

**DESOTO INDEPENDENT SCHOOL DISTRICT
PROPOSALS FOR
Demographic Services and Analysis
RFP 23-002**

Section 1.0 NOTICE TO PROPOSER

1.1 Purpose

The DeSoto Independent School District hereby requests proposals from qualified Contractors for providing Demographic Services and Analysis.

1.2 General Information

DeSoto ISD will seek to enter into an agreement with the top ranked candidate firm(s). Candidate firms are advised to review all sections of this RFP carefully and to follow instructions completely. Failure to make a complete submission as described elsewhere herein may result in rejection of the submission. Qualifications which depart from or materially alter the terms, requirements, or scope of work defined by this RFP will be rejected as being nonresponsive.

Joint venture and/or cooperative professional teams will be considered, especially if their partnering results in expanded opportunities for identified diversity firms.

Under no circumstances should the DeSoto Independent School District, its staff, its employees, any member of the DeSoto Board of Trustees, or any other public official except the administrative personnel below be contacted during the receipt of the Demographic Services and Analysis Proposal and before the awarding of the contract. Violation of this requirement may result in the disqualification of your response. All communications in regards to the Demographic Services and Analysis are to be directed to James Thomas in writing at james.thomas@desotoisd.org.

All questions must be submitted in writing by **Wednesday, February 15, 2023 at 4:00 PM**. Questions and their answers will be shared with all Demographic Services and Analysis participants as an Addendum by **Monday, February 20, 2023**, via the district website.

The contract for which the proposals are being requested will be effective **March 1, 2023**.

1.3 Introduction

The DeSoto Independent School District (DeSoto ISD) is located in DeSoto, Texas. The District is composed of 4 elementary schools, 2 middle schools, 1 freshman center, 1 high school, 3 special campuses, 1 administration building and 1 service center facility. A building inventory including square footage and existing portable buildings of the District is included as Exhibit A.

1.4 Scope of Services

The successful firm's scope of work shall include, but not be limited to, the following list of services:

- An analysis of the most recent demographic information and housing trends within the district, including an analysis of households with and without children
- A forecast of population and household growth in the district from 2023 through 2033.
- A forecast of population and household growth in surrounding areas from 2023 through 2033 and analysis of how the district may be impacted.
- An analysis of land use and future development of land (including zoned use of land) at a level that relates to and impacts District Boundaries as areas from which current students are enrolled.
- A breakdown of enrollment projections by year, grade, and school, including social economic, racial, and ethnic characteristics of students from 2023 through 2033.
- A review of current and projected areas of African American, Hispanic, Congolese/French speaking and other English Language Learner (ELL) student enrollment from 2023 through 2033.
- A thorough analysis of the current District School of Choice elementary school assignment process and recommendations for handling future growth based on expected enrollment projections.
- A thorough analysis of current District middle school capacity and recommendations for handling future growth based on enrollment projections.
- An analysis of current District high school boundaries and possible recommendations for enrollment patterns based on updated housing and enrollment data collected.

Upon Completion of these services, the firm will provide the district with a comprehensive report, including recommendations for changes to the Elementary school of Choice program, middle school and high school enrollment and impacts to the district's facility requirements.

1.5 Proposal Requirements

The proposal should include information regarding the candidate firm's experience and approach relating to the Scope of Services. A candidate firm's submission must include the following:

Letter of Transmittal: A one-page Letter of Transmittal signed by an owner, officer, or authorized agent of the firm or organization, acknowledging and accepting the terms and conditions of this RFP. In its letter, the candidate firm should identify why the firm is interested in working with the district and how the firm could assist the district in meeting its goals. The letter must contain a commitment to provide both the services described herein and the personnel proposed for the assignment. The Letter of Transmittal should identify all addenda received by the candidate firm. Joint Ventures require signatures from all firms participating in the venture.

Executive Summary: The Executive Summary is intended to highlight the contents of the submission and to provide the district with a broad understanding of the candidate firm's technical approach and ability.

General Information:

- a) Name, address, and telephone of firm including involvement in industry organizations
- b) Name and title of contact person
- c) Name of officers in firm and an organizational chart
- d) Brief history of firm
- e) Overview of specific qualifications and projects within the K-12 school market
- f) Additional information that the candidate firm feels is a unique qualification and is of direct benefit to the district

Project Staffing: The education, training and qualifications of the proposed projected staff.

Experience and References: Profile four (4) to six (6) educational clients and/or projects specifically related to the district's identified needs related to the Scope of Services that have been performed within recent years.

List three (3) professional references with whom the candidate firm has worked in the past twelve (12) months. Submit company name, contact person, and phone number.

