



**IDEA Public Schools
Request for Qualifications
For
IDEA Public Schools Grant and Program
Evaluation Services
#1-RFQ-GNRL-22-23**

Calendar of Events

Advertisements: **July 31th & August 7th, 2022**

Open Solicitation: **Sunday, July 31, 2022**

Deadline for Questions from Vendors: **Tuesday, August 9, 2022, @ 3:00 PM CST**

Deadline for Responses to Questions: **Thursday, August 11, 2022, @ 5:00 PM CST**

Due Date for Submittals: **Tuesday, August 23, 2022, @ 2:00 PM CST**

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Request for Qualifications
Grant and Program Evaluation Services
IDEA Public Schools

IDEA Public Schools (IDEA) requests qualifications and quotations for independent grant and program evaluation services for the purposes of assessing the quality or impacted of state and federally funded programs, plan and implement new programs, aid in future grant decisions, and demonstrate accountability to funding agency, students and the organization supporting joint proposals with the potential for large scale community benefit. Selected applicants will receive first consideration for future grant and program evaluation contracts where experience and qualifications match proposal requirements. Independent grant and program evaluators and grant and program evaluation service firms will be considered with priority for contractors based in locations where Idea Public Schools are present.

Organization Overview

IDEA Public Schools prepares students from underserved communities for success in college and citizenship. We are a growing network of 137 high-performing charter schools serving approximately 78,000 students located throughout Austin, El Paso, Houston, Permian Basin, Rio Grande Valley, San Antonio, Tarrant County in Texas, as well as locations in Louisiana and Florida. IDEA Public Schools is planning to expand to Jacksonville, FL in 2022, Cincinnati, OH in 2022, and Arkansas in 2023. Although IDEA's growth is rapid, it is also well planned and carefully planned. Schools begin with select grade levels and grow as students advance to eventually reach full scale as a Pre-K-12 campus.

The mission of IDEA Public Schools is College for All. IDEA serves primarily low-income students in underserved areas of both rural and urban communities. Over 80% of IDEA students are considered low-income and one of every three students is the first in their family to go to college. Since our first graduating class in 2007, 100% of our seniors have been accepted and matriculated to a college or university every year for fourteen consecutive years. Thanks to a rigorous path to college that begins in Pre-K, IDEA students attend selective universities throughout the country, win national awards and scholarships, and complete college at a rate six times the national average for low-income students.

Scope of Work

Qualifications are requested from professional grant and program evaluators. Our goal is to identify one or more grant and program evaluation companies who would be engaged on a project basis to assist IDEA in pursuing grants and other funding opportunities primarily from state and federal agencies. Qualified vendors may be considered for one or more upcoming projects at the discretion of IDEA Public Schools.

We are seeking applicants with a demonstrated track record of success of completed and clear evaluation of program efficacy, a proven ability to submit competitive, large-scale project designs, the ability to communicate technical, complex results, and a commitment to building a just and inclusive community. Experience working

with collaborative partners and responding to announcements from a range of different funders is preferred. We are developing a pool of grant and program evaluators to contract that will maximize the chance of supported submission success in grant funding.

Requirements

The Grant and Program Evaluator will serve as a subcontractor to IDEA Public Schools and help shape initial concepts, produce, review, revise and prepare draft and final proposals, for submittal to government agencies on behalf of IDEA Public Schools. The Grant and Program Evaluator will meet proposal deadlines by establishing priorities and target dates for information gathering from other contributors. The Grant and Program Evaluator will work closely with IDEA’s senior leadership and program staff to submit funding proposals within grant guidelines and deadlines. Qualified vendors will have a demonstrated record of successful grant applications from state agencies, including but not limited to: Texas Education Agency, Louisiana Department of Education, Ohio Department of Education, Florida Department of Education, and Arkansas Department of Education. As well as Federal Agencies such as: U.S. Department of Education, National Science Foundation, Department of Justice, and the U.S. Department of Agriculture.

