



REQUEST FOR PROPOSAL (RFP)

SOLICITATION TITLE: AVIATION AND DRONE EDUCATION PROFESSIONAL SERVICES

SOLICITATION #: 121-P-04-26-LR

SCOPE OF WORK/SERVICES: Washoe County School District (WCSD) is soliciting formal proposals from qualified firms to provide professional services in support of the District’s Aviation and Drone Education Initiative. WCSD is seeking a skilled partner to build and sustain drone-based STEM programming across up to thirty (30) WCSD elementary and middle schools, with a priority focus on Title I schools.

DUE DATE & TIME: May 22, 2026 at 2:00 pm (local time)

PUBLIC OPENING: May 22, 2026 at 2:30 pm (local time) via TEAMS Meeting (refer to Section 1.5.2)

QUESTIONS DEADLINE: All questions/inquiries regarding this solicitation must be submitted in writing and are **due no later than 4:30 pm (local time) on May 5, 2026** via email to: solicitations@washoeschools.net or submitted directly on the WCSD’s Solicitations website at <https://solicitations.washoeschools.net/Purchasing>.

AGENCY LOCATION: Washoe County School District
The Brown Center - Purchasing Department
14101 Old Virginia Road, Room 0
Reno, Nevada 89521-8912

HOURS OF OPERATION: Monday – Friday 8:00 am to 4:30 pm (excluding holidays)

SURETY REQUIREMENT: NONE REQUIRED

FACILITATING PROCUREMENT PROFESSIONAL: Lorie Ramirez, Procurement Specialist

PUBLISH DATE: April 24, 2026

SOLICITATION # OF PAGES: 34

SOLICITATION EXHIBITS:

- EXHIBIT A – SIGNATURE PAGE **(REQUIRED FORM)**
- EXHIBIT B – VENDOR/CONTRACTOR PUBLIC DISCLOSURE FORM **(REQUIRED FORM)**
- EXHIBIT C – PRICE SCHEDULE **(REQUIRED FORM)**

SOLICITATION TITLE: AVIATION AND DRONE EDUCATION PROFESSIONAL SERVICES
SOLICITATION #: 121-P-04-26-LR

NOTE: *The Facilitating Procurement Professional for this solicitation is named above. Interested parties may NOT contact anyone else regarding this solicitation. Any interested Proposer contacting any other individual including, but not limited to, WCSD staff, officials, evaluation committee members, or Board of Trustees may have their RFQS submission rejected from evaluation and award consideration.*

******** IMPORTANT NOTICE ********

Proposal submissions will NOT be accepted via email, fax, or verbally at any point of time in the RFQS process (e.g., withdrawal and/or resubmitting for updated pricing). Only sealed proposal submissions will be accepted. Any proposal submissions that are otherwise received will be rejected. WCSD only accepts signatures done manually (also known as a wet signature) or electronic digital signatures that are certified. Non-certified electronic digital signatures will NOT be accepted. A typed signature, even in a cursive font, does NOT meet the requirements of an official digital signature. A digital signature must be accompanied by a certified digital stamp issued through programs like Adobe Acrobat DC, Docu-Sign, or other similar programs that produce a digital stamp certifying the electronic digital signature. Any signatures on required forms that do not meet these requirements will not be accepted and the Proposer's submission will be deemed "Non-Responsive" and will be rejected. If there are any questions about this requirement, please submit a question by the Questions/Inquires deadline, so that it can be answered prior to the submission deadline.

TABLE OF CONTENTS

	PAGE #
GENERAL TERMS, CONDITIONS AND SPECIFICATIONS	4
SCOPE OF SERVICES	22
RFP CHECKLIST	26
RFP SCHEDULE	29
EVALUATION CRITERIA	31
FORMS AND ATTACHMENTS	33

SOLICITATION TITLE: AVIATION AND DRONE EDUCATION PROFESSIONAL SERVICES
SOLICITATION #: 121-P-04-26-LR

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

SOLICITATION TITLE: AVIATION AND DRONE EDUCATION PROFESSIONAL SERVICES
SOLICITATION #: 121-P-04-26-LR

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

NOTE: If there is a "parent" company and/or if the company is a "dba," Proposers should specify that in their submission on **EXHIBIT A**.

SUBMISSION OF PROPOSAL

In response to this RFP, Proposers shall submit clearly labeled and indexed portfolios or binders and are to provide the following:

One (1) original proposal labeled as "MASTER". Proposers are to include physical copies of the **REQUIRED FORMS** with their proposals.

Five (5) identical bound proposals, each one labeled as "COPY".

One (1) identical electronic copy of the proposal, including all **REQUIRED FORMS** completed and signed (if applicable), in Microsoft Word, Microsoft Excel, or Adobe PDF format on one (1) flash drive with the sealed proposal submission.

- If discrepancies are found between the "MASTER" and any "COPY" of the proposal, the "MASTER" will be used to resolve the discrepancy.

Provide one (1) copy of **EXHIBIT C** (EVALUATION CRITERION #1). Copy must be submitted in one (1) separate, sealed envelope and labeled as **"EXHIBIT C – PRICE SCHEDULE FORM"**.

Any prices provided in the Proposer's proposal that are relevant to products that may be supplied in addition to the work/service shall be *F.O.B. Destination* and exclusive of all federal, state, and local taxes. No shipping charges will be allowed.

All costs incurred in the preparation and submission of proposals to this RFP shall be the responsibility of the Proposer.

Neither the WCSD, the Purchasing Department, nor any officer or employee thereof shall be responsible for the pre/post-opening of or failure to open a proposal not properly addressed, identified, or mislabeled.

Proposals submitted verbally, by telephone, email, and/or facsimile will NOT be accepted.

Proposals and any signed/acknowledged Addenda/Amendment(s) shall be submitted in a sealed envelope or box and labeled using the following format:

Company Name: _____
Solicitation Title: Aviation and Drone Education Professional Services
Solicitation #: 121-P-04-26-LR
Due Date & Time: May 22, 2026 at 2:00 pm (local time)

MAIL OR DELIVER PROPOSALS TO:

Washoe County School District
The Brown Center – Purchasing Department
14101 Old Virginia Road, Room 0
Reno, Nevada 89521-8912

SOLICITATION TITLE: AVIATION AND DRONE EDUCATION PROFESSIONAL SERVICES
SOLICITATION #: 121-P-04-26-LR

SUBMISSION OF PROPOSAL (CONT.)

For a proposal to be accepted, it is mandatory that the proposal documents be received and time-stamped by the WCSD Purchasing Department (address noted above), no later than 2:00 pm (local time) on the DUE DATE & TIME identified on Page 1 of this RFP document.

Late proposals will NOT be accepted. A proposal may be received any time prior to the DUE DATE & TIME. Should a proposal arrive after the DUE DATE & TIME, the Proposer will be notified.

Proposals will be opened publicly via a TEAMS meeting on May 22, 2026 at 2:30 pm (local time):

Microsoft Teams meeting Join:

<https://teams.microsoft.com/meet/287241195511830?p=NZ13882GOr9tIh3d5x>

Meeting ID: 287 241 195 511 830

Passcode: wp9W2GJ2

All accepted proposals and accompanying documentation by WCSD's Purchasing Department become the property of WCSD and will not be returnable to the submitting Proposer.

Proposal information should be prepared to provide a straightforward, concise delineation of capacities to satisfy the requirements of the RFP and submitted with all **REQUIRED FORMS** identified in this RFP document.

