



LUFKIN INDEPENDENT SCHOOL DISTRICT

REQUEST FOR PROPOSAL FOR

**SPECIAL EDUCATION TEACHERS AND RELATED
SERVICES**

RFP CLOSE DATE:

July 01, 2026, at 2:00PM CT

Lufkin Independent School District

101 N Cotton Square

Lufkin TX

Table of Contents

PART I – GENERAL INFORMATION AND INSTRUCTIONS	4
Request For Proposal Timeline.....	4
PART II – BACKGROUND & SCOPE OF SERVICES	5
Scope of Services	5
Requested Services	7
Certification and License Requirements	7
PART III – STATEMENT OF QUALIFICATION REQUIREMENTS	8
RFP Clarification.....	9
Statement of Proposal Signatures	10
PART IV – SUBMISSION INSTRUCTIONS	10
PART V – REQUIREMENTS	11
PART VI – EVALUATION CRITERIA.....	11
PART VII – ATTACHMENTS.....	12
Attachment A – Title Page	13
Attachment B – Respondent Certification	14
Attachment C – Certification Regarding Lobbying	15
Attachment D – Debarment or Suspension Certificate	16
Attachment E – Reference Sheet	17
Attachment F – Proof of Insurance or Bonding Requirements	18
Attachment G – Vendor Questionnaire.....	19
Attachment I – RFP Completion Checklist.....	20

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PART I – GENERAL INFORMATION AND INSTRUCTIONS

The Lufkin Independent School District (herein referred to as LISD or the district) is seeking a Statement of Proposals from qualified Respondents or individuals in response to this Request for Proposals (RFP) for **Special Education Teachers**. The qualified Respondent(s) must be able to execute duties and **provide in-person services** with the utmost diligence, cooperation, and ethical behavior in addition to being knowledgeable of industry standards as it relates to special education instructional and related services for public schools. The chosen Respondent(s) should also demonstrate high levels of trust, competence, and integrity.

LISD reserves the right to revise and amend the Proposals prior to the date set for the receipt of the Statement of Proposals. Respondents are requested to clarify any ambiguity, conflict, discrepancy, omission, or other error(s) in the RFP in writing. Revisions or amendments, if any, will be made by issuing an addendum. Every effort will be made to send addenda issued to the parties known to have been furnished a complete copy of the RFP. It is the responsibility of each respondent, prior to submitting the Statement of Proposals, to contact LISD to determine if addenda were issued and, if so, to obtain such addenda for attachment to the Statement of Proposals. Addenda are posted to LISD website:

Request For Proposals Timeline

All dates and times are tentative and subject to change.

First Advertisement & RFP Issue Date:	Wednesday, June 17, 2026
Second Advertisement Date:	Wednesday, June 24, 2026
Respondent Question Cut-Off Date:	Tuesday, June 23, 2026, no later than 10:00AM
Questions Response from LISD:	Wednesday, June 14, 2026
Proposals Due by Date & Time:	Monday, July 01, 2026, no later than 2:00 PM
Anticipated Evaluation Period:	July 01, 2026 – July 16, 2026
Deadline for Respondent to submit requested documents if awarded	Monday, July 01, 2026
Anticipated Board Meeting & Approval: Initial Proposed Contract	July 2026
Term: Renewal option #1:	Aug 1, 2026 - June 30, 2027
Renewal option #2	July 1, 2027 - June 30, 2028
Renewal option #3	July 1, 2028 – June 30,
Renewal option #4:	2029 July 1, 2029 – June 30, 2030 July 1, 2030 - June 30, 2031

PART II – BACKGROUND & SCOPE OF SERVICES

Introduction: Lufkin Independent School District (“LISD” or “the District”) is a public independent school district organized and operating under the laws of the State of Texas. The District serves students throughout the Lufkin community and is committed to providing high quality educational opportunities that support student achievement and success.

LISD is seeking Proposals from qualified vendors and service providers to provide Special Education Teachers and related support services for the District. Services may include, but are not limited to, certified Special Education teachers, evaluation personnel, instructional support staff, and other related educational services necessary to support students receiving Special Education services in accordance with federal and state requirements.

The District serves a diverse student population and is committed to ensuring all students, including those receiving Special Education services, are provided equitable access to quality instruction and support. Vendors responding to this Request for Proposal (“RFP”) must demonstrate experience, Proposals, and the ability to provide highly qualified personnel and services in compliance with all applicable federal, state, and local laws, regulations, and standards.

