



REQUEST FOR QUALIFICATIONS
Computer & Portable Device Pre-qualification
RFQ #21-003

Tarrant County College District (“TCCD”, “District”, and “the College”) outlines the following schedule:

EVENT	DATE	TIME
RFQ RELEASE DATE:	September 25, 2020	
DEADLINE FOR QUESTIONS:	October 8, 2020	4:00 p.m. CT
SUBMITTAL DEADLINE:	October 22, 2020	2:00 p.m. CT
EVALUATION PERIOD ENDS (Tentative):	November 6, 2020	
REVERSE AUCTION (Tentative):	November 12, 2020	TBA

Sealed proposals Responses as per Section III.3 below **must** be delivered to:

Tarrant County College District (TCCD)

Attn: Ms. Phung Nguyen, Technology Buyer

300 Trinity Campus Circle, Room TREF 3213

Fort Worth, TX 76102

Fax or email not accepted.

Preamble:

The Tarrant County College District is a public institution of higher education that provides academic, occupational, general, and continuing education opportunities, as well as lifelong learning for all people in its District and contiguous service area. The College is committed to providing a high-quality learning experience for its students at a reasonable cost and to serve as a good steward of public funds.

This request for interest implies no obligation on the part of the Tarrant County College District. The College reserves the right to accept the proposal that it believes most nearly meets its requirements based on “best value” and not necessarily, the lowest price offered.

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EXHIBIT A – PRE-QUALIFICATION FORM SEE EXCEL WORKSHEET

MWBE POLICY, AFFIDAVIT STATEMENT & FORM SEE PDF DOCUMENT

PROCUREX SUPPLIER INSTRUCTIONS SEE PDF DOCUMENT

PROCUREX TRANSACTION FEE AGREEMENT SEE PDF DOCUMENT

I. INTRODUCTION:

A “pool” of qualified firms will be selected based on an evaluation process (a review of qualification submissions as well as equipment submitted for evaluation) resulting from this RFQ. The size of the pool will be based on the number of qualified firms.

Once the pool is established, Tarrant County College District (TCCD) will invite those firms to participate in the reverse auction process for **Computer & Portable Devices**. Further information for the reverse auction will be provided to the successful firms at a later date. TCCD has Specific requirements for such firms as detailed below. Within the response of this RFQ the firm must prove that it meets or exceeds these requirements. Failure to meet or exceed these requirements could result in the disqualification of the firm’s response.

II. SCOPE OF DESIRED SERVICES:**A. REQUIREMENTS****1. Purpose**

TCCD desires submission of Qualifications and Evaluation packages to prepare a Reverse Auction for the following:

1.1. Projected purchase of devices over the next 3 – 5 years.

Device Count	Model	Replacement Device	FY21	FY22	FY23	FY24	FY25
30	Mac Mini	Mac Mini	9	1	9	0	11
309	iMac	Surface Studio	38	56	78	44	93
157	MacBook	Surface Pro	73	15	15	36	18
473	iPad	Surface Pro	273	30	40	87	43
400	Precision	Surface Pro	190	11	55	51	93
2,231	Latitude	Surface Pro	399	411	446	759	216
8,380	Optiplex	VDI	1545	2187	1874	1612	1162
1,883	Surface Pro	Surface Pro	302	86	204	157	1134
158	Misc	Surface Pro	6	8	37	93	14
700	Chromebooks	Surface Go	140	140	140	140	140
14,721							

However, these quantities are estimated. TCCD reserves the right to buy units above or below the quantities estimated

The Qualification and Evaluation Packages will establish a framework for the orderly development of the reverse auction conducted by Procurex. Instructions for registering with Procurex (www.procurexinc.com) will be provided to the firms deemed qualified through the RFQ process. The qualification and evaluation packages will include the Cover Letter required, Exhibit "A", and the evaluation systems required for testing. No prices should be submitted. The College is seeking Qualification and Evaluation Packages incorporating the minimum specifications as outlined in this document and Exhibit "A". The college encourages participation by local Minority and/or Women Owned Business Enterprises (MWBES).

1.2. Accessories for Mobile Devices

As part of our efforts to move to a more mobile office and educational environment, the College will be acquiring laptops, tablets, and other portable devices over the course of the next 3 – 5 years with refresh of these devices occurring on a regular five (5) year cycle. As such, accessories will be purchased for the devices included in the Reverse Auction. These accessories will make up a kit containing two (2) 27" monitors (minimum one (1) HDMI port per monitor), docking station, stylus/pen, wireless keyboard/mouse, cover/keyboard, travel case, webcam (HD), wireless headset, locking and other assorted cables used to connect all the accessories to the mobile device.

Your response should include these accessories as appropriate for each mobile device listed below.

Example: Laptop/Tablet

Accessories Kit:

- Type Cover / Smart Keyboard (where applicable i.e. Surface Pro / iPad)
- Docking station
- 27" Monitor (Make/Model)
- HDMI cables (compatible with docking station)
- Bluetooth Wireless Headset
- Webcam (HD)
- Wireless Keyboard
- Wireless Mouse
- Stylus/Pencil
- Security Locking Cable

These accessories should not be included in the cost when firms bid on the reverse auction. They shall be priced separately. The lowest price accessories will be purchased based on the line items versus award to any single vendor.

2. Proposal Pricing Method

This will be a non-binding reverse auction. Lowest bid will be reviewed by the college for final approval before agreement will be official.

Prices shall remain firm for the term of the Agreement; provided, however, after the first year of the

agreement, if costs have decreased for some or all of the equipment, Firm¹ may pass those savings onto the college in the form of reduced unit pricing. Under no circumstances shall prices increase during the term of this agreement above the pricing provided in the Reverse Auction.

Firm may bid on all devices in the auction or on a specific brand of device only (i.e. Microsoft, Apple, etc.); however, Firm bids on a specific brand must provide bids on all of that specific brand of devices that TCCD has listed.

The College is including three (3) Virtual Desktop Interface (VDI) devices as part of the Reverse Auction; a Self-Contained 24" monitor from LG, a zero-client device from Dell/Wyse, and a portable/laptop VDI device from Dell/Wyse in the Reverse Auction. Alternatives to these devices may be submitted for review and acceptance per the "Alternative Devices" section below. As shown in the projected purchases, the College will be increasing its VDI adoption over the next several years. The devices in this auction have been tested and proven in the College's environment and will become the standard devices over this time-period.

The Reverse Auction will be by Invitation only and consist of those machines which are deemed qualified through configuration and testing.

TCCD reserves the right to reject any and all submittals and to waive irregularities and informalities in the submittal and evaluation process. TCCD will not be responsible for any costs for shipping and the return of the evaluation models.

B. QUALIFICATIONS

A cover letter shall contain a brief introduction of the provider of the response to this RFQ. At a minimum, the cover letter page shall be on company letterhead and shall include the name and working address of the firm submitting a proposal, the name and telephone number of the primary company representative authorized to legally bind the firm to this RFQ, and the date of submission.

Firm's response to the RFQ shall be clear, concise and limited to no more than 20 pages. Responses shall be on 8 ½ x 11 paper only. Firms must complete Exhibit "A" – Pre-Qualification Form and include it in their response. The Cover Page and Exhibit "A" are not included in the 20-page maximum. Required forms and documents do not count against the 20-page maximum. Those documents can be in addition to the 20 pages.