Expensive bindings, color displays, promotional materials, etc., are not necessary or desired. Emphasis should be placed on conformance to RFP instructions, responsiveness to RFP requirements, completeness, and clarity of content.

Any irregularities and/or lack of clarity in this RFP should be brought to the attention of WCSD's Purchasing Department for correction and/or clarification via email to: solicitations@washoeschools.net or submitted directly on the WCSD's Solicitations website at <https://solicitations.washoeschools.net/Purchasing> prior to the QUESTIONS DEADLINE identified on Page 1 of this RFP document.

Addenda/Amendment(s) issued may become an integral part of this RFP and are posted and available at:

- WCSD Solicitations website at <https://solicitations.washoeschools.net/Purchasing>
- DemandStar at <https://www.demandstar.com> (*paid Membership required*)

It is strongly suggested that the Proposer acknowledge receipt of Addenda/Amendment(s) by signing and returning any Addenda/Amendment(s) with the proposal.

- Proposers are responsible for obtaining any Addenda/Amendment(s).
- Failure to submit a signed Addenda/Amendment(s) may result in rejection/disqualification of a Proposer's proposal.

**SOLICITATION TITLE: AVIATION AND DRONE EDUCATION PROFESSIONAL SERVICES
SOLICITATION #: 121-P-04-26-LR**

SUBMISSION OF PROPOSAL (CONT.)

If the Proposer is a paid member of DemandStar and has downloaded a solicitation document from DemandStar at www.demandstar.com, Proposer will electronically receive from DemandStar any Addenda/Amendment(s) issued.

An authorized representative of the Proposer's firm must sign where applicable on **EXHIBIT A** which is available for download at:
<https://solicitations.washeschools.net/Purchasing>

Any proposal will be disqualified and rejected if EXHIBIT A is not signed and included in the sealed proposal submission.

WCSD only accepts signatures done manually (also known as a "wet" signature) or certified electronic digital signatures. Non-certified electronic digital signatures will NOT be accepted. A typed signature, even in a cursive font, does NOT meet the requirements of an official digital signature. A digital signature must be accompanied by a certified digital stamp issued through programs like Adobe Acrobat DC, Docu-Sign, or other similar programs that produce a digital stamp certifying the electronic digital signature. Signatures on the **REQUIRED FORMS** that do not meet these requirements will NOT be accepted and may cause the proposal to be deemed "NON-RESPONSIVE" and cause for rejection. If there are any questions about this requirement, please submit a question by the QUESTIONS DEADLINE (refer to Page 1), so that it can be answered before the proposal DUE DATE & TIME.

WCSD reserves the right to reject any proposal received, or any part thereof for any of, but not limited to, the following additional causes:

Evidence of collusion among Proposers exists.

Proposer fails to meet any terms and conditions as specified in this RFP.

Evidence submitted by Proposer leads WCSD to believe that Proposer will be unable to carry out the obligations of any resulting contract of this RFP and complete the work/service described.

WCSD investigation determines that Proposer is not qualified to meet the obligations of the contract and complete the work described.

Cost of work/service exceeds budgetary constraints.

WCSD's payment terms are NET 30 after service(s) are rendered and in receipt of an accurate invoice. WCSD reserves the right to not pre-pay for products and/or service(s). WCSD is tax-exempt and does not pay state/local taxes, interest, or late fees.

The awarded Proposer(s) must allow for WCSD Procurement Card (PCard) purchases/orders/transactions.

Exceptions to any General and/or Special Terms, Conditions, and Specifications in this solicitation must be noted accordingly on **EXHIBIT A**.

**SOLICITATION TITLE: AVIATION AND DRONE EDUCATION PROFESSIONAL SERVICES
SOLICITATION #: 121-P-04-26-LR**

SUBMISSION OF PROPOSAL (CONT.)

If more space is required to note exceptions than what is provided on **EXHIBIT A**, Proposer must attach additional pages referencing the solicitation title and solicitation number and submit **ALL pages with EXHIBIT A** with their proposal.

If additional pages of documented "exceptions" are not included with the submitted proposal, those pages of documented "exceptions" **will not** be accepted after the DUE DATE & TIME of submission and will not be considered for proposal evaluation and award.

Failure to note exceptions shall be interpreted to convey that the Proposer agrees to perform in the manner described and/or specified.

WCSD reserves the right to accept or reject any exceptions if deemed to be in the best interest of WCSD.

If there are any questions/inquiries about this requirement, Proposers are to submit their questions in writing directly on WCSD's Solicitations website at <https://solicitations.washoeschools.net/Purchasing> or via e-mail to solicitations@washoeschools.net by the QUESTION DEADLINE (refer to Page 1), so that they can be answered prior to the proposal DUE DATE & TIME (refer to Page 1).

Proposer assumes all risks involved with the method of proposal delivery the Proposer chooses. WCSD assumes no responsibility for the Proposer's failure to deliver a proposal in accordance with this RFP.

All proposals and accompanying documentation that are accepted by WCSD's Purchasing Department become the property of WCSD and will not be returned.

Proposer shall provide with proposal, a completed and signed **EXHIBIT B** available for download at <https://solicitations.washoeschools.net/Purchasing>.

Failure to submit a completed and signed **EXHIBIT B** with the proposal may be grounds for disqualifying the proposal from evaluation and award consideration.

The Facilitator for this RFP is identified on the cover sheet of this document. Proposers may NOT contact anyone else regarding this RFP. Proposers contacting any other individual including, but not limited to, WCSD staff, officials, evaluation committee members, or Board of Trustees may be disqualified.

WITHDRAWAL OF PROPOSAL

Proposals may be withdrawn by written notification delivered via e-mail to solicitations@washoeschools.net provided such notice is received prior to the DUE DATE & TIME identified on Page 1 of this RFP. A request for withdrawal of a proposal received after the DUE DATE & TIME will not be considered. The submitted proposal will be noted as "RB" (Reject Bid) on the Recommendation of Award (ROA) Tabulation.

SOLICITATION TITLE: AVIATION AND DRONE EDUCATION PROFESSIONAL SERVICES
SOLICITATION #: 121-P-04-26-LR

PROPRIETARY & CONFIDENTIAL INFORMATION

WCSD is a public entity as defined by state law and, as such, it is subject to the Nevada Public Records Law (Nevada Revised Statute, Chapter 239 (NRS 239)). Under said law, all WCSD records are public (unless otherwise declared by law to be confidential), subject to inspection and may be copied by any person.

Proposers are advised that after a LETTER OF INTENT (also referred to as the Recommendation of Award) has been issued the complete content of all proposals will become public record, and nothing contained in the proposal will be deemed confidential unless deemed so by law.

Proposers should not include any information in their proposal that is proprietary in nature or that they would not want to be released to the public. Thus, proposals should contain sufficient information to be evaluated without reference to any proprietary information.

FORMAL INTERVIEWS AND PRESENTATIONS

WCSD reserves the right to require, any or all, Proposers to attend an interview session and/or give a presentation or demonstration (either by virtual means or in-person) to gauge suitability to provide work/service and to illustrate their abilities to meet the requirements of this RFP.

If requested by WCSD, Proposers are to make their personnel available within ten (10) business days of the request for formal interviews and presentations. No cost allowance or per diem will be paid by WCSD for this requirement.

