How To Do Business With HCDE

FY2026-27

Harris County Department of Education

AGENDA

- Introduction
- About HCDE
- Current Bid Opportunities
- Steps to Become an Awarded Supplier
- Pre-Service Affidavit (SB571) and Chapter 22 – Criminal History Verification Process
- How to Receive Payment
- Texas ISDs, Charter Schools & Governmental Entities
- Questions

ABOUT US

Our Mission

Harris County Department of Education supports Harris County by enriching educational opportunities and providing value through services.

Our Goals HCDE will:

- Impact education by responding to the evolving needs of Harris County;
- Deliver value to Harris County by utilizing resources in an ethical, transparent, and fiscally responsible manner;
- Advocate for all learners by using innovative methods to maximize students' potential;
- Provide cost-savings for school districts by leveraging tax dollars; and
- Recruit and maintain a high-quality professional staff



Procurement Services

ADULT EDUCATION

- **Adult Education** is a state- and federally-funded literacy program that consists of English Language, math, reading, writing and workforce training to help students acquire the skills needed to earn a high school equivalency diploma, enter college or to succeed in careers.

Basic Literacy
•English Literacy
•High School Equivalency
•Citizenship
•Distance Learning
•Leadership

Workforce Certification Training
•Phlebotomy
•Medical Assistant Prep
•Certified Nursing Assistant
•Customer Service Marketing Representative
•Heating Ventilation and Air Conditioning
•Business Office Technology
•Medical Billing and Coding
•Front Office Specialist

Workforce Literacy
•Workforce Workshops
•Communication and Employability
•Workbase Upskilling
•1:1 Career Coaching and Support
•Career Advising and Placement

CENTER FOR AFTERSCHOOL, SUMMER AND ENRICHMENT



- **Afterschool Strategic Investment**
- **All-Earth Ecobot Challenge**
- **CASE Debates**
- **CASE for Kids City Connections**
- **Level Up! Digital Badging Initiative**
- **Partnership Project**
- **Provider Network**
- **Quality Improvement Resources**
- **Texas 21st Century Community Learning Center**

CENTER FOR EDUCATOR SUCCESS

Center for Educator Success

What We Do

CES was developed and designed to transform educator talent pipelines by partnering directly with districts to reimagine a comprehensive approach to educator recruitment, growth, advancement and leadership with the primary goal to inspire a new generation of educators to teach and lead in ways that generate real results and new opportunities for all children.

CENTER FOR SAFE AND SECURE SCHOOLS (CSSS)

CSSS partners with federal, state and local entities to take the lead in the development of increased safety and security strategies, standards and best practices for K-12 school environments for both students and educators. CSSS continually seeks new and innovative opportunities to build safer and more secure learning environments.



HEAD START CENTERS

Head Start provides newborns to 5-year-olds a safe learning environment that supports growth in many areas including language, literacy, and social and emotional development.

The Harris County Department of Education serves more than 1,300 students annually through the Head Start program with free healthy meals and snacks, vision, hearing, nutrition and developmental screenings, and physical activity indoors and outdoors in a healthy environment.



SCHOOL-BASED THERAPY SERVICES

School-based Therapy Services supports children with disabilities and their families in the areas of occupational therapy, physical therapy and music therapy. This support comes through assessment, intervention, consultation, training and direct service in the classroom in a student's neighborhood school and district.

School-Based
Therapy Services

SPECIAL SCHOOLS

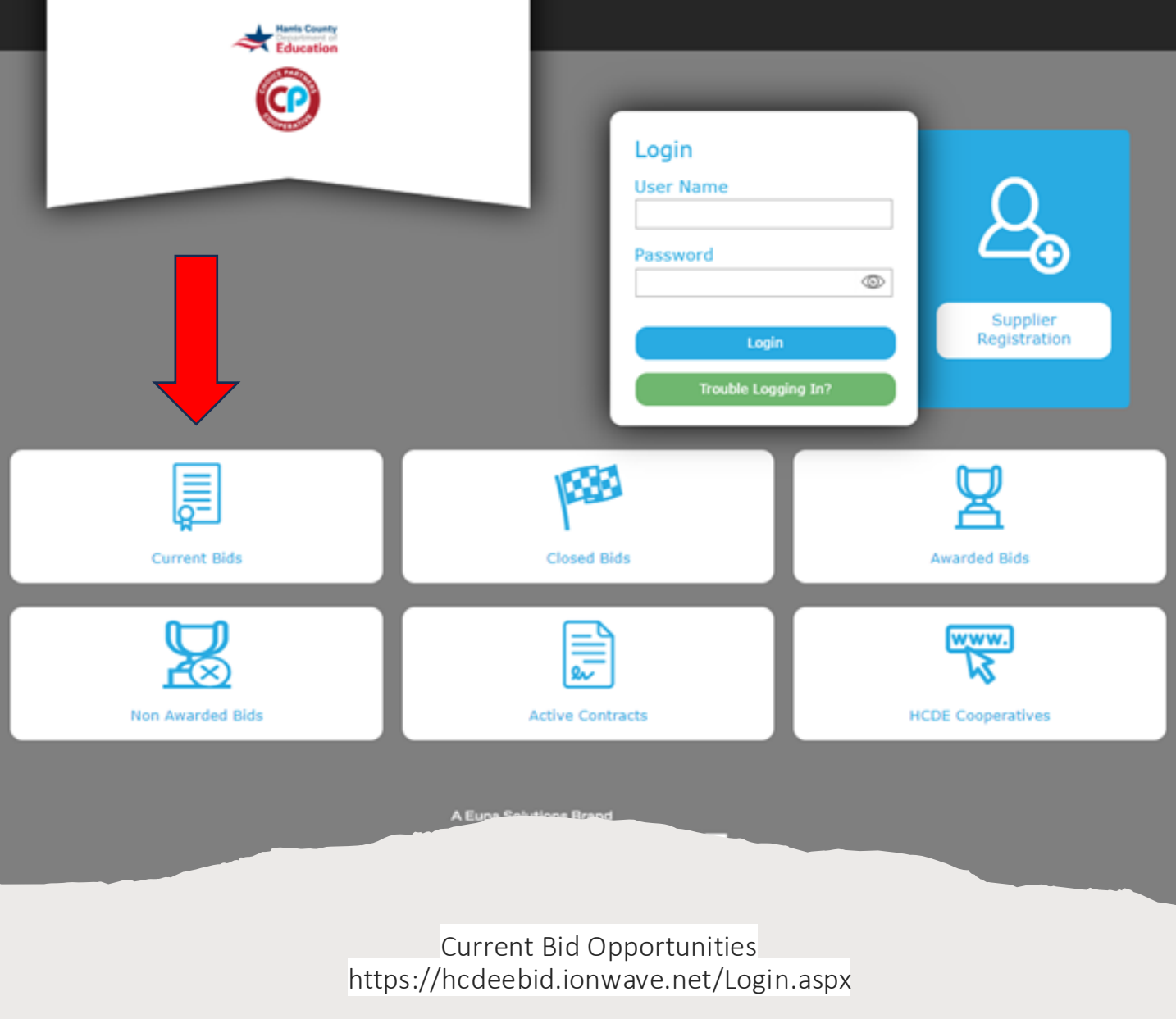


- The Schools Division partners with Harris County school districts to offer individualized learning through small-group instruction in highly structured classes. The goal is always for students to return to their home schools to graduate.
- HCDE operates four special schools—Academic and Behavior Schools East, Academic and Behavior Schools West, Highpoint School East, and Fortis Academy—serving three populations of students:
  - those with severe emotional or physical disabilities;
  - troubled or adjudicated youth;
  - and students recovering from addiction.

