



27-018

Translation, Transcription, and Interpretation Services

Issue Date: 9/29/2026

Questions Deadline: 10/9/2026 02:00 PM (MT)

Response Deadline: 10/21/2026 02:00 PM (MT)

Contact Information

Contact: Gabriel Fuentes Buyer

Address: 4900 Woodrow Bean Dr.
El Paso, TX 79924

Phone: 1 (915) 230-3118

Email: gbfuentes@episd.org

Event Information

Number: 27-018
Title: Translation, Transcription, and Interpretation Services
Type: Request for Proposal
Issue Date: 9/29/2026
Question Deadline: 10/9/2026 02:00 PM (MT)
Response Deadline: 10/21/2026 02:00 PM (MT)
Notes: The El Paso Independent School District is seeking proposals from firms qualified, certified, and experienced in providing translation, transcription, and interpretation services, to include American Sign Language interpretation.

Ship To Information

Contact: EPISD Procurement & School Resources
Address: 4900 Woodrow Bean Dr.
El Paso, TX 79924
Phone: (915) 230-3100
Email: bids@episd.org

Billing Information

Contact: Accounts Payable
Address: PO Box 20100
El Paso, TX 79998
Phone: (915) 230-2136
Email: accountspayable@episd.org

Bid Activities

Non Mandatory Pre-Proposal Informational Conference

10/1/2026 10:00:00 AM (MT)

A non-mandatory Pre-Proposal Informational Conference will be held at 10:00 AM (MT) on Thursday, October 01, 2026, at the following location:

El Paso Independent School District
Procurement & School Resources
4900 Woodrow Bean Dr.
El Paso, TX 79924

Bid Attachments

EPISD Vendor Packet (REV 09.01.2026).pdf

[View Online](#)

(VENDOR INFORMATION) Review all documents included in the EPISD Vendor Packet. Complete and submit all required forms in the Vendor Information section of the Response Attachments area.

General_Terms_and_Conditions.pdf

[View Online](#)

(REVIEW) Please review RFP General Terms and Conditions

Required_Forms (1).pdf

[View Online](#)

(REQUIRED FORMS) Complete and submit all included forms in the corresponding Response Attachments area.

CIP_Form_1295.pdf

[View Online](#)

(CIP FORM 1295) Complete and submit this form in the corresponding Response Attachments area.

Deviations_Form.pdf

[View Online](#)

(DEVIATIONS) Complete and submit this form in the corresponding Response Attachments area only if you are identifying deviations to the sample vendor agreement or any of the general terms and conditions. (See Bid Attributes)

2024_W9_Form.pdf

[View Online](#)

(IRS W-9 FORM) Please complete W9

(REVIEW - SAMPLE ONLY) Please review contract sample and state any Deviations on the appropriate form. You are not required to fill out this agreement at this time. (See Bid Attributes)

Requested Attachments

Vendor Information

(Attachment required)

Upload only the completed "Vendor Information" documents here.

Required Forms

(Attachment required)

Upload only the completed "Required Forms" documents here. Notarize forms where applicable.

IRS W-9 Form

(Attachment required)

Upload the completed IRS W-9 form here.

CIP Form 1295

(Attachment required)

Upload only the completed "CIP Form 1295" documents here. All sections of the form must be completed and signed.

Certificate of Insurance

(Attachment required)

Please attach a copy of your certificate of insurance with the limits identified within the bid documentation.

Deviations

(If Applicable) Upload only the completed "Deviations Form" document here.

Financials

(Attachment required)

Please submit the past two (2) years of financials.

Vendor Proposal

(Attachment required)

Form Overview and General Information, Certifications and Resumes, and Quality Assurance Plan

Bid Attributes

1	INTRODUCTION The El Paso Independent School District is the pioneer of public education in the Paso del Norte region. With a history that spans more than 140 years, El Paso ISD is proud of our position as the springboard for generations of students to realize their dreams. We are committed to continuing to invest in innovation and to empowering and inspiring our students so they can thrive socially, emotionally, and academically. We are El Paso’s district! Our organization’s theory of action is anchored on our core values, mission, and vision. In partnership with our families and community, we seek to uphold the highest standards to provide inclusive and fair learning experiences that support the whole child. We accomplish this theory of action through whole child development, delivery of instructional excellence, fostering a transparent culture of excellence, and intentional equity designed to make EPISD a destination district. The El Paso Independent School District has approximately 48,000 students, 71 schools, and 8,000 employees.
2	GENERAL INFORMATION - Background Information This solicitation is being issued in accordance with the following procurement-related guidelines and regulations as required: Texas Education Code, Section 44.031, Purchasing Contracts

3 GENERAL INFORMATION - Solicitation Purpose

The El Paso Independent School District is seeking proposals from firms qualified, certified, and experienced in providing translation, transcription, and interpretation services, to include American Sign Language interpretation.

4 NOTICES - Public Disclosure Proposal Information

Potential offerors should be aware that once a proposal is opened, all information contained therein will be available to the public unless the information is excepted from disclosure under the Texas Government Code pertaining to Public Information.

The exception that allows the District to protect that information, if released, would give an advantage to a competitor or bidder. However, the exception does not apply after the bidding is complete and the contract has been awarded. Trade Secrets, commercial or financial background data, and privileged or confidential information may be excepted from public inspection. If any information in your offer qualifies for an exception because it falls into one of the categories, it should be marked "CONFIDENTIAL," and the basis of your claim of confidentiality should be stated. Data so identified will be maintained as a protected record. Offerors who claim that information in a proposal should be protected from public disclosure after the contract award may be asked to support such a claim if the District receives a Public Information Act Request for the information and requests a determination by the Attorney General.

5 NOTICES - Cone of Silence / Anti-Lobbying Policy

The District's Cone of Silence/Anti-Lobbying Policy was adopted to ensure a fair and competitive proposing environment by preventing communication between District officials, employees, or representatives and parties involved in the proposing process that could create an unfair advantage to any party concerning the award of a District contract. This restriction extends to "thank you" letters, phone calls, emails, and any contact that results in the direct or indirect discussion of the solicitation and/or proposal submitted by the Vendor. This policy is intended to create a level playing field for all Vendors and ensure the integrity of the solicitation process. Any violation of this provision may disqualify the Vendor's response from consideration.

The Cone of Silence shall begin upon the development of the scope of work through the issuance of a request for information (RFI), request for qualification (RFQ), request for proposal (RFP), bid, or other competitive solicitation as defined in state law and shall officially end upon execution of an award by the Board and/or the execution of a negotiated contract, whichever represents the final act in the procurement process.

Regardless of the above time period, it shall not be acceptable for potential vendors to participate in discussions that determine the scope of work, strategic direction, technical specifications, or evaluation criteria of such projects.

The Cone of Silence shall apply to acquiring goods or services using the procurement methods identified in state law and renewal periods for contracts previously awarded by the Board of Trustees with renewal options.

Campaign contributions, gifts, donations, and any other items of value shall be prohibited between the parties defined above for any known contract under consideration during the cone of silence period.

The Cone of Silence/Anti-Lobbying Policy prohibits any communication or lobbying activities during the Cone of Silence period by any person, including but not limited to proposers, lobbyists or consultants of proposers, service providers, or potential vendors, and any of the following:

1. Any Board member, Superintendent, senior staff member, principal, department head, director, manager, or other District employee who influences the evaluation or selection process.
2. District Staff and Consultants, including any employee of the District, any person retained by the District as a Consultant on the project, or any person having participated in the development, design, or review of documents related to the project.
3. Members of the District's Evaluation Committee, whether District employees or outside experts appointed or selected by the District.

The Cone of Silence/Anti-Lobbying Policy does not apply to:

1. Communication with the District's Legal Services and Procurement Services staff. Such communications shall be limited to the purpose of obtaining clarification or information concerning the subject of solicitation or engaging in contract negotiations during any scheduled meeting.
2. Questions of process and procedure, including oral communications with the Executive Director of Procurement & School Resources or procurement staff assigned as the point of contact for the solicitation, provided the communications are strictly limited to matters of process or procedure already contained in the solicitation document. A minimum of ten days will be provided for questions during solicitation unless otherwise stated in the Solicitation Schedule of Events.
3. Pre-Proposal/Pre-Proposal Conferences, including oral communications at pre-proposal or pre-proposal conferences, oral presentations before selection committees, contract negotiations, and public presentations made to the District's Board of Trustees during a duly noticed public meeting.
4. Written communications to the Procurement staff member identified in the solicitation.
5. Conducting business on contracts previously executed and currently in force.

