



**DESOTO INDEPENDENT SCHOOL DISTRICT
PURCHASING DEPARTMENT
200 E. Beltline Road
DeSoto, Texas 75115**

**REQUEST FOR PROPOSAL/QUOTE AND REQUEST FOR QUOTES ON:
Special Education Services, PROPOSAL/QUOTES # 22-006**

May 6, 2022

PLEASE SUBMIT PROPOSAL/QUOTE NO LATER THAN 1:00 P.M. LOCAL TIME ON May 27, 2022. Mark your sealed envelope in the lower left-hand corner with RFP/RFQ#, time, and due date, as noted above. (Should the district close for unforeseen reasons (force majeure) on the date the solicitation is due, the above referenced date should be changed to 1:00 P.M. the next date the district is open to conduct business)

You are invited to submit a Proposal/Quote to provide Special Education Services for the DeSoto Independent School District (DeSoto ISD) from July 01, 2022 (or date of award) through June 30, 2023 with the District's options to renew annually through June 30, 2027.

This Request for Proposal/Quotes includes Process Overview, Instructions to Proposer, Award/Evaluation of Proposal/Quotes, Certifications, Terms and Conditions, Insurance Requirements, Supplier Questionnaire, Deviation Compliance Form, Certification for Criminal History Check, Confidential Information Form, Proposal/Quote Form/Specifications, Certification/Lobbying, Disclosure of Lobbying Activity, Certification/Debarment and Clean Air and Water Act. These provisions shall be considered as part of any resulting legal and binding contract/purchase order as if thereto attached or therein repeated.

Total Pages: 32

THIS RFP/RFQ WILL NOT BE OPENED OR READ PUBLICLY.

(After Receipt of Order)

DELIVERY DATE IS _____ Business Days ARO

Company Name

Address

City

State

Zip

Authorized Representative Name

Title

Signature

Printed Name

Email Address

Telephone #

Fax #

David Scott
Director of Purchasing

PROCESS OVERVIEW: This section outlines the steps in the procurement process.

Deadline for Questions	May 13, 2022 by 2:00pm (CST)
Deadline for Response to Questions/Addendum(s)	May 17, 2022
Proposal/Quotes Due Date	May 27, 2022

The District Purchasing Department and proposers enter into discussions and revisions of Proposal/Quote, as necessary. Discussions/negotiations may be conducted with proposers who are deemed to be within the final competitive range; however, DeSoto ISD reserves the right to award a contract without discussions/negotiations. The competitive range and responsiveness of the Proposal/Quote submitted will be determined by DeSoto ISD's Director of Purchasing and the evaluation will include only those initial Proposal/Quotes that the Director determines have a reasonable chance of being awarded a contract. If discussions/negotiations are conducted, proposers will be required to submit a best and final Proposal/Quote. The best and final Proposal/Quote may be required as early as 24 hours after completion of negotiations/discussions.

Anticipated recommendation to District Board of Trustees for contract award June 27, 2022.

NOTE: Designated DeSoto ISD Purchasing Department personnel are the only individuals allowed to negotiate contract agreements/terms & conditions and/or pricing before an award is made as well as after an award has been made. Firms hereby agree that any negotiations regarding this Request for Proposal/Quote pertaining to agreements/terms & conditions and/or pricing shall be between proposing firm and the Purchasing Department ONLY throughout the term of the contract.

1. INSTRUCTIONS TO PROPOSERS

1.1 Submission of Proposal/Quotes:

- 1.1.1. For clarification of the specification(s) of this Request for Proposal/Quote, proposer may contact:

David Scott, Director of Purchasing at David.Scott@desotoisd.org

The individual listed above may be contacted for clarification of specification(s) only. No authority is intended or implied that specification(s) may be amended or alternates accepted prior to opening without written approval of the DeSoto ISD Director of Purchasing.

- 1.1.2. **All addenda will be issued via the district website at (Open Bids) www.desotoisd.org/departments/purchasing/openbids.asp. All addenda, if required, will be posted on the aforementioned website by May 17, 2022 at 2:00 PM. It is the proposer's responsibility to check this website for addenda postings prior to submitting responses.**
- 1.1.3. Questions pertaining to proposing procedures should be directed to Purchasing Department, DeSoto ISD. Proposers finding errors, requests for additional information, omissions, or corrections that need to be made in the specifications shall contact the Purchasing Department in writing by May 13, 2022, 2:00 PM. You may submit this information via email to **David.Scott@desotoisd.org**.

1.1.4. **PLEASE PROVIDE ONE (1) ORIGINAL, FOUR (4) COPIES OF THE BID RESPONSE AND ONE (1) DIGITAL COPY! ENSURE THE ORIGINAL AND COPIES ARE CLEARLY LABELED.**

1.1.5. Hand-carried Proposal/Quotes or Proposal/Quotes submitted via carrier service are to be delivered to:

DeSoto ISD Purchasing Department
200 E. Beltline Road, DeSoto, Texas 75115

Proposal/Quotes submitted via the U. S. Postal Service are to be mailed to:

DeSoto ISD Purchasing Department
200 E. Beltline Road, DeSoto, Texas 75115

Clearly mark all Proposal/Quote envelopes as instructed on the front page. Allow sufficient transit time.

NOTE: Delivery of Proposal/Quote envelope to other Departments within the DeSoto Independent School District is not considered as delivery to the Purchasing Department.

1.1.6. Once completed and signed, return your Proposal/Quote form to the DeSoto ISD Purchasing Department (as instructed above).

1.1.7. Proposal/Quotes received at the DeSoto ISD Purchasing Department after the time and date specified above will not be considered and will be filed unopened. The DeSoto ISD shall not be held liable for late Proposal/Quotes.

1.1.8. Oral or telegraphic Proposal/Quotes transmitted via the District's email address are not acceptable. **DO NOT EMAIL YOUR PROPOSAL/QUOTES.**

1.1.9. Proposal/Quotes must be signed by an authorized individual to contractually bind their firm when submitting the Proposal/Quote. Failure to sign the Proposal/Quote will be considered as a "mistake in Proposal/Quote", and the Proposal/Quote will be rejected as "non-responsive".

1.1.10. Purchases made against this Request for Proposal/Quote are for District use and are exempt from State Sales Tax and Federal Excise Tax. Do not include these taxes in your Proposal/Quote.

1.1.11. All pages of this Request for Proposal/Quote are to be returned with your Proposal/Quote. It is the proposer's responsibility to ensure the number of pages received is the same number listed on the front of this document. Proposer shall contact the Purchasing Department if discrepancies exist.