WCSD also reserves the right to recommend any Proposer for award from their evaluated and scored proposal without presentations and/or formal interviews if deemed to be in the best interest of WCSD.

GOVERNING LAW, COMPLIANCE WITH LAW, AND ATTORNEY FEES

Should there be any resulting contract of this RFP, the awarded Proposer agrees that the contract shall be governed by and construed in accordance with the laws of Nevada. No action involving the proposal and/or resulting contract may be brought except in the federal courts located in Washoe County, Nevada, USA. Proposer shall comply with all applicable federal, state, and local statutes, regulations, ordinances, or other legal requirements which apply. All parties agree that in the event of a dispute, each party will bear its own costs of litigation and/or attorney's fees.

DISPUTE RESOLUTION

Any breach, controversy, or claim arising out of, related to the RFP, and/or any resulting contract of this RFP shall be settled by arbitration unless WCSD, at its sole option, rejects arbitration by so notifying Proposer.

If the WCSD rejects arbitration, the Proposer shall have thirty (30) days from the date of receipt of rejection to send notice to commence litigation of the work/service via a summons and complaint upon the WCSD.

Failure to effectively provide work/service to the WCSD within said time shall act as a bar to litigation of the claim, which was the subject of the request for arbitration.

SOLICITATION TITLE: AVIATION AND DRONE EDUCATION PROFESSIONAL SERVICES
SOLICITATION #: 121-P-04-26-LR

If the matter is arbitrated, WCSD shall designate whether the rules of the American Arbitration Association or the rules of the Nevada Arbitration Association shall apply. Nevada courts may enter judgment on such awards.

The parties agree that an arbitrator may not award attorney's fees in any case.

Unless specifically stated herein, if there exists any conflict and/or inconsistency between terms set forth in this RFP, the awarded Proposer's response to this RFP, and any contract submitted by the awarded Proposer, the language in this RFP shall take precedence.

DEBARMENT, SUSPENSION, AND OTHER LEGAL MATTERS

As required by Executive Order 12549, Debarment & Suspension, and implemented at 34 CFR Part 85, Proposer must certify that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from transactions with any federal department or agency.

NOTE: Submission of a signed EXHIBIT A in response to this solicitation is the certification that the Proposer, Proposer's firm, and/or any Contractor/Subcontractor is not currently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any state or federal department or agency. Submission is also an agreement that WCSD will be notified of any change in this status.

If WCSD was required by NRS 332.045 to advertise for this RFP, then by way of a submitted signed proposal, the Proposer provides a written certification that the Proposer is not currently engaged in, and during any term of any resulting contract of this RFP, shall not engage in, a Boycott of Israel as outlined in NRS 332.065 (effective July 1, 2018). The term "Boycott of Israel" has the meaning ascribed to that term per NRS 332.065(5)(a).

Loss of Contract and/or Inability to Fulfill Requirements

If Proposer has had a contract terminated, or has a pending termination, or a settlement to avoid litigation or termination for default during the past five (5) years, all such incidents must be described. Termination for default is defined as notice to stop performance, due to Proposer's non-performance, or poor performance, and the issue was either: (i) not litigated; or (ii) litigated and such litigation determined Proposer to be in default. Proposer shall submit full details of all terminations for default, settlements, or pending terminations experienced in the past five (5) years including the other party's name, address, and telephone number. Proposer shall also present its position on the matter to WCSD's Purchasing Department.

WCSD shall evaluate the facts and at its sole discretion may reject the Proposer's proposal if the facts discovered indicate that the completion of any contract resulting from this RFP may be jeopardized by the selection of Proposer. If Proposer has experienced no such settlement or terminations for default in the past five (5) years and has no pending terminations, it must affirmatively declare this to be so in the proposal.

**SOLICITATION TITLE: AVIATION AND DRONE EDUCATION PROFESSIONAL SERVICES
SOLICITATION #: 121-P-04-26-LR**

NON-APPROPRIATION OF FUNDS

Should the funding authority of WCSD fail to appropriate funds to continue payment on a resultant contract of this RFP, WCSD may cancel said contract without termination charge or penalty. Written notification from WCSD shall be made should this occur.

WCSD would only exercise the FUNDING OUT CLAUSE above if WCSD is unable to appropriate the necessary funds to pay for the work/service under this RFP.

If WCSD is unable to appropriate the necessary funds to pay for the work/service under this RFP WCSD reserves the right to contract with another party for the same work/service immediately following the termination of a resultant contract specific to this RFP.

Should WCSD appropriate the funds at a later time, WCSD reserves the right to issue a new RFP for said work/service.

DEFAULT AND CONTRACT TERMINATION RIGHTS

In case of default by any awarded Proposer(s), WCSD reserves the right to impose any of the following actions:

Deduct any unpaid balance due to awarded Proposer(s).

Procure the service(s) and/or product(s) from another source.

Hold the defaulting Proposer(s) responsible for any excess cost occasioned thereby.

Assess a penalty equal to five percent (5%) of the total proposal price.

Commence proceedings against any surety held in conjunction with the proposal.

Prohibit Proposer(s) to submit proposals for a period of not less than one (1) year and no more than five (5) years.

Pursue other appropriate legal remedies.

TERMINATION OF CONTRACT

Any resulting contract from this RFP may be terminated in whole or in part by WCSD with or without cause without penalty or fee only after the contracted Proposer is given (A) not less than thirty (30) calendar days written notice of intent to terminate and (B) an opportunity for consultation with the Director of Procurement and Contracts of WCSD prior to termination.

JOINDER OF LOCAL GOVERNMENTS

NOTE: Preference will not be given to any Proposer working under any other existing contracts that allow joint use by public agencies.

NRS 332.195 Joinder or Mutual Use of Contracts by Local Governments, states the following:

Except as otherwise provided in this section:

(a) A governing body or its authorized representative and the State of Nevada may

SOLICITATION TITLE: AVIATION AND DRONE EDUCATION PROFESSIONAL SERVICES
SOLICITATION #: 121-P-04-26-LR

join or use the contracts of local governments located within or outside this State with the authorization of the contracting vendor. The original contracting local government is not liable for the obligations of the governmental entity which joins or uses the contract.

(b) A governing body or its authorized representative may join or use the contracts of the State of Nevada or another state with the authorization of the contracting vendor. The State of Nevada or another state is not liable for the obligations of the local government which joins or uses the contract.

A governing body or its authorized representative or the State of Nevada shall not join or use a contract pursuant to this section if a contractor's license issued pursuant to Chapter 624 of NRS is required for any portion of the work to be performed under the contract.

AMERICANS WITH DISABILITIES

WCSD acknowledges its responsibilities under the Americans with Disabilities Act (ADA) of 1990. WCSD expects all Proposers to be knowledgeable about and comply with the requirements of the ADA.

INSTALLATION

If applicable, the awarded Proposer shall make good and to the satisfaction of WCSD any damage resulting from the work/service caused by any installation. Wherever, in these specifications, a specific brand, make, and/or model of item is specified, the awarded Proposer shall comply strictly with the specifications and recommendations of that manufacturer as to the installation and/or application of that particular item.

REQUIRED INSURANCE COVERAGE & VERIFICATION

NOTE: WCSD reserves the right to amend/adjust any limits (both occurrence and aggregate) listed herein with respect to all insurance coverages based on the estimated project/construction budget (if applicable) should it be deemed in the best interest of WCSD.

