

REQUEST FOR PROPOSAL 25-7819

# Suicide Prevention and Student Wellness Support



IDAHO DEPARTMENT OF EDUCATION  
STUDENT ENGAGEMENT | YOUTH SUICIDE PREVENTION PROGRAM

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## ADMINISTRATIVE INFORMATION

RFP Title:	Suicide Prevention and Student Wellness Support
RFP Lead:	Kristine Moriarty Director of Policy and Procurement Idaho Department of Education 650 W. State Street, 2 <sup>nd</sup> Floor Boise, ID 83702 208-332-6857 <a href="mailto:procurement@sde.idaho.gov">procurement@sde.idaho.gov</a>
Deadline To Receive Questions:	July 19, 2024 @ 11:59 PM MT
RFP Closing Time and Date:	August 5, 2024 @ 11:59 PM MT
Submit Proposal:	<a href="mailto:procurement@sde.idaho.gov">procurement@sde.idaho.gov</a>
Proposal Presentations (if conducted)	August 12-13, 2024 @ TBD MT
Intent to Award Date	August 16, 2024
Initial Term of Contract and Renewals:	One (1) year term from the date the contract is signed by both parties through June 30, 2025. Contract may renew for an additional year for up to four consecutive years with written mutual agreement of both parties for a total of five (5) years.

# 1. OVERVIEW

## 1.1 Idaho's Educational System

The Idaho Constitution provides that the general supervision, governance, and control of the state educational institutions and public school system, as with the education system's government agencies, shall be vested in the State Board of Education. The Board is comprised of eight members, including the voter-elected Superintendent of Public Instruction.

The Idaho Department of Education (the "Department") is the government agency supporting Idaho's K-12 publicly funded schools and students. The Department is responsible for implementing policies, distributing funds, administering statewide assessments, licensing educators, and providing support and resources to local school districts and public charter schools. The Department is overseen by the Superintendent of Public Instruction.

Local school districts and public charter schools have authority over individual schools within their jurisdiction. They are responsible for managing day-to-day operations, hiring staff, and developing curriculum.

Idaho's public schools are made up of approximately 313,000 students in 190 school districts and public charter schools in six regions. Idaho's K-12 education system services a diverse demographic, encompassing students from urban, suburban, and rural areas, with diverse racial, ethnic, and socioeconomic backgrounds. Notably, approximately 40% of Idaho's students qualify for free or reduced-price lunch and approximately 6% of Idaho's students are English-language learners.

## 1.2 Purpose

The Department of Education has received funding to expand suicide prevention services in schools. The Department is seeking a platform that would support suicide prevention and student wellness through text messages and access to evidence-based resources for both students and the adults who support them. This platform will provide real-time data administrators and educators can use to better address school climate and student success challenges that can prevent or mitigate concerns about student suicide and mental health wellness. School district participation will be optional and students may opt-in after obtaining parental permission.

### 1.3 Background Information

The Department has been providing youth suicide prevention programming, training, and resources to school districts since 2013. As more students use personal smart phones to interact with peers and access information, the Department believes there is value in exploring new ways to connect students to evidence-based information to support their health and wellness and ultimately improve student academic success.

Funding for this project is appropriated in House Bill 762, Section 3 (2024). The bill states the funding is appropriated for suicide prevention in schools.

### 1.4 Budget

The budget for this Contract is \$340,000.00.

### 1.5 Resulting Contract

The Contract will be comprised of this RFP, including any incorporated documents; the successful Proposal, including any clarifications requested by the Department; and an artifact formalizing any requirements agreed upon through contract discussions or negotiations, if applicable.

The following document(s) are incorporated into this RFP as if set out in their entirety, whether or not they are attached:

- Idaho Department of Education General Terms and Conditions
- Idaho Department of Education Special Terms and Conditions for Solicitations

If not attached, the documents may be found on the “Contracting Opportunities” page of the Department’s website, <https://www.sde.idaho.gov/contracting-opportunities/index.html>. If multiple versions of the above document(s) are available on the website, the version in effect on the day the RFP was issued shall apply.

Proposals which condition the Proposal based upon the Department accepting other terms and conditions not found in the RFP, or which take exception to the Department’s terms and conditions, will be found non-responsive, and no further consideration of the Proposal will be given.

