

CONTRACT

This agreement is entered into between MGW Educational Consulting, LLC, 1316 Nature View Loop, Driftwood, Texas 78619 (the "Contractor") and Hays Consolidated Independent School District ("HCISD") for and in consideration of the mutual promises and covenants herein and as defined in the specifications from RFP #25-022201VL, agree as follows:

This contract shall be effective July 18, 2023 and continue through April 30, 2027.

Goods and/or Services Provided: Administrative Contracted Services

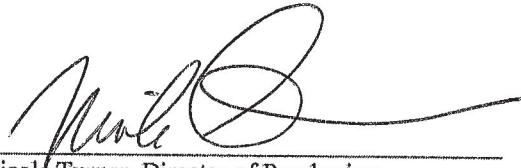
TERMINATION FOR DEFAULT: The performance of work under the contract may be terminated by HCISD in accordance with this clause, in whole or in part, in writing, whenever HCISD shall have determined that the Vendor has failed to meet the performance requirements of the contract. HCISD has the right to terminate for default if the Vendor fails to make delivery of the goods or perform the work, or if the Vendor fails to perform the work within the time specified in the contract, or if the Vendor fails to perform any other provisions of the contract.

TERMINATION FOR CONVENIENCE: HCISD may terminate the contract at its convenience with thirty (30) day advance written notice to the Vendor. In the event of such a termination by HCISD, the District shall be liable for the payment of all approved work performed prior to the termination.



Missy Wright, Consultant
MGW Educational Consulting, LLC
1316 Nature View Loop
Driftwood, Texas 78619
mgweduconsulting@gmail.com

Date: July 18, 2023



Nicole Turner, Director of Purchasing
Hays Consolidated Independent School District
21003 IH 35
Kyle, Texas 78640

Date: 7/19/23

LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

FORM CIS

(Instructions for completing and filing this form are provided on the next page.)

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

This is the notice to the appropriate local governmental entity that the following local government officer has become aware of facts that require the officer to file this statement in accordance with Chapter 176, Local Government Code.

OFFICE USE ONLY

Date Received

1 Name of Local Government Officer

Marivel Sedillo

2 Office Held

Chief Academic Officer

3 Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code

MGW Educational Consulting

4 Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.

Dr. Eric Wright (vendor's spouse)

5 List gifts accepted by the local government officer and any family member, if aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100 during the 12-month period described by Section 176.003(a)(2)(B).

Date Gift Accepted _____ Description of Gift _____

Date Gift Accepted _____ Description of Gift _____

Date Gift Accepted _____ Description of Gift _____

(attach additional forms as necessary)

6 SIGNATURE

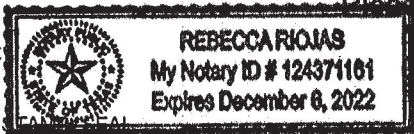
I swear under penalty of perjury that the above statement is true and correct. I acknowledge that the disclosure applies to each family member (as defined by Section 176.001(2), Local Government Code) of this local government officer. I also acknowledge that this statement covers the 12-month period described by Section 176.003(a)(2)(B), Local Government Code.

M Sedillo

Signature of Local Government Officer

Please complete either option below:

(1) Affidavit



NOTARY

Sworn to and subscribed before me by MARIVEL SEDILLO this the 23rd day of SEPTEMBER,

20 22 to certify which, witness my hand and seal of office.

Rebecca Rojas
Signature of officer administering oath

REBECCA ROJAS
Printed name of officer administering oath

NOTARY
Title of officer administering oath

OR

(2) Unsworn Declaration

My name is _____, and my date of birth is _____.

My address is _____ (street) _____ (city) _____ (state) _____ (zip code) _____ (country)

Executed in _____ County, State of _____, on the _____ day of _____, 20 _____ (month) (year)

Signature of Local Government Officer (Declarant)

LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

Section 176.003 of the Local Government Code requires certain local government officers to file this form. A "local government officer" is defined as a member of the governing body of a local governmental entity; a director, superintendent, administrator, president, or other person designated as the executive officer of a local governmental entity; or an agent of a local governmental entity who exercises discretion in the planning, recommending, selecting, or contracting of a vendor. This form is required to be filed with the records administrator of the local governmental entity not later than 5 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of this statement.

A local government officer commits an offense if the officer knowingly violates Section 176.003, Local Government Code. An offense under this section is a misdemeanor.

