

**VANGUARD ACADEMY
REQUEST FOR PROPOSAL (RFP)
FOR
PRINTING SERVICES**

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PART I - GENERAL INFORMATION

BACKGROUND

Vanguard Academy's purpose is to prepare students to be successful in their continuing education, to create positive learning habits and working ethics, to prepare students to be successful in their careers and to teach students to be responsible and respectful. Vanguard Academy will build a positive self-esteem and challenge students to be independent thinkers with good character. Vanguard Academy prioritizes on teaching students the highest standards of academics and extends an opportunity to express their own unique gifts and talents. Vanguard Academy is located in 3 cities (Pharr, Alamo and Edinburg), serving over 4,200 students. We serve Pre-K 3 students through 12th grade where 87.32% of Vanguard Academy students are economically disadvantaged.

PRODUCTS/SERVICES SOLICITED

Vanguard Academy is soliciting a Request for Proposal (RFP) from printing services providers for our schools.

TIME-FRAME

An RFP packet will be available at 8:00 am CST on July 3rd, 2019 on our website at the following link, <http://www.vanguardacademy.education> under the "About Us" tab. The vendor is responsible for obtaining any updates or amendments to the RFP from the website. **The deadline for submitting proposals for this RFP is July 18th, 2019 at 2:00 p.m. CST.**

If you have any questions in regards to this RFP process, please contact Eleticia Nava, Assistant Superintendent of Curriculum and Instruction, at el_nava@vanguardac.net or Sandra Rodriguez, Director of Assessment and Evaluation, at s_rodriguez@vanguardac.net. Proposals must be delivered to and received prior to this deadline to the address noted above. There will be no exceptions. **Proposals received after the deadline will not be considered for this procurement. No facsimiles or e-mails will be accepted.**

AGREEMENT PERIOD

Vanguard Academy is interested in receiving proposals from vendors to serve as printing services providers for School Year 2019-2020 with the option to renew for an additional year based on performance.

PART II- PROPOSAL CONTENT AND PROCESS

PURPOSE

Utilizing the Request for Proposal (RFP) method of contracting, Vanguard Academy is requesting proposals from businesses (Respondents) to serve as printing service providers of our Math curriculum, particularly our student copies section (bound student booklets).

OVERVIEW

Vanguard Academy is interested in providers that will print and deliver bound student booklets out of our Math Curriculum, Sharon Wells. The following table includes our central administration address:

Campus	Address	City
VANGUARD ACADEMY CENTRAL ADMINISTRATION BUILDING	1200 E. KELLY AVE.	PHARR, TX

There is no guaranteed amount of business, expressed or implied, by Vanguard Academy. The vendor selected as the provider shall furnish all required goods and/or services at pre-negotiated prices and during agreed dates. At no time will Vanguard Academy be responsible for the payment of items not explicitly ordered and authorized by Vanguard Academy.

SCOPE OF SERVICES

Vanguard Academy is seeking bids from qualified vendors to serve as the provider of printing services of bound student booklets out of our Math curriculum, Sharon Wells for every six weeks' period.

Vanguard Academy **projects** the following student counts as well as page counts; however, page counts could fluctuate:

	1 st 6 Weeks	2 nd 6 Weeks	3 rd 6 Weeks	4 th 6 Weeks	5 th 6 Weeks	6 th 6 Weeks
2nd Grade- Student Count 420						
Student Blackline Copies Page Count	123	164	160	143	156	58
3rd Grade- Student Count 402						
Student Blackline Copies Page Count	156	182	162	187	179	56
4th Grade- Student Count 369						
Student Blackline Copies Page Count	130	53	139	158	186	51
5th Grade - Student Count 389						
Student Blackline Copies Page Count	150	142	132	182	75	105

Total Bound Booklet per 6 weeks - **1,580**

Total Bound Booklets for the year - **9,480**

TIME: Time is of the essence, therefore, we ask that the Bidder state on the Bid Form the number of calendar days, in which they will agree to complete the printing service. 1st 6 weeks printing for the 1st 6 weeks must be delivered by no later than August 15, 2019.