Firms must meet the following qualifications to have their configured specifications accepted:

- a) Acceptable Manufacturers must have ten (10) or more years of manufacturing experience of desktop computers and laptops.

¹ For the purpose of this event, Firm shall be defined as the manufacturer, distributor or other responsible party that will be engaged in the process and has full authority to bid on and distribute those items in the auction in accordance to the criteria set forth in the reverse auction.

- b) Have deployed shipments in excess of two thousand five hundred (2,500) units to one (1) firm over a thirty (30) day period in the last three (3) years. – **provide references, including company name, address, IT contact, phone number, and e-mail address.**
- c) Firm must cover all costs associated with shipping and the return of test units.
- d) Acceptable Manufacturers must have shipped in excess of five (5) million units in any one of the five (5) previous quarters.
- e) Resellers must provide documentation showing they have attained the highest level of the selected manufacturer's supplier network program.
- f) Units being configured and qualified must meet specification.
- g) Submitted configuration which is being tested cannot be modified without written approval of Procurement.

C. SPECIFICATIONS

1. Alternative Devices

As part of the Pre-qualification process, if Firms s are bidding on the make/model TCCD has specified such as Microsoft Surface, Apple, etc. they don't need to submit test units; however, if they bid an alternative to those, they do have to provide a unit for testing. Configured units would also be required for generic devices Firms intend to bid as TCCD did not specify brands for those. **All costs associated with the delivery and return of the test units will be the responsibility of the firm submitting the equipment for consideration.**

TCCD realizes that there are alternatives to the Microsoft, Apple and VDI products listed in this auction. TCCD is open to reviewing and including alternatives in the Reverse Auction process. For any generic desktop, laptop, tablets or VDI device, Firm will provide the manufacturer's specific make and model they are proposing that meet or exceeds the specifications in the technical requirements area.

Firm must submit at least one device, that meets or exceeds the specifications shown below, for testing and approval by TCCD's IT department. Provided devices will be tested by TCCD's IT department for full consideration and inclusion in the Reverse Auction. **Homemade or "White box" items will not be considered.** If any device submitted fails any of the tests, Firm will be provided the test results and given an opportunity to submit one additional device for testing and approval for that category. All submitted devices remain the property of the Firm and will be returned at the end of the testing period.

Note: The submission of an alternative device does not exclude any Firm from participation in the Reverse Auction. Firms may bid on any of the alternative device(s) and/or the Microsoft and Apple products defined in this process. TCC reserves the right to award based on the criteria set forth in this document and on either all items in a group or on a single line item basis.

All devices in the bid are to have a minimum three (3) year maintenance agreement in addition to the standard factory warranty. Agreement will be for next day on-site service or equivalent device exchange service.

As manufacturers change models during the term of the agreement (i.e. Surface Pro 8, Surface Pro 9, etc.), the College will engage in discussions with the contracted Firm to establish when the change to the new model will happen and establish what the unit pricing will be for those models. It is anticipated that an equivalent discount from the manufacturer's MSRP will be applied to the current model.

The expectations of the College are that, should there be a shortage or a potential of shortage of inventory for the technology listed in this Reverse Auction, for any reason, the contracted Firm will notify the College of that shortage or potential for shortage in a timely manner. This notification is designed to allow the College to expedite any pending or potential purchases of these technologies.

2. Product Deliverables

- a) TCCD requires the following turn-key services for Apple Device(s)
 - Deliver at campus locations as directed by TCC Purchasing
 - Provide proper documentation resulting from installations to include serial numbers, signed PDF & in Excel format
 - Option to order some units with different components for specialized programs
 - TCC staff will provide and apply asset tags to the Apple device(s)
 - TCC staff will register the Apple device(s) with our MDM - JAMF

- b) TCCD requires the following turn-key services for Laptops – All Tiers
 - Must provide machine hash id for TCC Intune/Autopilot Imaging (at no additional charge)
 - Deliver at campus locations as directed by TCC Purchasing
 - Provide proper documentation resulting from installations to include serial numbers: signed PDF & in Excel format
 - Option to order some units with different components for specialized programs
 - TCC staff will provide and apply asset tags to the laptops
 - TCC staff will register the device(s) with our MDM – SCCM/Intune

- c) TCCD requires the following turn-key services for Desktops – All Tiers:

Shipping, storage and staging of equipment awaiting TCC provided image and installation schedule

 - Must provide machine hash id for TCC Intune/Autopilot Imaging (at no additional charge)
 - Must be able to store and stage up to 125 desktop computers at a time
 - Must be able to accommodate changes in scheduling
 - Hard drive imaging prior to delivery
 - The image will be loaded on Windows 10, 64bit.
 - Must be flexible to image and install within 48 hours notice window
 - Must install images in format specified by TCC Campus Support Services

- d) Installation requirements
 - Deliver and install at campus locations as directed by TCC Purchasing

- Must follow installation procedures as specified by TCC Campus Support Services
 - Must provide two technicians for install of more than 20 units per day
 - On-site desktop installation will be to various locations throughout Tarrant County, Texas
 - Must be able to install at least 50-60 computers per day
 - Installs could be as few as 1 unit per day to as many as 60 units per day
 - Verify with TCC staff at the time of delivery that all systems and components are functioning
 - No DOAs are accepted at TCC locations
 - Remove all packing materials and dispose of off-site
 - Provide proper documentation resulting from installations to include CPU and flat panel serial numbers, signed PDF & in Excel format
 - Option to order some units with different components for specialized programs
 - All computer service tags will be transferred to TCC
 - TCC staff will provide and apply asset tags to the computers
 - TCC staff will register the device(s) with our management system – SCCM/InTune
- e) TCCD requires the following turn-key services for Surface Line of Products
- Shipping, storage and staging of equipment awaiting TCC installation schedule
 - Must provide machine hash id for TCC Intune/Autopilot Imaging (at not additional charge)
 - Cost of device(s) must include Microsoft's "Complete for Business" 3-year service agreement
 - Per the "Complete for Business" Warranty process
 - Must pay round trip shipping on all repair issues
 - Must provide prepaid return label to ship the inoperable device back to Microsoft
 - Must deliver replacement device within 24-48 hours of notification
 - Provide proper documentation resulting from installations to include serial numbers, signed PDF & in Excel format
 - Option to order some units with different components for specialized programs
 - All computer service tags will be transferred to TCCD
 - TCC staff will provide and apply asset tags.
 - TCC staff will register the device(s) with our MDM – SCCM/InTune
 - Surface Device(s) will not need etching for identification.
- f) TCCD requires the following turn-key services for VDI Client Device(s)
- Shipping, storage and staging of equipment awaiting TCC installation schedule.
 - Must pay round trip shipping on all repair issues
 - Must deliver replacement device within 24-48 hours of notification
 - Must provide prepaid return label to ship the inoperable device back to Microsoft
 - TCC staff will provide and apply asset tags.
 - Provide proper documentation resulting from installations to include serial numbers, signed PDF & in Excel format.

