



## Request for Proposals

### Professional Development

RFP 08-2025SE

Proposal Close Date: Thursday, January 9, 2025

Time: 2 pm CST

Return solicitation response to:

Lamar CISD Purchasing & Materials Management

4901 Avenue I

Rosenberg, TX 77471

For additional information contact:

Sharon Everett at 832.223.0169 or

[Sharon.Everett@LCISD.org](mailto:Sharon.Everett@LCISD.org)

## RFP 08-2025SE Professional Development

### PURPOSE OF SOLICITATION

The intention of this solicitation is to seek high-quality professional learning partnerships to advance professional learning services provided for Lamar CISD staff that impacts student achievement and workplace effectiveness.

### BACKGROUND

Lamar CISD (LCISD) is a Texas public school district located in West Fort Bend County, Texas. LCISD is a rapidly growing school district and with that knowledge it is presumed that some locations may be added or removed in this contract.

The district has approximately over 5,000+ employees. A student enrollment of over 46,702 students as of 2024-25 school year. The district currently consists of 53 campuses and 9 district sites with additional campuses pending. The intention of this Request for Proposal (RFP) is to solicit proposals for Professional Development.

### PRE-PROPOSAL MEETING

A virtual pre-proposal meeting will be held via Microsoft Teams on **Monday, December 2, 2024 at 10:00 AM CST**. Vendors are highly encouraged to attend to understand the requirements of this RFP and how to submit. In addition, we will answer any questions vendors might have about this request for proposals (RFP).

Microsoft Teams Meeting Link and information:

[Join the meeting now](#)

Meeting ID: 258 697 178 125

Passcode: G2rd2os2

### QUESTIONS AND ANSWERS

Questions regarding this RFP must be submitted via email to [Sharon.Everett@LCISD.org](mailto:Sharon.Everett@LCISD.org) on or before **December 09, 2024 at 11:00AM**.

## **PAYMENT**

Lamar CISD utilizes an official Purchase Order document for payment agreement. If your company does not accept purchase orders, identify with your information and with the following questionnaire. Lamar CISD will not prepay for services; payment is made at completion of service. All sales will be exempt from state taxes. Lamar CISD is exempt from all Texas state sales tax. A Texas Sales Tax Exemption form for Lamar CISD is attached to this packet.

Invoicing requirements:

Invoices will reflect a breakdown of service hours and travel.

- A. Invoices must be inclusive of all expenses and related to the service provided including but not limited to preparation, travel, etc.

ALL INVOICES SHALL BE SENT TO:

LAMAR CISD  
Attn. Accounts Payable  
3911 Avenue I  
Rosenberg, TX 77471

## **SERVICE/DELIVERY PERSONNEL**

All service/delivery personnel to a Lamar CISD location will be required to present a valid Texas driver's license before entering a Lamar CISD building beyond the front office.

## **EVALUATION**

After the opening date, an evaluation committee shall meet to discuss and score the proposers' documents based upon evaluation criteria given herein. Evaluations shall be supervised and collected by a member of the Lamar CISD Purchasing Department.

## **CONTRACT DATES**

The contract period shall be for one (1) year with the option to automatically renew for four (4) year options with the contract ending August 31, 2030, upon Lamar CISD Board approval. This administration anticipates a Board review of the recommendation at February 2025 board meeting. LCISD reserves the right to modify this schedule as needed.

## **TIMELINES**

Proposers will return quotes for specified work within two weeks of request. If selected for work, Lamar CISD will initiate a contract for services which must be completed by all parties prior to the services being provided. Failure to have a completed contract for services in place prior to the service date voids the contract. Upon completion of the work, invoices will be submitted for payment. Invoices will not be paid in advance of services or without a completed contract prior to services.

## **RATE INCREASES**

An increase in the service/or hourly rates charged this term contract may be presented for consideration by the District. Such a rate increase is subject to written approval by the District. The contractor must notify the District 90 days prior to the end of the current contract to request or to terminate contract. The District requires documentation from the awarded proposers justifying such increase.

## **GENERAL TERMS, CONDITIONS, AND REQUIREMENTS FOR SOLICITATIONS**

This solicitation shall be governed by the documents incorporated herein as well as the general provisions posted on the Lamar CISD website. A copy may be obtained at <http://www.lcisd.org/departments/business-office/purchasing/terms-and-conditions> or by contacting the Lamar CISD Buyer, [thamara.bochat@lcisd.org](mailto:thamara.bochat@lcisd.org). Any exception to the terms and conditions must be included in the Proposer's response.

Texas Education Code 44.031

*Purchasing and Acquisition*, LCISD Policy CH (Legal)

*Purchasing and Acquisition*, LCISD Policy CH (Local)

Lamar CISD reserves the right to waive minor technical defects in a proposal, reject all proposals, reject any part of a proposal, advertise a new proposal or make the purchase on the open market if the price or services can be obtained at a better price. The District will not provide any guarantee on the amount awarded.

## **INTERLOCAL AGREEMENT WITH OTHER SCHOOL DISTRICTS THROUGH THE CENTRAL TEXAS PURCHASING ALLIANCE (CTPA)**

- A. *Membership*. Lamar CISD is a member in good standing of the Central Texas Purchasing Alliance (CTPA/ [txctp.org](http://txctp.org)) an alliance of 100+ school districts in Texas representing millions of students, sharing information, services, and contractual opportunities. CTPA is an alliance created in accordance with Section 791.001 of the Texas Government Code through interlocal agreements.
- B. *Adoption of Awarded Contracts*. In support of this collaborative effort, all awards made by Lamar Consolidated Independent School District may be adopted by other active CTPA member districts. By adopting a contract from another CTPA member district, the adopting district has met the competitive bidding requirements established by the Texas Education Code. Section 44.0331(a)(4) and as required by the adopting district's policies. There is no obligation on either party to participate unless both parties agree. The goods and services provided under the contract will be at the same or better pricing and purchasing terms established by the originating district.
- C. *Adopted Contract Management*. The adopting district shall be responsible for the management of the new contract and all payments to the contracted vendor. The originating district shall have no responsibilities under the new contract agreement.

## **VENDOR COMMUNICATION**

Communication between the Purchasing Department and vendors is imperative and encouraged. Steps must be taken, however, to maintain a fair opportunity to compete for all vendors and avoid any appearance of favoritism. To protect the integrity of the process, once the solicitation is issued, please observe the following:

- Other than the Assigned Buyer or anyone in the Purchasing Department, all communication regarding this RFP with the district employees, staff, consultants or Board members is strictly forbidden and may result in disqualification.
- All requests for clarification, information and questions must be submitted in writing to the Assigned Buyer during the Question-and-Answer time frame outlined in the solicitation document.
- All responses and necessary corrections to the solicitation will be communicated through the addendum process by the Assigned Buyer.

## **LENGTH OF SOLICITATION**

The contract term for this RFP will be for one (1) year with the option to automatically for four (4) year options with the contract ending August 31, 2030, upon Lamar CISD Board approval and provided that LCISD and the approved vendor are in mutual agreement. This contract may be terminated by the District at any time with or without cause and without penalty to the District. In the event of termination by the District prior to completion of the contract, compensation shall be prorated on the services performed, and the Contractor shall only be entitled to receive compensation for satisfactory work completed up to the date of termination. In the event of default by Contractor, the District shall be liable only for payment of those services performed and accepted prior to the date of termination.

## **RESPONSE REQUIREMENTS**

Lamar CISD will accept sealed proposals either by mail or hand delivery by **Thursday, January 9, 2025, at 2:00PM CST**. FAXED OR E-MAILED SUBMISSIONS WILL NOT BE ACCEPTED. It is the sole responsibility of each vendor to ensure all documents and requirements are received by the District before the deadline. Proposals received after the opening date and time will not be accepted and will be returned.

Submission Package must include:

- One (1) Original
- One (1) Copy

## TIMELINE

Lamar CISD anticipates following the timetable listed below for this solicitation. The timetable is only an estimate and actual dates may vary.