Refer to chapter 176 of the Local Government Code for detailed information regarding the requirement to file this form.

INSTRUCTIONS FOR COMPLETING THIS FORM

The following numbers correspond to the numbered boxes on the other side.

- 1. Name of Local Government Officer.** Enter the name of the local government officer filing this statement.
- 2. Office Held.** Enter the name of the office held by the local government officer filing this statement.
- 3. Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code.** Enter the name of the vendor described by Section 176.001(7), Local Government Code, if the vendor: a) has an employment or other business relationship with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code; b) has given to the local government officer or a family member of the officer one or more gifts as described by Section 176.003(a)(2)(B), Local Government Code; or c) has a family relationship with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 4. Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.** Describe the nature and extent of the employment or other business relationship the vendor has with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code, and each family relationship the vendor has with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 5. List gifts accepted, if the aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100.** List gifts accepted during the 12-month period (described by Section 176.003(a)(2)(B), Local Government Code) by the local government officer or family member of the officer from the vendor named in item 3 that in the aggregate exceed \$100 in value.
- 6. Signature.** Signature of local government officer. Complete this section after you finish the rest of this report. You have the option to either: (1) take the completed form to a notary public where you will sign above the first line that says "Signature of Local Government Officer" (an electronic signature is not acceptable) and your signature will be notarized, or (2) sign above both lines that say "Signature of Local Government Officer (Declarant)" (an electronic signature is not acceptable), and fill out the unsworn declaration section.

Local Government Code § 176.001(2-a): "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.

Local Government Code § 176.003(a)(2)(A):

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

(2) the vendor:

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

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

CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

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

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

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

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

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

(2) the vendor:

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

(i) a contract between the local governmental entity and vendor has been executed;

or

(ii) the local governmental entity is considering entering into a contract with the vendor;

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

(i) a contract between the local governmental entity and vendor has been executed; or

(ii) the local governmental entity is considering entering into a contract with the vendor.

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

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

(1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);

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

(3) has a family relationship with a local government officer of that local governmental entity.

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

(1) the date that the vendor:

(A) begins discussions or negotiations to enter into a contract with the local governmental entity; or

(B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

(A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);

(B) that the vendor has given one or more gifts described by Subsection (a); or

(C) of a family relationship with a local government officer.

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

FORM CIQ

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

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

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

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

OFFICE USE ONLY

Date Received

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

MGW Educational Consulting

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

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

Name of Officer

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

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

Yes No

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

Yes No

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

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

7 Melissa Lucia Hewitt
Signature of vendor doing business with the governmental entity

9.22.22
Date



HCISD Quotation Summary Sheet

This form is to be used for all non-contracted vendor purchases \$5,000 or greater based on the current purchasing procedures, and the form must be completed in its entirety to be considered valid for the anticipated procurement. All fields with a red asterisks (*) are required. If there are more than three vendors, please use the same form for the additional vendors. **If fewer than three (3) vendors are contacted, a strong justification must be provided of the reason for the limitation in the "Comments" field below.** The Purchasing Office shall be the sole determinant of the acceptability of the justification and/or the reason for the vendor selected. Further information on the District's quoting requirements can be found at <https://www.havscisd.net/Page/493>

Date Submitted* 08/25/22

Dept/Campus * C&I

Munis Requisition # 12302199

Submitted by* REBECCA RIOJAS

Title ADMINISTRATIVE ASSISTANT

General Description of Goods or Services to be Quoted*

LEADERSHIP TRAINING & COACHING

Recommended Vendor*

Vendor #* 9697

Reason*

MGW EDUCATIONAL CONSULTING L

SPECIALTY AND PRICING

Comments to the HCISD Purchasing Department

SEE QUESTIONNAIRE & STATEMENT FOR ADDITIONAL INFORMATION

Vendor A

Total Quote*
\$49,800.00

(includes all items associated
cost such as fees, shipping, etc.)

Munis Vendor # 9697

Vendor Name* MELISSA GARCIA WRIGHT

Date of Quote* 08/25/22

City / State vendor is located* DRIFTWOOD, TEXAS

Quote attached: * Yes No

Contact person (if applicable) MELISSA WRIGHT

Phone / Email / Website MGWEDUCONSULTING@G

Quote received by:

Email

Phone

Webpage

Other

Vendor B

Total Quote*
79,100.00

(includes all items associated
cost such as fees, shipping, etc.)