3. Device Technical Specifications

Microsoft Surface Line of Products					
Tier 1	GO**	Pro	Laptop	Book	Studio
Screen Size	10.5	12.3	13.5	13.5	28
Memory	8	8	8	16	32
Processor	M3	i5	i5	i5	[7
Storage (GB)	128	128	256	256	1 TB
Graphics	Intel UHD	Intel UHD	Intel Iris Plus	Intel Iris Plus	NVIDIA GeForce 1070
Wireless	WIFI (6) Bluetooth	WIFI (6) Bluetooth	WIFI (6) Bluetooth	WIFI (6) Bluetooth	WIFI Bluetooth
Microsoft Surface Line of Products					
Tier 2	GO / LTE	Pro	Laptop	Book	Studio
Screen Size	10.5	12.3	15	15	28
Memory	8	8	16	32	32
Processor	M3	i7	AMD 7	i7	[7
Storage (GB)	128	256	512	512	2 TB
Graphics	Intel UHD	Intel Iris Plus	AMD Radeon	NVIDIA GeForce	NVIDIA GeForce 1070
Wireless	WIFI (6) Bluetooth LTE	WIFI (6) Bluetooth	WIFI Bluetooth	WIFI (6) Bluetooth	WIFI Bluetooth

Apple Line of Products				
Tier 1	iMac	MacMini	Macbook Pro	iPad Pro
Screen Size	21.5	N/A	13	12.9
Memory	32	8	8	8
Processor	i7	i5	i5	A12Z
Disk (SSD)	256	256	256	256
Graphics	Radeon Pro 560X	Intel UHD	Intel Iris Plus 645	Liquid Retina
Wireless	WIFI Bluetooth	WIFI Bluetooth	WIFI Bluetooth	WIFI Bluetooth

Apple Line of Products				
Tier 2	iMac	MacMini	Macbook Pro	iPad Pro
Screen Size	27	N/A	16	12.9
Memory	64	16	16	16
Processor	i9	i7	i7	A12Z
Disk (SSD)	512	256	512	256
Graphics	Radeon Pro 5700	Intel UHD	AMD Radeon Pro	Liquid Retina
Wireless	WIFI Bluetooth	WIFI Bluetooth	WIFI Bluetooth	WIFI + Cellular Bluetooth

4. Alternative Devices

VDI (VMWare Certified)	VDI Terminal	VDI Laptop	Zero Client
Brand or Equivalent	LG Zero Client	Dell/Wyse	Dell/Wyse
Part No.	24CAV37K-B	5470	5070
Screen Size	24" or 27"	14"	N/A
Memory	N/A	8 GB	8 GB
Chipset	Teradici TERA2	Win 10	Win 10

Desktop	Tier 1	Tier 2
Form Factor	SFF	MT
OS	Win10	Win10
Memory	16	32
Processor	i7	i9 or XEON
Main Disk Drive	SSD	SSD
Min Storage	512 SSD	512 SSD
Graphics	Intel	NVIDIA 5820T or Equivalent
Wireless	Yes	Yes

Laptops	Tier 1	Tier 2
Screen Size	14"	15"
OS	Win 10	Win 10
Memory	8GB	32 GB
Processor	i5 Intel	i9 Intel
Main Disk Drive	512 GB SSD (Min)	512 GB SSD (Min)
Min Storage	N/A	N/A
Graphics	Integrated	Nvidia GeForce or Equivalent
Wireless	Bluetooth and WiFi	Bluetooth and WiFi

Tablets	Tier 1	Tier 2
Screen Size	Device Dependent	Device Dependent
OS	Win 10	Win 10
Memory	8GB	16GB
Processor	i5 Intel	i7 Intel
Internal Storage	128 GB SSD	256 GB SSD
Graphics (or Equivalent)	Intel UHD	Intel Iris Plus
Wireless	Bluetooth and WiFi (6)	Bluetooth, WiFi (6), LTE

All of the above listed service must be included in the cost of the computers at the Reverse auction stage.

TCC will provide image files for each order. There are no custom bios settings that will need to be done as part of the installation. No data migration will be needed. No security software will be needed. No additional applications will need to be loaded that are not included as part of the image. All updates will be handled by TCC.

The only post-installation support that will be needed is warranty support as specified.

No legacy system will need to be de-installed as part of the deployment of the new systems. TCC cleans and disposes of old systems.

Complete and return with your qualification package, Exhibit "A"

Those Firms which submit qualifications that are accepted will be invited to participate in a reverse auction. Do not submit pricing information with your response to this RFQ. Pricing will be provided as part of the Reverse Auction process for those firms determined qualified.

III. FORMAT AND DELIVERY

1. Firms must limit submittals to **twenty-one (21) pages** consisting of twenty (20) informational pages and a one (1) page cover letter. Required forms do not count against the 20-page maximum. Supplemental company or corporate brochure information may be included as a separate part of the submittal package on tab 7 – Supplemental Information. TCCD may require further information at a later time.
2. **The sealed proposal must include at least one (1) original, one (1) copy, and one (1) electronic copy on USB digital media.**
3. Submittals are to be mailed, hand-delivered or delivered by courier to:

Tarrant County College District
Trinity River Campus
Attn: Ms. Phung Nguyen, Technology Buyer
300 Trinity Campus Circle, Room TREF 3213
Fort Worth, TX 76102

Alternative test devices identical to the configurations specified in the RFQ response must be provided from firms which submit qualifications that are accepted.

One of each alternative test devices should be shipped to the following address:

Tarrant County College District – Receiving Dock Trinity River
Campus
ATTN: Cedric Hights
Campus Support Services
350 N. Henderson
Fort Worth, TX 76102

Qualifications Packages as well as all alternative test devices must be received no later than the stated deadline for submission October 22, 2020 at 2:00pm CT.

Any qualification packages received after the deadline, or only partially received by the deadline will be disqualified and returned to the vendor.

4. Proposals should be bound by wire or plastic spiral binding.
5. Proposal documents should be prepared in single-spaced type, 10 or 12 point font, on 8-1/2" x 11" pages, using one side of the paper only. Pages should be numbered at the bottom to show the page number and total number of pages in the proposal, e.g., Page 1 of 15, Page 2 of 15, etc.
6. Proposal documents shall be sectionalized as described below. A blank page should precede each section with an index tab extending beyond the far right side of the page. The index tab should have the appropriate section number. To be considered complete, the proposal shall be organized in accordance with the Request for Qualifications (RFQ) requirements contained in this section.

IV. SUBMITAL ORGANIZATION

Please provide a bound and tabbed response in the following order:

Tab 1 - Cover Letter

Tab 2 – Exhibit “A” and RFQ Proposal Form (Appendix M)

Tab 3 – Relevant Experience/Qualifications & Examples

Tab 4 – Quality of the supplier’s goods & services

Tab 5 –Approach, Process and Methodology

Tab 6 - Firm’s Reputation

Tab 7 - M/WBE Commitment Plan-MWBE Subcontractor Utilization Plan (Appendix F),
M/WBE/HUB Affidavit Statement, Good Faith Effort form (Appendix G), & MWBE Certification

Tab 8- Supplemental Information

Tab 9 - Required Forms

Tab 1 – Cover Letter

Firms must clearly indicate interest and experience for this type of assignment and must acknowledge awareness of all posted explanations and addenda, if any, to this RFQ. Firms may briefly identify respective qualifications, experience, and/or abilities that characterize interest and qualifications. The Cover Letter shall be limited to one (1) page and **will not** be counted as part of the maximum twenty (20) page submittal limit.

Tab 2 – Exhibit A – Pre-Qualification Form and RFQ Form

Under this section please provide the completed Exhibit A & RFQ Proposal form.