1.1.12. All prices must be typed or written in ink on the appropriate specification/pricing form(s). Proposal/Quotes written in pencil will not be accepted. Changes may be crossed through and corrections inserted adjacent and initialed by the person preparing the Proposal/Quote. Should errors in multiplication or addition of a unit price against a total price occur, the unit price shall govern. All pricing proposed for products and/or services shall constitute entire consideration due.

- 1.1.13. No Proposal/Quote may be withdrawn prior to opening of Proposal/Quotes without written request (addressed to the DeSoto ISD Director of Purchasing) by an authorized agent of the proposing firm and upon written approval by the District. Proposal/Quotes become the property of DeSoto ISD upon receipt.
- 1.1.14. The District's list of prospective proposers is being updated. To remain on Proposal/Quote lists you must either submit a Proposal/Quote or return this Request for Proposal/Quote marked "NO BID". Failure to follow this procedure will result in your firm being removed from the mailing list!
- 1.1.15. Provide list of references on the Supplier Questionnaire – Attachment A - School districts (comparable in size to DeSoto ISD's A.D.A. of approx. 7,500 students) preferred, other state agencies, other customers, etc. will be evaluated with regard to the size and scope of product/service as bid. **NOTE: Proposers failing to submit at least 2 references may not be considered for award.**
- 1.1.16. The estimated value of this contract is \$940,000; However, this value reflects the District's estimated current requirements for one year (or time frame as otherwise specified) and may not be exceeded by more than 25%. The District may elect to place several orders during the term of this Request for Proposal/Quote. Proposers must specify minimum order quantities – if any – and are required to hold proposed prices for the term of the contract.
- 1.1.17. Proposers desiring a bid tabulation sheet resulting from this Request for Proposal/Quote may visit our web site. The tabulations will be available once the DeSoto ISD Board of Trustees has approved the contract. If you are unable to download the information, please contact the Purchasing Department at david.Scott@desotoisd.org and we will forward you a copy via email.
- 1.1.18. Any and all deviations to this competitive solicitation proposed by the bidder must be listed on the Deviation/Compliance Form – Attachment B, attached hereto – not on a cover letter, catalog, etc.
- 1.1.19. DeSoto Independent School District is a public entity subject to the provisions of the Texas Public Information Act (Texas Government Code Chapter 552). Responses to this invitation may be subject to release as public information unless the response or specific parts of the response are accepted from public disclosure under such Act. Proposers should consult with their legal counsel regarding disclosure issues and take the appropriate precautions to safeguard trade secrets or any other confidential or proprietary information before responding to this invitation. The District assumes no liability or responsibility for release of any information not properly identified and documented in accordance with the enclosed Confidential Information Declaration & Copyright Authorization Form - Attachment C. The District assumes no liability or responsibility for release of any information that the Texas Attorney General or a court of law determines to be subject to release.

- 1.1.20. Proposal/Quotes asserted to be copyright protected in their entirety may, in the District's sole discretion, be rejected as non-conforming. Proposers who submit copyrighted materials as part of their bid must review and complete the Confidential Information Declaration & Copyright Authorization Form – Attachment C. Proposers submitting copyrighted materials should consult with their legal counsel regarding copyright and disclosure issues. By submitting copyrighted materials and completing the Confidential Information Declaration and Copyright Authorization Form – Attachment C, bidders grant the District authorization to reproduce and provide copies of such information and agree to waive any and all claims against the District regarding the release of such copyrighted information including, but not limited to, any claim of copyright infringement when released in response to a valid request for information under the Texas Public Information Act, Texas Government Code Chapter 552. In the event a bidder is unable to grant such authorization and waiver, copyrighted materials must not be included in the bid.
- 1.1.21. A Proposal/Quote that has been opened may not be changed for the purpose of correcting an error in the proposed price. Proposers submitting an erroneous proposed price may be given the option of either honoring the price as proposed or withdrawing the (erroneous) Proposal/Quote [Local Government Code Subchapter B, Sec. 271.026].

1.2 Award/Evaluation of Proposal/Quotes

- 1.2.1. The DeSoto Independent School District Board of Trustees reserves the right to accept or reject all or any part of any Proposal/Quote, waive Proposal/Quote formalities/technicalities and award the Proposal/Quote deemed to be most advantageous to the District.
- 1.2.2. Proposal/Quote results will be presented to the DeSoto ISD Board of Trustees for consideration (if total amount awarded exceeds \$25,000) at the earliest opportunity following the official opening date.
- 1.2.3. The DeSoto ISD shall not award a governmental contract to a proposer whose principal place of business is not in Texas, unless the nonresident underprices the lowest Proposal/Quote submitted by a responsible resident proposer by an amount that is not less than the amount by which a resident Proposer would be required to underprice a nonresident proposer to obtain a comparable contract in the state in which the nonresident's principal place of business is located. [This requirement does not apply to a contract involving federal funds.]; Texas Government Code, Title 10, Section 2252.002.
- 1.2.4. The District reserves the right to award to a single proposer, multiple proposers, each line item separately or in any combination it determines to be in its best interest. Proposal/Quotes shall cover the entire program as described herein. Proposers shall also include copies of any contracts/agreements required (by the proposing firm) and clearly identify/label it as such.
- 1.2.5. Tie Proposal/Quotes, which are equal in all respects, shall be resolved and awarded in accordance with Local Government Code (Texas) Para. 271.901. Otherwise Proposal/Quotes, which reflect a tie in price only, may be awarded pursuant to the

permissible factors listed in Texas Education Code, Subchapter B, Sec. 44.031(b) and set forth in the factors and points below.

EVALUATION FACTORS AND POINTS

	EVALUATION CRITERIA
1	The purchase price
2	The reputation of the vendor and of the vendor's goods or services
3	The quality of the vendor's goods or services
4	The extent to which the goods or services meet the district's needs
5	The vendor's past relationship with the district
6	The impact on the ability of the district to comply with laws and rules relating to historically underutilized businesses
7	The total long-term cost to the district to acquire the vendor's goods or services
8	For a contract for goods and services, other than goods and services related to telecommunications and information services, building construction and maintenance, or instructional materials, whether the vendor or the vendor's ultimate parent company or majority owner:
	A. has its principal place of business in this state
	B. employs at least 500 persons in this state
9	Any other relevant factor specifically listed in the Request for Proposal/Quote or Proposal/Quotes.

Per Texas Education Code, Subchapter B, Sec. 44.031(b) *ALL CONTENTS PROVIDED IN THIS SOLICITATION, WILL BE CONSIDERED AS AN EVALUATION FACTOR!