☐ Vendor will comply with the Cone of Silence Policy
(Required: Check if applicable)

6 NOTICES - Questions and Request for Clarification

If a Vendor doubts the meaning of any part of this solicitation, questions or requests for clarification may be submitted electronically via the District's E-Bid system. Verbal questions and explanations are not permitted. Interpretations, clarifications, and answers to questions shall be made only by written response to all Vendors via E-Bid message or other delivery form if prior arrangements are made. To meet the District's schedule, it is extremely important that requests for clarification or additional information be submitted in writing no later than the date identified within this solicitation. Questions submitted after this date may not elicit a response.

7 NOTICES - Schedule of Events

The following Schedule of Events represents the District's estimated timetable that will followed in connection with this solicitation:

EVENTS	DATE AND/OR TIME
Issuance of Solicitation	09.29.26
Site Visits (If Applicable)	N/A
Non Mandatory Pre-Proposal Informational Conference (Attendance Highly Recommended)	10.01.26
Last Day for Proposers to Submit Written Questions (Must submit through lonwave)	10.09.26
Answers to Questions Provided (Posted through lonwave)	10.14.26
Deadline for Submission of Proposals	10.21.26
Evaluation of Proposals (Approximate)	October/November
Interviews / Presentations (If Applicable)	N/A
Negotiations (If Applicable)	TBD
Contract Award Date (Approximate)	January/February

NOTE - The District reserves the right, at its sole discretion, to adjust this Schedule of Events as it deems necessary. If changes are necessary, the District will communicate any adjustments in the form of an addendum or other communication issued through the lonwave platform.

8 NOTICES - Solicitation Term (Initial and Optional Terms)

The term of this solicitation will be for one (1) year ("initial term") that will take effect upon the completion of the award process as determined by the District. The District shall have the option to extend the term of the solicitation for up to four (4) additional years ("optional terms") at its discretion. Renewal terms will be contingent upon satisfactory delivery of goods and/or services. Each renewal term shall be at the same contract price/discount established for the initial term unless otherwise approved by District.

All intent to terminate notifications for this agreement must be delivered via certified mail to the following:

El Paso Independent School District
Procurement & School Resources
Attn: Director
27-018 (Translation, Transcription, and Interpretation Services)
4900 Woodrow Bean Dr.
El Paso, TX 79924

9 NOTICES - Electronic Submittal

As permitted by law, Section 44.0313 of the Education Code, the District conducts non-construction solicitation transactions by electronic means (E-Bid System) to the extent possible. The E-Bid System is web-based, and the process requires vendor registration in order to use the system and provide an electronic response to this solicitation. The instructions for electronic filing can be accessed at:

<https://www.episd.org/o/episd/page/new-e-bid-system-and-vendor-registration>

If you need assistance with registering or accessing the information, you may contact the Procurement & School Resources Department at (915) 230-3100 for assistance.

Vendors are responsible for ensuring that their proposal has been properly submitted. Failure to comply with the requirements of this solicitation, including the specific form of the submission required, may be grounds for disqualification of the proposal as “non-responsive.” All proposals shall be submitted through the lonwave platform or, in hard copy, by hand delivery, mail, or overnight carrier. The District will not accept proposals via facsimile or email.

10 NOTICES - Hard Copy Pickup and Submission

If the Vendor does not have the means to submit a response electronically, the District will accept hard copy responses; however, the Vendor must register on the lonwave platform in order to receive communications during the process. If the Vendor has no access to a computer system, the Vendor may contact the Procurement & School Resources Department at (915) 230-3100 for assistance in registering or obtaining responses from the system. Prospective Vendors may obtain a hard copy of this solicitation from the District's Procurement & School Resources Department, located at 4900 Woodrow Bean Dr., El Paso, Texas 79924, between the hours of 9:00 a.m. and 4:00 p.m. Please contact the Procurement & School Resources Department at (915) 230-3100 in advance of your visit to ensure that the hours have not changed and someone will be available to assist you.

Hard copy responses must be submitted prior to the stated submission deadline. Responses shall be mailed or hand delivered to the following address in a sealed envelope or package:

El Paso Independent School District
Procurement & School Resources Department
4900 Woodrow Bean Dr.
El Paso, TX 79924

The Vendor's name, return address, the solicitation name and number, and the opening date and time must be clearly marked on the submitted package. The Procurement & School Resources Department may open any unlabeled submittal to identify it properly. Vendors are required to identify their packages to protect the integrity of their proposals and to fully avail themselves of the evaluation and selection process. Hard copy responses may be modified, provided such modifications are sealed and received at the District's Procurement & School Resources Department prior to the stated solicitation submission deadline. Any proposal or modification received after the solicitation submission deadline shall not be accepted or considered.

11 NOTICES - Proposal Delivery Responsibility

Proposals received at the Procurement & School Resources Department after the specified date and time will not be accepted. Package delivery services such as FedEx, UPS, etc., deliver packages addressed to the Procurement & School Resources Department directly to the department. U.S. Postal Service deliveries, including Express Mail, are delivered directly to the department. The offeror accepts all responsibility for providing its proposal to the address stated in this solicitation within the specified time, or the proposal will be considered non-responsive and mailed back unopened. If the envelopes do not reflect a return address, they will be opened for the sole purpose of obtaining the return address.

1
2 **NOTICES - Descriptive Literature**

Descriptive literature, where applicable, containing the complete scope of services or other information sufficient for the District to determine compliance with the specifications must accompany each proposal. If a Vendor wishes to furnish additional information, more sheets may be added.

The District is not responsible for locating or securing any information not identified in the offer and is reasonably available. The District will not be responsible for locating or securing information not included in the offer. In conducting its assessment, the District may use data provided by the Vendor and data obtained from other sources. Still, while the District may elect to consider data obtained from other sources, the burden of providing thorough and complete information rests with the Vendor.

1
3 **NOTICES - Proposal Documents, Supporting Literature, and Related Data**

Related data, where applicable, will be made part of the proposal. All proposal documents, literature, and related data submitted as an offer become the property of the El Paso Independent School District.

1
4 **NOTICES - Proposal Preparation Cost**

This solicitation does not commit the El Paso Independent School District to pay any costs incurred in preparing and submitting the proposal or to contract for the services specified. This solicitation is not to be construed as a contract or a commitment of any kind, nor does it commit the District to pay for any costs incurred in the preparation of a formal presentation, or for any costs incurred prior to the execution of a formal contract.

1
5 **NOTICES - Contract Performance**

The Vendor shall be responsible for the completion of all work set out in any potential contract and task orders. All work is subject to inspection, evaluation, and acceptance by the District. The El Paso Independent School District may employ all reasonable means to ensure that the work is progressing and being performed in compliance with the contract terms and conditions.

1
6 **NOTICES - Notification of Proposal Award**

All awards are made by the Board of Trustees or the Administration of the El Paso Independent School District in accordance with District policy. All agendas for meetings of the District's Board of Trustees are posted on the District's website and available to the public. Information may be accessed at:

<https://www.episd.org/page/board-meeting-agendasmaterials-new>

Additionally, notifications of awards are sent to both awarded and non-awarded respondents via the District's lonwave platform.

1
7 **NOTICES - Acceptance or Rejection of Proposals**

The District reserves the right to accept or reject any or all proposals, to waive all minor technicalities and formalities, and to accept the proposal determined to be the most advantageous to the District. Additionally, the District may accept a proposal subject to an exception if, in its sole judgment, the proposal meets or exceeds the District's specifications. In evaluating responses, the District is not required to select the response based solely on the lowest pricing and will consider the criteria set out in the Texas Education Code, Section 44.031(b), and any other factors specifically set out in this solicitation.

