

Cross Plains I S D

Request for Qualifications for PROFESSIONAL SERVICES CONTRACT For ECONOMIC CONSULTANT

Cross Plains ISD is soliciting Request for Qualifications with intent to enter a professional services contract for the purpose defined in this document. Contract will be entered as needed to the firm who has proven to be most responsible and most responsive, taking into consideration the relative importance of the factors set forth in this Request For Qualifications. The District reserves the right to grant interviews to firms as deemed appropriate by the District and to request additional information from the professionals. The District reserves the right to accept or reject, in whole or in part, any proposal.

Bid No.

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RFQ No/

LEGAL NOTICE OF REQUEST FOR QUALIFICATIONS

Cross Plains ISD

Cross Plains ISD is requesting statements of qualifications for the purpose of selecting a firm or individual to serve as the District's Economic Consultant for evaluation of a Chapter 313 tax abatement agreement. Packets for this project may be obtained through the Cross Plains ISD website: www.crossplainsisd.net

Public opening will be held in the Administration Office Building, at the address below, shortly after the specified time for receipt of responses. Hard copy responses must be clearly addressed to the SUPERINTENDENT and include the RFQ Name and Number on the outside of the envelope/package.

Selection of an Economic Consultant will be made from the submitted qualifications. There will be no in-person interviews.

Late responses will be rejected as non-responsive. Professional shall bear full responsibility for ensuring that the response/proposal is delivered to the correct office, by the due date and time as specified below.

RFQ NAME: Outside Economic Consultant

RFQ NUMBER:

DUE DATE/TIME: September 21, 2020, 3:00 p.m.

MAIL OR DELIVER TO: Dade Cosby
Superintendent
Cross Plains ISD
700 N Main St,
Cross Plains, TX 76443

CPISD reserves the right to reject any and all responses and to waive any informality in responses received, deemed to be in the best interest of CPISD. No officer or employee of Cross Plains ISD shall have a financial interest, direct or indirect, in any contract with Cross Plains ISD. Oral, email, or telegraphic Statement of Qualifications transmitted via the District's facsimile machine or email will not be accepted.

This Request for Qualifications is being distributed under Texas Government Code Ch. 2254.

POSTED ON THE SCHOOL WEBSITE: www.crossplainsisd.net

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GENERAL CONDITIONS OF RESPONDING

By execution of this document, the professional accepts all general and special conditions of the contract as outlined below and all general and special conditions outlined in the specifications and plans specifically included as a part of this invitation.

Definitions: Nomenclature identified below as interchangeable or otherwise equal in nature are to be viewed as referencing one and the same entity or object and are, if used, for the purpose of brevity.

“Cross Plains Independent School District” may also be referred to as “Cross Plains ISD”, “CPISD”, “the District” and/or simply “District” alone throughout this and related documents.

“Professional” may also be referred to as “Professional”, “Proposer” “Offerer”, “Respondent” and/or “Contractor” (to be inclusive of “sub-contractor”).

The words “bid”, “response”, “proposal”, “offer”, “competitive sealed bid”, “competitive sealed proposal”, “quote” and/or derivatives including plural forms may be used interchangeably within this document.

Section titles contained in response documents are for convenience and reference only, and in no way define, describe, extend or limit the scope or intent of the provisions of any section of this document.

Unless otherwise stated, any listing of factors or criteria in this document does not constitute an order of significance, preference or importance.