- 1.2.6. In compliance with the provisions of Texas Government Code, Title 10, Subtitle D, Section 2155.074, Section 2155.075, Section 2156.007, Section 2157.003 and Section 2157.125, and Texas Administrative Code, Title 1, Chapter 113.6, information obtained from the Texas Building and Procurement Commission's Vendor Performance Tracking System may be used in evaluating responses to solicitations for goods and services to determine the best value for the DeSoto Independent School District. www.window.state.tx.us/procurement/prog/vendor_performance.
- 1.2.7. Proposers and prospective proposers are encouraged to suggest improved product and/or services for future consideration by the District. Any literature/brochures regarding such products or services should be submitted separately from the Proposal/Quote submitted in response to this Request for Proposal/Quote.
- 1.2.8. Each line item must be proposed using the same unit of measure as requested by this Request for Proposal/Quote. Any questions regarding unit of measure must be resolved between the prospective proposer and the DeSoto Independent School District Purchasing Department in accordance with 1.1.3. Failure to propose specified unit of measure may be cause for rejection of Proposal/Quote for the specific item(s) in question. Any packaging proposed which differs from that specified in the item description must be identified on the Deviation/Compliance Form – Attachment B.
- 1.2.9. Upon notification of potential selections for award, the person or entity submitting this Proposal/Quote must give notice to the district if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in this conviction of a felony (this requirement does not apply to a publicly held corporation).
- 1.2.10. The District awards contracts to proposers as an alternate in case the primary proposer is unable to fulfill the contractual obligations as stated in the specifications/terms and conditions. (Refer to Supplier Questionnaire – Attachment A)

2. CERTIFICATIONS

- 2.1. By signing this Request for Proposal/Quote, the undersigned proposer affirms that its company, corporation, firm, partnership or individual has not prepared this Proposal/Quote in collusion with any other bidder and that the contents of this Proposal/Quote as to prices, terms, or conditions have not been communicated by the undersigned or by any employee or agent to any other person or firm engaged in this type of business prior to the official opening of this Proposal/Quote.
- 2.2. The person whose signature appears on the cover page of this Request for Proposal/Quote hereby certifies (by signing this document) that the individual and/or firm on whose behalf this Proposal/Quote is submitted is not listed on the Federal Government's "List of Parties Excluded from Federal Procurement and Non-procurement Programs" published by the U.

S. General Services Administration (GSA) effective as of the date of opening of this Proposal/Quote.

- 2.3. By signing this Request for Proposal/Quote, the proposer hereby certifies that it (or its firm hereby represented) is legally authorized to conduct business in Texas and has complied with any and all federal, state, or other laws or regulations applicable to any purchase resulting from this Request for Proposal/Quote, including, but not limited to, copyright and/or patent laws and anti-collusion law. Failure of proposer to sign their Proposal/Quote will render it null and void.
- 2.4. If the proposer professes to be the exclusive source of the item(s) or service(s) requested herein, the proposer must provide with its Proposal/Quote a written statement to the fact that the sole source is due to one or more of the following (as applicable): a patent, copyright, secret process, or monopoly; a film, manuscript, or book; a utility service (electricity, gas, or water); or a captive replacement part or component for equipment. Such statements must be signed by the owner or corporate official of the firm submitting this Proposal/Quote and must be notarized. This declaration shall not exempt the proposer from signing and submitting a signed Proposal/Quote.
- 2.5. By submitting a response to this request, proposer represents that it is in compliance with the requirements of Chapter 176 of the Texas Local Government Code, Disclosure of Certain Relationships with Local Government Officers; Providing Public Access to Certain Information. A list of local government Officers may be obtained at www.desotoisd.org Board of Directors. Failure to comply with this provision may result in the bid being considered non-responsive.

3. TERMS AND CONDITIONS

- 3.1. Cash/prompt payment discounts offered will not be considered in determining the award but will be taken if earned.
- 3.2. Federal Acquisition Regulation (FAR) contract clauses, which may be required for orders placed using federal funds, are herein incorporated as follows:
 - 3.2.1. CFR Title 37: Patents, Trademarks, and Copyrights - Part 401—Rights to inventions made by nonprofit organizations and small business firms under government grants, contracts, and cooperative agreements;
 - 3.2.2. Section 306 of the Clean Air Act of 1970 (42 U.S.C. 1857(h)), section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15).
 - 3.2.3. Energy Policy and Conservation Act of 1975 (Pub. L. 94–163, 89 Stat. 871).
 - 3.2.4. Certification Regarding Lobbying- Section 1352, Title 31, U.S. Code
 - 3.2.5. Compliance with the Copeland “Anti-Kickback” Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 CFR part 3).

- 3.3. Purchase Orders will serve as the award instrument(s) against this Request for Proposal/Quote. Orders will be placed as items are approved for purchase and funds become available.

Effective **immediately**, the DeSoto Independent School District will email purchase orders in lieu of facsimile transmission. In addition to purchase orders, all solicitation notices, and award notifications will be communicated by email.

- 3.4. The District and District's representative, without invalidating the contract, may make changes by altering, adding to, or deducting from the Purchase Order; the contract sum being adjusted accordingly. No extra work or change shall be made unless in pursuance of a written order from the District and any claim for an addition to the contract sum will not be valid unless so ordered. Changes and amendments will be communicated by sending a copy of the purchase order.

IT IS THE PROPOSER'S RESPONSIBILITY TO TRACK PURCHASE ORDER NUMBER(S) & APPLICABLE REVISIONS. DOUBLE SHIPMENTS INCURRED WILL BE RETURNED AT THE PROPOSER'S EXPENSE.

- 3.5. Payment will be made within 30 days after the later of, receipt of goods/services and a properly submitted invoice. The district considers an invoice properly submitted when the following conditions are met:

3.5.1 Invoice is received at the address indicated on the purchase order

3.5.2. Pricing on the invoice matches the price on the purchase order

3.5.3. Include a description of the goods or services furnished, the purchase order number, invoice number and any applicable cash discount.

3.5.4. Quantities on the invoice do not exceed those specified on the Purchase Order

3.5.5. Unique invoice number used for each billing

3.5.6. Merchandise has been shipped or service performed.

3.5.7. Description of goods and services on the invoice shall match the description on the Purchase Order.

NOTE: Awarded Companies are expected to ship goods and/or perform services in the same week in which they are invoiced. Invoicing procedures for each awarded company will be incorporated into the proposer's performance rating.

- 3.6. Quantities may be increased or decreased at the discretion of the District.

***Quantities listed herein are best estimates only and cannot be guaranteed.**

- 3.7. No smoking or use of any tobacco products is permitted on school property.

- 3.8. In the event that any one or more of the provisions contained in this Request for Proposal/Quote (or resulting purchase order) shall be held by a court of competent jurisdiction to be invalid, illegal or unenforceable, such provisions shall not affect any other provision hereof, and this Request for Proposal/Quote (or any resulting purchase order) shall

be construed as if the invalid, illegal or unenforceable provision(s) had never been contained herein.