Any awarded Proposer shall, at the awarded their sole expense, procure, maintain, and keep in force for the duration of the contract insurance conforming to the minimum limits as specified in this solicitation.

Any awarded Proposer shall provide WCSD with a Certificate of Insurance (COI) form with Additional Insured Endorsement(s) affecting the coverage required.

The authorized Insurer(s) of any awarded Proposer(s) and/or subsequent insurance company(s) issuing the policy(s) shall have no recourse against WCSD for payment of any premiums, costs, or assessments under any form of policy nor shall they have no right of recovery or subrogation against WCSD.

Any required insurance shall be approved by WCSD and be in effect prior to the procurement of any service(s) and/or product(s) rendered by any awarded Proposer and shall continue in force as appropriate until the completion of the contract term.

An "ACORD 25 Certificate of Insurance Form" or a form substantially similar must be submitted by any awarded Proposer(s) to WCSD to evidence the insurance policies and

SOLICITATION TITLE: AVIATION AND DRONE EDUCATION PROFESSIONAL SERVICES
SOLICITATION #: 121-P-04-26-LR

coverages required.

The COI must be signed by a person authorized to bind coverage on behalf of any awarded Proposer(s). The COI must name WCSD as the "Certificate Holder" as follows:

*Washoe County School District
The Brown Center – Purchasing Department
14101 Old Virginia Road, Room 0
Reno, Nevada 89521-8912*

For substantiating the requirement of WCSD to be named as an "Additional Insured," the COI's "Description of Operations/Locations/Vehicles" section shall state the following:

WCSD, its officers, employees, and volunteers are to be named as an "Additional Insured" on the awarded Proposer(s)' general liability. The coverage shall contain no special limitations on the scope of protection afforded to WCSD, its officers, employees, agents, or volunteers.

The COI shall state that if any of the described policies are canceled before the expiration date thereof, notice will be delivered in accordance with the policy provisions. Furthermore, each insurance policy shall not be suspended, voided, canceled, or non-renewed by either any awarded Proposer(s) or the authorized Insurer(s) without a replacement COI being provided to WCSD during any valid term of the contract.

Upon renewal of the policies listed, awarded Proposer(s), or authorized Insurer(s) shall WCSD with replacement certificates.

All COIs and relative endorsements are to be received by awarded Proposer(s) and must be reviewed and approved by WCSD's Purchasing Department prior to the procurement of any product(s) and/or services to be rendered.

Awarded Proposer(s) shall furnish WCSD with original certificates and amendatory endorsements or copies of the applicable policy language affecting coverage required by this clause and a copy of the declarations and Endorsements pages of the CGL and an excess policies listing all policy endorsements. All certificates and endorsements, and copies of the declarations and endorsements pages are to be received and approved by WCSD before services commence.

Awarded Proposer's insurance coverage shall be the primary insurance. Any insurance or self-insurance maintained by WCSD, its officers, employees, agents, or volunteers shall be more than that awarded Proposer's insurance and shall not contribute to it in any way. Failure of any awarded Proposer(s) to comply with the reporting provisions of the policies shall not affect coverage provided to WCSD, its officers, employees, agents, or volunteers.

GENERAL LIABILITY INSURANCE

During any term of the resulting contract of this RFP, the awarded Proposer providing work/service to WCSD shall maintain Commercial General Liability Insurance with the following coverages through an insurance carrier(s) licensed to do business in the State of Nevada and having a current A.M. Best rating of A-:VII or better:

- Each Occurrence
- Medical Expense

SOLICITATION TITLE: AVIATION AND DRONE EDUCATION PROFESSIONAL SERVICES
SOLICITATION #: 121-P-04-26-LR

- Personal & ADV Injury
- General Aggregate
- Products-Completed Operations Aggregate

Limits shall not be less than one million dollars (\$1,000,000) per occurrence combined single limits with (at minimum) two million dollars (\$2,000,000) aggregate.

COMMERCIAL AUTOMOBILE LIABILITY INSURANCE

If applicable to the work/services outlined in this RFP, during any valid term of this contract, including any subsequent renewals thereof, any awarded Proposer(s) shall maintain Automobile Liability Insurance with the following coverages (at minimum) through a licensed insurance carrier(s) and having a current A.M. Best rating of A-:VII or better to include:

- All owned autos
- Non-owned autos (in use by Employees)
- Hired autos

Limits shall not be less than one million dollars (\$1,000,000) per occurrence.

WORKER'S COMPENSATION COVERAGE

During any valid term of an awarded contract of this RFP, including any subsequent renewals thereof, any awarded Proposer(s) shall have and maintain Workers' Compensation coverage as required by law for the duration of the contract to include Employer's Liability Coverage (noted at Statutory Limits) with a minimum limit of one million dollars (\$1,000,000).

PROFESSIONAL LIABILITY INSURANCE

During the initial term of a resulting contract of this RFP and for any additional time specified by WCSD thereafter, including any subsequent renewals thereof, the awarded Proposer(s) shall maintain Professional Liability Insurance (Errors and Omissions) with minimum limits of at least one million dollars (\$1,000,000). WCSD reserves the right to require a higher limit for service(s) that may constitute said requirement. WCSD requires that Professional Liability Insurance include coverage for unintentional breach of contract. Professional Liability Insurance may be proved under primary policies or by a combination of primary and excess policies. Professional Liability is not covered under additional Umbrella Liability Insurance.

DEDUCTIBLES AND SELF-INSURED RETENTIONS

Any deductibles or self-insured retentions must be declared to and approved by the WCSD before any work/service is rendered and/or products procured. WCSD reserves the right to request additional documentation, financial, or otherwise, prior to approving the deductibles and self-insured retentions before any work/service is rendered and/or products procured.

WCSD shall be notified of any changes to the deductibles or self-insured retentions made during any term of any resulting contract of this RFP or during any term of any policy.

It is understood that the awarded Proposer is responsible for and shall assume payment of all deductibles and/or self-insured retentions.

SOLICITATION TITLE: AVIATION AND DRONE EDUCATION PROFESSIONAL SERVICES
SOLICITATION #: 121-P-04-26-LR

LICENSE AND CERTIFICATION

Proposers must be licensed and/or incorporated to do business in the State of Nevada. Proposer shall possess all applicable licenses and/or certifications to perform the type of work/service in this RFP. Proposer shall possess appropriate city and/or county business licenses, if applicable.

VESTED INTEREST

Awarded Proposer cannot receive any benefits (directly or indirectly) and/or be party to other contracts that may emanate from recommendations, contracting actions, and or activities related to this RFP.

The only benefit the awarded Proposer may derive from this project is payment for rendered work/service, products procured specific to the work/service, and applicable deliverables as outlined in any resulting contract of this RFP, including identified deliverables in awarded Proposer's initial RFP response and subsequent written additions to the resulting contract of this RFP authorized/approved by WCSD.

Proposer covenants that it presently has no interest and that it will not acquire any interest, direct or indirect, which would conflict in any manner and/or degree with the performance of work/services required under the resulting contract of this RFP.

Proposer covenants to its knowledge and ability that no person having any such interest shall be employed in performance of said work/service.

WARRANTY OF WORK/SERVICE

Proposer warrants that any work/service rendered under any resulting contract of this RFP shall be performed with the degree of skill, care, and judgment customarily accepted as sound quality practices and procedures.