Tab 3 – Relevant Experience/Qualifications & Examples

Provide information relevant to the following:

- Your background to deploy, configure, and support the computing devices essential to your clients
- Your firm’s expertise, knowledge, strengths, experience, and resource in performing large-scale PC/laptop and other portable device deployments
- Provide examples of successful and unsuccessful engagements you were contracted to complete.
- Provide examples of specific work products your firm created or assisted in creating for prior engagements.
- Provide any additional information you deem relevant

Tab 4 – Quality of the supplier’s goods & services - Service Capabilities

Under this section please describe how your firm meets each of the following potential professional services. Provide three (3) examples of customer situations where you have provided the service for each.

- Integration and installation of various hardware platforms into business/educational environments
- Performing large-scale PC/laptop and other portable device deployments

- Deploy, configure, and support the computing devices

Tab 5 – Approach, Process and Methodology to Meet District Needs

Under this section please describe the approach you take to delivering services for your customers. Include specific processes, procedures, and methodology for performing large-scale PC/laptop and other portable device deployments, including your approach to overcoming obstacles and delivering results for your customers.

Tab 6 – Firm’s Reputation

Firm must include in their response a list of at least four (4) organizations with whom the firm has done business like that required by this solicitation within the last three (3) years. It is preferred that at least one of the references be from a two-year college with multiple campuses. Failure to list a qualifying client may result in rejection of prospective firm’s bid. TCCD will determine, at its sole discretion, which, if any, references to contact to assess the quality of work performed and personnel assigned to the project. The results of any references will be provided to the TCCD evaluation committee and used in scoring the RFQ response. Please be certain to supply accurate, current contact information for references. Individuals conducting reference checks will not track down references for whom inaccurate or outdated info has been supplied. Reference contacts should be aware of their inclusion and be agreeable to follow-up conversations including interview if necessary. Any reference that cannot be contacted with a reasonable amount of effort shall count as a negative reference.

Please include the following information for each of the reference contacts:

- Company name and address
- Title and role
- IT Contact information (phone and email)
- Description of work the vendor has done for the client
- Date(s) when the service was implemented
- Contract term (start and end date or indicate if project is ongoing)
- Impact made to the client’s institution

Tab 7 – Supplemental Information

Include any additional information, brochures, or documents to support your qualification for interest in this partnership.

Tab 8 – M/WBE Commitment Plan

TCCD encourages participation from certified Minority and Women Owned Business Enterprises (MWBE).

Please provide a statement for how your firm would propose to meet the 20% M/WBE goal that TCCD has for all of its projects and the completed MWBE Subcontractor Utilization Plan (Appendix F).

Tab 9 – Required Forms

Insert all required forms including:

- Company Information Form (Appendix A)
- Agreement to the Terms and Conditions (Appendix B)
- Certifications/Representations Form (Appendix C)
- Felony Conviction Notifications Form (Appendix D)
- Resident / Non-Resident Certification Form (Appendix E)
- Boycott Israel Form (Appendix H)
- Disclosure of Ownership Interests Form (Appendix I)
- Conflict of Interest Questionnaire (Appendix J)
- Financial Interest and Potential Conflicts (Appendix K)
- Current Proof of Insurance (Appendix N)
- PROCUREX TRANSACTION FEE AGREEMENT (see PDF document)

V. SELECTION CRITERIA

TCCD will select firms based on a review of responses to this RFQ. Evaluation will be based upon the following criteria:

Relevant Experience/Qualifications & Examples (Tab 3)	15	%
Quality of Goods/Services (Tab 4)	30	%
Approach, Process and Methodology (Tab 5)	20	%
Firm’s Reputation (Tab 6)	10	%
Supplemental Information (Tab 7)	10	%
M/WBE Commitment Plan (20% minimum) (Tab 8)	15	
Total:	100	%

VI. PROFESSIONAL SERVICES

Per applicable law, TCCD may award contracts for professional services on the following basis:

V.T.C.A. Government Code §2254.003

(a) A governmental entity may not select a provider of professional services or a group or association of providers or award a contract for the services on the basis of competitive bids submitted for the contract or for the services, but shall make the selection and award:

1. On the basis of demonstrated competence and qualifications to perform the services
2. At a fair and reasonable price

(b) The professional fees under the contract:

1. Must be consistent with and not higher than the recommended practices and fees published by the applicable professional associations
2. May not exceed any maximum provided by law

VII. QUESTIONS & CLARIFICATIONS

1. Questions regarding this RFQ must be in writing and e-mailed to **Phung Nguyen, Technology Buyer** at phung.nguyen@tccd.edu by 4 PM C.T. on **October 8, 2020**. TCCD's answers to all questions will be posted on our website in an addendum. TCCD's Director of Procurement or the Technology Buyer is the only authorized resources that can provide information regarding this RFQ and such information will be in writing.
2. Any explanation, interpretation, or change will be in the form of a written addendum to the RFQ document.
3. No addendum will be issued later than five (5) calendar days prior to the submittal deadline.
4. Other than as provided for in paragraph one and two of this section, firms shall not make contact with TCCD's employees, program managers, or any member of the TCCD selection committee regarding this RFQ during the open period.
5. Firms taking exception to any part of the instructions, terms, conditions, or scope of work may do so in a Letter of Exception. The Letter of Exception must be included in the submittal and will not be counted as part of the twenty-one (21) page limit.
6. It is not the intent of any instruction, term, condition, or specification to prohibit a firm from complying with the requirements of this RFQ.

VIII. GENERAL TERMS AND CONDITIONS

1. The following information must be written on the packaging used to deliver the submittal:
 - a) The RFQ #21-003
 - b) Firm name and address
 - c) Point of contact, phone number, and email address
2. Proposals must be submitted according to the format outlined in this document. The materials submitted must be in proper sequence. TCCD will make no reimbursement for the cost of developing, presenting, or responding to this RFQ or for presenting proposals in response to this RFQ.
3. Note that "bid" and "proposal" for purposes of this RFQ have the same basic meaning. Further, references to "contractor", "vendor", "supplier", "firm", and / or "bidder" have the same meaning in singular or plural.
4. TCCD encourages participation from certified Minority and Women-Owned Business Enterprises (MWBE).
5. Sealed proposals must meet all requirements as delineated herein or be subject to disqualification.
6. Conditional clauses will not be accepted.

