



**IDEA Public Schools  
Request for Proposal  
For  
Kitchen Facelift Equipment and  
Installation  
# 17-CNPKFL-0424**

Bidder's Initials: \_\_\_\_\_

## Calendar of Events

Advertisements: **January 14 & 21, 2024**

Open Solicitation: **Monday, January 15, 2024**

Pre-Proposal meeting: **Wednesday, January 31, 2024 @ 10:00 AM CST**

Deadline for questions from Vendors: **Thursday, February 1, 2024 @ 5:00 PM CST**

Deadline for responses to questions: **Wednesday, February 7, 2024 @ 5:00 PM CST**

Due Date for Submittals: **Tuesday, February 27, 2024 @ 2:00 PM CST**

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## PART I - GENERAL INFORMATION

### 1.1 BACKGROUND

IDEA Public Schools ("IDEA") is a growing network of tuition-free K-12 public charter schools serving more than 76,000 students in 69 schools throughout the Rio Grande Valley, San Antonio, Austin, El Paso, Louisiana, and Florida in the 2021-2022 school year. IDEA is committed to "College for All Children" and has sent 100% of its graduates to college for six consecutive years. In the 2021-22 school year, IDEA will serve 77,000 students. IDEA will operate 194 schools by 2023.

### 1.2 FUNDING

IDEA is a Texas nonprofit corporation exempt from federal taxation pursuant to Section 501(c)(3) of the U.S. Internal Revenue. Funding for IDEA operations and programs are provided through fundraising, philanthropic grants, state, and federal funding.

### 1.3 SERVICES SOLICITED

IDEA Public Schools is soliciting a Request for Proposals (RFP) for Kitchen Facelifts equipment and installation for four (4) campus locations.

- a. Each vendor shall furnish the information required by the Contract Documents. The vendor shall sign the *proposal*, *all addenda*, and the *bid sheet*. The person signing the proposal must initial at the bottom of every page, erasures, and/or other changes. Proposals signed by an agent must be accompanied by evidence of the agent's authority unless such evidence has been previously furnished to IDEA.
- b. Deliveries shall be FOB Destination to IDEA Public Schools destination sites. Freight prepaid and assumed by the vendor. IDEA Public Schools reserves the right to pick up items in lieu of delivery from local vendors.
- c. The vendor may offer an "equal" product or product exceeding Specifications as an alternate proposal. Final determination of whether or not an item is an "approved equal" remains with IDEA Public Schools.
- d. IDEA Public Schools does not pay Federal Excise Taxes. Tax exemption certificates will be provided upon request.
- e. Proposals submitted on forms other than the IDEA forms or with different terms or provisions may be considered as **non-responsive** proposals.
- f. All Proposals shall remain firm for a term of 120 days after RFP solicitation period is closed.
- g. The vendor shall certify that no federal or state suspension or debarment is in place, which would preclude receiving a state or federally funded award.
- h. "Reservations". IDEA expressly reserves the right to:

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Waive minor deviations from the specifications when it is determined that the total cost to IDEA of the deviating proposal is lower than the lowest conforming proposal which meets all aspects of the specifications, and the overall function of the goods or services, or both, specified in the deviating proposal is equal to or greater than that of the conforming proposal.

Waive any defect, irregularity or informality in any proposal procedure.

Reject any or all proposals.

Amend a proposal prior to proposal opening date to extend or make changes to specification.

Procure any services by other means.

Increase or decrease the quality of services specified in the proposal unless the offeror specifies otherwise.

#### 1.4 TIME-FRAME

An RFP packet will be available at **8:00 AM CST on Tuesday, January 16, 2024**, at the Headquarters Office located at 2115 W. Pike, Weslaco TX 78596 and in our website on **Monday, January 15, 2024** at the following link <https://ideapublicschools.org/our-story/finance-budget/>. The vendor is responsible for obtaining any updates or amendments to the RFP from the website. **The deadline for submitting proposals for this RFP is Tuesday, February 27, 2024, at 2:00 PM CST.**

The bid opening meeting will be held via web on <https://www.microsoft.com/microsoft-teams/join-a-meeting>. Please use: Meeting ID: 262 087 301 200 and Passcode: Ece3Hb.

If you have any questions regarding this RFP process, please contact the Child Nutrition Program Procurement email at [cnpprocurement@ideapublicschools.org](mailto:cnpprocurement@ideapublicschools.org). Bids must be delivered to and received prior to this deadline to the address 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.**

#### 1.5 PAYMENT TERMS

Payment will be issued upon review and approval of invoice within 30 days (Net 30). Invoices shall be fully documented as to labor, materials and equipment provided. Orders will be placed by the IDEA Public Schools and must be given a Purchase Order Number to be valid. No payments shall be made on invoices not listing a Purchase Order Number. Invoices should be submitted to IDEA Public Schools ATTN: Child Nutrition Program Accounts Payable via email at [cnaccounts payable@ideapublicschools.org](mailto:cnaccounts payable@ideapublicschools.org) or by mail at 2115 W. Pike Blvd., Weslaco, Texas 78596 Attn: CNP Department.

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## PART II- PROPOSAL CONTENT AND PROCESS

### 2.1 PURPOSE

Utilizing the RFP method of procurement, IDEA Public Schools is requesting proposals from Respondents for delivery and installation of kitchen equipment as part of IDEA's Kitchen Face Lift initiative.

### 2.2 NOTICE TO ALL VENDORS

IDEA is interested:

- a. Vendor shall keep IDEA advised of any changes in order(s) status.
- b. Pricing shall remain open to acceptance and shall be irrevocable for a period of One Hundred and Twenty (120) Days after the Request for Proposal closing date.
- c. Questions regarding this proposal must be in writing and emailed to CNP Procurement at [cnpprocurement@ideapublicschools.org](mailto:cnpprocurement@ideapublicschools.org) by **Thursday, February 1, 2024 @ 5:00 PM CST**
- d. IDEA encourages HUB vendor participation, if vendor is a state certified HUB vendor (Historically Underutilized Business) and/ or certified MWBD vendor (Minority and Women-owned Business), **certification must be included in submittal.**
- e. All pricing and any award under this RFP shall be available for all IDEA departments and divisions and any other entity purchasing through IDEA.

### 2.3a SCOPE OF SERVICES

a. Four (4) Locations

Campus Name	Address	City	State	Zip Code
IDEA Donna	401 S 1st St	Donna	Texas	78537
IDEA Weslaco Pike	1000 E Pike Blvd	Weslaco	Texas	78596
IDEA Monterrey Park	222 SW 39th St	San Antonio	Texas	78237
IDEA Walzem	6455 Walzem Rd	San Antonio	Texas	78239

- b. Removal and delivery of old equipment form IDEA Donna and IDEA Weslaco Pike to the RGV Warehouse (308 S Utah Ave, Weslaco, TX 78596); and removal and delivery of old equipment form IDEA Monterrey Park and IDEA Walzem to the Houston Warehouse (6525 Cunninham Rd e, Houston, TX 77041).
- c. Equipment and Price submittal on **Attachment "M"**
  - a. Buy Out OPTION is available for acceptance or rejection by IDEA as a whole or partially.
- d. Work completion date range: Work to start and be completed in all 4 campuses between May 30, 2024 – June 20, 2024.

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### 2.3b DESIRED SERVICES

- a. The specifications that follow are minimum basic requirements. Any deviation or comparable must be properly identified and be acceptable by IDEA Public Schools. For this reason, vendors are discouraged from describing any deviations simply as “equal” or “exceeds” the defined requirements: Instead, vendors must properly identify the equivalent through individual submittals of **Attachment “K”** included in this RFP packet, one for each deviation. Failure to do so may result in the rejection of the bid and or product for non-compliance.
- b. The factory name and location shall be submitted with the bid. Installation of equipment must be performed at the cafeteria location identified in the requirements below. There are no exceptions. Installation of equipment must be scheduled with the Cafeteria’s Regional Manager or Cafeteria Manager indicated in the requirements below.
- c. The district intends to purchase the types and quantities of kitchen equipment listed in the RFP. The actual number purchased of any equipment may be adjusted up or down according to the district’s needs and funding.
- d. The merchandise shall remain at the vendor’s possession until ready to install. IDEA encourages vendors to visit the sites where the equipment will be installed for layout purposes in order to speed up the installation process.
- e. Installation of replacement equipment will require the vendor to disconnect and remove the old equipment, placing it in the location identified by the Regional Manager or Cafeteria Manager for each site.
- f. General warranties are to include but will not be limited to
  - a. Equipment warranty shall be compliant with the specifications identified below
  - b. Installation service warranty shall be compliant with the specifications identified below
  - c. Vendor is responsible for the equipment purchased from transport through installation

### 2.4 IDEA PUBLIC SCHOOLS RESPONSIBILITY

- a. IDEA reserves the right to cancel any resulting contract due to unacceptable prices variances from the price agreed-upon through this RFP. The contracted vendor shall provide advance notice/notification when an increase in price occurs for an item. This will allow IDEA an opportunity to search and approve a substitute item of equal or greater quality.
- b. All pricing and any award under this RFP shall be available for all IDEA departments and divisions and any other entity purchasing through IDEA

### 2.5 PRE-PROPOSAL MEETING (CONFERENCE CALL)

A pre-proposal conference call will be held on **Wednesday, January 31, 2024 @ 10:00 AM CST**, during which time any questions regarding the RFP will be answered. The meeting will be held via web on <https://www.microsoft.com/microsoft-teams/join-a-meeting>. Please use Meeting ID: 262 933 921 900 and Passcode: x7GUyv.  
Attendance is not mandatory.

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## 2.6 WHO IS ELIGIBLE TO RESPOND?

Respondents who are eligible to meet the technical specifications for quality and other terms of this bid package, and who are not debarred and/or suspended from conducting business with district, federal and state funded agencies and are recognized by the Texas Comptroller of Public Accounts as having an "Active" right to transact business in Texas are invited to respond. A prospective respondent must affirmatively demonstrate respondent's responsibility. A prospective respondent, by submitting a bid, represents to IDEA Public Schools that it meets the following requirements:

- a. Possesses or is able to obtain adequate financial resources to perform services requested under this RFP,
- b. Respondent shall comply with the requirements proposed in this RFP,
- c. Respondent shall be in good standing with all applicable national or state associations.

## 2.7 PROCUREMENT CONDITIONS/GENERAL TERMS

Procurement of services under this RFP shall be in accordance with IDEA's Purchasing Policy<sup>1</sup> and the general terms and conditions set forth in this section, which shall form a part of the contract documents and purchase order for good and/or services included in this RFP:

- 1) IDEA is utilizing the RFP method of procurement in accordance with 2 CFR § Part 200.320 (b)(2)
- 2) This RFP will be awarded to the responsible offeror whose proposal is most advantageous to IDEA, with price and other factors considered.
- 3) All proposals must include a detailed statement of exceptions taken to any part of the request. Any deviations from this procurement solicitation must be noted on the deviations and exceptions form. See **Attachment "K"**. Deviations or exceptions must be submitted by **Tuesday, February 27, 2024 @ 2:00 PM CST**. Any language to the effect that the Vendor does not consider this RFP to be part of a contractual obligation may result in the Vendor's proposals being disqualified. In the absence of any deviation(s) identified and described in accordance with above, Vendor must fully comply with the Terms and Conditions, Proposal Specifications, and all other requirements associated with this bid solicitation.
- 4) IDEA assumes no financial responsibility for any costs incurred by prospective vendors in developing and submitting a bid or any amendments or addenda, participating in pre-bid conferences, interviews, participating in any negotiation sessions or discussions, or any other costs incurred by proposers prior to award of a Contract/Agreement pursuant to this RFP.
- 5) All prices in Vendor's proposal should remain firm for the Term of the Agreement. Any price changes shall be presented to IDEA, for acceptance or rejection by IDEA, in its sole discretion, using the same format as was accepted in Vendor's original proposal; all price changes for goods and/or services provided under this Agreement, must be approved, in writing, by the IDEA prior to

<sup>1</sup> [https://ideapublicschools.org/wp-content/uploads/2021/07/05.-Purchasing-Policy-Proposed-Amendment-July-2021\\_final.pdf](https://ideapublicschools.org/wp-content/uploads/2021/07/05.-Purchasing-Policy-Proposed-Amendment-July-2021_final.pdf)

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taking effect. The following documentation shall be provided to support a request for price change: justification for change/increase using a known market index/market condition, terms and conditions, and/or manufacturers/distributors' impact (if any).

