

SANTA FE INDEPENDENT SCHOOL DISTRICT

P.O. BOX 370
SANTA FE, TEXAS 77510-0370

PHONE: (409) 925-9026

FAX: (409) 925-4002

www.sfid.org

REQUEST FOR PROPOSAL

RFP Number: RFP21-002
Project Name: Ad-Valorem Tax Software
Proposal Due Date & Time: April 26, 2021, at 2:00 PM, CST

Proposals must be addressed to the Purchasing Department at the address listed below and marked as follows:

RFP# 21-002 Ad-Valorem Tax Software
Due 2:00 PM, CST, on April 26, 2021

Santa Fe Independent School District
Purchasing Department
4133 Warpath Ave.
PO Box 370
Santa Fe, TX 77510

Amy Presley, Purchasing Specialist
Email: amy.presley@sfisd.org
Phone: 409/925-9026

Date

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Items below represent components which comprise this RFP package. Respondents are asked to review the package to be sure that all applicable parts are included. If any portion of the package is missing, please notify Amy Presley immediately.

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PART 1.0 – NOTICE OF INTENTION

The Purchasing Department of the Santa Fe Independent School District (“SFISD” or the “School District”) is conducting this procurement to establish a contract. The Initial Term of the prospective contract is from July 1, 2021 through June 30, 2022. The School District may elect, with mutual agreement of the awarded vendor, to extend any contract awarded pursuant to this procurement solicitation for up to two additional one-year terms (individually, a “Renewal Term”). The maximum duration of any contract resulting from this procurement is a total of four years, running from the date of execution of the contract by the authorized representative of the School District. No contract shall be executed until it has been reviewed and approved by the Board of Trustees of the School District (“Board”) in a duly called and posted meeting of the Board. This contract can be accessed on an “as needed” basis from a list of contracts that have been competitively bid and awarded with qualified, high performance vendors based on the selection criteria set forth herein. Vendors are requested to submit a response offering their total line of available products and services that are commonly purchased by school districts and other public, not-for-profit agencies and organizations.

Product(s) considered for award shall equal or exceed the technical, environmental and performance standards and specifications as defined within this RFP and further described in the scope and specification section.

The good(s) or service(s) to be purchased under the awarded contract, if any, may be of indefinite delivery and indefinite quantity (IDIQ).

PART 2.0 – Request for Proposals Requirements

Please read carefully this entire RFP document and specifications. Complete all forms and submit your bid with all appropriate attachments.

2.1 Request for Proposals (RFP) Documents

SFISD Purchasing Department documents are made available via the SFISD website to anyone who wishes to submit a response. However, it is the responsibility of the vendor submitting a response to make certain that the SFISD Purchasing Department has the appropriate company name, authorized representatives, and contact information on file for the purpose of receiving notices, changes, addenda or other critical information.

The SFISD Purchasing Department website is located at www.sfisd.org

2.2 Tentative Time Table

SFISD anticipates following the time table listed below for this solicitation:

Item	Activity	Date & Time
1	Solicitation starts to advertise (1 st run)	February 1, 2021
2	Solicitation advertised (2 nd run)	February 8, 2021
3	Pre-Bid/Proposal Meeting	N/A
4	Deadline for submission of responses <i>(See Part 4 – Instruction to Vendors – for detailed submission requirements)</i>	Monday, April 26, 2021 at 2:00 p.m.
5	Anticipated Board Meeting Approval	May 2021
6	Initial Contract Period	July 1, 2021 – June 30, 2022
7	Contract Period 1 (Option)	July 1, 2021 – June 30, 2022
8	Contract Period 2 (Option)	July 1, 2021 – June 30, 2025

The table above is only an estimate and may vary.

2.3 Procurement Method

SFISD is utilizing the Request for Proposals (RFP) method of procurement in accordance with Texas Education Code Section 44.031 Purchasing Contracts, Request for Proposals for services other than construction services.

For information regarding the RFP process, contact Amy Presley of the Purchasing Department at (409) 925-9026

2.4 Requirements for Return of RFP Responses

Respondents must submit RFPs by the established deadline (day and time). Please refer to the “Instructions to Vendors” section to ensure that you submit all required information.

2.5 Rights Reserved by SFISD and Restrictions on RFP

- a) SFISD reserves to the right to cancel this solicitation in whole or in part by issuance of a revised or amended Request for Proposals.
- b) SFISD further reserves the right to award one or more contracts, in part or in whole, to a single or to multiple prospective vendors. The decision to award multiple contracts, award only one contract, or to make no awards rests solely with SFISD may make multiple awards, and this fact should be taken into consideration by each vendor.
- c) SFISD assumes no financial responsibility for any costs incurred by prospective vendors in developing and

submitting a response or any amendments or addenda, participating in bid conferences, participating in any negotiation sessions or discussions, or any other costs incurred by vendors prior to award of a contract pursuant to this RFP.

- d) SFISD reserves the right to reject any and/or all responses, to award contracts for individual products or services as may appear advantageous, and to negotiate separately in any manner necessary to serve the best interests of the School District. SFISD further reserves the right to accept, reject, or negotiate modifications in any terms of a proposed vendor's response or any parts thereof. SFISD further reserves the right to waive any formalities or technicalities if deemed in the best interest of the School District. SFISD also reserves the right as sole judge of quality and equality.

2.6 Questions and Clarification

- a) Questions regarding the requirements specified in this solicitation may be sent to SFISD **no less than five business days** before the RFPs are due.
- b) SFISD will not answer verbal questions; any responses to a prospective vendor's questions will be posted on the SFISD website.

PART 3.0 – INSTRUCTIONS TO VENDORS

This portion of the RFP includes instructions on the format vendors must follow in preparing and submitting their responses. It further identifies how questions can be raised and will be addressed.

3.1 Compliance with Specifications

Vendors are required to respond to all requests identified in this RFP and indicate their acceptance or objection to the terms of the RFP and the terms of the Agreement. Any exceptions to the terms and conditions in the RFP or the Agreement must be clearly indicated in the appropriate section of the vendor's submitted response. Each vendor, by making its response, represents that the vendor has read and understands the RFP and the Agreement.

3.2 Required Response Format

Vendors shall submit responses using standard letter-sized paper (8-1/2 x 11 inches), clearly marked as indicated on the first page of this RFP and on the outside front cover and spine (if applicable) in addition to marking the sealed envelope or other container. Responses should be direct, concise, complete, and unambiguous. Vendors failing to organize responses in the manner requested may be considered non-responsive and may not be evaluated. The Vendor is responsible for ensuring that SFISD has the appropriate company name, authorized representatives, and contact information on file for the purpose of receiving notices, changes, addenda or other critical information.

Please ensure that you respond to all documents and attachments in this Request for Proposals.

3.3 General Corporate and Contact Information

Vendor agrees to provide SFISD with the following financial information if requested by SFISD at any point during the procurement process, including before or after contract award: If public, the vendor's income statement, balance sheet, and cash flow for the past three (3) years; if private, the vendor's audited financial statements for the past two years (if available). A vendor's failure to provide this financial information may impact the SFISD Administration's recommendation to the SFISD Board of Trustees for the award of the contract.

3.4 Response Submission Location

Responses shall be received no later than the submittal day and time deadline at the SFISD Purchasing Department at SFISD, 4133 Warpath Ave., Santa Fe, TX 77510. Responses submitted by U.S. mail or other public or private carrier must arrive by the submittal day and time deadline. Responses will be time-stamped on the outside cover of the envelope or container and said time-stamp shall be dispositive of compliance to the deadline for the receipt of responses. Provisions or exceptions may be made for late delivery due to actions or consequences of the Vendor or third-party carriers, but SFISD reserves the right to decline to make such provisions or exceptions. Any responses received after the submittal deadline date and time may be disqualified.

3.5 Submission of Responses

SFISD will only accept sealed responses. Faxed or electronically transmitted responses will not be accepted. Sealed responses may be submitted on any, some, or all items, unless stated otherwise. Deviations from any terms, conditions and/or specifications shall be conspicuously noted in writing by the Vendor and shall be included with the response. Withdrawal of responses will not be allowed for a period of 180 days following the opening. Withdrawal of responses prior to the submission deadline is permitted. Copyrighted responses are unacceptable and may be disqualified.

3.6 Required – Shipping Box

Vendor must submit the following items in their response. All pages in Sections 8.0 and 9.0 must be completed, signed, and returned.

One (1) - Signed (bound) copy that is stamped as "Original"

One (1) - Signed (bound) copy

One (1) - Electronic copies of response on compact disc (CD) or USB flash drive

The container must be clearly identified as listed below, sealed, and delivered by the submittal deadline date and time to:

**SANTA FE INDEPENDENT SCHOOL DISTRICT
PURCHASING DEPARTMENT
4133 Warpath Ave.
PO Box 370
Santa Fe, TEXAS 77510**

The address label shall show the following:

- | | |
|-----------------------------|-----------------------------------|
| (1) RFP Number | (5) Vendor's Name |
| (2) RFP Title | (6) Vendor's Address |
| (3) Submittal Deadline Date | (7) Vendor's City, State, and Zip |
| (4) Submittal Deadline Time | |

Responses will be opened in public at SFISD, 4133 Warpath Ave., Santa Fe, Texas 77510, immediately following the deadline. Responses will be read aloud, listing only the responding Vendors.