Scope of Services

LISD is seeking Statements of Proposals from qualified individuals and/or firms to provide in person special education teaching services for students receiving special education services throughout the District. Services will include providing certified special education teachers to support classroom instruction, student accommodations, IEP implementation, progress monitoring, ARD participation, and other instructional support services as needed by the District.

Contracted Special Education teachers shall provide instructional services and case management support in accordance with federal, state, and local requirements, including Individuals with Disabilities Education Act (LISD) guidelines and District procedures. Respondents must be capable of providing certified personnel who can assume full classroom responsibilities and collaborate effectively with campus administration, special education staff, related service providers, and parents.

Services may include, but are not limited to, the following:

- Providing direct instruction and behavioral support within self-contained Special Education classroom environments
- Developing, implementing, and monitoring Individualized Education Programs (IEPs)
- Managing student caseloads, maintaining required documentation, and monitoring student progress toward IEP goals and objectives
- Participating in Admission, Review, and Dismissal (ARD) committee meetings and assisting with the development of goals, accommodations, modifications, and instructional supports
- Conducting ongoing progress monitoring, academic assessments, and other educational evaluations as required for compliance and instructional planning.
- Adapting curriculum, instructional strategies, and classroom materials to meet individual student needs
- Collaborating with teachers, administrators, related service providers, and families regarding student progress and educational supports
- Maintaining compliance with all applicable federal, state, and District Special Education requirements and timelines
- Providing professional, consistent, and reliable staffing support throughout the duration of the assignment

All personnel provided under this RFP must hold valid Texas certification in Special Education and possess experience working in Special Education classroom settings. All services under this RFP shall be performed in person at District campuses.

- a) Vendor must ensure compliance with all applicable federal, state, local statutory requirements, State Board of Education and Department of Health & Human Services rules, as well as LISD's local board policy with respect to special education and/or related aids and services.
- b) Vendor must ensure adherence to appropriate safety procedures and report potential health or safety hazards to the designated campus administrator.
- c) Vendor must provide in person services. Lufkin ISD will provide testing kits, testing protocols, equipment, and laptops necessary for the completion of services.
- d) Vendor's assigned staff members shall be responsible for the following, as applicable:
 - 1. Provide in-person special education and/or related aids and services as determined for each assigned student;
 - 2. Maintain logs and therapy notes for student services as needed;
 - 3. Complete or assist with individual educational plans (IEP);
 - 4. Complete progress reports for services;
 - 5. Consult with school staff;
 - 6. Complete evaluations, IEPs, and Progress Reports on the Frontline system;
 - 7. Assist school staff with equipment orders if applicable;
 - 8. Create collaborative relationships on school campuses;
- e) To guarantee uninterrupted service delivery and minimize any potential delays or disruptions **respondent(s) must ensure they have qualified and available staff in place for in-person services at the time the contract is implemented to meet the contract's demands and service students promptly and efficiently.** Awarded vendor(s) shall also bill for each school/region by sending invoices to Accounts Payable

(csmithhart@lufkinisd.org), and copying Special Programs Director, Kim Kassaw (kkassaw@lufkinisd.org), and Irma Herrera (iherrera@lufkinisd.org)

Requested Services

The District is currently experiencing critical staffing shortages in Special Education, with the highest need being Special Education teachers for self-contained classroom settings serving students with specialized instructional and behavioral needs. Respondents must demonstrate the ability to provide qualified personnel capable of supporting student instruction, case management responsibilities, ARD participation, IEP implementation, progress monitoring, and compliance with all applicable federal, state, and District Special Education requirements.

- Orientation and Mobility Teacher
- Special Education Teacher

Certification and License Requirements

Respondents must hold all required licenses, certifications, and credentials necessary to provide special education and related services in a K–12 educational setting, in compliance with all applicable federal, state, and local laws and regulations, including but not limited to LISD and state education requirements.

Respondents must submit copies of all applicable certifications, licenses, and credentials for any personnel who will provide services under this RFP.

Failure to possess and provide the required certifications and/or failure to submit the required documentation with the RFP response shall result in automatic disqualification. Responses deemed non-responsive will not be considered for evaluation or award.

LISD reserves the right to verify all certifications and credentials submitted and to disqualify any vendor found to have provided inaccurate, expired, or misleading information. All required certifications and credentials must remain current for the dur

PART III – STATEMENT OF QUALIFICATION REQUIREMENTS

The Statement of Proposals should be prepared in such a way as to demonstrate a straightforward, concise delineation of capabilities that satisfy the requirements of the RFP. Emphasis should be concentrated on the respondent's ability to ensure LISD Public School's compliance with policies, procedures, TEA, and licensing boards when conducting any special education instructional and/or related services.