- 6) Invoices shall be directed to IDEA and submitted to IDEA Headquarters Business Office ([payable@ideapublicschools.org](mailto:payable@ideapublicschools.org) & [cnppayable@ideapublicschools.org](mailto:cnppayable@ideapublicschools.org)) net 30 days after services have been rendered. Vendor shall submit invoices within a timely manner during IDEA fiscal year in which the good(s) and/or service(s) are purchased, and:
- a) Submit invoice(s), in duplicate, on each purchase order at the time or shortly after each delivery.
  - b) Invoices shall indicate the purchase order number.
  - c) All invoice(s) shall be itemized to include a description of each good(s) and/or service(s) rendered.
  - d) Items should be shown in numerical order and must correspond with the item numbers shown on the purchase order.
  - e) Quantity, unit and price of each item must be shown. All prices should be extended on the invoice.
  - f) Total all extensions on the invoice.
  - g) Discount, if applicable, must be stated, extended and deducted to arrive at a Net Total for invoice.
  - h) Transportation charges, if any, shall be listed separately.
  - i) A copy of the bill of lading, and the freight weight bill when applicable, should be attached to the invoice.
  - j) Date of purchase order must be shown.
  - k) Payment shall not be due until the above instruments are submitted after delivery.
  - l) Vendors should keep the IDEA advised of any changes to remittance addresses.
  - m) Buyer's obligation is payable only and solely from funds available for the purpose of the purchase. Lack of funds shall render this contract null and void to the extent funds are not available and any delivered but unpaid for goods will be returned to Seller by Buyer.
  - n) Do not include Federal Excise, State or City Sales Tax. The IDEA shall furnish exemption certificate, if required.
  - o) Each invoice should be verified by IDEA for accuracy.
  - p) If a credit is due, the next/subsequent invoice must show the credit owed and applied.
  - q) If IDEA denies or rejects a product deemed unacceptable, the IDEA-HQ staff will make a notation directly on the invoice, initial and date it, along with the initials of the delivery driver
- 7) Vendor is required to provide IDEA with copies of certificates of insurance, name and address of Vendor, the limits of liability, the effective dates of each policy, and policy number shall be delivered to IDEA prior to the commencement of any work under this Agreement. For coverages required under this Agreement, Contractor's insurer (s) shall waive subrogation rights against IDEA's Primary Coverage. For claims related to this Agreement, Contractor's insurance coverage shall be primary and non-contributory with other coverage by the IDEA. Contractor's insurer(s) shall name IDEA Public Schools as Additional Insured on their policy. The insurance company ensuring the vendor shall be licensed in the State of Texas and shall be acceptable to IDEA. Each policy shall contain a valid provision or endorsement requiring notification to IDEA in the event

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any of the required policies are to be cancelled or non-renewed before the expiration date thereof. Said notice shall be sent thirty (30) days prior to such cancellation or non-renewal unless due to non-payment of premiums for which notice shall be sent ten (10) days prior. If such written notice is unavailable from the insurer, Contractor shall provide written notice of cancellation, non-renewal or reduction in limits to IDEA by certified mail, return receipt requested within three (3) business days of such notice by its insurer(s) of said Agreement to maintain coverage as specified below. IDEA reserves the right to require additional insurance should IDEA deem additional insurance necessary, in IDEA's sole discretion. Proof of insurance coverage must be submitted with the proposal. The insurance coverages specified in this Agreement are the minimum requirements, and these requirements do not lessen or limit the liability of the Contractor. The Contractor shall maintain, at its own expense, any additional kinds or amounts of insurance that it may deem necessary to cover its obligations and liabilities under this Agreement:

- a) Workman's Compensation/Employer's Liability:
  - Statutory Limits
    - i) \$500,000 Each Accident
    - ii) \$500,000 Policy Limit
    - iii) \$500,000 Each Employee
  - b) General Liability, Bodily Injury & Property Damage:
    - i) \$2,000,000 Aggregate
    - ii) \$1,000,000 Per Occurrence
  - c) Automotive Liability:
    - i) \$250,000 Each Person
  - d) Bodily Injury:
    - i) \$500,000 Each Accident
  - e) Property Damage:
    - i) \$250,000
- 8) The successful Vendor/Contractor will at a minimum carry and maintain Workers' Compensation, General Liability, and Property Damage Liability Insurance. Insurance Certificates must be submitted with the bid. IDEA reserves the right to review all insurance policies pertaining to this RFP to guarantee that the proper coverage is obtained and maintained by the Vendor/Contractor.

**BUY AMERICAN PROVISION (if applicable):** IDEA requires for domestic end products and supplies for use in the United States when spending federal funds. IDEA, participating in the National School Lunch Program (NSLP), School Breakfast Program (SBP), Special Milk Program for Children, Summer Food Service Program and/or Child and Adult Care Food Programs, is required by law to use nonprofit School Nutrition Program (SNP) funds, to the maximum extent practicable, to buy domestic commodities and products. A "domestic commodity or product" is defined as an agricultural commodity that is produced in the United States and a food product that is processed in the United States substantially using agricultural commodities produced in the United States. "Substantially" means over 51 percent (51%) of the final processed product must consist of agricultural commodities that were grown domestically. For foods that are unprocessed, agricultural commodities must be domestic and for foods that are processed, they must be processed domestically using agricultural food components that are comprised of over 51% domestically grown items, by weight or volume. Products from Guam, American Samoa, Virgin Islands, Puerto Rico, and the Northern Mariana Islands are considered domestic products under this provision as these products are from the territories of the United States. The product

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label must designate the United States, or its territories, as the country of origin. IDEA requires Vendor to certify compliance with the Buy American provision, as defined in 7 CFR § 210.21(d).

1. Vendors shall provide certification of the domestic content in the parts, components, and other elements contained in the product, including specific information about the percentage of U.S. content from the supplier (i.e., manufacturer or distributor). In the event Vendor or Vendor's supplier(s) are unable or unwilling to certify compliance with the Buy American provision, or applicability of an exception to the Buy American provision, IDEA may decide not to purchase from Vendor. IDEA may require country of origin on all products and invoices submitted for payment by Vendor, and Vendor agrees to comply with any such requirement. **Any exception to the Buy American Provision must be explicitly stated on the deviations of this proposal and include the country of origin, and percent (%) of U.S. content for each item.** Exceptions to the Buy American provision are very limited; however, an alternative or exception may be approved by IDEA upon request. To be considered for an alternative or exception, the request must be submitting in writing to a designated official of IDEA in advance of delivery; IDEA may set a deadline for such requests to be submitted by Vendor. The request must include:
  - a. Alternative substitute(s) that are domestic and meet the required specifications:
    - ii) Price of the domestic food alternative substitute(s); and
    - iii) Availability of the domestic alternative substitute(s) in relation to the quantity ordered.
  - b. Reason for exception: limited/lack of availability or price (include price):
    - iv) Price of the domestic food product; and
    - v) Price of the non-domestic product that meets the required specification of the domestic product.

See 7 CFR § 210.21(d), and USDA-FNS memo SP 38-2017 Compliance with and Enforcement of the Buy American Provision in the National School Lunch Program. The Buy American provision applies to all purchases made with School Nutrition Program (SNP) funds.

2. All goods and/or services provided by the Vendor under this Agreement must be warranted to be free from defects in material, workmanship, and free from such defects in design for a period of one (1) year upon the later of IDEA's acceptance of the product and/or service or payment of the applicable invoice. If the Vendor's/manufacturer's warranty is less than the required period, the Vendor shall warrant the goods and/or services to the full extent as provided by the Vendor/manufacturer. IDEA will endeavor to give the contractor written notice of the breach of warranty within thirty (30) days of the discovery of the breach of warranty, but failure to give timely notice shall not impair IDEAs rights under this section. Vendor warrants that any services rendered by the Vendor in relation to warranty of items will be fully and timely performed in a professional and workmanlike manner in accordance with generally accepted industry standards and practices, the terms, conditions, and covenants of the Agreement, and all applicable Federal, State, and local laws, rules, and regulations. Vendor warrants that all goods and/or services furnished under this Agreement shall conform in all respects to the terms of this Agreement, including, without limitation, those detailed in the procurement solicitation issued by IDEA. In addition, Vendor warrants that goods and/or services are suitable for and will perform in accordance with the purchases for which they are intended. Vendor shall assume all liabilities incurred within the scope

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of the consequential damages and incidental expenses, as set forth in the vendor or manufacturer's warranty, which result from either delivery or use of product, which does not meet the specifications within this Agreement, the procurement solicitation, or Purchase Order

3. IDEA reserves the right to accept or reject any or all proposals received or to cancel or extend in part or its entirety, this RFP, or make multiple or partial awards.
4. Award of purchase agreement or contract shall be made only to a responsible offeror whose proposal is most advantageous to IDEA, with price and other factors considered.
5. When submitting bids, it is required that the respondent have the necessary professional experience, prior training, and applicable professional judgment to perform the activities or deliver the goods stated in this RFP.
6. Proposals may be withdrawn only by delivery of a written request to IDEA Public Schools – Child Nutrition Program Director of Finance and Procurement prior to the specified deadline time/date stated in the RFP. The authorized signatory must sign such requests.
7. Proposals received will become a part of the IDEA's official files without further obligation to the respondents.
8. The contents of a successful proposal shall become a contractual obligation if selected for funding. Failure of the Respondent to accept these obligations can result in cancellation of an award or purchase agreement. IDEA reserves the right to withdraw or reduce the amount of an award or to cancel any contract resulting from this procurement if there is misrepresentation or errors in the specifications, pricing, terms, or Respondent's ability to meet the terms and conditions of this RFP or if adequate funding is not received.
9. A response does not commit IDEA to award a purchase agreement or a contract. IDEA does not commit to a reimbursement of any costs incurred in the preparation of a response nor commit to pay for any costs incurred prior to the execution of a formal purchase agreement or contract unless such costs are specifically authorized in writing by IDEA.
10. IDEA reserves the right to contact any individual, agency, or employers listed in the RFP, to contact others who may have experience and/or knowledge of the respondent's goods/supplies, relevant performance, qualifications, etc., and to request additional information from any and all respondents.
11. Respondents shall not, under penalty of law, offer any gratuities, favors, or anything of monetary value to any officer or employee of IDEA, or to any consultant, employee, or member of IDEA for the purpose of or having the effect of influencing favorable disposition toward their own proposal or any other bid submitted hereunder.
12. No employee, officer or member of IDEA shall participate in the selection, development of a response to this RFP, award or administration of a contract issued pursuant to this RFP if a conflict of interest exists, real or apparent.
13. **UNDUE INFLUENCE:** In order to ensure the integrity of the selection process, vendor's officers,

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employees, agents or other representatives shall not lobby or attempt to influence a vote or recommendation related to the vendor's response, directly or indirectly, through any contact with members of IDEA's Board of Directors or other officials from the date this solicitation is released until the award of a contract by IDEA's Board of Directors.