## 2. QUESTIONS

### 2.1 Restrictions on Communications

From the issue date of this RFP until a contract is awarded, or until the RFP is cancelled, Offerors and their representatives are prohibited from communications (written or verbal) regarding this RFP with Department staff, evaluation committee members, and other state employees, other than the RFP Lead, except during formal solicitation events (including demonstrations and negotiations) or request for reconsideration defined in section 10.7 of this RFP.

### 2.2 Offeror Questions

Questions or other correspondence regarding the RFP must be submitted in writing to the RFP Lead by July 19, 2024 at 11:59 PM MT. Written questions must be submitted using Attachment 1, Offeror Questions. In the event it becomes necessary to revise any part of this RFP, addenda will be posted on the Department [Contracting Opportunities website](#).

It is the responsibility of parties interested in this RFP to monitor the Department Contracting Opportunities website for any updates or amendments. Any changes to this RFP must be posted to the Department Contracting Opportunities website to be valid.

Any questions regarding the Idaho Department of Education Contract Terms and Conditions must also be submitted in writing, using Attachment 1, Offeror Questions. Questions regarding terms and conditions must contain the following:

1. The rationale for the specific requirement being unacceptable to the party submitting the question (define the deficiency).
2. Recommended verbiage for the Department's consideration that is consistent in content, context, and form with the Department's requirement that is being questioned.
3. Explanation of how the Department's acceptance of the recommended verbiage is fair and equitable to both the Department and to the Offerors.

## 3. INSTRUCTIONS FOR SUBMISSION OF PROPOSAL

### 3.1 General Instructions

3.1.1 Alternate proposals are not allowed.

### 3.2 Electronic Submission

- 3.2.1 Proposals must be submitted electronically to the RFP Lead at [procurement@sde.idaho.gov](mailto:procurement@sde.idaho.gov). Except as otherwise addressed in this solicitation, all submission materials must be submitted at the same time (in a single electronic submission). If multiple submissions are received, only the latest timely submission will be considered.
- 3.2.2 All electronic files must be in Portable Document Format (PDF) or Microsoft Excel format; the only exceptions are financials, brochures or other information only available in an alternate format.
- 3.2.3 Offerors are strongly encouraged to begin the process of submitting the response far enough in advance of the Closing Time to allow for resolution of technical difficulties. Be advised that the Department is not responsible for an Offeror's failure to timely submit a responsive submission due to any technical or technological difficulties.
- 3.2.4 Offerors are further advised to provide response materials with descriptive file names, organized and consolidated in a manner which allows evaluators to efficiently navigate the Offeror's response.

## 4. PROPOSAL FORMAT

The following instructions describe the format to use in the Proposal. The format is designed to ensure a complete submission of information necessary for an equitable analysis and evaluation of submitted Proposals. There is no intent to limit the content of Proposals.

### 4.1 Evaluation Codes

**(M)** Mandatory Response - failure to respond to any (M) section, or to comply with any mandatory specification or requirement will render Offeror's Proposal non-responsive and no further evaluation will occur.

**(ME)** Mandatory and Evaluated Response - failure to respond to any (ME) section, or to comply with any mandatory specification or requirement in an (ME) section will render Offeror's Proposal non-responsive and no further evaluation will occur. Offeror is required to respond to this specification with a detailed response identifying its understanding and how it will comply. Points will be awarded based on predetermined criteria.

**(E)** Evaluated Response - a response is desired and will be evaluated and scored. If not available, respond with "Not Available" or other response that identifies Offeror's ability or inability to supply the item or service or meet the specification. Failure to respond or a "Not Available" response will result in zero (0) points awarded. If available, Offeror is to respond with a detailed response identifying its understanding and how it will comply, and points will be awarded based on predetermined criteria.

*Note: The RFP Lead may waive minor informalities as well as minor deviations. The RFP Lead also reserves the right to seek clarification on any M, ME, or E requirement.*

### 4.2 Table of Contents

Include a table of contents in the Technical Proposal identifying the contents of each section, including page numbers of major sections.

### 4.3 Format

Proposals shall follow the numerical order of this RFP. Sections numbers must be identified with the corresponding numbers and headings used in this RFP. Restate the section numbers and criteria before providing your response. Offerors are encouraged to use a different color font, bold text, italics, or other indicator to clearly distinguish the criteria from the Offeror's response.