	<b>Activity</b>	<b>Date</b>
1.	First advertisement	Thursday, November 21, 2024
2.	Second advertisement	Thursday, November 28, 2024
3.	Vendor Questions Due 2:00 PM CST	Monday, December 9, 2024
4.	Answers posted to the website	Thursday, December 12, 2024
5.	Pre-Proposal Meeting 10:00 AM CST  <a href="#"><u>Join the meeting now</u></a> Meeting ID: 258 697 178 125 Passcode: G2rd2os2	Monday, December 2, 2024
6.	Deadline for Addendum(s)	Thursday, January 2, 2025
7.	Proposal Package Due 2:00 PM CST	Thursday, January 9, 2025
8.	Board Meeting Date	Tuesday, February 18, 2025

## **SPECIFICATIONS**

### **Required Activities**

Components of the Professional Development provider's services shall include, but are not limited to:

- Providing an approach that supports participants with improving instruction and/or services
- Providing follow-up training as needed
- Providing access and support to individual teachers and administrators
- Providing access and support to faculty and staff members, non-instructional
- Training and support shall be available in a scheduled face-to-face method, a trainer of trainer model, and/or through virtual capacity
- Ability to configure professional development sessions around the needs of teachers in our district

Deliverables including but not limited to:

- Description of possible sessions as part of the planning process in advance of direct services
- Support and training documents are to be provided to the director, lead and as necessary, participants

### **Required Credentials:**

At a minimum, the professional development provider should provide a record of experience in:

- An effective record of working with other school districts to provide and implement professional development in curriculum implementation, instruction, student services and/or differentiation methods
- Supporting districts in professional development aligned to improving student learning, student services and educator effectiveness
- Delivering projects on schedule
- Providing services with high-quality customer service and a willingness to meet the needs of the client



Lamar CISD (“the District) through publishing a Request for Proposal (“RFP”) soliciting vendor proposals for contracted educational services in the area of Staff Development. These Staff Development Services may include consultation, advisement and facilitation or presentation of professional development sessions with a focus on:

- Reflecting and Adjustment
- Planning and Design
- Teaching and Learning
- Culturally Relevant Pedagogy
- Content and Conceptual Development
- In and Out of Classroom Coaching
- Observation and Debriefing
- Coherent integration of resources, materials, and technology
- Vertical and horizontal alignment of curriculum
- In-depth training to the level of Rigor and Complexity of all TEKS
- Classroom Management
- Positive Behavior Support
- Professional Learning Communities
- Professional Development for campus administrators, teachers and teacher retention
- Work with Adult Learners within the context of urban schools.

Proposers responding to this Professional Development RFP must address at least one of the following core content areas: Advanced academic strategies, tools, and resources for all core and enrichment subjects, including:

- Pre and Advanced Placement,
- Gifted Talented
- Literacy (Reading and Writing)
- Science
- Technology
- Engineering and Mathematics (STEM)
- Career Education
- Project Based Learning for all core and enrichment subjects
- Response to Intervention (RtI) training strategies.

Proposers responding to this Professional Development RFP must address at least two of the following

Non-instructional areas:

- Resource Integration
- Project Based Learning
- Digital Literacy/Technology
- Information Literacy

Proposers must be able to provide a training-of-trainer model to district staff, equipping district personnel with professional development knowledge and skills to reproduce services to campus and central staff audiences. These consultants will have direct contact with students and/or campus personnel delivering curriculum, coaching, and professional development and/ or influencing instruction in the above-mentioned areas.

**PROFESSIONAL SERVICES (DISCIPLINES) PROVIDED BY FIRM**

Please indicate below the types of services your firm could supply to Lamar CISD:

- A. \_\_\_\_\_
- B. \_\_\_\_\_
- C. \_\_\_\_\_
- D. \_\_\_\_\_
- E. \_\_\_\_\_
- F. \_\_\_\_\_

**QUALIFICATION STATEMENT**

Please include 100 words or less statement, please describe what makes your firm uniquely qualified to perform services for a **PROFESSIONAL DEVELOPMENT**, including any superior qualities.

## SCOPE OF WORK

The scope of services for this Request for Proposal (RFP) encompasses research-based, up-to-date content aligned with current policy and law. Proposers are expected to provide evidence of the most recent research and best practices, such as published works, company websites, or other authoritative sources.

### 1. **Content and Expertise**

- Content must be current and aligned with the latest research, policy, and legal updates. Evidence of current research and practices should be provided (e.g., published work, company website).
- Presenters/representatives must be credentialed and recognized content experts. Documentation supporting their credentials and expertise, such as resumes, CVs, published works, or professional websites, should be provided.
- The intended results of the services should be clearly defined, and an evaluation tool must be in place to measure the effectiveness of the services. Evidence of intended outcomes and a reliable evaluation tool for measuring success upon completion must be submitted.

### 2. **Alignment with Standards**

- Content must be aligned with TEKS (Texas Essential Knowledge and Skills) or applicable industry standards. Proposers must provide evidence of alignment with relevant state curriculum or industry standards, such as curriculum guides or TEKS alignment documents.

### 3. **Service Delivery and Format**

- Services should be offered in tiered delivery options, with flexibility in terms of grade level, content area, or targeted audience. Delivery formats should include a mix of face-to-face, online, blended, and coaching support options.
- Proposers must provide evidence of tiered delivery options and multi-platform training formats.

### 4. **Additional Services**

- Proposers are encouraged to identify any additional services, beyond those discussed in this scope of work, that could add value to the partnership. Evidence should be provided for any supplementary services that are not included in the primary proposal.

### 5. **Long-Term Sustainability**

- Proposers must provide a long-term (three to five years) plan for sustaining services within Lamar CISD, particularly given the district's rapid growth and potential changes in staffing and financial commitments. A detailed multi-year plan for service implementation should be included.

### 6. **Professional Development Description**

- Provide a comprehensive description of the professional development services available to Lamar CISD. This should include research-based practices, credentialed presenters, intended results, and evaluation tools that support the district's goals. Please include any additional reference materials as evidence for compliance with the criteria.

## 7. Differentiated Services

- Describe how services will be aligned with TEKS/Industry standards. Additionally, explain how services will be differentiated to meet the diverse content needs of participants, including variations in grade level, content focus, and experience. Outline how the delivery methods (online, face-to-face, coaching, etc.) will accommodate the multi-modal needs of participants. Also, include any additional services that may be of value to LCISD.

This RFP outlines the professional development services to be provided to Lamar CISD. These services may include consultation and/or direct facilitation or presentation of professional development sessions. The areas of service may include, but are not limited to, the following core content areas:

- Mathematics
- Humanities
- English Language Arts
- Social Studies
- Science
- Teacher and Aspiring Teacher Development

In addition to the core content areas, services may focus on the following instructional themes:

- Instructional Methods
- Culturally Relevant Pedagogy
- Curriculum Design and Lesson Planning
- Instructional Coaching (in/out of the classroom)
- Data Use and Resource Integration (including Technology and Interventions)
- Classroom Management and Positive Behavior Support
- Professional Learning Communities
- School Leadership Development
- Social/Emotional Development
- Digital Literacy and Information Literacy
- Project-Based Learning
- Integration of Virtual Resources with Digital Learning

**Additional Services** may also be required in the following areas:

- Arts
- Health and Fitness
- Technology
- Library Services
- Advanced Academics
- Career and Technical Education (CTE)
- Special Education
- English as a Second Language (ESL)
- Athletics
- Non-instructional services (e.g., Para-professionals, Operations, Custodial, Child Nutrition, Transportation, Nursing/Health Services)

For non-instructional areas, services may focus on:

- Instructional and professional coaching
- Resource Integration (including technology)
- Professional Learning Communities
- Digital Literacy and Project-Based Learning
- Certification and Field-Based Experiences

Proposers must be prepared to deliver "train-the-trainer" models, equipping district staff with the knowledge and skills necessary to reproduce professional development for campus and central staff.

### **Pricing and Evaluation**

Lamar CISD values competitive pricing for all items proposed. The district is committed to selecting proposers based on quality and cost-effectiveness. Proposers are encouraged to submit materials and services that ensure the delivery of high-quality professional development.

## **Travel Expenses**

All costs associated with the project must be clearly enumerated in the proposal. Any costs not explicitly listed in the proposal will not be honored.

- **Travel and Accommodation:** All travel and accommodation expenses associated with the project must be pre-approved by Lamar CISD before being incurred. Please include details on your standard fee arrangement for goods and services, along with any discounts offered.
- **Reasonableness Test:** All travel expenditures must adhere to the reasonableness test for governmental travel.

## **Other Costs Not Covered**

Please define in detail any costs that are not covered by the services outlined above.

## **Future Product/Service Additions**

LAMAR CISD reserves the right to consider additional products/services that may be developed during the life of this agreement, provided they enhance the existing products/services. These additions should be available as part of the routine services offered and should not incur additional costs for Lamar CISD.

If new products/services require additional fees, Lamar CISD will receive a cost justification proposal for the added product or service. Lamar CISD reserves the right to either accept or reject the proposal or negotiate additional value, which may include pricing adjustments, extended warranties, technical support, and/or further training.

## **TYPES OF PROFESSIONAL DEVELOPMENT SERVICES**

Indicate which department in which you propose educational services for by checking the correlation box. Please attach additional information for each category.