3.7 Addendum

Any interpretations, corrections, additions, or changes to this RFP will be communicated to vendors by the issuance of an addendum. It is the responsibility of the vendor, prior to submitting their response, to determine whether an addendum was issued. All vendors shall comply with the requirements specified in any addendum issued by SFISD.

PART 4.0 – SOLICITATION TERMS AND CONDITIONS

4.1 Disqualification

A vendor may be disqualified before or after the responses are opened, upon evidence of collusion with the intent to defraud, or evidence of intent to perform other illegal activities for the purpose of obtaining an unfair competitive advantage.

4.2 SFISD reserves the right to accept all or any part of any proposal, waive minor formalities, and to be the sole judge of quality and suitability.

4.3 Environmental Initiatives

SFISD is committed to reducing waste and promoting energy conservation. Toward that end, vendors responding to this solicitation are encouraged to provide their company's environmental policy and green initiative.

4.4 Interpretation

This solicitation represents the basis for any award and supersedes all prior offers, negotiations, exceptions and understandings (whether orally or in writing). Submitted responses should be self-explanatory and should not require any clarification or additional information.

4.5 No Return of Responses; Withdrawal of Responses

Once submitted, SFISD will not return responses to vendors. A response that has been submitted to SFISD may be withdrawn prior to the deadline for submission of responses.

4.6 Non-Collusion Statement

Vendors are required to certify a Non-Collusive Statement. Vendors are required to state the party submitting a response, that such response is genuine and not collusive or sham; that vendor has not colluded, conspired, connived or agreed, directly or indirectly, with an entity or person, to put in a sham response or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person, to fix the response price or of any other vendor, or to fix any overhead, profit or cost element of said response price, or of that of any other vendor, or to secure any advantage against SFISD or any person interested in the proposed contract, and that all statements in said response are true.

4.7 Open Records Policy

SFISD is a governmental body subject to the Texas Public Information Act. Responses submitted to SFISD as a result of this solicitation may be subject to release as public information after contracts are executed or the procurement is terminated. If a vendor believes that its response, or parts of its response, may be exempted from disclosure under Texas law, the vendor must specify page-by-page and line-by-line the parts of the response which it believes are exempt. In addition, the vendor must specify which exception(s) to the Texas Public Information Act are applicable and provide detailed reasons to substantiate the exception(s). Vague or general claims to confidentiality will not be accepted. SFISD assumes no obligation or responsibility relating to the disclosure or nondisclosure of information submitted by vendors.

4.8 Preferences

SFISD may apply applicable preferences for Texas resident vendors in the event of a tie bid. Preferences must be explicitly claimed by vendor and may not be applicable in procurements and/or contracts involving federal funds unless the procurement and/or contract involves unprocessed locally grown or locally raised agricultural products for use by SFISD in a Child Nutrition Program. *See* Texas Government Code §§ 2252.001 - .004; 2 C.F.R. § 200.319.

4.9 Responsible Vendor

A responsible vendor is a vendor who has adequate financial resources (or the ability to obtain such resources), can comply with the delivery requirements, and is a qualified and established firm regularly engaged in the type of business that provides the items listed herein.

4.10 Responsive Submittals

Submissions shall be deemed responsive if they comply with all material and administrative aspects of this solicitation.

4.11 Similar Products

Whenever an article or material is defined by SFISD in this solicitation by describing a proprietary product or by using the name of a manufacturer or brand name, the term “or equal” if not inserted shall be implied (as applicable). The specified article or material shall be understood as indicating type, function, minimum standard of design, efficiency and quality desired and shall not be construed as to exclude other manufactured products or comparable quality, design and efficiency (as applicable).

4.12 SFISD is tax-exempt

SFISD is tax-exempt. Response prices should not include taxes.

4.13 Sole Source

In order to become a Sole Source Vendor, a vendor must meet the requirements of Texas Education Code § 44.31 (j) Sole Source, as described below.

Selected purchases may be exempt from competitive procurement if they meet the established criteria for a sole source purchase:

- Identification and confirmation that competition in providing the item or product to be purchased is precluded by the existence of a patent, copyright, secret process or monopoly
- Identification and confirmation that the product is a film, manuscript, book, utility service (including electricity, gas, or water), or a captive replacement part or component for equipment
- Sole source does not apply to mainframe data-processing equipment and peripheral attachments with a single item purchase price in excess of \$15,000.

It is incumbent upon the School District to obtain and retain documents from the vendor which clearly delineate the reasons that qualify the purchase to be made on a sole source basis. In order to do business with SFISD as a Sole Source Vendor, SFISD must receive a notarized Sole Source Affidavit along with proof of your company qualifying as a sole source.

Please mail this information to:
Santa Fe Independent School District
Attn: Purchasing Office
4133 Warpath Ave.
Santa Fe, Texas 77510

SFISD reserves the right to decide if your company is a qualified Sole Source Vendor.

4.14 Conflict of Interest (CIQ Form – must be filled out and attached to response)

SFISD is required to comply with Texas Local Government Code Chapter 176, Disclosure of Certain Relationships with Local Government Officers. House Bill 23 significantly changed Chapter 176 as well as the required disclosures and the corresponding forms. As of September 1, 2015, any vendor who does business with SFISD or who seeks to do business with SFISD must fill out the new Conflict of Interest Questionnaire (CIQ) whether or not a conflict of interest exists. A conflict of interest exists in the situations:

- (a) If the vendor has an employment or other business relationship with a local government officer of SFISD or a family member of the officer that results in the officer or family member receiving taxable income, other than investing 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 government entity and vendor had been executed; or
 - (ii) the local government entity is considering entering into a contract with the vendor;
- (b) If the vendor has given a local government officer of SFISD, or a family member of the officer one or more gifts that have an aggregate value of \$100 in the 12-month period preceding the

date the officer becomes aware that:

- (i) A contract between the local government entity and vendor had been executed; or
- (ii) The local government entity is considering entering into a contract with the vendor.

4.15 Certificate of Interested Parties

House Bill 1295 Certificate of Interested Parties as of January 1, 2016. Any and all resultant contracts of this RFP will require the contractor to complete the Texas Ethics Commission requirements under the State of Texas House Bill # 1295 Certificate of Interested Parties. This requirement is not arbitrary and is MANDATORY for SFISD to contract with a provider. Therefore, SFISD requires that all proposals include a completed form. Additional information on Form 1295 is detailed on the form included herein.

4.16 EDGAR Conflict of Interest Requirements

In accordance with federal EDGAR requirements, 2 CFR § 318(c)(1), no employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

The officers, employees, and agents of SFISD may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, through SFISD's written procedures, SFISD has set a de minimis amount of less than \$50 per year for items that are unsolicited and of minimal value and promotional items.

Violations of this standard by an employee will be reported to the Superintendent's Office and addressed through SFISD's personnel policies. Violations of this standard by an officer or the Superintendent shall be addressed to the Board President and addressed through SFISD Board policies.

PART 5.0 – SCOPE & SPECIFICATIONS

5.1 Request for Proposals Defined

The intention of this Request for Proposals (RFP) is to solicit responses for Ad-Valorem Tax Collection System Services

SFISD is utilizing the Request for Proposals (RFP) method for the procurement of this service in accordance with Texas Education Code Section 44.031 Purchasing of Contracts, Item (3) Request for Proposals. _

For information regarding the RFP process, contact Amy Presley of the Purchasing Department at (409) 925-9026.

Interested vendors should respond to this RFP and submit responses to SFISD.

5.2 Scope of Services

SFISD is looking to obtain responses from vendors that can provide Ad-Valorem Tax Collection System Services

5.3 Specifications

It is the intention of SFISD to establish one or more contract(s) with highly qualified Vendor(s) for Ad-Valorem Tax Collection System Services. Vendor(s) shall, at the request of SFISD, provide these products and/or covered services under the terms of this RFP and the Contract set forth in Section 7.0 Contract Terms and Conditions.

5.4 General Requirements

SFISD is looking to obtain an Ad-Valorem Tax Collection System Service that performs all assessment and collection functions in strict compliance with the Texas Constitution and all applicable laws, especially those requirements set forth in the Texas Property Tax Code, to be used in the tax assessing, collecting, and reporting applications.

A turnkey installation and includes all necessary hardware and software to maintain, or exceed, the existing level of users and service such as bar code scanners and credit card readers.

The system must be capable to handle approximately 19,000 parcels.

SFISD will provide all records from prior conversions and current database to awarded vendor.

5.5 Tax Office Environment

The SFISD tax office collects for the District and Galveston County WCID #8 to assess, print, collect, and disbursement of tax revenues. The tax system contains approximately 19,000 accounts with a 25 year history. There are approximately six local in-house users. A website is maintained for tax record and receipt information plus payment for credit cards, debit, and ACH transactions. The electronic payments are handled by an in GDS but posted in house. SFISD currently uses Governmental Data Service.

5.6 Technical Requirements

- a) SFISD is looking to obtain six (6) user licenses for tax office staff with the ability to purchase additional licenses as needed.
- b) The system must be based on current standard technology and the proposed solution must be fully compatible with other current technologies. It must be of such design to enable the vendor to make suitable future modifications and upgrades as required by SFISD and changes in the Texas Property Tax Code. All modifications, additions, or upgrades of the system will require the vendor to transfer all past and current data into the new system or current system without additional cost to SFISD.