## 5. MANDATORY SUBMISSION REQUIREMENTS

### 5.1 (M) Signature Page

All Proposals must be submitted with Attachment 3, Signature Page. The signature page must contain an electronic signature of an authorized agent of the submitting Offeror and returned with the submission package. Proposals submitted without the signature page shall be found nonresponsive and will not be considered. An incomplete, modified, or unsigned signature page will be cause for a finding of non-responsiveness.

### 5.2 (M) Cover Form

Complete, sign, and submit Attachment 2, Cover Form.

### 5.3 (M) Acknowledgement of Amendments

If the RFP is amended, the Offeror must acknowledge each amendment with a signature on the acknowledgement form provided with each amendment. Failure to return a signed copy of each amendment acknowledgement form with the Proposal may result in the Proposal being found non-responsive.

### 5.4 (M) Executive Summary

Include an executive summary in the Technical Proposal providing a condensed overview of the contents of the Technical Proposal demonstrating an understanding of the services to be performed.

### 5.5 Other Mandatory Submittals

Provide a response to all (M) and (ME) sections, and any other required submittal items.

### 5.6 Public Records and Trade Secrets

The Idaho Public Records Law, [Idaho Code sections 74-101 through 74-126](#), allows the open inspection and copying of public records. Public records include any writing containing information relating to the conduct or administration of the public's business prepared, owned, used, or retained by an Idaho state agency, regardless of the physical form or character. All, or most, of the information contained a responsive Proposal will be a public record subject to disclosure under the Public Records Law.

The Public Records Law contains certain exemptions. One exemption potentially applicable to part of the Proposal may be for trade secrets. Trade secrets include a formula, pattern, compilation, program, computer program, device, method, technique, or process that derives economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by other persons and is subject to the efforts

that are reasonable under the circumstances to maintain its secrecy. If any material provided in the Proposal is a trade secret, or otherwise protected from disclosure, Offerors MUST so indicate by marking as “exempt” EACH PAGE containing such information. In addition:

- 5.6.1 Identify with particularity the precise text, illustration, or other information contained within each page marked “exempt” (it is not sufficient to simply mark the entire page). The specific information deemed a trade secret within each page noted as “exempt” must be highlighted, italicized, identified by asterisks, contained within a text border, or otherwise clearly delineated from other text/information and specifically identified as a trade secret.
- 5.6.2 Provide a separate document entitled “List of Redacted Trade Secret Information” which provides a succinct list of all trade secret information noted in your Proposal; listed in the order it appears in your submittal documents, identified by page number, section number, title, paragraph, if applicable, and specific portions of text/illustrations; or in a manner otherwise sufficient to allow the Department’s procurement personnel to determine the precise text/material subject to the notation. Additionally, this list must identify with each notation the specific basis for your position that the material be treated as exempt from disclosure and how the exempting the material complies with the Idaho Public Records Law.
- 5.6.3 Submit a redacted copy of the Proposal with all trade secret information removed or blacked out. The redacted copy must be submitted electronically, with the file name “Redacted Trade Secrets.”

Offeror shall indemnify and defend the Department against all liability, claims, damages, losses, expenses, actions, attorney fees and suits whatsoever for honoring a designation of exempt or for the Vendor’s failure to designate individual documents as exempt. The Offeror’s failure to designate as exempt any document or portion of a document that is released by the Department shall constitute a complete waiver of any and all claims for damages caused by any such release. If the Department receives a request for materials claimed exempt by the Offeror, the Offeror shall provide the legal defense for such claim.

## **6. BUSINESS INFORMATION**

### **6.1 (ME) Experience**

Describe in detail the Offeror's knowledge and experience in providing services similar to those required in this RFP. Include Offeror's business history, description of current service area, and customer base.

## 7. ORGANIZATION AND STAFFING

Describe the Offeror's qualifications to successfully complete the requirements of the RFP by providing a detailed response to the following:

### 7.1 (ME) Project Lead

Identify the person who will be the dedicated Project Lead if Offeror is awarded a contract. Provide a description of the proposed Project Lead's experience and qualifications. The Offeror shall submit the Project Lead's resume in response to this section.