**ELA**

1. Provide documentation of the alignment to TEKS and ELPS.
2. How are the services supported by using technology by teachers?
3. Briefly describe how your service supports reading and writing workshops in the classroom?
4. Explain how your service supports tiered instruction. What tools are provided for progress monitoring?
5. Describe the professional development which accompanies the resources and/or tools.

**Mathematics**

1. Provide documentation that the materials/products/goods/services are aligned with and support the teaching and learning of the Adopted 2012 mathematics TEKS.
2. How are hands-on activities and tasks incorporated in the materials/products/goods/services?
3. In what ways are manipulative used to develop conceptual, abstract learning?
4. Briefly describe how the materials/products/goods/services are supported using technology, both by teachers.
5. Explain the connection(s) between the Personal Financial Literacy TEKS and the materials/products/goods/services.

**Science**

1. How are hands-on activities and tasks incorporated in the materials/products/goods/services?
2. In what ways are manipulative used to develop conceptual, abstract learning?
3. Briefly describe how the materials/products/goods/services are supported by the use of technology, both by teachers.
4. Explain how laboratory activities and explorations are included in the materials/products/goods/services.
5. How is literacy, both reading and writing, supported in the materials/products/goods/services?
6. Provide documentation that the materials/products/goods/services integrate into the Texas Safety Standards.

**Social Studies**

1. Excerpts from multi-cultural and diverse backgrounds.
2. Includes lesson examples that are differentiated based on student academic needs (Tiered system).
3. Rigorous content that addresses conceptual and abstract thought process.
4. Multi perspectives from a variety of sources.
5. Promote self-management of learning by engaging as social scientist.
6. Provide current and relative historical and geographical data for analysis.

**Counselor Training Services**

1. Explain how your product/service addresses the socio-emotional response to student needs.
2. What type of professional development is available?

**Early Childhood (Pre-Kindergarten)**

1. Explain how your product/services address at-risk students through tiered instruction.
2. Describe how your product supports the development of academic language.
3. How does your product connect across all content areas?
4. How does your product/service provide crosswalks to core content and interventions for special populations?
5. Provide specific examples of how your product/service infuses rigor, project-based learning and technology, including online teacher and student resources.
6. Explain how your product is aligned to the TEKS/ELPS.
7. Describe the tools your product provides for progress monitoring.

**Health Fitness, Physical Education**

1. Aligned to State standards.
2. What type of professional development is available?

**Library Media Services**

1. State-of-the-art 21st Century, authoritative project-based product which is web-based, cloud-based, e-book, or digital media resources.
2. Provides a filled need for resources in electronic, online, or web-based services at all levels, or multi-level differentiated, multi-lingual.
3. 24/7 accessibility, with school/home availability.
4. Authoritative resources at all levels, but especially high school, which mirrors resources available at the college-level to develop college ready capabilities.
5. IP authenticated, limited use of passwords unless site specific.
6. Ability to run through a portal, or discovery tool for ease of use, either district-provided or vendor provided.
7. Ability to run usage reports.
8. Product and information updates provided for terms of contract.
9. Includes digital citizenship skills including citation maker.
10. Web-site reliability.
11. Fills ADA learning needs of students.



**Educational Technology**

1. Is it based on Project Based Learning methods?
2. Does it include 21<sup>st</sup> Century Skills?
3. Does it include Digital Citizenship Skills?
4. Is it cloud based?

**Talented and Gifted**

1. Support opportunities for creativity.
2. Incorporate Problem Based Learning strategies.
3. Support interdisciplinary learning.
4. Extended learning through student research.

**Advanced Placement**

1. Containing current information necessary to make real-world connections.
2. Support College Board content standards.
3. Provide opportunities for independent learning and exploration.
4. Incorporate higher level thinking strategies.

**Dual Language**

1. Is the product available in English and Spanish PK-5? 6-12?
2. Are the English Language Proficiency Standards (ELPS) addressed and supported?
3. Does the product differentiate for various proficiency levels in English and Spanish?
4. Can the product be adapted to our district's dual language model?
5. What type of professional development is available?
6. Is the professional development available in English and Spanish?
7. Is the product web-based or available in an e-format?
8. If so, what type of technical support is included?

**ESL/Bilingual**

1. Are the English Language Proficiency Standards (ELPS) addressed and supported?
2. Does the product differentiate for various proficiency levels in English? Or other languages, if so which languages?
3. What type of professional development is available?
4. Is the product web-based or available in an e-format?
5. What type of technical support is included?
6. Are upgrades included in the original purchase or are they extra cost?

**World Languages**

1. Is it aligned with the TEKS LOTE Standards?
2. Does it include the Standards for Foreign Language Education (i.e. 5Cs)
3. What are the targeted proficiency levels?
4. What type of professional development is available?
5. Is it based on research-based strategies for language acquisition?
6. Is technical support included?
7. How much follow-up can we expect to ensure program fidelity?

**College and Career Readiness**

1. Aligned to State standards.
2. What type of professional development is available?
3. Does it incorporate higher level thinking strategies?
4. Does it include 21<sup>st</sup> Century Skills?
5. Does it promote "College Knowledge"?
6. Supply scientifically based research that the material/product/good/service provides support for increasing the number of students who are successful on each section of at least one of the following: PSAT, SAT or ACT.

**Before/After School/Enrichment**

1. Explain how your product/service is aligned to the TEKS.
2. What grade level and/or age group is your product/service intended to serve?
3. Provide specific examples of how your product/service infuses rigor, project-based learning, and technology.
4. How does your product/service meet the needs of all student groups (Ethnicity, Gender, Age, Special Needs, ELL)?

**Performing Arts/Fine Arts**

1. Support opportunities for creativity.
2. Support interdisciplinary learning.
3. Extended learning through student research.
4. What type of professional development is available?

**Special Education**

1. Professional consultative services and training for IDEA-B specialized eligibility categories (i.e. autism and behavior).
2. Assistive technology designed to support students with disabilities.
3. Math and reading interventions for struggling learners.
4. Is evidence-based research available for your product as it relates to improved outcomes for students with disabilities?
5. Is there a monitoring and reporting component to your product?
6. Related service contract providers including OT/PT, speech therapy, music therapy, and applied behavior analysis.
7. Legal publications/products specific to IDEA compliance.

**Career & Technology Education**

1. Is it aligned with the TEKS and are correlations included?
2. Is it content rigorous and diverse and include 21st Century Skills?
3. Is online learning access available?
4. Is it project based or learning friendly?
5. What type of professional development is available?
6. Does product aid in licensure or certification?
7. Does it include Special Population support?

**School Leadership Development/Leadership Density:**

1. What strategies would increase leadership density?
2. What tools are provided to track and increase leadership skills?
3. Explain methods/strategies that would be utilized with our staff or campus principals.
4. Describe the professional development services provided in terms of time (number of required sessions, length of each session, length of project, etc.)
5. What specific curriculum or source documents are being used?
6. What, if any, reporting mechanism is built into professional development?
7. Describe how technology is incorporated into training, if applicable.
8. What type(s) of follow-up are provided?

**Instructional Strategies/Professional Development for Professional Learning Communities, Campus Administrators, and Teachers:**

1. What specific instructional strategies or practices are included in professional development?
2. Provide a sample agenda of a professional development session around a specific strategy or practice.
3. Explain all the different strategies or practices that are covered.
4. Provide a copy of the curriculum and/or source documents.
5. What follow-up is provided for implementation?
6. Describe how technology is incorporated into training, if applicable.
7. How long have you been providing these services?
8. Have you previously provided educational services in the Lamar CISD? No / Yes

**Project-Based Learning**

1. Provide support in developing/creating effective project designs that are aligned to state standards.
2. Promotes building school culture around student ownership and agency.
3. Address individual student needs by providing differentiated support/resources/strategies.
4. Give students opportunities to practice, apply, and extend learning of 21<sup>st</sup> Century Skills.
5. Supports development of high-quality formative/summative assessments.
6. Includes protocols, instructional coaching, and teacher mentoring.

**Nursing/Student Health and Wellness**

1. Provide technology training resources
2. Ability to upload personalized tutorials

**Athletics**

1. Provide technology training resources
2. Ability to upload personalized tutorials
3. Information sharing
4. Parent involvement component
5. Customer service links
6. Coaches' resources

**Paraprofessionals (non-instructional)**

1. Provide technology training resources
2. Ability to upload personalized tutorials
3. Information sharing
4. Customer service links

**Operations/Facilities**

1. Provide basic technology training resources
2. Ability to upload personalized tutorials

**Transportation**

1. Proper student management
2. Appropriate student intervention when handling unruly students
3. How to avoid confrontation with an unruly parent
4. Commonly used Spanish words while dealing with students
5. Ability to upload personalized tutorials

**Child Nutrition Services**

1. Commonly used Spanish words while dealing with students
2. Ability to upload personalized tutorials
3. Provide basic technology training resources

## PRICE SHEET

RETURN THIS DOCUMENT IN PROPOSAL PACKAGE

Target Audience	Delivery Method
Content Type	Grade Level/Audience
Name of Service	
Detailed Description of Your Service	
LCISD Discounted Price (only 1 price per line)	Unit of Measure (only 1 unit per line)
Maximum Attendance	Minimum Quantity for This Price
Minimum Order Amount for This Service	
Summary of Service	

Note: Attach additional pages of the Price Delivery Sheet as necessary.