I. RESPONSE PREPARATION AND SUBMISSION PROCEDURES

- A. INVITATION – All respondents of interest, including Historically Underutilized Businesses, Small and Minority Owned Firms, Women’s Business Enterprises and Labor Surplus Area firms, are invited to review the specifications herein to determine appropriateness of the goods or services available for offer by the professional toward the making and submittal of a responsive, responsible response.
- B. RESPONSES – All responses must be clearly marked on blank response form furnished attached to this RFQ. Additional information may be attached to the response sheet. A minimum of one original and seven (7) copies of the executed Response Form are to be submitted in a sealed opaque envelope (or other opaque package or container). Copies are to be marked as such. The outside of the response shall bear the following information in clear and legible form: a) in the upper left-hand corner, the full name and address of the Professional/Vendor, and the name and telephone number, including area code, of the person to contact regarding submission; and b) in the lower left-hand corner, “SEALED RESPONSE”, the Response Name, Number and submission deadline as indicated on the Notice of Invitation to Respond.
- C. NO RESPONSE – Professionals who do not wish to respond to this Invitation to Respond, may indicate so by submission of the “Notice of Invitation to Respond” form with “NO RESPONSE” indicated on the face of the form.
- D. AUTHORIZED SIGNATURES – The response must be executed personally by the professional or duly authorized partner of the partnership or duly authorized officer of the corporation. If executed by an agent, a power of attorney or other evidence of authority to act on behalf of the professional shall accompany the response to become a valid response.
- E. LATE RESPONSES – Responses must be in the office of the CPISD Superintendent before or at the specified time and date responses are due. Responses received in the office of the Superintendent even one full minute after the submission deadline shall be rejected as non-responsive responses. Cross Plains ISD shall not be held responsible for responses or related correspondence that is missent, misdelivered, or misplaced. The date/time record of Cross Plains ISD Staff will be the official time of receipt.

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- F. WITHDRAWAL OF RESPONSES PRIOR TO RESPONSE OPENING – A response may be withdrawn before the opening date by submitting a written request to the Superintendent. If time allows and the professional desires, a new response may be submitted. Professional assumes full responsibility for submitting a new response before or at the specified time and date responses are due. Cross Plains ISD reserves the right to withdraw an invitation for responses before the opening date.
- G. WITHDRAWAL OF RESPONSES AFTER RESPONSE OPENING – Professional agrees that offer may not be withdrawn or cancelled by the professional for a period of ninety (90) days following the date and time designated for the receipt of responses unless otherwise stated in the response and/or specifications.
- H. TAX EXEMPT STATUS – Cross Plains ISD is exempt from federal, state and local sales, excise and use tax. Unless the response form or specifications specifically indicate otherwise, fees charged must be net, exclusive of above-mentioned taxes and will be so construed. Cross Plains ISD will provide a Texas Sales and Use Tax Exemption Certificate upon request by the Professional.
- I. ADDENDA – Any interpretations, corrections or changes to the specifications and plans will be made by addenda no later than forty-eight hours prior to the opening. Any changes and/or corrections to this Invitation to Respond and any updated information contained in any addendum shall prevail over the information contained in the original Invitation to Respond and any prior addendum. Addenda will be distributed to all known recipients of response documents. The Cross Plains ISD Superintendent shall be the sole authority for the issuance of any addendum related to this request. Any communications from any other person or entity are invalid and will have no influence on this Invitation to Respond. Professionals shall acknowledge receipt of all addenda with submission of response.
- J. NOTIFICATION OF RESPONSE OPPORTUNITIES AND ANY & ALL ADDENDA – Cross Plains ISD utilizes the District's official website www.crossplainsisd.net as notification of response opportunities. No other form of notification is authorized by the District as official notification. Cross Plains ISD shall not be responsible for receipt of notification and information from any source other than that listed. It shall be the professional's responsibility to verify the validity of all information received by sources other than those listed. All subsequent addenda will be posted on the District's official website.
- K. RESPONSIVENESS – Responses shall substantially conform to the requirements of this Request for Qualifications.
- L. GENERAL INSURANCE REQUIREMENTS – Failure to furnish Affidavit of Insurance, if insurance coverage is required in these specifications, will result in response being declared non-responsive.
- M. RESPONSIBLE STANDING OF PROFESSIONAL – To be considered for award, professional must at least: have the ability to obtain adequate financial resources without limitation; be able to comply with required or proposed delivery/completion schedule; have a satisfactory record of performance; have a satisfactory record of integrity and ethics; be otherwise qualified and eligible to receive award of contract. In order to determine financial standing of professional, Cross Plains ISD may request recent financial statements or a statement of net worth.
- N. PROPRIETARY DATA – Professional may, by written request, indicate as confidential any portion(s) of a response that contains proprietary information exclusive to the professional. Cross Plains ISD will protect from public disclosure such portions of a response unless directed otherwise by legal authority including the existing Texas Public Information Act.