- c) SFISD is looking for both hosted and non-hosted solutions with daily maintenance, modifications and upgrades. This system must have a daily retention of records in order to roll back the system to a prior day and perform routine maintenance as requested in order to keep the system in full operation. At any time an authorized SFISD staff can request for records to be extracted in an electronic format for preservation of records or for audit purpose.
- d) Equipment, servers, computers, and printers that were purchased and located within the District are District property. District employees will maintain and operate including security updates and recommended patches in order for these devices to be compatible with the Ad-Valorem Tax Collection Software System. The software company servers, equipment, and computers are properties of that company which must be compatible to SFISD servers, equipment, computers, and printers including security updates and recommended patches and must be maintained by them.
- e) Technical support must be available to any tax office user, technology staff, or internet support team and response time should not be more than 15 minutes during the tax office business hours. The connectivity and uptime available service must be maintained and constant service during business hours with regular windows schedule maintenance with notification during off time.
- f) The connection must be provided by the vendor and must integrate with existing infrastructure with minimal effort and no additional cost for this service.
- g) All files, records, and data that are maintained by the tax software company are owned by SFISD. If there is a separation between SFISD and the vendor, all files, records, and data must be electronically submitted to SFISD.

5.7 System Security

- a) The connection of the vendor servers and SFISD servers must be compatible and the data must be handled in a secure manner that would prevent any outside person that has no bearing to these records from obtaining any of the information or making changes. In an event that any of the these record or information is obtained by an unauthorized person, the vendor will notify the Tax Assessor Collector, Assistant Superintendent of Finance, Director of Finance, Technology Director, and SFISD Police.
- b) The proposed system must provide for logging and viewing of all data changes with the system. The system must be capable of view and logging for audit purposes
- c) All users of the software must have their own user identification plus a password.
- d) Any documents that are printed will have their own assigned codes printed on the document. Mass printing of tax rolls and certified statements will have a special code.
- e) The system must be designed so that the end-user does not have direct access to the master data base.
- f) The vendor software and files must be in compliance with all Federal and state laws and regulations.
- g) A disaster or emergency backup requirement must be kept off site of the existing location and proof of this backup must be supplied to SFISD Technology Department monthly.

5.8 Primary Functions

The vendor must be a Texas Property tax software company that is proficient with Texas School District tax offices and the Galveston County Appraisal District (GCAD). The awarded vendor must supply a tax system that performs all assessment and collection functions in strict compliance with the Texas Constitution and all applicable state laws, especially those requirements and upcoming changes set forth in the Texas Property Tax code. All processes and forms produced must also meet the standards established by the State of Texas Comptroller's office. Reports must provide sufficient audit controls for all processes and conform to standards established by the Tax Assessor Collector. Rounding in the system must be

consistent, limited in scope, and conform to levels established by SFISD policies plus the District's administration and tax office rules.

There must be search capabilities to retrieve account information by entering known data such as owner, situs location, GCAD account number, category, account number, tax suit number, and partial account number. SFISD must be able to search payments by date, amount, identify and fiduciary information from codes. The user must be able to retrieve data from the system for inquiries and report on demand. System must include inquiry access to accounts via the Internet, with the ability to make electronic payment via Internet with daily updates of payment. System must be able to process mortgage company file request and payments automatically. System should be able to export data to Microsoft Office for data manipulation. System should have ability to scan and attach documents to an account.

5.9 Performance

- a) Convert payment history from the current system to the new system:
 - i. Current year tax amount, account numbers (ISD and GCAD), value, exemption, payment, name, address, and legal description, tax agents, and records of values and levy changes
 - ii. Current Year adjustment due to supplemental or correction from GCAD.
 - iii. Current year tax rate
 - iv. Current year freeze or disability amount
 - v. Prior year payment information, value information, exemption, freeze amount, and tax rates
 - vi. All comments and notes
 - vii. Flags associated with bankruptcy, lawsuits, installment payment, confidential records, deferrals, and sections 25.25, 22.28, 42.08, and 26.09 of the Texas Property Tax Code.
- b) System must be capable of loading certified files from GCAD and the system must be able to make changes due to legislative changes to the Property Tax Code that affect the performs of collections and any related matters to the SFISD tax office records. This system must be able to apply the adopted tax rate to appraisal roll in order to generate a tax roll and statements that will be printed on the current or purchased tax office printers.
- c) System must be able to post payment to an account by either manual or electronic means this includes electronic files from the vendor who is responsible for the credit, debt, or ACH Payments. This system must be able to post from an electronic file from a remit posting system. The method for posting must be for either current or delinquent tax years that is separated and coded by year and capable of reflecting the payment by base amount, penalty and interest, attorney's fee, rendition penalty fee, substantial error penalty, omitted interest, over sixty-five or disability installment payments, overpayments, excessive payments, tax certificates, overage, shortages, escrow, tax certificates, funds held, uncertified amounts, and others. After completion of posting must provide a payment edit report and daily reflecting each account and the payment disbursement with a cumulative total of each category.
- d) Unpay Account - The system must be able to unpay an account by year and the tax amount plus run a month and year to date report on accounts that have been unpaid by account numbers, base tax, penalty and interest, attorney fee and special fees (rendition penalty, omitted interest, and 25.25 penalty of the Texas Property Tax Code). This process must be under an assigned user.
- e) Quarter Payment Letters - This letter is to be mailed to a taxpayer who is over 65 and surviving spouse, or disabled, that want to make installment payments. The first letters are generated at the

- time of certification on an account for the current year than a new letter is generated after time a payment is made. If the payment is not made timely, a letter will reflect the penalty and interest according to the Property Tax Code (31.031)
- f) Bar Code and OCR - The system must have the capability to code documentation with bar code and OCR.
 - g) Tax Roll - Generate a tax roll from the appraisal roll and adopted tax rate. A cumulative total of value, exemptions, and levy. These must balance to GCAD certified recaps. There will also be supplemental rolls and correction rolls that are added to the certified tax roll and must balance to GCAD year to date recap totals.
 - h) Post Tax Roll - This is a fiscal year ending report reflecting each account with name and addresses showing all activity to the accounts during the current fiscal year. It will have an ending total page that will recap the activity amounts by year plus the different fields of payment this will balance back to the districts totals.
 - i) Test Session - This has the capability of a user being able to go off the live session to make changes and to experience the effect of a forth coming change.
 - j) Freeze Amounts - The system must obtained freeze amount information due to legislative changes for amount prior to 1997, 1997 to 2007, and 2007 to current. If an account has tax portability percentage, that message must be put on the system. The system must be able to calculate all accounts with an over 65 or disable according the Texas Property Tax Code.
 - k) Tax Statements - The system must be able to produce current and delinquent tax statements in accordance with the Property Tax Code and layout must be approved by the Tax Assessor Collector. The statement information will print on pressure seal paper in both legal for current and letter for delinquent. These statements will have the OCR lines and bar codes. The OCR lines will contain the account number, tax year, and amount. The barcode line will be for the account number only.
 - l) Statement by Email - The system will need to have the capability of emailing a tax statement to an owner who requests the statement by email. A computer generated list will need to be available for entries for owner who wants an email statement.
 - m) Help and Informational Messages - The system should provide help and informational message on all data fields. The messages must be displayed upon user demand. If issue still remains an electronic help desk will be available or by phone.
 - n) Return Check Letters - These are letters that will generated after the staff members goes into the tax software to note that we received a check but is being returned for various reasons. (Reasons: insufficient amount, check written our incorrectly, failure to add penalty and interest, etc). A copy of this letter plus a scan copy of the check will need to display on the tax software.

5.10 Report Information

- a) District Totals - This is a report listing the current year cumulative values and levy along with a breakdown by years of beginning tax amount due, adjustments in the current fiscal year, taxes paid, penalty and interest paid, attorney fees, rendition paid, substantial error penalty paid, refunds, uncollectable, and total amount of levy due after payment and adjustments. There will need to be a percentage of collection.
- b) Adjustment Report - Monthly reports listing each taxing year, account number, value and levy change with a notification of the adjustment change for either the current fiscal year or prior year change
- c) Refund Report - Monthly and year-to-date reports on accounts with a refund due to HCAD adjustments or court settlements. The list must contain the account numbers, change in value and