Cost: The total cost of the services to be provided under the proposal and a detailed explanation of those cost.

Representative Sample Work Products: The proposal should also include a recent representative sample work product.

1.6 General Terms and Conditions

All Cost associated with developing or submitting a proposal in response to this RFP, or to provide oral or written clarification of its content, shall be borne by candidate firm. The district assumes no responsibility for this cost. This RFP does not commit the district to pay any cost incurred in preparation or submission of a response or in anticipation of a contract.

This RFP does not commit the district to enter into a contract. The district reserves the right to award one, more than one, or no contract(s) in response to this RFP. The district reserves the right to waive informalities and irregularities in the submissions of proposals received.

The district also reserves the right to terminate this RFP and reissue a subsequent solicitation and/or remedy technical errors in the RFP process.

The purpose of this RFP is to identify an experienced firm with the best combination of qualifications. The contract, if awarded, will be awarded to the candidate firm whose submission is deemed most advantageous to the district, as determined by the interview committee upon the approval of the Board of Trustees.

The district reserves the right to contact any candidate firm for clarification or interviews or to negotiate if such is deemed desirable by the district.

Any and all materials submitted regarding this RFP shall become open the property of the district and are subject to the districts open records request.

The district reserves the right to contact references listed in a candidate firm's submission for information, which may be useful to the district in evaluating candidate firms.

1.7 Procedures for Submitting Proposals

A. DELIVERY

Responses to the request for proposals should be addressed to:

James Thomas
Chief Operations Officer
DeSoto ISD
200 E Beltline Road
DeSoto, Texas 75115

PROPOSALS MUST BE RECEIVED NO LATER THAN 4:00 P.M.

Proposals received at the DeSoto Independent School District Purchasing Office after the time and date specified above will not be considered and will be filed unopened. Oral or telegraphic proposals transmitted via the District's facsimile machine are not acceptable. Proposals must be submitted to the District in a sealed envelope.

After receiving this Proposal and during the evaluation process, your firm or any employee thereof may NOT, in any capacity, contact any member of the DeSoto ISD Board of Trustees to discuss any or all of the Qualification Statement. Any contact and discussion of this Qualification Statement with the DeSoto ISD Board of Trustees may result in a disqualification of your firm for consideration of these services.

DO NOT FAX YOUR PROPOSALS

Pursuant to Texas HB 914 and in accordance with Chapter 176 of the Texas Government Code, Section 176.006, vendors must file on an annual basis a Conflict of Interest Questionnaire with the DeSoto ISD Purchasing Department. The Conflict of Interest Questionnaire and instructions may be found on the Purchasing Dept. page on the DeSoto ISD website at www.desotoisd.org. Completed Conflict of Interest forms should be included with your proposals statement.

B. Number of Copies of Proposal

Submit one (1) original, (3) copies and one (1) electronic copy of the proposal. The proposals are to be bound and sealed.

1.8 Opening of Proposal(s)

Sealed proposals will be accepted in the DeSoto ISD Purchasing Office until **Friday, February 24, 2023**. Proposals will only be opened thereafter so as to avoid disclosure of contents to competing PROPOSERS and kept secret during the process of evaluation and negotiation. DeSoto ISD will not make any vendor financial information, client references and other *sensitive information eligible for Texas Open Record Act requests*. *Please mark any such sensitive documents as CONFIDENTIAL.*

ALL PROPOSALS MUST BE SIGNED BY THE PERSON(S) WHO HAS LEGAL AUTHORITY TO BIND THE CONTRACTOR.

1.9 Withdrawal of Proposal(s)

A proposal may not be withdrawn or canceled by the PROPOSER without the permission of the DeSoto ISD for a period of ninety (90) days following the date designated for receipt of proposals.

1.10 Negotiations

Negotiations may be conducted with responsible PROPOSERS who submit proposals that are highly qualified for selection. Companies selected for final negotiations will be notified when to appear for revisions/negotiations to proposals. Tentative date for negotiations is March 3, 2023. Revisions to proposals may be permitted after submission and preparatory to receipt of the best and final offers. All PROPOSERS selected for "best and final offers" will get fair and equal treatment for revision of proposals. Oral negotiations must be confirmed in writing prior to contract award. However, contract award may be made without any negotiation of proposals.