Proposer further warrants that any work/service rendered under any resulting contract of this RFP shall fulfill the requirements and intent of the entire contract inclusive of Proposer's proposal. If work/service fails to meet the requirements and/or is deemed to be inadequate in the judgment of WCSD, awarded Proposer shall re-perform the work/service and/or portion of the work/service that is unsatisfactory.

Awarded Proposer shall be liable for all costs/expenses incurred in the performance of corrective work and work/service, including travel, per diem, etc.

If applicable, Proposer is to provide information regarding any relevant manufacturer's warranty for any product(s) that may be provided as part of this solicitation. If the cost of a warranty is separate from the total proposed item price, the Proposer must provide the pricing of the warranty on **EXHIBIT C**, if applicable. The Proposer is responsible for providing details about the manufacturer's warranty with the proposal submission. This should include the commencement and duration of the warranty, what parts and repairs are covered under the warranty, and the process for filing a claim under the warranty.

**SOLICITATION TITLE: AVIATION AND DRONE EDUCATION PROFESSIONAL SERVICES
SOLICITATION #: 121-P-04-26-LR**

ASSIGNMENT

Any attempt by awarded Proposer(s) to assign and/or otherwise transfer any interest in any resulting contract of this RFP without the prior written consent of WCSD shall be considered "VOID."

Should a firm be acquired through formal purchase/acquisition by a Proposer that was awarded a contract resulting from this RFP, WCSD may grant permission for this type of assignment if the newly acquired firm submits financial documentation and those documents are reviewed in the same manner as the originally awarded Proposer.

CONFIDENTIAL TREATMENT OF INFORMATION

Proposer shall preserve any information obtained, assembled, and/or prepared in connection with the performance of any resulting contract of this RFP in the utmost professional confidence.

FORCE MAJEURE

Neither party shall be liable for failure and/or delay in performance under any resulting contract of this RFP, in whole or in part, to an act of God, including, but not limited to pandemics (e.g., COVID-19), epidemics, fire, naturally caused explosions and/or flood; employee/company strike, lockout and/or other labor dispute, civil commotion, human-caused explosions, and/or sabotage; acts of any government; unforeseen shortages and/or unavailability of fuel, power, transportation, raw materials and/or supplies; inability to obtain and/or delay in obtaining governmental approvals, permits, licenses and/or allocations; and any other causes which are not within either party's reasonable control, whether or not the cause is specifically identified above.

WCSD will not terminate any contract with the awarded/contracted organization that is unable to complete and perform the work/service due to FORCE MAJEURE.

WCSD maintains the ability and right to secure other suppliers to provide said work/services, temporarily, if deemed to be in the best interest of WCSD, until the awarded and contracted Proposer is able to return to said work/service and able to meet the requirements of any resulting contract of this RFP.

INDEMNIFICATION

Proposer agrees to defend, indemnify and hold harmless WCSD, its officers, employees, agents, and volunteers from and against all liability, claims, demands, and expenses including court costs and attorney's fees on account of any injury, loss, damage, which arises from any work performed under any resulting contract of this RFP, if such injury, loss, and/or damage is due to the gross negligence and/or intentional misconduct of Proposer, any Sub-Proposer of Proposer, and/or any officer, employee, and/or agent of Proposer in the performance of work/service hereunder.

Proposer agrees to indemnify and hold WCSD harmless from any claim involving patent infringement and/or copyrights on goods supplied.

WCSD agrees to defend, indemnify and hold Proposer, its officers, and its employees harmless from and against any and all liability, claims, demands, and expenses including court costs and attorney's fees on account of any injury, loss, and/or damage which arises out of the work performed under any resulting contract of this RFP, if such injury, loss,

SOLICITATION TITLE: AVIATION AND DRONE EDUCATION PROFESSIONAL SERVICES
SOLICITATION #: 121-P-04-26-LR

and/or damage is due to the gross negligence and/or intentional misconduct of WCS D and/or any officer, employee, and/or agent of WCS D subject to the provisions of NRS 41, including, but not limited to NRS 41.035: Actions against certain officers and employees of political subdivisions for acts or omissions of other persons.

The obligation of this section shall not apply to damages for which WCS D is/shall become liable by final judgment to pay to a third party as the result of the negligence of WCS D. Nothing herein shall constitute a waiver by WCS D of any and all rights and privileges under any governmental immunity act and/or related statute.

INTELLECTUAL PROPERTY

Any drawings, written reports, and/or other works (works) made and/or provided to WCS D by Proposer shall be considered works for use and become the property of WCS D. Any such works shall not be stamped with the Proposer's proprietary markings.

NO THIRD-PARTY RIGHTS

Any resulting contract of this RFP is made for the benefit of WCS D and the awarded Proposer and not for any outside party.

NON-ENDORSEMENT

As a result of the selection of an awarded Proposer to supply work/service and/or products under this RFP, WCS D is neither endorsing nor suggesting that the Proposer's work/service is the best and/or only solution.

The awarded Proposer agrees to make no reference to WCS D in any literature, promotional material, brochures, sales presentations, or the like, without prior express written consent of WCS D.

RECORDS

Records shall be maintained as required by the awarded Proposer in compliance with applicable municipal, federal, and/or state laws, ordinances, codes, and as prescribed by WCS D. Upon prior written notice, at a mutually agreed upon time and place, all records shall be made available to WCS D. WCS D may audit, examine and/or take excerpts and/or transcripts from such records including, but not limited to, invoices, materials, payrolls, records of personnel, conditions of employment, and/or any other data as may be pertinent to this RFP.

OTHER EXPENSES

In the event that WCS D agrees to pay for any of Proposer's expenses directly related to work/service and/or products relevant to this RFP, no overhead and/or profit shall be permitted.

Proposer shall only receive reimbursement in amounts that are consistent with applicable travel guidelines established by WCS D policies, regulations, and procedures for its employees at the time the reimbursement request(s) are made.

SOLICITATION TITLE: AVIATION AND DRONE EDUCATION PROFESSIONAL SERVICES
SOLICITATION #: 121-P-04-26-LR

REFERENCES

WCSD may investigate information supplied by Proposer to determine its accuracy. Proposer supplying a reference and/or customer list gives the WCSD permission to contact references listed and understand that any information gathered may be used in the evaluation of the proposal. References, including but not limited to currently employed WCSD staff, officials, Evaluation Committee members, or Board of Trustees will NOT be accepted.

PROPOSAL NEGOTIATIONS

WCSD may open negotiations with responsive Proposers prior to award. At its sole discretion, the WCSD reserves the right to award any resulting contract of this RFP without negotiation based upon written proposals.

WCSD reserves the right to accept any proposal that it deems most favorable to the WCSD, and to reject any or all proposals or any portion of any proposal submitted which is not in the WCSD's best interest.

RFP AND CONTRACT AWARD GUIDELINES

WCSD reserves the right to waive any minor informalities or irregularities in proposals and/or any resulting contract of this RFP in its best interest.

WCSD reserves the right to award a resulting contract of this RFP based on individual scope of work/service elements, groups of elements, or all elements to a single Proposer. Taking into consideration the specified evaluation criteria, WCSD will select the Proposer whose proposal is most advantageous to the WCSD.

Contractual commitments are contingent upon the availability of funds as evidenced by the issuance of a WCSD Purchase Order (PO).

Any additional contract documents conjoined as part of this RFP for final award consideration are subject to approval by WCSD's legal counsel and may require approval of the Chief Financial Officer (CFO) or Board of Trustees prior to execution.