14. PAYMENT TERMS: Unless a prompt payment discount with a payment term of at least ten (10) days is offered and accepted by IDEA, payment terms shall be Net thirty (30) days from date of acceptance or receipt of a properly prepared and submitted invoice, whichever is later.
15. INDEPENDENT CONTRACTOR RELATIONSHIP: Nothing herein shall be construed as creating the relationship of employer or employee between IDEA and the Contractor or between IDEA and the Contractor's employees. IDEA shall not be subject to any obligation or liabilities of the Contractor or the Contractor's employees incurred in the performance of the contract unless otherwise herein authorized. Neither the Contractor nor its employees shall be entitled to any of the benefits established for IDEA employees, nor be covered by IDEA's Workers' Compensation Program.
16. LIMITATIONS AND NO WAIVER OF GOVERNMENTAL IMMUNITY: THE PARTIES ARE AWARE THAT THERE ARE CONSTITUTIONAL AND STATUTORY LIMITATIONS ON THE AUTHORITY OF IDEA (A PUBLIC SCHOOL) TO ENTER INTO CERTAIN TYPES OF CONTRACTS, INCLUDING, BUT NOT LIMITED TO, ANY TERMS AND CONDITIONS RELATING TO LIENS ON IDEA'S PROPERTY; DISCLAIMERS AND LIMITATIONS OF WARRANTIES; DISCLAIMERS AND LIMITATIONS OF LIABILITY FOR DAMAGES; WAIVERS, DISCLAIMERS AND LIMITATIONS OF LEGAL RIGHTS, REMEDIES, REQUIREMENTS AND PROCESSES; LIMITATIONS OF PERIODS TO BRING LEGAL ACTION; GRANTING CONTROL OF LITIGATION OR SETTLEMENT TO ANOTHER PARTY; LIABILITY FOR ACTS OR OMISSIONS OF THIRD PARTIES; PAYMENT OF ATTORNEYS' FEES; DISPUTE RESOLUTION; INDEMNITIES; AND CONFIDENTIALITY (COLLECTIVELY, THE "LIMITATIONS"), AND TERMS AND CONDITIONS RELATED TO THE LIMITATIONS WILL NOT BE BINDING ON IDEA EXCEPT TO THE EXTENT AUTHORIZED BY THE LAWS AND CONSTITUTION OF THE STATE OF TEXAS. THE CONTRACTOR FURTHER ACKNOWLEDGES, STIPULATES, AND AGREES THAT NOTHING IN THIS RFQ AND/OR IN ANY RESULTING CONTRACT WITH IDEA SHALL BE CONSTRUED AS A WAIVER OF ANY GOVERNMENTAL, STATUTORY, OR SOVEREIGN IMMUNITY FROM SUIT AND LIABILITY AVAILABLE TO IDEA UNDER APPLICABLE LAW.
17. INDEMNIFICATION: THE CONTRACTOR SHALL INDEMNIFY, DEFEND AND HOLD HARMLESS IDEA PUBLIC SCHOOLS AND ITS BOARD OF DIRECTORS, OFFICERS, AGENTS, AND EMPLOYEES (COLLECTIVELY THE "IDEA INDEMNITEES") IN THEIR OFFICIAL AND INDIVIDUAL CAPACITIES FROM AND AGAINST ALL DAMAGES, LOSSES, LIENS, CAUSES OF ACTION, SUITS, JUDGMENTS, EXPENSES, AND OTHER CLAIMS OF ANY NATURE, KIND, OR DESCRIPTION, INCLUDING ATTORNEYS' FEES INCURRED IN INVESTIGATING, DEFENDING, OR SETTLING ANY OF THE FOREGOING BY ANY PERSON OR ENTITY, ARISING OUT OF, CAUSED BY, OR RESULTING FROM THE CONTRACTOR'S PERFORMANCE UNDER OR BREACH OF THIS AGREEMENT AND THAT ARE CAUSED IN WHOLE OR IN PART BY ANY ACT OR OMISSION, INCLUDING ANY NEGLIGENT ACT,

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NEGLIGENT OMISSION, OR WILLFUL MISCONDUCT OF THE CONTRACTOR, ANYONE DIRECTLY EMPLOYED BY THE CONTRACTOR, OR ANYONE FOR WHOSE ACTS THE CONTRACTOR MAY BE LIABLE. THE PROVISIONS OF THIS SECTION WILL NOT BE CONSTRUED TO ELIMINATE OR REDUCE ANY OTHER INDEMNIFICATION OR RIGHT WHICH ANY IDEA INDEMNITEE HAS BY LAW OR EQUITY. ALL PARTIES WILL BE ENTITLED TO BE REPRESENTED BY COUNSEL AT THEIR OWN EXPENSE. THE CONTRACTOR'S OBLIGATIONS CONTAINED IN THIS SECTION SURVIVE TERMINATION OR EXPIRATION OF THIS AGREEMENT AND CONTINUE INDEFINITELY AND CANNOT BE WAIVED OR VARIED.

18. GRATUITIES: IDEA may, by written notice to the Contractor, cancel any agreement without liability to IDEA if it is determined by IDEA that gratuities, in the form of entertainment, gifts, or otherwise, were offered or given by the Contractor, or any agent or representative of the Contractor, to any officer or employee of IDEA with a view toward securing a contract or securing favorable treatment with respect to the awarding or amending, or the making of any determination with respect to the performing of such a contract. In the event this contract is cancelled by IDEA pursuant to this provision, IDEA shall be entitled, in addition to any other rights and remedies, to recover or withhold the amount of the cost incurred by the Contractor in providing such gratuities.
19. ASSIGNMENT-DELEGATION: No right or interest in this contract shall be assigned or delegation of any obligation made by the Contractor without the written permission of IDEA. Any attempt assignment or delegation by the Contractor shall be wholly void and totally ineffective for all purposes unless made in conformity with this paragraph.
20. WAIVER: No claim or right arising out of a breach of any contract can be discharged in whole or in part a waiver or renunciation of the claim or right unless the waiver or renunciation is supported by consideration and is in writing signed by the aggrieved party.
21. MODIFICATIONS: The contract may only be modified by a written agreement signed by both of the parties or their duly authorized agents.
22. INTERPRETATION OF EVIDENCE: No course of prior dealings between the parties and no usage of the trade shall be relevant to supplement or explain any term used in a contract. Acceptance or acquiescence in a course of performance rendered under a contract shall not be relevant to determine the meaning of the contract even though the accepting or acquiescing party has knowledge of the performance and opportunity for objection. Whenever a term defined by the Uniform Commercial Code is used in the contract, the definition contained in the Code is to control.
23. APPLICABLE LAW: This contract shall be governed by the policies of IDEA's Board of Directors, laws of the State of Texas, and the Uniform Commercial Code, without regard to the conflict of interest principles of the State of Texas. Wherever the term "Uniform Commercial Code" is used, it shall be construed as meaning the Uniform Commercial Code as adopted in the State of Texas as effective and in force on the date of this contract. IDEA Board Policies can be accessed at <https://ideapublicschools.org/our-story/national-board-of-directors/> (lower right hand side).
24. ADVERTISING: The Contractor shall not advertise or publish, without IDEA's prior consent, the fact that IDEA has entered into any contract, except to the extent necessary to comply with proper

Bidder's Initials: \_\_\_\_\_

request for information from an authorized representative of the federal, state or local government.

25. LEGAL VENUE: Both parties agree that venue for any litigation arising from the contract shall lie in Hidalgo, Texas.
26. FUND AVAILABILITY: Any contract resulting from this solicitation is contingent upon the continued availability of appropriations and is subject to cancellation, without penalty, either in whole or in part, if funds are not appropriated by IDEA's Board of Directors or otherwise not made available to IDEA.
27. TERMINATION: IDEA reserves the right to terminate all or any part of the undelivered portion of any order resulting from this bid solicitation with thirty (30) days written notice; upon default by the vendor, for delay or nonperformance by the vendor or, if it is deemed in the best interest of IDEA, for convenience.
28. INELIGIBILITY FOR NONPAYMENT OF CHILD SUPPORT: Pursuant to Texas Family Code  $\text{\textcircled{r}}\text{\textcircled{B}}$  231.006(d), regarding child support, the Contractor certifies that the Contractor is not ineligible to receive funds under a contract paid by state funds and acknowledges that any agreement between the successful bidder and IDEA may be terminated and payment may be withheld if this certification is inaccurate.
29. SIGNATURE AUTHORITY: By submitting the Response, the Contractor represents and warrants that the individual submitting this document and the documents made part of this Response is authorized to sign such documents on behalf of the Contractor and to bind the Contractor under any contract that may result from the submission on this Response.
30. DEBARMENT AND SUSPENSION: Neither the Contractor nor any of its officers, directors, owners, members, employees or agents is listed on the General Services Administration's List of Parties Excluded from Federal Procurement or Nonprocurement Programs in accordance with E.O 12549 and E.O. 12689-Debarment and Suspension. This list contains the names of parties debarred, suspended, or otherwise excluded by agencies, and contractors declared ineligible under statutory or regulatory authority other than E.O. 12549.
31. This Agreement shall remain in effect until (1) the Agreement expires by its terms or (2) the Agreement is terminated by either party in whole or in part in the event of the other party's substantial failure to fulfill its obligations under this agreement through no fault of the terminating party. The defaulting party must provide written notification of the default and intent to terminate within a minimum of ten (10) business days. At IDEA's option, and in addition to any other remedies it may have available, IDEA reserves the right to terminate the Agreement if Vendor fails to adhere to or violates any of the provisions of these Terms and Conditions, including the certifications. Without limiting the scope of the foregoing, one or more of the following constitutes grounds for termination:
  - a. Default in the payment of any fees, including timely remittance of Service Fee due to;
  - b. Continuous delivery of product or services rendered that fails to meet the Scope of Work;
  - c. Continuous delivery of product that is defective or fails to pass product inspection;
  - d. Continuous failure to meet required delivery timelines (three times or more);

Bidder's Initials: \_\_\_\_\_



- e. Continuous failure to timely supply the awarded products or services at the contract price (more than one time);
- f. Failure to provide, within a reasonable time and where required by the Agreement, information reasonably requested by IDEA CNP including, but not limited to, information requested of these Terms and Conditions
- g. Selling non-awarded goods or services to IDEA CNP under this Agreement;
- h. Vendor refusal, inability or loss of ability, to offer or provide awarded goods or services to IDEA CNP unless caused by a Force Majeure event.
- i. Failure to meet schedules, deadlines and/or delivery dates within the time specified in this Agreement, the procurement solicitation and/or a purchase or work order;
- j. Otherwise fail to perform in accordance with this Agreement and/or the procurement solicitation

IDEA also reserves the right to terminate the Agreement immediately, with written notice to Vendor, if IDEA believes, in its sole discretion that it is in the best interest of IDEA to do so. Vendor agrees that IDEA shall not be liable for damages in the event that IDEA declares Vendor to be in default or breach of this Agreement and/or the procurement solicitation. Vendor further agrees that upon termination of the Agreement for any reason, Vendor shall, in good faith and with reasonable cooperation, aid in the transition to any new arrangement and/or Vendor. All Supplemental Contracts, purchase orders, and/or orders for goods or services issued by IDEA and accepted by Vendor shall survive the expiration or termination of this Contract. During the term of any Supplemental Contract entered into between Vendor and IDEA, all terms of this Contract shall continue to apply to the Supplemental Contract.

32. In the event of a breach or default of the Agreement and/or the procurement solicitation by Vendor, IDEA reserves the right to enforce the performance of the Agreement and/or procurement solicitation in any manner prescribed by law or deemed to be in the best interest of IDEA. IDE may exercise any or all the following rights:
- a. IDEA may take possession of the assigned premises and any fees accrued or becoming due to date
  - b. IDEA may take possession of all goods, fixtures and materials of successful offeror therein and may foreclose its lien against such personal property, applying the proceeds toward fees due or thereafter becoming due.
  - c. IDEA reserves the right to award canceled contract to next lowest and best offeror as it deems to be in the best interest of IDEA.
  - d. In such event, the IDEA may charge the successful offeror the difference for any additional cost of such item.
33. Respondents shall not engage in any activity that will restrict or eliminate competition. This does not preclude joint ventures or subcontracts. Violation of this provision may cause a respondent's response to be rejected.
34. Prior to award of any purchase agreement or contract, a Respondent must sign a Certification Regarding Conflict of Interest stating adherence to IDEA Board policy regarding free and open competition and conflicts of interest.

Bidder's Initials: \_\_\_\_\_

35. The IDEA is exempt from federal excise tax, state, and local tax. Do not include tax in cost figure. If it is determined that tax was included in the cost figures, it will not be included in the tabulation of any awards.

## 2.8 ADMINISTRATIVE PROCEDURE FOR BIDDER COMPLAINTS

Members of the public having complaints regarding the IDEA's purchasing procedures or operations may present their complaints or concerns to IDEA by writing to the following address.

IDEA Public Schools  
Attn. CNP Procurement Manager  
2115 W. Pike Blvd  
Weslaco, TX 78596  
(956) 377-8000

## 2.9 RESPONSIVE/RESPONSIBLE RESPONDENTS

IDEA staff will review the proposals 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:

1. The proposals must have been submitted by the due date and time.
2. The proposals must be complete with the original signatures in blue ink.
3. The proposals must be for the specific services requested and described in the RFP Packet.
4. The proposals must be submitted in the format described in the RFP Packet.
5. One original (in blue ink and marked original) and one copies must be submitted.
6. Electronic format on a USB flash drive. The electronic version shall be one file that replicates your original proposal including required signatures. **NOTE:** Do not send individual files of each section or page of your proposal as the electronic version.

## 2.10 EVALUATION

IDEA intends to conduct a comprehensive, fair and impartial evaluation of proposals received in response to this RFP. IDEA will first review the proposals to assess Proposer's responsiveness and compliance with the administrative requirements of the RFP. IDEA will also determine whether the Proposer is one with whom the Authority can or should do business. All proposals will be screened for inclusion of all required information prior to release to the evaluation team. IDEA staff may exclude from further consideration for contract award any non-responsive proposal or portion of a proposal. IDEA Public Schools will use an Evaluation Committee to review and evaluate the Proposals. All proposals will be evaluated using the same criteria, outlined herein. Throughout the evaluation and selection period, Proposer may be required to furnish additional information, make presentations and attend meetings as requested by IDEA Public Schools. IDEA Public Schools will accept the Proposal it deems most likely to meet the goals of the services outlined in this RFP.