### Proposal Cost Form

Please include the total turnkey cost for your proposal in the form below. This form **must** be completed.

Service Description	Cost
Professional Development Services (per hour)	\$
Professional Development Services (per day)	\$
Professional Development Materials (per item)	\$
Other Professional Development Services	\$

Please identify each **Service Resource** (by job title or role) and include the estimated number of hours committed to the project and the associated hourly rate. Any expenses related to each function should be detailed as well. The **Service Resources** section should clearly describe the individuals your firm will provide to meet the objectives of this RFP.

**NO RESPONSE FORM**

**RETURN ONLY IF YOU CHOOSE NOT TO SUBMIT A RESPONSE TO THIS SOLICITATION  
YOU MAY EMAIL TIDS SINGLE PAGE TO [sharon.everett@lcisd.org](mailto:sharon.everett@lcisd.org)**

Please Print Clearly

Whereas on the \_\_\_\_\_ day of \_\_\_\_\_, 2024

Name of company

has reviewed LCISD's solicitation **RFP 08-2025SE** and elects not to submit a bid:

**State Reason for no bid:**

Street Address

City	State	Zip
------	-------	-----

Telephone/Fax Number

Name of Authorized Individual

Signature of Authorized Individual

## EVALUATION CRITERIA

The award of this contract will not be made solely on price. Rather, LCISD’s award will be made based on “best value,” considering all applicable mandatory evaluation factors listed in Texas Education Code Section 44.031(b). Proposal shall be evaluated using the evaluation criteria listed below. Lamar CISD reserves the right to award contracts as meets the District’s needs.

	Evaluation Criteria	Point System
1	<b>Purchase price</b> – Proposal should offer a fair and reasonable price for goods/services to be procured by Lamar CISD.	15
2	<b>Reputation of the vendor and of the vendor’s goods or service</b> Proposer should have a solid reputation with other school districts. Government or collegiate entities that show a high-level of customer service and a high level of quality of goods and services.	15
3	<b>Quality of the Vendor’s goods or services</b> Documents provided shall be detailed and relevant to scope: <ul style="list-style-type: none"> <li>Research based &amp; current content documents</li> <li>Credentialed and content expert documents</li> <li>Evaluation tool and results</li> </ul>	30
4	<b>Extent to which the goods or services meet the District’s needs</b> Lamar CISD will require that the selected vendor: <ul style="list-style-type: none"> <li>Alignment to TEKS/Industry Standard documents</li> <li>Tiered and multi-platform delivery options</li> <li>Additional services of value to LCISD</li> </ul>	30
5	<b>Vendor’s past relationship with the District</b> 5= Good business with no documented issue 4= Good Business with LCISD, staff recommends use 3= Performed business with LCISD 2= Performed business but required redirecting per staff 1= Never or performed poorly with issue documented	5
6	<b>Long-term cost to the district to acquire the vendor’s goods or services.</b>	5
7	<b>Vendor’s principal place of business is in the State of Texas or employs 500 people in this state. (either-or)</b>	0
	Total	100 Points



**PURCHASE ORDER INFORMATION**

Please specify the correct information below that should be used for all purchase orders submitted by the District. All purchases must be made with an approved District Purchase Order, District Check or Procurement Card. LCISD will not be responsible for orders without one of the approved methods of payment listed.

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

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

City, State, Zip: \_\_\_\_\_

Vendor Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

Web Site: \_\_\_\_\_

Hours of Operation: \_\_\_\_\_

Please provide your preferred email address for receiving purchase orders:

Email Adress: \_\_\_\_\_

## VENDOR QUESTIONNAIRE

In submitting a proposal, each Proposer shall also provide the following information: (Use additional sheets, if necessary.) A qualifying Proposal must address all items. Incomplete Proposals may be rejected.

### **PART I - GENERAL INFORMATION**

**1. Proposer Information:** Provide the following information regarding the Proposer.

Proposer Name: \_\_\_\_\_

(NOTE: Give exact legal name as it will appear on the contract, if awarded.)

Principal Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone No. \_\_\_\_\_ Fax No: \_\_\_\_\_

Website address: \_\_\_\_\_

Year established: \_\_\_\_\_

Provide the number of years in business under present name: \_\_\_\_\_

Number of Employees: \_\_\_\_\_

**2. Account Representative:** List the account representative information that would service the District's account, if awarded.

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

**3. Remittance Information:**

Please specify the correct legal business name, contact person, address, phone and fax numbers that should be used as the remittance address by LCISD, if different from vendor information above.

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

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

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

## REFERENCES

Provide a minimum of three (3) references that Proposers has provided like services or supplies to within the past three (3) years, preferably with K-12 School Districts and \*\* not from Lamar CISD\*\*. The contact person named should be familiar with the day-to-day management of the contract and **be willing to respond to questions** regarding the type, level, and quality of service provided. Ensure attachment B (Vendor Questionnaire) is completed by every reference and attach to solicitation.

Reference 1:

Company/District Name:

Contact Name/Title:

Business Address

Contact Phone #:

Contact Email Address:

Date(s) of Contract:


**Reference 2:**

Company/District Name:

Contact Name/Title:

Business Address

Contact Phone #:

Contact Email Address:

Date(s) of Contract:


**Reference 3:**

Company/District Name:

Contact Name/Title:

Business Address

Contact Phone #:

Contact Email Address:

Date(s) of Contract:




A PROUD TRADITION | A BRIGHT FUTURE

**Lamar CISD**

**Reference Questionnaire**

Please complete the reference questionnaire below on behalf of the vendor that has sent it to your company. Once completed, please return the questionnaire directly to the vendor, so that they can submit it with their proposal.

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

**Submitted By (name):** \_\_\_\_\_

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

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

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

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

1. How long have you used the vendor?

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2. Does the vendor promptly respond to phone and email inquiries?

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3. Does the vendor meet your needs?

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---

4. What are the vendor's strengths?

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---

5. Describe a situation when an issue arose with the vendor and how they responded.

---

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---

---

6. What are some things the vendor can do to improve?

---

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---

7. Would you use this vendor in the future?

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---

**EXCEPTIONS TO THIS SOLICITATION**

Does the Proposer have any deviations to any conditions and/or specifications/scope of services listed in this document?

No

Yes

If yes, noted in writing herein. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Attach additional Pages if necessary)

Note: Each exception must be clearly defined and referenced to the proper section and paragraph in this Solicitation.

## FELONY CONVICTION NOTIFICATION

State of Texas Legislative Senate Bill No. 1, 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.**

---

I, the undersigned agent for the firm 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’s Name: \_\_\_\_\_

Authorized Company Official’s Name (Printed): \_\_\_\_\_

Check one of the following and sign as appropriate.

My firm is a publicly held corporation; therefore, this reporting requirement is not applicable.

**Signature of Company Official:** \_\_\_\_\_

My firm is not owned or operated by anyone who has been convicted of a felony.

**Signature of Company Official:** \_\_\_\_\_

My firm is owned or operated by the following individual(s) who has/have been convicted of a felony:

Name of Felon(s): \_\_\_\_\_

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

\_\_\_\_\_

**Signature of Company Official:** \_\_\_\_\_

## CERTIFICATE OF RESIDENCY

The State of Texas has passed a law concerning non-resident contractors. This law can be found in Texas Education Code under Chapter 2252, Subchapter A. This law makes it necessary for LCISD to determine the residency of its proposers. In part, this law reads as follows:

“Section: 2252.001

- (3) ‘Non-resident bidder’ refers to a person who is not a resident.
- (4) ‘Resident bidder’ refers to a person whose principal place of business is in this state, including a contractor whose ultimate parent company or majority owner has its principal place of business in this state.

Section: 2252.002

A governmental entity may not award a governmental contract to a nonresident bidder unless the nonresident underbids the lowest bid submitted by a responsible resident bidder by an amount that is not less than the amount by which a resident bidder would be required to underbid the nonresident bidder to obtain a comparable contract in the state in which the nonresident’s principal place of business is located.”