Note: Student Booklets must be delivered within the week prior to the beginning of each six weeks.

Booklets must be delivered by:

1st 6 Weeks period-August 15, 2019

2nd 6 Weeks period-September 25, 2019

3rd 6 Weeks period- November 5, 2019

4th 6 Weeks period- January 6, 2020

5th 6 Weeks period- February 19, 2020

6th 6 Weeks period- April 8, 2020

PROCUREMENT CONDITIONS/GENERAL TERMS

Procurement of these items shall be in accordance with the Vanguard Academy procurement policies and general terms as follows:

- Vanguard Academy reserves the right to accept, or reject any or all proposals received or to cancel or extend in part or its entirety, this Request for Proposal, or make multiple or partial awards.
- Award of purchase agreement or contract shall be made only to a responsible respondent(s), i.e., a respondent who has demonstrated competence to deliver the specified goods/services, a proven record of business integrity and ethics, and the ability to meet the requirements of this RFP.
- When submitting proposals, it is required that the respondent have the necessary professional experience, prior training, and applicable professional judgment to perform the activities or deliver the goods stated in this RFP.
- Proposals may be withdrawn only by delivery of a written request to Vanguard Academy prior to the specified deadline time/date stated in the RFP. The authorized signatory must sign such requests.
- Proposals received will become a part of the Vanguard Academy' official files without further obligation to the respondents.
- The contents of a successful Proposal may become a contractual obligation if selected. Failure of the Respondent to accept these obligations can result in cancellation of an award or purchase agreement. Vanguard Academy reserves the right to withdraw or reduce the amount of an award or to cancel any contract resulting from this procurement if there is misrepresentation or errors in the specifications, pricing, terms, or Respondent's ability to meet the terms and conditions of this RFP.
- A response does not commit Vanguard Academy to award an agreement or a contract; a reimbursement of any costs incurred in the preparation of a response nor commit to pay for any costs incurred prior to the execution of a formal purchase agreement or contract unless such costs are specifically authorized in writing by Vanguard Academy.
- Vanguard Academy reserves the right to contact any individual, agency, or employers listed in the RFP, to contact others who may have experience and/or knowledge of the respondent's goods/supplies, relevant performance, qualifications, etc., and to request additional information from any and all respondents.
- Respondents shall not, under penalty of law, offer any gratuities, favors, or anything of monetary value to any officer or employee of Vanguard Academy, or to any consultant, employee, or member of Vanguard Academy for the purpose of or having the effect of influencing favorable disposition toward their own proposal or any other bid submitted hereunder.
- No employee, officer or member of Vanguard Academy shall participate in the selection, development of a response to this RFP, award or administration of a contract supported by the RFP if a conflict of interest, real or apparent, would be involved.
- Respondents shall not engage in any activity that will restrict or eliminate competition. This does not preclude joint ventures or subcontracts. Violation of this provision may cause a respondent's response to be rejected.
- Prior to award of any purchase agreement or contract, a Respondent must sign a Certification Regarding Conflict of Interest stating adherence to Vanguard Academy policy regarding free and open competition and conflicts of interest.
- The District is exempt from federal excise tax, state, and local tax. Do not include tax in cost figure. If it is determined that tax was included in the cost figures, it will not be included in the tabulation of any awards.

ADMINISTRATIVE PROCEDURE FOR BIDDER COMPLAINTS

Members of the public having complaints regarding the VANGUARD ACADEMY's purchasing procedures or operations may present their complaints or concerns to the District by written to the following address.

Vanguard Academy

Attn. Business Office

1200 E. Kelly Ave.
Pharr, TX 78577

(956) 781-1701

SELECTION CRITERIA

Vanguard Academy will evaluate proposals and select respondent(s) on the basis of the following criteria:

1. **Price** – Vendors agree to provide items at pre-negotiated prices to Vanguard Academy; prices will remain stable throughout the course of any agreement without any increase in price without the approval of Vanguard Academy. Vendors who can provide incentive programs to encourage early buying, discounts, rebates, and/or free items should describe these programs in any proposal.
2. **Distribution and Logistics** – Vendors agree to serve Vanguard Academy Schools throughout the Rio Grande Valley. Distribution site is as follows: Vanguard Academy Administration Office, 1200 E. Kelly Pharr, TX.
3. **Customer Service** – Vendor employees should provide expedient, courteous, and high-quality customer service.