- levy plus the amount of refund listing it on the current or prior fiscal year, date of the change, prior or current fiscal year change.
- d) Check List Report - This is a monthly report that will contain information about refund checks including overpayment, excessive overpayments, court settlement, and appraisal district value change on paid accounts. This report must include check number, account number, payee, and type of refund. There will be an option to run this report by type of refund, account number, name, or check number.
 - e) Report of Property Owners - A list of property owners by values that is capable of grouping values with the same owner's name in order to generate a top taxpayers report.
 - f) Report of Unpaid Accounts - A list of accounts that were unpaid by a date range. This report needs to have the account number, amount unpaid that reflects the base amount, penalty and interest, attorney fees, and others, original date of payment, and date the account was unpaid along with deposit identification.
 - g) Monthly Report and Reporting of Tax Information - The computer software will generate a double-entry bookkeeping general ledger that will capture data from the posting. At month end this ledger will disburse cumulative totals into a monthly report.
 - h) Deferral Report - This is a detailed report on accounts that have taxpayers who have been approved for a deferral payment. This report will need to list the account number, each year in the deferral plus the levy amount. This report will have the beginning date.
 - i) Freeze Report - The report is for state reporting and also loss of revenue due to the levy amount frozen. There will be two reports options one for current year and the other part for audit which shows the amount of changes from the original property value study date to current date. On this report need to have each account number, year amount, mandated exemptions, optional exemptions, market value, taxable value, original levy, actual levy, levy loss, and value loss.
 - j) Property Value Study and Audits Report - Provide information for the long form of the property value study and for audits
 - k) Category Report - This report will be designed to run values and levies by state category
 - l) Freeze Accounts Report - This report will list all property owners that are over 65 and disability accounts will contain the owner's name and address. Mailing labels will need to be provided.
 - m) Amount Report - This report will have options to obtain account information by amounts that will produce a list of accounts that pertain to this amount. The options will be exact base levy, exact amount currently due, and amounts greater than or less than
 - n) Rendition Penalty Report - This is a report of amounts that are paid with rendition penalty for a certain date range that list the account numbers and the amount of the rendition penalty.
 - o) Substantial Error Penalty Report - This is a report of accounts that have substantial error penalty. It will reflect tax year, account number, amount of the substantial error penalty. This report will need to show what accounts have been paid with substantial error penalty and accounts that still owe the penalty.
 - p) Mortgage Code Report - This is a list of the mortgage code that is associated with a company that is associated with a company that will be paying the property taxes. This report will have two options of running by numeric or alpha
 - q) Mortgage Company or Tax Service File Report - This will be a list of accounts, amounts, and mortgage code on payments from these companies. A report for these companies to obtain tax record information for payment purposes that is normally created into an electronic file.
 - r) Rolls - Generate tax rolls, supplemental rolls, correction rolls, name and address rolls, delinquent rolls, hold rolls, uncollectable roll, and posted tax roll.

- s) Bankruptcy Report - A report with all accounts that are flagged bankruptcy. This report will list all these accounts that will list owner, address, ISD account numbers, GCAD numbers, year(s) bankruptcy and amounts for each year.
- t) Audit Trail Report-A report with account changes, that includes user name, date and time.

5.11 Printing

- a) The system will need to have the capability to print any document on the current tax office printers.
- b) The system will be able to print any of the reports to any of the printers.
- c) The capability to automatically print checks. The system must be able void/cancel, reprint or re-use check numbers once they are printed and approved by supervisor.
- d) Print a hard copy of the certified tax roll, supplemental roll, correction rolls, and posted roll with account numbers, year, value, levy, and name and address
- e) Print current and delinquent tax statements both single and mass statements. Certified rolls, supplemental rolls, and correction rolls will have mass tax statements printing. These statements must have a bar code and OCR for scanning purposes. These statements must be generated to use pressure seal paper stock.
- f) Print letters for over 65 and disable installment payment, escrow letters, rendition letters, refund to excessive overpayment, return check letters, and substantial error penalty.
- g) Confirmation of Payment- the confirmation of payment reflects the amount received for payment of property taxes at the counter for both cash and checks. The form will list each year separate on one form. It will contain the owner's name, mailing address, legal description, situs location, levy, date of payment, amount of payment, tax year, and note line. If there are multiple years or accounts, the system will provide a cumulative total prior to printing. A user will be able to void or cancel prior to printing.
- h) Tax roll- printing of all rolls
- i) District totals
- j) Application for tax refund - This is an application that goes to the taxpayer in which a refund is due because of excessive overpayment. Two copies of the form need to print.

5.12 Website

- a) Tax record information. This portion is handled by the tax office software vendor which contains current and prior year information, owner's name, mailing address, legal description, and state mandate regards. A person will be able to obtain tax information by Santa Fe ISD account numbers, GCAD account numbers, owner name, and situs address. The unpaid tax amount will need to be transfer and linked to the next vendor for online payments.
- b) A link to any vendor site which provides the payment of property taxes by credit, debit, and ACH.
- c) The system will need to accept a payment file from Certified Payments and Frost Bank for posting payments. After receiving this file, a payment edit list report will need to be provided to the tax office.
- d) The tax online records must be in English and Spanish
- e) The tax online records must have the capability of allowing up to 50,000 users at one time.

5.13 Payment/Posting

There are multiple processes and options for payments. The system must have the capability to post both manual and electronic payments. The system will need the capability to import a payment file that is exported from Remit posting system and manual entries to post payments. The method for posting must be for either current or delinquent tax years that is separated by year and capable of reflecting the payment

by base amount, penalty and interest, attorney's fee, rendition penalty fees, substantial error penalty, omitted interest, over 65 or disabled, installment payment, overpayments, excessive payments, tax certificates, overage, shortages, escrow, funds held, uncertified amounts, and others.

- a) Codes - Each function is divided into a code for the general ledger and also to note the system on how the payment was diversified. Also, all taxpayers have a code in order to know who exactly paid the taxes.
- b) Payment edit list will need to print after each closure for record of what account was paid, tax year, payee code, and amount that is separated by payment groups and with a cumulative total of each group on the last page
- c) The system will need to provide prior year tax receipts and a taxpayer should be able to obtain a receipt from the website.
- d) Daily Collection or End of the Day Report - This is having a listing of all the payments for the day that is listed accordingly to the payment groups.
- e) The payment information will then be submitted into a general ledger.

5.14 Accounting

- a) The account portion should be designed specifically to capture data directly from the daily collection portion. It must be a double-entry application. It must balance to district totals to be able to close the month by command. The system will capture manual and electronic deposits. The month closing totals will then transfer into the monthly report. Each monthly cumulative journal entry must be disbursed into a report that reflects the percentages of the adopted tax rate maintenance and operation and interest and sinking (bond debt).
- b) The refund checks entries will need to convert into Positive Payment file that will be exported to the bank. This file will contain the date, bank account number, and amount of check.
- c) The journal entries will need to reflect a year to date file that will transfer to the report.

5.15 Other Activity

- a) Queries - The tax office staff needs to be able to run queries for tax amounts, deferral accounts, current roll file by category, and top taxpayers. The system must be able to query mobile home accounts that are outstanding for the current year in order to submit the liens to the state.
- b) Notes and Comments - There must be areas to allow for entering notes and comments. All notes and comments that are in the current existing system must be converted
- c) Flags - The system must have the capability to have notable flags on the inquiry account that has an over-65, portability, deferred, delinquent attorney lawsuit, GCAD lawsuit, substantial error, designation of refund confidential account, bankruptcy, return check, hold by year or account, or omitted property.
- d) Account numbers - All documentation, inquiries, and reports will need both the local Pasadena account number along with Galveston County Appraisal District number
- e) Transfer of Tax Liens (form Figure 7 TAX 89.702) - This form is signed by the Tax Assessor Collector to transfer a tax lien from the district to another outside vendor. This would require the system to transfer name, legal description, tax year(s) in the denoted lines.
- f) Application for tax refund - This is a letter to be mailed to the taxpayer who has overpaid the tax amount. It will need to generate from overpayment or corrections.
- g) Adjustment Sheets - Each account that has an adjustment due to a value change from GCAD will generate a sheet display the old value, new value, old levy, new levy, change reflects either increase or decrease, and show the refund amount if applicable .

- h) Deposit Disbursement Sheet - This information reflects the total amount of funds for this deposit that is divided into each section showing how the funds were disbursed. These amounts will need to be the same that is entered into the tax office accounting books.
- i) Tax statement emailed to taxpayer - This feature provides for taxpayer to receive a tax bill by email instead of by regular mail. There will need to be confirmation that this emailed arrived at the taxpayer email address.
- j) Delinquent attorney - Provide a tax roll file for the delinquent tax attorney
- k) Request for tax roll from outside party - Vendor will provide electronic tax roll files to mortgage companies or to a company request a roll under the open record request. The fee for these rolls will be charged directly to the company or person request these rolls and funds will go directly to the vendor.

5.16 Testing

- a) Santa Fe ISD tax office will conduct a series of rigorous test on the selected solution after data conversion
- b) Structured tests will be conducted following functional scripts to verify that all required functionality is present in the solution and is working correctly and that the data conversion has occurred successfully.
- c) Parallel testing will be conducted using the current systems to verify that all functions are properly in the Santa Fe environment and working successfully.

5.17 Training

The vendor must have provision for training for each employee. Tax Assessor/Collector will separate training according to employee assigned duties.

5.18 Warranty, Maintenance, And Service

- a) Warranty - Warranty of the system shall be for at least one (1) year from the date of July 1, 2021 and continue during the additional four (4) years. After the five years, a new contract will be generated. If the contract is not in place at that time, with mutual consent, a month to month agreement will be in place. The system must be functional plus the product must be compatible to Santa Fe's devices. Timely upgrades must be performed during the contract period.
- b) Maintenance - Maintenance of the system must include Legislative changes, software, "bug" fixes, and latest software upgrades. Maintenance window must be scheduled and cannot affect productivity. The host devices will need to have the necessary maintenance in order to provide the service.
- c) Software service - The system may be hosted or non-hosted. SFISD will provide and keep a 24 hours per day, seven days per week operating system. A help desk either electronically or by phone must be available during business hours. Technical support must be available to any Santa Fe tax office user or technology or internet support team and response time should not be more than 15 minutes during the tax office business hours. The system including the internet providing online information must be operable twenty-four (24) hours per day, seven (7) days per week.
- d) The software must be in compliance of the Texas Property Tax Code, Education Codes laws and regulations, and all service level agreements. All transactions and records must be kept in a safe environment. Special program enhancements defined by the tax office or GCAD file processing and interface with mortgage companies, tax service companies, and tax agents.