Munis Vendor # 33

Vendor Name* EDUC SERVICE CENTER REG 13

Date of Quote* 09/6/22

City / State vendor is located* AUSTIN, TEXAS

Quote attached: * Yes No

Contact person (if applicable)

Phone / Email / Website

Quote received by: Email Phone Webpage Other

Vendor C

Total Quote*

(includes all items associated
cost such as fees, shipping, etc.)

Munis Vendor #

Vendor Name*

Date of Quote*

City / State vendor is located*

Quote attached: * Yes No

Contact person (if applicable)

Phone / Email / Website

Quote received by: Email Phone Webpage Other

By submitting this electronically signed quote form, I certify that the above quotes are accurate, were provided on the date(s) indicated, and that these quotes were not disclosed in any way to any of the competing vendors prior to obtaining all quotes.

Submitted by*

Date*

ESTIMATE

MGW Educational Consulting LLC

mgweduconsulting@gmail.com

1316 Nature View Loop

Driftwood, TX 78619

Hays CISD

Bill to

Hays CISD

4820 Jack C. Hays Trail

Buda, Texas 78610

United States

Ship to

Marivel Sedillo

Hays CISD

4820 Jack C. Hays Trail

Buda, Texas 78610

United States

Estimate details

Estimate no. : 1002

Estimate date : 8/18/22

Product or service		Amount
1. MGW Educational Consulting LLC	249 hrs × \$200.00	\$49,800.00
Leadership development and coaching for district leaders and/or principals.		
	Total	\$49,800.00

Note to customer

Payment is \$1200 per day / \$200 per hour.

Hays CISD Proposal for District Instructional Leadership Training 2022-23
MGW Educational Consulting

- Principal coaching training for the Deputy Academic Officers.
- Develop a Principal Support Framework for Hays CISD
 - Use the Campus Improvement Plans and Principal TPESS goals to focus the work.
 - Develop a structured work calendar for DAOs to facilitate the work.
- Develop a protocol to provide feedback to principals.
- Live coaching for Deputy Academic Officers using the inquiry cycle.
- Meet with Deputy Academic Officers as a Professional Learning Community monthly to discuss progress and action steps.
 - Provide a summary of work for each DAO to assign next action steps.
- Weekly touch point with Chief Academic Officer to discuss progress and action steps.
 - Provide summaries of work for follow up purposes.
- Incorporate "Get Better Faster" to support an instructional foundation for district leaders.

Invoice Monthly

- \$1,200/day (6 hour day)

September	½ day Meet with CAO to discuss coaching plan 21 \$600 ½ day Meet with each DAO to discuss current processes and protocols 21 \$600 ½ day Meet with each DAO to review CIPs and TPESS goals 21 \$600 2 days Shadowing/Campus visits/Principal introductions 23 \$2400 2 days Meet with DAOs to choose focus principal and create theory of action plan 21 \$2400 ½ day - PLC with all 4 DAOs / Meet with CAO 21 \$600	6 days 36 hours \$7200
October	1 (2 hours each) Meet with each DAO and create calendar and action plan 21 \$600 4 days Live Coaching 23 \$4800 1 day Action Planning 21 \$1200 ½ day - PLC/ Meet with CAO 21 \$600	6 days 36 hours \$9200
November	4 days Live Coaching 23 \$4800 1 day Action Planning 21 \$1200 ½ day - PLC/ Meet with CAO 21 \$600	5.5 days 33 hours \$6600
January	4 days Live Coaching 23 \$4800	5.5 days

21 = \$18,600
 23 = \$31,200] \$49,800

	1 day Action Planning 21 \$1200 ½ day - PLC/ Meet with CAO 21 \$600	33 hours \$6600
February	4 days Live Coaching 23 \$4800 1 day Action Planning 21 \$1200 ½ day - PLC/ Meet with CAO 21 \$600	5.5 days 33 hours \$6600
March	4 days Live Coaching 23 \$4800 1 day Action Planning 21 \$1200 ½ day - PLC/ Meet with CAO 21 \$600	5.5 days 33 hours \$6600
April	4 days Live Coaching 23 \$4800 1 day Action Planning 21 \$1200 ½ day - PLC/ Meet with CAO 21 \$600	5.5 days 33 hours \$6600
May	2 days - Close out cycle 21 \$2400	2 days \$2400 12 hours
TOTAL	**Not to exceed 41.5 days / 249 hours or \$49,800 in fees. Schedule can be modified upon the request of the Chief Academic Officer	41.5 days 249 hours

Payment: Payments will be made for this contract from an invoice sent after monthly services are completed. Payment must be made within two weeks of receiving the invoice.