- 3.9. Successful proposer(s) hereby assigns to purchaser any and all claims for overcharges associated with any contract resulting from this Request for Proposal/Quote which arise under the antitrust laws of the United States, 15 USCA Section 1 et. seq., and which arise under the antitrust laws of the State of Texas, Tex. Bus. & Com. Code, Section 15.01 et. seq.
- 3.10. Any assignment by Proposer of this contract or any part thereof without written consent of DeSoto ISD shall be void.
- 3.11. Funds are not presently available for fiscal year 2022-2023 and later (after August 31, 2022). Should the DeSoto ISD Board of Trustees not approve funds for this service, any contract resulting from this Request for Proposal/Quote will automatically terminate on the last day of the school fiscal year for which funds have been appropriated at no further cost or obligation to the District.
- 3.12. It is understood that in the performance of any services herein provided, for Contractor shall be, and is, an independent contractor, and is not an agent or employee of the District and shall furnish such services in its own manner and method, except as required by this contract. Further, Contractor has, and shall retain the right to exercise full control over the employment, direction, compensation, and discharge of all persons employed by Contractor in the performance of the services hereunder. Contractor shall be solely responsible for, and shall indemnify, defend, and save the District harmless, from all matters relating to the payment of its employees, including compliance with Social Security, withholding, and all other wages, salaries, benefits, taxes, exactions, and regulations of any nature whatsoever.
- 3.13. The DeSoto Independent School District reserves the right to cancel any contract (purchase order) resulting from this Request for Proposal/Quote at any time, for any reason (or for no reason) with a thirty (30) day written notice to the contractor(s). Contractor may cancel any resulting contract, at any time for any reason, or for no reason with a sixty (60) day written notice. Any notice required or permitted to be delivered to the contractor(s) shall be deemed to be delivered when mailed by registered or certified mail, return receipt requested, postage prepaid, and addressed to the bidder's address appearing on the face of the Request for Proposal/Quote (or as subsequently revised or changed). Any compensation due the contractor(s) will be limited to items received and/or services performed and accepted by the District.
- 3.14. The Contract Document consisting of the purchase order(s) and the Specifications or any documents attached thereto or expressly incorporated therein constitute the entire agreement between the parties hereto with respect to the matters covered thereby. All prior negotiation representation and agreements, with respect thereto not incorporated in such Contract Documents, are hereby cancelled. This Agreement can be modified or amended only by a document duly executed on behalf of the parties hereto.
- 3.15. Upon request by DeSoto ISD, any duly authorized representative of DeSoto ISD shall, until three (3) years after final payment under this Agreement, have access to and right to examine directly pertinent books, papers, documents, accounts, and records of Seller involving transactions related to this Agreement and to examine Seller's place of business as necessary to determine whether the terms of this Agreement are being carried out. This audit will be conducted at a location where those business documents are being held at the time of the

audit request. Seller shall be required to maintain such records for three years after final payment.

- 3.16. DeSoto ISD shall have all remedies available at law or in equity to include reimbursement of attorneys' fees and all costs incurred in enforcing such rights. No modification of limitation of remedy shall be a part of this contract unless specifically agreed to in writing by DeSoto ISD's Purchasing Department.
- 3.17. **TO THE FULLEST EXTENT PERMITTED BY APPLICABLE LAW, SUPPLIER AND ITS AGENTS, PARTNERS, EMPLOYEES, AND CONSULTANTS (COLLECTIVELY "INDEMNITORS") SHALL AND DO AGREE TO INDEMNIFY, PROTECT, DEFEND WITH COUNSEL APPROVED BY DISTRICT, AND HOLD HARMLESS THE DISTRICT, REPRESENTATIVES OF THE DISTRICT, AND ITS MEMBERS OF THE BOARD OF TRUSTEES, ADMINISTRATORS, OTHER EMPLOYEES AND AGENTS (COLLECTIVELY "INDEMNITEES") FROM AND AGAINST ALL CLAIMS, DAMAGES, LOSSES, LIENS, CAUSES OF ACTION, SUITS, JUDGMENTS AND EXPENSES, INCLUDING ATTORNEY FEES, OF ANY NATURE, KIND, OR DESCRIPTION (COLLECTIVELY "LIABILITIES") OF ANY PERSON OR ENTITY WHOMSOEVER ARISING OUT OF, CAUSED BY, OR RESULTING FROM THE PERFORMANCE OF SERVICES, OR PROVISION OF GOODS, BY PROPOSER PURSUANT TO THIS CONTRACT, OR ANY PART THEREOF, OR ANYONE FOR WHOSE ACTS IT MAY BE LIABLE EVEN IF IT IS CAUSED IN PART BY THE NEGLIGENCE OR OMISSION OF ANY INDEMNITEE, SO LONG AS IT IS NOT CAUSED BY THE SOLE NEGLIGENCE OR WILLFUL MISCONDUCT OF ANY INDEMNITEE.**
- 3.18. **Criminal History Checks**
During the term of this agreement, the firm's employees have the potential to have continuing duties and direct contact with students. Subsequently, the supplier is responsible for complying with Texas Education Code § 22.0834. Supplier may not commence work until all covered employees have been approved by the Purchasing Department.

At a minimum, the company recommended for award shall:

Obtain all required criminal history record information, through the Department of Public Safety's Fingerprint-based Applicant Clearinghouse of Texas (FACT), regarding its covered employees. Annually certify that none of the covered employees have a disqualifying conviction.

Provide the DeSoto Independent School District Purchasing Department identifying information, attention David C. Scott, Director of Purchasing at david.Scott@desotoisd.org. Include RFP/RFQ number, full name and date of birth for all personnel assigned to work on site during the engagement. If it is not possible to verify a covered employee based on the name and date of birth, it may be necessary to provide a Social Security Number.

Notify the District in writing within 3 business days if Contractor receives information that a covered employee has a disqualifying conviction. Contractor will immediately remove the covered employee from contract duties on DeSoto ISD premises.

Notify DeSoto ISD Purchasing Department if employees leave employment with the firm during the contract term or cease responsibilities on DeSoto ISD property. Additional information regarding this requirement may be obtained by e-mailing FACT@txdps.state.tx.us or calling (512) 424-2365.