I certify that \_\_\_\_\_  
(Name of Company)

is, under Section: 2252.001 (3) and (4), a  Resident Bidder  
 Non-resident Bidder

My or Our principal place of business under Section: 2252.001 (3) and (4), is in the city of \_\_\_\_\_  
in the state of \_\_\_\_\_

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

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date



**CERTIFICATION REGARDING LOBBYING**

**CERTIFICATION FOR CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS**

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

- 1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- 2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instruction.
- 3) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants and contracts undergrants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

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

\_\_\_\_\_  
Company

\_\_\_\_\_  
Authorized Representative (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **Certification Regarding Terrorist Organizations and Boycott of Israel**

Contractor hereby certifies that it is not a company identified on the Texas Comptroller's list of companies known to have contracts with, or provide supplies or services to, a foreign organization designated as a Foreign Terrorist Organization by the U.S. Secretary of State under federal law.

Contractor hereby certifies and verifies that neither Contractor, nor any affiliate, subsidiary, or parent company of Contractor, if any (the "Contractor Companies"), boycotts Israel, and contractor agrees that Contractor and Contractor Companies will not boycott Israel during the term of this Agreement. For purposes of this Agreement, the term "boycott" shall mean and include terminating business activities or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations with Israel, or with a person or entity doing business in Israel or in an Israeli- controlled territory.

(Continued next page)

## Texas Government Code 2270 Verification Form

Texas 2017 House Bill 89 has been signed into law by the governor and as of September 1, 2017 will become law codified as Texas Government Code § 2270 and 808 et seq.

The relevant section addressed by this form reads as follows:

Texas Government Code Sec. 2270.002. PROVISION REQUIRED IN CONTRACT. A governmental entity may not enter into a contract with a company for goods or services unless the contract contains a written verification from the company that it: (1) does not boycott Israel; and (2) will not boycott Israel during the term of the contract.

I, \_\_\_\_\_ as an authorized representative of

\_\_\_\_\_, a contractor engaged by

Insert Name of Company

Insert Name of Texas Governmental Entity

Address of Texas Governmental Entity

verify by this writing that the above-named company affirms that it (1) does not boycott Israel; and (2) will not boycott Israel during the term of this contract, or any contract with the above-named Texas governmental entity in the future. I further affirm that if our company's position on this issue is reversed and this affirmation is no longer valid, that the above-named Texas governmental entity will be notified in writing within one (1) business day and we understand that our company's failure to affirm and comply with the requirements of Texas Government Code 2270 et seq. shall be grounds for immediate contract termination without penalty to the above-named Texas governmental entity.

I swear and affirm that the above is true and correct.

\_\_\_\_\_  
Signature of Named Authorized Company Representative

\_\_\_\_\_  
Date

## Contractor Certification

**Introduction:** Texas Education Code Chapter 22 requires entities that contract with school districts to obtain criminal history records on covered employees. Covered employees with disqualifying criminal histories are prohibited from serving at a school district. Contractors must certify to the district that they have complied and must obtain similar certifications from their subcontractors.

**Definitions:**

*Covered individuals:* Individual who have or will have continuing duties related to the service to be performed and have or will have direct contact with students. The District will be the final arbiter of what constitutes direct contact with students.

*Disqualifying criminal history:* (1) a conviction or other criminal history information designated by the District; (2) a felony or misdemeanor offense that would prevent a person from obtaining certification as an educator under Texas Education Code § 21.060, including 19 Tex. Admin. Code §249.16; or (3) one of the following offenses, 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.

---

On behalf of \_\_\_\_\_ (“Contractor”), I certify that check one:

None of Contractor’s employees are *covered individuals*, as defined above. If this box is checked, I further certify that Contractor has taken precautions or imposed conditions to ensure that Contractor’s employees will not become *covered individuals*. 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 individuals*. If this box is checked, I further certify that:

1. Contractor has obtained all required criminal history record information regarding its covered individuals. None of the covered individuals has a disqualifying criminal history.
2. If Contractor receives information that a covered individual subsequently has a reported criminal history, Contractor will immediately remove the covered individual from contract duties and notify the District in writing within three business days.
3. Upon request, Contractor will provide the District with the name and any other requested information of covered individuals so that the District may obtain criminal history record information on the covered individuals.
4. If the District objects to the assignment of a covered individual on the basis of the covered individual’s criminal history record information, Contractor agrees to discontinue using the covered individual to provide services at the District.

Noncompliance or misrepresentation regarding this certification may be grounds for contract termination.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# Form 1295 Lamar CISD Certificate of Interested Parties

**Certificate of Interested Parties (Form 1295 – must be filled out electronically with the Texas Ethics Commission’s online filing application, printed out, signed, notarized, and submitted with proposals or qualifications to Lamar CISD.**

Lamar CISD is required to comply with House Bill 1295, which amended the Texas Government Code by adding Section 2252.908, Disclosure of Interested Parties. Section 2252.908 prohibits Lamar CISD from entering a contract resulting from this solicitation with a business entity unless the business entity submits a Disclosure of Interested Parties (Form 1295) to Lamar CISD at the time business entity submits the signed contract/proposal/qualifications. The Texas Ethics Commission has adopted rules requiring the business entity to file Form 1295 electronically with the Texas Ethics Commission.

**“Interested Party”** means a person:

- a) who has a controlling interest in a business entity with whom Lamar CISD contracts; or
- b) who actively participates in facilitating the contract or negotiating the terms of the contract, including a broker, intermediary, adviser, or attorney for the business entity.

**“Business Entity”** means an entity recognized by law through which business is conducted, including a sole proprietorship, partnership, or corporation.

**As a “business entity,” all vendors must electronically complete, print, sign, notarize, and submit Form 1295 with their proposals even if no interested parties exist.**

Proposers must file Form 1295 electronically with the Texas Ethics Commission using the online filing application, which can be found at [\\*https://www.ethics.state.tx.us/filinginfo/1295/](https://www.ethics.state.tx.us/filinginfo/1295/). Proposers must use the filing application on the Texas Ethics Commission’s website to enter the required information on Form 1295. Proposers must print a copy of the completed form, which will include a certification of filing containing a unique certification number. The Form 1295 must be signed by an authorized agent of the business entity, and the form must be notarized.

The completed Form 1295 with the certification of filing must be filed with Lamar CISD by attaching the completed form to the vendor’s proposal.

Lamar CISD must acknowledge the receipt of the filed Form 1295 by notifying the Texas Ethics Commission of the receipt of the filed Form 1295 no later than the 30<sup>th</sup> day after the date the contract binds all parties to the contract. After Lamar CISD acknowledges the Form 1295, the Texas Ethics Commission will post the completed Form 1295 to its website with seven business days after receiving notice from Lamar CISD.

I have read and understand the above information regarding the Certificate of Interested Parties Form 1295. I understand the **action** needed on my part as an interested party. I also understand that the 1295 online filing form shall be returned with RFP response.

Acknowledgement Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

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

# Form 1295 Lamar CISD Certificate of Interested Parties

## STEPS FOR COMPLETING HB1295/TEXAS ETHICS COMMISSION FORM FOR THE FIRST TIME

STEP 1: GO TO <https://www.ethics.state.tx.us/filinginfo/1295/>

The screenshot shows the Texas Ethics Commission website. The header includes the logo and the text "TEXAS ETHICS COMMISSION Promoting Public Confidence in Government". Below the header are navigation links: "About TEC", "What's New", "Contact Us", "Site Map", "Links", and "Help". The main content area is titled "Form 1295 Certificate of Interested Parties Electronic Filing Application". A prominent "LOG IN" button is centered, with a red arrow pointing to it from the right. Below the button are links for "Search Form 1295 Filings", "Implementation of HB 1295", and "Frequently Asked Questions (FAQ)".

**Instructional Videos for Business Entities:**

- [Logging In the First Time - Business User](#)
- [How To Create a Certificate](#)

**Instructional Videos for Governmental Entities and State Agencies:**

- [Logging In the First Time - Government User](#)
- [How To Acknowledge a Certificate](#)

**Acceptable computers to use for filing include:**

- Personal computer or laptop
- Mac desktop computer or MacBook
- Tablet

**Your web browser must be at a minimum browser level:**

- Chrome 4
- Firefox 15
- Internet Explorer 9
- Opera 12.1
- Safari 4

Step 2:

The screenshot shows the "Form 1295 Certificate of Interested Parties Filer Login" page. The header reads "Texas Ethics Commission ELECTRONIC FILING APPLICATION". The main content area is titled "Form 1295 Certificate of Interested Parties Filer Login" and contains the instruction: "You must log in to proceed. Enter your login information below and press Login." Below this are three input fields: "Email:", "Password:", and "Select User Type: \*". To the right of the "Email:" field is a link that says "Click here if you don't have a user ID", with a red arrow pointing to it. Below the input fields is a "Login" button. The Windows taskbar at the bottom shows the date and time as 9:10 AM on 11/30/2017.