Vendors should be willing to accept Purchase Orders from Vanguard Academy.
4. **References/Reputation/Prior History** – Vendor(s) who are selected represent not only the vendor itself, but also is/are a reflection of Vanguard Academy.

Vanguard Academy staff reviews the proposals received to determine if they are responsive. For proposals to be considered responsive and to be evaluated for selection, the following requirements must be met:

1. The proposals must have been submitted by the due date and time.
2. The proposals must be complete with the original signatures.
3. The proposals must be for the specific services requested and described in the RFP Packet.
4. The proposals must be submitted in the format described in the RFP Packet.
5. One original (in blue ink and marked original) and two copies must be submitted.

All proposals will be screened for inclusion of all required information prior to release to the evaluation team. Vanguard Academy staff may exclude from further consideration for contract award any non-responsive proposal or portion of a proposal.

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HOW TO SUBMIT A PROPOSAL

All proposal packages must be clearly marked with the Respondents' name and address **(it is very important to include #RFP-06-PRI)**. Proposal packages must be delivered to and received prior to the deadline, see TIME-FRAME section (p.4).

Sandra Rodriguez (Director of Assessment and Evaluation)
Eleticia Nava (Assistant Superintendent of Curriculum and Instruction)

Vanguard Academy

1200 E. Kelly Ave.
Pharr, TX 78577

(956) 781-1701

Attn: RFP VANG-06-PRI

PART III- PROPOSAL FORMAT

TITLE PAGE

Respondents must complete the Title Page on the following page and include it as the cover sheet for proposals submitted in response to this RFP.

See coversheet below:

PRINTING SERVICE PROVIDER

A Proposal Submitted in Response to

Vanguard Academy

Request for Proposal RFP VANG-06-COP

Submitted By:

(Full Legal Name of Respondent)

On:

(Date of Proposal Submission)

RFP RESPONSE FORMAT AND CONTENT

1. Page/Items to return/include.

- Title Page
- Table of Contents
- Respondent Identification
- Additional Requirements
- Compliance with Specifications
- Past Performance/Demonstrated Effectiveness/References/Financial Statements
- Cost
- Certification of Respondent (ATTACHMENT A)
- Conflict of Interest form (ATTACHMENT B)
This form is needed in order to comply with Chapter 176 of the Texas local government code and is required to be an approved vendor for Vanguard Academy. Contact the Business Office at 956-781-1701 should you need assistance or have any questions.
 - If not related to a Vanguard Academy employee then put business name and N/A in box 1
 - If related to a Vanguard Academy employee then fill out form and list name of that Vanguard Academy employee; description of relationship will need to be filled out in Section D
 - Make sure the form is signed and dated at the bottom

2. Documentation must be complete. A respondent's written response shall be the sole means of presenting the service.

RESPONDENT IDENTIFICATION

Enter the Respondent's firm's name and address below.

1. Name of Firm _____
2. Street Address _____
3. City, State & Zip Code _____
4. Federal ID# or Social Security Number _____

ATTACHMENTS

ATTACHMENT A

CERTIFICATION OF RESPONDENT

I, the undersigned, submit this quote/bid and have read the specifications, which are a part of this solicitation. My signature also certifies that I am authorized to submit this quote/bid. Sign as a representative for the firm, and carry out services solicited in this solicitation:

Signature of Authorized Agent:

Printed Name and Title of Agent:

Name of Firm:

Address:

Telephone Number:

FAX Number:

Contact Person:

Email Address (if applicable):

Web Site Address (if applicable):

FORM CIQ

CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

2 **Check this box if you are filing an update to a previously filed questionnaire.** (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

6 Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7

Signature of vendor doing business with the governmental entity

Date