



**REQUEST FOR PROPOSAL (RFP)**  
**for Preferred Student Uniform Vendors**

Proposals will be accepted on or before December 11, 2017 at 9:00 AM CST.  
Proposals received later than the date and time designated may not be considered.

Submit your proposal with all appropriate attachments to:

Martha Pena  
Director of School Launch  
2115 W. Pike  
Weslaco, TX 78596  
(956) 375-3175  
[martha.pena@ideapublicschools.org](mailto:martha.pena@ideapublicschools.org)

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

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

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

Employer Identification Number: \_\_\_\_\_

Representative Name: \_\_\_\_\_

Representative Telephone Number: \_\_\_\_\_

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

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

By signing this document, you attest to providing the goods and/or services according to the published provisions of this Request for Proposal unless modifications or exceptions are clearly noted in your submission.

## PROPOSAL SUBMISSION REQUIREMENTS

Vendors shall submit an electronic copy or a hard copy of the following documents to

Martha Pena  
Director of School Launch  
2115 W. Pike  
Weslaco, TX 78596  
[martha.pena@ideapublicschools.org](mailto:martha.pena@ideapublicschools.org)

1. **Cover Page:** Page one of this package shall be filled out and signed by an authorized company representative.
2. **Profile and Experience:** Vendor shall include background information on company and key employees involved in the execution of goods and services outlined in their proposal.
3. **Cost and Service Information:** Vendor shall complete the “COST” and “SERVICE” tabs on the attached worksheet.
4. **Additional Fees:** Vendor shall include any additional fees not expressly stated or requested in this RFP, including one-time fees that may be charged.
5. **References:** Vendor shall complete a list of references either using the form attached or through alternative form for other entities similar to IDEA Public Schools for which the Vendor has provided goods and/or services.
6. **Certificate of Insurance:** Vendor shall provide proof of Workers’ Compensation, General Liability, and Fidelity Bonding insurance.
7. **Criminal History Review of Vendor Employees:** Vendor shall review and complete the attached form regarding “Covered Employees” and criminal history and/or fingerprinting records.
8. **Debarment or Suspension Certificate:** Vendor shall review and complete the attached form.
9. **Conflicts Disclosure Statement (CIQ):** Vendor shall provide a signed and completed copy of the attached Form CIQ.
10. **State of Texas Health and Human Services Commission- Child Support Certification:** Vendor shall review and complete the attached form required when utilizing state funding.
11. **Supplemental Documentation:** Vendor shall include supplemental information, i.e. website training documents, proposed shirt material, any pack recommendations for family orders, a sample pack label.

An RFP packet will be available at 10:00 am CST on November 16, 2017, on our website at the following link, <http://www.ideapublicschools.org/contact-us> under the “Contact us” tab. The vendor is responsible for obtaining any updates or amendments from the website.

### Pre-Bid Q&A

A pre-bid question & answer period will be available from November 27 - December 1, 2017, during which any questions regarding the RFP will be answered. All questions and answers will be visible to all participants on our website. Please e-mail [martha.pena@ideapublicschools.org](mailto:martha.pena@ideapublicschools.org) to submit questions.

## GENERAL INFORMATION

IDEA Public Schools prepares students from underserved communities for success in college and citizenship. We are a growing network of 61 high-performing charter schools serving over 36,000 students located throughout the Rio Grande Valley, San Antonio, and Austin, TX. Over 80% of IDEA students are considered low-income, and one of every three students is the first in their family to go to college. Since our first graduating class in 2007, 100% of our seniors have been accepted to colleges and universities.

By 2022, IDEA will operate 173 schools in ten regions educating 100,000 students on their road to and through college. IDEA Public Schools is expanding to Baton Rouge, LA and El Paso, Texas in 2018 and New Orleans, LA and Tarrant County (Fort Worth/Arlington), Texas in 2019. Although IDEA's growth is rapid, it is also well planned and carefully calculated. Schools begin with minimal grade levels, adding facilities as students advance and eventually reaching full scale as a Pre K-12 campus.

### RFP Purpose

IDEA Public Schools is currently seeking vendors to serve as preferred providers of student uniforms for one or any combination of the regions we serve. The preferred vendors will supply uniform polo shirts and a light-weight zipped jacket. The preferred vendors may be eligible to provide other IDEA-branded items with approval from IDEA Public Schools including school spirit tees, belts and backpacks. Vendors should be prepared to serve families by providing retail locations and/or a website where families can purchase items.

IDEA Public Schools is interested in vendors that can provide the best overall value to the district through cost, delivery options, customer service, timeliness, and quality. This Request for Proposal (RFP) states the instructions for submitting the proposal, the specifications for the work, the criteria by which a vendor may be selected, and the contractual terms by which IDEA Public Schools intends to govern the relationship between itself and the preferred vendors.

### Project Description and Scope of Services

IDEA Public Schools is seeking vendors to provide student uniforms for the schools listed below starting in the 2018-2019 school year. The student uniforms would need to be available for families to purchase no later than June 1, 2018.

#### Rio Grande Valley TX (Upper)

|                              |                                      |                 |       |       |         |
|------------------------------|--------------------------------------|-----------------|-------|-------|---------|
| IDEA Quest                   | <a href="#">14001 N ROOTH</a>        | EDINBURG        | TEXAS | 78541 | HIDALGO |
| IDEA Mission                 | <a href="#">1600 S SCHUERBACH RD</a> | MISSION         | TEXAS | 78572 | HIDALGO |
| IDEA San Juan Academy        | <a href="#">200 N NEBRASKA AVE</a>   | SAN JUAN        | TEXAS | 78589 | HIDALGO |
| IDEA San Juan College Prep   | <a href="#">600 E SIOUX RD</a>       | SAN JUAN        | TEXAS | 78589 | HIDALGO |
| IDEA Alamo                   | <a href="#">325 E. FM 495</a>        | ALAMO           | TEXAS | 78516 | HIDALGO |
| IDEA Pharr                   | <a href="#">600 E LAS MILPAS RD</a>  | PHARR           | TEXAS | 78577 | HIDALGO |
| IDEA Edinburg                | <a href="#">2553 N ROEGIERS RD</a>   | EDINBURG        | TEXAS | 78541 | HIDALGO |
| IDEA McAllen                 | <a href="#">201 N BENTSEN RD</a>     | MCALLEN         | TEXAS | 78501 | HIDALGO |
| IDEA North Mission           | <a href="#">2706 N HOLLAND AVE</a>   | MISSION         | TEXAS | 78572 | HIDALGO |
| IDEA Toros College Prep      | <a href="#">315 EAST PALM DRIVE</a>  | EDINBURG        | TEXAS | 78539 | HIDALGO |
| IDEA Rio Grande City         | <a href="#">2803 W MONARCH LN</a>    | RIO GRANDE CITY | TEXAS | 78582 | STARR   |
| IDEA Tres Lagos              | <a href="#">5200 TRES LAGOS BLVD</a> | MCALLEN         | TEXAS | 78504 | HIDALGO |
| IDEA Owassa <sup>18-19</sup> | <a href="#">1000 E OWASSA RD</a>     | PHARR           | TEXAS | 78577 | HIDALGO |