Bidder's Initials: \_\_\_\_\_

RFP # 17-CNPKFL-0424 – KITCHEN FACE LIFT EQUIPMENT AND INSTALLATION - EVALUATION FORM		
Evaluation and Selection Criteria		Value
1)	<b>The Purchase Price;</b>	
	a) Proposed price under this program.	50
2)	<b>The responsiveness of the vendor</b>	
	a) The vendor provided all documentation requested in the RFP	10
3)	<b>The reputation of the vendor and of the vendor's goods and services</b>	
	a) The respondent's experience and demonstrated competence with similar type services with districts and or public entities.	10
4)	<b>The vendor's past relationship with other educational institutions;</b>	
	a) The respondent's type of services provided to other organizations based on the verified reference forms submitted	5
5)	<b>The vendor's Warranty and warranty service history</b>	
	a) The vendor's warranty history based on the verified reference forms submitted	10
6)	<b>Meets Completion Schedule Timeline</b>	
	a) Delivery schedule of equipment and completion of labor at each campus is met	15
	<b>Total</b>	<b>100</b>

In the event that parties involved consent to contract time extensions beyond original contract terms, the following conditions for price adjustments shall apply. Prices bid herein may increase with the mutual consent of parties involved. The effective date of such increase shall be specified in writing by current awarded respondent.

## 2.11 HOW TO SUBMIT A BID?

All bid packages must be clearly marked with the Respondents' name and address **(it is very important to include the RFP #)**. Bid packages must be delivered to and received prior to the deadline.

Janet Fuentes, CNP Procurement Manager  
Christopher Ruiz, CNP Director of Finance and Procurement  
Damaris Morales, CNP Procurement Analyst  
IDEA Public Schools 2115 W. Pike Blvd Weslaco, TX 78596  
(956) 377-8000

**Attn: RFP # 17-CNPKFL-0424**

Bidder's Initials: \_\_\_\_\_

**PART III- BID FORMAT**

**3.1 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.

See coversheet below:

**Child Nutrition Program**

A Bid Submitted in Response to

**IDEA Public Schools**

**Request for Proposal # 17-CNPKFL-0424**

**Submitted by:**

---

**(Full Legal Name of Respondent)**

**On:**

---

**(Date of Proposal Submission)**

Bidder's Initials: \_\_\_\_\_

### 3.2 RFP RESPONSE FORMAT AND CONTENT

1. Page/Items to return/include.

- Title Page
- Table of Contents
- Business Identification
- Additional Requirements
- Compliance with Specifications
- Detailed Resumes of Past Experience
- Cost

2. Documentation must be complete. A respondent's written response shall be the sole means of presenting the service.

### 3.3 RESPONDENT IDENTIFICATION

Enter the Respondent's firm's name and address below.

Name of Firm: \_\_\_\_\_

Name of Respondent: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State & Zip Code: \_\_\_\_\_

\_\_\_\_\_

Taxpayer Identification Number: \_\_\_\_\_

### 3.4 ADDITIONAL REQUIREMENTS

1. Ownership: Proposal must include name and Social Security Number of each person with at least 25% ownership of the business entity submitting the qualifications.

**NAME:** \_\_\_\_\_ **SSN:** \_\_\_\_\_

**NAME:** \_\_\_\_\_ **SSN:** \_\_\_\_\_

Bidder's Initials: \_\_\_\_\_

### 3.5 NOTICE TO RESPONDENTS

Finalists may be asked to attend a panel conference at Headquarters located at 2115 W Pike Blvd., Weslaco, TX 78596 to further detail price, quality of product, past performance, and any questions that the evaluation panel may consider in selecting a vendor.

### ATTACHMENTS

The attachments listed below are required and should be included with the proposal. **Attachment C** is required to ensure that no potential conflicts of interest exist with IDEA Public Schools Board or staff members. **All forms must be signed and completed.**

1. Attachment A - Certification of Respondent
2. Attachment B – Certification Regarding Clean Air and Water Acts
3. Attachment C – Certification Regarding Work Hours & Safety Standards
4. Attachment D – Certification Regarding Davis-Bacon Act
5. Attachment E - Certification Regarding Drug-Free Workplace
6. Attachment F – Conflict of Interest Questionnaire
7. Attachment G - Equal Opportunity and Nondiscrimination
8. Attachment H– Felony Conviction Disclosure Statement/Criminal History Review of Respondent Employees
9. Attachment I- Certification Regarding Lobbying
10. Attachment J- Certification Regarding Debarment or Suspension
11. Attachment K – Deviations and Exceptions Form
12. Attachment L – Terms and Conditions for Contracts Paid with Federal Funds
13. Attachment M – Price Submittal
14. Attachment N – Vendor Packet

Bidder's Initials: \_\_\_\_\_

**ATTACHMENT "A"**

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**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): \_\_\_\_\_

Bidder's Initials: \_\_\_\_\_

**ATTACHMENT "B"**

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**CERTIFICATION REGARDING CLEAN AIR AND THE FEDERAL WATER POLLUTION CONTROL ACT**

This certification is required by the Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended—Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award 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).

The undersigned contractor certifies that it will comply with the clean air and federal water pollution control act:

- The contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. 7401 et seq.
- The contractor agrees to report each violation to the United States Department of Agriculture and understands and agrees that the United States Department of Agriculture will, in turn, report each violation as required to assure notification to the Environmental Protection Agency (EPA).
- The contractor agrees to include these requirements in each subcontract exceeding \$1,500,000 financed in whole or in part by the United States Department of Agriculture.
- The contractor agrees to comply with all applicable standards, orders, or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq.
- The contractor agrees to report each violation to the United States Department of Agriculture and understands and agrees that the United States Department of Agriculture will, in turn, report each violation as required to assure notification to the Environmental Protection Agency Environmental Protection Agency.
- The contractor agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with funds from the United States Department of Agriculture.

\_\_\_\_\_  
Name of Organization/Firm

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name and Title of Authorized Representative

Bidder's Initials: \_\_\_\_\_



## ATTACHMENT "C"

### CERTIFICATION REGARDING WORK HOURS AND SAFETY STANDARDS

*Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity 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 Part 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.*

The undersigned subcontractor certifies it will comply with the contract work hours and safety standards act:

- No contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.
- In the event of any violation of the clause set forth in first paragraph of this section the contractor and any subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such contractor and subcontractor shall be liable to the United States Department of Labor for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in first paragraph of this section, in the sum of \$27 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in first paragraph of this section.
- The United States Department of Agriculture shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the contractor or subcontractor under any such contract or any other Federal contract with the same prime contractor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime contractor, such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph (2) of this section.

Bidder's Initials: \_\_\_\_\_

- The contractor or subcontractor shall insert in any subcontracts the clauses set forth in previous paragraphs of this section and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in previous paragraphs of this section.

\_\_\_\_\_  
Name of Organization/Firm

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name and Title of Authorized Representative

Bidder's Initials: \_\_\_\_\_

**ATTACHMENT "D"**

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**CERTIFICATION REGARDING DAVIS-BACON ACT**

*Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities 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 Part 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. The non-Federal entity 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. The non-Federal entity 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 Part 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 non-Federal entity must report all suspected or reported violations to the Federal awarding agency.*

The undersigned subcontractor certifies it will provide a drug-free workplace by:

- All transactions regarding this contract shall be done in compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, 3146-3148) and the requirements of 29 C.F.R. pt. 5 as may be applicable. The contractor shall comply with 40 U.S.C. 3141-3144, and 3146-3148 and the requirements of 29 C.F.R. pt. 5 as applicable.
- Contractors are 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.
- Additionally, contractors are required to pay wages not less than once a week.

\_\_\_\_\_  
Name of Organization/Firm

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name and Title of Authorized Representative

Bidder's Initials: \_\_\_\_\_

**ATTACHMENT "E"**

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**CERTIFICATION REGARDING DRUG-FREE WORKPLACE**

*This certification is required by the Federal Regulations Implementing Sections 5151-5160 of the Drug-Free Workplace Act, 41 U.S.C. 701, for the Department of Agriculture (7 CFR Part 3017), Department of Labor (29 CFR Part 98), Department of Education (34 CFR Parts 85, 668 and 682), Department of Health and Human Services (45 CFR Part 76).*

The undersigned subcontractor certifies it will provide a drug-free workplace by:

- Publishing a policy statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the consequences of any such action by an employee;
- Establishing an ongoing drug-free awareness program to inform employees of the dangers of drug abuse in the workplace, the subcontractor's policy of maintaining a drug-free workplace, the availability of counseling, rehabilitation and employee assistance programs, and the penalties that may be imposed on employees for drug violations in the workplace;
- Providing each employee with a copy of the subcontractor's policy statement;
- Notifying the employees in the subcontractor's policy statement that as a condition of employment under this subcontract, employees shall abide by the terms of the policy statement and notifying the subcontractor in writing within five days after any conviction for a violation by the employee of a criminal drug abuse statute in the workplace;
- Notifying IDEA Public Schools within ten (10) days of the subcontractor's receipt of a notice of a conviction of any employee; and,
- Taking appropriate personnel action against an employee convicted of violating a criminal drug statute or requires such employee to participate in a drug abuse assistance or rehabilitation program.

\_\_\_\_\_  
Name of Organization/Firm

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name and Title of Authorized Representative

Bidder's Initials: \_\_\_\_\_

**ATTACHMENT "F" - CONFLICT OF INTEREST QUESTIONNAIRE**

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**Instruction to respondent:** The Texas Ethics Commission Form CIQ, Conflict of Interest Questionnaire, that follows this page must be completed legibly, either handwritten or typed. A duly authorized representative of Respondent must sign this form in blue ink. Failure to complete this form pursuant to this and other instruction shall disqualify the proposal.

Bidder's Initials: \_\_\_\_\_

# CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

2  Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

\_\_\_\_\_  
Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes       No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes       No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

6  Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7

\_\_\_\_\_  
Signature of vendor doing business with the governmental entity

\_\_\_\_\_  
Date

## ATTACHMENT "G"

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### EQUAL OPPORTUNITY AND NONDISCRIMINATION

The **(Name)** promotes employment opportunity through a progressive program designed to provide equal opportunity without regard to race, color, sex, religion, national origin, age, disability, or political affiliation or belief. Additionally, discrimination is prohibited against any beneficiary of programs funded under Title I of the Workforce Investment Act of 1998, on the basis of the beneficiary's citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or his/her participation in any WIA Title I financially assisted program or activity. **(Name)** conforms to all applicable federal and state laws, rules, guidelines, regulations, and provides equal employment opportunity in all employment and employee relations.

### EEO Laws, Rules, Guidelines, Regulations

**(Name)** provides equal opportunities consistent with applicable federal and state laws, rules, guidelines, regulations, and executive orders. Such regulations include:

- Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination under any program or activity receiving federal financial assistance.
- Title VII of the Civil Rights Act of 1964, as amended, and its implementing regulations at 29 CFR Part 37 which prohibit discrimination based on race, color, religion, sex, or national origin in any term, condition or privilege of employment.
- Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals because of disability.
- Age Discrimination in Employment Act of 1967, as amended, which prohibits discrimination against individuals 40 years of age and older.
- Americans with Disabilities Act of 1990, which prohibits discrimination against qualified individuals with disabilities.
- Age Discrimination Act of 1975, as amended, which prohibits discrimination based on age in programs receiving federal financial assistance.
- Texas Commission on Human Rights Act, as amended, which prohibits discrimination in employment based on race, color, handicap, religion, sex, national origin, or age(40-70). based on race, color, handicap, religion, sex, national origin, or age(40-70).
- Equal Pay Act of 1963, as amended, which requires equal pay for men and women performing equal work.

Bidder's Initials: \_\_\_\_\_

- Pregnancy Discrimination Act of 1978, which prohibits discrimination against pregnant women.

(**Name**) is committed to promoting equal employment opportunity through a progressive program designed to provide equal opportunity without regard to race, color, sex, religion, national origin, age, disability, or political affiliation or belief. (**Name**) takes positive steps to eliminate any systematic discrimination from personnel practices. (**Name**) recruits, hires, trains, and promotes into all job levels the most qualified persons without regard to race, color, religion, sex, national origin, age, or disability status.

Staff at all levels is responsible for active program support and personal leadership in establishing, maintaining, and carrying out an effective equal employment opportunity program.

