



**REQUEST FOR QUALIFICATIONS  
ANNUAL FINANCIAL AUDIT  
HITCHCOCK INDEPENDENT SCHOOL DISTRICT  
RFQ No. 05-24-05241**

The Hitchcock Independent School District is soliciting Statements of Qualifications from public accounting firms to perform the annual audit for fiscal year 2024 (September 1, 2023 – August 31, 2024). Responses to this Request for Qualifications will be received at the specified date and time at 7801 Neville Ave, Hitchcock, Texas 77563. Incomplete responses or responses not received by the specified deadline will not be accepted for consideration. The District reserves the right to reject any and all statements of qualifications and to waive any formalities. No public reading of the offers will be conducted. Statements of Qualifications shall be submitted in a sealed envelope packet. No fax or other electronic transmissions shall be accepted for consideration.

Submittal Deadline: Thursday, June 13, 2024 – 2:00 P.M. CST

The following items shall be displayed on the outside of the envelope:

- Name of Firm
- Address of Firm
- Delivery/Mailing Address of Hitchcock ISD – Attention April Pinkham
- RFQ Title and Number
- Deadline date and time of submittal

**I. BACKGROUND INFORMATION**

Auditing requirements for Texas’ public school districts are contained in the *Texas Education Agency Financial Accountability System Resource Guide*, which is the authoritative document, adopted by reference as a rule of the State Board of Education, through Title 19, Texas Administrative Code, Section 109.41.

Hitchcock Independent School District (“the District”) has an enrollment of 1,932 in grades pre-kindergarten through 12, on five campuses. The 2023-24 budgeted expenditures for the General, Food Service and Debt Service Funds is \$24,776,800. The school district expended federal financial assistance for several programs including but not limited to:

1. National School Lunch Program
2. ESSA Title I Part A (211)
3. ESSA Title II Part A (255)
4. ESSA Title III Part A (263)
5. ESSA Title IV Part A (289)
6. Education For Homeless Your Programs (206)
7. Perkins V (244)
8. Fiscal Agent for a Four Member District Shared Service Arrangement IDEA B Formula (313), IDEA B Preschool (314), and Innovative Services to Students-Autism (459)
9. US Department of Health and Human Services Head Start Program (205)
10. TCLAS ESSER III
11. ESSER ESSER III (282)
12. ARP Homeless I (278)
13. ARP Homeless II (280)
14. Instructional Materials Allotment (410)

A. Purpose of the Audit

The purpose of the Request for Qualifications is to obtain the services of a public accounting firm for the annual audit for fiscal year 2024. The organization-wide audit will encompass the financial statements as required by the *Texas Education Agency Financial Accountability System Resource Guide* for the District for the fiscal year ending August 31, 2024. The audit is to be performed in accordance with generally accepted auditing standards and generally accepted government-auditing standards contained in the *Texas Education Agency Financial Accountability System Resource Guide*.

The financial statement audit is to determine whether (1) the financial statements present fairly the financial position, results of operations, and cash flows or changes in financial positions in accordance with generally accepted accounting principles, and (2) whether the District has complied with laws and regulations for those transactions and events that may have a material effect on the financial statements. The financial related audit will also include determining whether (1) financial reports and related items are fairly presented, (2) financial information is presented in accordance with established or stated criteria, and (3) the school district has adhered to specific financial compliance requirements.

As a part of the audit of the basic financial statements, the annual audit will also include obtaining an understanding of the school districts internal control and reporting any significant deficiencies or material weaknesses relating to the internal control systems coming to the attention of the auditors. To comply with Office of Management and Budget Circular A-133, a study and evaluation of internal control will include internal accounting and administrative controls for all major federal financial assistance programs, in accordance with standards for risk assessment for major federal financial assistance. Any material weakness noted during the study and evaluation of internal accounting and administrative controls and other kinds of noncompliance and questioned costs will be reported in compliance with the Single Audit Act.

As part of the audit of the financial statements, transactions and records pertaining to federal programs will be tested for material compliance with federal laws, rules, and regulations and all instances of noncompliance will be reported to the school district.