### Step 3: Fill in each line

The screenshot shows a web browser window with the Texas Ethics Commission logo and the text 'ELECTRONIC FILING'. A modal window titled 'Form 1295 Certificate of Interested Parties - Create Account' is open. Below the title is a note: 'Provide a valid email address and user type, and a link will be emailed to you in order to complete registration.' The form contains the following fields:

- Email \* (text input: yourname@youraddress.domain)
- Confirm Email \* (text input: confirm@youraddress.domain)
- Contact First Name \* (text input: Contact First Name)
- Contact Last Name \* (text input: Contact Last Name)
- Entity Name \* (text input: Entity Name)
- Phone \* (text input: 555-555-5555, Ext: Ext)
- Country (radio button selected for US)
- Select User Type \* (dropdown menu: Select User Type)

A 'Create Account' button is located at the bottom right of the form.

Step 4: Wait for confirmation e-mail. Click on link in e-mail

Step 5: Set passwords and security questions.

Step 6: File your HB Form. Choose 1295 Filings

\*\*\* Key steps to assist when completing the HB1295 filing\*\*\*

- Business Entity: Your Business Name
- Governmental Entity: Lamar Consolidated ISD
- ID # Description: RFP # assigned example – *(XX-2022SE & RFP Name)*



**CERTIFICATE OF INTERESTED PARTIES**

**FORM 1295**

**OFFICE USE ONLY**

Complete Nos. 1 - 4 and 6 if there are interested parties.  
 Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

**1 Name of business entity filing form, and the city, state and country of the business entity's place of business.**

**2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.**

**3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.**

4 Name of Interested Party	City, State, Country (place of business)	Nature of Interest (check applicable)	
		Controlling	Intermediary

**5 Check only if there is NO interested Party.**

**6 UNSWORN DECLARATION**

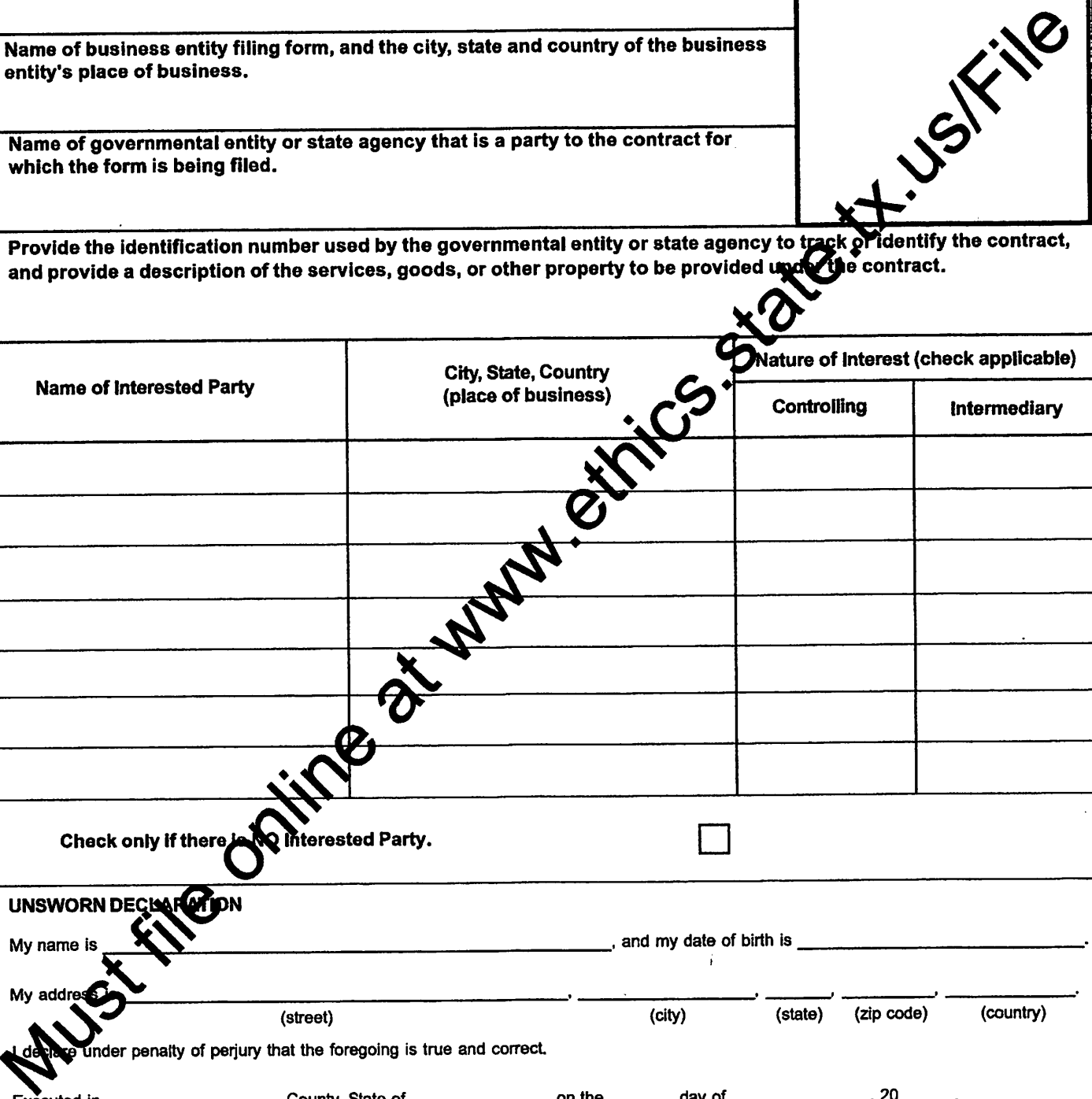
My name is \_\_\_\_\_, and my date of birth is \_\_\_\_\_.

My address \_\_\_\_\_ (street) \_\_\_\_\_ (city) \_\_\_\_\_ (state) \_\_\_\_\_ (zip code) \_\_\_\_\_ (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in \_\_\_\_\_ County, State of \_\_\_\_\_, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.  
 (month) (year)

\_\_\_\_\_  
 Signature of authorized agent of contracting business entity  
 (Declarant)



## LAMAR CISD INSURANCE REQUIREMENTS

Contractor shall maintain insurance coverage in the amounts specified below and furnish to District. If any work provided for or to be performed under any Specifications is sub-let (as otherwise permitted by the terms of such Specifications), the contractor shall require the subcontractor to maintain and furnish him with satisfactory evidence of *Workers Compensation*, *Employer's Liability* and such other forms and amounts of insurance which the contractor deems reasonably adequate. Certificates of Insurance on the current ACORD form shall be issued to District showing all required insurance coverage.

<u>Insurance Required</u>	<u>Limit Required</u>
<b>Automobile Liability</b> insurance covering Any Auto	\$1,000,000 Combined Single Limit
<b>Comprehensive (Commercial) General Liability</b> insurance including Products, Completed Operations, Independent Contractors, Broad Form Property Damage, Pollution and Blanket Contractual Liability coverage. XCU exclusions to be removed when underground work is performed.	\$2,000,000 Aggregate, Occurrence and Personal Injury \$ 500,000 Fire Damage \$ 5,000 Medical Payments  Per Project Aggregate  Evidence of coverage must be shown on certificates of insurance.
<b>Professional Errors &amp; Omissions Liability</b> insurance may be required from all contractors and licensed or certified as professionals; e.g., engineers, architects, insurance agents, physicians, attorneys, banks, financial consultants, etc.	Consultant on a limited basis with the district in the area of student support and staff development; \$1,000,000  One-time project limits all other consulting services; \$2,000,000 Occurrence & Aggregate minimum, \$5,000,000 Maximum Limit \$50,000 Deductible  Retroactive Date preceding date of contract must be shown  Extended Reporting Period three years past completion of contract
<b>Workers Compensation</b> insurance with limits to comply with the requirements of the Texas Workers' Compensation Act.  Employers Liability insurance	Statutory Limits  \$1,000,000
<b>Umbrella or Excess Liability</b> insurance (excess of primary General Liability, Automobile Liability and WC Coverage B)	One-time contract amount for all contracts exceeding: <b>Contract            Limit</b> \$100,000 -    \$2,000,000 total limit \$500,000 -    \$10,000,000 total limit \$1,000,000 (plus)- \$25,000,000 total limit

Limits for primary policies may differ from those shown when Umbrella or Excess Liability insurance is provided.

**Insurance Conditions**

All insurance coverage shall be issued on an Occurrence basis (except Professional Liability) by companies acceptable to District and licensed to do business in the State of Texas by the Texas Department of Insurance. Such companies shall have a Best's Key rating of at least "A- X".