PART 6.0 – EVALUATION AND AWARD OF RESPONSES

In accordance with applicable laws, rules, and regulations for public purchasing, award(s) will be made to the responsible vendor(s) whose response(s) is/are determined, after evaluation by the SFISD Procurement Department, to be the best value to SFISD. To qualify for evaluation, a response must have been submitted on time and must materially satisfy all mandatory requirements identified in this document.

6.1 Evaluation Criteria

A committee selected by SFISD will review and evaluate all responses and make a recommendation to the SFISD Board of Trustees. SFISD will base a recommendation for contract award on the following factors, in accordance with Texas Education Code § 44.031:

Evaluation Factors	Weighted Value
1. Price	Points 15
2. Reputation of Vendor and of Vendor’s goods and/or services	Points 15
3. Quality of Vendor’s goods and/or services	Points 20
4. Extent to which the goods and/or services meet SFISD’s needs	Points 15
5. Impact on the ability of SFISD to comply with laws and rules relating to HUBs	Points 5
6. Total long-term cost to SFISD to acquire Vendor’s goods and/or services	Points 5
7. For a contract for goods and services, other than goods and services related to telecommunications and information services, building construction and maintenance, or instructional materials, whether the Vendor or the Vendor’s ultimate parent company or majority owner: (A) has its principal place of business in this state; or (B) employs at least 500 persons in this state	Points 5
8. Ability to comply with laws and rules of the Texas Property Tax Code	Points 20
	Total Points 100

6.2 Awards

Awards will be made to the successful vendor(s) for the total line of products and services submitted. Awards will be based on the criteria set forth within this document. SFISD reserves the right to award contracts to multiple vendors if these vendors offer items that are unique and have value to SFISD shall comply with the Texas Public Information Act in the event SFISD receives an open records request for information relating to responses submitted in response to this RFP.

6.3 Competitive Range

It may be necessary for SFISD to establish a competitive range of acceptable responses as part of the evaluation process. Responses not in the competitive range are unacceptable and do not receive further award consideration.

¹ As a general rule, SFISD may not apply geographic preferences for procurements involving federal funds. See 2 C.F.R. § 200.319. However, SFISD may apply an optional geographic preference in the procurement of unprocessed locally grown or locally raised agricultural products for use in a Child Nutrition Program. See 2 C.F.R. §§ 210 (National School Lunch Program), 215 (Special Milk Program for Children), 220 (School Breakfast Program), 225 (Summer Food Service Program), 226 (Child and Adult Care Food Program).

6.4 Estimated Quantities

SFISD makes no guarantee or commitment of any kind concerning quantities that will actually be purchased. SFISD makes no guarantee or commitment of any kind regarding usage of any contracts resulting from this solicitation.

6.5 Inspection & Acceptance

Awarded vendor(s) shall deliver the goods or services procured on this contract to the SFISD Department issuing a Purchase Order. If delivery is not or cannot be made within proper time period, the awarded vendor must receive authorization from the issuing SFISD Department for the delayed delivery. If defective or incorrect goods are delivered, SFISD may make the determination, in its sole discretion, to return the goods to the vendor at no cost to SFISD. The vendor agrees to pay all shipping and handling costs for any such return shipment. The vendor also shall be responsible for arranging the return of the defective or incorrect goods.

6.6 Minority & Women's Business Enterprise (MWBE), Historically Underutilized Business (HUB), and Small Business Enterprise (SBE) participation

SFISD encourages the use of HUB, MWBE, and SBE both as prime and subcontractors. However, these entities must meet the same minimum standards and requirements as the prime contractor. It will be the responsibility of the prime contractor to pre-qualify any subcontractors offered as HUB, MWBE and SBE participants. Vendors shall indicate on their submitted responses whether or not they are a HUB, MWBE, or SBE vendor and with whom they are certified, e.g., State, City, Federal.

6.7 Formation of Contract (Execution of Offer)

A response to this solicitation is an offer to contract with SFISD based upon the terms, conditions, scope of work, and specifications contained in this procurement solicitation. A solicitation/response does not become a contract unless and until it is accepted by SFISD after approval by the SFISD Board of Trustees. A contract is formed when either SFISD's Superintendent, Assistant Superintendent for Business Services or Director of Finance signs the Execution of Offer form. The vendor must submit a signed Execution of Offer Form, thus eliminating the need for the formal signing of a separate contract.

6.8 Non-Exclusive Contract

Any contract resulting from this solicitation is non-exclusive and shall be awarded with the understanding and agreement that it is for the sole convenience of SFISD is free to have multiple contracts for the awarded goods and services and may initiate other procurement solicitations or purchasing activity with other vendors at any time, in SFISD's sole discretion.

6.9 Pricing

SFISD requires that the pricing submitted in responses be offered as a quantity one price. SFISD may request the awarded vendor(s) to provide discounts or other adjustments to the quantity one price for larger orders, on a per-purchase order basis. If discounts or quantity prices are offered by an awarded vendor, the vendor must also offer the same reductions in pricing to be available for orders of similar size.

PART 7.0 – GENERAL TERMS AND CONDITIONS

The words “bids,” “Request for Proposals,” “quotes,” “RFPs,” “solicitation,” “procurement,” and their derivatives may be used interchangeably in these terms and conditions. These terms and conditions apply to all bids, Request for Proposals, quotes, and other procurement solicitations to which they are attached. The term “Vendor” means each awarded vendor chosen by SFISD.

These General Terms and Conditions are part of the final contract in each commodity and/or service contract and are part of the terms and conditions of each purchase order or other bid/response forms issued in connection with this solicitation. Vendors are responsible for identifying any exceptions to these terms and conditions. **ANY EXCEPTIONS MUST BE CLEARLY NOTED IN THE SUPPLIER RESPONSE.** Responses that are qualified with conditional clauses, items not called for, or other irregularities may be considered non-responsive by SFISD and eliminated from further consideration by SFISD.

This Agreement is entered into between Santa Fe Independent School District (“SFISD”) and Vendor, having submitted a response to a procurement solicitation issued by SFISD and whose response has been accepted and awarded by SFISD. In consideration of the mutual covenants and conditions contained in this Agreement and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, SFISD and Vendor, intending to be legally bound, and subject to the terms, conditions, and provisions of this Agreement, agree as follows:

7.1 Agreement Terms; Amendment

The terms of this Agreement shall govern all procurements conducted hereunder. No pre-published terms on the Vendor’s order acknowledgments, invoices, or other forms shall have any force or effect. Further, no amendment of this Agreement shall be permitted unless first approved in writing by SFISD, and no such amendments shall have any effect unless and until a written amendment to this Agreement is executed by SFISD’s Superintendent or its Assistant Superintendent for Business Services (or their designees) after any necessary approvals have been obtained from the SFISD Board of Trustees.

7.2 Assignment of Agreement

Vendor may not assign this Agreement or any of its rights, duties, or obligations hereunder without the prior written approval of SFISD. Any attempted assignment of this Agreement by Vendor shall be null and void. Any purchase or work order made as a result of this Agreement may not be transferred, assigned, subcontracted, mortgaged, pledged, or otherwise disposed of or encumbered in any way by Vendor without the prior written approval of SFISD. Vendor is required to notify SFISD when any material change in operations occurs, including but not limited to, changes in distribution rights for awarded products, bankruptcy, material changes in financial condition, change of ownership, and the like, within three (3) business days of such change.

7.3 Buy America Act

SFISD has a preference for domestic end products for supplies acquired for use in the United States when spending federal funds. Purchases that are made with non-federal funds or grants are excluded from the Buy America Act.

7.4 Captions

The captions herein are for convenience and identification purposes only, are not an integral part hereof, and are not to be considered in the interpretation of any part hereof.

7.5 Catalog Discounts

In the event of a catalog discount type solicitation, Vendor may be allowed to make additions and/or deletions from Vendor’s offerings on an annual basis during the Agreement renewal period, in SFISD’s sole discretion, provided the item(s) substituted are of a like quality and category. These changes will be compliant with the format of Vendor’s original response (i.e. manufacturer name, product category, or entire catalog discount). SFISD will send notification to Vendor(s) seeking any additions and/or deletions, and Vendor will return these proposed changes on company letterhead within the given timeframe. If SFISD, in its sole discretion, accepts Vendor’s proposed changes, such changes will remain in effect for the entire year until the next renewal period.