1.11 Proposal Selection

Criteria for awarding the contract are as follows:

- A. Ability of the PROPOSER to meet the District's requirements
- B. Strength of Texas K-12 references with special interest in like-size districts
- C. Vendor must list all loss Texas accounts for any reason in the past 5 years with a thorough explanation
- D. Past relationship with the District
- E. Effective method of administration of the contract (billing, credits, etc.)
- F. Pricing
- G. Proposer must be willing to commit to performance standards

- H. M/WBE Utilization
- I. The best value to the District

1.12 Award of the Contract

The award of the contract shall be made to the responsible PROPOSER whose proposal is determined to be the best evaluated proposal resulting from negotiation taking into consideration the relative importance of price and other evaluation factors set forth in Section 1.11. All proposals submitted in accordance with the requirements of the Demographic Services and Analysis RFP shall be considered offers to contract on the terms contained in the proposal and in this Demographic Services and Analysis RFP and at the price offered by the successful PROPOSER. When the District awards a contract to the successful PROPOSER, it will constitute an acceptance of that offer as subsequently amended by negotiation. A letter of acceptance will be sent to the successful PROPOSER, which will constitute the contract.

1.13 Reservations

The DeSoto ISD expressly reserves the right to:

- A. Waive any material or immaterial defect, irregularity or informality in any proposal
- B. Accept, reject or cancel any proposal or parts of any proposal
- C. Reject all proposals

The DeSoto ISD reserves the right to select the PROPOSER who will offer contractual items and conditions most favorable to the DeSoto ISD.

AFFIDAVIT OF NON-COLLUSION, NON-CONFLICT OF INTEREST, ANTI-LOBBYING PROPOSAL

By submission of this proposal, the undersigned certifies that:

1. Neither the Proposal Submitter's officers, partner, owners, agents, representatives, employees, or parties in interest, has in any way colluded, conspired, or agreed, directly or indirectly with any person, firm, corporation or other proposal submitter or potential proposal submitter any money or other valuable consideration for assistance in procuring or attempting to procure a contractor fix the prices in the attached proposal or the proposal of any other submitter and further states that no such money or other reward will be hereinafter paid.
2. No attempt has been or will be made by this company's officers, employees, or agents to lobby, direct or indirectly, the DESOTO Independent School District Board of Trustees between proposal submission date and award by the DESOTO Independent School District Board of Trustees.

3. No officer or stockholder of the proposal submitter is a member of the staff or related to any employee of the DESOTO Independent School District except at noted herein below:

The undersigned certifies that he/she is fully informed regarding the accuracy of the statements contained in this certification, and that the penalties herein are applicable to the submitter as well as any person signing in his/her behalf.

Signature/Title: _____

THIS PAGE MUST BE SIGNED AND RETURNED WITH YOUR PROPOSAL

FELONY CONVICTION NOTICE

State of Texas Legislative Senate Bill No. 1, Section 44.034, Notification of Criminal History, Subsection (a), states “a person or business entity that enters into a contract with a school district must give advance notice to the district if the person or owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony”.

Subsection (b) states “a school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination of the contract.”

THIS NOTICE IS NOT REQUIRED OF A PUBLICLY-HELD CORPORATION.

I, the undersigned agent for the firm named below, certify that the information concerning notification of felony convictions has been reviewed by me and the following information furnished is true to the best of my knowledge.

COMPANY NAME: _____
Print or type

AUTHORIZED COMPANY OFFICIAL'S NAME: _____
Print or type

******* Sign only A, B, or C *******

- A. My firm is publicly held corporation therefore, this reporting requirement is not applicable.

Signature of Company Official

B. My firm is not owned nor operated by anyone who has been convicted of a felony.

Signature of Company Official

C. My firm is owned or operated by the following individual (s) who has/have been convicted of a felony.

Detail of Conviction: _____

Signature of Company Official _____

THIS PAGE MUST BE SIGNED AND RETURNED WITH YOUR PROPOSAL

INSTRUCTIONS FOR THE DISCLOSURE OF INTERESTED PARTIES

In accordance with Legislative House Bill 1295, the successful Proposer will be required to submit electronically a Certificate of Interested Parties form 1295 within 30 days after signing any potential contract which is completed as a result of this bid. This form which applies to contracts signed after January 1, 2016 will ensure that all persons satisfying the “interested party” definition under the statute and rules promulgated by the Texas Ethics Commission (TEC) are disclosed since the form is signed under oath and penalty of perjury.

“Interested Party” is defined as (1) a person who has a controlling interest in a business entity with whom a governmental entity or state agency contracts; or (2) a person who actively participates in facilitating a contract or negotiating the terms of a contract with a governmental entity or state agency, including a broker, intermediary, adviser or attorney for the business entity

Exhibit A

Revised January 2022

**DeSoto Independent School District
Square Footage**

DeSoto High School - 1976 600 Eagle Dr.
Academy - 2012

High School & Academy	463,274
Eagle Stadium Press Box (Home)	60,000
Eagle Stadium Field House	22,746
Eagle Stadium concessions and restrooms (Visitors)	6,800
Baseball concession and press box	1,200
Softball storage building	400
Softball/Baseball concession stand/offices	1,830
	<u>556,250</u>

Ninth Grade Center - 1997 620 S. Westmoreland Rd.