All certificates must include:

1. The location or description and the bid number, RFP number or Purchase Order number
2. A 60-day notice of cancellation of any non-renewal, cancellation or material change to any of the policies
3. "Additional Insured" on the Property, General Liability, Automobile Liability and Umbrella (Excess) Liability policies naming the District.
4. A "Waiver of Subrogation" clause in favor of the District will be attached to the Workers Compensation, General Liability, Automobile Liability, Umbrella Liability and the Property insurance policies.
5. In addition to certificates of insurance, copies of policy endorsements must be provided (a) listing the District as Additional Insured, and (b) showing waivers of subrogation in favor of the District: CG2010, CG2037, CG2404, CA0070, CA0032, WC0003 or their equivalents.

All insurance must be maintained for one year following substantial completion with Certificates of Insurance provided.

Contractor shall be responsible for payment of all deductibles; the District shall approve the deductibles selected.

If any policy has aggregate limits, a statement of claims against the aggregate limits is required.

The District reserves the right to review the insurance requirements during the effective period of any contract to make reasonable adjustments to insurance coverage and limits when deemed reasonably prudent by District based upon changes in statutory laws, court decisions or potential increase in exposure to loss.

Lamar CISD – Purchasing Dept.  
4901 Avenue I  
Rosenberg, TX 77471

# 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

## **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.

**EDGAR CERTIFICATIONS**  
**ADDENDUM FOR CONTRACT FUNDED BY U.S. FEDERAL GRANT**

The following certifications and provisions are required and apply when Lamar Consolidated Independent School District ("LCISD") expends federal funds for any contract resulting from this procurement process. **Accordingly, the parties agree that the following terms and conditions apply to the Contract between the District and \_\_\_\_\_ ("Vendor") in all situations where Vendor has been paid or will be paid with federal funds:**

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**REQUIRED CONTRACT PROVISIONS FOR NON-FEDERAL ENTITY CONTRACTS UNDER FEDERAL AWARDS**  
**APPENDIX II TO 2 CFR PART 200**

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- (A) Contracts for more than the simplified acquisition threshold currently set at \$250,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, 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.**

Pursuant to Federal Rule (A) above, when LCISD expends federal funds, LCISD reserves all rights and privileges under the applicable laws and regulations with respect to this procurement in the event of breach of contract by either party.

Does Vendor agree? \_\_\_\_\_ Initials of Authorized Representative of Vendor

- (B) Termination for cause and for convenience by the grantee or subgrantee including the manner by which it will be effected and the basis for settlement. (All contracts in excess of \$10,000)**

Pursuant to Federal Rule (B) above, when LCISD expends federal funds, LCISD reserves the right to immediately terminate any agreement in excess of \$10,000 resulting from this procurement process in the event of a breach or default of the agreement by Vendor in the event Vendor fails to:

(1) meet schedules, deadlines, and/or delivery dates within the time specified in the procurement solicitation, contract, and/or a purchase order; (2) make any payments owed; or (3) otherwise perform in accordance with the contract and/or the procurement solicitation. LCISD also reserves the right to terminate the contract immediately, with written notice to vendor, for convenience, if LCISD believes, in its sole discretion that it is in the best interest of LCISD to do so. Vendor will be compensated for work performed and accepted and goods accepted by LCISD as of the termination date if the contract is terminated for convenience of LCISD. Any award under this procurement process is not exclusive and LCISD reserves the right to purchase goods and services from other vendors when it is in LCISD's best interest.

Does Vendor agree? \_\_\_\_\_ Initials of Authorized Representative of Vendor

- (C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 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 Part, 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 part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."**

Pursuant to Federal Rule (C) above, when LCISD expends federal funds on any federally assisted construction contract, the equal opportunity clause is incorporated by reference herein.

Does Vendor agree to abide by the above? \_\_\_\_\_ Initials of Authorized Representative of Vendor

- (D) 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 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.**

Pursuant to Federal Rule (D) above, when LCISD expends federal funds during the term of an award for all contracts and subgrants for construction or repair, Vendor will be in compliance with all applicable Davis-Bacon Act provisions.

Does Vendor agree? \_\_\_\_\_ Initials of Authorized Representative of Vendor

**(E) 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.

Pursuant to Federal Rule (E) above, when LCISD expends federal funds, Vendor certifies that Vendor will be in compliance with all applicable provisions of the Contract Work Hours and Safety Standards Act during the term of an award for all contracts by LCISD resulting from this procurement process.

Does Vendor agree? \_\_\_\_\_ Initials of Authorized Representative of Vendor

**(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 Part 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.

Pursuant to Federal Rule (F) above, when federal funds are expended by LCISD, Vendor certifies that during the term of an award for all contracts by LCISD resulting from this procurement process, Vendor agrees to comply with all applicable requirements as referenced in Federal Rule (F) above.

Does Vendor agree? \_\_\_\_\_ Initials of Authorized Representative of Vendor

**(G) 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).

Pursuant to Federal Rule (G) above, when federal funds are expended by LCISD, Vendor certifies that during the term of an award for all contracts by LCISD resulting from this procurement process, Vendor agrees to comply with all applicable requirements as referenced in Federal Rule (G) above.

Does Vendor agree? \_\_\_\_\_ Initials of Authorized Representative of Vendor

**(H) Debarment and Suspension (Executive Orders 12549 and 12689)—**A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusions 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.” SAM Exclusions 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.

Pursuant to Federal Rule (H) above, when federal funds are expended by LCISD, Vendor certifies that during the term of an award for all contracts by LCISD resulting from this procurement process, Vendor certifies that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency.

Does Vendor agree? \_\_\_\_\_ Initials of Authorized Representative of Vendor

**(I) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—**Contractors that apply or bid for an award exceeding \$100,000 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 up to the non-Federal award.**

Pursuant to Federal Rule (l) above, when federal funds are expended by LCISD, Vendor certifies that during the term and after the awarded term of an award for all contracts by LCISD resulting from this procurement process, the vendor certifies that it is in compliance with all applicable provisions of the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352). The undersigned further certifies that:

- (1) No Federal appropriated funds have been paid or will be paid for on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all covered sub-awards exceeding \$100,000 in Federal funds at all appropriate tiers and that all subrecipients shall certify and disclose accordingly.

Does Vendor agree? \_\_\_\_\_ Initials of Authorized Representative of Vendor

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**RECORD RETENTION REQUIREMENTS FOR CONTRACTS INVOLVING FEDERAL FUNDS**

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When federal funds are expended by LCISD for any contract resulting from this procurement process, Vendor certifies that it will comply with the record retention requirements detailed in 2 CFR § 200.333. Vendor further certifies that it will retain all records as required by 2 CFR § 200.333 for a period of three years after grantees or subgrantees submit final expenditure reports or quarterly or annual financial reports, as applicable, and all other pending matters are closed.

Does Vendor agree? \_\_\_\_\_ Initials of Authorized Representative of Vendor

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**CERTIFICATION OF COMPLIANCE WITH THE ENERGY POLICY AND CONSERVATION ACT**

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When LCISD expends federal funds for any contract resulting from this procurement process, Vendor certifies that it will comply with the 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. 6321 et seq.; 49 C.F.R. Part 18).

Does Vendor agree? \_\_\_\_\_ Initials of Authorized Representative of Vendor

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**CERTIFICATION OF EQUAL EMPLOYMENT STATEMENT**

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It is the policy of LCISD not to discriminate on the basis of race, color, national origin, gender, limited English proficiency or handicapping conditions in its programs. Vendor agrees not to discriminate against any employee or applicant for employment to be employed in the performance of this Contract, with respect to hire, tenure, terms, conditions and privileges of employment, or a matter directly or indirectly related to employment, because of age (except where based on a bona fide occupational qualification), sex (except where based on a bona fide occupational qualification) or race, color, religion, national origin, or ancestry. Vendor further agrees that every subcontract entered into for the performance of this Contract shall contain a provision requiring non-discrimination in employment herein specified, binding upon each subcontractor. Breach of this covenant may be regarded as a material breach of the Contract.

Does Vendor agree? \_\_\_\_\_ Initials of Authorized Representative of Vendor



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**CERTIFICATION OF COMPLIANCE WITH BUY AMERICA PROVISIONS**

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LCISD has a preference for domestic end products for supplies acquired for use in the United States when spending federal funds (purchases that are made with non-federal funds or grants are excluded from the Buy America Act). Vendor certifies that it is in compliance with all applicable provisions of the Buy America Act.