#### Rio Grande Valley TX (Lower)

|                            |                                      |             |       |       |         |
|----------------------------|--------------------------------------|-------------|-------|-------|---------|
| IDEA Donna                 | <a href="#">401 S 1ST ST</a>         | DONNA       | TEXAS | 78537 | HIDALGO |
| IDEA Frontier              | <a href="#">2800 S DAKOTA AVE</a>    | BROWNSVILLE | TEXAS | 78521 | CAMERON |
| IDEA San Benito            | <a href="#">2151 RUSSELL LN</a>      | SAN BENITO  | TEXAS | 78586 | CAMERON |
| IDEA Weslaco               | <a href="#">2931 E SUGAR CANE DR</a> | WESLACO     | TEXAS | 78599 | HIDALGO |
| IDEA Brownsville           | <a href="#">4395 PAREDES LINE RD</a> | BROWNSVILLE | TEXAS | 78526 | CAMERON |
| IDEA Weslaco Pike          | <a href="#">1000 E PIKE BLVD</a>     | WESLACO     | TEXAS | 78596 | HIDALGO |
| IDEA Riverview             | <a href="#">30 PALM BLVD</a>         | BROWNSVILLE | TEXAS | 78520 | CAMERON |
| IDEA Elsa <sup>18-19</sup> | <a href="#">431 S FANNIN</a>         | ELSA        | TEXAS | 78543 | HIDALGO |

#### San Antonio, TX

|             |                                 |             |       |       |       |
|-------------|---------------------------------|-------------|-------|-------|-------|
| IDEA Carver | <a href="#">217 ROBINSON PL</a> | SAN ANTONIO | TEXAS | 78202 | BEXAR |
|-------------|---------------------------------|-------------|-------|-------|-------|

**IDEA Public Schools #001-RFPUNI-1819**

|                                    |  |             |       |       |       |
|------------------------------------|--|-------------|-------|-------|-------|
| IDEA South Flores                  | <a href="#">6919 S FLORES ST</a>           | SAN ANTONIO | TEXAS | 78221 | BEXAR |
| IDEA Monterrey Park                | <a href="#">222 SW 39TH ST</a>             | SAN ANTONIO | TEXAS | 78236 | BEXAR |
| IDEA Walzem                        | <a href="#">6445 WALZEM RD</a>             | SAN ANTONIO | TEXAS | 78239 | BEXAR |
| IDEA Eastside                      | <a href="#">2519 MARTIN LUTHER KING DR</a> | SAN ANTONIO | TEXAS | 78220 | BEXAR |
| IDEA Mays                          | <a href="#">1210 HORAL DR</a>              | SAN ANTONIO | TEXAS | 78245 | BEXAR |
| IDEA Judson                        | <a href="#">13427 JUDSON RD</a>            | SAN ANTONIO | TEXAS | 78233 | BEXAR |
| IDEA Ewing Halsell                 | <a href="#">2523 W ANSLEY BLVD</a>         | SAN ANTONIO | TEXAS | 78224 | BEXAR |
| IDEA Brackenridge                  | <a href="#">5555 OLD PEARSALL RD</a>       | SAN ANTONIO | TEXAS | 78242 | BEXAR |
| IDEA Harvey E. Najim               | <a href="#">926 S WW WHITE RD</a>          | SAN ANTONIO | TEXAS | 78220 | BEXAR |
| IDEA Ingram Hills <sup>18-19</sup> | <a href="#">3115 MAJESTIC DR</a>           | SAN ANTONIO | TEXAS | 78228 | BEXAR |

**Austin, TX**

|                                    |  |              |       |       |        |
|------------------------------------|--|--------------|-------|-------|--------|
| IDEA Allan                         | <a href="#">1701 VARGAS RD</a>           | AUSTIN       | TEXAS | 78741 | TRAVIS |
| IDEA Rundberg                      | <a href="#">9504 N IH 35</a>             | AUSTIN       | TEXAS | 78753 | TRAVIS |
| IDEA Bluff Springs                 | <a href="#">1700 E SLAUGHTER LN</a>      | AUSTIN       | TEXAS | 78747 | TRAVIS |
| IDEA Pflugerville <sup>18-19</sup> | <a href="#">1901 E WELLS BRANCH PKWY</a> | PFLUGERVILLE | TEXAS | 78660 | TRAVIS |
| IDEA Kyle <sup>18-19</sup>         | 640 PHILOMENA DR                         | KYLE         | TEXAS | 78640 | HAYS   |

**El Paso, TX**

|                                 |                                     |         |       |       |         |
|---------------------------------|-------------------------------------|---------|-------|-------|---------|
| IDEA Rio Vista <sup>18-19</sup> | <a href="#">210 N RIO VISTA RD</a>  | SOCORRO | TEXAS | 79927 | EL PASO |
| IDEA Edgemere <sup>18-19</sup>  | <a href="#">15101 EDGEMERE BLVD</a> | EL PASO | TEXAS | 79938 | EL PASO |

**Baton Rouge, LA**

|                                       |                                     |             |           |       |                  |
|---------------------------------------|-------------------------------------|-------------|-----------|-------|------------------|
| IDEA Cortana <sup>18-19</sup>         | <a href="#">1500 N AIRWAY DRIVE</a> | BATON ROUGE | LOUISIANA | 70815 | EAST BATON ROUGE |
| IDEA Innovation Park <sup>18-19</sup> | ADDRESS PENDING                     | BATON ROUGE | LOUISIANA |       | EAST BATON ROUGE |

There is no guaranteed amount of business, expressed or implied, by IDEA Public Schools. The vendors selected as preferred providers shall furnish all required goods and/or services at pre-negotiated prices and during agreed dates, times and locations to IDEA families.

The vendors will bear the responsibility of managing all relationships with IDEA families and collecting any and all payments. At no time will IDEA be responsible for the payment of items not explicitly authorized by IDEA Public School staff. IDEA Public Schools will provide families with the contact information of the preferred providers of student uniforms throughout the district. IDEA will develop the appropriate protocols to ensure uniform expectations are clearly communicated and understood by families.