To be considered, the Statement of Proposals must be prepared according to the following specifications:

- I. Cover Letter
 - II. Table of Contents
 - III. Respondent(s) Individual Profile, Certifications, and Licenses
 - IV. Approach to Services and Methodology
 - V. Required Forms (Attachments A – I)
 - VI. Rate Sheet for services provided
- a) To be eligible for consideration the Statement of Proposals should be received by being mailed to the **Lufkin ISD Administration, Attn: Business Office, 101 N Cotton Square, Lufkin, TX 75964** no later than **2:00 PM CST on July 01, 2026**, along with the requisite signature pages and completed certification forms. All Statement of Proposals must be received by the deadline. Statement of Proposals submitted after the closing time and date will not be accepted. Faxed or emailed statements of Proposals will not be accepted.

- b) **Statement of Proposals Guarantee:** Statement of Proposals shall be honored for 120 days after the due date or until agreement is in place.
- c) All supplemental information required by the RFP must be included with the Statement of Proposals. Failure to provide complete and accurate information may disqualify the respondent from consideration.
- d) All costs incurred in the preparation and submission of the RFP response shall be paid solely by the Respondent. Where Respondents may be required to perform a presentation, give demonstrations, and provide samples and/or technical literature, or participate in any interview process as related to this RFP, all costs shall be paid by the Respondent.
- e) Any Statement of Proposals submitted in response to this RFP will be irrevocable upon the closing time and remain open for acceptance for 120 days from the closing date whether or not another RFP has been accepted.
- f) Submission of a Statement of Proposals shall be construed to mean that the Respondent agrees to carry out all conditions set forth in this document. Any proposed variation from the specifications, terms, and conditions shall be clearly identified. Please provide details of any noncompliance with stated conditions via email at agonzalez1@lufkinisd.org. If no changes are indicated, LISD shall expect to receive the service(s) exactly as specified.
- g) LISD reserves the right to select any offer it determines provides the best value, regardless of price.
- h) LISD may accept multiple offers for the same services. There may not be exclusivity with any selected Respondent.

RFP Clarification

Questions regarding the requirements specified in this RFP must be submitted via email to the Lufkin ISD at agonzalez1@lufkinisd.org **no later than June 15, 2026, at 5:00 PM CST.** The email subject line should read: **Questions- RFP 062026 -SPECIAL ECUTION TEACHER S AND RELATED SERVICES** Questions submitted by Respondents by the submission deadline and answers prepared by LISD, along with any errata or addenda to this RFP, if applicable, will be posted on the LISD website at. LISD will not answer questions verbally and any informal oral answers provided by LISD or its agents shall not be binding. No modification or amendment to this RFP shall be valid unless it is set forth in writing, via a signed addendum or amendment from LISD

Statement of Proposals Signatures

The Statement of Proposals must be signed by an individual with proper authority to obligate the Respondent. The signature should indicate the title or position that the individual holds in the partner (if applicable).

Selection of Respondent(s)

LISD may award this RFP to multiple Respondents or to a single respondent in its sole discretion, provides the best value to LISD, based upon the evaluation of Statement of Proposals. Thus, the result will be determined by the applicable criteria as listed under Evaluation Criteria referenced in this RFP. Once the Statement of Proposals is received the Proposals will be evaluated by LISD and then interviews will be conducted (if required) with selected respondents.

PART IV – SUBMISSION INSTRUCTIONS

Statement of Proposals may be submitted using the sending a hard copy to:

Lufkin Independent
School District
Administration Building
101 N. Cotton Square Drive, Lufkin, TX 75904

Statement of Proposals must be in a sealed envelope marked with the RFP -SPECIAL EDUCATION TEACHER S AND RELATED SERVICES and include:

1. FOUR (4) clearly identified hard copy ORIGINAL of the Statement of Proposals response.
2. One (1) copy of the Statement of Proposals on FLASH DRIVE, marked with the Respondent's name.

Note: Submissions via fax or email will not be accepted.

The respondents' Statement of Proposals itself shall be organized as identified in *Part III (three), Statement of Proposals Submission Requirement*

PART V – REQUIREMENTS

STATEMENT OF PROPOSALS OPENING

Statement of Proposals Opening is scheduled for **July 01, 2026, at 2:00 PM (CST)**. A formal “opening” will be held at 101 N. Cotton Square, Lufkin, Texas 75904.

Respondents are solely responsible for ensuring that submissions are received by the deadline. Late submissions will not be accepted or considered.

Lufkin ISD reserves the right to reject any or all submissions, waive minor informalities or irregularities, request additional information from Respondents, and accept the submission determined to be in the best interest of the District.