The audit will include the performance of certain audit procedures for the purpose of reviewing the accuracy of fiscal information provided by the district through the Public Education Information Management System (PEIMS), as required by Section 44.008(b) of the Texas Education Code.

The audit will include procedures applicable to compensatory education finds as required by the Financial Accountability System Resource Guide.

#### B. Other Requirements

1. The accounting firm should provide an annual audit report in a form acceptable to the Texas Education Agency and within the time frame stipulated in TEC 44.008 (d) of 150 days subsequent to the close of the fiscal year for which the audit was made.
2. The District intends to sell bonds from time to time, which may require the audited financial statements and Auditors opinion to be printed in total or as a part of the section of or addendum to the Official Statement for bond issues. Also, certification may be required for Interest and Sinking Fund Reserve Balances as a point in time other than year end.
3. It is requested that the interested accounting firm include a detailed description of each step in the audit approach that will be taken in the audit engagement including estimated hours for each.
4. The firm upon being awarded this engagement will be expected to review the detailed audit work plan and schedule with the Director of Business Services prior to commencing the audit assignment each year.
5. Financial statements developed by the Auditor must be in a form that complies with the requirements for the GFOA Certificate of Achievement, the ASBO Certificate of Excellence, and the Texas Education Agency.
6. All working papers and reports must be retained, at the auditor's expense, for a minimum of five (5) years, unless the firm is notified in writing by the District of the need to extend the retention period. The auditor will be required to make working papers available, upon request, to auditors from the Texas Education Agency, The Government Accountability Office, or other applicable governmental agencies; they are not otherwise considered to be records open to the general public.

#### C. Independent Auditor

The interested accounting firm must demonstrate the capability to perform the annual audit in accordance with generally accepted government auditing standards and state board of education auditing rules. Public accounting firms that have performed annual audits for similar entities are encouraged to file a proposal.

#### D. Term of the Audit Engagement

The contract for audit services based upon Board of Trustees approval of the proposal will be for the fiscal year ending August 31, 2024. The District may request to extend this agreement for another four years through fiscal year August 31, 2029, following satisfactory delivery of the services specified in the proposal and engagement letter.

#### E. Dispute Resolution

Disputes concerning the terms of contracted services that cannot be resolved will be brought before an independent mediation center, whose decision will be binding upon both parties.

### II. PROPOSAL CONTENT

#### A. Cover Letter

See conditions for submission of proposal in Section III.

#### B. Technical Component

To describe clearly the public accounting firm's understanding of the work to be done, the interested accounting firm will:

1. Provide a definition of the term "generally accepted government auditing standards" with clear distinctions between these standards and generally accepted auditing standards for nongovernmental engagements;
2. Explain the interested accounting firm's approaches to performing an annual audit, including the methodology, nature, timing and extent of audit procedures to be performed;
3. Describe how the approach to performing the audit would be affected if this were a multiyear contract; and
4. Make a statement concerning the independence of the interested accounting firm, including direct and indirect financial interest, and the relationship of the proposed audit team to employees of the district and any of the board members.

#### C. Management Component

The interested accounting firm will furnish satisfactory evidence of capability to provide in a professional and timely manner the services stated in the Request for Qualifications. To meet this requirement:

1. Provide the name of the external quality control review organization of which the interested accounting firm is a member and the interested accounting firm's length of membership. Also, state the review organization's planned frequency of peer reviews;

2. State when the interested accounting firm received its last peer review and submit a copy of the report;
3. State whether the interested accounting firm is a national, regional or local public accounting firm;
4. Provide evidence that the interested accounting firm has experience in performing school district/government audits. List current and past audit clients along with the names and telephone numbers of contact persons and number of years audit services were provided. State the average daily attendance of the public schools on the list;
5. State whether the interested accounting firm is currently under the terms of a public or private reprimand by the Texas State Board of Public Accountancy and licensing boards of other states;
6. Describe the proposed audit team, in terms of job positions in the firm;
7. List names of staff member(s) who will direct the overall audit throughout the duration of the engagement as well as those staff members who will be responsible for planning, directing, and conducting substantial portions of the fieldwork or reporting on this audit engagement. Include the educational background of all staff members named and professional licenses held;
8. Describe continuing professional education in governmental accounting and auditing received by the proposed audit team during the last four years;
9. Provide the names and qualifications of any needed outside specialists and consultants that will assist the interested accounting firm's staff members;
10. Describe staff rotation plans for audit team members if this is to be a multiyear contract;
11. Describe the level of assistance that will be expected from District personnel, including internal audit staff; and
12. Provide evidence of the ability to comply with the requirements in Sections II and VI of the Request for Qualifications.