- 3.19. The DeSoto Independent School District requires that all individuals who perform services on DeSoto ISD property pursuant to this Request for Proposal/Quote to have a criminal background check. Prior to the provision of services by any such individual, the proposer shall be responsible for providing to DeSoto ISD a criminal background check that was completed and dated within (1) year of the proposed dates of service and that is sufficient to meet the standards determined by DeSoto ISD in its sole discretion. Failure to provide an acceptable and up-to-date criminal background check for each individual providing services under this Request for Proposal/Quote shall be grounds for immediate termination of any contracts or agreements.
- 3.20. Insurance Requirements – Attachment E, apply to this Proposal/Quote Invitation and any resulting award. The Insurance Certificate is not required to be submitted with this bid; however, if bidder is to receive an award, the certificate must be submitted to the DeSoto ISD Purchasing Office prior to commencement of work on District Property within five (5) days of verbal or written request by the Purchasing Office (whichever is earlier). The certificate must be prepared correctly and submitted to the DeSoto Independent School District before award can be made.
- 3.21. Proposers awarded a contract shall not advertise, solicit, or publish, without DeSoto ISD’s written consent, the fact that Proposer has entered into this contract, except to the extent necessary to comply with proper requests for information from an authorized representative of the federal, state or local government.
- 3.22. DeSoto ISD requires suppliers to provide price lists and catalogs in a format capable of being uploaded electronically to district’s database.

This information should be submitted on a flash drive or CD-ROM with your submittal or via e-mail to david.Scott@desotoisd.org.

The data below outlines the highlighted items on the worksheet:

Data Field	Content
Supplier Item	Your company Part # (each item # must be unique and match your company’s published catalogs)
Description	Description of the item from your database (no more than 25 characters)
Unit	Unit of Measure (i.e., EA for Each)
Unit Price	Unit price offered to DeSoto ISD, No percentages
Lead Time	Numbers of days to deliver ARO
Long Description	Additional description information

*Comments	Any shipping information
*Manufacturer	Name of the Manufacturer
*Model	Manufacturer Model #

*Optional Fields

AS CHANGES IN PRICE AND/OR PRODUCTS OCCUR DURING THE TERM OF THIS CONTRACT, IT IS THE RESPONSIBILITY OF THE SUPPLIER FOR UPDATING AND MAKING CHANGES TO THEIR CATALOG(S) OR ELECTRONIC PRICE SHEET. Otherwise, PO's will not be updated and payment will not be processed.

THIS WILL BE CONSIDERED ADDITIONAL EVALUATION CRITERIA. FAILURE TO PROVIDE THIS DATA MAY NEGATIVELY AFFECT THE CONSIDERATION OF YOUR PROPOSAL/QUOTE.

3.23. FORCE MAJEURE CLAUSE

Proposer shall not be liable for delay in delivery or performance or for failure to give notice of delay when such delay is due to factors beyond its control, including, but not limited to, fires, strikes, explosions, governmental regulations, court orders or decrees, or acts of nature such as flood, wind, earthquake, tornado or hurricane. If the Proposer is unable to perform any of its obligations as a result of force majeure, proposer shall immediately give written notice to the District of the date of inception of the force majeure condition and the extent to which it will affect performance.

END OF SECTION

Attachment A Supplier Questionnaire

1. Is your company certified by the state of Texas or the North Central Texas Regional Certification Agency as a small, women-owned, or minority business? Yes
No

If yes, provide a copy of the certification with the Request for Proposal/Quote/Bid response.

1.1. References:

<u>Company Name</u>	<u>Contact Name</u>	<u>Telephone Number</u>

2. Several governmental entities (a membership list is available at the EPCNT web site, listed below) have indicated an interest in being included in this contract. Should these governmental entities decide to participate in this contract, would you, (the proposer) agree that all terms, conditions, specifications, and pricing would apply? Yes
No

If you (the Proposer) checked yes, the following will apply. Governmental entities utilizing Internal Governmental contracts with the DeSoto Independent School District will be eligible, but not obligated, to purchase materials/services under the contract(s) awarded as a result of this solicitation. All purchases by governmental entity other than DeSoto Independent School District will be billed directly to that governmental entity and paid by that governmental entity. DeSoto Independent School District will not be responsible for another governmental entity’s debts. Each governmental entity will order their own material/service as needed. For information regarding the Educational Purchasing Cooperative of North Texas, please visit their website at the following address <https://epcnt.com>.

3. The DeSoto ISD has authorized district employees to use a credit card (Comerica Master Card) to make purchases for business purposes.

- 3.1. Will your company accept these credit card purchases? Yes No
- 3.2. Does your company utilize level 3 data card processing information? Yes No

4. Proposer’s principal place of business (or main corporate office) is located in _____ (state).

- 4.1. Proposer’s principal place of business is located within the boundaries of the DeSoto Independent School District? Yes No

- 4.2. Does your firm employ at least 500 persons in the state of Texas? Yes No

5. Is your firm willing to honor the terms and conditions of this contract if awarded a contract as an alternate? Yes No

Attachment C Confidential Information Declaration & Copyright Authorization Form

The bidder must stamp in bold red letters the term "CONFIDENTIAL" or "PROPRIETARY" on every page of any part of a bid that the bidder claims is confidential or proprietary. *Furnishing confidential or proprietary information is discouraged.* The District cannot guarantee that the District will be allowed to keep the information submitted confidential. The District may reject as non-conforming any bid that contains confidentiality claims that the District in its sole discretion considers vague or unreasonable.

All Invitations to Proposal/Quote and parts of bids that are not marked as confidential or proprietary will generally be considered public information once the contract is awarded. The District assumes no liability or responsibility for release of any information not properly marked. The District assumes no liability or responsibility for release of any information that is properly marked but is determined by the Texas Attorney General or a court of law to be subject to release. In the event that the District receives a request for disclosure of material marked "confidential" or "proprietary", the District may request a ruling from the Texas Attorney General concerning whether such material must be disclosed.

Proposal/Quotes asserted to be copyright protected in their entirety are unacceptable and may, in the District's sole discretion, be disqualified as non-responsive. By submitting copyrighted materials as part of your bid, you hereby grant the District authorization to reproduce and provide copies of such information in response to a valid request for information under the Texas Public Information Act, Texas Government Code Chapter 552. By submitting copyrighted materials, you are representing that you have the authority to grant such authorization for the reproduction and release of such information. You further agree to waive any and all claims against the District regarding the release of such copyrighted information including, but not limited, to any claim of copyright infringement when released in response to a valid request for information under the Texas Public Information Act, Texas Government Code Chapter 552.

- Contents of this document are NOT considered Confidential or Proprietary
- Contents of this document ARE considered Confidential or Proprietary. Please identify the pages and/or sections declared Confidential or Proprietary by properly marking the pages &/or sections as confidential or proprietary and listing them below:

—

The undersigned affirms that the District assumes no liability/responsibility for the release of any information if this form is not properly completed, signed and the appropriate pages clearly marked as directed. The undersigned further grants authorization for the reproduction and release of any information asserted to be copyright protected in response to a request for information under the Texas Public Information Act, and waives any and all claims regarding the release of such information.