II. PERFORMANCE

- A. EQUAL EMPLOYMENT OPPORTUNITY (EEO) DISCLOSURES – By submission a response, the professional agrees that in the performance of any contract resulting from any award under this Request for Qualifications, the Professional will comply with all applicable equal employment opportunity laws and regulations, including but not limited to, an agreement not to deny any benefit to, exclude from any opportunity, or discriminate in any way against, any applicant employee, or any other person because of age, color, creed, gender, handicapping condition, marital status, national origin, political affiliation or belief, race, religion, or veteran status. Professional agrees that professional entity is and, during the period of any resulting contract will remain, in compliance with Executive Order 11246, entitled “Equal Employment Opportunity” as amended by Executive Order 11375, and as supplemented in Department of Labor Regulations (41CFR Part 60). An occurrence of any prohibited discrimination will constitute professional’s breach of contract due to a substantial failure to fulfill professional’s obligations.
- B. CONTACT BETWEEN WORKERS & STUDENTS – The awarded professional shall at its own expense complete a criminal background check, which may include fingerprinting, on any worker who will have direct contact with students as required by SB 9. Written assurance that this requirement has been met for each contractor employee who requires onsite access shall be provided to Cross Plains ISD prior to commencement of work. Professional/contractor shall not allow any employee on campus or at a designated school function without satisfying this requirement. Failure to provide written assurance with the professional’s response may jeopardize the professional’s responsiveness, thus rendering the bid ineligible for award.
- C. CRIMINAL HISTORY – Contractor or sub-contractors may not work on District property where students are present when they have charges pending, have been convicted, received probation or deferred adjudication for the following:
 - 1. Any offense against a child
 - 2. Any sex offense
 - 3. Any crimes against persons involving
 - 4. Any felony offense involving controlled substances
 - 5. Any felony offense against property
 - 6. Any other offense the district believes might compromise the safety of students, staff or property.
- D. Respondent will provide to District a statement that the Respondent does not boycott Israel and will not do so during the term of this contract.
- E. FIRE ARMS/CONTROLLED SUBSTANCES – Possession of fire arms, alcohol and/or drugs, even in vehicles, is strictly prohibited on school district property. The use of tobacco products is not allowed on school district property.
- F. COMPLIANCE WITH FEDERAL, STATE, COUNTY, AND LOCAL LAWS – Bids must comply with all federal, state, county and local laws, to include but not be limited to, all applicable standard safety, emission, and noise control requirements. Any vehicles or equipment shall contain all standard safety, emission, and noise control requirements required for the types and sizes of equipment at the time of their manufacture. The contractor agrees, during the performance of work or service, to comply with all applicable codes and ordinance of Cross Plains ISD, McLennan County, or State of Texas as they may apply, as these laws may now read or as they may hereafter be changed or amended.
- G. ADVERTISING – Professional shall not advertise or publish, without prior consent from CPISD, the fact that CPISD has entered into this contract, except to the extent necessary to comply with proper requests for information from an authorized representative of the federal, state or local government.

III. PURCHASE ORDERS AND PAYMENT

- A. INVOICES – All invoices shall reference the resulting contract and the Purchase Order number, if one was issued. Payment will be made under terms of net thirty (30) days unless otherwise agreed upon by professional services provider and the Cross Plains ISD.
- B. REQUEST FOR TAXPAYER CERTIFICATION – Cross Plains ISD is required to report certain information regarding taxpayer status of professionals to whom payment has been made during the previous reporting period. In order to properly document the accuracy of this report, Cross Plains ISD requires a Form W-9 from its vendors. Professionals are to ensure that a copy of the Form W-9 has been submitted for our records to assure prompt payment of invoices.
- C. FUNDING – Cross Plains ISD is operated and funded on a September 1 to August 31 basis. In the event sufficient funds are not appropriated in CPISD budget for the payment of amounts due under this contract, CPISD shall not be obligated to make further purchases or payments, except payments as required for products or performance delivered and accepted prior to notice being given to Professional. In such event, CPISD reserves the right to terminate this contract without liability.