D. Task/Activity Plan

The interested accounting firm will specify budgeted hours, time lines and sequence for audit procedures, and names of staff to be assigned.

E. Evaluation

Criteria used to evaluate the interested accounting firm's methodologies, products, and services are shown in Attachment A.

### III. CONDITIONS FOR SUBMISSIONS OF PROPOSAL

All qualifications in response to this request must meet the following conditions to be considered:

- A. Qualifications must include a cover letter clearly stating the name of the firm and the name, address, and telephone number of the interested accounting firm's representative;
- B. Qualifications must address each of the audit requirements as stated in this Request for Qualifications;
- C. The District reserves the right to reject any and all qualifications, and to negotiate portions thereof. Qualifications that address only part of the requirements contained in this Request for Qualifications will not be considered;
- D. The District reserves the right to select any proposal, considering the quoted estimated fee and other factors;
- E. The interested accounting firm shall furnish such additional information that the District may reasonably require;
- F. The District will not be liable for any cost incurred in the preparation of qualifications; and
- G. The District may ask interested accounting firms to send a representative for an oral interview prior to Board of Trustee approval of a proposal. The District will not be liable for the costs incurred by the interested accounting firm in connection with such interview.
- H. The District and interested accounting firms may enter into discussions and revisions of proposal, as necessary. Discussions/negotiations may be conducted with interested accounting firms who are deemed to be within the final competitive range; however, HISD reserves the right to award a contract without discussions/negotiations.
- I. Qualifications must be signed by an authorized individual to contractually bind their firm when submitting the Qualifications. Failure to sign the Qualifications will be considered as a "mistake in Qualifications", and the Qualifications will be rejected as "non-responsive".
- J. By submitting a proposal, the interested accounting firm affirms that its company, corporation, firm, partnership or individual has not prepared this proposal in collusion with any other bidder and that the contents of this proposal as to prices, terms, or conditions have not been communicated by the undersigned or by any employee or agent to any other person or firm engaged in this type of business prior to the official opening of this proposal.
- K. Upon notification of potential selections for award, the person or entity submitting this proposal must give notice to the district if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in this conviction of a felony (this requirement does not apply to a publicly held corporation).

- L. In the event that any one or more of the provisions contained in this Request for Qualifications (or resulting purchase order) shall be held by a court of competent jurisdiction to be invalid, illegal or unenforceable, such provisions shall not affect any other provision hereof, and this Request for Qualifications (or any resulting purchase order) shall be construed as if the invalid, illegal or unenforceable provision(s) had never been contained herein.

#### IV. PROCEDURES FOR SUBMITTING PROPOSALS

##### A. Delivery

Responses to the Request for Qualifications should be addressed to:

Office of the Director of Business Services  
Attn: April Pinkham  
Hitchcock Independent School District  
7801 Neville Ave. Building B  
Hitchcock, Texas 77563  
(409) 316-6545 ext. 1510

Oral or telegraphic qualifications transmitted via the District's facsimile machine are not acceptable. Qualifications must be submitted to the District in a sealed envelope.

**DO NOT FAX YOUR QUALIFICATIONS!**

##### B. Number of Copies of Qualifications

Submit two (2) copies of the qualifications.

#### V. ASSISTANCE TO PROPOSERS

Any person wishing to obtain additional information about the Request for Qualifications or about the operations of the District may contact:

April Pinkham  
Director of Business Services  
[apinkham@hitchcockisd.org](mailto:apinkham@hitchcockisd.org)

The District will only respond to questions submitted via email.

The District will send addendums to the RFQ to potential accounting firms via email. Please send an email to [apinkham@hitchcockisd.org](mailto:apinkham@hitchcockisd.org) containing firm contact name and email address no later than June 20, 2024.