Candidates must have excellent organizational, time and project management skills and the ability to work independently. Candidates must demonstrate excellent communication and interpersonal skills, and have previous experience engaging effectively with senior managers, researchers, and program-level staff during the proposal design, development, and review phases. Candidates should demonstrate an understanding of experimental design, solid analytical and advanced writing, and program evaluation planning and design. Candidates must have an understanding of What Works Clearinghouse standards and experience in designing and evaluating design projects based on What Works Clearinghouse.

Statement Of Qualifications Opening

Statement of Qualifications Opening is scheduled for **August 23, 2022, at 3 pm (CST)**. A formal “opening” will not be held. Trade secrets and confidential information contained in the Statement of Qualifications shall not generally be open for public inspection, but IDEA’s records are a matter of public record.

Timeline

RFP/RFQ Timeline			
RFP/RFQ Issued	07/29/22		
Respondent Question Cut-Off Date	08/09/22	@	3:00 PM CST
Addendum Issue Date	08/11/22		
Proposal Due Date	08/23/22	@	2:00 PM CST
Evaluation Period	08/24/22	to	08/29/22

Statement of Qualifications Submission Requirements

Statement of Qualifications (SOQ) should be prepared in such a way as to demonstrate a straightforward, concise delineation of capabilities that satisfy the requirements of the RFQ. Emphasis should be concentrated on the ‘s

ability to ensure IDEA Public School's success in grant funding. Statement of Qualifications should include the information and content stated in the "Qualifications" section. Statement of Qualifications shall be honored for 120 days after due date.

The Evaluation Committee will review the SOQ's received to determine if they are responsive. For proposals to be considered responsive and to be evaluated for selection, the following requirements must be met:

- (a) The proposals must have been submitted by the due date and time.
- (b) The proposals must be complete with the original signatures in blue ink.
- (c) The proposals must be for the specific services requested and described in the RFQ Packet.
- (d) The proposals must be submitted in the format described in the RFQ Packet.

Statement of Qualifications Delivery

The respondent's Statement of Qualifications itself shall be organized as identified in the Submittal Instructions Section. Statement of Qualifications can be mailed via hard copy or submitted electronically via e-Bid Software, Tyler Munis. submitted by sending a hard copy to:

Bids must be delivered to IDEA Headquarters and/or received via the web-based software [Tyler Munis](#) prior to this deadline to the address or link noted above. There will be no exceptions. **Bids received after the deadline will not be considered for this procurement. No facsimiles or e-mails will be accepted.**

- **If Mailing, the Statement of Qualifications send a hard copy to:**

IDEA Public Schools Headquarters
Attn. Purchasing Dept. 2115 West Pike Blvd Weslaco, TX 78596

Statement of Qualifications must be in a sealed envelope marked with the RFQ Number and Title and include:

1. One (1) clearly identified hard copy ORIGINAL (in blue ink) of the Statement of Qualifications response.
2. One (1) copy of the Statement of Qualifications on FLASH DRIVE marked with the Respondent's name.

- **If Submitting electronically via [Tyler Munis](#):**

PLEASE NOTE: Do not send individual files of each section or page of your proposal as the electronic version.

Statement of Qualifications Eligibility

To be eligible for consideration Statement of Qualifications should be received by mail to the IDEA Public Schools Headquarters no later than **02:00 PM CST on Tuesday, August 23, 2022**, along with the requisite signature pages and completed certification forms.

Submission of a Statement of Qualifications shall be construed to mean that the Respondent agrees to carry out

all conditions set forth in this document. Any proposed variation from the specifications, terms, and conditions shall be clearly identified. Please provide details of any non-compliance with the stated conditions. If no changes are indicated, IDEA shall expect to receive the service(s) exactly as specified.

- (a) IDEA reserves the right to select any offer it determines provides the best value, regardless of price.
- (b) IDEA may accept multiple offers for the same services. There may not be exclusivity with any selected Respondent.