WHAT DO WE NEED

PROCURED CONTRACTS WITH HIGHLY QUALIFIED VENDORS AND SUPPLIERS





Current Bid Opportunities
https://hcdeebid.ionwave.net/Login.aspx

Login

Current Bid Opportunities

Return To Login | Supplier Registration

Bid Number	Bid Title	Bid Type	Organization	Bid Issue Date	Bid Close Date/Time ▲
26/033LT Addendum 1	Maintenance, Repair & Operations (MRO) Parts, Equipment and Related Services	Request for Proposal	Choice Partners	9/1/2026	10/1/2026 02:00:00 PM (CT)
26/010TD-3	Local Food and Catering Services	Request for Proposal	HCDE Internal Purchasing	8/3/2026	10/6/2026 02:00:00 PM (CT)
26/012YR-03	Event Spaces and Venue Services	Request for Proposal	HCDE Internal Purchasing	8/3/2026	10/6/2026 02:00:00 PM (CT)
26/031IA-2	Software Services	Request for Proposal	HCDE Internal Purchasing	9/4/2026	10/6/2026 02:00:00 PM (CT)

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- Current Bid Opportunities https://hcdeebid.ionwave.net/Login.aspx

STEPS TO BECOME AN AWARDED SUPPLIER

2024



Step 1 Register

Register in the HCDE eBid System.



Step 2 Read Invitation

Read the scope and specifications for each RFP invitation..



Step 3 Pre-proposal

Attend pre-proposal conference and submit questions., if necessary.



Step 4 Submit Proposal

If your services align with the scope and specifications, submit your proposal on or before deadline due date to be considered for award.



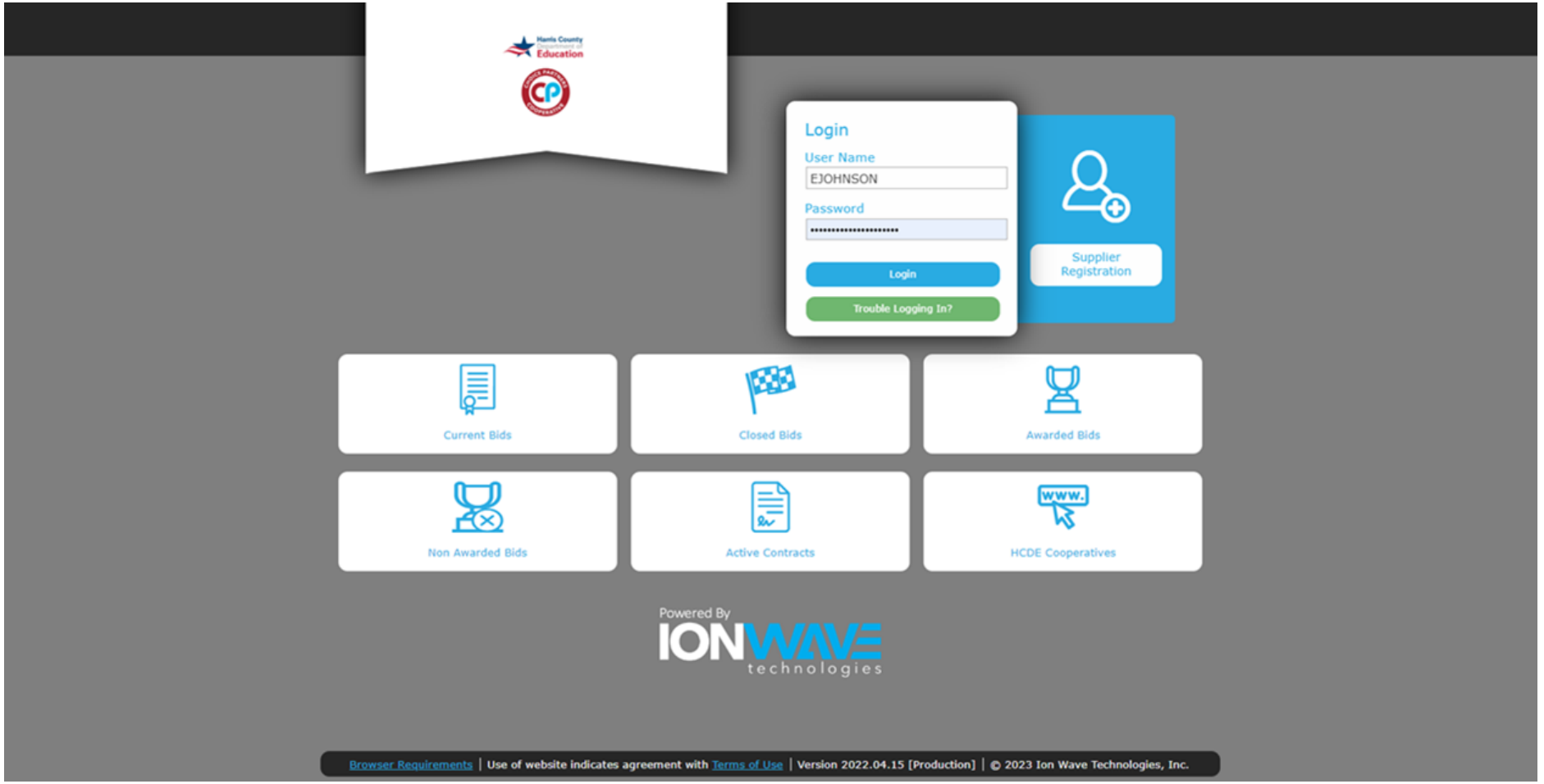
Step 5 Board Approval

After proposals are evaluated, then committees submit recommendations to the Board of Trustees. Notifications are sent to awardees.



Step 6 Contract/PO

When your services are selected you will be asked to submit a contract and services may not begin until a purchase order has been sent to your firm..



1. Register in HCDE's eBid System

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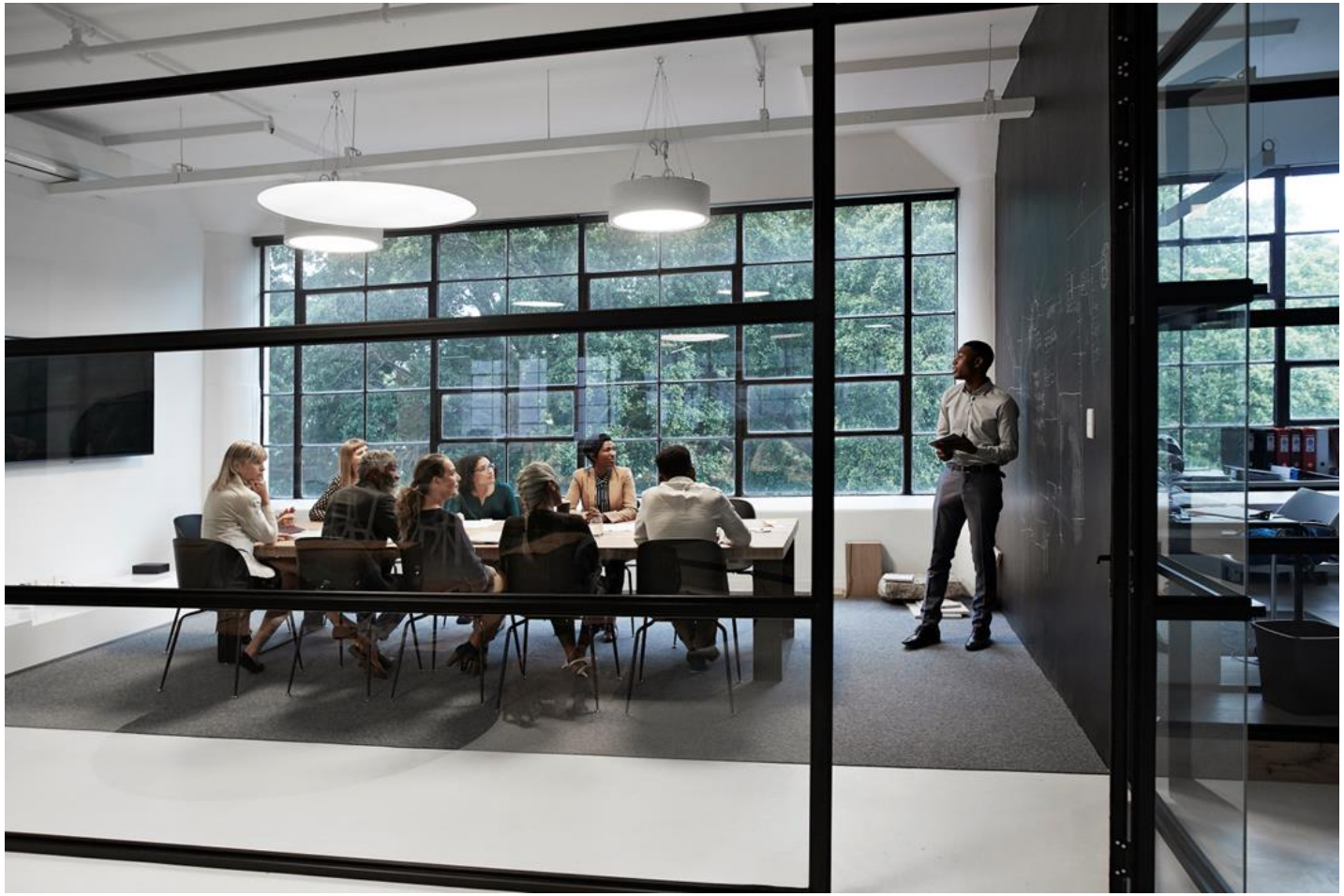
TABLE OF CONTENTS