## VI. STATEMENT OF REQUIREMENTS

- A. The independent auditor will provide one (1) camera ready copy of the final comprehensive annual financial report that meets the requirements of Texas Education Agency Financial Accountability System Resource Guide, the requirements for the GFOA Certificate of Achievement, and the ASBO Certificate of Excellence and a copy in .pdf format.
- B. The independent auditor will be required to submit 10 copies of the final compensatory education audit, if applicable.
- C. A preliminary draft of the audit report(s) will be presented to the District prior to submission of the final draft. Timing of the submission must allow District personnel sufficient time to review the report.
- D. Satisfactory delivery of the services specified by the Request for Qualifications and the engagement letter shall be accomplished no later than the January meeting of the Board of Trustees for the financial audit.
- E. The independent auditor will be required to present the audit report to the Board of Trustees at the January meeting.
- E. The independent auditor is required to provide a management letter containing comments oriented toward constructive improvements. Copies of selected audit working papers will be provided as requested by the District and as provided for in the engagement letter. If a management letter is issued the auditor will provide the District with twenty (20) copies.
- F. The auditor will prepare and provide one (1) copy of the Data Collection Form for Reporting on Audits of States, Local Governments and Nonprofit Organizations.

## VII. BOARD OF TRUSTEE APPROVAL

The Board of Trustees expects to engage an audit firm for five years. However, the Board of Trustees expressly reserves the right to reject all bids and to review the relationship on an annual basis and to formally approve each year's extension. The Hitchcock Independent School District reserves the right to cancel any contract resulting from this Request for Qualifications at any time, for any reason (or for no reason) with a thirty (30) day written notice to the firm. The firm may cancel any resulting contract, at any time for any reason, or for no reason with a sixty (60) day written notice. Any notice required or permitted to be delivered to the firm shall be deemed to be delivered when mailed by registered or certified mail, return receipt requested, postage prepaid, and addressed to the bidder's address appearing on the face of the Request for Qualifications (or as subsequently revised or changed). Any compensation due the firm will be limited to items received and/or services performed and accepted by the District. It is possible that the Board could terminate the relationship at any time. However, the Board of Trustees does not desire or expect that to be the case and assumes that a long and satisfactory relationship will be the experience.



VIII. OTHER INFORMATION

- A. Auditors will be allowed to work on site during normal business hours Monday-Friday, 8:00 AM to 4:00 PM. Summer hours may vary.
- B. The Board of Trustees will pass a resolution accepting the written proposal as the understood agreement for services performed and other commitments.

**Attachment A**  
**EVALUATION WORKSHEET**

This worksheet is to be used to document the District's evaluation of the interested accounting firms' qualifications. Points within the ranges specified are to be assigned to the below-listed criteria as a means for quantifying the relative strengths and weaknesses of the various qualifications.

**In the event that oral interviews are necessary to break a tie or for making final clarification in the evaluation process, additional points may be awarded. It should be understood that while the total score is a significant factor, the requester of the services reserves the right to consider other factors in making a final selection.**

**PROFESSIONAL QUALIFICATIONS**

**The evaluation of professional qualifications of the interested accounting firms will be based on the following criteria:**

I. Mandatory Criteria

Qualifications will not be considered for further evaluation unless there is compliance with all of the following criteria. The interested accounting firm:

- A. Must be an independent auditor properly licensed for public practice.
- B. Must meet the independence standards of Government Auditing Standards, United States Government Accountability Office (GAO).
- C. Must not have a record of substandard work.
- D. Must submit a proposal meeting all of the requirements of the Request for Qualifications.