Respondent Qualifications

Respondents who can meet the requirements for quality and other terms of this RFQ package, and who are not debarred and/or suspended from conducting business with IDEA, federal and state funded agencies are invited to respond. A prospective respondent, by submitting a Statement of Qualifications, represents to IDEA that it meets the following requirements:

- Possess or is able to obtain adequate financial resources as required to perform under this RFQ
- Is able to comply with the required scope of the RFQ
- Have a satisfactory record of integrity to ethics
- Be otherwise qualified and eligible to receive an award
- Be in service standing with the applicable national or state associations

The Respondents to this RFQ shall possess the following:

- At least 1-3 years of grant and program evaluation experience in a government and academic setting.
- A proven track record in grant and program evaluation with success in securing funding targets.
- Significant familiarity with the federal and state grant funding process.
- Exceptional writing skills with the ability to concisely “translate” technical findings and complex Science concepts into plain, easily understood language.
- Strong organizational skills and the ability to meet deadlines.

Submission Instructions

Interested Grant and Program Evaluation Service Provider are requested to submit a Statement of Qualifications in the following Order:

1. **Section 1: Statement of Qualifications letter**- Brief statement outlining applicant’s personal approach to grant writing and content areas of expertise i.e., arts, environment, housing, etc.
2. **Section 2: Resume/CV** – Resume should also include a summary providing applicant’s success rate, including total amount of money applied for and received.
3. **Section 3: A Specific List of Which Federal or State Agencies You Have Worked With In The Past**- Examples of grant sources from which the applicant has successfully evaluated programs from state and/or federally funded grants (provide specific examples of grant programs, government agencies, or foundations, award amounts, date awarded and purposes of grants)

4. **Section 4: Writing Samples Of At Least One Page (Or Link) With Appropriate Redaction**- an excerpt from a successful grant and program evaluation written by the applicant that is representative of his/her writing style. The excerpt should not exceed 2 pages and should not contain any confidential or proprietary information.
5. **Section 5: Fee Schedule**- Schedule of proposed fees. It is understood that fee schedules are project-dependent and will be negotiated with selected contractor at the onset of each project. We anticipate flexibility in fee structures that may include retainer, hourly payment and/or set project costs. We will not ask contractors to work on commission as part of this arrangement. General information about contractors' preferred fees and structures is requested below.
6. **Section 6: Professional References**- A minimum of two (2) professional references from clients for whom the applicant has successfully performed similar work.
7. **Required Attachments**- Respondent should provide all required forms identified in Section Labeled "Required Attachments" Forms should be complete and signed and/or initialed.

Statement of Non-Commitment

Issuance of this RFQ does not obligate IDEA Public Schools to award a contract or to pay any costs incurred in the preparation of proposals responding to this RFP.

Evaluation Criteria

IDEA will evaluate each Respondent's Statement of Qualifications(s) in the areas listed in this solicitation. The committee evaluating the Statement of Qualifications submitted in response to this RFQ may conduct interviews in order to allow Respondents to clarify or elaborate on their Statement of Qualifications. Upon completion of interviews or discussions, Respondents may be requested to revise any or all portions of their Statement of Qualifications.

Points	Evaluation Criteria
25 Points	The quality and comprehensiveness of the Statement of Qualifications designed to address the Scope of Service
10 Points	Respondent Resume (s), Background and Experience
15 Point	Writing Samples
50 Points	Fee Schedule
100 POINTS	TOTAL

Required Forms (Certifications and Representations)

If Applicable the Respondent shall execute the stated required forms included with this Request for Qualifications.

RFQ Clarification

Questions must be submitted via email to Mia Harris, Assistant Director of Procurement at mia.harris@IDEApublicschools.org no later than Tuesday, August 9, 2022, at 3:00 PM (CST). The email subject line should read: **Questions - #1-RFQ-GNRL-22-23 –IDEA Public Schools Grant & Program Evaluation Services.**

Questions submitted by respondents and answers prepared by IDEA, along with Addenda to this RFQ, if applicable, will be posted on IDEA's website.