### 7.2 (ME) Key Personnel and Qualifications

Provide a list of key management, customer service, and other personnel to be used in the fulfillment of this Contract (in addition to the Project Lead). Provide role descriptions, including requisite qualifications and experience of the person(s)/role(s) identified, as well as an explanation of how the person in that role will contribute to the project. **The response should demonstrate the extent to which the Offeror has the expertise to meet all Scope of Work requirements.**

### 7.3 (M) Subcontractors

If the Offeror intends to utilize subcontractors, describe the extent to which subcontractors will be used to comply with Contract requirements. Include each position providing service and a detailed description of how the subcontractors are anticipated to be involved under the Contract. Include a description of how the Offeror will ensure that all subcontractors and their employees will meet all Scope of Work requirements. The Offeror may submit resumes to support this section.

If the Offeror does not intend to utilize subcontractors, provide a statement to that effect.

## 8. SCOPE OF WORK

Use this Proposal outline as part of the Offeror’s response to the RFP. Evaluators will score Proposals based on the methodologies described and the completeness of the response to each item listed below. Describe in detail how the Offeror’s Proposal will meet each requirement. Include personnel, timelines, methodologies, and any pertinent information that will be required to achieve full compliance with the contract.

### 8.1 Requirements

Describe in detail how the Proposal will fulfill the following requirements.

ITEM#	EVAL CODE	REQUIRED FEATURE	EVIDENCE/INFOMATION TO PROVIDE
8.1.1	ME	The Offeror shall provide evidence-based, age-appropriate suicide prevention and mental health wellness services to students in grades 7 through 12 in participating districts using a text-based platform.	Describe how the Offeror will provide evidence-based, age-appropriate suicide prevention and mental health wellness services using a text-based platform.
8.1.2	ME	At the request of a school district, the Offeror shall provide evidence-based, age-appropriate suicide prevention and mental health wellness services to students in grade 6 using the same text-based platform.	Describe how the Offeror will provide a process for districts to request that students in grade 6 participate in services and whether those services would deliver different content based on evidence-based, age-appropriate practices for students in grade 6.
8.1.3	ME	The Offeror shall collect data from participating students that helps gauge student wellness, school climate, and other relevant metrics that reflect positive learning outcomes and student success, and provide that data via a secure online dashboard that allows the end-user to review data in real-time and build customized reports.	Describe how the Offeror will collect data from participating students through the text-based platform including what specific questions are asked and how students provide responses such as multiple choice, Likert scale, open-end response, etc.  Describe how the Offeror will share data with the end-user including how quickly data is available, how data is reported (aggregate vs. individual and building level vs. district level), options for building customized reports, and security measures taken to protect data.

8.1.4	ME	The Offeror shall collect usage data for each participating school building, and provide that data via a secure online dashboard that allows the end-user to review data in real-time and build customized reports. "Usage data" may include but is not limited to total number of participants, number of students interacting through text messages, number of students accessing supplemental resources.	Describe usage what data will be collected, how that data will provided to the end-user, what the data dashboard would offer, and how that information is kept secure.
8.1.5	ME	The Offeror shall ensure and safeguard the confidentiality and anonymity of all participating students in all text interactions and data collection and reporting processes.	Describe what user data is collected by the Offeror to provide text-based services to students and how the Offeror will protect the confidentiality and anonymity of all participating students including the Offeror's response in the event of a security breach.  Please provide a copy of the Offeror's Privacy Policy and other relevant data protection policies.
8.1.6	ME	The Offeror shall assist school districts with developing a student opt-in process and obtaining permission from parents and legal guardians before students can participate in or receive text-based services.	Describe how the Offeror will assist school districts with the opt-in process and obtaining permission for student participation. Please provide examples of templates, scripts, surveys, forms, and other resources districts could use during this process.
8.1.7	ME	The Offeror shall assist school districts with promoting the text-based services to students and their families to help recruit student participants.	Describe how the Offeror will assist school districts with promoting services and recruiting students for participation. Please provide examples of posters, flyers, cards, videos, email templates, scripts, etc.
8.1.8	E	Promotional materials shall be customizable to match or complement individual participating district and/or school buildings current branding.	Describe whether the Offeror can provide customizable materials with the option to insert district and/or school building logos, mascots, and colors.
8.1.9	ME	The Offeror shall assist the IDE with promoting the text-based services and recruiting school districts for participation.	Describe how the Offeror will assist the IDE with promoting services and recruiting school districts for participation. Please provide examples of flyers, videos, email templates, scripts, etc.