Classrooms, Gym, etc.	108,105
Shared Facilities	45,221
	<u>153,326</u>

Multi-Purpose Athletic Facility - 1997 (Coke Building)

Office Addition	6,750
Court Area	8,176
Turf Area	<u>24,840</u>
	39,766

DeSoto West Middle School - 1988 800 Westmoreland

Original classrooms	95,000
Addition	21,724
3 Portable Building	<u>4,608</u>
	121,332

DeSoto East Middle School - 1963 601 E. Belt Line Rd.

Classrooms	70,328
Gym/Multi-Purpose	8,040
Concrete block-wood floor gym	17,731
Vocational shop	3,600
Athletic storage building	576
Addition to building (Remodel)	7,981
Metal Gym	10,500
5 Portables	<u>7,680</u>

126,436

The Meadows Elementary - 1987 1016 Meadows Parkway

Classrooms, Gym, etc.	60,744
Wing Addition	<u>12,021</u>
	72,765

Amber Terrace Elementary - 1980 224 Amber

Classrooms, Gym, etc.	64,086
Office Area	2,891
Wing Addition	14,020
2 Portable	<u>3,072</u>
	84,069

Northside Elementary - 1971 525 Ray

Classrooms, Cafeteria, etc.	52,338
Metal gym	6,386
2 Portables	<u>3,072</u>
	61,796

Frank D. Moates Elementary – 1987 1500 Heritage

Complete building	60,000
Wing Addition	13,200
1 Portable Building	<u>1,536</u>
	74,736

Ruby Young Elementary - 1971 707 Young

Classrooms, Cafeteria, etc.	73,601
Metal gym	6,324
2 Portables	<u>3,072</u>
	82,997

Service Center 200 S. Hampton

Complete building	4,800
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Cockrell Hill Elementary - 1988 425 S. Cockrell Hill

Classrooms, gym, etc.	60,000
Wing Additions	<u>16,400</u>
	76,400

Katherine Johnson Technology Magnet Academy – 2017 1200 Academy Way

Complete building **116,559**

12 acres

Belt Line Center - 1958 200 E. Belt Line

Conference Center	7,961	
100 Wing	8,715	
200 Wing	13,628	
Alternative Campus	13,154	Metal
tile floor gym	<u>7,470</u>	
	50,928	

Curtistene S. McCowan M.S. - 2007 1500 Majestic Meadows **171,875**

Woodridge Elementary - 2003 1001 Woodridge Dr.

Classrooms, gym, etc.	73,633
3 Portable	<u>4,608</u>
(2 storage rooms/2 classrooms)	78,241

Administration Building - 1955 200 E. Belt Line Rd.

Administration offices	12,298
Education Center / Gym	7,776
I.S.C. Building	<u>6,016</u>
	26,090

Misc. Buildings

Maintenance – 1150 S. Hampton **5,000**

Vocational Agricultural Facility 1121 Westmoreland 10,000

1 Portable	<u>1,536</u>
(2 storage rooms)	11,536

Grand Total: 1,864,006

EXHIBIT B
Selection Criteria

It is the intent of the District that this agreement for custodial services be awarded to the contractor that best meets the needs of the district as outlined below. Experience, qualifications, stability, ability to respond to District needs, price, and references will be used to determine the award of services. The District may also use any subjective criteria in making its determination. Selected contractor(s) who submit proposals may be asked to make a presentation to members of the Board of Trustees and/or Administration. The date, time, and format of such presentations will be determined by the District. However, the District reserves the right to award the contract based upon the initial proposals received without discussion of such proposal.

Each proposal will be independently evaluated. Final selection and approval will be made by the Administration and Board of Trustees. The following criteria will be reviewed.

1. Quality and completeness of the proposal
2. Quality and extent of services offered
3. Qualifications of staff servicing the District
4. Organization, size, structure, and stability of the contractor.
5. Experience and references
6. Ability to meet the needs of the District
7. Pricing
8. M/WBE Participation
9. Other factors deemed important by the District.

EVALUATION CRITERIA	POINTS
References and Reputation of the vendor's services	20
Management Structure and Support	15
Start-up and Transition Plan	15
Contract Price and Price of additional services	15
M/WBE Participation Commitment	15
Training, Safety and Security Programs	5
Quality Control Measures	5
Stability of the Vendor	5
Value of the contract as a whole and any value adds	5
Total Points	100