NOTICES - Solicitation Protest Procedures

A protest may be submitted in writing during the solicitation process when the aggrieved vendor knows or should have known the factors giving rise to a protest or within five (5) business days after the bid due date.

A written formal protest must contain a minimum of the following:

- The solicitation number and title of the solicitation.
- Specific identification of the statutory or regulatory provision(s) that the procurement staff member or department allegedly violated.
- A specific description of each act alleged to have violated the statutory or regulatory provision(s) identified above.
- A statement of the relevant facts that includes timelines and involved parties.
- Identify the issues that need to be resolved to support the protest.
- Protest should be emailed to the procurement staff member responsible for the bid, with the subject line stating "Dispute/Protest and Bid/CSP/RFP name and number."

The Director of the Procurement & School Resources Department shall:

- Contact the involved department and inform them of the vendor protest.
- Gather information and prepare documentation for the Chief Financial Officer, outlining the solicitation, evaluation, and award of the solicitation.
- Inform the involved department on the vendor protest's progress and/or outcome.

The Procurement & School Resources Department shall promptly issue a written decision if the protest is not resolved by mutual agreement. The decision shall consist of the following:

- The reasons for the action taken will be determined and sent to the aggrieved vendor.
- A copy of the decision shall be immediately forwarded to the vendor and any other party intervening.
- All decisions will be based on "best value" for the District.
- A decision shall be final and conclusive.
- All vendor protest documentation shall be filed with Procurement & School Resources in the respective bid file.

NOTICES - Price Adjustments

If adjustments are otherwise allowed by the contract, adjustments may not exceed 25% of the total price awarded throughout the duration of the contract. Requests from vendor for Economic Adjustments must be submitted on company letterhead no less than 60 (sixty) days prior to request for adjustment to take effect, original signature in blue ink, reason for request and include letter from manufacturer indicating the adjustment. Adjustments will be verified by an appropriate Producer Price Index (PPI) and/or Consumer Price Index (CPI) published by the U.S. Department of Labor, Bureau of Labor Statistics, and adjustments will be calculated based on the latest six (6) months of data available in the month preceding the effective date of the price adjustments. All adjustments are subject to District approval.

All requests for price adjustments must be sent to:

El Paso Independent School District
Procurement and School Resources
Attn: Director
27-018 (Translation, Transcription, and Interpretation Services)
4900 Woodrow Bean Dr.
El Paso, TX 79924

**2
0** **NOTICES - Additional Goods and/or Services**

During the Term of a Contract awarded under this solicitation, additional goods/services not included in the original solicitation list and resulting awarded contract may become necessary and benefit El Paso ISD. Vendor and El Paso ISD agree that the aggregate value of added purchases during each year of the Contract (if renewed) shall not exceed 25% (10% for federally funded purchases) of the estimated total value of the Contract. The total value of the Contract must be agreed upon, and the dollar value listed in the Contract and each renewal term of the Contract (if any). For purposes of this section, the total value of the Contract includes all contracts awarded because of the procurement solicitation to all vendors. For the initial Term of a Contract awarded under this solicitation, Vendor and El Paso ISD agree that the total value of the Contract shall be as stated on the award. Additions of new products may be included in the awarded Contract list during the renewal of the Contract through an amendment to the Contract, and the total Contract value adjusted accordingly. For each renewal term of the Contract, the total actual value of the Contract in the preceding year and the additional new product(s) made during that Term will be the basis for determining the maximum dollar amount (not to exceed 25%) of the additional new product(s) that will be allowed during the next Contract renewal term. Material change means a modification that exceeds and/or alters the terms of the original contract between EPISD and the Vendor, exceeding 25% of the contract value.

**2
1** **SCOPE OF WORK - Background Information**

The El Paso Independent School District (El Paso ISD) is seeking certified sign language interpreters and communication aides to provide instructional support for Special Education students requiring sign language services. In addition, the District requires interpretation and translation services for parents, families, employees, and community stakeholders to ensure clear and equitable access to information, services, and participation in district-related activities.

☐ Read and Understood
(Required: Check if applicable)

**2
2** **SCOPE OF WORK - Objectives**

The required services are set out to four (4) categories:

1. Written translation
2. Spoken language interpretation
3. Over the phone/Video remote interpretation
4. American Sign Language interpretation

☐ Read and Understood
(Required: Check if applicable)

**2
3** **SCOPE OF WORK - General Requirements****Translation Services**

Translation is defined as expressing written words from a source language into written words of a target language, retaining the original meaning. The Contractor usually completes these services from their own place of business. In some cases, it may involve transcribing from a video or audio electronic file.

Transcription Services

Transcription is defined as the act of making a written, printed, or typed copy of words that have been spoken.

Interpretation Services

Interpretation is defined as accompanying a speaker by interpreting spoken words from one language to another in order to make spoken words understood by a group, audience, individual on the telephone, through video, in a meeting room, or at a gathering of many people.

American Sign Language Interpreting Services

American Sign Language or ASL is defined as those services which bridge the communication gap between those who are Deaf and Hard of Hearing and those who cannot use their lips, hands, arms, fingers and facial and body expressions to interpret a spoken language into Sign Language.

The sign language interpreter will be interactively involved with campus staff, on-site and off-site, to provide direct assistance and support to the students and individuals. Their role will include the following but will not be limited to:

- Simultaneous interpretation;
- Sign language interpretation between the student and campus staff during school hours;
- Sign language interpretation between the student and coach/sport officials after school hours;
- Sign language interpretation between the community and campus staff at community meetings during and after school hours
- Sign language interpretation for employees at any meeting or District event
- Assignments longer than 1.5 hours of non-stop American Sign Language (ASL) will require a team of interpreters to ensure ASL interpreters avoid a Repetitive Stress Injury (RSI).
- Prerecorded ASL interpretation services for District-produced videos, including picture-in-picture ASL interpretation synchronized with the original audio and visual content

The selected interpreters will provide services at the assigned location. Services are to be rendered anytime between 7:00 a.m. MT to 10:00 p.m. MT depending on the situation regarding services to students as stipulated in their Individual Education Plans (IEPs).

Requirements

All service providers must meet the following requirements and provide proof of:

1. Federal and State licenses and certifications as required;
2. Three (3) years experience providing sign language interpreting services to Deaf and Hard of Hearing in the State of Texas, preferably in an educational setting, (3) years experience in the other areas if applicable to respondents submission ;
3. If out-of-state, must have at least three (3) years in public education interpreting and or translation services experience;
4. Have sufficient staff and experienced personnel to provide services;
5. Have each employee complete a criminal history check and fingerprinting as required by Senate Bill 9; and
6. Have submitted with proposal copies of their certifications as an Interpreter/Translator; and
7. **For ASL only** - Hold certification in Registry of Interpreters for the Deaf (RID), or Texas Board for Evaluation of Interpreters (BEI).
8. Resume illustrating applicable experience and qualifications

Quality Assurance Plan (QAP)

Vendor must include a Quality Assurance Plan (QAP) that describes an acceptable method for monitoring, tracking and assessing the quality of services provided. The QAP must also describe how the vendor will identify and resolve issues related to translator and interpreter quality and/or performance, as well as customer initiated concerns and/or complaints including, but not limited to the following:

- Dropped calls
- No shows or tardiness
- Excessive wait times for remote interpreter service
- Inaccurate billings or delayed billings
- Requested interpreter qualifications not provided

☐ Read and Understood

(Required: Check if applicable)

2 PROPOSAL INFORMATION - Name of Company Contact

Please list the name of the contact person that the District may call regarding this bid. The contact person will be the liaison between the District and your organization. This should be the person who will answer questions regarding the bid submittal and questions about purchases and purchase orders.

(Required: Maximum 1000 characters allowed)

25 PROPOSAL INFORMATION - Company Contact Email

Please list the email address of the company contact person that the District would be emailing regarding this bid and to whom questions about purchases and purchase orders should be addressed.