Once awarded, this RFP and any resulting contract of this RFP will be the final expression of a contract between the parties and may not be altered, changed, and/or amended except by mutually approved and executed amendments.

Unless specifically stated herein, if there exists any conflict and/or inconsistency between terms set forth in this RFP document, the awarded Proposer's proposal, and any additional contract submitted by the awarded Proposer, the language in this RFP document shall take precedence unless otherwise approved by WCSD.

WCSD reserves the right to hold proposals for a period of ninety (90) days from the date of opening before awarding or rejecting said proposals.

LETTER OF INTENT (RECOMMENDATION OF AWARD)

It is the responsibility of the interested Proposer to obtain the LETTER OF INTENT (Recommendation of Award) available for download at:

- WCSD Solicitations website at <https://solicitations.washoeschools.net/Purchasing>
- DemandStar at <https://www.demandstar.com> (*paid Membership required*)

SOLICITATION TITLE: AVIATION AND DRONE EDUCATION PROFESSIONAL SERVICES
SOLICITATION #: 121-P-04-26-LR

Proposer may also obtain a copy of the LETTER OF INTENT (Recommendation of Award) by sending an email request to solicitations@washoeschools.net

APPEAL BY UNSUCCESSFUL PROPOSER

Any unsuccessful Proposer (Appellant) may appeal the results in the solicitation's LETTER OF INTENT (Recommendation of Award) if they believe applicable provisions of the law were violated.

Appellant must submit a notice of protest to WCSD's Director of Procurement and Contracts no later than five (5) business days from when the LETTER OF INTENT (Recommendation of Award) is posted. The notice of protest must include a written statement setting forth with specificity the reasons the person filing the notice believes the applicable provisions of the law were violated.

Appellant shall submit with the notice of protest a bond (i.e., Protest Bond or Appeal Bond) with a good and solvent surety company, authorized to do business in the State of Nevada or submit other security in a form approved by WCSD, who will hold the bond or other security until a determination is made on the appeal. The bond shall be in the amount of twenty-five percent (25%) of the total dollar value of the Appellant's **EXHIBIT C**, up to a maximum amount of two hundred fifty thousand dollars (\$250,000).

If the Appellant is not satisfied with WCSD's Director of Procurement and Contracts' response, Appellant may then appeal to an appeals committee designated by WCSD.

If the Appellant is not satisfied with the appeals committee's response, the Appellant may then appeal to WCSD's Board of Trustees, who will render the final decision.

WCSD will postpone any award action until after WCSD's Board of Trustees renders a final decision. Appellant will not seek any type of judicial intervention until WCSD has rendered its final decision on the protest.

If an appeal is granted and a bond was required, the full amount of the posted bond will be returned to Appellant. If the appeal is denied/not upheld, a claim may be made against the bond by WCSD for expenses suffered by WCSD as a result of the unsuccessful appeal. WCSD is not liable for any costs, expenses, attorney's fees, loss of income, or other damages sustained by the Appellant in an appeal process.

SURETY

When a *surety* is required (refer to the cover sheet for requirement), the surety must be submitted with the proposal. The surety shall be issued by a creditable surety company authorized to do business in the State of Nevada.

The surety shall be acceptable only in the form of a Bond, Performance Bond (if applicable) Certified Check, or Cashier's Check in the amount stated and made payable to:

Washoe County School District
RE: RFP # _____
The Brown Center – Purchasing Department
14101 Old Virginia Road, Room 0
Reno, Nevada 89521-8912

After formal award of this RFP has been made public, any submitted surety of the

SOLICITATION TITLE: AVIATION AND DRONE EDUCATION PROFESSIONAL SERVICES
SOLICITATION #: 121-P-04-26-LR

unsuccessful Proposer(s) shall be returned. Depending on the proposal requirements, the amount of surety shall not be less than five percent (5%) of the total proposal submitted. Said amount to be forfeited to WCSD should Proposer, to whom the contract is awarded, fails to enter into the contract in accordance with this solicitation.

PERFORMANCE BOND

When a Performance Bond is required, the awarded Proposer shall agree to furnish WCSD with a Performance Bond in the amount equal to one hundred percent (100%) of the total amount of the proposal award for the initial term of the contract.

The Performance Bond shall be made payable to WCSD, executed by one or more surety companies authorized to do business in the State of Nevada.

The Performance Bond shall be conditioned upon the awarded Proposer's full performance of the work/service, in accordance with the plans, specifications, terms, and conditions of the award of RFP.

In the event the contract is renewed, a new Performance Bond, if applicable, shall be requested for one hundred percent (100%) of the total amount of the proposal for the renewal term.

PENALTIES

In case of default by awarded Proposer, the WCSD may procure the work/service and/or products from other sources and may deduct from any unpaid balance due Proposer and/or collect against the submitted surety, bond, or security for the amount of excess costs so paid.

SEVERABILITY

If a competent court or arbitrator holds any of the terms, covenants, provisions, and contracts contained herein invalid, illegal, and/or unenforceable, any resulting contract of this RFP shall be interpreted as if such invalid terms, covenants, provisions, and/or contracts were not contained herein, and the remaining provisions shall be valid and enforceable.

USAGE REPORT

When requested by WCSD, the awarded Proposer(s) will be responsible for compiling usage reports for any time period covered under this contract including, but not limited to product/service name, description, quantities ordered, invoice number, and invoiced pricing. Usage reports are to be received within seventy-two (72) hours of request and sent via email to purchasing@washoeschools.net noting in the email "Subject" line the following: **USAGE REPORT FOR RFP #121-P-04-26-LR**

PRICE ADJUSTMENT AND COST ESCALATION

Prices shall remain firm and fixed for the first six (6) months of the Initial Term. Thereafter, WCSD may consider a request for a price increase or decrease. A price adjustment may also be requested: (i) at the time a renewal is requested, or (ii) after the first six (6) months of any active Renewal Term. All requests must be submitted in writing with sufficient documentation supporting the proposed adjustment (e.g., changes in an objective, third-party benchmark like the Consumer Price Index) and are subject to the WCSD's review

SOLICITATION TITLE: AVIATION AND DRONE EDUCATION PROFESSIONAL SERVICES
SOLICITATION #: 121-P-04-26-LR

and mutual written agreement of both parties. Any such price increase or decrease will be based on the Consumer Price Index (CPI) Western Zone as reported by the U.S. Bureau of Labor Statistics online at: <https://www.bls.gov/cpi>. Only the percentage change, whether it is an increase or decrease, between the then-current price and the CPI change for the applicable time period will be granted.

SCOPE OF WORK/SERVICES

SOLICITATION TITLE: AVIATION AND DRONE EDUCATION PROFESSIONAL SERVICES
SOLICITATION #: 121-P-04-26-LR

SCOPE OF WORK/SERVICES

BACKGROUND

The Washoe County School District (WCSD) Career Technical Education Department invites proposals from qualified organizations to provide professional services in support of the District's Aviation and Drone Education Initiative. WCSD is seeking a skilled partner to build and sustain drone-based STEM programming across up to thirty (30) WCSD elementary and middle schools, with a priority focus on Title I schools.