Does Vendor agree? \_\_\_\_\_ Initials of Authorized Representative of Vendor

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**CERTIFICATION OF ACCESS TO RECORDS – 2 C.F.R. § 200.336**

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Vendor agrees that the District's Inspector General or any of their duly authorized representatives shall have access to any books, documents, papers and records of Vendor that are directly pertinent to Vendor's discharge of its obligations under the Contract for the purpose of making audits, examinations, excerpts, and transcriptions. The right also includes timely and reasonable access to Vendor's personnel for the purpose of interview and discussion relating to such documents.

Does Vendor agree? \_\_\_\_\_ Initials of Authorized Representative of Vendor

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**CERTIFICATION OF APPLICABILITY TO SUBCONTRACTRS**

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Vendor agrees that all contracts it awards pursuant to the Contract shall be bound by the foregoing terms and conditions.

Does Vendor agree? \_\_\_\_\_ Initials of Authorized Representative of Vendor

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**VENDOR AGREES TO COMPLY WITH ALL APPLICABLE FEDERAL, STATE, AND LOCAL LAWS, RULES, REGULATIONS, AND ORDINANCES. IT IS FURTHER ACKNOWLEDGED THAT VENDOR CERTIFIES COMPLIANCE WITH ALL PROVISIONS, LAWS, ACTS, REGULATIONS, ETC. AS SPECIFICALLY NOTED ABOVE.**

Vendor's Name: \_\_\_\_\_ Address, City,

State, and Zip Code: \_\_\_\_\_

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

Printed Name and Title of Authorized Representative:

Email Address:

Signature of Authorized Representative:

Date:

## CLEAN AIR AND WATER ACT

### Clean Air and Water Act Certification

I certify that my company is in compliance with all applicable standards, orders of regulations issued pursuant to the Clean Air Act of 1970, as amended (42 U.S.C. 1857 (h). Section 508 of the Clean Water Act, as amended (33 U.S.C. 1368), Executive Order 117389 and Environmental Protection Agency Regulation, 40 CFR Part 15 as required under OMS Circular A-102, Attachment O, Paragraph 14 (1) regarding reporting violations to the grantor agency and to the United States Environmental Protection Agency Assistant Administrator for the Enforcement.

I (We) the undersigned, agent for the firm, named below certify that the above information is true to the best of my knowledge.

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NAME OF COMPANY (Please Print)

---

NAME AND TITLE OF AUTHORIZED REPRESENTATIVE (Please Print)

---

SIGNATURE

---

DATE



**PROPOSAL SUBMISSION FORM**  
**SOLICITATION NO. RFP 08-2025SE**

Please Print

Whereas on the \_\_\_\_\_ day of \_\_\_\_\_, 2024 (print name of company)

\_\_\_\_\_ has reviewed

Solicitation No. **RFP 08-2025SE** and has responded in accordance with the terms and conditions which are incorporated herein.

A copy may be obtained at <http://www.lcisd.org/departments/business-office/purchasing/terms-and-conditions> or by contacting the LCISD Purchasing staff person listed on the cover sheet. Any exception to the terms and conditions must be included in the Proposer's response.

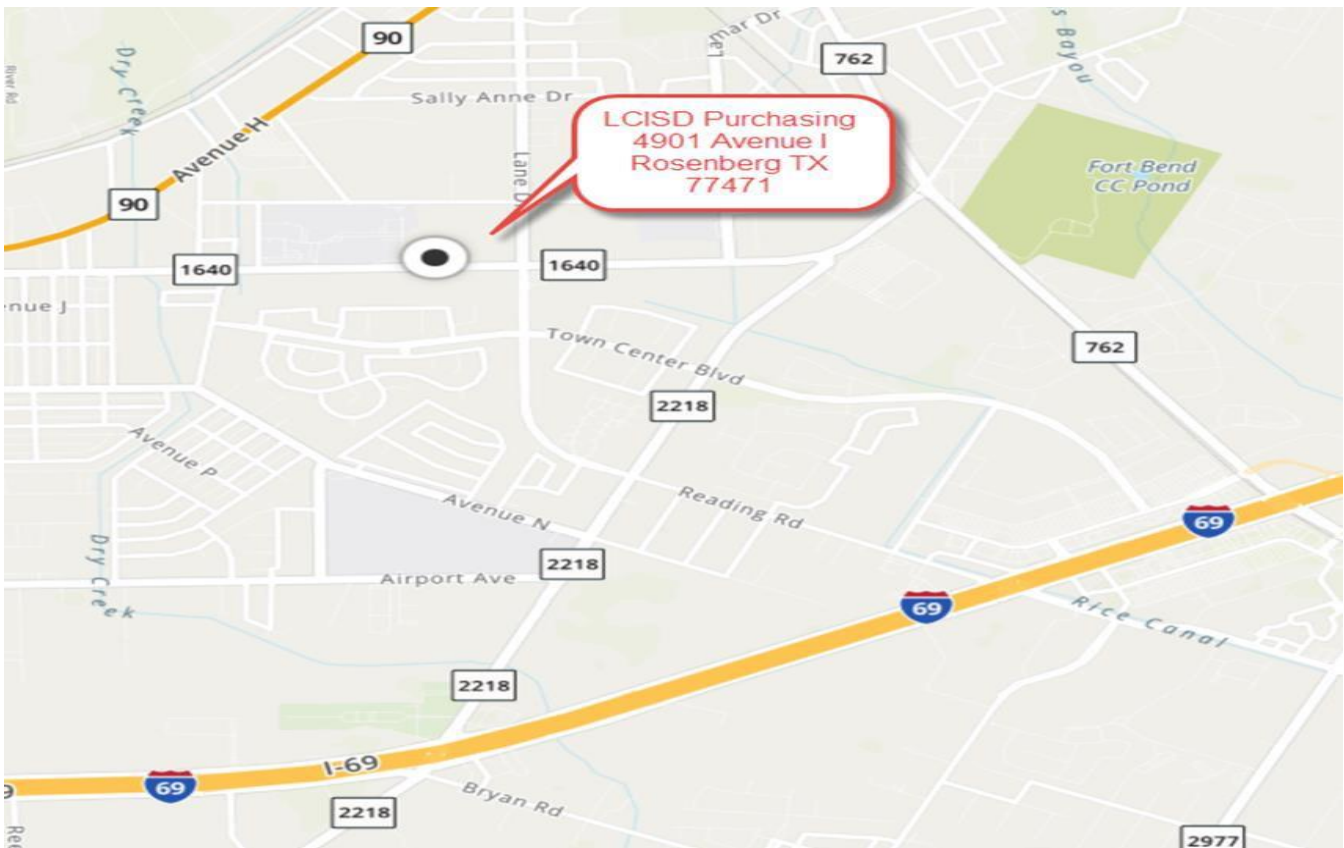
Texas Education Code 44.031

*Purchasing and Acquisition, LCISD Policy CH (Legal)*

*Purchasing and Acquisition, LCISD Policy CH (Local):*

_____	_____
Street Address	City, State, Zip Code
_____	_____
Telephone Number	Fax Number
_____	_____
Name of Authorized Individual	Signature of Authorized Individual

**Directions to  
Lamar CISD Purchasing Department / Distribution Warehouse**



**From Houston 59 South**

Exit 59, Reading Road Exit.  
Right on Reading Road  
Left on Avenue I  
Destination on Right

**From 59 North**

Exit 59, Exit Reading Road  
Left on Reading Road  
Left on Avenue I  
Destination on Right

**CUT AND PLACE THIS LABEL ON THE OUTSIDE OF YOUR PACKAGE**



Lamar Consolidated ISD Purchasing Department

4901 Avenue I Rosenberg, TX 77471

RFP # 08-2025SE Professional Development

Company Name: \_\_\_\_\_



**CUT AND PLACE THIS LABEL ON THE OUTSIDE OF YOUR PACKAGE**

## PROPOSAL CHECKLIST

Use this checklist to ensure that all required documents have been included in your submission.

Page Order in Proposal	Document	Check to Indicate Included in Proposal
10	Professional Services Disciplines provided by firm-separate attachment	
10	Qualification Statement	
14	Travel Expenses	
15-21	Types of Professional Development Services	
22	Price Sheet	
23	No Response Form-if applicable	
25	Purchase Order Information	
26	Vendor Questionnaire	
27	References	
28-29	Reference Questionnaire	
30	Exceptions to this Solicitation	
31	Felony Conviction Notice	
32	Certification of Residency	
33	Certification Regarding Lobbying	
35	Texas Government Code 2270 Verification Form	
36	Contract Certification	
37	Vendor Debarment Statement	
38	Form 1295 LCISD Certificate of Interested Parties	
39	Form 1295 download form	
42	Insurance Policy	
44	Conflict of Interest Questionnaire (CIQ)	
46-49	Edgar Certification	
50	Clean Air & Water Act	
51	W9	
52	Proposal Submission Form	
54	Label to attach to the envelope	