(Required: Email address)

26 PROPOSAL INFORMATION - Principal Place of Business

Pursuant to the Texas Government Code, Chapter 2252, Subchapter A, it is necessary for the District to determine the residency of its vendors. In part, this law reads as follows:

- Section 2252.001: 'Nonresident bidder' refers to a person who is not a resident. 'Resident bidder' refers to a person whose principal place of business is in this state, including a vendor whose ultimate parent company or majority owner has their principal place of business in this state.
- Section 2252.002: A governmental entity may not award a governmental contract to a 'nonresident bidder' unless the nonresident underbids the lowest bid submitted by a responsible 'resident bidder' by an amount that is not less than the amount by which a 'resident bidder' would be required to underbid the nonresident bidder to obtain a comparable contract in the state in which the nonresident's principal place of business is located.

Please indicate your principal place of business (State).

- ☐ Alabama ☐ Alaska ☐ Arizona ☐ Arkansas ☐ California ☐ Colorado ☐ Connecticut
☐ Delaware ☐ Florida ☐ Georgia ☐ Hawaii ☐ Idaho ☐ Illinois ☐ Indiana ☐ Iowa ☐ Kansas
☐ Kentucky ☐ Louisiana ☐ Maine ☐ Maryland ☐ Massachusetts ☐ Michigan ☐ Minnesota
☐ Mississippi ☐ Missouri ☐ Montana ☐ Nebraska ☐ Nevada ☐ New Hampshire ☐ New Jersey
☐ New Mexico ☐ New York ☐ North Carolina ☐ North Dakota ☐ Ohio ☐ Oklahoma ☐ Oregon
☐ Pennsylvania ☐ Rhode Island ☐ South Carolina ☐ South Dakota ☐ Tennessee ☐ Texas
☐ Utah ☐ Vermont ☐ Virginia ☐ Washington ☐ Washington, D.C. ☐ West Virginia ☐ Wisconsin
☐ Wyoming ☐ Other

(Required: Check only one)

27 PROPOSAL INFORMATION - Authorized Signatory

Please provide the NAME and TITLE of the company representative identified as an authorized signatory for any potential contract documents associated with this solicitation.

(Required: Maximum 1000 characters allowed)

PROPOSAL INFORMATION - References

Provide information regarding three (3) school district clients, other than the El Paso ISD, to whom you have provided similar goods or services to the ones requested in this solicitation or with whom you have worked on projects of similar size and scope to the one for which services are requested in this solicitation. It is preferred that the references are from school districts similar in size to the El Paso ISD. El Paso ISD has an approximate student enrollment of 48,000 students.

For each reference, provide the following information:

1. Reference Name
2. Entity Name and Address
3. Telephone Number
4. Email Address

References may be contacted regarding the quality of your service and your qualifications. Please ensure that the reference point of contact is responsive. The District will attempt to obtain information from your identified references for a period of five (5) business days after the solicitation has been unsealed. If no response is received from those identified references, they will be deemed non-responsive. Points will be deducted for non-responsive references.

(Required: Maximum 4000 characters allowed)

EVALUATION - Criteria and Factors

The District reserves the right to award the Vendor offering the best value, and not necessarily to the Vendor proposing the lowest price, and reserves the right to accept or reject any or all Proposals and waive any formalities. It is not the policy of the District to purchase on the basis of lowest price proposals alone. In evaluating proposals submitted, the District will consider the criteria set out in the Texas Education Code, Section 44.031(b), including the following:

EVALUATION CRITERION	MAXIMUM POINTS
1. Purchase Price	30
2. Reputation	10
3. Quality	10
4. Meeting the District's Needs	20
5. Past District Relationship	10
6. Long-Term Costs	10
7. Other Relevant Factors	10
Total Points Available	100

CRITERION DESCRIPTION**1. PURCHASE PRICE (30 POINTS)**

Includes all costs associated with obtaining the goods and/or services associated with this solicitation. Proposals will be evaluated, and points will be distributed accordingly.

2. REPUTATION (10 POINTS)

Includes the reputation of the Vendor and the goods and/or services included in their proposal. For the scope of work included within this solicitation, the following will be evaluated, and points will be distributed accordingly.

3. QUALITY (10 POINTS)

Includes an evaluation of the quality of the goods and/or services proposed by the vendor related to the scope of work of the solicitation. The following will be evaluated, and points will be distributed accordingly:

- Vendor's Quality Assurance Plan (QAP)

4. MEETING THE DISTRICT'S NEEDS (20 POINTS)

Includes an evaluation of the extent to which the goods and/or services being proposed by the vendor related to the scope of work of the solicitation meet the District's needs. The following will be evaluated, and points will be distributed accordingly:

- Number of in-person and on-site interpreters
- Ability to accommodate same-day requests

5. PAST DISTRICT RELATIONSHIP (10 POINTS)

Includes a review of any past activity between the Vendor and the District. Full points will be given unless there is documented evidence of poor performance in past transactions with the District. The lack of previous transactions will provide full points as well.

6. LONG TERM COSTS (10 POINTS)

Includes a review of the long-term costs incurred by the District when acquiring the goods and/or services included in the Vendor's proposal. For the scope of work included in this solicitation, the District will evaluate the costs associated with years two through five of the Vendor's proposal.

7. OTHER RELEVANT FACTORS (10 POINTS)

Includes a review of other factors considered relevant to the scope of work included in this solicitation. The following will be evaluated, and points will be distributed accordingly:

- Number of qualified and certified interpreters
- Ability to communicate/request service with the vendor after/before working hours to request ASL service
- Languages offered

☐ Read and Understood

(Required: Check if applicable)

30 EVALUATION - Minimum Point for Multi-Award Consideration

It is the District's intent to award contracts to multiple vendors to ensure the District's demands are met at all times and that those vendors offer the best value to the District. The District reserves the right to issue multiple vendor awards per category, in its best interest, in order to ensure supply availability as required. The District, at its discretion, may select among qualified vendors who have been selected through the solicitation process. The quote process will consider not only price, but also the availability of goods and the delivery timeline. This process will ensure that the District obtains the best value in all purchases.

For this solicitation, the District reserves the right to award to multiple vendors, based on the evaluation criteria outlined. Please note that only those proposals receiving an evaluation score of seventy (70) points or higher of the total maximum possible score, as identified in the Evaluation Criteria, will be considered for award. Consideration of the award, however, does not guarantee the award.

☐ Read and Understood

(Required: Check if applicable)

31 EVALUATION - Process and Award Determination

All proposals are subject to the terms and conditions of this solicitation. Material exceptions to the terms and conditions, or failure to meet the District's minimum specifications, shall render the proposal non-responsive to the solicitation.

Any award made under this solicitation shall be made to the vendor who provides goods or services, other than professional services as defined by Section 2254.002 of the Texas Government Code, that are determined to be the most advantageous to the District and that otherwise provides the best value to the District. Factors to be considered in determining the proposal most advantageous to the District are included below, and are described within the evaluation criteria described on this solicitation.

As part of the requirement to establish the responsibility of the vendors, the District may perform a price analysis to determine the reasonableness of the price(s) at which the goods and/or services are offered. Prices that are significantly lower than the mean of all offers and that appear to be unreasonably low may be determined to be

evidence of non-responsibility and cause the proposal to be rejected.