Printed Name

Signature

Title

Date

Attachment D
Certification for Criminal History Check
(In Compliance With Texas Education Code § 22.0834(A))

“Covered employee” - A “covered employee” is a person who is an employee, applicant, agent or Subcontractor of the Contractor or of any Subcontractor of the Contractor, if (a) the person has or will have work duties related to the Project that will be performed on District property or at another location on a regular or repeated basis, (b) students are regularly present at such location, and (c) the person will have verbal or physical interaction with, or be in direct proximity to, one or more students.

“Direct contact with students”-The contact that results from activities that provide substantial opportunity for verbal or physical interaction with students that is not supervised by a certified educator or other professional district employee. Contact with students that results from services that do not provide substantial [the] opportunity for unsupervised interaction with a [an individual] student or students, such as addressing an assembly, officiating a sports contest, or judging an extracurricular event, is not, by itself, direct contact with students. However, direct contact with students does result from any activity that provides substantial [the] opportunity for unsupervised contact with students, which might include [such as], without limitation, the provision of [individualized] coaching, tutoring, or other services to students.

“Disqualifying conviction” - A “disqualifying conviction” is a conviction of (a) any felony under the Texas Penal Code, (b) any offense for which the person is required to register as a sex offender under Chapter 62 of the Texas Code of Criminal Procedure, (c) any equivalent offense under the laws of the United States or any other state, (d) any offense against a child, (e) misdemeanor possession of a controlled substance within 10 years, (f) any weapon offense, (g) theft, larceny, fraud, issuance of a bad check, theft by check above the class C misdemeanor level, or more than one offense at the class C level, (h) forgery, (i) altering an Official Document, (j) perjury, or (k) securing executing of a document by deception.

On behalf of _____ (“Contractor”), I certify that [check one]:

None of Contractor’s employees are *covered employees*, as defined above. The service contractor shall also certify that it will take reasonable steps to ensure that the conditions or precautions that have resulted in a determination that any person is not a covered contract employee continue to exist throughout the time that the contracted services are provided.

Or

- Some or all of Contractor’s employee are *covered employees*. If this box is selected, I further certify that:
- (1) Contractor has obtained all required criminal history record information, through the Texas Department of Public Safety, regarding its covered employees. None of the covered employees has a disqualifying conviction.
 - (2) If Contractor receives information that a covered employee has a disqualifying conviction, Contractor will immediately remove the covered employee from contract duties and notify the District in writing within 3 business days that it has done so. Noncompliance by Contractor with this certification may be grounds for contract termination.

Signature

Title

Date

Attachment E Insurance Requirements

The Proposer shall purchase and maintain, in a company or companies licensed to do business in the State of Texas. Such insurance as will protect the Proposer and the District from claims set forth below, which may arise out of, or result from, the operations under the contract. The Proposer shall be a subscriber to the Texas Workers' Compensation Act for Workers' Compensation Insurance. The proposer shall file with the Director of Purchasing, before work is begun, certificates of such insurance which shall be subject to approval by the District as to the company providing insurance and the manner and adequacy of insurance protection. The Proposer shall, during the performance of this Agreement, keep in force the following insurance:

- a. Comprehensive General Liability*(CGL)
 - 1) Bodily Injury\$250,000 each person, \$500,000 each occurrence,
\$1,000,000 aggregate
 - 2) Personal Injury\$250,000 each person, \$500,000 each occurrence,
\$1,000,000 aggregate
 - 3) Property Damage.....\$500,000 each occurrence
- b. Comprehensive Automobile Liability*(CAL)
 - 1) Bodily Injury\$500,000 each person, \$500,000 each occurrence,
\$1,000,000 aggregate
 - 2) Property\$100,000 each occurrence
- c. Workers' Comp. (as a subscriber to the Act) Statutory (per benefits of Texas Workers' Comp. Act)
- d. Employer's Liability
 - 1) Each accident.....\$300,000
 - 2) Disease\$300,000
 - 3) Disease for each employee\$300,000

*In the alternate, CGL and CAL insurance coverage a combined single limit policy of \$500,000 for both property damage and bodily injury may be provided with 1-million-dollar aggregate.

The Proposer shall either: (1) require each of its sub-contractors to procure and to maintain during the life of the sub-contract, Sub-contractor's Workers' Compensation Insurance as a subscriber to the act, Comprehensive General Liability, Automobile Liability, and Property Damage Liability Insurance of the type and in the same amounts as specified above, or (2) insure the activity of its sub-contractors in its own policy(ies).

All such policies of insurance shall contain a provision that they shall not be cancelled or altered nor the amount of coverage reduced until at least thirty (30) days after notice of such cancellation, alteration, or reduction has been delivered to the District.

Such policies of insurance shall be written by companies authorized by the Texas Department of Insurance to conduct business in the state and shall be satisfactory to the District. Proposer shall not commence work under this Agreement until satisfactory evidence of such insurance has been delivered to, and approved by the District.

Self-Insurance: A proposer who self-insures for workers compensation must possess a Certificate of Authority to Self-insure issued by the Texas Workers Compensation Commission as a subscriber to the Workers' Compensation Act. By signing below, the bidder/prospective Proposer certifies that it possesses such certificate, and shall furnish a copy of the Certificate of Self Insurance with Proposal/Quote Invitation.

The Certificate of Insurance must be presented prior to start of service. The policy must reflect DeSoto I.S.D. as "additional insured" or "co-insured". The amount of deductibles and self-insurance retention must be shown on Certificate of Insurance.

By initialing below, the bidder certifies that it is capable of providing the type(s) and coverage of insurance required.
_____(Initials)

Company Name	Insured By	Printed Name	Certificate Number
--------------	------------	--------------	--------------------

**DESOTO INDEPENDENT SCHOOL DISTRICT
PROPOSAL/QUOTE FORM/SPECIFICATION**

COMPANY NAME: _____

1. Purpose of Solicitation

The DeSoto Independent School District is seeking qualified firms and/or professionals interested in contracting with the District to provide **Special Education Services** (Vision Teacher, Orientation and Mobility Teacher, Occupational Therapists, Licensed Specialists in School Psychology, Board Certified Behavior Analysts, Music Therapists, Diagnosticians, Speech/Language Pathologists, Licensed Professional Counselors, Licensed Social Workers, Contract Service Providers for all Special Ed services) for a one-year period with an option of four renewable years for a maximum of five-years. These services shall be purchased on an “AS NEEDED” basis, with the DeSoto ISD making the sole determination of need. Multiple vendor awards are anticipated to provide the district with a variety of resources for needed services.