The projected enrollment for IDEA Public Schools in 2018-2019 and 2019-2020 is below. A more detailed projection can be found in Appendix A and Appendix B. These projections are not a guarantee of business. Vendors should use the detailed projections to forecast student uniform production for a respective region or combination of regions. The average number of polos purchased per student is 4.5 and light-weight jackets per student is 1.5.

| Grade            | Shirt Color                | 2018-2019 | 2019-2020 |
|------------------|----------------------------|-----------|-----------|
| Pre K            | Blue - Pantone 300         | 4,089     | 4,785     |
| K                | Blue - Pantone 300         | 5,242     | 6322      |
| 1st              | Blue - Pantone 300         | 4,849     | 5929      |
| 2nd              | Blue - Pantone 300         | 3,948     | 5148      |
| 3rd              | Blue - Pantone 300         | 3,086     | 4046      |
| 4th              | Blue - Pantone 300         | 3,003     | 3063      |
| 5th              | Blue - Pantone 300         | 2,393     | 2993      |
| 6th              | Red - Pantone 186          | 4,633     | 5713      |
| 7th              | Burnt Orange - Pantone 159 | 3,610     | 4690      |
| 8th              | Blue - Pantone 300         | 3,117     | 3597      |
| 9th              | Green - Pantone 363        | 2,714     | 3104      |
| 10 <sup>th</sup> | Red - Pantone 186          | 2,032     | 2512      |
| 11 <sup>th</sup> | Burnt Orange - Pantone 159 | 1,470     | 1790      |
| 12 <sup>th</sup> | Black - Pantone Black      | 1,283     | 1373      |
| Total            |                            | 45,469    | 55,065    |

## **RFP Performance Requirements**

A prospective vendor will provide the following:

### Desired Services

The selected vendor(s) will be responsible for supplying student uniform polo shirts and light-weight jackets of a specific design and construction in youth and adult sizes. Vendors who are unable to supply uniform polo shirts and light-weight jackets may not be considered for additional items (T-shirts, other IDEA-branded items, etc.). The vendor(s) shall be responsible for all aspects of the uniform process, including but not limited to: forecasting, manufacturing, transporting, selling, and distributing uniform items. In addition, the vendors shall be responsible for resolving any issues related to quality control, customer service and/or the collection of funds.

Vendors should be prepared to serve families in a single region or any combination of the following regions:

- Rio Grande Valley, Texas
- San Antonio, Texas
- Austin, Texas
- El Paso, Texas
- Baton Rouge, Louisiana

### IDEA Public Schools Responsibility

IDEA will negotiate an agreement for preferred student uniform vendors on behalf of IDEA families. IDEA Public Schools, at its sole discretion, reserves the right to renew the contract annually, not to exceed a base year and two option years, based on the vendor's performance under the contract, current needs of IDEA families, and the availability of funds for uniform purchases.

### Quality Assurance

Prospective vendors will enter into an agreement with IDEA Public Schools to serve as a preferred provider of student uniforms. IDEA will negotiate performance benchmarks related to proposed outcomes and will utilize those benchmarks to measure the performance of the vendor(s).

### Who is Eligible to Respond?

Vendors who are able to meet the technical specifications for quality and other terms of this proposal, and who are not debarred and/or suspended from conducting business with federal and state funded agencies are invited to respond. A prospective vendor must affirmatively demonstrate the vendor's responsibility. A prospective vendor, by submitting a proposal, represents to IDEA Public Schools that it meets the following requirements: Ability to obtain adequate financial resources as required to perform under this RFP; Ability to comply with the required or proposed RFP; Have a satisfactory record of integrity and ethics.

## **Contract Term**

The term for this contract will be from the date of acceptance January 1, 2018 – June 30, 2019 with a scheduled continuation for July 1, 2019 - June 30, 2020 and the possibility of continuation for an additional year at the discretion of IDEA Public Schools.

### Right to Additional Competition

IDEA Public Schools occasionally solicits qualifications or bids for services, and expressly reserves the right to enter into one or more service agreements for any goods and/or services described in this request if deemed to be in the best interest of IDEA Public Schools.

## PROPOSAL EVALUATION

### Evaluation Criteria

Proposals will be evaluated on criteria deemed to be in the best interest of IDEA families and include, but are not limited to:

- Ability to meet required and desired specifications, including terms and conditions.
- **Pricing.** Vendors agree to provide items at pre-negotiated prices to IDEA families; prices will remain stable throughout the course of any agreement without any increase in price without the approval of IDEA Public Schools. Vendors who can provide incentive programs to encourage early buying, discounts, rebates, and/or free items should describe these programs in the proposal. Vendors should keep in mind that over 80% of IDEA students are low-income. Preferred price point for IDEA families is \$9.00/polo for K-8; \$11.00-\$13.00/polo for 9-12.
- **Inventory Risk Management.** Vendors will provide a thorough and robust forecast of all uniform garments the vendor intends to provide using baseline data provided by IDEA. This forecast will include all sizes and colors and comply with the specific colors and designs designated by IDEA. Vendors agree to bear the burden of any start-up costs affiliated to this project, including but not limited to: the planning, production, transportation, and distribution of uniform garments, the addition of storage facilities or storefronts, the training of staff and personnel, or investment in equipment or technology. The responsibility of ordering, supplying, sorting, and distributing uniform components will be borne solely by vendor. It is recommended that vendors outline all processes from design phase through production. Vendors are required to provide samples of a size run and color run. Color swatches and samples (of current standards) are available on request. Size run = one sample piece in a particular color, from youth small to adult XX Large. Color run= one sample piece of every color, in size M. Vendors will maintain a minimum number of garments at all times throughout the year, starting on June 1, 2018.
- **Distribution and Logistics.** Vendors agree to serve all schools in the region(s) where they have been selected as a preferred vendor. Vendors who are able to provide in-person sales and customer service should include this in the proposal. All locations should be equipped to begin selling and distributing orders by June 1, 2018.
- **Customer Service.** Vendor(s) shall serve as primary provider of customer service to IDEA families. Vendor employees should provide expedient, courteous, and high-quality customer service while maintaining a clean and organized environment conducive to an excellent customer experience. Vendors should expect to receive unannounced visits from IDEA employees to evaluate the overall level of service being provided at any storefront location. Vendors will have bilingual staff to serve IDEA families in applicable regions. Customers should be served through a variety of mediums including, but not limited to a retail store, an online store, on the phone, and through e-mail. Customers should have a basic expectation for a typical response time from the vendor. Vendor(s) should also consider options for layaway and payment plans, as well as a variety of payment methods to best support IDEA families. Vendors should be willing to accept Purchase Orders from IDEA Public Schools for purchased items. Itemized receipts should be provided to all families. Vendors should be prepared to accept exchanges based on size or fit, as well as returns for damaged items. Returns should be accommodated up to 30 days after the first day of school.
- **Experience and References, and Past Relationships.** The relative weights for scoring are provided below; the evaluation team will consider the following elements in the evaluation process. Ability to meet acceptable purchase prices will not be the only factor considered in the selection process.