7. If selected, a firm will need to register with TCCD online at www.tccd.edu (click “Business and Community”, then “Vendor Registration” under the caption “Doing Business with TCCD”). Registration shall not to be construed as a commitment or obligation by TCCD to consider or enter into a business arrangement.
8. The firm shall not sell, assign, transfer, or convey this contract, in whole or in part, without the prior written consent of TCCD.
9. The firm must provide complete descriptive literature of the products or services proposed.
10. All disputes, claims, or lawsuits, if any, that may result from this RFQ shall be addressed in Tarrant County, TX, without exception.
11. The firm shall be in compliance with all relevant requirements of the Americans with Disabilities Act (ADA) as it applies to performance under this RFI. By submission of a bid, the supplier acknowledges it intends to comply with the ADA. If the supplier does not comply with the ADA, TCCD reserves the right to suspend or cancel any such work under this RFQ.
12. The firm represents and warrants that all products and/or services furnished under this RFQ shall comply with applicable federal, state and local laws, rules, regulations and ordinances. The firm shall, at its expense, give all required notices and secure all required permits necessary for performance hereunder.
13. TCCD’s Director of Purchasing, or a designated purchasing representative, will open all RFQ submissions.
 - a) Selection of a firm(s) may or may not be made depending upon the results received and how well the overall requirements and needs of TCCD are addressed; the selection timeframe will vary depending upon the RFQ and its complexity and the scheduling of TCCD Board meetings.
14. TCCD reserves the right to award to a single firm, multiple firms, or no firm at all.
15. The final authority to approve or disapprove delivered products and/or services lies with TCCD.
16. TCCD may require bank account information should an electronic payment system be employed to facilitate method of payment.
17. In the event of breach or default, TCCD reserves the right to enforce performance in any manner prescribed by law or deemed to be in the best interest of TCCD.
18. As permitted under Inter-local Cooperation Act C Texas Government Code, Chapter 791, other governmental entities may wish to also participate under the same terms and conditions contained in this contract. If this solicitation does not specifically list additional entities, each entity wishing to participate must have prior authorization from Tarrant County College and the vendor. If such participation is authorized, all purchase orders will be issued directly from and shipped directly to the entity requiring the goods or services. Tarrant County College shall not be held responsible for any orders placed, deliveries made or payment for goods or services ordered by the entities. Proposer is to state their willingness to allow other governmental entities to participate in this contract, if awarded.

19. List of Exhibits to the RFP:

- Appendix A – Company Information Form
- Appendix B - Agreement to the Terms and Conditions
- Appendix C - Certifications / Representations Form
- Appendix D - Felony Conviction Notification
- Appendix E - Resident / Non-Resident Certification Form
- Appendix F - MWBE Subcontractor Utilization Plan
- Appendix G – Good Faith Effort Form
- Appendix H - Boycott Israel Form
- Appendix I - Disclosure of Ownership Interests Form
- Appendix J - Conflict of Interest Questionnaire
- Appendix K - Financial Interest and Potential Conflicts
- Appendix L - Certification of Interested Parties HB1295
- Appendix M – Proposal Form
- Appendix N – Insurance Requirement

Appendix A

COMPANY INFORMATION FORM

Company Name:

Company Address:

Contact Name:

Contact Title:

Contact Phone:

Contact Fax:

Contact E-Mail:



Certified MWBE?

Certifying Agency?

Expiration of Certification?

If you are a certified MWBE, please include a copy of your certification with this RFQ.

Appendix B

**Agreement to the
Terms and Conditions of RFQ #20-038**

I hereby agree to the terms and conditions outlined in this RFQ# 21-003 without modification of any kind and will adhere to such terms and conditions if awarded the business as described herein. I further understand that when a Purchase Order is released, I am bound by the terms and conditions of that Purchase Order and those of this RFQ# 21-003 and in the event there shall be a conflict between the two, the terms of RFQ# 21-0038 shall take precedence.

ANY EXCLUSION(S), QUALIFICATION(S), EXCEPTION(S) TO THIS RFQ MUST BE IDENTIFIED UNDER THIS TAB. NO EXCLUSION(S), QUALIFICATION(S), EXCEPTION(S) WILL BE ACCEPTED AFTER THE RESPONSE HAS BEEN SUBMITTED TO THIS RFQ.

Authorized Signatory: _____

Name & Title: _____

Company Name: _____

Date: _____

Appendix C

Certifications / Representations: The below document must be filled out and signed with no omissions, alterations in wording, conditional clauses or irregularities of any kind.

CERTIFICATIONS / REPRESENTATIONS FORM

DISTRIBUTOR, CONTINGENT FEE, TYPE OF BUSINESS and FRANCHISE TAX

The Supplier certifies that he (will ____, will not ____) be the actual distributor/provider of the goods or services for which this bid is submitted.

The Supplier certifies that he (has ____, has not ____) employed or retained any company or person (other than a full-time employee working solely for the Supplier) to solicit or secure this contract, and that he (has ____, has not ____) paid or agreed to pay any company or person (other than a full-time employee working solely for the Supplier) any fee, commission, percentage, or brokerage fee contingent upon award of this contract. Furthermore, the Supplier agrees to furnish information relating to the above requested by the Director of Purchasing, Tarrant County College District, including such amount of fee, percentage, commission, or other compensatory amount.

The Supplier certifies that he operates as; an individual ____; a partnership ____; an unincorporated firm ____; or corporation ____, incorporated under the laws of the State of _____.

The Supplier certifies that he is (subject to ____, exempt from ____) payment of Texas franchise taxes. If subject to franchise taxes he certifies that the Supplier's franchise taxes are current. By completing this portion of the form the Supplier acknowledges that making a false statement as to corporate franchise tax status shall be considered a material breach of the contract and shall be grounds for cancellation of the contract.

Date _____
Title _____

Signature _____
Printed _____

AUTHORITY TO SIGN

When the Supplier is an individual, a partnership, or unincorporated firm, and this Bid is signed by other than the owner or a partner, the following **MUST** be completed and signed by the owner, a partner, or if a limited partnership, the general partner.

I, _____, certify that I am _____ of _____, the firm identified as Supplier herein, and that _____, who signed this on my behalf, was duly authorized and empowered to sign and submit bids on behalf of me/my firm.

Date _____
Title _____

Signature _____
Printed _____

When the Supplier is a corporation and if this Bid is signed by other than a duly authorized officer of the corporation, the following must be completed and signed by a duly authorized officer of such corporation. Or a copy of the corporate authority of the individual signing the Bid to bind the corporation can be furnished with the Bid.

I, _____, certify that I am _____ of _____, the corporation identified as Supplier herein, and that _____, who signed this Bid was duly empowered by its Board to sign and submit bids binding upon the Corporation.

Date _____
Title _____

Signature _____
Printed _____

Appendix D

Felony Conviction Notification. The following form must be completed and signed.

Pursuant to the Texas Education Code (V.T.C.A. Education Code 44.034)

(a) 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.

(b) 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.

(c) The section does not apply to a publicly held corporation.

The undersigned affirms that he/she is duly authorized to provide this information by the person(s) or business entity making the quote and the information provided below concerning felony convictions has been personally and thoroughly reviewed and verified and is, therefore, current, true and accurate to the best of my knowledge.

my firm is a publicly held corporation; this reporting requirement is not applicable

my firm is neither owned nor operated by anyone who has been convicted of a felony

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

Name(s) of Felon(s):

Detail(s) of Conviction:

Authorized Signature:

Printed Name & Title:

Appendix E

NON-RESIDENT / RESIDENT CERTIFICATION

The 1985 Texas Legislature passed HB 620 relating to bids by nonresident firms. The pertinent portion of the Act has been extracted and is as follows:

- x Non Resident Bidder – means a bidder whose principal place of business is not in this state, but excludes a contractor whose ultimate parent company or majority owner has its principal place of business in this state.
- x Texas Resident Bidder – means a bidder whose principal place of business is in this state, and includes a contractor whose ultimate parent company or majority owner has its principal place of business in this state.

The state or a governmental agency of the state may not award a contract for general construction, improvements, services or public works projects or purchases of supplies, materials or equipment to a nonresident bidder unless the nonresident’s bid is lower than the lowest bid submitted by a responsible Texas resident bidder by the same amount that a Texas resident bidder would be required to underbid a nonresident bidder to obtain a comparable contract in the state in which the nonresident’s principal place of business is located.