The estimated annual value of this contract is \$920,000. We also may need to purchase other related products during the term of this RFP/RFQ utilizing the discount from catalog section (on page 22) for up to an additional \$20,000. Therefore, the estimated total annual value of this contract is \$940,000. This value is not a guarantee of an award amount to any supplier(s), but just an estimated expenditure based on the history for this category. All suppliers agree to provide service as required within the time limitations designated by the DeSoto ISD (upon receipt of a DeSoto ISD Purchase Order).

2. DeSoto ISD Background

DeSoto ISD has an enrollment of over 7,500 students. It is small district in southern Dallas County. The district has 2 pre-kindergarten – 2nd grade schools, 2 elementary schools (grades 3-5), 2 middle schools, 2 K-8 magnet/STEM schools, 1 high school, and a disciplinary alternative education school. There are magnet programs throughout the district. Elementary and middle school magnet programs include gifted and talented, math, science and technology and classical curriculum. High school magnet programs expand upon these offerings to include television production and broadcasting, law and criminal justice and concurrent college enrollment. About 800 students are served by the district’s Special Education Department.

3. Services Requested

Services requested include special education related *evaluation, consultation, professional staff development, program improvement, and direct services*, as defined below:

CONSULTING: Transference of specific knowledge from a professional with wide knowledge of a specific subject in the area of special education. These services may include providing advice to teachers, staff and parents about disabilities and other areas associated with special education trends and issues.

EVALUATION: A process of collecting information both formally and informally from a number of sources about a specific student. Evaluations may include standardized tests and other measures whose results may lead to determine if a student meets state and federal eligibility criteria as a child with a disability.

PROFESSIONAL STAFF DEVELOPMENT: Activities to enhance professional career growth for teachers and other educational staff in specific areas related to special education.

**DESOTO INDEPENDENT SCHOOL DISTRICT
PROPOSAL/QUOTE FORM/SPECIFICATION**

COMPANY NAME: _____

PROGRAM IMPROVEMENT: The process of assisting special education administrators and other personnel in improving special education programs in the District. Improvement targets may result from advice from professionals with expertise in the areas needing improvement.

DIRECT SERVICES: Services given to students as recommended by their IEP. Examples include counseling and therapy for the educational setting.

4. Procurement Process

A. Selection of Qualified Provider Short-list of Providers

A committee of DeSoto ISD staff will review responses submitted.

(Note: DeSoto ISD anticipates selecting firm(s) from each category listed above, through the “evaluation” process, for presentation to the Board of Trustees for approval. The firm(s) selected will be experienced and have demonstrated excellence in the discipline identified.

B. Recommendation of Firms

The DeSoto ISD review committee will recommend firms for Board of Trustee Approval and subsequent approval.

Service Provider Responsibilities:

1. Comply with all federal, state, and local policies, procedures, and guidelines for determining eligibility for services
2. Provide services based upon best practices in the field
3. Comply with all provisions of the licensing law under which he or she is accountable
4. Certify that any service professional placed in the District has been cleared through a nation-wide criminal background check
5. Remove any provider whose background, training or skills do not meet the standards of the District (as solely determined by the District)
6. Be expected to be in compliance with all Texas licensing and certification requirements to do business in Texas and provide the described services
7. Be expected to comply with all applicable Federal and State laws related to education of disabled

students and the District's policies, practices and procedures in connection therewith

8. Must comply with all laws and regulations protecting the rights of privacy and confidentiality of the District's students and personnel
9. Provide transportation to one or multiple schools or departments
10. Services may be provided on a DeSoto ISD campus, office of provider (if service is evaluation), administration building or at available district sites. Observation of student at their assigned campus and teacher/staff interviews are required for evaluation purposes
11. Contractors must provide their own test kits, protocols, and any printed materials including handouts. Subcontractor services are not permitted.
12. Attend meetings which may include but may not be limited to Admission Review Dismissal (ARD)/Individualized Education Program (IEP) committee meetings, staff meetings with school personnel and meetings regarding special education legal issues.
13. Provide written reports of disability that meet district, state and federal special education guidelines and reports on recommendations/Proposal/Quotes may be required as stated on Statement of Work.
14. Full and Individual Evaluation and disability reports must contain all necessary components as mandated by law. The Legal Framework available on the TEA or Region 18 website contains this information. These are the website addresses: www.tea.state.tx.us and www.esc18.net

District Responsibilities:

1. Provide audio/visual equipment (computer/laptop, microphone, etc.), as requested/required.
2. Provide rooms for assessments/evaluations and presentations, as requested/required.
3. Provide copies of hand-outs for presentations, as requested/required.
4. Provide personnel to consult with, if needed, as requested/required.

RESPONDENT'S SUBMITTAL

Each firm shall organize the response in the order listed below and include the content as requested. This information will also be used for the Evaluation Criteria previously listed. **DeSoto ISD reserves the right to reject as non-responsive any responses that do not contain the information requested in this RFP/RFQ. Additionally, DeSoto ISD reserves the right to reject, as non-responsive, any responses that are not organized and formatted as described in this RFP/RFQ.**

**DESOTO INDEPENDENT SCHOOL DISTRICT
PROPOSAL/QUOTE FORM/SPECIFICATION**

COMPANY NAME: _____

1. Corporate Background and Experience (This section is for companies that represent multiple consultants)

- ◆ Letter of intent shall be submitted with the Proposal/Quotes and must be signed by an individual authorized to contractually bind the firm. Failure to provide the letter will be considered as “non-responsive”.
- ◆ Submit Vita for consultants that your firm may represent.
- ◆ How many years has your firm been in business under its present name?
- ◆ Indicate all other names by which your firm has been known and length of time known by each name.

2. Key Project Personnel

Provide a vita which provides the educational background and professional experience

3. Professional Fee and Instructional Material

Provide a fee structure for half and full day services. Pricing for all manuals, course documentation, other materials and travel expenses that pertain to each service shall be provided.

The district may require additional unspecified items that your firm may offer during the term of this contract (to include, but not be limited to, workbooks, training materials, etc.). Please indicate the percentage discount the district may apply to vendor’s published catalog price or to manufacturer’s list price: _____%

- 4. Provide a completed Service Provider Matrix listed as Exhibit D.
- 5. Provide a copy of the license for any prospective related service provider
- 6. Provide Proof of insurance
- 7. Provide a copy of Certificate of Authority to do business in the State of Texas

**DESOTO INDEPENDENT SCHOOL DISTRICT
PROPOSAL/QUOTE FORM/SPECIFICATION**

COMPANY NAME: _____

Please check each service that your firm is able to provide:

- Vision Teacher
- Orientation and Mobility Teacher
- Occupational Therapist
- Licensed Specialist in School Psychology
- Board Certified Behavior Analysts
- Diagnosticians
- Music Therapist
- Speech-Language Pathologists
- Licensed Professional Counselor / Licensed Social Worker
- Licensed Social Worker
- Others: _____
- Others: _____
- Others: _____

EXHIBIT D Service Provider Matrix/Categories

Name of Service Provider: _____

Identify years of experience performing services in the blank next to each area of specialty.