**RANKING CRITERIA POINTS (Total 100 points)**

1. Cost/Price: Keep costs for IDEA families as low as possible; additional consideration will be given for rebates, discount programs, payment plans, and/or free uniforms. (40 points)
2. Inventory Management: Forecast, manufacture, supply, and provide uniform garments starting June 1 and throughout the school year. (30 points)
3. Logistics and Distribution: Serve all IDEA families throughout the region of service. (15 points)
4. Customer Service: Provide excellent customer service to all IDEA families by catering to their needs in a friendly demeanor. (10 points)
5. References and Past Performance: Demonstrated ability to meet expectations, manage relationships, troubleshoot, and excellent service. (5 points)

IDEA Public Schools may use internal staff, independent evaluators or a combination of both to evaluate and rank proposals. After evaluation, an award may be made on the basis of the evaluation and ranking, without discussion, clarification or modification, or IDEA may enter into negotiations with the highest ranked respondent. If IDEA is unable to reach agreement with the highest ranked respondent, the negotiations will terminate and negotiations will begin with the next respondent in the order of the ranking until a contract is reached or IDEA has rejected all proposals. IDEA reserves the right to request "Best and Final Offers" (BAFO) from all responsive respondents.

**ADMINISTRATIVE PROCEDURE FOR COMPLAINTS**

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

IDEA Public Schools  
Attn. Purchasing Department  
2115 W. Pike Blvd.  
Weslaco, TX 78596  
(956) 377-8000

## SCHOOL UNIFORM SPECIFICATIONS

Specifications regarding color and material for the polo shirts and light-weight jackets should be considered minimum requirements. A minimum level of expectation for standard wear-and-tear of garments, including but not limited to: shrinking, stretching, pulling, tearing, ripping, or seams becoming loose. Garments should be able to withstand up to 35 washes within a calendar year using standard laundry machine settings.

### Polos

#### Material make up:

Blue, Red, Orange, Green 60% Cotton 40% Polyester  
Black 100% Polyester

**Material:** Prewashed and shrunk for minimal shrink percentages

**Embroidered Logo:** IDEA Public Schools No Excuses!

**Sizes:** Youth XS – L; Adult S – XXL

#### Required Reports:

AATCC 61-2010: Colorfastness to Laundering:  
Accelerated

AATCC 135-2012: Dimensional Changes of Fabrics after  
Laundering

### Blue Polo Shirts Pantone 300



### Red Polo Shirts Pantone 186



### Orange Polo Shirts Pantone 159



### Green Polo Shirts Pantone 363



### Black Polo Shirts 100% Polyester





**Light-Weight Jacket**

**Material make up:** 100% Polyester

**Embroidered Logo:** IDEA Public Schools No Excuses!

**Sizes:** Youth XS – L; Adult S – XXL

**Blue Pantone 300 , Gold Pantone 128, White**



**Medium-Weight Jacket**

**Material make up:** Polyester, Fleece and outer covering

**Embroidered Logo:** IDEA Public Schools No Excuses!

**Sizes:** Youth XS – L; Adult S – XXL

**Blue Pantone 300 , Gold Pantone 128, White**



**Logo**



**For Blue, Red, Orange, Green Polos, and Jackets**

Embroidery Stitch Color Pantone 128 Yellow

**For Black Polos**

Embroidery Stitch Color Pantone White

## GENERAL TERMS AND CONDITIONS

Procurement of these items shall be in accordance with the IDEA Public Schools procurement policies and general terms as follows:

- IDEA Public Schools reserves the right to accept, or reject any or all proposals received or to cancel or extend in part or its entirety, this Request for Proposal, or make multiple or partial awards.
- Award of purchase agreement or contract shall be made only to a responsible respondent(s), i.e., a respondent who has demonstrated competence to deliver the specified goods/services, a proven record of business integrity and ethics, and the ability to meet the requirements of this RFP.
- When submitting proposals it is required that the respondent have the necessary professional experience, prior training, and applicable professional judgment to perform the activities or deliver the goods stated in this RFP.
- Proposals may be withdrawn only by delivery of a written request to IDEA Public Schools prior to the specified deadline time/date stated in the RFP. The authorized signatory must sign such requests.
- Proposals received will become a part of the IDEA Public Schools' official files without further obligation to the respondents.
- The contents of a successful Proposal may become a contractual obligation if selected. Failure of the Respondent to accept these obligations can result in cancellation of an award or purchase agreement. IDEA Public Schools reserves the right to withdraw or reduce the amount of an award or to cancel any contract resulting from this procurement if there is misrepresentation or errors in the specifications, pricing, terms, or Respondent's ability to meet the terms and conditions of this RFQ.
- A response does not commit IDEA Public Schools to award an agreement or a contract; a reimbursement of any costs incurred in the preparation of a response nor commit to pay for any costs incurred prior to the execution of a formal purchase agreement or contract unless such costs are specifically authorized in writing by IDEA Public Schools.
- IDEA Public Schools reserves the right to contact any individual, agency, or employers listed in the RFQ, to contact others who may have experience and/or knowledge of the respondent's goods/supplies, relevant performance, qualifications, etc., and to request additional information from any and all respondents.
- Respondents shall not, under penalty of law, offer any gratuities, favors, or anything of monetary value to any officer or employee of IDEA Public Schools, or to any consultant, employee, or member of IDEA Public Schools for the purpose of or having the effect of influencing favorable disposition toward their own proposal or any other bid submitted hereunder.
- No employee, officer or member of IDEA Public Schools shall participate in the selection, development of a response to this RFQ, award or administration of a contract supported by the RFQ if a conflict of interest, real or apparent, would be involved.
- Respondents shall not engage in any activity that will restrict or eliminate competition. This does not preclude joint ventures or subcontracts. Violation of this provision may cause a respondent's response to be rejected.
- Prior to award of any purchase agreement or contract, a Respondent must sign a Certification Regarding Conflict of Interest stating adherence to IDEA Public Schools policy regarding free and open competition and conflicts of interest.
- The District is exempt from federal excise tax, state, and local tax. Do not include tax in cost figure. If it is determined that tax was included in the cost figures, it will not be included in the tabulation of any awards.