II. Technical Criteria

Qualifications which have met each of the criteria in Section I above will be evaluated on the following criteria:

- A. Technical experience of the firm:
  - 1. Auditing experience in Texas public schools (0-15)
  - 2. Auditing experience in government entities (0-5)
- B. Characteristics of the staff, including consultants to be assigned to the audit:
  - 1. Size and structure of the firm, including audit staff positions (0-5)
  - 2. Qualifications of supervisory personnel, consultants, and the field audit team (0-20)

Education, including continuing education courses taken during the past two years

Years and types of experience

3. Experience in auditing Shared Service Arrangements and Head Start Program compliance (0-15)

C. Clear understanding of the work to be performed:

1. Comprehensiveness of the audit work plan (0-5)
2. Realistic time estimates of each major segment of the work plan, and the estimated number of hours for each staff level including consultants assigned (0-10)

Total Technical Points

#### IV. Oral Interviews (If Necessary)

Interview Points Awarded (0-25)

## REQUIRED FORMS CHECKLIST

- Offeror's Certification
- Completed - Bid/Proposal Acknowledgement Form
- Completed – Statement of Non-Collusion and Non-Discrimination
- Completed – Felony Conviction Notice
- Completed - Conflict of Interest Questionnaire (CIQ)
- Completed – References Form (minimum of three)
- Completed W-9 Form
- Suspension or Debarment Certificate

Hitchcock ISD Board of Trustees:

Monica Cantrell – Board President  
Chad Allen – Board Vice President  
Tom Ivey – Board Secretary  
Ted Robison – Trustee  
Tony Combs – Trustee  
Dr. Shirley Price – Trustee  
Ryan Massa – Trustee

Mr. Travis Edwards – Superintendent

Conflict of Interest Form and W-9 Form may be accessed at: [www.hitchcockisd.org](http://www.hitchcockisd.org) under the Finance Department and Purchasing.

If you have difficulty with this web site, please contact the Purchasing Coordinator immediately.

### Offeror's Representation and Certification

The undersigned having carefully examined the specifications, instructions to bidders, and special conditions affirms that they are duly authorized to execute this Qualifications Offer and agrees to provide the Legal Services upon the terms and conditions contained in this Request for Qualifications and all other items made a part of the accepted contract.

The undersigned acknowledges receipt of Addenda No. \_\_\_ to \_\_\_ issued during the time of bidding and the changes are included in this Qualifications Offer.

Company/Firm: \_\_\_\_\_ Submitted By: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Printed Name \_\_\_\_\_

Title of Signatory: \_\_\_\_\_

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

Mailing Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Telephone No: \_\_\_\_\_ Fax No: \_\_\_\_\_ Mobile Phone No. \_\_\_\_\_

E-mail: \_\_\_\_\_ Web Site: \_\_\_\_\_

Federal Tax ID No: \_\_\_\_\_

Check any of the following that apply to your business:

\_\_\_\_\_ Minority Owned                      \_\_\_\_\_ Women Owned                      \_\_\_\_\_ Historically Underutilized Business

**Bid/Proposal Acknowledgement Form: Please place a check beside the statement that applies to the status of your bid/proposal.**

I (we) the undersigned hereby declare that I (we) understand the terms and conditions as set forth in this bid/proposal and find these terms to be acceptable \_\_\_\_\_. Find the terms to be acceptable except for the exceptions noted below \_\_\_\_\_.

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

Address \_\_\_\_\_

Phone \_\_\_\_\_

Fax Number \_\_\_\_\_

Bidder (Signature) \_\_\_\_\_

Bidder (Print Name) \_\_\_\_\_

Official Position (Title) \_\_\_\_\_

Signature of Company Official Authorizing This Bid \_\_\_\_\_

Company Official (Print Name) \_\_\_\_\_

Official Position (Title) \_\_\_\_\_

Exceptions to the terms and conditions of this bid/proposal are as follows: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Company Official's Initials \_\_\_\_\_

COMPLETED & SIGNED FORM MUST BE RETURNED WITH BID

**STATEMENT OF NON-COLLUSION AND NON-DISCRIMINATION**

My signature certifies that the accompanying Proposal:

1. Is not the result of, or affected by an unlawful act of collusion with another person or company engaged in the same line of business or commerce, or any act of fraud punishable under current local, state, and/or federal ordinances, statutes, regulations and/or policies. Furthermore, I understand that fraud and unlawful collusion are crimes under Federal Law, and can result in fines, prison sentences, and civil damage awards.
2. During the performance of any contract awarded, the Seller will not discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin, or handicaps, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the normal operations of the Seller. The Seller agrees to post in conspicuous places, available to employee and applicants for employment, notices setting forth the provisions of this non-discrimination clause.
3. The Seller, in all solicitations or advertisements for employees placed by or on behalf of the Seller, will state that such Seller is an equal opportunity employer.
4. Notices, advertisements and solicitations placed in accordance with Federal Law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
5. The Seller shall include the provisions of the foregoing paragraphs 2,3, and 4 in every subcontract or purchase order over \$10,000.00 so that the provisions will be binding upon each subcontractor or vendor.