7.6 Compliance with Laws

Vendor shall comply with all applicable federal, state, and local laws, statutes, ordinances, standards, orders, rules, and regulations, including, as applicable, workers’ compensation laws, minimum and maximum salary and wage statutes and regulations, prompt payment and licensing laws and regulations, the DAVIS-BACON ACT (40 U.S.C. § 276a / 29 CFR Part 5), the Copeland “Anti-Kickback” Act (18 U.S.C. § 874 / 29 CFR Part 5), the Equal Opportunity Employment requirements (Executive Orders 11246 and 11375 / 41 CFR Chapter 60), the McNamara-O’Hara Service Contract Act (41 U.S.C. 351), Section 306 of the Clean Air Act (42 U.S.C. § 1857h, Section 508 of the Clean

Water Act (33 U.S.C. § 1368), Executive Order 11738, Environmental Protection Agency regulations (40 CFR Part 15), the Contract Work Hours and Safety Act (40 U.S.C. § 3701-3708; 29 C.F.R. Part 5), the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200), the Education Department General Administrative Regulations, 2 C.F.R. Parts 200 and 3474, and 34 C.F.R. Parts 75-77 and 81 (“EDGAR”), mandatory standards and policies contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat. 871), and all applicable requirements and regulations, including those related to reporting, patent rights, copyrights, data rights and those mandated by federal agencies making awards of federal funds to SFISD. Vendor understands that Vendor is ineligible to receive a contract award with SFISD if Vendor is listed on the government wide exclusions in the System for Award Management (Debarment and Suspension Orders Executive Orders 12549 and 12689) or is 30 days or more delinquent in paying child support (Tex. Fam. Code § 14.52). For the entire duration of this Contract, Vendor and all subcontractors shall maintain all required licenses, certifications, permits, and any other documentation necessary to perform this Contract. Vendor must comply with all state and local building code requirements unless otherwise specifically provided in the SFISD’s Purchase Order, and Vendor must pay all fees and charges for connections to outside services and for use of property outside the project site. When required or requested by SFISD, Vendor shall furnish SFISD with satisfactory proof of Vendor’s compliance with this provision.

7.7 Confidentiality

Vendor and SFISD agree to secure the confidentiality of all information and records in accordance with applicable federal and state laws, rules, and regulations. Vendor and SFISD understand that the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, governs the privacy and security of educational records and information and agree to abide by FERPA rules and regulations, as applicable. Vendor also acknowledges that SFISD is subject to the Texas Public Information Act, and Vendor waives any claim against and releases from liability SFISD, its officers, employees, agents, and attorneys with respect to disclosure of information provided under or in this Agreement or otherwise created, assembled, maintained, or held by Vendor and determined by SFISD, the Attorney General of Texas, or a court of law to be subject to disclosure under the Texas Public Information Act.

7.8 Contract Term

The initial term of the Agreement is from July 1, 2021 through June 30, 2022, with SFISD having the option to renew the Agreement for two (2) additional years in one (1) year increments. Consequently, the total term of the Agreement may be for a period of four (4) years and two (2) months. The phrase “Term” in this Agreement shall mean the then-current Term of the Agreement, whether the initial term or a renewal term.

7.9 Criminal History Review (SB 9 Contractor Certification: Contractor Employees Form; SB 9 Contractor Certification: Subcontractor Form – must be filled out and returned, if applicable)

Prior to commencing any work under the Agreement, if Vendor contracts with SFISD to provide services, Vendor must certify, on the form provided herein, that for each covered employee of Vendor who will have direct contact with students, Vendor has obtained, as required by Texas Education Code Section 22.0834: (a) state criminal history record information from a law enforcement or criminal justice agency or a private entity that is a consumer reporting agency governed by the Fair Credit Reporting Act (15 U.S.C. Section 1681 et seq.) for each covered employee of Vendor employed before January 1, 2008; and (b) national criminal history record information for each employee of Vendor employed on or after January 1, 2008. Vendor must also obtain similar certifications of compliance with Texas Education Code Chapter 22’s requirements from any subcontractors on the form provided herein. Covered employees with disqualifying criminal history are prohibited from serving at SFISD; Vendor and any subcontracting entity may not permit a covered employee to provide services at a school if the employee has been convicted of a felony or misdemeanor offense that would prevent a person from being employed under Tex. Educ. Code § 22.085(a) (i.e., Title 5 felony or an offense requiring registration as a sex offender and victim was under 18 years of age or was enrolled in a public school at the time the offense occurred). The criminal history record information review obligation applies if Vendor contracts with SFISD to provide services; it does not apply to a contract for the purchase of goods or real estate.

7.10 Customer Reference List

Vendor agrees to submit a customer reference list upon request by SFISD.

7.11 Customer support

Vendor shall provide timely and accurate technical advice and sales support to SFISD and SFISD staff. Vendor shall respond to requests for customer support within one (1) business day after receipt of the request. Vendor shall provide training to SFISD staff regarding products and/or services supplied by Vendor, at no additional charge, if requested by SFISD.

7.12 Entire Agreement

This Agreement, the procurement solicitation issued by SFISD, and Vendor's response submitted in response to SFISD's procurement solicitation, and the attached and incorporated addendum or exhibits, if any, contain the entire agreement of the parties relative to the purpose(s) of the Agreement and supersede any other representations, agreements, arrangements, negotiations, or understanding, oral or written, between the parties to this Agreement. In the event of a conflict between the procurement solicitation issued by SFISD and Vendor's response submitted in response to SFISD's procurement solicitation, SFISD's procurement solicitation shall control. This Agreement supersedes any conflicting terms and conditions on any purchase or work orders, invoices, checks, order acknowledgments, forms, purchase orders, or similar commercial documents relating hereto and which may be issued by Vendor after the Effective Date of this Agreement.

7.13 Equal Opportunity

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

7.14 Force Majeure

Neither SFISD or Vendor shall be deemed to have breached any provision of this Agreement as a result of any delay, failure in performance, or interruption of service resulting directly or indirectly from acts of God, network failures, acts of civil or military authorities, civil disturbances, wars, energy crises, fires, transportation contingencies, interruptions in third-party telecommunications or Internet equipment or service, other catastrophes, or any other occurrences which are reasonably beyond such party's control.

The parties to this Agreement are required to use due caution and preventive measures to protect against the effects of force majeure, and the burden of proving that a force majeure event has occurred shall rest on the party seeking relief under this provision. The party seeking relief due to force majeure is required to promptly notify the other party in writing, citing the details of the force majeure event and relief sought, and shall resume performance immediately after the obstacles to performance caused by a force majeure event have been removed, provided the Agreement has not been terminated. Delay or failure of performance, by either party to this Agreement, caused solely by a force majeure event, shall be excused for the period of delay caused solely by the force majeure event. Neither party shall have any claim for damages against the other resulting from delays caused solely by force majeure. Notwithstanding any other provision of this Agreement, in the event the Vendor's performance of its obligations under this Agreement is delayed or stopped by a force majeure event, SFISD shall have the option to terminate this Agreement. This section shall not be interpreted as to limit or otherwise modify any of SFISD's contractual, legal, or equitable rights.

7.15 Governing Law and Venue

The laws of the State of Texas, without regard to its provisions on conflicts of laws, govern this Agreement. Any dispute under this Agreement may be brought in the state and federal courts located in Galveston County, Texas, and the parties hereby submit to the exclusive jurisdiction of said courts.

7.16 SFISD Property

In the event of loss, damage, or destruction of any property owned by or loaned by SFISD that is caused by Vendor or Vendor's representative, agent, employee, or contractor, Vendor shall indemnify SFISD and pay to SFISD the full value of or the full cost of repair or replacement of such property, whichever is greater, within thirty (30) days of Vendor's receipt of written notice of SFISD's determination of the amount due. If Vendor fails to make timely payment, SFISD may obtain such money from Vendor by any means permitted by law, including, without limitation, offset or counterclaim against any money otherwise due to Vendor by SFISD.

7.17 Indemnification

VENDOR SHALL INDEMNIFY AND HOLD SFISD HARMLESS FROM ALL CLAIMS, LIABILITIES, COSTS, SUITS OF LAW OR IN EQUITY, EXPENSES, ATTORNEYS' FEES, FINES, PENALTIES OR DAMAGES ARISING FROM THE ACTS OR OMISSIONS OF VENDOR, VENDOR'S EMPLOYEES, AGENTS, OR SUBCONTRACTORS, IN CONNECTION WITH THIS AGREEMENT, INCLUDING, WITHOUT LIMITATION, THOSE ARISING FROM CLAIMED INFRINGEMENT OF ANY PATENTS, TRADEMARKS, COPYRIGHT OR OTHER CORRESPONDING RIGHT(S) WHICH IS RELATED TO ANY ITEM VENDOR IS REQUIRED TO DELIVER.

7.18 Insurance (if applicable)

Successful Vendor, as a part of his/her proposal, shall provide proof of insurance showing, as a minimum, the coverage listed below. The Contractor shall not commence any portion of the work under this contract until he/she has obtained the insurance required herein and copies of certificates have been approved by the District and filed in the Purchasing Department. Approval of the insurance shall not relieve or decrease the liability of the successful vendor. The insurance certificate(s) shall become a part of the contract documents.

- Comprehensive General Liability: \$500,000 each person
- Bodily Injury Liability: \$1,000,000 each occurrence
- Property Damage Liability: \$100,000 each occurrence

Workmen's Compensation: * AS STATUTORY PROVISIONS REQUIRE

* If vendors does not provide Workman's Compensation, a letter explaining alternate benefits should be included with the proposal.