Appendix A: Projected Enrollment 2018-2019

| Polo Color           | Blue         | Blue         | Blue         | Blue         | Blue         | Blue         | Blue         | Red          | Burnt Orange | Blue         | Green        | Red          | Burnt Orange | Black        | Grand Total   |
|----------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|---------------|
| Pantone              | 300          | 300          | 300          | 300          | 300          | 300          | 300          | 186          | 159          | 300          | 363          | 186          | 159          |              |               |
|                      | PK           | K            | 1            | 2            | 3            | 4            | 5            | 6            | 7            | 8            | 9            | 10           | 11           | 12           |               |
| IDEA Donna           | 174          | 180          | 120          | 120          | 120          | 123          | 119          | 120          | 128          | 130          | 122          | 110          | 101          | 97           | 1,764         |
| IDEA Mission         | 174          | 168          | 120          | 122          | 120          | 117          | 132          | 126          | 124          | 124          | 126          | 120          | 111          | 96           | 1,780         |
| IDEA Quest           | 174          | 119          | 114          | 115          | 116          | 119          | 119          | 117          | 125          | 118          | 119          | 114          | 95           | 90           | 1,654         |
| IDEA San Juan        | 174          | 138          | 141          | 115          | 117          | 115          | 116          | 116          | 131          | 122          | 129          | 118          | 96           | 88           | 1,716         |
| IDEA Pharr           | 174          | 139          | 154          | 122          | 120          | 118          | 113          | 119          | 135          | 131          | 127          | 121          | 97           | 77           | 1,747         |
| IDEA Edinburg        | 174          | 169          | 150          | 116          | 124          | 117          | 119          | 121          | 124          | 122          | 126          | 102          | 99           | 85           | 1,748         |
| IDEA McAllen         | 145          | 145          | 154          | 116          | 120          | 119          | 121          | 120          | 131          | 127          | 118          | 109          | 100          | 109          | 1,734         |
| IDEA North Mission   | 174          | 177          | 146          | 127          | 126          | 121          |              | 120          | 129          | 124          | 124          |              |              |              | 1,368         |
| IDEA Toros           |              |              |              |              |              |              |              | 10           | 10           | 5            | 8            | 18           | 16           | 24           | 91            |
| IDEA Tres Lagos      | 174          | 115          | 140          | 111          |              |              |              | 120          | 123          |              |              |              |              |              | 783           |
| IDEA Rio Grande City | 174          | 155          | 107          | 118          |              |              |              | 120          | 103          |              |              |              |              |              | 777           |
| IDEA Owassa          | 174          | 120          | 120          |              |              |              |              | 120          |              |              |              |              |              |              | 534           |
| <b>Upper RGV</b>     | <b>1,885</b> | <b>1,625</b> | <b>1,466</b> | <b>1,182</b> | <b>963</b>   | <b>949</b>   | <b>839</b>   | <b>1,329</b> | <b>1,263</b> | <b>1,003</b> | <b>999</b>   | <b>812</b>   | <b>715</b>   | <b>666</b>   | <b>15,696</b> |
| IDEA San Benito      | 174          | 136          | 129          | 123          | 129          | 126          | 128          | 125          | 136          | 127          | 131          | 122          | 93           | 89           | 1,768         |
| IDEA Frontier        | 116          | 104          | 140          | 116          | 120          | 121          | 116          | 122          | 128          | 123          | 127          | 116          | 105          | 97           | 1,651         |
| IDEA Alamo           | 174          | 155          | 125          | 116          | 119          | 121          | 121          | 120          | 124          | 123          | 125          | 113          | 110          | 87           | 1,733         |
| IDEA Weslaco         | 0            | 120          | 123          | 114          | 113          | 117          | 117          | 114          | 126          | 125          | 115          | 117          | 92           | 105          | 1,498         |
| IDEA Brownsville     | 0            | 120          | 116          | 116          | 118          | 116          | 114          | 120          | 124          | 125          | 125          | 120          | 102          | 98           | 1,514         |
| IDEA Weslaco Pike    | 174          | 179          | 146          | 118          | 116          | 119          | 120          | 123          | 125          | 123          | 118          | 123          |              |              | 1,584         |
| IDEA Riverview       | 174          | 147          | 127          | 119          | 117          | 118          |              | 120          | 123          | 121          | 119          |              |              |              | 1,285         |
| IDEA Elsa            | 174          | 120          | 120          |              |              |              |              | 120          |              |              |              |              |              |              | 534           |
| <b>Lower RGV</b>     | <b>986</b>   | <b>1,081</b> | <b>1,026</b> | <b>822</b>   | <b>832</b>   | <b>838</b>   | <b>716</b>   | <b>964</b>   | <b>886</b>   | <b>867</b>   | <b>860</b>   | <b>711</b>   | <b>502</b>   | <b>476</b>   | <b>11,567</b> |
| IDEA Carver          |              | 120          | 100          | 98           | 116          | 118          | 118          | 61           | 101          | 107          | 111          | 78           | 61           | 50           | 1,239         |
| IDEA South Flores    | 174          | 141          | 118          | 120          | 126          | 118          | 129          | 122          | 126          | 127          | 138          | 112          | 96           |              | 1,647         |
| IDEA Monterrey Park  |              | 120          | 123          | 119          | 130          | 120          | 118          | 121          | 130          | 115          | 123          | 110          |              |              | 1,329         |
| IDEA Walzem          |              | 120          | 133          | 117          | 116          | 119          | 114          | 119          | 117          | 122          | 121          | 99           |              |              | 1,297         |
| IDEA Eastside        |              | 120          | 111          | 107          | 142          | 128          | 122          | 120          | 87           | 126          | 127          |              |              |              | 1,190         |
| IDEA Judson          |              | 120          | 132          | 126          | 124          | 136          |              | 120          | 109          | 126          |              |              |              |              | 993           |
| IDEA Mays            |              | 120          | 120          | 124          | 120          | 117          |              | 120          | 119          | 119          |              |              |              |              | 959           |
| IDEA Najim           | 174          | 161          | 85           | 76           | 68           |              |              | 120          | 72           | 29           |              |              |              |              | 785           |
| IDEA Brackenridge    | 174          | 159          | 125          | 119          |              |              |              | 120          | 121          |              |              |              |              |              | 818           |
| IDEA Ewing Halsell   | 174          | 155          | 122          | 99           |              |              |              | 120          | 121          |              |              |              |              |              | 791           |
| IDEA Ingram Hills    | 174          | 120          | 120          |              |              |              |              | 120          |              |              |              |              |              |              | 534           |
| <b>San Antonio</b>   | <b>870</b>   | <b>1,456</b> | <b>1,289</b> | <b>1,105</b> | <b>942</b>   | <b>856</b>   | <b>601</b>   | <b>1,263</b> | <b>1,103</b> | <b>871</b>   | <b>620</b>   | <b>399</b>   | <b>157</b>   | <b>50</b>    | <b>11,582</b> |
| IDEA Allan           |              | 120          | 120          | 114          | 120          | 119          | 116          | 117          | 125          | 126          | 111          | 110          | 96           | 91           | 1,485         |
| IDEA Rundberg        |              | 120          | 117          | 120          | 121          | 121          | 121          | 120          | 123          | 124          | 124          |              |              |              | 1,211         |
| IDEA Bluff Springs   |              | 120          | 111          | 125          | 108          | 120          |              | 120          | 110          | 126          |              |              |              |              | 940           |
| IDEA Kyle            |              | 120          | 120          | 120          |              |              |              | 120          |              |              |              |              |              |              | 480           |
| IDEA Pflugerville    |              | 120          | 120          | 120          |              |              |              | 120          |              |              |              |              |              |              | 480           |
| <b>Austin</b>        | <b>0</b>     | <b>600</b>   | <b>588</b>   | <b>599</b>   | <b>349</b>   | <b>360</b>   | <b>237</b>   | <b>597</b>   | <b>358</b>   | <b>376</b>   | <b>235</b>   | <b>110</b>   | <b>96</b>    | <b>91</b>    | <b>4,596</b>  |
| IDEA Rio Vista       | 174          | 120          | 120          |              |              |              |              | 120          |              |              |              |              |              |              | 534           |
| IDEA Edgemere        | 174          | 120          | 120          |              |              |              |              | 120          |              |              |              |              |              |              | 534           |
| <b>El Paso</b>       | <b>348</b>   | <b>240</b>   | <b>240</b>   | <b>0</b>     | <b>0</b>     | <b>0</b>     | <b>0</b>     | <b>240</b>   | <b>0</b>     | <b>0</b>     | <b>0</b>     | <b>0</b>     | <b>0</b>     | <b>0</b>     | <b>1,068</b>  |
| IDEA Cortana         |              | 120          | 120          | 120          |              |              |              | 120          |              |              |              |              |              |              | 480           |
| IDEA Innovation      |              | 120          | 120          | 120          |              |              |              | 120          |              |              |              |              |              |              | 480           |
| <b>Baton Rouge</b>   | <b>0</b>     | <b>240</b>   | <b>240</b>   | <b>240</b>   | <b>0</b>     | <b>0</b>     | <b>0</b>     | <b>240</b>   | <b>0</b>     | <b>0</b>     | <b>0</b>     | <b>0</b>     | <b>0</b>     | <b>0</b>     | <b>960</b>    |
| <b>District</b>      | <b>4,089</b> | <b>5,242</b> | <b>4,849</b> | <b>3,948</b> | <b>3,086</b> | <b>3,003</b> | <b>2,393</b> | <b>4,633</b> | <b>3,610</b> | <b>3,117</b> | <b>2,714</b> | <b>2,032</b> | <b>1,470</b> | <b>1,283</b> | <b>45,469</b> |