Items below represent components which comprise this bid/proposal package. Respondents are asked to review the package to be sure that all applicable parts are included. If any portion of the package is missing, please notify *edna.johnson@hcde-texas.org* immediately.

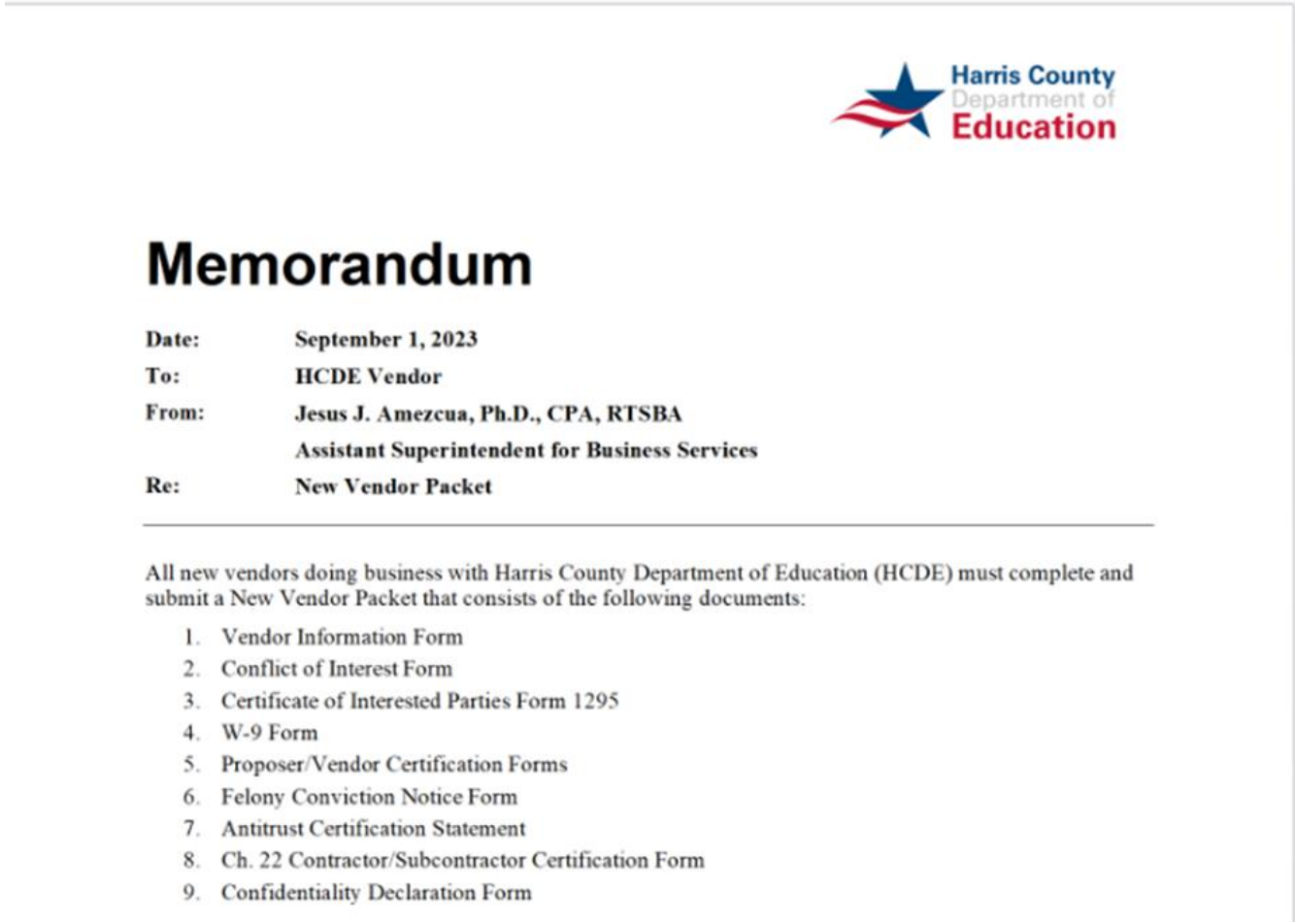
Part		Page
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3.0	Instructions to Proposers	6
4.0	Scope & Specifications	10
5.0	Evaluation & Award of Proposals	14
6.0	Financial Offer & Questionnaire	17
7.0	General Terms & Conditions	18

2. Read the RFP Invitation in its Entirety

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3. Attend Pre-proposal Conference



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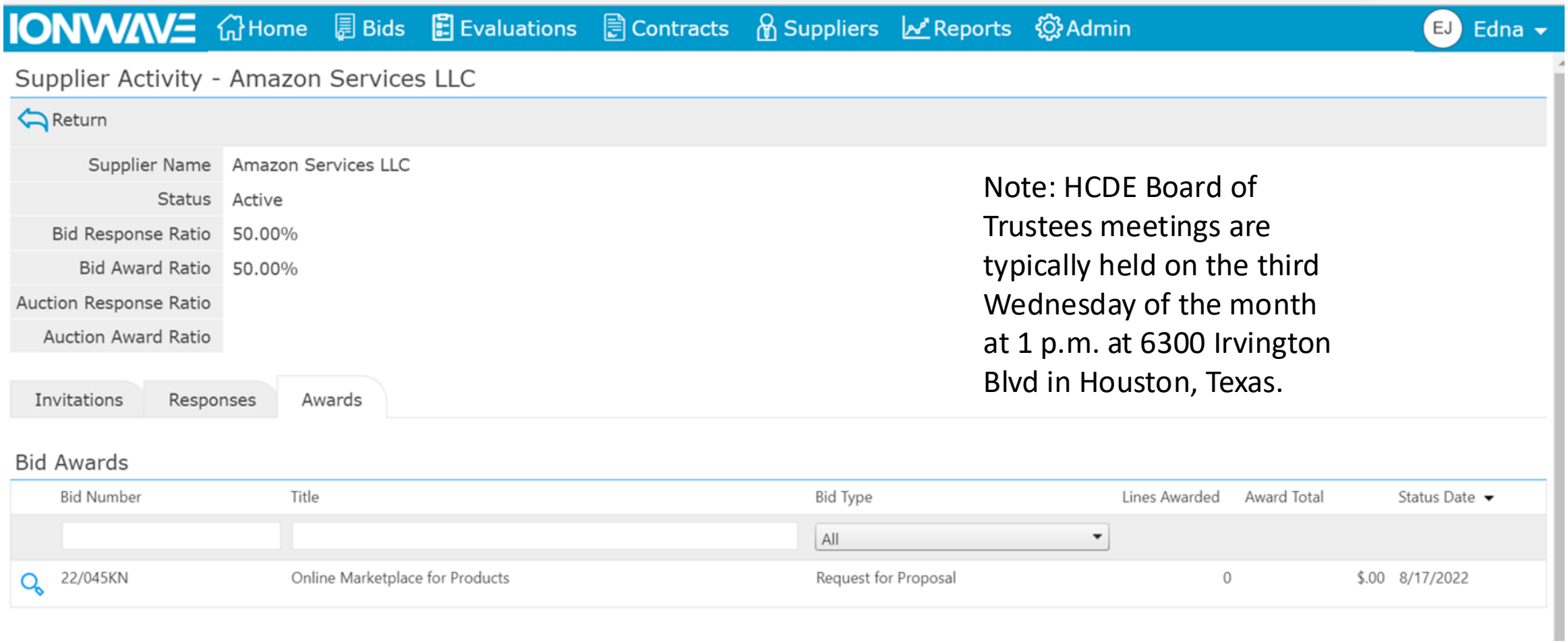
Memorandum