- An Evaluation Committee shall be established to evaluate proposals based solely on the Evaluation Criteria set forth within this solicitation. Factors not specified in the solicitation will not be considered. The District reserves the right to waive any minor irregularities or technicalities in the proposals received. Proposals will be evaluated individually against the requirements stated in the solicitation.
- Minor problems of completeness or compliance may be brought to the attention of the vendor for clarification. Substantial deviations from specifications or other requirements of this solicitation will disqualify the proposal.
- Cost will not be the only consideration in the selection of short-listed proposals. A detailed evaluation of proposals will determine the most favorable combination of various elements for this solicitation. The selection of the awarded proposal will be based on what the evaluators believe to be most advantageous to the District.
- During the evaluation process, the District reserves the right, where it may serve in the District's best interest, to request additional information or clarifications from the vendor or to allow corrections of errors or omissions.
- The Procurement & School Resources Department will arrange the presentation/interview process, if deemed necessary, for discussion and/or clarification. Points may be deducted or added to the vendor's preliminary score as necessary by the Evaluation Committee.
- The District may request the vendors in the competitive range ("short list" finalists) to provide an onsite demonstration of their solution at a location that resembles the scope and size of the requirements laid out within this solicitation. Vendors will be asked to provide possible site locations for these onsite demonstrations. All planning associated with the logistics of these onsite demonstrations and any costs incurred will be borne entirely by the vendor. The District will be responsible only for travel-related costs for their staff attending the agreed-upon sites.
- The District reserves the right to negotiate the final scope of services, price, schedule, and any and all aspects of this solicitation with all vendors in the competitive range ("short list" finalists). Once negotiations are complete, the District shall establish a common date and time for submitting the Best and Final Offers. If a vendor does not submit a notice of withdrawal of its offer or a Best and Final Offer, the vendor's immediate previous offer shall be construed as its best and final offer.
- The best and final offers shall be evaluated in essentially the same manner as the initial offers. The contract shall be awarded to the responsible vendor whose qualifications, price, and other factors are the most advantageous to the District.
- The District reserves the right to award this contract to one vendor, to make multiple awards, and to award without discussions. The District may reject any or all offers if such action is in the District's interest, award a contract other than to the lowest respondent, waive informalities and minor irregularities in offers received, and award all or part of the requirements stated.
- Proposals that are considered non-responsive will not receive consideration. The District reserves the right to reconsider any proposal submitted during the evaluation process. It also reserves the right to meet with any vendor at any time to gather additional information. Furthermore, the District reserves the right to delete, add, or modify any aspect of this procurement through competitive negotiations until the final contract signing.
- The awarded vendor's proposal may be incorporated in whole or part into the final contract. Any false or misleading statements in the proposal will be grounds for disqualification or contract termination. Submission of a proposal indicates acceptance by the vendor of the conditions in this solicitation unless clearly and specifically noted in the proposal and confirmed in the contract between the District and the awarded vendor.

☐ Read and Understood

(Required: Check if applicable)

3
2**FINANCIALS - Responsibility Determination**

The responsibility determination includes consideration of a vendor's integrity, compliance with public policy, past performance with the District (if any), financial capacity, and eligibility to perform government work (e.g., debarments/suspension from any Federal, State, or local government). The District reserves the right to perform whatever research it deems appropriate to assess the merits of any vendor's proposal.

Provide a current financial statement for your company (or individually if you are a sole proprietor) and end-of-year financial statements for the past two (2) years. Such statements are preferred to be audited; however, if audited financials are unavailable, please submit statements prepared by a third-party preparer.

Financial Statements

Please provide financial statements for your organization for at least the last two (2) fiscal years as follows:

If a **publicly** held organization:

1. Consolidated financial statements submitted to the Securities and Exchange Commission (SEC) on Form 10K.
2. The most recent Form 100 since the last Form 10K was submitted.
3. Any Form 8K's in your last fiscal year.

If a **privately** held organization:

1. Balance sheet for your last two fiscal years certified by an independent Certified Public Accountant.
2. Statement of income of your last two fiscal years certified by an independent Certified Public Accountant.
3. Management discussion and analysis of your organization's financial condition for the last two years indicating any changes in your financial position since the certified statements were prepared.
4. If not considered proprietary, please provide any recent Management Letters.

Evidence of Financial Responsibility

Submit evidence of financial responsibility. This may be a credit rating from a qualified firm preparing a credit rating or a bank reference. The District reserves the right to confirm and request clarification of all financial information provided (including requesting audited financial statements certified by an independent Certified Public Accountant) or to request documentation of the vendor's ability to comply with all of the requirements in the Proposal Documents. Incomplete disclosures may result in a proposal being deemed non-responsive.

Note: Dun & Bradstreet has the capability to obtain information on past performance on specific contractors. Accordingly, the District may require vendors to provide a copy of a recent past performance report prepared by Dun & Bradstreet. The Past Performance Evaluation Report provided to the vendor by Dun & Bradstreet shall be submitted no later than 14 calendar days after request by the District. The vendor shall be responsible for the cost of Dun & Bradstreet's report preparation.

☐ Attached in "Response Attachments" ☐ Not Attached - Explanation in "Response Attachments"

(Required: Check only one)

3
3**CERTIFICATIONS - Insurance**

Vendor represents that it can provide the insurance coverage set out in the attachment "Insurance Limits" of this solicitation and will provide evidence of such coverage to the District at the time a contract for goods and/or services is executed. Please indicate below if the vendor complies.

☐ Vendor COMPLIES with Certification ☐ Vendor Does NOT COMPLY with Certification

(Required: Check only one)

3
4**CERTIFICATIONS - Deviations / Exceptions to Terms and Conditions**

If identified as an awarded Vendor on this solicitation, you may be required to complete and sign the El Paso Independent School District Vendor Agreement (if applicable). At this time, the EPISD only needs to know that you agree with the terms provided in the agreement provided in the "Attachments" tab. Vendors **do not** need to complete the contract until an award has been made. If you do not agree with the terms on the District's Vendor Agreement, please state so in the Deviations section included in this solicitation.

Complete and submit any deviations/exceptions to the general terms and conditions of the contract attached to the solicitation in the "Attachments" tab. Include an explanation for the requested change(s) in your response. Your response should be submitted on the attached form, which contains Attachment Deviations/Exceptions to Pricing Conditions, Terms and Conditions, and Contracts. Attach additional sheets as necessary. By execution of its proposal, the Vendor agrees to the general terms and conditions of the contract and the form of contract set out in the "Attachments" tab as General Terms and Conditions of the Contract, respectively, to the extent they apply to the provision of Goods or Services (or both) in connection with this solicitation.

NOTE: Failure to provide comments or requested changes will indicate your acceptance of the required contract provisions, and no further negotiations regarding the provisions will be permitted. The final contract shall be subject to review and approval by the District's Legal Counsel.

☐ AGREE to the Terms and Conditions ☐ Do NOT AGREE, Deviations Form Attached

(Required: Check only one)

3
5**CERTIFICATIONS - Conflict of Interest**

As part of the proposal submission, it is required that the Vendor comply with certification that they will disclose any conflicts of interest related to any individual associated with the District. Local Government Code, Section 176.003 (a)(2)(A) states that a local government officer shall file a conflicts disclosure statement with respect to a Vendor if the Vendor:

- has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that:
 - a contract between the local governmental entity and vendor has been executed; or
 - the local governmental entity is considering entering into a contract with the vendor.

Any sort of familial relationship must also be disclosed. Vendors are also required to certify that they do not have a "family relationship" with any individual associated with the District. "Family relationship" means a relationship between a person and another person within the third degree by consanguinity or the second degree by affinity, as those terms are defined by Subchapter B, Chapter 573, Government Code.

As a means of additional clarification, Opinion No. GA-0446 from the Office of the Texas Attorney General defines the following terms:

- Business Relationship - a connection between two or more parties based on a commercial activity of one of the parties.
- Affiliation - an association between two or more parties outside a business relationship.

Please indicate if you can comply with the certification that you will disclose if any member of your organization has a Conflict of Interest with any member of the District. This would include, but is not limited to, any sitting member of the Board of Trustees and any employed staff member of the El Paso Independent School District.

☐ Vendor COMPLIES with Certification ☐ Vendor Does NOT COMPLY with Certification

(Required: Check only one)

36 CERTIFICATIONS - Interlocal Cooperation Agreement

The District is permitted, under the provisions of Texas Government Code Chapter 791 and Texas Education Code Section 44.031(a)(4), to allow other local government entities ("LGEs") to utilize the pricing proposed by the successful Vendor to purchase the same goods or services; a process sometimes referred to as "piggy-backing," to satisfy the LGE's procurement requirements and streamline the purchasing process. Upon request of another LGE, the District intends to extend the final pricing terms offered by the Vendor to that that LGE as permitted by statute. By extending the solicited pricing to another LGE, the District is acting solely to streamline the procurement process for the LGE and its compliance with Texas competitive bidding requirements. The District assumes no other responsibility for the transaction, the Vendor, or the purchasing compliance of the LGE. The District shall not be responsible for any costs, damages, etc., incurred by either the Vendor or the LGE related to any purchase, failure to purchase by the other LGE, or disputes between the parties. The Vendor must deal directly with the purchasing LGE concerning the placement of orders, issuance of purchase orders, insurance certificates, contractual requirements, disputes, if any, invoicing and payment, or any other terms and conditions that the purchasing LGE may require. The actual utilization of the terms of this procurement by the purchasing LGE is at the sole discretion of the purchasing LGE.