Evaluation	Years of Service	Consulting	Years of Service
Autism	_____	Autism	_____
Emotional Disturbance	_____	Emotional Disturbance	_____
Neuropsychology	_____	Behavior Management	_____
Behavior Management	_____	Attention Deficit Hyperactivity Disorder (ADHD)	_____
Cross Battery	_____	Learning/Cognitive Disabilities	_____
Learning/Cognitive Disabilities	_____	Cross Battery	_____
Traumatic Brain Injury (TBI)	_____	Speech – Articulation, Language, Fluency, Voice	_____
Cultural Differences/Cultural Responsiveness	_____	Early Intervention	_____
Limited English Proficient	_____	TBI	_____
Early Childhood	_____	Instruction	_____
Applied Behavior Analysis (ABA)	_____	Early Childhood	_____
Vision	_____	Legal Issues	_____
Occupational Therapy (OT)	_____	Cultural Differences/Responsiveness	_____
Physical Therapy (PT)	_____	LEP	_____
Speech	_____	OT	_____
Vocational	_____	PT	_____
Assistive Technology	_____	Vision	_____
Auditory Issues	_____	Report Writing	_____
		Vocational	_____
		Transition	_____
		Assistive Technology	_____
		Auditory Issues	_____

Program Improvement	Years of Service	Direct Services	Years of Service	Professional Staff Development	Years of Service
Autism	_____	Counseling	_____	Autism	_____
ADHD	_____	Therapy	_____	Emotional Disturbance	_____
Emotional Disturbance	_____	Music Therapy	_____	ADHD	_____
Behavior Management	_____			Behavioral Management	_____
Learning/Cognitive Dis.	_____			Report Writing	_____
TBI	_____			Cross Battery	_____
Instruction	_____			Learning/Cognitive Dis.	_____
Cultural Differences/ Responsiveness	_____			Instruction	_____
LEP	_____			TBI	_____
Early Childhood	_____			Cultural Differences/ Responsiveness	_____
ABA	_____			LEP	_____
Speech	_____			Early Childhood	_____
Vision	_____			ABA	_____
Report Writing	_____			OT	_____
Vocational	_____			PT	_____
Transition	_____			Vision	_____
				Speech	_____
				Vocational	_____
				Transition	_____
				Assistive Technology	_____
				Auditory Issues	_____

Attachment G

Certification Regarding Lobbying

Applicable to Grants, Subgrants, Cooperative Agreements, and Contracts Exceeding \$100,000 in Federal Funds.

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 certification 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:

- (1) 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 officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with the awarding of a 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.
- (2) 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, or an employee of a Member of Congress 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.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all covered subawards exceeding \$100,000 in Federal funds at all appropriate tiers and that all subrecipients shall certify and disclose accordingly.

Name/Address of Organization

Name/Title of Submitting Official

Signature

Date

Attachment H Disclosure of Lobbying Activities (SF-LLL)

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

Approved by OMB
0348-0046

1. Type of Federal Action: <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	2. Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	3. Report Type: <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: year _____ quarter _____ date of last report _____
4. Name and Address of Reporting Entity: <input type="checkbox"/> Prime <input type="checkbox"/> Sub awardee Tier _____, <i>if known:</i> Congressional District, if known:	5. If Reporting Entity in No. 4 is a Sub awardee, Enter Name and Address of Prime: Congressional District, if known:	
6. Federal Department/Agency:	7. Federal Program Name/Description: CFDA Number, <i>if applicable:</i>	
8. Federal Action Number, if known:	9. Award Amount, if known: \$	
10. a. Name and Address of Lobbying Registrant <i>(if individual, last name, first name, MI):</i>	b. Individuals Performing Services <i>(including address if different from No. 10a)</i> <i>(last name, first name, MI):</i>	
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature: _____ Print Name: _____ Title: _____ Telephone No.: _____ Date: _____	
Federal Use Only:		Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)

Attachment I

(Instructions for Completing Disclosure of Lobbying Activities (SF-LLL))

This disclosure form shall be completed by the reporting entity, whether sub-awardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or sub-award recipient. Identify the tier of the sub-awardee, e.g., the first sub-awardee of the prime is the 1st tier. Sub-awards include but are not limited to subcontracts, sub grants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Sub-awardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal/Quote (RFP/RFQ) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/Proposal/Quote control number assigned by the Federal agency). Include prefixes, e.g., "RFP/RFQ-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10.
 - (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.
 - (b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.

Attachment J
Clean Air & Water Act

I, the Proposer, am in compliance with all applicable standards, orders or regulations issued pursuant to the Clean Air Act of 1970, as Amended (42 U.S.C. 1857(h)), Section 508 of the Clean Water Act, as amended (33 U.S.C. 1368), Executive Order 117389 and Environmental Protection Agency Regulation, 40 CFR Part 15 as required under OMB Circular A-102,

Attachment O, Paragraph 14 (1) regarding reporting violations to the grantor agency and to the United States Environment Protection Agency Assistant Administrator for the Enforcement.

Proposer Name

Title of Authorized Representative

Mailing Address

Signature

Attachment K
Certification Regarding Debarment, Suspension, Ineligibility and
Voluntary Exclusion-Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7 CFR Part 3017, Section 3017.510, Participants' responsibilities. The regulations were published as Part IV of the January 30, 1989, *Federal Register* (pages 4722-4733). Copies of the regulations may be obtained by contacting the Department of Agriculture agency with which this transaction originated.

(Before completing certification, read attached instructions on the following page.)

- (1) The prospective lower tier participant certifies, by submission of this Proposal/Quote, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this Proposal/Quote.

Organization Name

Name and Title of Authorized Representative

Signature

Date

Attachment L
Certification Regarding Debarment, Suspension, Ineligibility and
Voluntary Exclusion-Lower Tier Covered Transactions Instructions

1. By signing (above) and submitting this form, the prospective lower tier participant is providing certification set out on the form in accordance with these instructions.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and / or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this Proposal/Quote is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms “covered transaction,” “debarred,” “suspended,” “ineligible,” “lower tier covered transaction,” “participants,” “person,” “primary covered transaction,” “principal,” “Proposal/Quote” and “voluntarily excluded,” as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this Proposal/Quote is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this form that it will include this clause titled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction” without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible or voluntarily excluded from the covered transaction; unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Non-procurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and / or debarment.