Date: September 1, 2023
To: HCDE Vendor
From: Jesus J. Amezcua, Ph.D., CPA, RTSBA
Assistant Superintendent for Business Services
Re: New Vendor Packet

All new vendors doing business with Harris County Department of Education (HCDE) must complete and submit a New Vendor Packet that consists of the following documents:

1. Vendor Information Form
2. Conflict of Interest Form
3. Certificate of Interested Parties Form 1295
4. W-9 Form
5. Proposer/Vendor Certification Forms
6. Felony Conviction Notice Form
7. Antitrust Certification Statement
8. Ch. 22 Contractor/Subcontractor Certification Form
9. Confidentiality Declaration Form

4. Submit Proposal and Required Forms



Note: HCDE Board of Trustees meetings are typically held on the third Wednesday of the month at 1 p.m. at 6300 Irvington Blvd in Houston, Texas.

5. Await Board Approval and Award Notification





6. Obtain Contract and Purchase Order

All divisions within HCDE may submit contracts for services to any awarded supplier. **However, services may not begin until contracts are fully executed, and purchase orders have been sent.**

Criminal History Records Information Verification Process

- Texas Education Code Chapter 22
- SB 571

Harris County Department of Education

SB 571

PRE-EMPLOYMENT OR PRE-SERVICE APPLICATION – TEC §22A.055:

- An individual applying for employment or seeking employment as a service provider must consent to the release of their employment records and submit a pre-employment or pre-service affidavit disclosing whether they have ever been:
  - investigated, charged with, adjudicated for, or convicted by a law enforcement agency or child protective services for an offense involving conduct described in Section 22A.051;
  - investigated by a licensing authority or had a license, certificate, or permit denied, suspended, revoked, or subject to another sanction in this state or another state;
  - included in the Do Not Hire Registry;
  - employed or is currently employed by a service provider for a public or private school; or
  - terminated or discharged or has resigned, in lieu of being terminated or discharged, from a public or private school.

• An individual who fails to disclose information commits a Class B misdemeanor punishable by fine, jail, or both.

Texas Education Code Chapter 22

Definitions:

- Covered employees: Employees of a Contractor/Subcontractor who have or will have continuing duties related to the service to be performed at a school district and have or will have direct contact with students. HCDE will be the final arbiter of what constitutes *continuing duties* and *direct contact* with students.
- Continuing duties related to contracted services: Work duties that are performed pursuant to a contract to provide services to a school entity on a regular, repeated basis rather than infrequently or one-time only. *See* 19 Tex. Admin. Code §153.1101(2).
- Direct contact with students: The contact that results from activities that provide substantial opportunity for verbal or physical interaction with students that is not supervised by a certified educator or other professional district employee. Contact with students that results from services that do not provide substantial opportunity for unsupervised interaction with a student or students, such as addressing an assembly, officiating a sports contest, or judging an extracurricular event, is not, by itself, direct contact with students. However, direct contact with students does result from any activity that provides substantial opportunity for unsupervised contact with students, which might include, without limitation, the provision of coaching, tutoring, or other services to students. *See* 19 Tex. Admin. Code § 153.1101(7).

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Vendor Submission of All Covered Employees

Initial Employee List Submission

Vendors must submit a complete list of all covered employees through the InformedK12 platform to start the verification process.

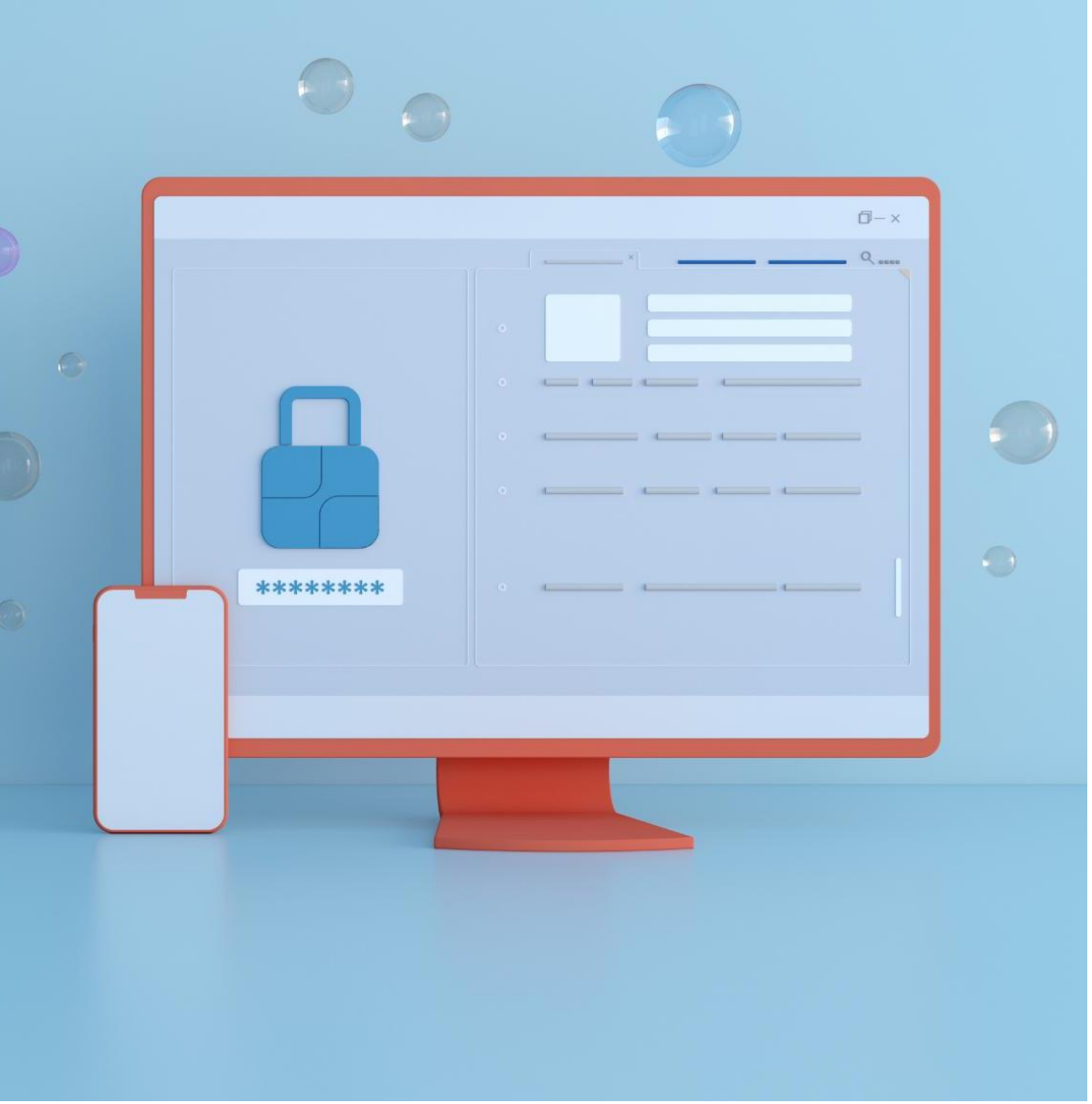
Ensuring List Accuracy

The vendor is responsible for providing an accurate and complete list including all personnel involved during the contract term.