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Name of Organization/Firm

---

Signature of Authorized Representative

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Date

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Print Name and Title of Authorized Representative

Bidder's Initials: \_\_\_\_\_



**ATTACHMENT "H"**

**BIDDER CERTIFICATIONS FORM**  
**(Return signed form with your submittal)**

**1. Felony Conviction Notification**

Texas Education Agency Code, Section 44.034, Notification of Criminal History, Subsection (a), states "a person or business entity that enters into a contract with a school district must give advance 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 the conviction of a felony." Subsection (b) states "a school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination of the contract." This notice is not required of a publicly-held corporation.

*Initial where applicable.*

A. My company is a publicly-held corporation; therefore, this reporting requirement is not applicable.

B. My company is not owned nor operated by anyone who has been convicted of a felony.

C. My company is owned and operated by the following individual(s) who has/have been convicted of a felony:  
Name of Felon(s): \_\_\_\_\_

Details of Conviction(s): \_\_\_\_\_

**2. Criminal History Record Information Review of Certain Contract Employees**

By signing below, the Bidder agrees to comply with Section 22.0834, Criminal History Record Information Review of Certain Contract Employees, Texas Education Code if awarded a contract through this solicitation. The undersigned Bidder, if awarded a contract, shall obtain criminal history record information through the criminal history clearinghouse as provided by Section 411.0845, Government Code relating to an employee or applicant who has or will have continuing duties related to the contracted services; and the employee or applicant has or will have direct contact with students. The Bidder agrees to certify of the receipt of criminal history record information before or immediately after employing or securing the services of the employee or applicant that has or will have continuing duties related to the contracted services if the employee or applicant has or will have direct contact with students. The Bidder further agrees that if awarded a contract, shall assume all expenses associated with the criminal background check and shall immediately remove any employee or agent who was convicted of a felony, or misdemeanor involving moral turpitude, as defined by Texas law, from District property or the location where students are present.

None of my employees and any of my subcontractors has or will have continuing duties related to the contracted services; and has or will have direct contact with students. I further certify that my company has taken precautions or imposed conditions to ensure that my employees and any subcontractor will not have continuing duties related to the contracted services; and will not have direct contact with students throughout the term of the Contract.

OR

Some or all of my employees and/or my subcontractors will have continuing duties related to the contracted services; and will have direct contact with students. I further certify that:

1. I have obtained all required criminal history record information regarding all of my employees and/or my subcontractors. None of my employees and/or my subcontractors has any conviction or other criminal history information if at the time of the offense, the victim was under 18 or enrolled in a public school: (a) a felony offense under Title 5, Texas Penal Code; (b) an offense for which a defendant is required to register as a sex offender under Chapter 62, Texas Code of Criminal Procedure; or (c) an equivalent offense under federal law or the laws of another state.
2. If I receive information that any of my employees and/or subcontractors subsequently has a reported criminal history, I will immediately remove the covered employee from contract duties and notify the District in writing immediately.
3. I will provide the District with the names and any other requested information regarding any of my employees and/or subcontractors so the District may obtain criminal history record information if awarded a contract.
4. If the District objects to the assignment of any of my employees and/or subcontractors, I agree to discontinue using the individual to provide services to the District.

**3. Lists of Parties Excluded from Federal Procurement or Non Procurement Program**

By signing below, the Bidder certifies that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in district, state or federal procurements or contracts and are not identified in the "Lists of Parties Excluded from Federal Procurement or Non Procurement Program" issued by the General Services Administration, pursuant to the provisions of 31 U.S.C. 6101, note, E.O. 12549, E.O. 12689, 48 CFR 9.404. For additional information refer to <http://www.epls.gov/>.

I, the undersigned authorized agent for the company named below, certify that the information concerning notification of felony convictions has been reviewed by me and the information furnished is true to the best of my knowledge. I further certify that I agree to comply with Section 22.0834, Criminal History Record Information Review of Certain Contract Employees, Texas Education Code if awarded a contract through this solicitation and the 31 U.S.C. 6101, note, E.O. 12549, E.O. 12689, 48 CFR 9.404 in relation to the Lists of Parties Excluded from Federal Procurement or Non Procurement Program.

COMPANY NAME: \_\_\_\_\_

AUTHORIZED AGENT'S NAME (PRINTED): \_\_\_\_\_

SIGNATURE OF COMPANY OFFICIAL: \_\_\_\_\_

Bidder's Initials: \_\_\_\_\_

**ATTACHMENT "I"**

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**CERTIFICATION REGARDING LOBBYING**

**PROCUREMENT**

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

Bidder's Initials: \_\_\_\_\_

**ATTACHMENT "J"**

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**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: \_\_\_\_\_

Bidder's Initials: \_\_\_\_\_

**ATTACHMENT “K” – Deviations and Exceptions**

**Instruction to respondent:** This form must be completed legibly, either handwritten or typed. A duly authorized representative of Respondent must sign this form in blue ink. On this form, identify and describe any deviations and exceptions to the terms, conditions, specifications, or other requirements of the RFP. If necessary, attach additional pages. IDEA Public Schools reserves the right to accept or reject any proposal based upon any deviation(s) or exception(s) identified hereon or any other modification of the RFP.

No.	Exhibit, clause number and title	Exception Taken and Reason	Proposed Deviation / Proposed Resolution of Exception	Price / Schedule Impact	<i>IDEA PUBLIC SCHOOLS only</i> (accept/reject)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

I, the undersigned agent for \_\_\_\_\_ (“Respondent”), certify that Respondent will fully comply with the terms, conditions, specifications and other requirements set forth in the RFP except as identified and described on this form, including any additional pages attached hereto.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date Signed

Bidder’s Initials: \_\_\_\_\_

## ATTACHMENT "L" – Terms and Conditions for Contracts Paid with Federal Funds

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**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 RFP 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

Bidder's Initials: \_\_\_\_\_

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.

Bidder's Initials: \_\_\_\_\_

- 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

Bidder's Initials: \_\_\_\_\_

**ATTACHMENT "M" – Price Submittal**

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**ATTACHMENT "N" – Vendor Packet**

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**IDEA VENDOR PACKET WILL BE INCLUDED AFTER PDF HAS BEEN CREATED**

Bidder's Initials: \_\_\_\_\_



Bidder's Initials: \_\_\_\_\_



**IDEA Headquarters**  
2115 W. Pike Boulevard  
Weslaco, Texas 78596  
**Phone** 956.377.8000  
**Fax** 956.447.3796

We appreciate your interest in becoming a vendor with IDEA Public Schools. Prior to processing the vendor request for future business transactions, please ensure this packet is completed in its entirety, signed, and dated. Once complete, please email the packet to the email notated below.

A vendor seeking to do business with IDEA Public Schools must adhere to the following policies and processes:

- Accept Purchase Orders
- Services/goods shall **not** be rendered **without** an approved purchase order in place.
- IDEA Public Schools is not responsible for services, materials, supplies and/or equipment rendered without an approved purchase order.
- IDEA Public Schools has a 30-day net payment policy.
- IDEA Public Schools does not pre-pay vendors for goods or services.
- Goods or services provided must adhere to the original approved Purchase Order. Over shipment and/or product substitutions are not permitted unless pre-approved by Purchasing or Accounts Payable Supervisor.
- Invoices must be submitted on the date all approved services/goods are rendered. Separate billing for partial shipments/services are not allowed unless other arrangements have been made with the Accounts Payable Manager or Director of Procurement.
- IDEA Public Schools will not procure goods/services if your business has been debarred or suspended. IDEA Public Schools will verify this information on [www.sam.gov](http://www.sam.gov)
- IDEA Public Schools will verify information on your W9 with the IRS website for TIN matching.
- All invoices should be sent to [payable@ideapublicschools.org](mailto:payable@ideapublicschools.org) for processing.

For questions, please contact:

[vendorinquiry@ideapublicschools.org](mailto:vendorinquiry@ideapublicschools.org)



## Vendor Checklist

Document Name	Page Number	Party Responsible for Reviewing/Completing Form	Completion Status Required
Vendor Maintenance File	3	All vendors must Complete and Sign	Complete & Sign
ACH Payment Enrollment Form	4	All vendors must complete: If ACH not desired, please notate "N/A" under Section 2; a signature is required on Section 3.	Complete & Sign
W-9 Request for Taxpayer Identification Number	5	All vendors must complete using Employee Identification Number (EIN)	Complete & Sign
Conflict of Interest Form Instructions	6	All vendors must review	Review
Conflict of Interest Questionnaire - FORM CIQ	7-8	All vendors must review and verify if a Conflict of Interest is applicable. If not, please state so on the form, Not Applicable, sign and date.	Complete or Not Applicable & Sign
Debarment and Suspension	9	All vendors must complete to verify that provider is not debarred from conducting business with the district.	Complete & Sign
Edgar Certifications and Representation Form	10-13	All vendors must complete & sign	Complete & Sign
Child Support Certification Form	14	All vendors must review & complete	Complete & Sign
Felony Conviction Notice	15	All vendors must review the felony conviction notice requirements associated with providing services.	Review
Felony Conviction Notice Statement	16	All vendors must complete and select one of the three options accordingly. If the form is not applicable, please state so on the form, Not Applicable, sign and date.	Complete & Sign
Texas Vendor Background Check Instructions	18-19	Vendor Instructions on Completing the Background Check Forms	Review
Texas Education Code Criminal History Requirements for Contractors and/or Employees	20	All vendors must review to determine services fall under "Covered Employees" as defined within the Texas Education Code	Review
Criminal History Certification for Contractor Employees Form	21	All vendors must review and make a selection accordingly if vendor does not fall under the "covered employees" definition - Box one would be checked, signed, and date. (Please note, if you have subcontractor employees please ensure to complete the Certification for Subcontractor Employees). No further background check forms must be completed. If vendor falls under "covered employees" Please refer to Texas Vendor Background Check Instructions for further guidance.	Complete & Sign
Texas Education Code Criminal History Requirements for Subcontractors and/or Employees	23	All vendors must review to determine services fall under "Covered Employees" as defined within the Texas Education Code	Review
Criminal History Certification for Subcontractors Employees Form	24	All vendors must review and make a selection accordingly if vendor does not fall under the "covered employees" definition - Box one would be checked, signed, and date. (Please note, if you have subcontractor employees please ensure to complete the Certification for Subcontractor Employees). No further background check forms must be completed. If vendor falls under "covered employees" Please refer to Texas Vendor Background Check Instructions for further guidance.	Complete & Sign
Memorandum of Understanding Compliance with Criminal History Background Check Requirements/Form	25-26	All vendors that will require IDEA to conduct the background check must review and sign	Only Vendors Needing to be Background Checked by IDEA Review & Sign
IDEA Public Schools Risk Management Department Vendor Active Employee List & Campus Assignment	27	All vendors requiring IDEA to conduct the background checks will need to complete the Vendor Active Employee List & Campus Assignment Form	Complete
Texas Department of Public Safety Background Check Form/ Photo ID/Confidentiality Form	28-30	All vendor employees listed on the Vendor Active Employee List & Campus Assignment Form must complete and sign the background check forms	Complete & Sign
Notice to Pay Vendor - No P.O. No Pay Policy	31	All vendors must review and sign	Review & Sign



# IDEA Public Schools

## VENDOR MAINTENANCE FILE

**Vendor no. assigned**

New Vendor *(check one)*  
 Revision to Vendor File

Name: \_\_\_\_\_  
 Attention: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_  
 State: \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Fax: \_\_\_\_\_

**Remit to Address (if different)**

Contact: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_  
 State: \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Alt.Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

**Vendor's Identification Number**

Individual's Social Security Number \_\_\_\_\_ *i.e.(123-45-6789)*

Business / Company's Employer I.D. # \_\_\_\_\_ *i.e.(74-1234567)*

CO-OP Member:  YES/NO  *(check one)* If YES, which one \_\_\_\_\_

CO-OP Contract # \_\_\_\_\_ Effective Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**We pay this vendor for the following (Check as many as applicable)**

**Describe Type of Business:** Purchase Goods, Services, Equipment, Medical Payments, Personal Services (Explain Products)

**REQUIRED: Are you a current or former Employee of IDEA Public Schools?**

Yes  
No

Form 1099: Box 1  
 Form 1099: Box 6  
 Form 1099: Box 7

Vendor Signature: \_\_\_\_\_  
*Signature*

\_\_\_\_\_ *Date*

**Business Office Use Only**

<b>Signature</b>	<b>Date</b>	<b>1099 Vendor: YES NO (Check One)</b>
<b>Posted By</b>	<b>Date</b>	<b>IF YES: 1099 BOX NO.</b>

**\*TYPE OR PRINT\***

Vendors will not be added on system without an email or phone number provided.  
 All sections of this form must be filled out in order to process.