This initiative is part of a broader effort to develop a complete aviation education pathway connecting foundational drone programming at the elementary and middle school levels to high school aviation career pathways. The District's two core priorities for this engagement are:

- Teacher professional development, training, and sustained coaching support
- Ongoing in-school program implementation support and mentorship

In addition, the District is actively seeking proposals that go beyond a minimum baseline of student-facing programming. Vendors are encouraged to propose innovative approaches to student engagement, competition, industry connection, and any other services that would strengthen the aviation education pathway for WCSD students.

SCOPE OF WORK/SERVICES

The Provider shall deliver services across three (3) interconnected program components. All proposals must fully address Components A and B. For Component C, Proposers are encouraged to present their strongest, most innovative vision for student-facing programming — the District is intentionally leaving this component open to allow for differentiated, competitive proposals. The service area encompasses WCSD schools in Washoe County, Nevada.

Component A — Teacher Professional Development

Priority Component — Core Requirement

The Provider shall design and deliver a structured, multi-part professional development program to equip classroom teachers with the knowledge, skills, and confidence to establish and sustain school-based drone programs.

Requirements include:

- Deliver a professional development series consisting of a minimum of three (3) sequential, skill-building workshops per teacher cohort; providers may propose additional sessions, delivery formats, or ongoing coaching structures
- Training content that addresses, at minimum: drone safety and applicable FAA regulations; hands-on drone piloting; foundational coding and programming as applied to drone operation; STEM curriculum integration; drone team and club formation; and competition preparation
- Scale teacher training in alignment with program growth: approximately thirty (30) teachers across fifteen (15) schools in Year 1, with the opportunity to expand participation in each renewal term. Specific annual targets will be established at the start of each renewal term.
- Provide all training equipment and materials necessary to conduct workshops
- Coordinate workshop scheduling with school and District calendars and designate qualified instructional staff to lead all sessions

SOLICITATION TITLE: AVIATION AND DRONE EDUCATION PROFESSIONAL SERVICES
SOLICITATION #: 121-P-04-26-LR

- Providers are encouraged to propose supplemental teacher support structures beyond the minimum workshop series, such as ongoing coaching, peer learning networks, or digital resource libraries, and to describe how these would be sustained over time

Component B — Program Implementation Support and Mentorship

Priority Component — Core Requirement

The Provider shall deliver ongoing, in-school support to participating drone programs to ensure long-term sustainability, teacher confidence, and student success. This component is equally essential to the District’s goals as Component A.

Requirements include:

- Assign qualified mentors to provide direct, in-person support to participating in schools, including regular site visits to assist coaches with team practice, programming challenges, and competition preparation
- Provide responsive technical assistance to teachers and coaches between site visits via email, phone, or virtual meeting
- Recruit, train, and supervise mentors; mentors may include former educators, university students, or other qualified individuals who meet District requirements for working with minors
- Maintain program data and provide the District with periodic progress reports documenting school participation, student reach, mentor visit logs, and program quality indicators
- Collaborate with a designated WCSD Educational Technology Specialist and relevant District staff to ensure program alignment and continuity
- Providers are encouraged to describe how their mentorship model is designed for long-term sustainability, including how they build teacher independence and school-level capacity over time

Component C — Additional Program Services and Innovative Practices

Open-Ended Component — Vendor Innovation Welcome

The District invites Providers to propose any additional services, programs, or partnerships that would meaningfully strengthen WCSD’s aviation education pathway and expand opportunities for students. There are no prescribed requirements for this component. Providers should propose what they do best.

WCSD is open to a wide range of approaches — including but not limited to student competitions, industry and workforce connections, career pathway programming, credentialing opportunities, project-based learning, or any other innovative practices the Provider believes would benefit District students and schools. Proposals do not need to be limited to drone technology; broader aviation, aerospace, and STEM-related experiences are equally welcome.

Proposers should describe their proposed approach, explain why it is well-suited to WCSD students and schools, and provide evidence or rationale for the outcomes it would produce. The District will evaluate Component C proposals on the strength, feasibility, and creativity of the vision presented.

PROPOSAL TECHNICAL REQUIREMENTS

- A. Prior experience delivering K–12 STEM education programs, with documented outcomes related to student learning, teacher capacity, or program sustainability
- B. Experience supporting competitive or project-based STEM programs at the K–12 level, whether through robotics, drones, aviation, or related technology fields; familiarity with one or more recognized K–12 competition frameworks are desirable, but no specific platform is required

SOLICITATION TITLE: AVIATION AND DRONE EDUCATION PROFESSIONAL SERVICES
SOLICITATION #: 121-P-04-26-LR

- C. Organizational capacity to staff and deliver all three service components simultaneously across multiple school sites
- D. Compliance with all applicable WCSD requirements for contractors working in schools, including background clearance for all staff and mentors who will have contact with students
- E. Experience working with Title I schools and diverse or underserved student populations is highly desirable.
- F. Describe your organization’s mission, history, and relevant experience. Identify key personnel who will lead this engagement and provide their qualifications.
- G. Provide a detailed narrative addressing how your organization will deliver each of the three service components described in Section 3. For Components A and B, demonstrate a clear understanding of the District’s goals and a concrete, feasible implementation plan. For Component C, describe your proposed vision for student-facing programming, explain your rationale for the approach, and provide evidence that your model produces strong student outcomes.
- H. Describe the staffing structure for service delivery, including roles, qualifications, and staff-to-school ratios. Address how staff and mentors will be recruited, trained, and supervised
- I. Provide a proposed timeline for Year 1 implementation, from contract execution through the end of the academic year, with key milestones for each service component.
- J. Provide at least two (2) references from comparable K–12 STEM or drone education engagements within the past four years. Include organization name, contact name, phone, email, and a brief description of services provided
- K. Describe how your program model leads to measurable improvements in student learning, skill development, and STEM engagement. Include available outcome data from prior programs.
- L. Describe any innovative approaches, curriculum, tools, partnerships, or service offerings that differentiate your proposal from others. This section is particularly important for Component C, where the District is actively seeking creative, evidence-based ideas. Proposers are encouraged to propose optional or supplemental services that would enhance the aviation education pathway, even if outside the core scope described in Section 3.

TERM OF CONTRACT

WCSD intends to award this RFP to one (1) Proposer for an initial term of one (1) year following the formal award by WCSD’s Board of Trustees with three (3) optional one-year renewal terms, providing the awarded contract of this RFP’s terms, conditions, and pricing remain unchanged, unless otherwise agreed to via an Amendment to renew.

WCSD reserves the right to award this RFP to multiple Proposers if deemed to be in its best interest.

RFP SUBMITTAL CHECKLIST

SOLICITATION TITLE: AVIATION AND DRONE EDUCATION PROFESSIONAL SERVICES
SOLICITATION #: 121-P-04-26-LR

CHECKLIST FOR PROPOSAL FORMAT AND SUBMITTAL REQUIREMENTS

- **ALL REQUIRED FORMS** are available for download on WCSD’s Solicitation website at:
<https://solicitations.washoeschools.net/Purchasing>

- Provide a complete TABLE OF CONTENTS in the proposal.

- Evaluation Criteria #1 through #6 (per Evaluation Criteria) must be addressed and included in submitted proposal.

- Clearly identify one individual who will serve as WCSD’s main point-of-contact for this RFP process only and include a phone number and email address.

- Include a Statement/Letter of Interest as follows:
 - Submit on Proposer’s letterhead with the full organization name.

 - Address; phone number; fax number; organization direct email address (if available); and website address.

 - Legal status (i.e., sole proprietor, partnership, corporation, etc.).

 - State whether the organization is national, regional, or local.