8.1.10	E	The Offeror shall ensure it hires or subcontracts with licensed clinical professionals who have the necessary education, licenses, and certifications pursuant to State and Federal laws and regulations, and the experience to effectively perform the services under this Agreement, and to effectively assist participating students with problem resolution or connect those students to outside resources.	Describe how the Offeror recruits and hires licensed clinical professionals, the minimum qualifications required for hire, whether the Offeror requires or provides training specific to supporting students experiencing a suicidal or mental health emergency, and provide examples of the types of licenses these individuals hold.  If the Offeror does not hire licensed clinical professionals, describe how people are recruited and hired, the minimum qualifications required for hire, whether the Offeror requires or provides training specific to supporting students experiencing a suicidal or mental health emergency, and provide examples of the types of certifications, backgrounds, and education these individuals have in lieu of a clinical license.
8.1.11	ME	The Offeror shall ensure that students who respond to text messages sent by the Offeror shall receive a prompt response to support the mental health needs of youth including suicidal ideation.	Describe what the Offeror considers to be a “prompt” response time, provide the current average response time, and describe the Offeror’s process for ensuring not only a prompt response time but also the process for assigning and responding to text messages from students.
8.1.12	E	The Offeror shall ensure individuals are available to respond to text messages from students outside of normal business hours and on weekends.	Describe the process for responding to text messages from students outside of normal business hours and on weekends.
8.1.13	ME	The Offeror shall ensure the individuals responding to student text messages do not provide one-on-one counseling services, administer screeners or assessments, or diagnose mental health conditions.	Describe the process for ensuring students are not receiving one-on-one counseling services, being screened or assessed, or receiving the diagnose of a mental health condition.
8.1.14	ME	The Offeror shall maintain and provide access to evidence-based suicide prevention and mental health wellness supplemental resources for participating students and their families.	Describe the process for maintaining and providing access to evidence-based suicide prevention and mental health wellness supplemental resources for participating students and their families. Please provide examples such as books, articles, activities, videos, podcasts, TEDTalks, websites, apps, games, etc.

8.1.15	ME	The Offeror shall maintain and provide access to evidence-based suicide prevention and mental health wellness classroom-based resources for district and/or school staff.	Describe the process for maintaining and providing access to evidence-based suicide prevention and mental health wellness classroom-based resources for staff from participating school buildings such as lesson plans, curriculum ideas, books, articles, activities, videos, podcasts, TEDTalks, websites, apps, games, etc.
8.1.16	ME	The Offeror shall provide technical support and training to districts using the data dashboard.	Describe the process for providing technical support to districts including how support is requested, average response times, and training opportunities.
8.1.17	E	The Offeror shall submit a preliminary project implementation plan, including any relevant details pertaining to implementation not previously described in the proposal.	Submit a proposed project implementation plan, including any relevant details pertaining to implementation not previously described in the proposal.

## 8.2 Requirements

Describe indicate whether the Offeror will agree to fulfill the following requirements.

ITEM#	EVAL CODE	REQUIRED FEATURE
8.2.1	M	The Offeror shall not use AI Chatbots to interact with students who respond to text messages or request assistance.
8.2.2	M	The Offeror shall ensure individuals are available to respond to students' text messages a minimum of five (5) days per week during normal business hours in both Pacific Standard Time (PST) and Mountain Standard Time (MST) zones.  If a student attempts to access the text service outside of those times, the Offeror shall ensure the student receives a message suggesting other entities that could offer help such as the 988 Suicide and Crisis Lifeline.
8.2.3	M	The Offeror shall ensure participating students are not required to download an app or follow social media accounts to receive services.
8.2.4	M	The Offeror shall meet with the IDE and/or staff from participating districts at their request to monitor and evaluate the services, review program operations, and review performance criteria.



8.2.5	M	The Offeror shall produce and submit Monthly Activity Reports by the 15th calendar day after the month in which services were performed that may include, but is not limited to, the usage examples in item #8.1.4.
8.2.6	M	The Offeror shall produce and submit Quarterly Program Reports by the 15th calendar day of the month after the quarter in which services were performed that may include but is not limited to the usage examples in item #8.1.4.
8.2.7	M	The Offeror shall agree to an outside evaluation of the services provided under this Agreement should the IDE wish to demonstrate the impact, benefit, and usefulness of the services. The Offeror shall agree to provide raw data at the request of the program evaluator.

### 8.3 (ME) Research, Training

Summarize relevant research and evidence demonstrating the effectiveness and benefits of the text-based service being proposed. Provide full research in the Appendices.