Submit forms to IDEA Purchasing Department:  
[vendorinquiry@ideapublicschools.org](mailto:vendorinquiry@ideapublicschools.org)



# ACH Vendor Payment Enrollment Form

(Only for use with banks within the United States)

This form authorizes IDEA Public Schools to make payments to a business or individual electronically. It is the responsibility of the vendor to notify IDEA Public Schools of pertinent payee or company information and/or bank account changes verbally and in writing. IDEA Public Schools shall be entitled to rely on the authorization herein until it receives 45 days written notice of any change from the vendor. This form is required as IDEA Public Schools is going paperless. **Please type or print.**

## Section 1: Payee / Company Information

Vendor Name: \_\_\_\_\_

Social Security Number or Employer Identification Number: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Email:** \_\_\_\_\_

*(Email is mandatory to send payment notification to vendor when payments are initiated by IDEA Accounts Payable Department via Tyler Muni's ERP system.)*

## Section 2: Account Information (For Accuracy Provide Voided Check)

Personal Account

Business Account

Bank Name: \_\_\_\_\_

Bank Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Bank Routing Number: \_\_\_\_\_ (must be 9 digits)

Vendor Bank Account Number: \_\_\_\_\_ Checking  Savings

## Section 3: Authorization

\_\_\_\_\_

Authorized Signature

\_\_\_\_\_

Print Name

\_\_\_\_\_

Title

\_\_\_\_\_

Date

## Section 4: Submit Information to

IDEA Public Schools Headquarters  
2115 W. Pike Blvd  
Weslaco, TX 78596  
Phone: 956-377-8000  
Fax: 956-447-3796

OR

Email: [vendorinquiry@ideapublicschools.org](mailto:vendorinquiry@ideapublicschools.org)

# Request for Taxpayer Identification Number and Certification

<sup>a</sup> Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

**Give Form to the  
requester. Do not  
send to the IRS.**

<b>Print or type.</b>  <b>See Specific Instructions on page 3.</b>	<b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	<b>2</b> Business name/disregarded entity name, if different from above	
	<b>3</b> Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.	<b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
	<input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate	Exempt payee code (if any) _____
	<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) <sup>a</sup> _____ <b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.	Exemption from FATCA reporting code (if any) _____
	<input type="checkbox"/> Other (see instructions) <sup>a</sup> _____	(Applies to accounts maintained outside the U.S.)
	<b>5</b> Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
<b>6</b> City, state, and ZIP code		
<b>7</b> List account number(s) here (optional)		

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

<b>Social security number</b>											
				-			-				
<b>or</b>											
<b>Employer identification number</b>											
							-				

## Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	Signature of U.S. person <sup>a</sup>	Date <sup>a</sup>
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## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

## Purpose of Form

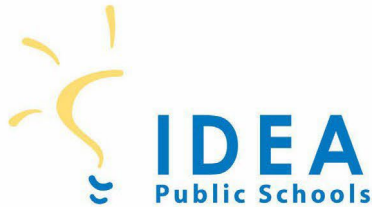
An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*



**IDEA Headquarters**  
2115 W. Pike Boulevard  
Weslaco, Texas 78596  
**Phone** 956.377.8000  
**Fax** 956.447.3796

## CONFLICT OF INTEREST

Before IDEA Public Schools can set you or your business up as one of our approved vendors, we require a Conflict of Interest form to be completed. Fill out the attached form and return it as part of your completed vendor packet. This form is required in order to comply with Chapter 176 of the Texas local government code.

- If not related to an IDEA Public Schools employee, Officer (Board Member) or are related to a family member of the Officer – Write your name or business name and N/A in box 1.
- If related to an IDEA Public Schools employee Officer (Board Member) or are related to a family member of the Officer – Fill out the form entirely. List the name of the IDEA Public Schools employee you are related to in box 3 and your relationship to that person in Section D.
- Be sure to sign and date the form.

For questions, please contact:  
[vendorinquiry@ideapublicschools.org](mailto:vendorinquiry@ideapublicschools.org)

## **CONFLICT OF INTEREST QUESTIONNAIRE**

### **For vendor doing business with local governmental entity**

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

(i) a contract between the local governmental entity and vendor has been executed;  
or

(ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

(1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);

(2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or

(3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

(A) begins discussions or negotiations to enter into a contract with the local governmental entity; or

(B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

(A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);

(B) that the vendor has given one or more gifts described by Subsection (a); or

(C) of a family relationship with a local government officer.



# CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

## FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

### OFFICE USE ONLY

Date Received

**1 Name of vendor who has a business relationship with local governmental entity.**

**2**  **Check this box if you are filing an update to a previously filed questionnaire.** (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

**3 Name of local government officer about whom the information is being disclosed.**

\_\_\_\_\_  
Name of Officer

**4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.**

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes       No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes       No

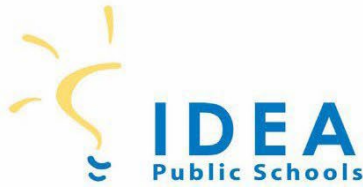
**5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.**

**6**  Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

**7**

\_\_\_\_\_  
Signature of vendor doing business with the governmental entity

\_\_\_\_\_  
Date



**IDEA Headquarters**  
2115 W. Pike Boulevard  
Weslaco, Texas 78596  
**Phone** 956.377.8000  
**Fax** 956.447.3796

## Debarment and Suspension

Federal Executive Order (E.O.) 12549 “Debarment” requires that all contractors receiving individual awards, using federal funds, and all subrecipients certify that the organization and its principals are not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency from doing business with the Federal Government. By signing this document you certify that your organization and its principals are not debarred. Failure to comply or attempts to edit this language may disqualify your bid. Information on debarment is available at the following websites: [www.sam.gov](http://www.sam.gov) and <https://acquisition.gov/far/index.html> see section 52.209-6.

Your signature certifies that neither you nor your principal is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

Vendor Name:

---

Vendor Address:

---

City, State, Zip:

---

Vendor Phone:

---

Printed-Authorized Company Official’s Name:

---

Printed Title of Authorized Representative:

---

Signature of Authorized Company Official:

---

Date Signed:

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## IDEA Public Schools Edgar Certifications and Representations (Education Department General Administrative Guidelines)

With respect to the use of federal funds for the procurement of goods and services, 2 CFR 200.326 and Appendix II to 2 CFR 200 require the inclusion of the following contract provisions.

1. 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.
2. 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.
3. 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.”
4. Davis-Bacon Act. When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by the school and the charter districts 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. The school and the charter districts 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. The school and the charter districts 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 sub recipient 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 and the charter districts must report all suspected or reported violations to the Federal awarding agency.

5. *Contract Work Hours and Safety Standards Act.* Where applicable, all contracts awarded by the school and the charter districts 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.
  
6. *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 sub recipient 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 sub recipient 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.

7. Clean Air Act and the Federal Water Pollution Control Act. Contracts and sub grants 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).
8. 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).
9. Debarment and Suspension. A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide 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.
10. 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.
11. Procurement of Recovered Materials. The school, the charter districts and their 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.

**Vendor agrees to comply with all federal, state, and local laws, rules, regulations, and ordinances, as applicable. It is further acknowledged that vendor certifies compliance with all provisions, laws, acts, regulations, etc. as specifically noted above.**

Vendor's Name/Company Name:

---

Address, City, State, and Zip Code:

---

Phone Number:

---

Email Address:

---

Printed Name and Title of Authorized Representative:

---

Signature of Authorized Representative:

---

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

The Texas Health and Human Services Commission Form 1903, Child Support Certification must be completed legibly, either handwritten or typed. A duly authorized representative, preferably the duly authorized representative identified, must sign this form. Failure to complete this form pursuant to this and other instruction shall disqualify the Proposal. The child support certification form can be found at: <https://www.hhs.texas.gov/regulations/forms/1000-1999/form-1903-child-support-certification>.



Form 1903  
May 2017-E

**Child Support Certification**

**Section 1**

Family Code, Section 231.006, Ineligibility to Receive State Grants or Loans or Receive Payment On State Contracts, prohibits the payment of state funds under a grant, contract, or loan to:

- a person who is more than 30 days delinquent in paying child support; and
- a business entity in which the obligor is a sole proprietor, partner, shareholder, or owner with an ownership interest of at least 25 percent.

Section 231.006 further provides that a person or business entity that is ineligible to receive payments for the reasons stated above shall continue to be ineligible to receive payments from the state under a contract, grant, or loan until:

- all arrearages have been paid;
- the person is in compliance with a written repayment agreement or court order as to any existing delinquency; or
- the court of continuing jurisdiction over the child support order has granted the obligor an exemption from Subsection (a) as part of a court-supervised effort to improve earnings and child support payments.

Section 231.006 further requires each bid, or application for a contract, grant, or loan to include:

- the name and Social Security number of the individual or sole proprietor and each partner, shareholder, or owner with an ownership interest of at least 25 percent of the business entity submitting the bid or application; and
- the statement in Section 3 below.

Section 231.006 authorizes a state agency to terminate a contract if it determines that the statement required below is inaccurate or false. In the event the statement is determined to be false, the vendor is liable to the state for attorney's fees, costs necessary to complete the contract (including the cost of advertising and awarding a second contract), and any other damages provided by law or contract.

**Section 2**

In accordance with Section 231.006, the names and Social Security numbers (SSN) of the individuals identified in the contract, bid or application, or each person with a minimum 25 percent ownership interest in the business entity identified therein are provided below:

Name:	SSN:
Name:	SSN:
Name:	SSN:
Name:	SSN:

**Section 3**

As required by Section 231.006, the undersigned certifies the following:

"Under Section 231.006, Family Code, the vendor or applicant certifies that the individual or business entity named in this contract, bid, or application is not ineligible to receive the specified grant, loan, or payment, and acknowledges that this contract may be terminated and payment withheld if this certification is inaccurate."

Contractor Authorized Representative Printed Name:	Title:
Contractor Authorized Representative Signature:	Date:

## **FELONY CONVICTION NOTICE**

### **Required under Board Purchasing Policy § 8.9**

***Sec. 8.9. Notification of Contractor's Criminal History.***

*If the person or an owner or operator of the business entity has been convicted of a felony, IDEA should ensure that the bidder's response includes an advance notice disclosing this fact. The notice must include a general description of the conduct resulting in the conviction of a felony.*

*IDEA may terminate a contract with a person or business entity if IDEA determines that the person or business entity failed to give notice as required by this subsection or misrepresented the conduct resulting in the conviction. IDEA must compensate the person or business entity for services performed before the termination of the contract.*





Felony Conviction Notice Statement

This form to be completed by all Vendors/Contractors.

IDEA Public Schools ("IDEA") requires a person or business entity that enters into a contract with IDEA for the provision of goods or services to give advance notice to IDEA if the person or an owner or operator of the business entity has been convicted of a felony. This notice must include a general description of the conduct resulting in the conviction of a felony.

IDEA may terminate a contract with a person or business entity if IDEA determines that the person or business entity failed to give such notice or misrepresented the conduct resulting in the conviction.

NOTE: This notice statement is not required of a publicly held corporation.

Please mark the appropriate choice below:

- checkbox This business entity is a publicly held corporation; therefore, this reporting requirement is not applicable.
checkbox This business entity is not owned nor operated by anyone who has been convicted of any felony.
checkbox My firm is owned or operated by the following individual(s) who has/have been convicted of a felony:

Name(s) of person(s) convicted of a felony, as applicable:

\_\_\_\_\_

Details of Conviction(s), as applicable:

\_\_\_\_\_
\_\_\_\_\_

I, the undersigned agent for the business entity named below, certify that the information concerning notification of felony convictions has been reviewed by me and the following information furnished is true to the best of my knowledge.