Appendix B: Projected Enrollment 2019-2020

| Polo Color            | Blue         | Blue         | Blue         | Blue         | Blue         | Blue         | Blue         | Red          | Burnt Orange | Blue         | Green        | Red          | Burnt Orange | Black        | Total         |
|-----------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|---------------|
| Pantone               | 300          | 300          | 300          | 300          | 300          | 300          | 300          | 186          | 159          | 300          | 363          | 186          | 159          |              |               |
|                       | PK           | K            | 1            | 2            | 3            | 4            | 5            | 6            | 7            | 8            | 9            | 10           | 11           | 12           | Total         |
| IDEA Donna            | 174          | 180          | 120          | 120          | 120          | 123          | 119          | 120          | 128          | 130          | 122          | 110          | 101          | 97           | 1,764         |
| IDEA Mission          | 174          | 168          | 120          | 122          | 120          | 117          | 132          | 126          | 124          | 124          | 126          | 120          | 111          | 96           | 1,780         |
| IDEA Quest            | 174          | 119          | 114          | 115          | 116          | 119          | 119          | 117          | 125          | 118          | 119          | 114          | 95           | 90           | 1,654         |
| IDEA San Juan         | 174          | 138          | 141          | 115          | 117          | 115          | 116          | 116          | 131          | 122          | 129          | 118          | 96           | 88           | 1,716         |
| IDEA Pharr            | 174          | 139          | 154          | 122          | 120          | 118          | 113          | 119          | 135          | 131          | 127          | 121          | 97           | 77           | 1,747         |
| IDEA Edinburg         | 174          | 169          | 150          | 116          | 124          | 117          | 119          | 121          | 124          | 122          | 126          | 102          | 99           | 85           | 1,748         |
| IDEA McAllen          | 145          | 145          | 154          | 116          | 120          | 119          | 121          | 120          | 131          | 127          | 118          | 109          | 100          | 109          | 1,734         |
| IDEA North Mission    | 174          | 177          | 146          | 127          | 126          | 121          | 120          | 120          | 129          | 124          | 124          | 120          |              |              | 1,608         |
| IDEA Toros            |              |              |              |              |              |              |              | 10           | 10           | 5            | 8            | 18           | 16           | 24           | 91            |
| IDEA Tres Lagos       | 174          | 115          | 140          | 111          | 120          |              |              | 120          | 123          | 120          |              |              |              |              | 1,023         |
| IDEA Rio Grande City  | 174          | 155          | 107          | 118          | 120          |              |              | 120          | 103          | 120          |              |              |              |              | 1,017         |
| IDEA Owassa           | 174          | 120          | 120          | 120          |              |              |              | 120          | 120          |              |              |              |              |              | 774           |
| IDEA South McAllen    | 174          | 120          | 120          |              |              |              |              | 120          |              |              |              |              |              |              | 534           |
| <b>Upper RGV</b>      | <b>2,059</b> | <b>1,745</b> | <b>1,586</b> | <b>1,302</b> | <b>1,203</b> | <b>949</b>   | <b>959</b>   | <b>1,449</b> | <b>1,383</b> | <b>1,243</b> | <b>999</b>   | <b>932</b>   | <b>715</b>   | <b>666</b>   | <b>17,190</b> |
| IDEA San Benito       | 174          | 136          | 129          | 123          | 129          | 126          | 128          | 125          | 136          | 127          | 131          | 122          | 93           | 89           | 1,768         |
| IDEA Frontier         | 116          | 104          | 140          | 116          | 120          | 121          | 116          | 122          | 128          | 123          | 127          | 116          | 105          | 97           | 1,651         |
| IDEA Alamo            | 174          | 155          | 125          | 116          | 119          | 121          | 121          | 120          | 124          | 123          | 125          | 113          | 110          | 87           | 1,733         |
| IDEA Weslaco          | 0            | 120          | 123          | 114          | 113          | 117          | 117          | 114          | 126          | 125          | 115          | 117          | 92           | 105          | 1,498         |
| IDEA Brownsville      | 0            | 120          | 116          | 116          | 118          | 116          | 114          | 120          | 124          | 125          | 125          | 120          | 102          | 98           | 1,514         |
| IDEA Weslaco Pike     | 174          | 179          | 146          | 118          | 116          | 119          | 120          | 123          | 125          | 123          | 118          | 123          | 120          |              | 1,704         |
| IDEA Riverview        | 174          | 147          | 127          | 119          | 117          | 118          | 120          | 120          | 123          | 121          | 119          | 120          |              |              | 1,525         |
| IDEA Elsa             | 174          | 120          | 120          | 120          |              |              |              | 120          | 120          |              |              |              |              |              | 774           |
| IDEA Robindale        | 174          | 120          | 120          |              |              |              |              | 120          |              |              |              |              |              |              | 534           |
| <b>Lower RGV</b>      | <b>1,160</b> | <b>1,201</b> | <b>1,146</b> | <b>942</b>   | <b>832</b>   | <b>838</b>   | <b>836</b>   | <b>1,084</b> | <b>1,006</b> | <b>867</b>   | <b>860</b>   | <b>831</b>   | <b>622</b>   | <b>476</b>   | <b>12,701</b> |
| IDEA Carver           |              | 120          | 100          | 98           | 116          | 118          | 118          | 61           | 101          | 107          | 111          | 78           | 61           | 50           | 1,239         |
| IDEA South Flores     | 174          | 141          | 118          | 120          | 126          | 118          | 129          | 122          | 126          | 127          | 138          | 112          | 96           | 90           | 1,737         |
| IDEA Monterrey Park   |              | 120          | 123          | 119          | 130          | 120          | 118          | 121          | 130          | 115          | 123          | 110          | 100          |              | 1,429         |