IV. CONTRACT

- A. CONTRACT AWARD – Contracts will be entered as needed and awarded to firms who have proven themselves to be most responsible and most responsive, taking into consideration the relative importance of the factors set forth in this Request For Qualifications as specified below. CPISD reserves the right to be the sole judge as to whether an offer will serve the purpose intended. CPISD reserves the right to accept or reject in part or in whole any offer submitted, and to waive any technicalities or informalities for the best interest of CPISD.
- B. CONTRACT AGREEMENT – Once a contract is agreed upon and executed, pricing and fees shall remain firm for the entire term of the contract.
- C. CHANGE ORDER – Once executed, no different or additional terms will become part of the contract with the exception of a contract change order. No oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated in the resulting contract. All change orders to the contract will be made in writing and at the discretion and approval of CPISD. No change order will be binding unless signed by an authorized representative of CPISD and the professional.
- D. TERMINATION FOR DEFAULT – Cross Plains ISD reserves the right to enforce the performance of this contract in any manner prescribed by law, in whole or in part, or deemed to be in the best interest of CPISD in the event of breach or default of this contract. CPISD reserves the right to terminate the contract immediately in the event the professional fails to perform to the terms of specifications or fails to comply with the terms of this contract. Breach of contract or default authorizes CPISD to award to another professional, purchase elsewhere and charge the full increase in cost and handling to the defaulting party. Right of termination is in addition to and not in lieu of rights of CPISD set forth regarding warranties.
- E. RIGHT TO ASSURANCE – Whenever one party to this contract in good faith has reason to question the other party's intent to perform, said party may demand written assurance of other party's intent to perform. In the event that a demand is made and no assurance is given within five (5) working days, the demanding party may treat this failure as an anticipatory repudiation of the contract.
- F. INVALID, ILLEGAL, OR UNENFORCEABLE PROVISIONS – In case any one or more of the provisions contained in the Contract shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision thereof and this contract shall be considered as if such invalid, illegal, or unenforceable provision had never been contained herein.

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- G. **INJURIES OR DAMAGES RESULTING FROM NEGLIGENCE** – Successful professional shall defend, indemnify and save harmless Cross Plains ISD and all its officers, agents and employees from all suits, actions, or other claims of any character, name and description brought for or on account of any injuries or damages received or sustained by any person, persons, or property on account of any negligent act or fault of the successful professional, or of any agent, employee, subcontractor or supplier in the execution of, or performance under, any contract which may result from award. Successful professional shall pay any judgment, with costs, which may be obtained against Cross Plains ISD growing out of such injury or damages.
- H. **DISCLOSURE OF CERTAIN RELATIONSHIPS** – Effective January 1, 2006, Texas Education Code requires that any School Board member or other relevant public official who has any substantial interest, either direct or indirect, in any business entity seeking to do business with Cross Plains ISD shall, before any vote or decision on any matter involving the business entity, file the Questionnaire Form CIQ disclosing the professional or person's affiliation or business relationship that may cause a conflict of interest with Cross Plains ISD. By law, this questionnaire must be filed with the Superintendent, Cross Plains ISD, 700 N Main St, Cross Plains, TX 76443, not later than the seventh business day after the date the person becomes aware of facts that require the statement to be filed. Furthermore, the School Board member shall abstain from any participation of School Board member duties related to the matter. This requirement is not necessary if the vote or decision will not have any special effect on the entity other than its effect on the public. Questionnaire CIQ and relevant information regarding the Education Code, is available by visiting www.crossplainsisd.net. A person commits a Class C misdemeanor offense if the person violates this requirement of the Education Code. By submitting a response to this Request for Qualifications, professional represents that it is in compliance with the requirements of Education Code.
- I. **PRICE WARRANTY** – Professional warrants price to be no higher than Professional's current prices to other clients for services of the kind and specification covered by resulting agreement for similar quantities under similar or like conditions and methods of purchase for the duration of any resulting contract. In the event Professional breaches this warranty, the prices of the items shall be reduced to the Professional's current prices on orders by others, or in the alternative, CPISD may cancel this contract without liability to Professional for breach of Professional's actual expense.
- J. **UNIFORM COMMERCIAL CODE** – This agreement shall be governed by the Uniform Commercial Code. Wherever the term "Uniform Commercial Code" or "UCC" is used, it shall be construed as meaning the Uniform Commercial Code as adopted in the State of Texas as effective and in force at the time. The successful professional and Cross Plains ISD agree that both parties have all rights, duties, and remedies available as stated in the Uniform Commercial Code. Whenever a term defined by the Uniform Commercial Code is used in this agreement, the definition contained in the Code is to control.
- K. **ANTITRUST CLAIMS FOR OVERCHARGES** – Professional hereby assigns to District any and all claims for overcharges associated with this contract which arise under the antitrust laws of the United States, 15 USCA Section 1 et seq., and which arise under the antitrust laws of the State of Texas, Tex. Bus. & Com. Code, Section 15.01, et seq.
- L. **VENUE** – The resulting agreement will be governed and construed according to the laws of the State of Texas. The agreement shall be performable in the County of McLennan, Texas. Venue for any litigation arising from this contract shall lie in McLennan County, Texas.
- M. **SALE, ASSIGNMENT OR TRANSFER OF CONTRACT** – The successful professional shall not sell, assign, transfer or convey this contract, in whole or in part, without the prior written consent of Cross Plains ISD.