PART VI – EVALUATION CRITERIA

LISD will evaluate each Respondent’s Statement of Proposals(s) in the areas listed in this solicitation. The committee evaluating the Statement of Proposals submitted in response to this RFP may conduct interviews in order to allow Respondents to clarify or elaborate on their Statement of Proposals. Upon completion of interviews or discussions, Respondents may be requested to revise any or all portions of their Statement of Proposals. Respondents will be scored on the evaluation criteria below.

35 Points	Respondent’s Level of Expertise The Respondent demonstrates the requisite Proposals and expertise as specified in <i>Part II - Background and Scope of Services</i> to perform the services requested.
25 Points	Respondent’s ability to comply with the RFP The Respondent has completed and signed all required documentation in Attachments A–I and demonstrates the ability to comply with all <i>Part III – Statements of Proposals Requirements</i> , including: <ul style="list-style-type: none"> I. Cover Letter II. Table of Contents III. Respondent(s) Individual Profile, Certifications, and Licenses IV. Required Forms (Attachments A – H)
15 Points	Respondent’s ability to provide in-person services The Respondent demonstrates the ability to provide in-person services, as documented in
15 Points	Respondent’s Instructional Support and Service Delivery The Respondent demonstrates the ability to provide effective instructional support services to the District, including collaboration with campus administration, compliance with Special Education requirements, and maintaining professional communication and service standards, as documented in the Respondent’s proposal and supporting materials.
10 Points	Respondent’s Experience The Respondent has demonstrated experience providing similar services to K–12 public schools within the past five (5) years, as documented in <i>Attachment I – Reference Sheet</i> .
100 Points	Total Possible Score

PART VII – ATTACHMENTS

The attachments listed below are required and must be included with the Statement of Proposals, along with any other forms included in this RFP. All forms requiring signature must be signed as indicated.

1. **Attachment A** – Title Page
2. **Attachment B** – Respondent Certification
3. **Attachment C** – Certification Regarding Lobbying
4. **Attachment D** – Debarment or Suspension Certification
5. **Attachment E** – Reference Sheet
6. **Attachment F** – Proof of Insurance or Bonding Requirements
7. **Attachment G** – Vendor Questionnaire
8. **Attachment H** – RFP Completion Checklist

Attachment A – Title Page



**A Statement of Proposal
Submitted in Response to
RFP 062026 -SPECIAL ECUTION
TEACHER S AND RELATED
SERVICES_**

Submitted By:

(Full Legal Name of Vendor)

Vendor dba (if applicable): _____

Employer Identification Number: _____

Street Address: _____

City, State, and Zip Code: _____

Additional Requirements:

The proposal must include the name of each person with at least 25% ownership of the business.

Name: _____ Name: _____

Name: _____ Name: _____

On:

(Date of Proposal Submission)

Attachment B – Respondent Certification

I, the undersigned, submit this Statement of Proposal and have read the specifications, which are a part of this RFP. My signature also certifies that I am authorized to submit this Statement of Proposal, sign as a representative for Vendor, and carry out services solicited in this RFP.

Signature of Authorized Agent:

Printed Name and Title of Agent:

Respondent Name:

Address:

Telephone Number:

Fax Number:

Contact Person:

Email Address (if applicable):

Web Site Address (if applicable):

Attachment C – Certification Regarding Lobbying

Submission of this certification is a prerequisite for making or entering into this transaction and is imposed by section 1352, Title 31, U.S. Code. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Any person who fails to file the required certifications shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The undersigned certifies, to the best of his or her knowledge and belief, that:

No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an office or employee of any agency, a Member of Congress, or an officer or employee of Congress, an employee of a Member of Congress, or any Board Member, officer, or employee of LISD in connection with the awarding of Federal contract, the making of a Federal grant, the making of a Federal Loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.

If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, an employee of a Member of Congress, or any Board Member, officer, or employee of LISD in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form –LLL, “Disclosure Form to Report Lobbying”, in accordance with its instructions.

The undersigned shall require that the language of this certification be included in the awarded documents for all covered sub-awards exceeding \$100,000 in Federal funds at all appropriate tiers and that all subrecipients shall certify and disclose accordingly.

Respondent Name

Signature of Authorized Respondent

Date

Printed Name and Title of Authorized Representative

Attachment D – Debarment or Suspension Certificate

LISD is prohibited from contracting with or making sub-awards under covered transaction to parties that are suspended or debarred or whose owners/members/principals and certain employees are suspended or debarred. Respondent must certify that it and its owners/members/principals are not suspended or debarred under federal law and rule.