Streamlined Verification Workflow

Using InformedK12 enables centralized, secure data entry and facilitates communication between vendor and division.

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Vendor Sends Secured Laserfiche Link to Covered Employees

Sending Laserfiche Link

Vendor sends a secure Laserfiche link to each covered employee for required documentation completion.

Completing Legal Requirements

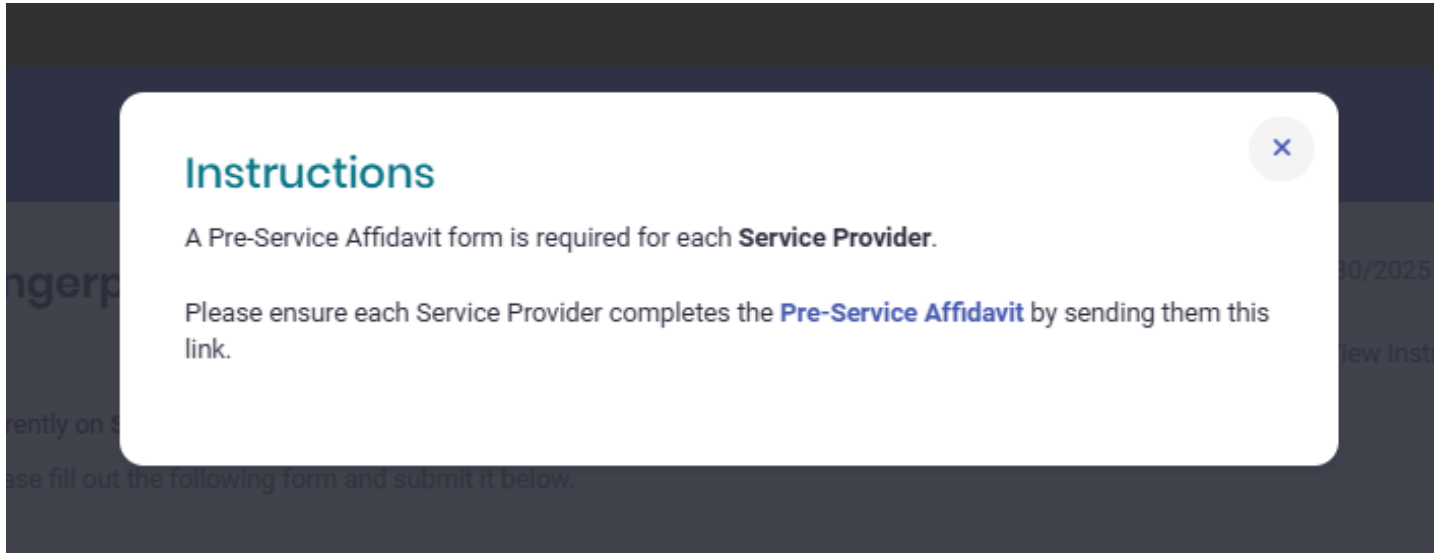
Covered employees complete the Pre-Service Affidavit and Criminal History requirements digitally for verification.

Vendor Monitoring and Follow-up

Vendor tracks completion rates and follows up to ensure timely submission of all required documents.

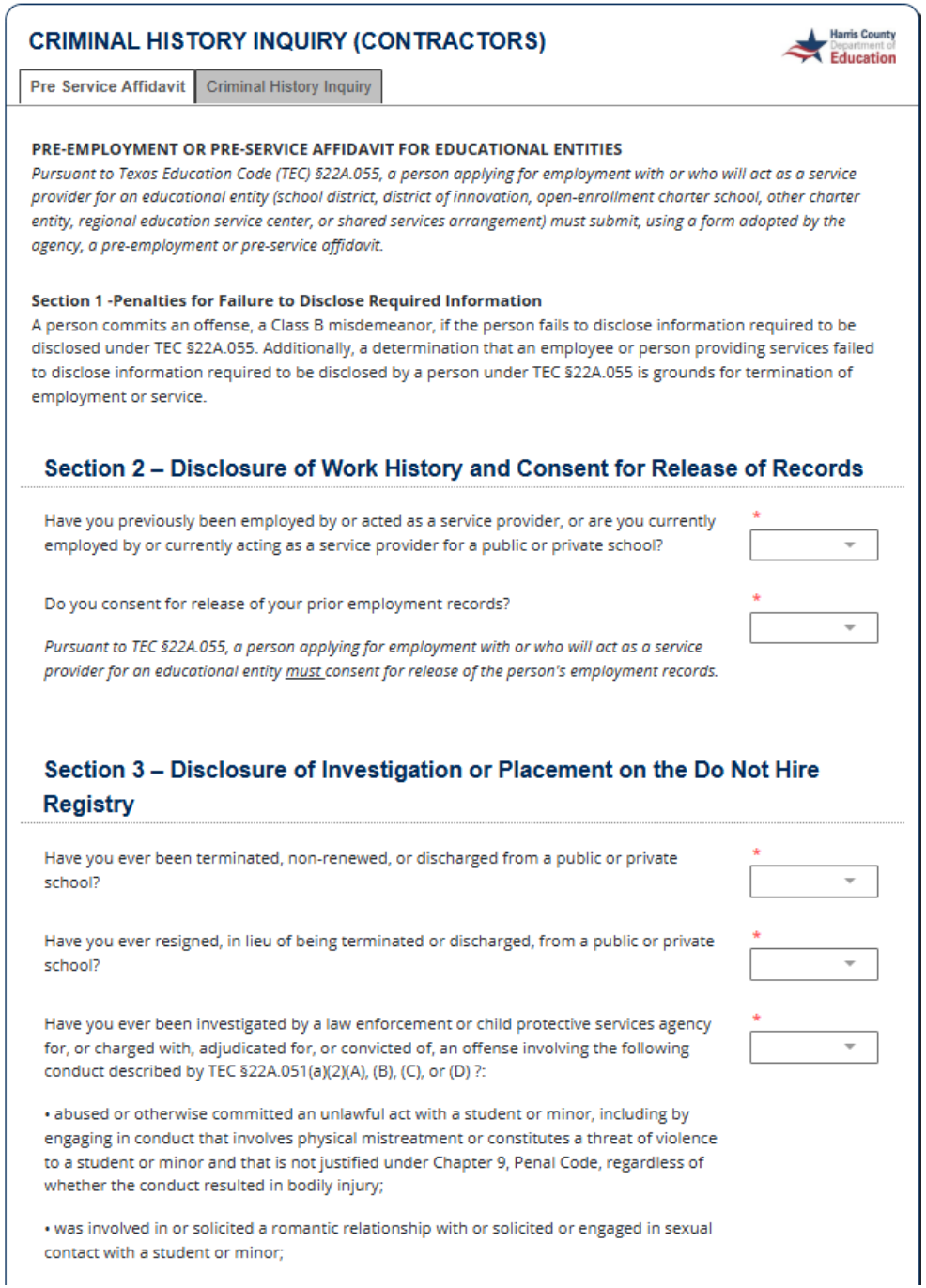
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Please read the instructions.



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Employees of contractors or subcontractors must complete and submit the Pre-Service Affidavit form.



CRIMINAL HISTORY INQUIRY (CONTRACTORS)

Harris County Department of Education

Pre Service Affidavit | Criminal History Inquiry

PRE-EMPLOYMENT OR PRE-SERVICE AFFIDAVIT FOR EDUCATIONAL ENTITIES

Pursuant to Texas Education Code (TEC) §22A.055, a person applying for employment with or who will act as a service provider for an educational entity (school district, district of innovation, open-enrollment charter school, other charter entity, regional education service center, or shared services arrangement) must submit, using a form adopted by the agency, a pre-employment or pre-service affidavit.