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INSURANCE REQUIREMENTS

A. Before commencing work, the professional shall, at its own expense, procure, pay for and maintain the following insurance written by companies approved by the state of Texas and acceptable to Cross Plains ISD. The professional shall furnish to Cross Plains ISD certificates of insurance executed by the insurer or its authorized agent stating coverages, limits, expiration dates and compliance with all applicable required provisions. Certificates shall reference the project/contract number and be addressed as follows:

RFQ No.
Professional Services Contract for Economic Consultant
SUPERINTENDENT
Cross Plains ISD
700 N Main St,
Cross Plains, TX 76443

1. Commercial General Liability insurance, including, but not limited to Premises/Operations, Personal & Advertising Injury, Products/Completed Operations, Independent Contractors and Contractual Liability, with minimum combined single limits of \$1,000,000 per-occurrence, \$1,000,000 Products/Completed Operations Aggregate and \$1,000,000 general aggregate. Coverage must be written on an occurrence form. The general aggregate limit should apply on a per project basis; if not, the general aggregate limit shall be \$2,000,000.
2. Workers' Compensation insurance with statutory limits; and Employers' Liability coverage with minimum limits for bodily injury: a) by accident, \$100,000 each accident, b) by disease, \$100,000 per employee with a per policy aggregate of \$500,000.
3. Business Automobile Liability insurance covering owned, hired and non-owned vehicles, with a minimum combined bodily injury and property damage limit of \$500,000 per occurrence.

B. The required limits may be satisfied by any combination of primary, excess or umbrella liability insurance, provided all policies comply with all requirements. The professional may maintain reasonable deductibles, subject to approval by Cross Plains ISD.

C. With reference to the foregoing required insurance, the professional shall endorse applicable insurance policies as follows:

1. A waiver of subrogation in favor of Cross Plains ISD, its officials, employees, and officers shall be contained in the Workers' Compensation insurance policy.
2. Cross Plains ISD, its officials, employees and officers shall be named as additional insureds on the Commercial General Liability policy, by use of an endorsement that includes the completed operations hazard.
3. All insurance policies shall be endorsed to the effect that Cross Plains ISD will receive at least thirty (30) days' notice prior to cancellation, non-renewal, termination, or material change of the policies.

D. All insurance shall be purchased from an insurance company that meets a financial rating of B+VI or better as assigned by the BEST Rating Company or equivalent.

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REQUEST FOR QUALIFICATIONS
Process and Format

Introduction

Cross Plains Independent School District is soliciting Letters of Interest and Statements of Qualifications (SOQ) from qualified economic consultants to provide economic evaluation services including, but not limited to, review of a Chapter 313 tax abatement application. As a requirement of the resulting contract, presentations will be made to Cross Plains ISD staff in the interest of professional development and to inform and update employees on current legislation. Cross Plains ISD does not anticipate covering the following legal services: bond counsel, immigration, condemnation, or tax collection.