Automobile Liability Insurance:

- Comprehensive Automobile Liability: \$500,000 each person
- Bodily Injury Liability: \$1,000,000 each occurrence
- Property Damage Liability: \$100,000 each occurrence

Umbrella Liability:

- Minimum Limits: \$1,000,000 each occurrence
- Bodily Injury Liability: \$1,000,000 aggregate
- Excess: \$1,000,000

Coverage shall include:

- a. Waiver of subrogation endorsement in favor of the District and its Agents.
- b. Thirty (30) day written notice of cancellation or material change endorsement in favor of the District and its Agents.
- c. The District shall be named as additional insured on the successful vendor's policy(ies).

7.19 Interpretation

Vendor agrees that the normal rules of construction that require that any ambiguities in this Agreement are to be construed against the drafter shall not be employed in the interpretation of this Agreement.

7.20 Invoices; Payments

Invoices shall be directed to SFISD's Accounts Payable Department. All invoices shall be itemized to include the type of good(s) and/or service(s) rendered. Vendor shall submit invoices within a timely manner during SFISD's fiscal year in which the good(s) and/or services are purchased. In accordance with Texas Government Code § 2251.021, payments are due to Vendor within forty-five (45) days after the later of the following: (1) the date SFISD receives the goods under the Agreement; (2) the date the performance of the service under the Agreement is completed; or (3) the date SFISD receives an invoice for the goods or service. Vendor agrees to pay any subcontractors, if any, the

appropriate share of the payment received from SFISD not later than the tenth (10th) day after the date Vendor receives the payment from SFISD. The exceptions to payments made by SFISD and/or Vendor listed in Texas Government Code § 2251.002 shall apply to this Agreement.

7.21 IRS W-9

In order to receive payment under this Agreement, Vendor shall have a current I.R.S. W-9 Form on file with SFISD.

7.22 Multiple Contract Awards; Non-Exclusivity

SFISD reserves the right to award multiple contracts for each commodity category. Commodity categories are established at the sole discretion of SFISD. Nothing in this Agreement may be construed to imply that Vendor has the exclusive right to provide products and/or services to SFISD. During the Term of this Agreement, SFISD reserves the right to use all available resources to procure other products and/or services as needed and doing so will not violate any rights of Vendor.

7.23 New Products

New products that meet the specifications detailed in the solicitation may be added to this Agreement, with prior written approval from SFISD. Pricing of any new products shall be equivalent to the percentage discount or proposed prices for other similar products. Vendor may replace or add products to an existing contract if: the replacing products are equal to or superior to the original products offered; are discounted in a similar or to a greater degree; and the products meet the requirements of the original solicitation. No products may be added to avoid competitive procurement procedures. SFISD may reject any proposed additions, without cause, in its sole discretion.

7.24 No Substitution

Any order issued pursuant to this Agreement shall conform to the specifications and descriptions identified in this Agreement and in the solicitation. Unless otherwise agreed to in advance by SFISD, Vendor will not deliver substitutes without prior authorization from SFISD.

7.25 No Agency or Endorsements

SFISD and Vendor are independent contractors and have no power or authority to assume or create any obligation or responsibility on behalf of the other party. This Agreement shall not be construed or deemed an endorsement of a specific company or product. It is the intention of the parties that Vendor is independent of SFISD and is not an employee, agent, joint venturer, or partner of SFISD, and nothing in this Agreement shall be interpreted or construed as creating or establishing the relationship of employer and employee, agent, joint venturer or partner, between SFISD and Vendor or SFISD and any of Vendor's agents. Vendor agrees that SFISD has no responsibility for any conduct of any of Vendor's employees, agents, representatives, contractors, or subcontractors.

7.26 Non-Appropriation Clause

Renewal of this Agreement, if any, will be in accordance with Texas Local Government Code § 271.903 concerning non-appropriation of funds for multi-year contracts. Notwithstanding any other provision of this Agreement or obligation imposed on SFISD by this Agreement, SFISD shall have the right to terminate this Agreement without default or liability to Vendor resulting from such termination, effective as of the expiration of each budget period of SFISD if it is determined by SFISD, in SFISD's sole discretion, that there are insufficient funds to extend this Agreement. The parties agree that this Agreement is a commitment of SFISD's current revenue only.

7.27 Notice

Any notice provided under the terms of this Agreement by either party to the other shall be in writing and shall be given by hand-delivery or by certified or registered mail, return receipt requested. Notice shall be sufficient if made or addressed to the address listed in the signature line of this Agreement. Notice shall be deemed effective upon receipt. Each party may change the address at which notice may be sent to that party by giving notice of such change to the other party by certified or registered mail, return receipt requested.

7.28 Penalties

If Vendor is unable to provide the goods or services at the prices quoted in Vendor's response or if Vendor fails to fulfill or abide by the terms and conditions of the Agreement, SFISD may take the following action(s), in SFISD's sole discretion, and Vendor agrees to comply with SFISD's action(s):

1. insist that Vendor honor the quoted price(s) specified in Vendor's response;
2. have Vendor pay the difference between Vendor's price and the price of the next acceptable response (as determined by SFISD);
3. have Vendor pay the difference between Vendor's price and the actual purchase price of the good or service on the open market; and/or

4. recommend to SFISD's Board of Trustees that Vendor no longer be given the opportunity to submit a response to SFISD and/or that this Agreement be terminated.

7.29 Performance

Vendor agrees to use best efforts to provide the good(s) and/or service(s) subject to this Agreement.

7.30 Performance and Payment Bonds

Vendor agrees to provide performance bonds and/or payment bonds as required by Texas law on specified contracts and/or projects, as applicable. SFISD will include the performance and payment bonds requirement in the specifications section of any solicitation if performance bonds and/or payment bonds are required.

7.31 Prevailing Wage Rates

Vendor and all subcontractors of Vendor shall comply with all laws regarding wage rates including, but not limited to, Texas Government Code Chapter 2258 and any related federal requirements applicable to this Agreement and to this solicitation by SFISD.

7.32 Prices

All prices in Vendor's response shall be firm for the Term of the Agreement. All price changes shall be presented to SFISD for acceptance or rejection by SFISD, in its sole discretion, using the same format as was accepted in Vendor's original response; all price changes for goods and/or services provided under this Agreement must be approved, in writing, by SFISD prior to taking effect. The following documentation shall be provided to support a request for a price change: justification for change/increase; terms and conditions; market conditions; manufacturers/distributors' impact (if any).

7.33 Quantities

Because all commodities will be provided on an "as needed" basis, SFISD makes no representation either orally or in writing to the amount of commodities, services, or related items SFISD will use during the Term of the Agreement.

7.34 Records Retention

Vendor shall maintain its records and accounts in a manner that shall assure a full accounting for all goods and/or services provided by Vendor to SFISD under this Agreement. These records and accounts shall be retained by Vendor and made available for audit by SFISD for a period of not less than three (3) years from the date of completion of the services, receipt of the goods, or the date of the receipt by SFISD of Vendor's final invoice or claim for payment in connection with this Agreement, whichever is later. If an audit has been announced, Vendor shall retain its records and accounts until such audit has been completed.

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

7.35 Right to Audit

SFISD, upon written notice, shall have the right to audit all of Vendor's records and accounts relating to this Agreement. Records subject to audit shall include, but are not limited to, records which may have a bearing on matters of interest to SFISD in connection with Vendor's work for SFISD and shall be open to inspection and subject to audit and/or reproduction by SFISD or its authorized representative(s) to the extent necessary to adequately permit evaluation and verification of:

- (a) Vendor's compliance with this Agreement and the requirements of the solicitation,
- (b) compliance with SFISD procurement policies and procedures,
- (c) compliance with provisions for computing billings to SFISD, and/or

7.36 (d) any other matters related to this Agreement.

Vendor, its subcontractors, and their respective employees shall comply fully with all applicable federal, state, and local safety and health laws, ordinances, rules, and regulations in the performance of services under this Agreement, including, without limitation, those promulgated by SFISD and by the Occupational Safety and Health Administration ("OSHA"). In case of conflict, the most stringent safety requirements shall govern. Vendor shall comply with all other safety guidelines and standards as required by SFISD. Vendor shall indemnify and hold SFISD harmless from

and against all claims, demands, suits, actions, judgments, fines, penalties, and liability of every kind arising from the breach of Vendor's obligations under this provision.

7.37 Severability

In the event that any one or more of the provisions contained in this Agreement 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 provisions, and the Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained in it.

7.38 Shipments

Vendor shall ship ordered products within seven (7) working days for available goods and within four (4) to six (6) weeks for special-order items after the receipt of the purchase order unless otherwise previously agreed to, in writing, by SFISD. If a product cannot be shipped within that timeframe, Vendor shall notify SFISD of the reasons why the product has not shipped and shall provide an estimated shipping date, if applicable. SFISD may cancel the order if the estimated shipping time is not acceptable to SFISD, in its sole discretion.

7.39 Subcontractors

If Vendor uses subcontractors in the performance of any part of this Agreement, Vendor shall be fully responsible to SFISD for all acts and omissions of the subcontractors just as Vendor is responsible for Vendor's own acts and omissions. Nothing in this Agreement shall create for the benefit of any such subcontractor any contractual relationship between SFISD and any such subcontractor, nor shall it create any obligation on the part of SFISD to pay or to see to the payment of any moneys due any such subcontractor except as may otherwise be required by law.