Vendor Business (DBA) Name: \_\_\_\_\_

Full Name of Authorized Company Official (Print): \_\_\_\_\_

Signature of Company Official

Title

Date

# **CONTRACTOR FORMS**

# TEXAS VENDOR BACKGROUND CHECK INSTRUCTIONS:

**Please Note:** *All contractors that will have continuing duties related to the contracted services and have or will have opportunity for direct contact with students “in person” or “virtually” fall within the definition of a “covered employee” and are required to read and follow the Texas Vendor Background Check instructions below:*

Texas Education Code (“TEC”) § 22.0834 requires contractors providing services to IDEA Public Schools (“IDEA”) to facilitate a national criminal history record information review for any contractor employees who **(1) have or will have continuing duties related to the contracted services and (2) have or will have direct contact with students (“covered employees”) prior to beginning contract services.**

Under the National Child Protection Act (NCPA), **only a qualified entity** that is based in Texas may have access to NCHRI in the DPS FACT (Fingerprint base Applicant Clearinghouse of Texas) Clearinghouse. A qualified entity means a business or organization that provides **care or placement services for the care, treatment, education, training, instruction, supervision, or recreation to children, the elderly, or individuals with disability. 34 U.S.C. § 40104.**

**Examples:** *Day care providers, student after school program providers would be an example of a qualified entity.*

Contracted employees/vendors are required to follow IDEA’s national background check vetting process as outlined below:

**Option 1:** Texas-based contractors that **provide care or care placement services** in accordance with the National Child Protection Act (NCPA), will need to fingerprint their employees who have access to students. Upon a contracted employee/vendor completing the fingerprinting process the **contractor must complete the following:**

- Contractor must complete the “Criminal History Certification for Contractor Employees” form located in the vendor packet on **page 21**
- Contractor must complete the “Criminal History Certification of Subcontractor Employees” form located in the vendor packet on **page 24 (please note only to be completed if the contractor has subcontractor employees)**
- Select “covered employee”
- Certify and sign the form **(NO ADDITIONAL BACKGROUND CHECK FORMS AFTER PAGE 23 NEED TO BE COMPLETED)**
- Submit with the vendor packet to [vendorinquiry@ideapublicschools.org](mailto:vendorinquiry@ideapublicschools.org)

**Option 2:** *Private contractors that do not meet the NCPA criteria to access criminal history must conduct their fingerprinting through IDEA Public Schools using the Local Education Entity (LEE) Fast Pass Option.* IDEA's Risk Management Department will process Contractor and/or any of Contractor's employees identified as a "covered employee" under TEC (Texas Education Code) § 22.0834 using the Local Education Entity (LEE) FAST Pass option. **Contractor must provide all documentation needed for IDEA to facilitate a national criminal history record information search through the DPS Clearinghouse by completing the required vendor background check forms located in the vendor packet. (Forms must be legible, please ensure contractor/vendor prints clearly)**

**Contractor must complete the following:**

1. Contractor must read and complete the "Criminal History Certification of Contractor Employees" form located in the vendor packet on page 21.
2. Contractor must complete the "Criminal History Certification of Subcontractor Employees" form located in the vendor packet on page 24 **(please note only to be completed if the contractor has subcontractor employees)**
  - Contractor **must Select "covered employee" if the contractor falls within the definition of "covered employee":** 1.) providing continuing duties (more than one day) and 2.) There is opportunity for contractor to be around students.
  - Contractor must Certify and sign the form
3. Contractor must read and sign the Memorandum of Understanding, located on page 25 & page 26.
4. Contractor must complete the IDEA Public Schools Risk Management Department Vendor Active Employee list/Campus Assignments located on page 27.
  - Vendor needs to complete this form and list all of their active employee, in addition to proposed campus assignment
5. Contractor and/or Sub Contractor Employees must completed the Texas Department of Public Safety Background Check Request Form located on page 28-30.
  - Attach a copy of an approved TX photo ID such as Driver's License or State ID with each form being completed

**Please note: All employees working under the contractor that will be providing services to IDEA will need to complete a Texas Department of Public Safety Background Check Request Form.**

**Changes to Contractor/Subcontractor Employees:**

- Any changes to existing approved subcontractor employees, contractor **MUST** notify Risk Management at [Riskmanagementvendorbackgroundchecks@ideapublicschools.org](mailto:Riskmanagementvendorbackgroundchecks@ideapublicschools.org)
  - Removing existing approved subcontractor employees
  - Adding new subcontractor employees **(please note any new employees need to be processed for approval by IDEA Risk Management prior to any services being initiated.)**

**SUBMIT:** Submit the completed vendor packet along with all completed background check forms to the procurement team at [vendorinquiry@ideapublicschools.org](mailto:vendorinquiry@ideapublicschools.org)

## Texas Education Code Criminal History Requirements for Contractors and/or Employees

Texas Education Code § 22.0834 requires entities that contract to provide services to IDEA Public Schools to either (i) obtain named based criminal history and/or fingerprinting record information regarding “covered employees” or (ii) provide sufficient information for IDEA Public Schools to arrange for the completion of name based criminal history and/or fingerprinting record information regarding “covered employees.”

### **Definitions:**

“*Covered Employees*”: Any employee of a contractor who (1) has or will have continuing duties related to the contracted services<sup>1</sup> and (2) has or will have direct contact with students.<sup>2</sup> ***If both of these criteria are met, a national criminal history record review is mandatory for any covered employee.***

“*Disqualifying Criminal History*”: Any conviction or other criminal information designated by IDEA, including one or more of the following offenses:

1. A felony or misdemeanor offense that would prevent a person from obtaining certification as an educator under Texas Education Code § 21.060, including:
  - a. Crimes involving moral turpitude;
  - b. Crimes involving any form of sexual or physical abuse or neglect of a student or minor or other illegal conduct with a student or minor;
  - c. Crimes involving felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance defined in Chapter 481, Texas Health and Safety Code;
  - d. Crimes involving school property or funds;
  - e. Crimes involving any attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator;
  - f. Crimes occurring wholly or in part on school property or at a school-sponsored activity; and
  - g. Felonies involving driving while intoxicated.
2. A felony offense under Title 5, Penal Code.
3. An offense on conviction of which a defendant is required to register as a sex offender.
4. An offense under the laws of another state or federal law that is equivalent to an offense under items (2) and (3) above where, at the time the offense occurred, the victim of the offense was under 18 years of age or was enrolled in a public school.
5. Any other offense that IDEA believes might compromise the safety of students, staff, or property.

All contractors must cooperate with IDEA to comply with the requirements of Texas Education Code § 22.0834 prior to beginning contract services to IDEA.

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<sup>1</sup> IDEA considers *continuing duties* as those work duties that are performed pursuant to a contract on a regular, repeated basis rather than infrequently or one-time only. This may include, but is not limited to, contracts involving services to be rendered over multiple single-day engagements.

<sup>2</sup> *Direct contact with students* is contact that results from activities that provide substantial opportunity for verbal or physical interaction with students and that is not supervised by an educator or other idea employee. IDEA retains discretion to determine what constitutes direct contact with students.

**Criminal History Certification for Contractors Employees Form**

**Please complete the information below:**

I, the undersigned agent for \_\_\_\_\_ (“Contractor”), certify that [check one]:

None of Contractor’s employees are *covered employees*, as defined in the previous page. If this box is checked, I further certify that Contractor has taken precautions or imposed conditions to ensure that its employees will not become *covered employees*. Contractor will maintain these precautions or conditions throughout the time the contracted services are provided.

*Or*

Some or all of Contractor’s employees are *covered employees*. If this box is checked, I further certify that:

1. If Contractor receives information that a *covered employee* subsequently has a reported criminal history, Contractor will immediately remove the *covered employee* from contract duties and notify IDEA in writing within three business days.
2. Upon request, Contractor will provide IDEA with the name and any other requested information regarding *covered employees* so that IDEA may obtain criminal history record information on the *covered employees*.
3. If IDEA objects to the assignment of a *covered employee* on the basis of the *covered employee’s* criminal history record information, Contractor agrees to discontinue using that *covered employee* to provide services to IDEA.
4. All *covered employees* hired after January 1, 2008 have completed the required background check process prior to performing any duties related to IDEA or having any direct contact with students.

I also certify to IDEA that, if subcontractors will be used to perform contract services to IDEA, Contractor has obtained certifications from its subcontractors in compliance with Chapter 22 of the Texas Education Code.

I understand that non-compliance or misrepresentation regarding this certification may be grounds for contract termination and/or barring disqualified persons from performing the work.

\_\_\_\_\_  
Signature of Contractor Official

\_\_\_\_\_  
Date

# **SUBCONTRACTOR FORMS**

## Texas Education Code Criminal History Requirements for Subcontractor and/ or Employees

Texas Education Code § 22.0834 requires entities that contract with contractors providing services to IDEA Public Schools to either (i) obtain named based criminal history and/or fingerprinting record information regarding “covered employees” or (ii) provide sufficient information for IDEA Public Schools to arrange for the completion of name based criminal history and/or fingerprinting record information regarding “covered employees.”

### Definitions:

“*Covered Employees*”: Any employee of a subcontractor who (1) has or will have continuing duties related to the contracted services<sup>3</sup> and (2) has or will have direct contact with students.<sup>4</sup> ***If both of these criteria are met, a national criminal history record review is mandatory for any covered employee.***

“*Disqualifying Criminal History*”: Any conviction or other criminal information designated by IDEA, including one or more of the following offenses:

6. A felony or misdemeanor offense that would prevent a person from obtaining certification as an educator under Texas Education Code § 21.060, including:
  - a. Crimes involving moral turpitude;
  - b. Crimes involving any form of sexual or physical abuse or neglect of a student or minor or other illegal conduct with a student or minor;
  - c. Crimes involving felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance defined in Chapter 481, Texas Health and Safety Code;
  - d. Crimes involving school property or funds;
  - e. Crimes involving any attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator;
  - f. Crimes occurring wholly or in part on school property or at a school-sponsored activity; and
  - g. Felonies involving driving while intoxicated.
7. A felony offense under Title 5, Penal Code.
8. An offense on conviction of which a defendant is required to register as a sex offender.
9. An offense under the laws of another state or federal law that is equivalent to an offense under items (2) and (3) above where, at the time the offense occurred, the victim of the offense was under 18 years of age or was enrolled in a public school.
10. Any other offense that IDEA believes might compromise the safety of students, staff, or property.

All subcontractors must cooperate with IDEA to comply with the requirements of Texas Education Code § 22.0834 prior to beginning contract services to IDEA.

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<sup>3</sup> IDEA considers *continuing duties* as those work duties that are performed pursuant to a contract on a regular, repeated basis rather than infrequently or one-time only. This may include, but is not limited to, contracts involving services to be rendered over multiple single-day engagements.

<sup>4</sup> *Direct contact with students* is contact that results from activities that provide substantial opportunity for verbal or physical interaction with students and that is not supervised by an educator or other idea employee. IDEA retains discretion to determine what constitutes direct contact with students.



**Criminal History Certification for Subcontractors Employees Form**

**Please complete the information below:**

\_\_\_\_\_ (“Subcontractor”) has entered into a contract with \_\_\_\_\_ (“Contractor”) to provide services in connection with the contract between IDEA Public Schools and Contractor. On behalf of Subcontractor, I, the authorized signatory for Subcontractor, certify to IDEA that [check one]:

None of Subcontractor’s employees are *covered employees*, as defined above. If this box is checked, I further certify that Subcontractor has taken precautions or imposed conditions to ensure that its employees will not become *covered employees*. Subcontractor will maintain these precautions or conditions throughout the time the contracted services are provided.

*Or*

Some or all of Subcontractor’s employees are *covered employees*. If this box is checked, I further certify that:

5. If Subcontractor receives information that a *covered employee* subsequently has a reported criminal history, Subcontractor will immediately remove the *covered employee* from contract duties and notify IDEA in writing within three business days.
6. Upon request, Subcontractor will provide IDEA with the name and any other requested information regarding *covered employees* so that IDEA may obtain criminal history record information on the *covered employees*.
7. If IDEA objects to the assignment of a *covered employee* on the basis of the *covered employee’s* criminal history record information, Subcontractor agrees to discontinue using that *covered employee* to provide services to IDEA.
8. All *covered employees* hired after January 1, 2008 have completed the required background check process prior to performing any duties related to IDEA or having any direct contact with students.

I also certify to IDEA and Contractor that Subcontractor has obtained certifications from its subcontractors in compliance with Chapter 22 of the Texas Education Code.

I understand that non-compliance or misrepresentation regarding this certification may be grounds for contract termination and/or barring disqualified persons from performing the work.