By submitting signing contract and this certificate, Respondent certifies that no suspension or debarment is in place, which would otherwise preclude Respondent or its Owner/Members/Principals or employees from receiving a federally funded contract under applicable federal regulations.

Respondent Name

Signature of Authorized Representative

Date

Printed Name and Title of Authorized Representative

Attachment E – Reference Sheet

Please list a **minimum of three (3) verifiable references** of clients/organizations (governments, charter schools, or ISDs) that have used your services. Please **DO NOT** use LISD Public Schools or its affiliates as a reference. Preferably, the Respondent shall list references for any projects completed in the past **five (5) years** that are similar to the scope of work in this Solicitation. Attach additional pages hereto if additional space is required. LISD would prefer Texas based clients:

1. _____

Customer/Client School or Organization/Entity Name	Dates of Contract
Street Address	City
	State
	Zip
Contact Person	Phone Number
	Email Address
Project Scope	

2. _____

Customer/Client School or Organization/Entity Name	Dates of Contract
Street Address	City
	State
	Zip
Contact Person	Phone Number
	Email Address
Project Scope	

3. _____

Customer/Client School or Organization/Entity Name	Dates of Contract
Street Address	City
	State
	Zip
Contact Person	Phone Number
	Email Address
Project Scope	

Attachment F – Proof of Insurance or Bonding Requirements

Please provide proof of insurance or bonding included in this RFP as applicable. LISD requires the minimum insurance coverage & limits as stated below:

MINIMUM INSURANCE COVERAGE & LIMITS FOR VENDORS AND PROFESSIONAL SERVICE PROVIDERS			
Type of Contractor	Required Coverage	Required Coverage Limits	Other
Vendor General Insurance Requirements	Commercial General Liability	Each Occurrence: \$1,000,000 General Aggregate: \$2,000,000 Personal and Advertising Injury: \$500,000	Additional Insured Endorsement
	Automobile Liability Including: <input type="checkbox"/> Owned Vehicles <input type="checkbox"/> Non-Owned Vehicles <input type="checkbox"/> Hired Vehicles <i>(Required for vehicles driven on school property)</i>	Combined Single Limit: \$1,000,000	
	Workers' Compensation* Employers' Liability	Limit: State- Statutory Each Occurrence \$500,000	Waiver of Subrogation Endorsement

For the contractor categories below, the following coverages may apply in addition to the

Professional Services (accountants, architects, attorneys, education consultants, etc.)	Professional Liability	General Aggregate: \$2,000,000 Each Occurrence: \$1,000,000 Abuse of Molestation (if applicable) \$1,000,000	Additional Insured Endorsement
Nurses, therapists, medical providers	Professional Liability or Medical Malpractice (as applicable)	General Aggregate: \$3,000,000 Each Occurrence: \$1,000,000 Abuse of Molestation: (if applicable) \$1,000,000	Additional Insured Endorsement

general insurance requirements listed above

Attachment G – Vendor Questionnaire

All questions must be answered with the submission of Proposals.

1. Please describe the types of services your company can provide in each of our requested regions.

2. Can your company provide 9-week quotes/estimates of services typically around the following dates: August 7- October 6, October 9 – December 15, January 4 – March 8, March 18 – May 31, and June 1 – June 30?

3. Can your company provide monthly invoices by the second business day of the following month for services provided? **Yes or No.** If Invoices cannot be submitted by the second business day of the following month, explain why.

4. Does your company have staffed providers in all disciplines and all locations that have been outlined in your Proposals submission or will your company staff providers after awarded a contract, if awarded, or after the request is made of needed disciplines?

Attachment H – RFP Completion Checklist

The documents below are **required** for statement of proposal submission to be considered complete. Failure to submit the required documents may result in a statement of proposal being deemed nonresponsive.

- Cover Letter
- Table of Contents
- Respondent(s) Individual Profile, Certifications, and Licenses
- Approach to Services and Methodology
- Attachment A – Title Page
- Attachment B – Respondent Certification
- Attachment C – Certification Regarding Lobbying
- Attachment D – Debarment or Suspension Certification
- Attachment E – Reference Sheet (minimum of 3 verifiable references)
- Attachment F – Proof of Insurance or Bonding Requirements
- Attachment G – Vendor Questionnaire
- Attachment I – RFP Completion Checklist
- Rate Sheet for services provided
- By selecting this checkbox, the vendor acknowledges and agrees to the terms and conditions outlined in this solicitation document.**

Signature of Authorized Representative

Date

Printed Name and Title of Authorized Representative

END OF RFP