7.40 Taxes

SFISD is tax-exempt, and SFISD shall not pay taxes for goods and/or services provided under this Agreement. Vendor represents and warrants that it shall pay all taxes or similar amounts resulting from this Agreement, including, without limitation, any federal, state, or local income, sales or excise taxes of Vendor or its employees. SFISD shall not be liable for any taxes resulting from this Agreement. SFISD is a political subdivision of the State (Tax Identification Number 1-74-6000288)

7.41 Tax Responsibilities of Vendor and Indemnification for Taxes

Vendor and all subcontractor(s) of Vendor shall pay all federal, state, and local taxes applicable to their operation and any persons employed by Vendor and all subcontractors of Vendor. Vendor shall require all subcontractors to hold SFISD harmless from any responsibility for taxes, damages, and interest. If applicable, contributions required under federal, state, and/or local laws and regulations and any other costs including, but not limited to, transaction privilege taxes, unemployment compensation insurance, Social Security, and Worker's Compensation, shall be the sole responsibility of Vendor.

7.42 Termination of Contract

This Agreement shall remain in effect until (1) the Agreement expires by its terms or (2) the Agreement is terminated by mutual agreement of SFISD and Vendor. In the event of a breach or default of the Agreement and/or the procurement solicitation by Vendor, SFISD reserves the right to enforce the performance of the Agreement and/or the procurement solicitation in any manner prescribed by law or deemed to be in the best interest of SFISD further reserves the right to terminate the Agreement immediately in the event Vendor fails to: (1) meet schedules, deadlines, and/or delivery dates within the time specified in this Agreement, the procurement solicitation, and/or a purchase or work order; (2) make any payments owed; or (3) otherwise perform in accordance with this Agreement and/or the procurement solicitation. SFISD also reserves the right to terminate the Agreement immediately, with written notice to Vendor, if SFISD believes, in its sole discretion that it is in the best interest of SFISD to do so. Vendor agrees that SFISD shall not be liable for damages in the event that SFISD declares Vendor to be in default or breach of this Agreement and/or the procurement solicitation. Vendor further agrees that upon termination of the Agreement for any reason, Vendor shall, in good faith and with reasonable cooperation, aid in the transition to any new arrangement and/or vendor.

7.43 Title and Risk of Loss

Whenever SFISD is purchasing (and not leasing) an item under this Agreement, title and risk of loss shall pass upon the later of SFISD's acceptance of the item or payment of the applicable invoice.

All deliveries under this Agreement shall be delivered: **Freight Prepaid, F.O.B. Destination (Inside Delivery)**, Santa Fe Independent School District, Santa Fe, TX unless otherwise specified herein and shall be

pricing in Vendor's response unless otherwise clearly stated in writing in Vendor's response.

7.44 Waiver

No failure on the part of either party at any time to require the performance by the other party of any term hereof shall be taken or held to be a waiver of such term or in any way affect such party's right to enforce such term, and no waiver on the part of either party of any term hereof shall be taken or held to be a waiver of any other term hereof or the breach thereof. No waiver, alteration, or modification of any of the provisions of this Contract shall be binding unless in writing and signed by duly authorized representatives of the parties hereto.

7.45 Warranty

All goods and/or services provided by Vendor under this Agreement must be warranted to be free from defects in material, workmanship, and free from such defects in design for a period of one (1) year upon the later of SFISD's acceptance of the product and/or service or payment of the applicable invoice. Vendor warrants that all goods and/or services furnished under this Agreement shall conform in all respects to the terms of this Agreement, including any drawings, specifications, and/or standards incorporated herein, including, without limitation, those detailed in the procurement solicitation issued by SFISD. In addition, Vendor warrants that goods and/or services are suitable for and will perform in accordance with the purposes for which they are intended. Vendor shall assume all liabilities incurred within the scope of consequential damages and incidental expenses, as set forth in the vendor or manufacturer's warranty, which result from either delivery or use of product, which does not meet the specifications within this Agreement or the solicitation procurement.

7.46 Website Support

Vendor agrees to cooperate with SFISD in publicizing contract particulars on SFISD's website. Vendor agrees to work with SFISD in updating and maintaining current information on Vendor's activities related to the Agreement on the website. Vendor agrees to provide an electronic version of its logo for use on SFISD's website upon request and provide other information as reasonably requested by SFISD to help ensure that SFISD's website is current and consistently updated.

7.47 Workforce

Vendor shall employ only orderly and competent workers, skilled in the performance of the services, if any, which shall be performed under this Agreement. Vendor, its employees, subcontractors, and subcontractor's employees may not use or possess any firearms, alcoholic or other intoxicating beverages, illegal drugs or controlled substances while on the job or on SFISD's property, nor may such workers be intoxicated or under the influence of alcohol or drugs on SFISD's property.

7.48 Separate Contract

SFISD reserves the right, at its discretion, to negotiate a separate agreement for the purchase of the goods and/or services sought herein in lieu of these terms and conditions.

PART 8.0 – FINANCIAL OFFER AND QUESTIONNAIRE

Vendors must respond to all questions and identify all costs, fees, or charges for which SFISD may be billed in their response. Costs not indicated in responses will not be paid. Vendors are to provide written documentation for any

THIS PAGE MUST BE SIGNED AND COMPLETED WITH YOUR PROPOSAL

- 1 How many years has your company provided Texas Property Tax Software to tax offices?

- 2 How many school tax offices does your company currently service?

- 3 How many districts do you serve that are in Galveston County, which GCAD provides the appraisal roll?

- 4 Based on information provided in this document, how long do you anticipate it will take for your company to install this system?

- 5 When calling for support, does a person answer the phone call or do you need to leave a message?

- 6 Describe your company's support service.

- 7 Is any portion of the company's software currently being tested or undergoing upgrades? If so, please provide detail information?

- 8 Are programmers and tech support personnel employed by your company or contract employees?

- 9 State % of client retention for the last 5 years.

- 10 What % of company's technical support issues is resolved on the initial phone call?

- 11 Is the software web-based? Does it provide for remote access?

12 Real time posting on line?

13 Is there an additional cost for legislative changes and additional reporting?

14 What hardware is required to support the software? Computer terminals, printers, servers, etc.

15 How does your technical support respond to issues?

16 Mortgage Company processing. (Requests, coding, billing, balancing, payment posting)

17 Uploading Supplements, Correction and Name Changes to the system with adjustment calculations if needed based on the Property Tax Code.

18 Collections Report (Cash, check, credit card, transfers, batch accounting/balancing, multiple posting)

19 Refund batching and reporting.

20 Return Check maintenance (automatic notification-letters, tracking status of each return check)

21 Correction, editing, error off

22 Special Functions – Ag rollback, suit codes, Deferral, RH installments, DP 7 O/65 installments, Tax Sale, Bankruptcy

23 PVS Reports – Top 10 taxpayer, Frozen Report, HB5 Freeze spreadsheet is required.

24 Truth in Taxation program for tax rate calculations is a required.

25 Please list or attached your software’s technical requirements.

REFERENCES				
List references of schools and businesses that have utilized your company and can address your performance. All references shall have current addresses, phone numbers and names of contact people.				
COMPANY NAME	CONTACT PERSON	ADDRESS	EMAIL ADDRESS	PHONE NUMBER
•				
•				
•				

Pricing – Please include additional pages to as needed for all products/services related to your offering.

Description	Unit of Measure	Vendor’s Response
Cost of Software including (6) user licenses as outlined in Section 4 (Scope and Specs) HOSTED SOLUTION	Lot	\$
Cost of Software including (6) user licenses as outlined in Section 4 (Scope and Specs) NON-HOSTED SOLUTION	Lot	\$
On-Site Training	Daily	\$
Conversion of previous data	Hourly	\$
Cost for Additional User Licenses HOSTED SOLUTION	Each	\$
Cost for Additional User Licenses NON-HOSTED SOLUTION	Each	\$

Maintenance (Updates, Tech Support, Backup, and Online Training) for Year 2 HOSTED SOLUTION	Annual	\$
Maintenance (Updates, Tech Support, Backup, and Online Training) for Year 2 NON-HOSTED SOLUTION	Annual	\$
Maintenance (Updates, Tech Support, Backup, and Online Training) for Year 3 HOSTED SOLUTION	Annual	\$
Maintenance (Updates, Tech Support, Backup, and Online Training) for Year 3 NON-HOSTED SOLUTION	Annual	\$
Maintenance (Updates, Tech Support, Backup, and Online Training) for Year 4 HOSTED SOLUTION	Annual	\$
Maintenance (Updates, Tech Support, Backup, and Online Training) for Year 4 NON-HOSTED SOLUTION	Annual	\$
Additional Consultant Services (Optional)	Hourly	\$

THIS PAGE MUST BE SIGNED AND COMPLETED WITH YOUR PROPOSAL

IS THERE ANY LITIGATION PENDING AGAINST YOUR ORGANIZATION?

YES NO

IF YES, EXPLAIN.

LIST OTHER TRADE NAMES BY WHICH YOUR COMPANY HAS BEEN KNOWN (DBA / AKA).

IS YOUR ENTITY A HISTORICALLY UNDERUTILIZED BUSINESS (HUB)?

YES NO

Organization Name	
Name and Title of Authorized Representative	
Original Signature	Date