\_\_\_\_\_  
Signature of Subcontractor Official

\_\_\_\_\_  
Date

MEMORANDUM OF UNDERSTANDING  
COMPLIANCE WITH CRIMINAL HISTORY  
BACKGROUND CHECK REQUIREMENTS

WHEREAS, Texas Education Code (“TEC”) § 22.0834 requires contractors providing services to IDEA Public Schools (“IDEA”) to facilitate a national criminal history record information review for any contractor employees who (1) have or will have continuing duties related to the contracted services and (2) have or will have direct contact with students (“covered employees”) prior to beginning contract services; and

WHEREAS, \_\_\_\_\_ (“Contractor”) provides contract services to IDEA; and

WHEREAS, pursuant to Texas Government Code (“TGC”) § 411.0845, the Texas Department of Public Safety (“DPS”) maintains the Criminal History Clearinghouse (“DPS Clearinghouse”) to provide fingerprint criminal history record information, including national criminal history record information made available through the U.S. Federal Bureau of Investigation (“FBI”), to approved persons and entities; and

WHEREAS, due to recent changes in DPS protocols, Contractor no longer has access to the national criminal history record information maintained as part of the DPS Clearinghouse; and

WHEREAS, IDEA is able to access the national criminal history record information portion of the DPS Clearinghouse through the DPS Local Education Entity (“LEE”) Fast Pass option;

NOW THEREFORE, the Parties agree as follows:

1. IDEA will provide access to its LEA Fast Pass to Provider in the event that Contractor and/or any of Contractor’s employees is a “covered employee” under TEC § 22.0834, provided that Contractor provides IDEA with sufficient documentation needed for IDEA to facilitate a national criminal history record information search through the DPS Clearinghouse.
2. IDEA will obtain national criminal history information review reports through the DPS Clearinghouse for Contractor and/or any of Contractor’s employees that is a covered employee and will notify Contractor if Contractor and/or any of Contractor’s employees have a disqualifying criminal history; provided, however that IDEA will not provide DPS Clearinghouse results to Contractor.
3. Contractor will be responsible for paying the fees directly associated with IDEA’s processing through the LEE Fast Pass.
4. The Parties agree to work expeditiously to complete fingerprinting for Contractor and/or Contractor’s employees, and this MOU shall expire when all applicable fingerprint results have been received and reviewed by IDEA. In no event shall this MOU remain effective for more than 30 days beyond the effective date of this MOU without mutual written extension by both parties.
5. The effective date of this MOU shall be \_\_\_\_\_.  
(Date)

**ACCEPTED AND AGREED TO:**

**IDEA Public Schools**

By: Felida Villarreal

Title: Director of Risk Management

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**Contractor Name**

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

Title: \_\_\_\_\_

# IDEA Public Schools Risk Management Department Vendor Active Employee List & Campus Assignment



- ✓ **Complete ALL** requested information
- ✓ **Attach** additional page(s), if needed
- ✓ **Submit** form with the completing vendor packet to the IDEA Purchasing Department at [vendorinquiry@ideapublicschools.org](mailto:vendorinquiry@ideapublicschools.org)
- ✓ **Please** complete the form legibly as information is needed to accurately be processed (If we are unable to read information provided form will be sent back and will create a delay in processing)

**Vendor/Provider Name:** \_\_\_\_\_

**Vendor/Provider Contact Person(s):** \_\_\_\_\_

**Vendor/Provider Phone Number:** \_\_\_\_\_

**Vendor/Provider Email Address:** \_\_\_\_\_

**Type of Service(s) to be Provided:** \_\_\_\_\_

**Please indicate if these services include a contract/agreement? Yes or No**

### Section I. Vendor Active Employee List & Campus Assignment:

	<b>Last Name</b> <i>As it appears on driver's license (or Last Name used if you have been previously fingerprinted)</i>	<b>First Name</b> <i>As it appears on driver's license</i>	<b>Campus</b> <i>(If employee will be providing service at multiple campuses, please list each campus the employee will be providing services at in this column)</i>
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

### Section II. Changes to Contactor/Subcontractor Employees:

**Signature of Authorized Signer Requesting Change:** \_\_\_\_\_

	Last Name	First Name	Removal/Adding	Campus
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

TEXAS DEPARTMENT OF PUBLIC SAFETY BACKGROUND CHECK REQUEST FORM



This document to be completed by any and all individuals ("Vendor/Contractor") that will provide services to IDEA Public Schools in connection with a services contract involving continuing duties beyond one (1) school day AND direct contact with students. IDEA Public Schools considers "direct contact" with students as having an opportunity for substantial verbal, physical or virtual interaction with students (Make copies for each individual involved in providing services under this contract, as needed).

CONSULTANT, CONTRACTOR, VENDOR, PRIVATE DUTY NURSE, ETC...

Legal Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Type of Service: \_\_\_\_\_

Relationship to Vendor (select one):  Employee  Independent Agent  Subcontractor  Self-employed

Dates of Service: \_\_\_\_\_

For Private Duty Nurse Name of Student: \_\_\_\_\_

Campus/Dept: \_\_\_\_\_

Contact Numbers (Cell Preferred): \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Social security number: \_\_\_\_\_ (Please do not include copy of SS card)

Will individual be on school grounds, which may result in direct contact w/students  Yes  No

If individual has been fingerprinted previously in accordance w/Senate Bill 9, please indicate so below:

Yes  No SID Number (if known): \_\_\_\_\_

Have you ever been arrested or convicted of a felony offense or an offense that requires you to register as sex offender?  Yes  No

PLEASE MAKE SURE TO INCLUDE THESE ITEMS WHEN SUBMITTING THIS FORM:
▶ Texas Department of Public Safety Background Check Request Form
▶ Confidential Form
▶ A clear copy of individual's Driver License or state-issued ID

CAMPUS/DEPARTMENT ONLY

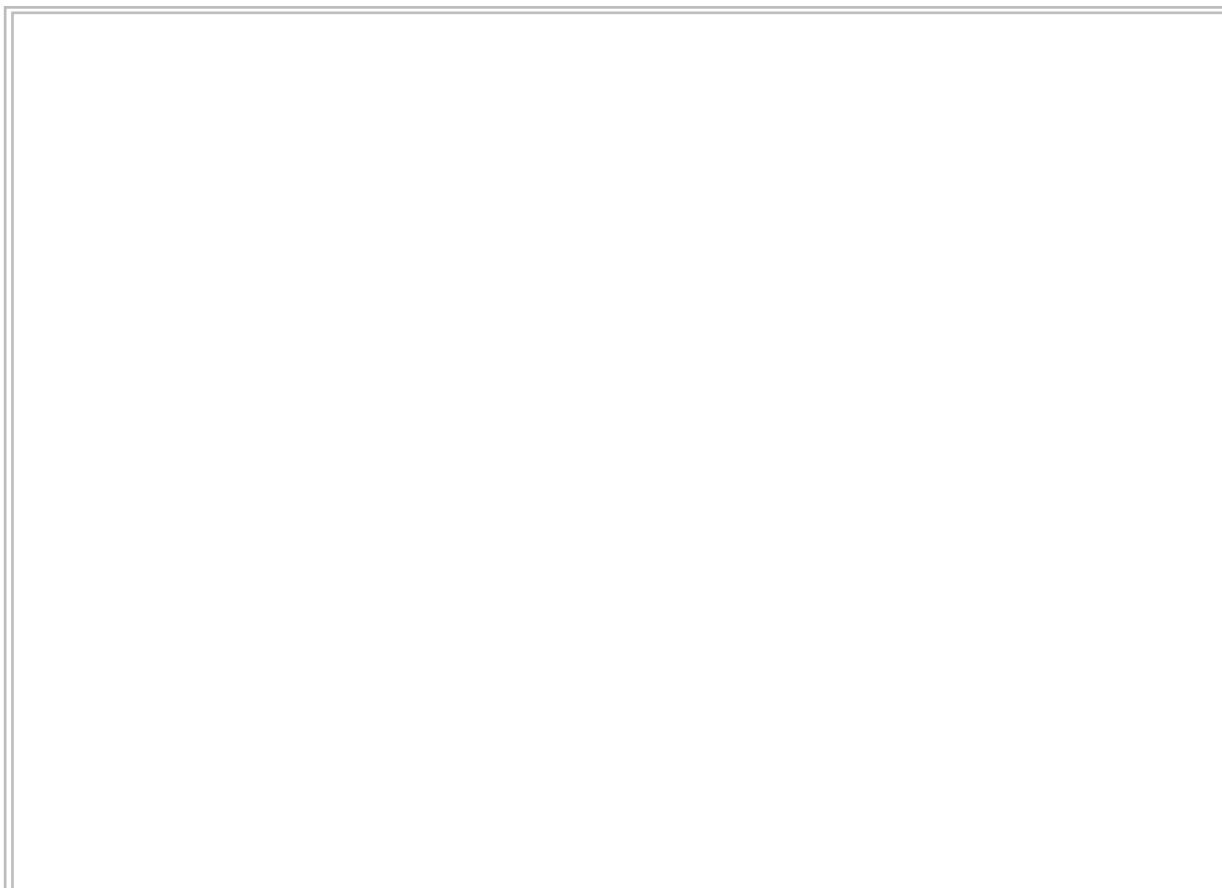
Requested by:

Name \_\_\_\_\_ Campus/Dept. \_\_\_\_\_ Date \_\_\_\_\_

INTERNAL USE ONLY

Form area containing checkboxes for Fingerprint Upload, Fingerprint Search, Not fingerprinted or Not Required, and fields for Approved, Reason for Denied, By, and Date. Includes the label 'RM Representative'.

**PLEASE INSERT CLEAR PHOTOCOPY OF VALID  
DRIVER LICENSE OR STATE-ISSUED ID ON THIS PAGE:**  
(Front side only and do not include copy of social security card)

A large, empty rectangular box with a thin gray border, intended for the user to insert a clear photocopy of a valid driver license or state-issued ID.

## Confidentiality Form



IDEA Public Schools is required by Texas Education Code Chapter 22, Subchapter C to review the criminal history of applicants, employees, independent contractors, student teachers, and certain volunteers. The information requested below is necessary to obtain criminal history record information.

Name: \_\_\_\_\_  
*Last First Middle*

Date of birth: \_\_\_\_\_ Driver's License: \_\_\_\_\_  
*State and Number*

Mailing Address \_\_\_\_\_  
*Street City State Zip Code*

Sex:  Male  Female

Ethnicity:  Black  White/Other

I understand that the information I am providing about age, gender, and ethnicity will not be used to determine eligibility of vendor services but will be used *solely* for the purpose of obtaining criminal history record information.\*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**IDEA Headquarters**  
2115 W. Pike Boulevard  
Weslaco, Texas 78596  
**Phone** 956.377.8000  
**Fax** 956.447.3796

**Notice to Vendor  
No P.O. No Pay Policy  
(No Purchase Order No Payment)**

This letter is to inform our valued suppliers about IDEA Public Schools' Purchasing Policy and Procedures regarding Purchase Orders.

***IDEA Public Schools' Purchasing Policy requires that all orders have a purchase order number before shipment of the product and or before rendering any services. There will be **no** exceptions granted to this policy. Failure to comply will result in a notice of violation and/or payment will not be approved.***

A packing slip is required with each shipment. Supplier packing slips and/or invoices must reference the provided purchase order number in order to receive payment.

Invoices that are received without Purchase Order information **may NOT** be paid by IDEA Public Schools and the invoice will be returned to the vendor/supplier. **Requisition numbers are not valid authorization to purchase or order goods and services.**

The process for obtaining a Purchase Order is as follows:

1. IDEA Public Schools employees who are authorized to order goods and services must first obtain a quote from IDEA approved/awarded vendors
2. The IDEA Public Schools employee enters a Requisition based on the quote
3. The Purchasing Department issues a Purchase Order based on the Quote and Requisition
4. Purchase Order is sent to the vendor/supplier
5. The Vendor/Supplier delivers product(s) or performs services – limited to scope and quantities on the Purchase Order, Contract, or Solicitation Document. Prior approval is required for change orders to scope and quantities. **Do not deliver or perform above the PO unless you receive an official change order.**
6. Vendor submits Invoice with the Purchase Order number printed on the Invoice to Accounts Payable at [payable@ideapublicschools.org](mailto:payable@ideapublicschools.org).
7. IDEA Public Schools pays the invoice (normal NET 30) if it conforms with the Purchasing Policy and any change orders issued.

All orders must be delivered to the appropriate IDEA Public Schools location on the Purchase Order and not to any other personnel or department. If you have any questions regarding this policy, please contact the Purchasing Department at [purchasing@ideapublicschools.org](mailto:purchasing@ideapublicschools.org).

Jose Perez  
Director of Procurement & Contract Services

**\*\*\*\*By Signing this agreement you agree not to provide any goods or services without an IDEA Public Schools Issued Purchase Order. If a purchase order has not been received prior to providing goods or services, you are hereby informed that payment may not be rendered.\*\*\*\***

Vendor Printed Name \_\_\_\_\_

Date \_\_\_\_\_

Vendor Signature \_\_\_\_\_