### 8.4 Pertinent Questions

Respond to the following questions:

ITEM #	Eval Code	QUESTION
8.4.1	ME	Describe the theoretical framework that supports the text-based platform and Offeror's approach to supporting students to prevent suicide and mental health emergencies.
8.4.2	ME	Describe the process and timeline for assisting the IDE with promoting the service and recruiting districts for participation in fall 2024. The priority deadline for completion of this task is October 2024.
8.4.3	ME	Describe the process and timeline for training and onboarding participating districts.
8.4.4	ME	Describe the process and timeline for assisting districts with promoting the service, recruiting students, and obtaining parental permission for participation in fall 2024. The priority deadline for completion of this task is December 2024.
8.4.5	ME	Describe the process for ongoing communication and support to participating districts throughout the entirety of the contract cycle.
8.4.6	ME	In the event a student discloses abuse or intent to harm themselves or others, describe the process for responding to those types of scenarios and how the safety of the student is prioritized and ensured. Please include information about safety protocols, employee training, and referrals to clinical providers and resources. If the Offeror has experienced

		this situation before, please provide information about how that situation was handled.
8.4.7	ME	Describe who has access to the text message conversations, what level of individual information will be available for others to view, and how is the anonymity of the student protected. For example, can parents request student information?

## 9. COST PROPOSAL AND BILLING PROCEDURE

### 9.1 (ME) Cost Proposal

Use the format established in Attachment 4 to respond to the RFP Cost Proposal. Title the document as “Cost Proposal –25-7819, Suicide Prevention and Student Wellness Support – Offeror Name.” The Cost Proposal must be submitted as a separate document to the Technical Proposal. Altering the format of Attachment 4 may result in a finding that the Proposal is non-responsive.

The Offeror must provide a fully burdened rate, which must include, **but not be limited to**, all operating and personnel expenses, such as: overhead, salaries, administrative expenses, profit, and supplies.

### 9.2 Billing Procedure

The Contractor must provide a signed invoice upon the Department’s acceptance of each line item. The invoice must be submitted no later than thirty (30) calendar days after acceptance. No invoice shall be accepted or paid without receipt of required documentation. Invoices submitted without the required documentation will be returned to the Contractor for resubmission.

The Contractor must provide the following information with each invoice:

- 9.2.1 Idaho Department of Education contract number
- 9.2.2 Identification of the billing period.
- 9.2.3 Total dollar amount billed for the billing period.
- 9.2.4 Detailed description of services/products provided and associated number of hours/dollar amounts, as appropriate.
- 9.2.5 Name of the Contractor’s authorized individual/contact information.

## 10. PROPOSAL REVIEW, EVALUATION, AND AWARD

The Department’s objective in soliciting and evaluating Proposals is to ensure the selection of an Offeror that will produce the best possible results for the funds expended.

### 10.1 Overview

10.1.1 All Proposals will be reviewed first to ensure that they meet the Mandatory Submission Requirements of the RFP as addressed in Sections noted with an (M) or (ME). Any Proposal not meeting the Mandatory Submission Requirements will be found non-responsive.

#### 10.1.2 Evaluation Criteria

Technical Proposal:

Mandatory Submission Requirements	Pass/Fail
Business Information (Section 6)	150 points
Organization and Staffing (Section 7)	150 points
Scope of Work - Project Approach (Section 8)	400 points
Oral Presentations/Demonstrations (if conducted)	200 points
Cost Proposal (Attachment 4)	300 points
<b>Total Points</b>	<b>1,000 points</b>
Total Points with Presentations/Demonstrations	1,200 points

### 10.2 Technical Proposal

10.2.1 The Technical Proposal will be reviewed first on a “pass” or “fail” basis to determine compliance with those requirements listed in the RFP with an (M) or (ME). All Proposals determined by the Department, at its sole discretion, to be responsive in this regard will continue in the evaluation process outlined in this Section.

10.2.2 The Technical Proposal will be evaluated and scored utilizing one or more Technical Proposal Evaluation Committees.

10.2.3 The scores for the Technical Proposal will be normalized as follows:

The proposal with the highest raw technical score will receive all available Technical Points: 700 points. Other proposals will be assigned a portion of the maximum available points, using the formula:

$$700 \quad X \quad \frac{\text{raw score of Technical Proposal being evaluated}}{\text{highest raw technical score.}}$$

### 10.3 Oral Presentations/Product Demonstrations

10.3.1 At the Department's discretion, Offerors with the highest raw scores after the evaluation of the Technical Proposal is complete, may be asked to make oral presentations or product demonstrations. If presentations or demonstrations are conducted, they will be mandatory for all invited Offerors.