Section 1 -Penalties for Failure to Disclose Required Information

A person commits an offense, a Class B misdemeanor, if the person fails to disclose information required to be disclosed under TEC §22A.055. Additionally, a determination that an employee or person providing services failed to disclose information required to be disclosed by a person under TEC §22A.055 is grounds for termination of employment or service.

Section 2 – Disclosure of Work History and Consent for Release of Records

Have you previously been employed by or acted as a service provider, or are you currently employed by or currently acting as a service provider for a public or private school? *

Do you consent for release of your prior employment records? *

Pursuant to TEC §22A.055, a person applying for employment with or who will act as a service provider for an educational entity must consent for release of the person's employment records.

Section 3 – Disclosure of Investigation or Placement on the Do Not Hire Registry

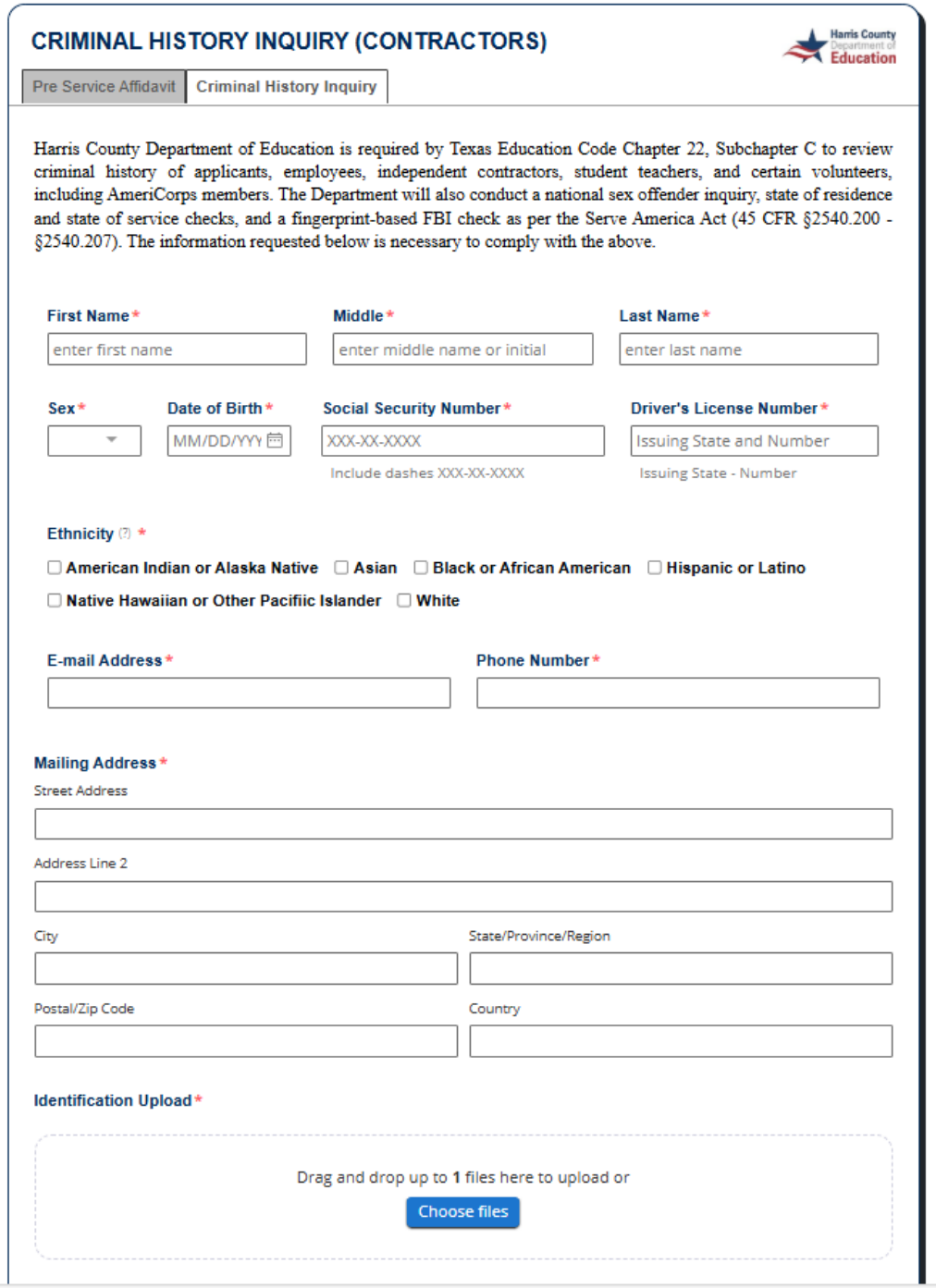
Have you ever been terminated, non-renewed, or discharged from a public or private school? *

Have you ever resigned, in lieu of being terminated or discharged, from a public or private school? *

Have you ever been investigated by a law enforcement or child protective services agency for, or charged with, adjudicated for, or convicted of, an offense involving the following conduct described by TEC §22A.051(a)(2)(A), (B), (C), or (D) ?: *

• abused or otherwise committed an unlawful act with a student or minor, including by engaging in conduct that involves physical mistreatment or constitutes a threat of violence to a student or minor and that is not justified under Chapter 9, Penal Code, regardless of whether the conduct resulted in bodily injury;

• was involved in or solicited a romantic relationship with or solicited or engaged in sexual contact with a student or minor;



CRIMINAL HISTORY INQUIRY (CONTRACTORS)

Harris County Department of Education

Pre Service Affidavit | Criminal History Inquiry

Harris County Department of Education is required by Texas Education Code Chapter 22, Subchapter C to review criminal history of applicants, employees, independent contractors, student teachers, and certain volunteers, including AmeriCorps members. The Department will also conduct a national sex offender inquiry, state of residence and state of service checks, and a fingerprint-based FBI check as per the Serve America Act (45 CFR §2540.200 - §2540.207). The information requested below is necessary to comply with the above.

First Name * | Middle * | Last Name *

enter first name | enter middle name or initial | enter last name

Sex * | Date of Birth * | Social Security Number * | Driver's License Number *

MM/DD/YYY | XXX-XX-XXXX | Issuing State and Number

Include dashes XXX-XX-XXXX | Issuing State - Number

Ethnicity (?) *

☐ American Indian or Alaska Native ☐ Asian ☐ Black or African American ☐ Hispanic or Latino

☐ Native Hawaiian or Other Pacifiic Islander ☐ White

E-mail Address * | Phone Number *

Mailing Address *

Street Address

Address Line 2

City | State/Province/Region

Postal/Zip Code | Country

Identification Upload *

Drag and drop up to 1 files here to upload or

Choose files

Please submit all covered employees here.

Sign here.

Ch. 22 Contractor/Subcontractor Certification Form under Section 13 of the Contract

I also certify to HCDE (and, in the case of a Subcontractor, certify to Contractor and HCDE) on behalf of Contractor/Subcontractor that Contractor/Subcontractor has required its subcontractors to comply with Texas Education Code, Chapter 22 and obtained certifications from its subcontractors of such compliance.
Noncompliance or misrepresentation regarding this certification may be grounds for contract termination.

List of Covered Employees

Department:

Name of Company:

Contract Term: Start Date: End Date:

List Employee Names below

Last Name	First Name	Middle Name	State	Cleared	Date

All individuals listed above must complete a Pre-Service Affidavit and undergo fingerprinting verification and clearance before they may render services.

Vendor Signature: _____ Date: _____

Department Review: _____ Date: _____

Human Resources Review: _____ Date: _____

Harris County Department of Education

Print/download a copy of all covered employees.