MGW Educational Consulting
Missy Wright
1316 Nature View Loop
Driftwood, Texas 78619
830-456-2094
mgweduconsulting@gmail.com



Cost Proposal for Hays CISD: Texas Instructional Leadership (TIL) Area of Focus/TIL Content: Observation & Feedback			
Cohort A	Cohort B	Cohort C	Cohort D
<ul style="list-style-type: none"> • Principal Supervisor • 2 Principals • Up to 12 additional participants (15 total) 	<ul style="list-style-type: none"> • Principal Supervisor • 2 Principals • Up to 12 additional participants (15 total) 	<ul style="list-style-type: none"> • Principal Supervisor • 2 Principals • Up to 12 additional participants (15 total) 	<ul style="list-style-type: none"> • Principal Supervisor • 2 Principals • Up to 12 additional participants (15 total)
\$19,775	\$19,775	\$19,775	\$19,775
Total \$79,100			
This price includes: <ul style="list-style-type: none"> • Planning, Induction & Change Management Support • Professional Development and Materials for all cohort members • 4 full days of training for all cohort members <ul style="list-style-type: none"> ◦ 2 days TIL Intensive Training: Observation & Feedback ◦ 2 days of Practice Labs (customized by need for district based on Evidence Collection) • 1 additional day of training for Principal Supervisors <ul style="list-style-type: none"> ◦ Coaching Principals on their Implementation of Observation & Feedback • Monthly Implementation Support Visits/Evidence Collection • Monthly Coaching of the Principal Supervisor with a dedicated ESC 13 TIL Coach • Technical Support 			



Proposal for Hays Consolidated Independent School District

2023-2024 School Year

District and Campus Leadership Coaching
Leadership Professional Development
School Improvement Consultant

Missy Garcia Wright
MGW Educational Consulting
1316 Nature View Loop
Driftwood, Texas 78619
mgweduconsulting@gmail.com
830-456-2094



Dear Ms. Sedillo,

Thank you for the opportunity to partner with you and Hays CISD for another year to provide instructional leadership coaching and job embedded support to your executive team and principals.

I retired from my 32-year career in public education a year ago so I could pursue my passion for coaching district and campus leadership. Administration is challenging and forever changing so everyone can benefit from a thought collaborator and an accountability partner.

MGW Educational Consulting launched in September of 2022 and it has been going strong from day one. Along with providing coaching and job embedded support to principal supervisors and principals, I have been developing content for principal workshops and delivering professional development. As I pursue my work, it is evident that mentorship and coaching are valuable necessities to keep our administrators on point.

So, with that said, thank you for investing in your people and valuing the importance of coaching and support. I am excited to continue my journey with Hays CISD.

Sincerely,

Missy Garcia Wright

Missy Garcia Wright
MGW Educational Consulting
mgweduconsulting@gmail.com



Objective: Creation, facilitation and implementation of professional development for Hays CISD instructional leaders.

Objective: Provide job embedded support and coaching to the Deputy Academic Officers and campus principals.

Objective: Develop systems with district and campus leaders to support the work.

Objective: Serve as a school improvement consultant for Simon Middle School.

Services may include but are not limited to:

- Collaborate with professional development team to create leadership training once a month and present at ILT.
 - Topics will cover ongoing district initiatives and expectations.
- Provide learning sessions with the DAOs over the following:
 - Connecting District Improvement Plan and Superintendent's goals to the principals' work.
 - TPESS training and implementation.
 - Instructional leadership and how to implement the inquiry cycle with principals.
 - Prioritizing district initiatives and creating a plan to monitor implementation.
 - Facilitating planning for principal professional development.
- Facilitate and develop a structure for one-on-one coaching with the DAO and the principals to include:
 - Reviewing and analyzing campus systems and processes.
 - Data analysis, goal setting, and action planning.