| IDEA Walzem           |              | 120          | 133          | 117          | 116          | 119          | 114          | 119          | 117          | 122          | 121          | 99           | 100          |              | 1,397         |
| IDEA Eastside         |              | 120          | 111          | 107          | 142          | 128          | 122          | 120          | 87           | 126          | 127          | 120          |              |              | 1,310         |
| IDEA Judson           |              | 120          | 132          | 126          | 124          | 136          | 120          | 120          | 109          | 126          | 120          |              |              |              | 1,233         |
| IDEA Mays             |              | 120          | 120          | 124          | 120          | 117          | 120          | 120          | 119          | 119          | 120          |              |              |              | 1,199         |
| IDEA Najim            | 174          | 161          | 85           | 76           | 68           | 60           |              | 120          | 72           | 29           | 30           |              |              |              | 875           |
| IDEA Brackenridge     | 174          | 159          | 125          | 119          | 120          |              |              | 120          | 121          | 120          |              |              |              |              | 1,058         |
| IDEA Ewing Halsell    | 174          | 155          | 122          | 99           | 120          |              |              | 120          | 121          | 120          |              |              |              |              | 1,031         |
| IDEA Ingram Hills     | 174          | 120          | 120          | 120          |              |              |              | 120          | 120          |              |              |              |              |              | 774           |
| IDEA Marbach          | 174          | 120          | 120          |              |              |              |              | 120          |              |              |              |              |              |              | 534           |
| <b>San Antonio</b>    | <b>1,044</b> | <b>1,576</b> | <b>1,409</b> | <b>1,225</b> | <b>1,182</b> | <b>916</b>   | <b>841</b>   | <b>1,383</b> | <b>1,223</b> | <b>1,111</b> | <b>890</b>   | <b>519</b>   | <b>357</b>   | <b>140</b>   | <b>13,816</b> |
| IDEA Allan            |              | 120          | 120          | 114          | 120          | 119          | 116          | 117          | 125          | 126          | 111          | 110          | 96           | 91           | 1,485         |
| IDEA Rundberg         |              | 120          | 117          | 120          | 121          | 121          | 121          | 120          | 123          | 124          | 124          | 120          |              |              | 1,331         |
| IDEA Bluff Springs    |              | 120          | 111          | 125          | 108          | 120          | 120          | 120          | 110          | 126          | 120          |              |              |              | 1,180         |
| IDEA Kyle             |              | 120          | 120          | 120          | 120          |              |              | 120          | 120          |              |              |              |              |              | 720           |
| IDEA Pflugerville     |              | 120          | 120          | 120          | 120          |              |              | 120          | 120          |              |              |              |              |              | 720           |
| IDEA Wilcab           |              | 120          | 120          | 120          |              |              |              | 120          |              |              |              |              |              |              | 480           |
| IDEA Yaeger           |              | 120          | 120          | 120          |              |              |              | 120          |              |              |              |              |              |              | 480           |
| <b>Austin</b>         | <b>0</b>     | <b>840</b>   | <b>828</b>   | <b>839</b>   | <b>589</b>   | <b>360</b>   | <b>357</b>   | <b>837</b>   | <b>598</b>   | <b>376</b>   | <b>355</b>   | <b>230</b>   | <b>96</b>    | <b>91</b>    | <b>6,396</b>  |
| IDEA Rio Vista        | 174          | 120          | 120          | 120          |              |              |              | 120          | 120          |              |              |              |              |              | 774           |
| IDEA Edgemere         | 174          | 120          | 120          | 120          |              |              |              | 120          | 120          |              |              |              |              |              | 774           |
| IDEA JCC              | 174          | 120          | 120          |              |              |              |              | 120          |              |              |              |              |              |              | 534           |
| <b>El Paso</b>        | <b>522</b>   | <b>360</b>   | <b>360</b>   | <b>240</b>   | <b>0</b>     | <b>0</b>     | <b>0</b>     | <b>360</b>   | <b>240</b>   | <b>0</b>     | <b>0</b>     | <b>0</b>     | <b>0</b>     | <b>0</b>     | <b>2,082</b>  |
| IDEA Cortana          |              | 120          | 120          | 120          | 120          |              |              | 120          | 120          |              |              |              |              |              | 720           |
| IDEA Innovation       |              | 120          | 120          | 120          | 120          |              |              | 120          | 120          |              |              |              |              |              | 720           |
| IDEA New Orleans 1    |              | 120          | 120          | 120          |              |              |              | 120          |              |              |              |              |              |              | 480           |
| <b>Southern LA</b>    | <b>0</b>     | <b>360</b>   | <b>360</b>   | <b>360</b>   | <b>240</b>   | <b>0</b>     | <b>0</b>     | <b>360</b>   | <b>240</b>   | <b>0</b>     | <b>0</b>     | <b>0</b>     | <b>0</b>     | <b>0</b>     | <b>1,920</b>  |
| IDEA Tarrant 1        |              | 120          | 120          | 120          |              |              |              | 120          |              |              |              |              |              |              | 480           |
| IDEA Tarrant 2        |              | 120          | 120          | 120          |              |              |              | 120          |              |              |              |              |              |              | 480           |
| <b>Tarrant County</b> | <b>0</b>     | <b>240</b>   | <b>240</b>   | <b>240</b>   | <b>0</b>     | <b>0</b>     | <b>0</b>     | <b>240</b>   | <b>0</b>     | <b>0</b>     | <b>0</b>     | <b>0</b>     | <b>0</b>     | <b>0</b>     | <b>960</b>    |
| <b>District</b>       | <b>4,785</b> | <b>6,322</b> | <b>5,929</b> | <b>5,148</b> | <b>4,046</b> | <b>3,063</b> | <b>2,993</b> | <b>5,713</b> | <b>4,690</b> | <b>3,597</b> | <b>3,104</b> | <b>2,512</b> | <b>1,790</b> | <b>1,373</b> | <b>55,065</b> |