I certify that _____ is a

Resident Bidder of Texas as defined in HB 620.

City & County: _____

Signature: _____

Printed Name: _____



I certify that _____ is a

Nonresident Bidder of Texas as defined in HB 620 and our principal place of business is:

City & State: _____

Signature: _____

Printed Name: _____

Appendix F

TCCD SCHEDULE OF SUBCONTRACTORS FORM

Bidder/Contractor: _____ < M/WBE < NON - M/WBE

Description: _____ Contract/Solicitation Number: _____

Check the applicable: < Subcontracting/Vendor Opportunities < Sole Source < Direct Purchase

Note: If contract is a sole source and/or direct purchase, please enter the Dollar Amount of Work to be completed and proceed to the Contractor's Certification, then sign and date this form.

As part of the procedures for the submission of Proposals, all Bidders/Contractors are required to identify **ALL** participating Subcontractors/Suppliers. Please identify such areas for above project, if applicable. Use additional sheets if necessary.

Name of Company Performing Work	Certification Status ¹ (check the applicable)		Description of Commodity, Material, or Service	Dollar/Percentage Amount
	M/WBE	Non M/WBE		
Dollar/Percentage Amount of Work to be Completed by Non M/WBE Subcontractors				
Dollar/Percentage Amount of Work to be Completed by M/WBE Subcontractors				
Total (The Total Amount shall equal the amount proposed on Summary or Proposal Page				

¹All M/WBE Subcontractors/Suppliers must be certified by either the (1) North Central Texas Regional Certification Agency, (2) State of TX Historically Underutilized Business, (3) DFW Minority Supplier Development Council or (4) Women's Business Council – Southwest. It is understood and agreed that, if awarded a Contract by TCCD, the Contractor will not make additions, deletions, or substitutions to this certified list without the consent of TCCD. Request for *Approval of Change to Original Certified List of Subcontractors* may be requested through the submittal of the TCCD Approval of Change to Original Schedule of Subcontractors form. TCCD may audit any and/or all records and of the contract /vendor and conduct interviews of owners, principals, employees and applicable subcontractors participating on the contract.

The above information is true and complete to the best of my knowledge and belief. I further understand and agree that if awarded the Contract, this certification shall be attached thereto and become a part thereof. Failure to provide accurate information or exercise positive, good faith efforts (as defined by TCCD Small M/WBE Program) in support of TCCD minority women business intent and objective may result in being considered non-responsive to TCCD requirements. TCCD reserves the right to recommend an audit on the submitted M/WBE information as deemed necessary.

Print Name and Title: _____

Signature: _____

Date: _____

Appendix G

TCCD M/WBE SPECIFICATIONS FORM

GOOD FAITH EFFORT

In making a determination that a good faith effort has been made, TCCD requires the Bidder to complete these forms and submit supporting documentation explaining specifically how the Bidder has made a good faith effort to obtain M/WBE/HUB participation.

Prime Company Name

Bid Date

Project Name

Project Number

If you have failed to secure M/WBE/HUB participation, and you have subcontracting and/or supplier opportunities, or if your M/WBE/HUB participation is less than TCCD’s project goal, you must complete this form.

If the Bidder’s method of compliance with the M/WBE/HUB goal is based upon demonstration of a “good faith effort,” the Bidder will have the burden of correctly and accurately preparing and submitting the documentation required by TCCD. Compliance with each item, 1 through 8 below, will satisfy the Good Faith Effort requirement absent proof of fraud, misrepresentation, or intentional discrimination by the Bidder.

Failure to complete this form in its entirety with supporting documentation and failure to include with your bid will result in the bid being considered non-responsive to bid specifications.

- 1. Please list each and every subcontracting and/or supplier opportunity that will be used in the completion of this project, regardless of whether it is to be provided by a M/WBE/HUB or non-M/WBE/HUB. (Use additional sheets, if necessary)

List of: Subcontracting Opportunities

Supplier Opportunities

2. Did you obtain a current list of M/WBE/HUB firms from the TCCD Contracting Office? This list is considered in compliance if it is less than two months old from the date of bid opening.

____ Yes ____ No

Note: If an SIC list of M/WBE/HUB firms is five or less, the Bidder must contact the entire list to be in compliance with questions 4 and 5. If an SIC list of M/WBE/HUB firms is more than five, the Bidder must contact at least two-thirds of the list but not less than five to be in compliance with questions 4 and 5.

3. Did you attend the Pre-Bid Conference scheduled by the TCCD?

____ Yes Date of Pre-Bid / ____ / ____
 ____ No
 ____ N/A (Pre-Bid not scheduled by TCCD)

Did you request bids from M/WBE/HUB firms in attendance at the Pre-Bid Conference?

____ Yes M/WBE/HUB Company Contacted Person

 ____ No _____

 ____ N/A _____
 (No M/WBE/HUB firms at Pre-Bid)

4. Did you solicit bids from M/WBE/HUB firms, within the subcontracting and/or supplier areas previously listed, on a timely basis by mail?

____ Yes If yes, attach M/WBE/HUB mail listing and dated copy of letter mailed.
 ____ No

5. Did you solicit bids from M/WBE/HUB firms, within the subcontracting and/or suppliers areas previously listed, on a timely basis by telephone?

____ Yes If yes, attach list to include name of M/WBE/HUB firm, person contacted, phone number, and date of contact.
 ____ No

6. Did you solicit bids from M/WBE/HUB firms, within the subcontracting and/or suppliers areas previously listed, on a timely basis by advertisement in local newspaper(s)?

____ Yes If yes, attach copy(s) of advertisement, with date(s).
 ____ No

Note: "On a timely basis" is considered ten (10) days prior to bid opening.

7. Did you provide plans and specifications to potential M/WBE/HUB firms or information regard- ing the location of plans and specifications in order to assist the M/WBE/HUB firms?

Yes

No

8. If M/WBE/HUB bids were received and rejected, you must (1) list the M/WBE/HUB firms and the reason(s) for rejection (i.e. qualifications, quotation not commercially reasonable, etc.)and (2) attach documentation to support the reason(s) listed below (i.e. letters, memos, bids, tele- phone calls, meetings, etc.) Please use additional sheets, if necessary, and attach.

Company Name	Address	Telephone	Contact Person	Scope of Work	Specify M/WBE/HUB	Reason for Rejection

Note: Bidders who continuously list the same M/WBE/HUB firms when contact has previously been unsuccessful as a result of disconnected numbers or returned mail will not be deemed in compliance with the Good Faith Effort requirements.

ADDITIONAL INFORMATION:

(PAGE 4 OF 4)

Please provide additional information you feel will further explain your good and honest efforts to obtain M/WBE/HUB participation on this project.

The Bidder further agrees to provide directly to TCCD upon request, complete and accurate information regarding actual work performed on this contract, the payment thereof, and any proposed changes to the original arrangements submitted with this bid. The Bidder also agrees to allow an audit and/or examination of any books, records, and files held by their company that will substantiate the actual work performed on this contract, by an authorized officer or employee of TCCD.

Any willful misrepresentation will be grounds for terminating the contract or debarment from TCCD work for a period of not less than three (3) years and for initiating action under federal, state, or local laws concerning false statements.