☐ Read and AGREE ☐ Read but Do NOT AGREE

(Required: Check only one)

3
7**CERTIFICATION - Disclosure of Interested Parties (Form 1295)**

Texas Government Code, Section 2252.908 requires the disclosure of interested parties by a vendor, using the form and procedure established by the Texas Ethics Commission, at the same time it submits the signed contract if the contract award requires action or a vote by the Board of Trustees or the value of the contract awarded as a result of the solicitation is at least one million dollars (\$1,000,000.00). The form requires disclosure of any "interested party" to the contract of which the contracting Vendor is aware and executed by an authorized agent of the contracting Vendor. A copy of Form 1295 and further information about the required process are attached as an attachment in the District's Required Forms. The Vendor agrees that upon contract award and notification by the District of the applicability of this requirement, it will timely comply with the filing requirements set forth by the Commission and required by Section 2252.908 of the Texas Government Code.

The Certificate of Interested Parties (Form 1295) must be filled out electronically through the Texas Ethics Commission's online filing application, printed out, signed, and submitted with the response to this solicitation. Below is the link to access the online application:

https://www.ethics.state.tx.us/filinginfo/1295/index.php#efa_collapse1

Effective January 1, 2018, the State of Texas established an exemption to file the Form 1295. This form is not required if your company is a publicly traded business entity, including a wholly owned subsidiary of the business entity. Please select which applies to your company. Please note if your company is exempt from filing Form 1295, and provide your ticker/stock symbol for verification in the next attribute.

Changes to the law requiring certain businesses to file a Form 1295 are in effect for contracts entered into or amended on or after January 1, 2018. The changes exempt businesses from filing a Form 1295 for certain types of contracts and replace the need to notarize a completed Form 1295. Instead, the person filing a 1295 needs to complete an "unsworn declaration."

The amended law adds to the types of contracts exempt from the Form 1295 filing requirement. A completed Form 1295 is not required for:

- A sponsored research contract of an institution of higher education.
- An interagency contract of a state agency or an institution of higher education.
- A contract related to health and human services if:
 1. the value of the contract cannot be determined when the contract is executed, and
 2. any qualified vendor is eligible for the contract.
- A contract with a publicly traded business entity, including a wholly owned subsidiary of the business entity.
- A contract with an electric utility, as that term is defined by Section 31.002, Utilities Code.
- A contract with a gas utility, as that term is defined by Section 121.001, Utilities Code.

The newly exempt contract types are marked with an asterisk.

If claiming exemption from filing Form 1295 because the business entity is publicly traded, please provide your company's ticker/stock symbol.

☐ Form 1295 ATTACHED ☐ NO - Publicly Traded Entity ☐ NO - Other Allowed Exemption

(Required: Check only one)

3
8**CERTIFICATION - Disclosure of Interested Parties (Form 1295) Exemption**

If claiming exemption from filing Form 1295, please specify the reason below. If the Vendor is identified as a publicly traded entity, please provide the company ticker/stock symbol.

(Optional: Maximum 1000 characters allowed)

**3
9** **CERTIFICATION - Criminal History Record Information (CHRI)**

Texas Education Code Chapter 22 requires entities that contract with school districts to obtain Criminal History Record Information (CHRI) on covered employees. Covered employees with disqualifying criminal histories are prohibited from serving in a school district. The Vendor will be required to certify to the District that it has complied and will be required to obtain similar information from its employees, subcontractors of every tier, and independent contractors to the extent they are, or employ, covered employees. "Covered employees" are defined as all employees of a vendor or its subcontractors of any tier and individuals who are independent contractors who have or will have continuing duties related to the service to be performed at the District and have, or will have, direct contact with students. The District will be the final arbiter of what constitutes continuing duties and direct contact with students. A "disqualifying criminal history" includes the existence of one of the following offenses in the CHRI Report if at the time of the offense, the victim was under 18 or enrolled in a public school:

1. a felony offense under Title 5, Texas Penal Code;
2. an offense for which a defendant is required to register as a sex offender under Chapter 62, Texas Code of Criminal Procedure; or
3. an equivalent offense to (1) or (2) under federal law or the laws of another state.

A copy of the criminal background certification form is attached in the "Attachments" tab. The Vendor shall certify its agreement that before the commencement of performance under the awarded contract, it will timely obtain CHRI on covered employees, at its sole expense, by initialing the certification in the vendor questionnaire.

The Vendor agrees that before the commencement of performance under the awarded contract, it will timely obtain CHRI on covered employees, at its sole expense, and provide the certifications set out in the Criminal Background Certification form included in the "Attachments" tab. For information about the District's CHRI process, please visit <https://www.episd.org/o/episd/page/background-check-process>.

Note: Criminal background certification is not required to be executed as part of your Proposal – only agreement to comply is required.

☐ Vendor COMPLIES with Certification ☐ Vendor Does NOT COMPLY with Certification
(Required: Check only one)

4
0**CERTIFICATION - Fingerprinting for Contractors and Subcontractors**

The criminal background check requirements for contractors and subcontractors who work at public schools were amended in June 2021. A contractor that provides services to a school district must be fingerprinted before beginning work if the contractor:

1. will have continuing duties related to the contracted services, and
2. will have the opportunity for direct contact with students.

The requirement does not apply to a contractor that performs construction, alteration, or repair of an instructional facility if the contractor uses separate sanitary facilities, installs a barrier fence, and has a policy that employees may not interact with students or enter areas used by students.

School districts lost access to the criminal history records of individuals who were previously fingerprinted by contractors. If our school district needs to review the criminal history of these individuals, we will need to fingerprint the individuals again.

Who is classified as a contractor that needs to be fingerprinted?

An individual who:

1. Is employed or offered employment by a service contractor or a subcontractor of a service contractor, is an individual independent contractor of the school entity, or is an individual subcontractor of a service contractor;
2. Has or will have continuing duties related to the contracted services
3. Has or will have direct contact with students; and
4. Is not a student at the school entity for which the services are performed.

*If this requirement does not apply, please explain and attach in the attachment section of this solicitation.

☐ APPLIES - Contractor Fingerprints Needed ☐ NOT APPLICABLE

(Required: Check only one)

4
1**CERTIFICATIONS - Education Department General Administrative Regulations**

For all purchases made using federal funds, the District must comply with the federal regulations related to purchasing goods and services [2 CFR 200.317-200.326] effective July 1, 2018. When the District seeks to procure goods and services using funds under a federal grant or contract, specific federal laws, regulations, and requirements may apply to the procurement and those under state law. This solicitation includes the procurement standards of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR 200 (sometimes referred to as the "Uniform Guidance" or new "EDGAR"). The District requires all Vendors to complete and execute the EDGAR Certification Form attached hereto as Attachment "EDGAR Certifications" certifying the Vendor's willingness and ability to comply with EDGAR requirements, as the source of funding may not be known at the time of this solicitation.

Note: Not complying or submitting the EDGAR Certifications Form may result in the proposal being deemed non-responsive if federal funding will be used for this solicitation.

☐ Will Comply - EDGAR Certification Form Attached ☐ Cannot Comply - Explanation Attached

(Required: Check only one)

4
2**CERTIFICATIONS - Code of Federal Regulations (CFR) Section 200.321**

The Code of Federal Regulations Section 200.321 states, "When possible, the recipient or subrecipient [non-federal entity] should ensure that small businesses, minority businesses, women's business enterprises, veteran-owned businesses, and labor surplus area firms are considered as set forth below."

1. These business types are included on solicitation lists.
2. These business types are solicited whenever they are deemed eligible as potential sources.
3. Dividing procurement transactions into separate procurements to permit maximum participation by these business types.
4. Establishing delivery schedules (for example, the percentage of an order to be delivered by a given date of each month) that encourage participation by these business types.
5. Utilizing organizations such as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.
6. Requiring a contractor under a Federal award to apply this section to subcontracts.