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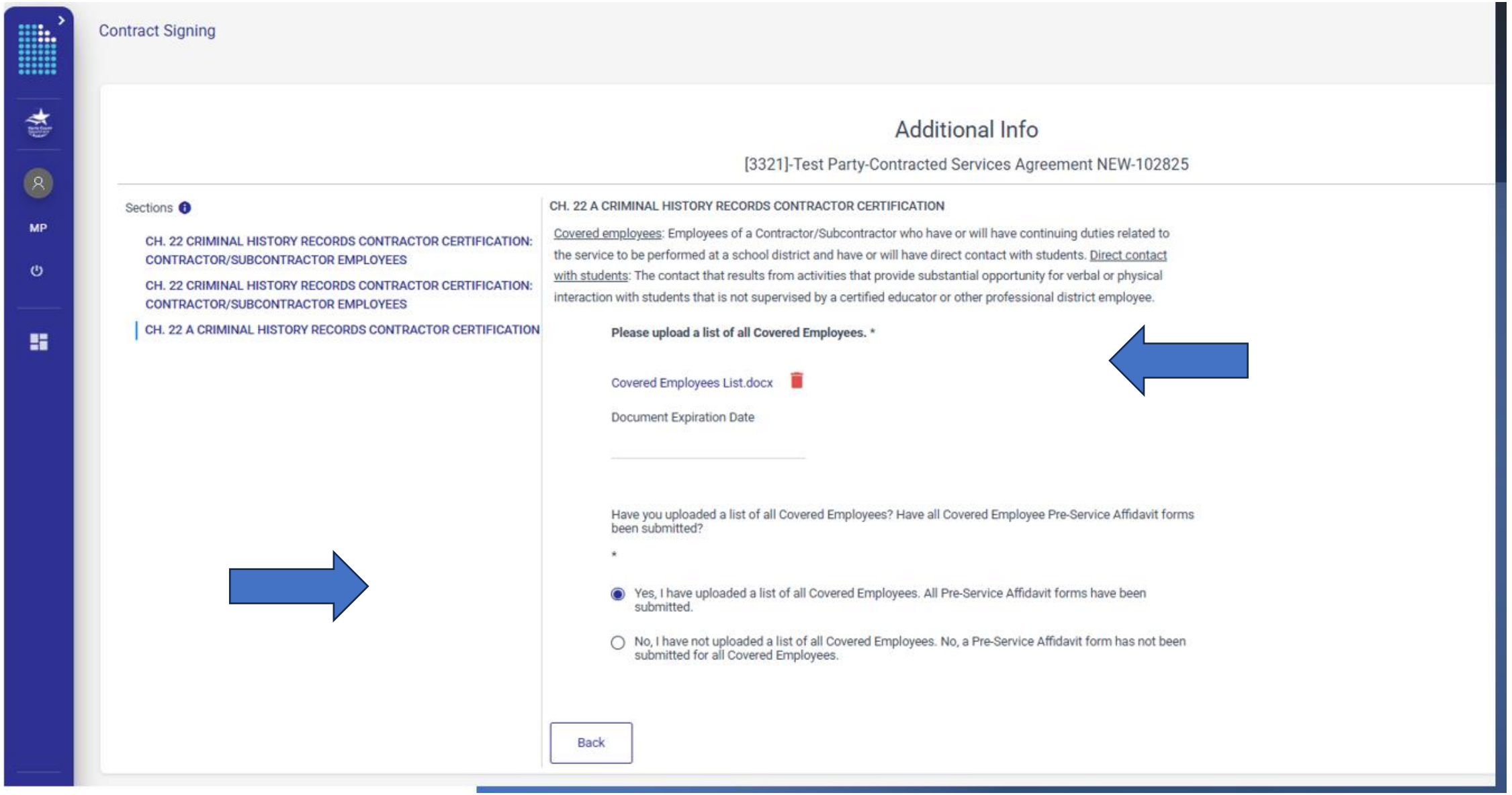
Vendor Signature: _____ Date: _____

Department Review: _____ Date: _____

Human Resources Review: _____ Date: _____

Upload a signed copy of all covered employees and complete the contract through IntelAgree.

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Harris County Department of Education

[3315]-Test Party-Contracted Services Agreement NEW-102725

Your Party:
Test Party

Your Name:
Tameisha

Your Title:
Owner

Other Parties:
Harris County Department of Education

Message:

Edit Additional Info

Other Actions

- View Disclosure
- Delegate a Signer
- Decline to Sign
- Download PDF

Harris County Department of Education

By: _____
Name: _____
Title: _____
Address: _____
_____
Phone: _____
Email: _____
Date: _____

Test Party
CLICK HERE
Tameisha
Owner
Date & Timestamp
IP Address



EXHIBIT A:
SCOPE OF WORK AND COMPENSATION

Contractor agrees to provide the following Services to HCDE: **Build a building..**

If using Contractor's proposal/quote, please attach and provide reference number. If any terms and conditions of Contractor's proposal/quote conflict with either the terms or conditions of the Department's Agreement or with Department policy, the Agreement and Department policies shall prevail.

Contractor's proposal/quote reference number: Q5659813

COMPENSATION

HCDE agrees to remit payment to Contractor for the above-detailed Services in an amount not-to-exceed **nine thousand five hundred dollars ($9,500).**

Harris County Department of Education

Division Reviews List
Procurement Services Approves Terms



Division Director reviews and approves List of Covered Employees that will have the substantial opportunity to have direct contact with students through InformedK12.



Procurement Services confirms that the List of Covered Employees are submitted and enters the Contract Term in InformedK12.



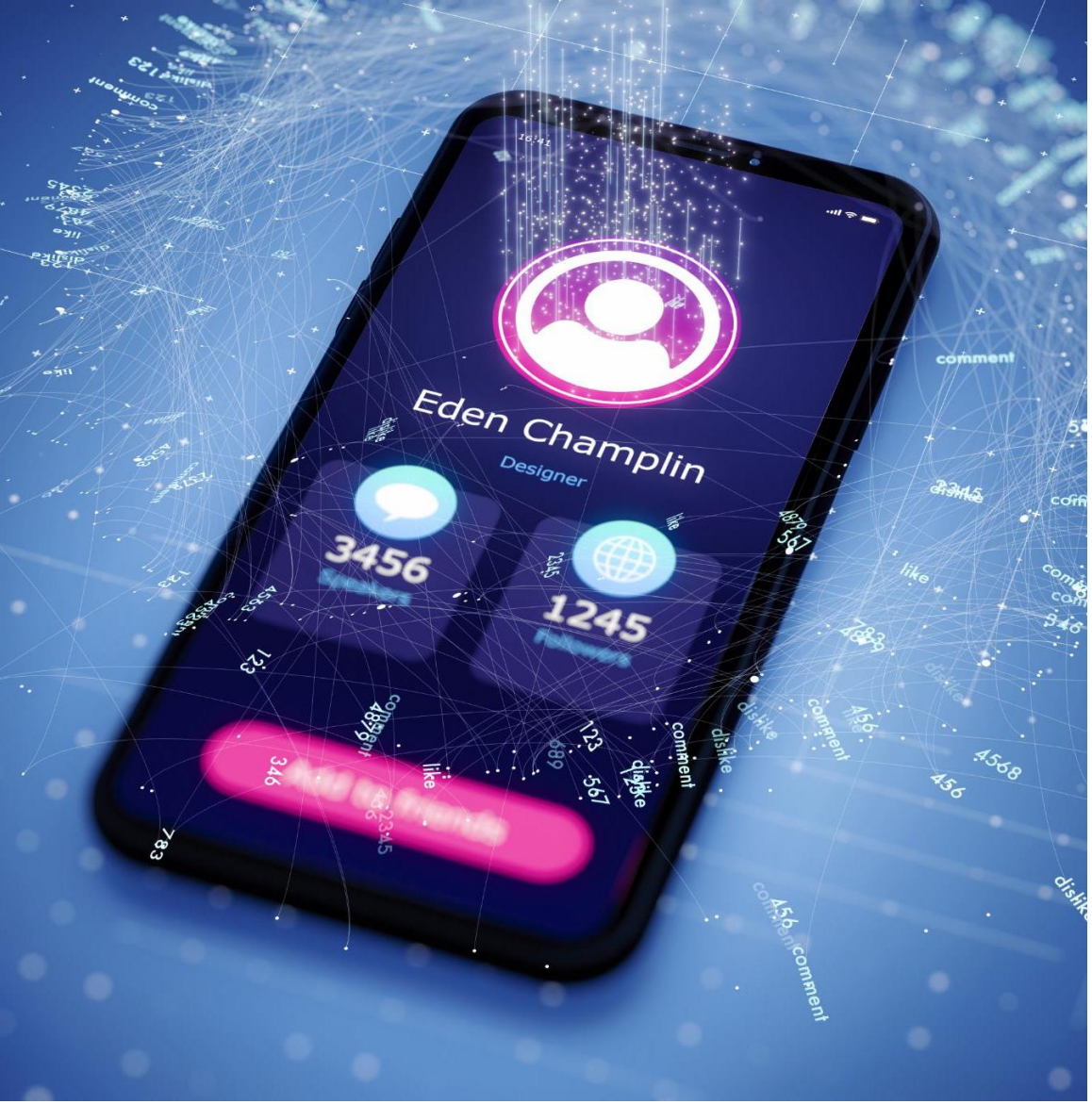
Document Evaluation Process

Pre-Service Affidavits and Criminal History Review documents are evaluated to determine eligibility for each covered employee.