 - State the location of the office from which the organization’s work/service would be provided from. For organizations with multiple offices, briefly summarize for each office (identify *HOMEBASE*, if multi-office organization).

 - Explain why the organization is interested in providing work/services to WCSD.

- Provide an overview of the organization and its work/service, describing its capabilities, experience, and knowledge. Overview should demonstrate a range of experience (project types, client mix) with other public sector clients including other school districts. Explain the organization’s experience with school districts of similar size.

- If there is a “parent” company and/or if the company is a “dba,” Proposers should specify that in the Statement/Letter of Interest and on **EXHIBIT A**.

- Complete, sign, and submit **EXHIBIT A and EXHIBIT B** in the proposal under a separate tab or tab(s) within the proposal portfolios/binders.
 - EXHIBIT A – SIGNATURE PAGE (REQUIRED FORM)**
 - EXHIBIT B – VENDOR/CONTRACTOR (EMPLOYEE) PUBLIC DISCLOSURE FORM (REQUIRED FORM)**

SOLICITATION TITLE: AVIATION AND DRONE EDUCATION PROFESSIONAL SERVICES
SOLICITATION #: 121-P-04-26-LR

- Complete and submit **EXHIBIT C** in separate sealed envelope with the proposal submission. Refer to Submission of Proposal for specific instructions and requirements.
 - EXHIBIT C – PRICE SCHEDULE FORM (REQUIRED FORM)**
- Provide an organizational chart showing the structure of the team and the key personnel to be assigned to projects.
- Identify each principal of the organization and all key personnel with detailed resumes that clearly reflect the specific experience and/or professional educational background in the represented field(s) of expertise.
- Clearly identify proposed project staffing based on project size and complexity. Include resumes and a brief synopsis of the experience of said staffing.
- If the organization’s assigned personnel changes for any contracted project, WCSD must review and approve the replacement personnel in advance. The replacement personnel shall have, at minimum, equivalent qualifications as the originally assigned personnel.
- Identify potential sub-consultants, if any, by name, and address and describe work that may be performed.
- If applicable, provide any information related to Loss of Contract and/or Inability to Fulfill Requirements (refer to Loss of Contract and/or Inability to Fulfill Requirements).
- Provide at least three (3) business-related references specific to the scope of work/services requested in this RFP within the past four years. References, including but not limited to currently employed WCSD staff, officials, Evaluation Committee members, or Board of Trustees will NOT be accepted.

References must include:

- Organization’s Name
 - Organization’s Address
 - Organization’s Phone Number
 - Contact Person’s Name
 - Contact Person’s Email
 - Contact Person’s Phone Number
 - Organization’s Website Address
 - Description of Proposer’s Work/Services Provided to the Referring Organization
-
- Submit any proposed contract required by the Proposer. WCSD may elect to execute the Proposer’s contract provided WCSD’s standard terms and conditions in this proposal are incorporated into the final contract. Unless otherwise identified as such, WCSD’s contract language takes precedence in all cases.

RFP SCHEDULE

SOLICITATION TITLE: AVIATION AND DRONE EDUCATION PROFESSIONAL SERVICES
SOLICITATION #: 121-P-04-26-LR

RFP PROCESS AND SELECTION MILESTONES

The following is the *TENTATIVE* schedule for this RFP’s process and selection milestones. WCSD reserves the right to change the schedule at any time.

MILESTONE	DATE / TIME
Solicitation Posted/Distributed	April 24, 2026
Questions Deadline	May 5, 2026 at 4:30 pm (local time)
Addendum for Questions & Answers Posted/Distributed	May 8, 2026
Sealed Proposals Due	May 22, 2026 at 2:00 pm (local time)
Formal Interviews & Presentations of Finalists	June 29, 2026
Letter of Intent Posted/Distributed	July 1, 2026
Award by Board of Trustees	August 11, 2026
Notice of Award Posted/Distributed	August 12, 2026

FORMAL INTERVIEWS & PRESENTATIONS

WCSD will be scheduling formal interviews and presentations of the Proposer(s) who are identified as a “Finalist” to provide an opportunity to present proposals to the Evaluation Committee. These formal interviews and presentations are TENTATIVELY scheduled to take place on June 29, 2026. The number of Proposers asked to participate will be determined by the WCSD’s RFP Evaluation Committee and may be changed at the sole discretion of the WCSD. Formal presentations and interviews will take place at a WCSD local site of choice. Proposer(s) chosen to participate in the interview and presentation process will be notified of the actual date, time, and location with no less than ten (10) business days’ notice.

EVALUATION CRITERIA

**SOLICITATION TITLE: AVIATION AND DRONE EDUCATION PROFESSIONAL SERVICES
SOLICITATION #: 121-P-04-26-LR**

EVALUATION CRITERIA

EVALUATION CRITERION #1: PRICE SCHEDULE FORM

Provide **EXHIBIT C** in one (1) separate, sealed envelope as instructed in Submission of Proposal.

EVALUATION CRITERION #2: TEACHER PROFESSIONAL DEVELOPMENT (COMPONENT A)

Clarity, depth, and feasibility of the proposed PD model; quality of training content; plan for scaling across schools and years; evidence of effectiveness in comparable programs.

EVALUATION CRITERION #3: PROGRAM IMPLEMENTATION SUPPORT & MENTORSHIP (COMPONENT B)

Quality and structure of the mentorship model; staff qualifications and ratios; plan for building long-term teacher independence and school capacity; responsiveness and communication.

EVALUATION CRITERION #4: ADDITIONAL PROGRAM SERVICES & INNOVATIVE PRACTICES (COMPONENT C)

Creativity, rigor, and feasibility of proposed student-facing programming; alignment with District's aviation pathway goals; evidence that the approach produces meaningful student outcomes.

EVALUATION CRITERION #5: PAST PERFORMANCE AND RELIABILITY

Demonstrated track record delivering comparable K–12 STEM programs; quality of references; evidence of sustained program success

EVALUATION CRITERION #6: IMPLEMENTATION PLAN

Clarity and feasibility of Year 1 timeline; staffing and resource deployment; risk mitigation and contingency planning.

NOTE: Evaluation Criteria #1 through #6 listed above must be addressed and included in submitted proposals. An Evaluation Committee will review the proposals and determine the best proposal in accordance with the scoring of the Evaluation Criteria. The final recommendation of award for this RFP will be subject to review and approval by WCSD's Board of Trustees.

REQUIRED FORMS AND EXHIBITS

REQUIRED FORMS AND EXHIBITS

- ❖ **ALL REQUIRED FORMS SPECIFIC TO THIS SOLICITATION (LISTED BELOW) ARE AVAILABLE ON WCSD'S PURCHASING (NON-CAPITAL) SOLICITATIONS WEBSITE AT: <https://solicitations.washoeschools.net/Purchasing>**

- ❖ **EXHIBIT A – SIGNATURE PAGE (REQUIRED FORM)**
If the SIGNATURE PAGE, which is a REQUIRED FORM, is submitted without an authorized signature, the submission will be rejected in its entirety.

- ❖ **EXHIBIT B – VENDOR/CONTRACTOR PUBLIC DISCLOSURE FORM (REQUIRED FORM)**
Is to be completed, signed, and submitted with the proposal submission.

- ❖ **EXHIBIT C – PRICE SCHEDULE FORM (REQUIRED FORM)**
Must be completed and submitted with the proposal submission.