Please identify if any of the following certifications apply to your organization. Upload a copy of Minority/Women Business Enterprise (MWBE) and/or Historically Underutilized Businesses (HUB) certification letter and the percentage of your business with MWBE and/or HUB suppliers, if applicable, under "MWBE and/or HUB Certification Letter" in the Response Attachments of your proposal response.

- ☐ Small Business
- ☐ Minority Business
- ☐ Women's Business Enterprise
- ☐ Veteran-Owned Business
- ☐ Labor Surplus Area Firm
- ☐ None of the Above

(Required: Check all that apply)

4
3**CERTIFICATIONS - Restriction on Diversity, Equity, and Inclusion**

Except as required by state and federal law, Vendor represents, covenants, and warrants to the District that, as a contractor to the District within the meaning of Section 11.005 of the Texas Education Code, Vendor will not engage in diversity, equity, and inclusion duties at, for, or on behalf of the District. Vendor acknowledges that Vendor has received a physical and electronic copy of the policy and procedure described in Section 11.005(c) of the Texas Education Code.

- ☐ Vendor COMPLIES with Certification ☐ Vendor Does NOT COMPLY with Certification

(Required: Check only one)

4
4**CERTIFICATIONS - Texas Education Code, Chapter 22A**

Vendor represents, covenants, and warrants to District that, as a service provider to District within the meaning of Section 22A.001 of the Texas Education Code, no individual employed by or working for Vendor or any subcontractor of Vendor, who is expected to provide any services under this Contract at facilities of District, has ever been involved in any of the matters described in Section 22A.055(a)(1)-(5) of the Texas Education Code except as disclosed to District prior to execution of this Contract by a document entitled "Section 22A.055 Disclosure" or in the affidavit described in the next sentence. Vendor has executed and delivered to District a pre-service affidavit as described in Section 22A.055(a) of the Texas Education Code as well as consents for release of employment records by any individual employed by or working for Vendor who is expected to provide any services under the Contract at facilities of District.

- ☐ Vendor COMPLIES with Certification ☐ Vendor Does NOT COMPLY with Certification

(Required: Check only one)

4 CERTIFICATIONS - Firearms Certification

5

Pursuant to Texas Government Code Chapter 2274, if this Contract is valued at \$100,000 or more and if the Vendor has at least ten (10) full time employees, then the Vendor represents, warrants and covenants to the District that the Vendor:

1. does not have any practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association; and
2. will not discriminate against a firearm entity or firearm trade association during the term of this Contract.

For purposes of this provision, the terms "firearm entity", "firearm trade association" and "discriminate against a firearm entity or a firearm trade association" shall have the same meaning as set forth in Government Code Section 2274.001 et. seq. Vendor means a for-profit organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company, or affiliate of those entities or business associations that exists to make a profit. Vendor does not include a sole proprietorship.

☐ Vendor COMPLIES with Certification ☐ Vendor Does NOT COMPLY with Certification

(Required: Check only one)

4 CERTIFICATIONS - Israel Certification

6

Pursuant to Texas Government Code Chapter 2271, if this Contract is valued at \$100,000 or more and if the Vendor has at least ten (10) full time employees, then the Vendor represents and warrants to the District that the Vendor does not boycott Israel and will not boycott Israel during the term of this Contract. Vendor means an organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company, or affiliate of those entities or business associations that exists to make a profit. Vendor does not include a sole proprietorship.

☐ Vendor COMPLIES with Certification ☐ Vendor Does NOT COMPLY with Certification

(Required: Check only one)

4 CERTIFICATIONS - Energy Company Certification

7

Pursuant to Texas Government Chapter 2274, if this Contract is valued at \$100,000 or more and if the Vendor has at least ten (10) full-time employees, then the Vendor represents, warrants, and covenants to the District that the Vendor, within the meaning of Texas Government Code Section 809.001:

1. does not boycott energy companies; and
2. will not boycott energy companies during the term of this Contract

☐ Vendor COMPLIES with Certification ☐ Vendor Does NOT COMPLY with Certification

(Required: Check only one)

4
8 **CERTIFICATIONS - Terrorist Organizations Certification**

Vendor hereby certifies that it is not a company identified on the Texas Comptroller's list of companies known to have contracts with, or provide supplies or services to, a foreign organization designated as a Foreign Terrorist Organization by the U.S. Secretary of State.

Pursuant to Sec.2252.152. CONTRACTS WITH COMPANIES ENGAGED IN BUSINESS WITH IRAN, SUDAN, OR FOREIGN TERRORIST ORGANIZATION PROHIBITED. A governmental entity may not enter into a governmental contract with a company that is identified on a list prepared and maintained under Section 806.051, 807.051, or 2252.153.

Pursuant to Sec. 2252.153. LISTED COMPANIES. The comptroller shall prepare and maintain, and make available to each governmental entity, a list of companies known to have contracts with or provide supplies or services to a foreign terrorist organization.

Pursuant to Sec. 2252.154. EXCEPTION. Notwithstanding any other law, a company that the United States government affirmatively declares to be excluded from its federal sanction's regime relating to Sudan, its federal sanction's regime relating to Iran, or any federal sanction's regime relating to a foreign terrorist organization is not subject to contract prohibition under this subchapter.

☐ Vendor COMPLIES with Certification ☐ Vendor Does NOT COMPLY with Certification

(Required: Check only one)

4
9 **CERTIFICATIONS - Foreign-Owned Companies Certification**

The District is prohibited from entering into a contract or other agreement relating to critical infrastructure that would grant to the Vendor direct or remote access to or control of critical infrastructure in this state, excluding access specifically allowed by the District for product warranty and support. Vendor certifies that neither it nor its parent company nor any affiliate of Vendor or its parent company, is:

1. owned by or the majority of stock or other ownership interest of the company is held or controlled by individuals who are citizens of China, Iran, North Korea, Russia, or a designated country;
2. a company or other entity, including governmental entity, that is owned or controlled by citizens of or is directly controlled by the government of China, Iran, North Korea, Russia, or a designated country; or
3. headquartered in China, Iran, North Korea, Russia, or a designated country.

For purposes of this Agreement, "critical infrastructure" means "a communication infrastructure system, cybersecurity system, electric grid, hazardous waste treatment system, or water treatment facility." See Texas Government Code, Section 2275.0101(2) of SB 1226 (87th leg.). Vendor verifies and certifies that Vendor will not grant direct or remote access to or control of critical infrastructure, except for product warranty and support purposes, to prohibited individuals, companies, or entities, including governmental entities, owned, controlled, or headquartered in China, Iran, North Korea, Russia, or a designated country, as determined by the Governor.

☐ Vendor COMPLIES with Certification ☐ Vendor Does NOT COMPLY with Certification

(Required: Check only one)

5
0 **CERTIFICATIONS - Abortion Providers Certification**

Pursuant to Texas Government Code Chapter 2273, the District is prohibited from contracting with any abortion provider or an affiliate of an abortion provider whereby the provider or affiliate received something of value derived from state or local tax revenue. Any contract entered into by the District is void if the prospective vendor has such a prohibited affiliation or contractual relationship. By submitting a proposal in response to the request for proposal, you are certifying to the District that you do not have such an affiliation or contractual relationship.

☐ Vendor COMPLIES with Certification ☐ Vendor Does NOT COMPLY with Certification

(Required: Check only one)

5
1 **CERTIFICATIONS - No Substantial Interest**

Vendor represents and warrants to District that no individual serving on District's Board of Trustees: (a) has a substantial interest in Vendor or in a subcontractor of Vendor; (b) is related in the second degree by consanguinity or affinity, as determined by Chapter 573 of the Texas Government Code to, an individual who has a substantial interest in Vendor or in a subcontractor of Vendor; or (c) has received or been promised a gift or in-kind services of more than \$250 in connection with the Contract or award thereof. For purpose of this paragraph, an individual has a substantial interest in Vendor [or subcontractor of Vendor, as applicable] if: (i) the individual owns more than 10% of the voting interest in Vendor [or subcontractor of Vendor, as applicable], or (ii) the individual has a direct or indirect participating interest by shares, stock, or otherwise, regardless of whether voting rights are included, of more than 10% of the profit, proceeds, or capital gains of Vendor [or subcontractor of Vendor, as applicable].