The undersigned certifies that the information provided and the M/WBE/HUB firm(s) listed was/were contacted in good faith. It is understood that any M/WBE/HUB firms listed will be contacted and the reasons for not using them can be verified.

Authorized Signature

Printed Signature

Title

Contact Name and Title (if different)

Company Name

Telephone Number(s)

Address

Fax Number

City/State/Zip

Date

Appendix H

Prohibition on contracts with companies boycotting Israel. The following form must be completed and signed.

The undersigned affirms that he/she is duly authorized to provide this information by the person(s) or business entity making the proposal and the information provided below concerning companies that boycott Israel thoroughly reviewed and verified and is, therefore, current, true and accurate to the best of my knowledge.

Pursuant to the provisions of Subtitle F, Title 10, Texas Government Code, section 2270.001:

(1) "Boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes, and

(2) "Company" means a for profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or any limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of those entities or business associations that exist to make a profit.

___ Does not boycott Israel currently, and

___ Will not boycott Israel during the term of the contract with Tarrant County College District.

Name of Business Entity:

Authorized Signature:

Printed Name & Title:

APPENDIX I

DISCLOSURE OF OWNERSHIP INTERESTS:

The undersigned certifies that he/she has accurately completed **Exhibit 1** "Ownership Interest Disclosure List." For the purposes of this section, the term "Contractors" shall include any member of the potential vendor's board of directors, its chairperson, chief executive officer, chief financial officer, chief operating officer, any person with an ownership interest of 10% or more. This requirement shall also apply to any Subcontractor listed on the "Contractor and Subcontractor Participation Form."

**OWNERSHIP INTEREST DISCLOSURE LIST
RFQ#21-003**

Instruction: Using the following table, please fill in the names of any member of the Respondent's company who is a "Contractor" (as defined above); any person with an ownership interest of 10% or more; and any Subcontractor listed on the "Contractor and Subcontractor Participation Form."

Name	Title	Company Name

APPENDIX J

**CONFLICT OF INTEREST QUESTIONNAIRE
RFQ#21-003**

<p>CONFLICT OF INTEREST QUESTIONNAIRE For vendor doing business with local governmental entity</p>	<p>FORM CIQ</p>
<p><small>This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.</small></p> <p><small>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).</small></p> <p><small>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.</small></p> <p><small>A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.</small></p>	<p style="text-align: center;">OFFICE USE ONLY</p> <p>Date Received</p>
<p>1 Name of vendor who has a business relationship with local governmental entity.</p>	
<p>2 <input type="checkbox"/> Check this box if you are filing an update to a previously filed questionnaire.</p> <p style="font-size: small;">(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.)</p>	
<p>3 Name of local government officer about whom the information in this section is being disclosed.</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Name of Officer</p> <p style="font-size: small;">This section (item 3 including subparts A, B, C, & D) must be completed for each officer with whom the vendor has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.</p> <p>A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the vendor?</p> <p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>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 named in this section AND the taxable income is not received from the local governmental entity?</p> <p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>C. Is the filer of this questionnaire employed by 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?</p> <p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>D. Describe each employment or business and family relationship with the local government officer named in this section.</p>	
<p>4</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Signature of vendor doing business with the governmental entity</p> <p style="text-align: right; margin-right: 100px;">_____</p> <p style="text-align: right; margin-right: 100px;">Date</p>	

Adopted 8/7/2015

NOTE: When completing this Questionnaire, please be certain to answer each and every question; indicate "Not Applicable", if appropriate. Please sign and date.

APPENDIX K

FINANCIAL INTERESTS AND POTENTIAL CONFLICTS
RFQ#21-003

Texas Local Government Code Chapter 176 requires that vendors desiring to enter into certain contracts with a local governmental entity must disclose the financial and potential conflict of interest information as specified below.

Vendor shall disclose the financial interest and potential conflict of interest information identified in Sections one (1) through three (3) below as a condition of receiving an award or contract. Submit this information along with your bid, proposal, or offer. This form must be included before the vendor's bid, proposal, or offer will be considered received or evaluated. Completed forms must be NOTARIZED:

This requirement applies to contracts with a value exceeding \$50,000.

Section 1 - Disclosure of Financial Interest in the Vendor

a. If any officers or employees of TCCD ("individuals") have one of the following financial interests in the vendor (or its principal) or its subcontractor(s), please show their name and address and check all that apply and (include additional documents if needed):

Name: _____
Address: _____

b. For each individual named above, show the type of ownership/distributable income share:

- Ownership interest of at least 10% (_____)
Ownership interest of at least \$15,000 or more of the fair market value of vendor (_____)
Distributive Income Share from Vendor exceeding 10% of individual's gross income (_____)
Real property interest with fair market value of at least \$2,500 (_____)
Person related within first degree of affinity to individual has the following ownership or real property interest in Vendor:
Ownership interest of at least 10%
Ownership interest of at least \$15,000 or more of the fair market value of vendor
Distributive Income Share from Vendor exceeding 10% of the individual's gross income
Real property interest with fair market value of at least \$2,500 (_____)

Number of individuals have any of the above financial interests (_____)

c. For each individual named above, show the dollar value or proportionate share of the ownership interest in the vendor (or its principal) or its subcontractor (s) as follows:

ATTACHMENT A
FINANCIAL INTERESTS AND POTENTIAL CONFLICTS CONT.
RFQ#21-003

If the proportionate share of the named individual(s) in the ownership of the vendor (or its principal) or subcontractor of vendor is 10% or less, and if the value of the ownership interest of the named individual(s) is \$15,000 or less of the fair market value of vendor, check here (_____).

If the proportionate share of ownership exceeds 10%, or the value of the ownership interest exceeds \$15,000 of the fair market value of vendor, show either:

the percent of ownership _____ %, or

the value of ownership interest _____

Section 2 - Disclosure of Potential Conflicts of Interest

For each of the individuals having the level of financial interest identified in Section 1 above, and for any other TCCD individual not identified in Section 1 above check "Yes" or "No" to indicate which, if any, of the following potential conflict of interest relationships apply. If "Yes", please describe (use space under applicable section-attach additional pages as necessary).

a. Employment, currently or in the previous 3 years, including but not limited to contractual employment for services for vendor.

Yes _____ No _____

b. Employment of individual's spouse, father, mother, son, or daughter, including but not limited to contractual employment for services for vendor in the previous 2 years.

Yes _____ No _____

Section 3- Disclosure of Gifts

For each of the individuals having the level of financial interest identified in Section 1 above, and for any other TCCD individual not identified in Section 1 above check "Yes" or "No" to indicate which, if any, of the following potential conflict of interest relationships apply. If "Yes", please describe (use space under applicable section-attach additional pages as necessary).

a. Received a gift from vendor (or principal), or subcontractor of vendor, of \$250 or more within the preceding 12 months.

Yes _____ No _____

b. Individual’s spouse, father, mother, son, or daughter has received a gift from vendor (or principal), or subcontractor of vendor, of \$250 or more within the preceding 12 months.

Yes _____ No _____

Section 4- Other Contract and Procurement Related Information

Vendor shall disclose the information identified below as a condition of receiving an award or contract.