Oral answers provided by IDEA, or its agents shall not be binding. No modification or amendment to this RFQ shall be valid unless it is set forth in writing, via a signed addendum or amendment from IDEA.

Respondent Responsibility

IDEA expects Respondents to be thoroughly familiar with all requirements of this RFQ. Respondent's failure or omission to examine any relevant form, article, site, or document will not relieve Respondent from any obligation regarding this RFQ. By submitting a Statement of Qualifications, Respondent is presumed to concur with all terms, conditions, and specifications of this RFQ. Any exception must be clearly defined and referenced to the proper paragraph in this RFQ. Objections considered by IDEA as excessive or affecting vital terms may reduce or eliminate the respondent's prospects for an award.

Completeness

Statement of Qualifications will represent a true and correct statement and shall contain no cause for claim of omission or error. Request for withdrawal of a Statement of Qualifications is allowed based on proof of mechanical error; however, Respondent may be removed from the approved Respondent list.

False/Misleading Statements

Statement of Qualifications that contain false or misleading statements, or which provide references that do not support an attribute or capability of the proposed system or service, may be rejected. If in the opinion of IDEA, such information was intended to mislead IDEA in its evaluation of the Statement of Qualifications and the attribute, condition, or capability as a requirement of the RFQ, the Statement of Qualifications shall be rejected.

Statement of Qualifications Signatures

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

Selection of Respondent (s)

IDEA may award this RFQ to multiple Respondents or to the Respondent IDEA determines, in its sole discretion, provides the best value to IDEA, based upon the evaluation of the Statement of Qualifications. Thus, the result will be determined by the applicable criteria as listed under the Evaluation Criteria referenced in this RFQ. Once the Statement of Qualifications is received the qualifications will be evaluated by IDEA and then interviews will be conducted with selected respondents.

Required Attachments

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

1. **Attachment A** – Title Page
2. **Attachment B** – Respondent Certification
3. **Attachment C** – -Certification Regarding Lobbying
4. **Attachment D** – -Debarment or Suspension Certification
5. **Attachment E**- Terms and Conditions for Contracts Paid with Federal Funds
6. **Attachment F** - References

ATTACHMENT A -TITLE PAGE

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

A Bid Submitted in Response to

IDEA Public Schools

Request for Qualifications # #1-RFQ-GNRL-22-23

IDEA Public Schools Grant Writing Services

Submitted by:

(Full Legal Name of Respondent)

On:

(Date of Proposal Submission)

ATTACHMENT B

CERTIFICATION OF RESPONDENT

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

Signature of Authorized Agent: _____

Printed Name and Title of Agent: _____

Name of Firm: _____

Address: _____

Telephone Number: _____

FAX Number: _____

Contact Person: _____

Email Address (if applicable): _____

Web Site Address (if applicable): _____

ATTACHMENT "C"

CERTIFICATION REGARDING

LOBBYING

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

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

- (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 office or employee of any agency, a Member of Congress, or an officer or employee of Congress, an employee of a Member of Congress, or any Board Member, officer, or employee of [School] Independent School District in connection with the awarding of Federal contract, the making of a Federal grant, the making of a Federal Loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.
(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, an employee of a Member of Congress, or any Board Member, officer, or employee of [School] Independent School District 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 awarded documents for all covered sub-awards exceeding \$100,000 in Federal funds at all appropriate tiers and that all sub-recipients shall certify and disclose accordingly.

Organization Name

PR/Award Number or Project Name

Name of Authorized Representative

Title

Signature

Date

ATTACHMENT "D"

CERTIFICATION REGARDING DEBARMENT OR SUSPENSION

Pursuant to Executive Orders 12549 and 12689 and the implementing federal regulations in Parts 180 and 200 of Title 2 of the Code of Federal Regulations relating to debarment and suspension, IDEA Public Schools is prohibited from contracting with parties that are suspended or debarred or whose owner(s), member(s) and/or principal(s) and certain employees are suspended or debarred. Respondent must certify that it and its owner(s), member(s) and/or principal(s) are not suspended or debarred under federal law and rule.