Information obtained may be used to identify professionals to provide one or more of these professional services. Cross Plains ISD reserves the right to verify and confirm the information submitted in this RFQ. Such verification may include, but is not limited to, speaking with current and former clients, review of relevant client documentation, site-visit, and other independent confirmation of data.

The RFQ contains all necessary information to submit a statement of qualifications (SOQ) to the District. Please review it carefully, and if specific questions arise, forward them to the e-mail address listed herein, or fax with an e-mail to confirm receipt. All questions regarding this RFQ must be submitted no later than [7 days before they are due]. All questions and responses will be published on the district's website at: www.crossplainsisd.net.

Process

Interested Economic Consultants are required to submit one original and seven (7) copies of Statement of Qualifications, as well as one electronic copy in a flash drive. Address the following in tabbed sections:

1. Size of firm, year established, and a description of the company.
2. Specific experience with Texas independent school districts relating to Chapter 313 applications;
3. List School District and Governmental clients served in the last three (3) years;
4. Copies of promotional literature(s) your firm has distributed in the last two (2) years;
5. List of persons and their qualifications that you propose to be available to service this contract;
6. Submit a billing example showing level of billing detail;
7. Forms (page 11-17), W-9, CIQ, and Certificate of Interested Parties – Form 1295

In the event your firm is among those selected for interview, the following will be required:

8. Specific hourly rates for those individuals identified above and minimum billing increments, if billing hourly;
9. Itemization of other costs and expenses that could reasonably apply during the term of any resulting contract.
10. Specific travel rates to and from the district.

Corporate capabilities

Provide current general and specific company information to include 3 years financial history. Include the corporation's experience, experience with Public Sector clients, experience with educational institutions including K-12 Districts equivalent in size and scope of the Cross Plains ISD.

Conduct

All work done by the company shall be confidential and be conducted to produce the best value for the Cross Plains ISD.

Experience

Describe experience and include resumes of personnel that would be qualified from your company to work with the Cross Plains ISD for this project.

Evaluation

A description of the criteria that the District will use to evaluate the firm's methodologies, products, and services is included in Attachment A.

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RFQ FORM
CRIMINAL BACKGROUND CHECKS

Cross Plains
ISD

AFFIRMATION OF CRIMINAL BACKGROUND CHECKS

State of Texas Legislative Senate Bill No. 9 requires that contractor shall at its own expense complete a criminal background check, which may include fingerprinting, on any worker who will have direct contact with students. Professional/contractor shall not allow any employee on campus or at a designated school function without satisfying this requirement. Failure to provide written assurance with the professional's response may jeopardize the professional's responsiveness, thus rendering the respondent ineligible for award.

I, the undersigned agent for the firm named below, understand the requirements of SB 9 and affirm that I, and all affected workers have met, or will have met, the contractor requirements of SB 9 prior to award of contract. I further understand that Cross Plains ISD has the right and obligation to verify status and results of such background checks.

Professional Firm's Name: _

Authorized Company Official's Name:
(Printed)

Signature of Company Official:

Date: _

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RFQ FORM
FELONY CONVICTION DISCLOSURE STATEMENT

Cross Plains ISD

FELONY CONVICTION DISCLOSURE STATEMENT

State of Texas Legislative Senate Bill No. 1, Section 44.034, Notification of Criminal History, Subsection (1), 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 of operator has been convicted of a felony. A 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 on the conviction. The district must compensate the person or business entity for services performed before the termination of the contract.

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

Professional Firm’s Name:

Signature of Authorized Company Official:

Authorized Company Official’s Name (Please Print):

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

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RFQ FORM
SUSPENSION OR DEBARMENT CERTIFICATE

**Cross Plains
ISD**

SUSPENSION OR DEBARMENT CERTIFICATE

Non-Federal entities are prohibited from contracting with or making sub awards under covered transactions to parties that are suspended or debarred or whose principals are suspended or debarred. Covered transactions include procurement for goods or services \$100,000.00 or more and all sub recipients must certify that the organization and its principals are not suspended or debarred.