I hereby certify that I am authorized to sign as a Representative for the Seller:

NAME OF SELLER: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY & STATE: \_\_\_\_\_  
NAME (Print) \_\_\_\_\_ Signature \_\_\_\_\_  
TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_ Fax No. \_\_\_\_\_

**RESIDENT CERTIFICATION**

In accordance with Article 601g. as adopted by the 1985 Texas Legislature the following will apply. The pertinent portion of the Act has been extracted and is as follows:

Article 601g. State of Political Subdivision Contracts for Construction, Supplies, Services, Proposals by Non resident Section 1(a) in this Act:

- (1) "Governmental agency of the state" means: (A) an incorporated city or town, a county, a public school district, a special-purpose district or authority, or a district, county, or justice of the peace court;
  - (2) "Nonresident Proposer" means a Proposer whose principal place of business is not in this state, but excludes a contractor whose ultimate parent company or majority owner has its principal place of business in this state.
  - (3) "Texas residential Proposer" means a Proposer whose principal place of business is in this state, and includes a contractor whose ultimate parent company or majority owner has its principal place of business in this state.
- (B) The state or governmental agency of the state may not award a contract for general construction, improvements, services, or public works projects or purchase of supplies, material, or equipment to a nonresident Proposer unless the nonresident's Proposal is lower than the lowest Proposal submitted by a responsible Texas resident Proposer by the same amount that a Texas resident Proposer would be required to under Proposal a nonresident Proposer to obtain a comparable contract in the state in which the nonresident's principal place of business is located.

I Certify that as defined in Article 601g. that: COMPANY NAME: \_\_\_\_\_

\_\_\_\_\_ Yes, I am a Texas Resident Proposer      \_\_\_\_\_ No, I am a \_\_\_\_\_ Resident Proposer.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINTED NAME

**COMPLETED & SIGNED FORM MUST BE RETURNED WITH PROPOSAL**



**FELONY CONVICTION NOTICE**

Senate Bill 1, passed by the State of Texas Legislators, Section 44.034, Notification of Criminal History, Subsection (a) states, "a person or business entity that enters into a contract with a school district must give advance notice to the district if the person or owner or operator of the business entity has been convicted of a felony." The notice must include a general description of the conduct resulting in the conviction of a felony.

Subsection (b) states, "a school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination of the contract.

This notice is not required of a publicly held corporation.

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

Vendor's Name: \_\_\_\_\_

Authorized Company  
Official's Name: (please print) \_\_\_\_\_

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

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

B. My firm is not owned nor operated by anyone who has been convicted of a felony.

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

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

\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

Details of Conviction: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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

**COMPLETED & SIGNED FORM MUST BE RETURNED WITH PROPOSAL**

**SUSPENSION OR DEBARMENT CERTIFICATE**

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

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

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

Company/Firm's Name: \_\_\_\_\_

Firm's Address: \_\_\_\_\_

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

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

E-mail Address: \_\_\_\_\_

Authorized Company Official's Name: \_\_\_\_\_  
Printed Name

Signature of Authorized Company Official: \_\_\_\_\_  
Signature

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

**COMPLETED & SIGNED FORM MUST BE RETURNED WITH PROPOSAL**

**REFERENCE FORM**

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

Company Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_  
State/Zip Code: \_\_\_\_\_ E-mail \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Company Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_  
State/Zip Code: \_\_\_\_\_ E-mail \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Company Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_  
State/Zip Code: \_\_\_\_\_ E-mail \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Company Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_  
State/Zip Code: \_\_\_\_\_ E-mail \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Company Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_  
State/Zip Code: \_\_\_\_\_ E-mail \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

**COMPLETED & SIGNED FORM MUST BE RETURNED WITH PROPOSAL**