10.3.2 The scores for Oral Presentations/Product Demonstrations will be normalized as follows:

The Oral Presentation/Product Demonstration with the highest raw score will receive all available Oral Presentation/Product Demonstration Points: 200 points. Other proposals will be assigned a portion of the maximum available, using the formula:

$$200 \quad X \quad \frac{\text{raw score of Presentation/Demonstration evaluated}}{\text{highest raw Presentation/Demonstration score.}}$$

### 10.4 Cost Proposal

10.4.1 If Oral Presentations/Product Demonstrations are conducted, the Cost Proposal will be opened and evaluated only for the Offerors who are invited to and provide Oral Presentations/Product Demonstrations. If Oral Presentations/Product Demonstrations are not conducted, the Cost Proposal from every Offeror that is responsive up to this point will be opened and evaluated.

10.4.2 The scores for the Cost Proposal will be normalized as follows:

The Cost Proposal with the lowest overall Total Cost will receive all available Cost Points: 300 points. Other Proposals will be assigned a

portion of the maximum score using the formula:

$$300 \quad X \quad \frac{\text{lowest overall Total Cost}}{\text{overall Total Cost being evaluated.}}$$

## 10.5 Award and Offeror Discussions

The Department may, at its sole option, either accept an Offeror's initial proposal by award of contract or enter into discussions with Offerors whose proposals are deemed to be reasonably susceptible of being considered for award. Discussions with individual Offerors (including the utilization of one or more rounds of "Best and Final Offer" and/or Negotiations) may be conducted. NOTE: Offerors should submit their best proposals initially, as there is no guarantee that the Department will conduct any discussions. The Department may, in its best interest, elect to award the contract to or enter into discussions with the apparent responsive, responsible Offeror whose Proposal receives the highest number of total normalized points.

## 10.6 Responsibilities

The RFP Lead may, at the Department's sole discretion, require the apparent high point Offeror to provide documentation to demonstrate its responsibility. The RFP Lead may request documentation including, but not limited to, credit or financial reports and references. Failure to provide requested documentation may result in the Offeror being deemed non-responsible. Nothing herein shall prevent the Department from using other means to determine the Offeror's responsibility.

## 10.7 Notification of Intent to Award Contract/Awarding of Contract/ Reconsideration

Award of Contract will be made to the responsive, responsible Offeror whose Proposal receives the highest number of total normalized points. The Department will notify all Offerors by email of its intent to award a contract and of the evaluation scores. If the selected offeror does not enter into a contract within ninety (90) days of notification, the Department may withdraw the award from that offeror and award the contract to the offeror ranked second in the evaluation process. Within five (5) working days from the date of intent to award a contract, the responsive, responsible Offerors may submit a request for reconsideration in writing to the RFP Lead. The request shall specifically state the exact basis for reconsideration. The Superintendent of Public Instruction will review the request and, at her sole discretion, issue a written response to the request.

## **ATTACHMENT 1 - OFFEROR QUESTIONS**

PLEASE DO NOT IDENTIFY YOUR NAME OR YOUR COMPANY'S NAME OR PRODUCT NAMES OF INTELLECTUAL PROPERTY IN YOUR QUESTIONS.

ADD ROWS BY HITTING THE TAB KEY WHILE WITHIN THE TABLE AND WITHIN THE FINAL ROW.

The following instructions must be followed when submitting questions using the question format on the following page.

1. DO NOT CHANGE THE FORMAT OR FONT. Do not bold your questions or change the color of the font.
2. Enter the RFP section number that the question is for in the "RFP Section" field (column 2). If the question is a general question not related to a specific RFP section, enter "General" in column 2. If the question is in regard to a provision of the Idaho Department of Education General Terms and Conditions or any special terms and conditions, state the clause number in column 2. If the question is in regard to an attachment, enter the attachment number (example "Attachment 2") in the "RFP Section" (column 2), and the attachment page number in the "RFP page" field (column 3).
3. Do not enter text into the "Response" field (column 5). This is for the Department's use only.
4. Once completed, this form is to be e-mailed to the RFP Lead at [procurement@sde.idaho.gov](mailto:procurement@sde.idaho.gov). The e-mail subject line is to state the RFP number followed by "Questions."