By submitting this offer and signing this certificate, the professional:

- Certifies that the owner/operator has not been convicted of a felony except as indicated on separate attachment to this offer, in accordance with Sec. 44.034, Texas Education Code, and
- Certifies that no suspension or disbarment is in place, which would preclude receiving a federally funded contract under the Federal OMB, A-102, Common Rule (36)

Professional Firm's Name:

Firm's Address:

E-mail Address:

Telephone:

Authorized Company Official's Name:
(Printed)

Signature of Company Official:

Date: _

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**RFQ FORM
REFERENCES**

List at least three (3) companies or governmental agencies (preferably a school district) where the same or similar products and/or services as contained in this specification package were recently provided.

COMPANY NAME

Contact Person

Title

Address

PO Box

City

State

Zip

e-mail

Phone Number

Fax Number

COMPANY NAME

Contact Person

Title

Address

PO Box

City

State

Zip

e-mail

Phone Number

Fax Number

COMPANY NAME

Contact Person

Title

Address

PO Box

City

State

Zip

e-mail

Phone Number

Fax Number

COMPANY NAME

Contact Person

Title

Address

PO Box

City

State

Zip

e-mail

Phone Number

Fax Number

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RFQ FORM
SIGNATURE PAGE

Offer shall remain in effect for ninety (90) days from opening date.

The undersigned agrees, if this offer is accepted, to furnish any and all services offered, upon the terms and conditions contained within this Request for Qualifications and all other items made a part of the accepted contract.

The undersigned affirms that they are duly authorized to execute the contract, that this company, corporation, firm, partnership or individual has not prepared this response in collusion with any other professional.

Professional (Entity Name)	Signature
Street & Mailing Address	Print Name of Signatory
City, State and Zip	Title of Signatory
Telephone No.	Fax No.
E-mail Address	Mobile No.
Date Signed	Web Address

If not the same as above, indicate city and state that your principal place of business is located:

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Attachment A
EVALUATION WORKSHEET

Cross Plains ISD will use this worksheet to document the District's evaluation of the interested firms' qualifications. Points within the ranges specified are to be assigned to the below-listed criteria as a means of quantifying the relative strengths and weaknesses of the various proposals.

The District anticipates identifying a short list of firms using the evaluation criteria described below. Selected firms will be scheduled for an oral presentation/interview with the Board of Trustees or a committee thereof. This presentation will be separately evaluated and additional points assigned. It should be understood that while the total score is a significant factor, the District reserves the right to consider other factors in making a final selection. The following categories will be considered:

Professional Qualifications (35 Point Scale)
Technical Expertise (50 Point Scale)
Oral Interview (15 Point Scale)

I. PROFESSIONAL QUALIFICATIONS

All interested firms must meet all of the following minimum professional criteria to be considered:

The interested firm:

- A. Must be properly licensed in the State of Texas (if legally required)
- B. Must perform the required duties of Chapter 313 economic consultant in accordance with Texas state law and the District's Board Policy.
- C. Must not have a record of substandard work.
- D. Must submit a Proposal meeting all of the requirements of the RFQ.

II. TECHNICAL EXPERTISE

A. Technical experience of the firm:

- 1. History of economic consultation with Texas public schools for Chapter 313 applications.
- B. Customer Satisfaction. Are the firm's current or prior customers satisfied with the level of service provided?
- C. Proposed staffing. (Qualifications/education and training/experience of staff and consultants to be assigned to the District).
 - 1. Size and structure of the firm, including staff Superintendent s.
 - 2. Qualifications of supervisory personnel, consultants, and the support staff
 - a. Education
 - b. Years and types of experience
 - c. Staffing continuity with clients

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D. Demonstrates clear understanding of the work to be performed:

1. Comprehensiveness of plan.

2. Realistic time estimates of each major segment of the work plan, and the estimated number of hours for each staff level including consultants assigned.

III ORAL INTERVIEWS

A. Presentation skills and experience.

B. Rapport (communications, etc.).