This requirement is applicable to only those contracts with a value exceeding \$50,000. You must submit this information along with your bid, proposal, or offer.

a. Vendor shall identify whether vendor (or its principal), or its subcontractor(s), has current contracts (including leases) with other government agencies of the State of Texas by checking:

Yes _____ No _____

b. If "yes" is checked, identify each contract by showing agency name and other descriptive information such as purchase order or contract reference number (attach additional pages as necessary).

c. Vendor shall identify whether vendor (or its principal) or its subcontractor(s) has pending contracts (including leases), bids, proposal, or other ongoing procurement relationships with other government agencies of the State of Texas by checking:

Yes _____ No _____

d. If "yes" is checked, identify each such relationship by showing agency name and other descriptive information such as bid or project number (attach additional pages as necessary).

This disclosure is submitted on behalf of:

(Name of Vendor)

Certification. I hereby certify that to the best of my knowledge and belief the information provided by me in this disclosure statement is true and correct. I understand that failure to disclose the information requested may result in my bid, proposal, or offer, being rejected, and/or may result in prosecution for knowingly violating the requirements of **Texas Local Government Code Chapter 176**. I understand that it is my responsibility to comply with the requirements set forth by TCCD as it relates to this disclosure. I also understand that I must submit an updated disclosure form within seven (7) days of discovering changes in the significant financial interests of the individuals I identified in Section 1 of this disclosure or if individuals that were not identified, later receive a financial interest in my company or is a subcontractor of my company.

Official authorized to sign on behalf of vendor:

Name (Printed or Typed) _____ Title _____

Signature _____ Date _____

"NOTE: BIDDER MUST COMPLETE THE ABOVE "FINANCIAL INTERESTS AND POTENTIAL CONFLICTS OF INTERESTS" FORM. FAILURE TO COMPLETE AND RETURN THIS FORM WITH YOUR OFFER SHALL RESULT IN YOUR OFFER BEING CONSIDERED AS "NON-RESPONSIVE" TO THIS SOLICITATION."

Signed By:

_____ Name: _____:

Title: _____ State of: _____

Sworn to and subscribed before me at _____
(City) (State)

this _____ day of _____, 2018.

Notary Public of the State of: _____

APPENDIX L

CERTIFICATE OF INTERESTED PARTIES**HB 1295****Certificate of Interested Parties (Form 1295):**

In accordance with [House Bill 1295](#), Section 2252.908 of the Government Code a governmental entity or state agency may not enter into certain contracts with a business entity unless the business entity submits a disclosure of interested parties to the governmental entity or state agency at the time the business entity submits the signed contract to the governmental entity or state agency. The law applies only to a contract of a governmental entity or state agency that either (1) requires an action or vote by the governing body of the entity or agency before the contract may be signed or (2) has a value of at least \$1 million. The disclosure requirement applies to a contract entered into on or after January 1, 2016.

The Texas Ethics Commission (TEC) was required to adopt rules necessary to implement that law, prescribe the disclosure of interested parties form, and post a copy of the form on the commission's website.

Filing Process:

On January 1, 2016, the commission made available on its website a new filing application that must be used to file Form 1295. A business entity must use the application to enter the required information on Form 1295 and print a copy of the completed form, which will include a certification of filing that will contain a unique certification number. An authorized agent of the business entity must sign the printed copy of the form and have the form notarized. The completed Form 1295 with the certification of filing must be filed with the governmental body or state agency with which the business entity is entering into the contract.

This requirement only applies to the vendor selected for award.

The selected business entity is directed to the TEC website at:

https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm

For information on the filing process and the form. The selected business entity will delivered the completed form within two days after notification of selection as the apparent lower bidder by TCCD to the address shown on page 1 of the RFP or can email a completed copy to christine.east@tccd.edu. Please use the RFP number as the Contract I. D. Number for the Certificate of Interested Parties. You will be notified of the requirement of the need for Form 1295 by TCCD.

APPENDIX M

PROPOSAL FROM: _____
Name of Company

TO: TARRANT COUNTY COLLEGE DISTRICT
ATTENTION: PROCUREMENT DEPARTMENT
300 TRINITY CAMPUS CIRCLE Room 3217A
FORT WORTH, TEXAS 76102

The undersigned Proposer, having examined the proposal documents and become familiar with the requirements and conditions in connection with the proposed contract to provide services to the Tarrant County College District, hereby proposes to furnish all labor, supervision, and supplies as required in accordance with the documents related to this RFQ.

Assumption of Agreement: I hereby agree to the terms and conditions outlined in this solicitation without modification of any kind and will adhere to such terms and conditions if awarded the business as described herein. I further understand that when a Purchase Order is released, I am bound by the terms and conditions of that Purchase Order and those of this RFQ and in the event there shall be a conflict between the two, the terms of RFQ shall take precedence. **If awarded this Agreement, Proposer agrees to perform under this Agreement during its term as stated herein.**

OWNER'S RIGHTS. Proposer understands and acknowledges the Owner's right to accept or reject any or all Proposals or parts thereof, waive technicalities, and award a Contract to best serve the interests of the District.

ADDENDA: Proposer hereby acknowledges receipt of the following Addenda and the provisions and requirements of which have been taken into consideration in the preparation of this bid:

Addenda Numbers: (# ___) (# ___) (# ___) (# ___)

Addendums are posted on the TCCD website: <https://www.tccd.edu/community/business/bids-with-tcc/>

EXCEPTIONS: In submitting a Proposal, unless otherwise stipulated, Proposer affirms acceptance of the provisions and requirements of this RFQ. Any variances or exceptions which Proposer wishes to note with respect to any of the provisions or requirements of this RFQ must be stated in an attachment to the Proposal Form and titled "**Exceptions.**"

Check as applicable: ___ No Exceptions ___ Exceptions Are Attached

The company submitting this Bid hereby affirms that it has not been excluded from doing business with either the federal or state government, that its name does not appear as a debarred vendor in the federal Excluded Party List System, or equivalent list generated by the State of Texas, and will promptly provide written notice to the Executive Director of the Procurement Department should its name appear on either list at any point in doing business under this solicitation.

Submitted this _____ day of _____, 20___, by and for the Company identified as follows:

Company: _____

Street Address: _____

APPENDIX N

Insurance Requirements

Minimum insurance requirements are (**proof of insurance is required before work**):

All Companies to be rated A or better by A M Best's Rating Guide

All limits may be met by a combination of Liability and Follow Form Umbrella

COMMERCIAL GENERAL LIABILITY

Limits:

- \$1,000,000 General aggregate per this location/use
- \$1,000,000 Products-Completed Operations aggregate per this location/use
- \$1,000,000 Personal & Advertising Injury per this location/use
- \$1,000,000 Each Occurrence per this location/use
- \$ 100,000 Fire Damage (any one fire) per this location/use
- \$ 5,000 Medical Expense (any one person) per this location/use

Include **30 Day Notice of Cancellation** and/or material change

TCCD to be named **Additional Insured**

AUTOMOBILE LIABILITY

Limits:

- \$ 500,000 Combined Single Limit

Include **30 Day Notice of Cancellation** and/or material change

TCCD to be named **Additional Insured**

WORKERS' COMPENSATION AND EMPLOYER'S LIABILITY

Limits:

Workers' Compensation-Statutory Limits

Employer's Liability:

- \$ 100,000 Each Accident
- \$ 300,000 Disease-Each Employee
- \$ 300,000 Disease-Policy Limit

Include **30 Day Notice of Cancellation** and/or material change

Include **Waiver of Subrogation** in favor of TCCD