Question	RFP Section	RFP Page	Question	Response
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## ATTACHMENT 2 – (M) COVER FORM

The Cover Form must be completed, signed, and submitted with your Proposal. Failure to complete and submit this form may result in your Proposal being deemed non-responsive.

**Instructions:** Include the following information: Offeror’s company name, mailing address, phone number, fax number, e-mail address, and name of Offeror’s authorized signer. The cover form must include the RFP Number and Title and must be signed by an individual authorized to commit the Offeror to the contents of the Proposal.

Requirement	Response
Offeror’s corporate or other legal entity status	<input type="checkbox"/> Corporation <input type="checkbox"/> Limited Liability Corporation (LLC) <input type="checkbox"/> Limited Liability Partnership <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Other (specify)
Offeror’s Tax Identification Number	EIN:
Offeror’s DUNS Number	DUNS:
Is Offeror a legal entity with the legal right to contract?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Other than modifications/exceptions identified on Attachment 2, does Offeror accept, and is Offeror willing to comply with, the requirements of this RFP and attachments, including but not limited to those identified in the Idaho Department of Education General and Special Terms and Conditions?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is Offeror in compliance with applicable equal employment regulations?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does Offeror affirm that it has not employed any company or person other than a bone fide employee working solely for the Offeror or a company regularly employed as its marketing agent, to solicit or secure the Contract, and that it has not paid or agreed to pay any company or person, other than a bone fide employee working solely for the Offeror or a company regularly employed by the Offeror as its marketing agent, any fee, commission, percentage,	<input type="checkbox"/> Yes <input type="checkbox"/> No

brokerage fee, gifts, or any other consideration contingent upon or resulting from the award of the Contract.?	
Does Offeror understand and agree that for breach or violation of the above term, the State has the right to annul the Contract without liability or, in its discretion, to deduct from the offered price the amount of any such fee, commission, percentage, brokerage fee, gifts, or contingencies.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Firm(s) and/or staff responsible for writing the Proposal	Names:
Does Offeror affirm that it is not currently suspended, debarred, or otherwise excluded from federal or state procurement and non-procurement programs? Note: vendor information is available at <a href="https://sam.gov">https://sam.gov</a> .	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the Offeror affirm that the Proposal will be firm and binding for ninety (90) calendar days from the Proposal opening date?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does Offeror warrant that it does not knowingly and willfully employ persons who cannot legally work in this country; and that Offeror takes steps to verify that it does not hire persons who have entered our nation illegally or cannot legally work in the United States; and that any misrepresentation in this regard or any employment of persons who have entered our nation illegally or cannot legally work in the United States constitutes a material breach and will be cause for the imposition of monetary penalties up to five percent (5%) of the Contract price, per violation, and/or termination of the Contract?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Signed By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

## ATTACHMENT 3 – (M) SIGNATURE PAGE

**Signatures.** Unless otherwise stated above, this Agreement is effective on the date of last signature:

Contractor's Legal Business Name	
Contractor's Authorized Representative's Printed Name	Title
Signature	Date

Department of Education Authorized Representative's Printed Name	Title
Signature	Date

## ATTACHMENT 4 – (ME) COST PROPOSAL

The offeror shall submit this Cost Proposal as a separate document labeled as "Cost Proposal – 25-7819, Suicide Prevention and Student Wellness Support – Offeror Name." The Cost Proposal must be separate from the Technical Proposal and all other documents submitted with the response. Along with this Cost Proposal, please provide an itemized breakdown to support your costs.

DESCRIPTION	FULLY_BURDENED COST
Year 1 Service	\$ _____
Year 2 Service*	\$ _____
Year 3 Service*	\$ _____
Year 4 Service*	\$ _____
Year 5 Service*	\$ _____

\*optional renewal years

Contractor's Legal Business Name	
Phone:	Email:
Contractor's Authorized Representative's Printed Name	Title
Signature	Date

## **APPENDIX A – IDAHO DEPARTMENT OF EDUCATION GENERAL TERMS AND CONDITIONS**

Please review the [Idaho Department of Education General Terms and Conditions](#) here.

## **APPENDIX B – IDAHO DEPARTMENT OF EDUCATION SPECIAL TERMS AND CONDITIONS FOR SOLICITATIONS**

Please review the [Idaho Department of Education Special Terms and Conditions for Solicitations](#) here.