Additional Checks and Documentation

Evaluator may request further background checks or documentation to confirm eligibility and maintain records securely.

Evaluation of Pre-Service Affidavit and Criminal History Information



Notification of Eligibility/Ineligibility

Eligibility Notification Process

After the evaluation process, notifications are sent via InformedK12 to the Vendor, Division Director, and Procurement Services which provides covered employees eligibility/ineligibility status.

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Requisition Submission or Contract Cancellation

Requisition Submission Process

Eligible covered employees allow the division to submit a requisition, attaching eligibility notification for documentation.

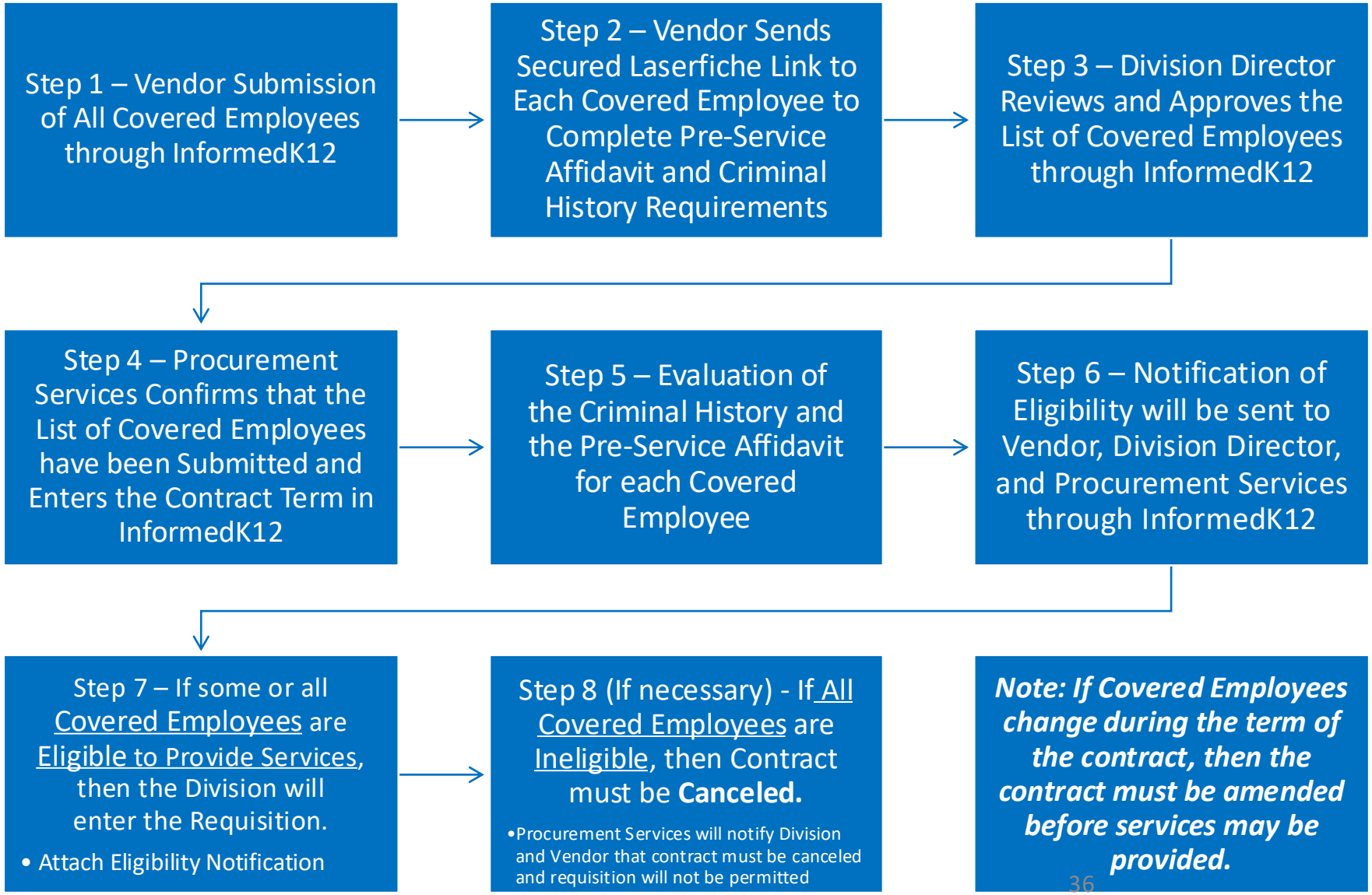
Contract Cancellation Procedure

If **all** covered employees are **ineligible** to provide service, then Procurement Services notifies the division and vendor that the contract must be canceled and requisition will not be permitted.

Ongoing Compliance Measures

Contract amendments are required if covered employees change, ensuring updated verification and compliance.

Criminal History Verification Process



Harris County Department of Education

HOW TO RECEIVE PAYMENT

SUPPLIERS ARE REQUIRED TO SUBMIT A COMPLETE VENDOR PACKET WITH EACH PROPOSAL. SUPPLIERS ARE REQUIRED TO NOTIFY HCDE IN WRITING OF ANY CHANGES.



This Photo by Unknown Author is licensed under CC BY-SA-NC

HOW TO RECEIVE PAYMENT

Render Services as stated in the Contract's Scope of Work



7.20 Invoices; Payments

- Invoices shall be directed to HCDE's Accounts Payable Department.
- All invoices shall be itemized to include the type of good(s) and/or service(s) rendered. Vendor shall submit invoices within a timely manner during HCDE's fiscal year in which the good(s) and/or services are purchased.
- In accordance with Texas Government Code § 2251.021, payments are due to Vendor within forty-five (45) days after the later of the following:(1) the date HCDE receives the goods under the Agreement; (2) the date the performance of the service under the Agreement is completed; or (3) the date HCDE receives an invoice for the goods or service.
- Vendor agrees to pay any subcontractors, if any, the appropriate share of the payment received from HCDE not later than the tenth (10th) day after the date Vendor receives the payment from HCDE. The exceptions to payments made by HCDE and/or Vendor listed in Texas Government Code § 2251.002 shall apply to this Agreement.

Texas ISDs, Charter Schools and other Governmental Entities

Saves time! Saves money!

Texas Government Code 791

Pursuant to applicable law, including the Interlocal Cooperation Act Chapter 791 of the Texas Government Code), HCDE may permit other governmental entities to “piggy-back” onto an existing contract between HCDE and Vendor entered into as a result of this RFP.

If another governmental entity chooses to utilize a contract established by this procurement solicitation and subsequent Agreement, contracts will be awarded individually by those governmental entities, and goods/services would be provided under the same contract pricing and purchasing terms established by this procurement solicitation.

What questions do you have?



Procurement Services

Director – Dr. Edna E. Johnson
edna.johnson@hcde-texas.org

Procurement Specialist – Charisma Tolbert
ctolbert@hcde-texas.org

Thank you!

Please provide your feedback.

How to do Business with HCDE
Survey: https://tinyurl.com/procweb2425