal conference. And so

S **Susan Nwokedi, Children Come Click Education** 23:53

Okay.

ML **Marcia Leiva** 24:03

they also may need to have that information as well. So I will do that. There's 3 questions so far that I've answered, so I will make sure that I do a question and answer on our website.

S **Susan Nwokedi, Children Come Click Education** 24:06

All right, thank you.

And one more question, is this will be on a PDF that is fillable, or do we have to print this out, fill it out, and then send it back?

ML **Marcia Leiva** 24:24

Uh, the what you mean the RFP itself?

S **Susan Nwokedi, Children Come Click Education** 24:27

Yes, yeah, because it's a 44 pages. So do we, I mean, since it's not on like IronWave or any of those other bit platforms, we have to turn it in manually. Do we, is it a, I don't know yet.

ML **Marcia Leiva** 24:35

Yeah.

The vendor packet is going to be electronically and I think he, let me see if he was included in the chat already.

JL **Judy De Leon** 24:49

Yes, it's already on the chart.

ML **Marcia Leiva** 24:49

Yes. So you see that that's a vendor package. So the majority of that is in the electronically already for you. Now your content, I think you probably want to do that separately and then just there's about several pages from there that you can then just submit that

S **Susan Nwokedi, Children Come Click Education** 24:51

Okay.

Okay, alright.

MK **Mark Merrill, Knowlej** 24:57

Could you pause it again? I got, I had to...

ML **Marcia Leiva** 25:09

That's separately.

S **Susan Nwokedi, Children Come Click Education** 25:11

Okay. All right. Thank you.

MK **Mark Merrill, Knowlej** 25:14

Could that get posted again in the chat? I had to, I had to, I got kicked off and then came back on and none of the chat's available. So thank you.

ML **Marcia Leiva** 25:15

Uh, Mark?

Okay.

So do you have your informed K-12 chat?

MK **Mark Merrill, Knowlej** 25:33

I don't see anything prior to now, so if it could be posted again. Oh, okay.

ML **Marcia Leiva** 25:36

No, there wasn't anything prior. It was just that.

So, so far, it was the vendor packet, vendor list approved.

It was the third one, the third question.

Yeah. But we'll look at that and then we'll answer all those questions so we can post it and send it to everybody. So let's just make sure that, Judy, that we have everybody's name so that we can know that they've attended and then we'll send that information to them. And we'll post it on the website. So give us until the end of today so that we can post it.

JL **Judy De Leon** 26:33

Yes, sir.

ML **Marcia Leiva** 26:35

Okay, um, any...

Any other questions or comments at this point in time?

Again, we reviewed the RFP, and you can either mail it to us, bring it here, or send it to the Purchasing at that org again before September 15th at 2 PM.

And we're selecting contractors and providers to be placed on our list of providers that we can choose and then meet our state and federal procurement standards. And then from there, our schools, our businesses, our departments are be able to select and be able to contract with you because you now have an RFP.

that has been assigned and you'll be able to contract with our different departments as needed.

If there are no other questions, I'll wait about a minute or so before we leave, and then we'll go ahead and end the conversation in a minute.

Okay, it is 2.30 and I don't have any other questions on the chat. We will see you guys. Again, please send us any questions that you may have at Purchasing at TejanoCenter.org. Thank you and we'll see you guys next time.

AP **Ashl pa** 28:42

Thank you.

Thank you.

ML **Marcia Leiva** 28:45

Thank you.

DK **Daphney Kirby** 28:45

Thank you so much.

ML **Marcia Leiva** 28:47

Bye bye.

S **Susan Nwokedi, Children Come Click Education** 28:48

Thank you, bye-bye.

SH **Soccer Stars: Houston** 28:48

Thank you. Bye-bye.

S **sandi** 28:49

Thank you.

AP **Ashl pa** 28:49

Bye-bye.

ML **Marcia Leiva** 28:51

Mmh.

● **Kimberly Condit** stopped transcription