By submitting this offer and signing this certificate, this Firm certifies that no suspension, debarment, proposed debarment, declaration of ineligibility or voluntary exclusion from participation is currently in effect, which would otherwise preclude Respondent or its owner(s), member(s) principal(s) or employees from receiving a federally funded contract under applicable federal statutes and regulations.

Firm's Name: _____

Name of Authorized Company Official: _____

(Typed or printed)

Title of Authorized Company Official: _____

(Typed or printed)

Signature of Authorized
Company Official: _____

Date Signed: _____

ATTACHMENT “E” – Terms and Conditions for Contracts Paid with Federal Funds

Instruction to bidder: With respect to the use of federal funds for the procurement of goods and services, pursuant to § 200.326 of Title 2 to the Code of Federal Regulations (“2 CFR”) and Appendix II to 2 CFR 200, the following contract provisions are hereby made a part of this IFB and the resulting contract between IDEA Public Schools (“School”) and Bidder. A duly authorized representative must sign this form in blue ink. Failure to complete this form pursuant to this and other instruction shall disqualify the bid.

- A. **Remedies for Contract Breach or Violations.** Contracts for more than the simplified acquisition threshold currently set at \$250,000 must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms and provide for such sanctions and penalties as appropriate.
- B. **Termination for Cause and Convenience.** All contracts in excess of \$10,000 must address termination for cause and for convenience by the School, including the manner by which it will be affected and the basis for settlement.
- C. **Equal Employment Opportunity.** Except as otherwise provided under 41 CFR 60, all contracts that meet the definition of “federally assisted construction contract” in 41 CFR 60–1.3 must include the equal opportunity clause provided under 41 CFR 60–1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 CFR 1964–1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 CFR 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”
- D. **Davis-Bacon Act.** When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by School must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141–3144, and 3146–3148) as supplemented by Department of Labor regulations (29 CFR 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. School must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. School must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or subrecipient must be prohibited from

inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The School must report all suspected or reported violations to the Federal awarding agency.

- E. Contract Work Hours and Safety Standards Act. Where applicable, all contracts awarded by School in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.
- F. Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of "funding agreement" under 37 CFR 401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.
- G. Clean Air Act and the Federal Water Pollution Control Act. Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the contractor to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401–7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251–1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
- H. Energy Efficiency Standards and Policies. Mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6201).
- I. Debarment and Suspension. A contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide Excluded Parties List System in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR Part 1986 Comp., p. 189) and 12689 (3 CFR Part 1989 Comp., p. 235), "Debarment and Suspension." The Excluded Parties List System in SAM contains the names of parties debarred, suspended, or otherwise excluded by agencies, as

well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

- J. Byrd Anti-Lobbying. Contractors that apply or bid for an award of \$100,000 or more must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier.

- K. Procurement of Recovered Materials. School and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired by the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

I, the undersigned agent for the company named below, represent that the company agrees to the contract provisions set forth on this form.

Company Name: _____

Signature of Authorized Representative

Date Signed

ATTACHMENT "F" – Reference Sheet

Please list a minimum of three references of agencies (governments, charter schools or ISDs) that have used your services. We would prefer some of the references to be new customers in the last year, and Texas agencies are preferred:

1. _____
Company Name

Street Address City State Zip

Contact Person Phone Number Email Address

Project Scope

Dates of Contract

2. _____
Company Name

Street Address City State Zip

Contact Person Phone Number Email Address

Project Scope

Dates of Contract

3. _____
Company Name

Street Address City State Zip

Contact Person Phone Number Email Address

Project Scope

Dates of Contract

4. _____
Company Name

Street Address City State Zip

Contact Person Phone Number Email Address

Project Scope

Dates of Contract