☐ Vendor COMPLIES with Certification ☐ Vendor Does NOT COMPLY with Certification

(Required: Check only one)

5
2 **CERTIFICATIONS - Audits**

The District, or its authorized representative (including Texas Education Agency and the Comptroller General), shall be given reasonable access to records and rights to perform audits by the District's own personnel and/or an outside firm of consultants/auditors, in order to investigate the District's claims, the Services, and/or evaluate the performance of the Vendor. The Vendor agrees to provide full cooperation during this process. Performance of these functions shall be conducted with proper notification per customary industry standards. Vendor agrees to maintain all required records and give the District, or its authorized representative, reasonable access to the records and rights to perform audits for five (5) years after the District makes final payment and all other pending matters are closed.

☐ Vendor COMPLIES with Certification ☐ Vendor Does NOT COMPLY with Certification

(Required: Check only one)

5
3 **CERTIFICATIONS - Contracting Information Certification**

If Vendor is not a governmental body and (a) this Agreement has a stated expenditure of at least \$1 million in public funds for the purchase of goods or services by the District; or (b) this Agreement results in the expenditure of at least \$1 million in public funds for the purchase of goods or services by the District within a fiscal year, the following certification shall apply; otherwise, this certification is not required.

As required by Texas Government Code, Section 552.374(b), the following statement is included in the RFP and the Agreement, unless the Agreement is:

1. related to the purchase or underwriting of a public security;
2. is or may be used as collateral on a loan; or
3. proceeds from which are used to pay debt service of a public security of loan:

"The requirements of Subchapter J, Chapter 552, Government Code, may apply to this RFP and Agreement and the contractor or vendor agrees that the contract can be terminated if the contractor or vendor knowingly or intentionally fails to comply with a requirement of that subchapter." Pursuant to Subchapter J, Chapter 552, Texas Government Code, the Vendor hereby certifies and agrees to:

1. preserve all contracting information related to this Agreement as provided by the records retention requirements applicable to the District for the duration of the Agreement;
2. promptly provide to the District any contracting information related to the Agreement that is in the custody or possession of the Vendor on request of the District; and
3. on completion of the Agreement, either (a) provide at no cost to the District all contracting information related to the Agreement that is in the custody or possession of Vendor, or (b) preserve the contracting information related to the Agreement as provided by the records retention requirements applicable to the District.

☐ Vendor COMPLIES with Certification ☐ Vendor Does NOT COMPLY with Certification

(Required: Check only one)

54	CERTIFICATIONS - Price Proposal Requirement
	Vendors are required to submit prices in the designated "Bid Line Item" section of the solicitation. Vendors may provide additional documentation in the attachment section of this solicitation if they wish to do so. Please Note: Pricing must be provided by Vendor in accordance with the terms (unit of measure, quantity, etc.) provided in the solicitation. Failure to do so on the part of the Vendor may be reason for the District to deem the response non-responsive and eliminate the Vendor's response from consideration. ☐ Vendor COMPLIES with Requirement ☐ Vendor Does NOT COMPLY with Requirement <i>(Required: Check only one)</i>
55	CERTIFICATIONS - Solicitation Acceptance
	Please indicate that you have read, understand, agree to, and accept the general terms and conditions, vendor requirements, and specifications contained herein. If you do not agree, please provide any deviations in the deviations section of this solicitation. ☐ Read, Understood, Agree To, and Accept ☐ Read, Understood, Do NOT Agree, Deviations Provided <i>(Required: Check only one)</i>

Bid Lines

1	Package Header
	Written Translation/Transcription
	Total: \$
	Package Attributes
	1. Advance Notice Requirements
	How much time in advance does your company require to accommodate services?
	<i>(Optional: Maximum 4000 characters allowed)</i>
	2. Available Languages for Translation Services
	In this section please list the languages available for translation.
<i>(Optional: Maximum 4000 characters allowed)</i>	

Package Items

1.1 Hourly Rate - Written Translation Services.

Quantity: 1 UOM: Hour Price: Total:

Supplier Notes: _____

☐ No bid
☐ Additional notes
(Attach separate sheet)

1.2 Cost-per-Word - Written Translation Services.

Quantity: 1 UOM: per-word Price: Total:

Supplier Notes: _____

☐ No bid
☐ Additional notes
(Attach separate sheet)

1.3 Hourly Rate - Written Transcription Services.

Quantity: 1 UOM: hour Price: Total:

Supplier Notes: _____

☐ No bid
☐ Additional notes
(Attach separate sheet)

1.4 Cost-per-Word - Written Transcription Services.

Quantity: 1 UOM: per-word Price: Total:

Supplier Notes: _____

☐ No bid
☐ Additional notes
(Attach separate sheet)

2 Package Header

Spoken Language Translation/Interpretation

Total:

Package Attributes

1. Advance Notice Requirements

How much time in advance does your company require to accommodate services?

(Optional: Maximum 4000 characters allowed)

2. Available Languages for Translation Services

In this section please list the languages available for translation.

(Optional: Maximum 4000 characters allowed)

3. Remote Service Options

What remote options does your company offer to provide services?

(Optional: Maximum 4000 characters allowed)

4. Headset System

Please indicate whether your company can provide a headset system for language interpretation services. If available, describe the equipment provided, including system type, capacity, and any related accessories or support services. If your company is unable to provide a headset system, please clearly state "Not Available" in your response.

(Optional: Maximum 4000 characters allowed)

Package Items

2.1 Hourly Rate - In-Person Spoken Language Interpretation

Quantity: 1 UOM: Hour Price: Total:

Supplier Notes:

☐ No bid
☐ Additional notes
(Attach separate sheet)

2.2 Hourly Rate - In-Person Interpretation - Emergency (less than 24 hours notice)

Quantity: 1 UOM: Hour Price: Total:

Supplier Notes:

☐ No bid
☐ Additional notes
(Attach separate sheet)

2.3 Hourly Rate - Video Remote Services

Quantity: 1 UOM: Hour Price: Total:

Supplier Notes: _____

☐ No bid
☐ Additional notes
(Attach separate sheet)

2.4 Hourly Rate - Phone Interpretation Services

Quantity: 1 UOM: Hour Price: Total:

Supplier Notes: _____

☐ No bid
☐ Additional notes
(Attach separate sheet)

2.5 Language Interpretation System Headset - 10 Person Language Interpretation System

Quantity: 1 UOM: EA Unit Price: Total:

Manufacturer:

Supplier Notes: _____

☐ No bid
☐ Additional notes
(Attach separate sheet)

3 Package Header

American Sign Language (ASL) Interpreting Services

Total:

Package Attributes

1. Advance Notice Requirements

How much time in advance does your company require to accommodate services?

(Optional: Maximum 4000 characters allowed)

2. Remote Service Options

What remote options does your company offer to provide services?

(Optional: Maximum 4000 characters allowed)

3. Certified Interpreters

How many certified interpreters does your company have on staff?

(Optional: Maximum 4000 characters allowed)

Package Items

3.1 Hourly Rate - ASL In-Person Interpretation Services

Quantity: 1 UOM: Hour Price: \$ Total: \$

Supplier Notes:

☐ No bid
☐ Additional notes
(Attach separate sheet)

3.2 Hourly Rate - ASL In-Person Interpretation - Emergency (less than 24 hours notice)

Quantity: 1 UOM: Hour Price: \$ Total: \$

Supplier Notes:

☐ No bid
☐ Additional notes
(Attach separate sheet)

3.3 Hourly Rate - ASL Video Remote Interpretation Services

Quantity: 1 UOM: Hour Price: \$ Total: \$

Supplier Notes:

☐ No bid
☐ Additional notes
(Attach separate sheet)

3.4 Prerecorded ASL Interpretation for Video Content

Quantity: 1 Price: \$ Total: \$

Supplier Notes:

☐ No bid
☐ Additional notes
(Attach separate sheet)

Supplier Information

Company Name: _____

Contact Name: _____

Address: _____

Phone: _____

Fax: _____

Email: _____

Supplier Notes

By submitting your response, you certify that you are authorized to represent and bind your company.

Print Name

Signature