## References

Provide the name, address, telephone number and contact name for other schools that have knowledge of the type and quality of services/ goods provided by your company:

|                         |                                 |
|-------------------------|---------------------------------|
| _____<br>School Name    | _____<br>Contact Name and Title |
| _____<br>E-mail Address | _____<br>Phone                  |
| _____<br>School Name    | _____<br>Contact Name and Title |
| _____<br>E-mail Address | _____<br>Phone                  |
| _____<br>School Name    | _____<br>Contact Name and Title |
| _____<br>E-mail Address | _____<br>Phone                  |
| _____<br>School Name    | _____<br>Contact Name and Title |
| _____<br>E-mail Address | _____<br>Phone                  |

## Debarment or Suspension Certificate

IDEA Public Schools is prohibited from contracting with or making sub-awards under covered transactions to parties that are suspended or debarred or whose owners/members/principals and certain employees are suspended or debarred. Provider must certify that it and its owners/members/principals are not suspended or debarred under federal law and rule.

By submitting this certificate, Vendor certifies that no suspension or debarment is in place, which would otherwise preclude Vendor or its Owner/Members/Principals or employees from receiving a federally funded contract under applicable federal regulations and federal OMB Circulars.

\_\_\_\_\_  
Vendor Official Name

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

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

\_\_\_\_\_  
Official Date

## Criminal History Review of Vendor Employees

Texas Education Code § 22.0834 requires entities that contract with school districts or charter schools to provide services to obtain name-based criminal history and/or fingerprinting record information regarding “covered employees.”

Definitions:

“Covered Employees”: Any employee of a Vendor or Sub-Vendor who (1) has or will have continuing duties related to the contracted services and (2) has or will have direct contact with students. IDEA Public Schools retains the discretion to determine what constitutes direct contact with students.

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

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

Any Vendor interested in participating in IDEA Public Schools selection process must comply with the requirements of Texas Education Code § 22.0834 by working with the Texas Department of Public Safety to conduct fingerprint checks on employees prior to being awarded a contract. Vendors who fail to follow the fingerprint process will not be allowed to compete for IDEA Public School contracts.

## Criminal History Review of Vendor Employees

Please complete the information below:

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

None of the employees of Vendor and any Sub-Vendors are “Covered Employees” as defined above. If this box is checked, I further certify that Vendor has taken precautions or imposed conditions to ensure that the employees of Vendor and any Sub-Vendor will not become covered employees. Vendor will maintain these precautions or conditions throughout the time the contracted services are provided.

Or

Some or all of the employees of Vendor and any Sub-Vendor are “Covered Employees.” If this box is checked, I further certify that:

1. Vendor has obtained all required criminal history and/or fingerprinting record information regarding its covered employees through the Texas Department of Public Safety as required by law.
2. If Vendor receives information that a covered employee subsequently has a reported criminal history, Vendor will immediately remove the covered employee from contract duties and notify IDEA Public Schools in writing within three business days.
3. Upon request, Vendor will provide IDEA Public Schools with the name and any other requested information regarding covered employees so that IDEA Public Schools may obtain criminal history record information on the covered employees.
4. If IDEA Public Schools objects to the assignment of a covered employee on the basis of the covered employee’s criminal history record information, Vendor agrees to discontinue using that covered employee to provide services to IDEA Public Schools.
5. All covered employees hired after January 1, 2018 have completed the required background check process prior to performing any duties related to IDEA Public Schools or having any direct contact with students.

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

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

\_\_\_\_\_  
Official Date





**State of Texas**  
**Health & Human Services Commission**  
**Child Support Certification**

**I.**

Section 231.006, Texas Family Code, as amended by Section 82 of House Bill No. 433, 74th Regular Legislative Session (Acts 1995, 74th Leg., R.S., ch. 751), prohibits the payment of state funds under a grant, contract, or loan to

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

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

- all arrearages have been paid, or
- the person is in compliance with a written repayment agreement or court order as to any existing delinquency.

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

- the name and social security number of the individual or sole proprietor and each partner, shareholder, or owner with an ownership interest of at least 25% of the business entity submitting the bid or application, and
- the statement in Part III below.

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

**II.**

In accordance with Section 231.006, the names and social security numbers of the individual identified in the contract, bid, or application, or of each person with a minimum 25% ownership interest in the business entity identified therein are provided below.

**Name**

**Social Security #**

|       |       |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

**III.**

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

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

\_\_\_\_\_  
**Signature**

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

\_\_\_\_\_  
**Printed Name**

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

# CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

## FORM CIQ

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

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

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

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

### OFFICE USE ONLY

Date Received

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

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

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

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

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

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

Yes       No

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

Yes       No

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

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

**7**

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

\_\_\_\_\_  
Date

## **CONFLICT OF INTEREST QUESTIONNAIRE**

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

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

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

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

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

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

\*\*\*

(2) the vendor:

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

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

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

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

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

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

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

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

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.