- Identify student learning needs and develop a theory of action related to TPESS goals and campus improvement plans.
 - Develop a structured calendar for DAOs to facilitate the work with principals.
 - Develop a system to check in with principals regularly. Recreate the pulse sheet.
 - Meet principals where they are and provide individualized coaching and support.
-
- Provide school improvement support to Simon Middle School
 - Effective Schools Framework Goals
 - Monthly check in with Chief Academic Officer to debrief the work.

The proposed services will be provided over the 2023-2024 (July - June) school year totaling up to 400 hours at \$175 per hour for \$70,000. MGW will schedule 40 hours a month allowing for flexibility to meet the needs of each DAO and principals. MGW would like to front-load some of the hours in July, August and September to allow time for introductions and a needs analysis. Once that is done, MGW and DAOs can set up a regular schedule.

The number of hours and schedule of services may be altered by the Chief Academic Officer at any time.

PAYMENT: Payments will be made for this proposal from an invoice sent monthly by MGW Educational Consulting after services are completed.



MISSY GARCIA WRIGHT

After 32 years in education, I decided to retire and pursue my passion for supporting and coaching principals and district administrators. With 17 years as a teacher, 11 years as a campus principal, 2 years as a director and 2 years as an executive director, my skillset has evolved and I am ready to share my talents and expertise with school leaders. Investing in the leadership development of our school leaders needs to be a priority, and I am honored to be a part of the work!

RECENT ACCOLADES

Texas Association of School Administrators – March 2022

- Inspiring Leader Spotlight

Hutto ISD – May 2022

- District Inspiring Excellence Employee of the Year Award

Hutto ISD - May 2022

- Cabinet Member of the Year

CONTACT

PHONE:

830-456-2094

EMAIL:

mgweduconsulting@gmail.com



EDUCATION

Schreiner University

Master of Education in Teaching

July 2006

The University of Texas at Austin

Bachelor of Science in Education

May 1990

WORK EXPERIENCE - CURRENT

MGW Educational Consulting LLC

MGW specializes in offering district and campus leadership coaching and support and job embedded professional development.

JG Consulting – Leadership Coaching and Content Development
designEDengagement – Senior Consultant

Training and certification completion:

AASA National Principal Supervisor Academy – April 2022

Hutto ISD – Executive Director of School Support

July 2020 – July 2022

- Principal Supervisor/Coach for 12 principals (K-12)
- Designed professional development for district administrators
- Managed the Curriculum and Instruction Department
- Managed campus operations, logistics, and budgets
- District level parent complaints, grievances and discipline

Hutto ISD – Director of Secondary Education

March 2018 – July 2020

- Managed curriculum and instruction for secondary campuses
- Monitored campus budgets
- District level parent complaints, grievances and discipline
- Design and provide district professional development for staff

Fredericksburg Middle School – Principal

August 2009- March 2018

- FMS was a campus in school improvement when I took over on both the state and federal side. After two years, we were out of school improvement and went on to earn 4, and as many as 6 Distinction Designations over the next few years.



SUMMARY OF WORK 2022-2023

The focus for MGW Educational Consulting in its partnership with Hays CISD has been to grow instructional leadership and build capacity. The core of the work has been to develop a through line of accountability and action between the principal supervisor, principal, and teacher, that impacts student achievement. Each Deputy Academic Officer selected one or two principals to participate in the instructional inquiry cycle process with MGW. The inquiry cycle was initiated by MGW and the DAO's identifying an instructional leadership practice that needed attention. We honed in on Domain 2 of TPESS (Effective, Well-Supported Teachers), Indicator 2.3 (Observations, Feedback, and Coaching) highlighting the campus leader conducting targeted observations based on analysis of formative student assessment data and follows up observations with coaching that leads to rapid improvement in teacher practice and student learning.

Each participating principal selected a content and grade level to work with. They used their TPESS student growth goal to start the process.

Deputy Academic Officer	Principal	TPESS student growth goal
Watson	Dipalma Briones	4 th grade math 80% growth Instructional planning for all contents and grade levels
Gomez	Ginn	8 th grade social studies 65% masters
Pierce	Bordeaux	5 th grade math 45% masters
Noble	Ramos Lucita	4 th grade reading and math growth 2 nd grade PLC protocols and planning/Feedback

MGW facilitates the following instructional inquiry cycle process:

- **DAO and principal identify student growth goal and/or student problem of practice.**
- **DAO alongside principal, conduct informal walks in focus classrooms to collect low inference data and develop relationships with teachers.**
- **DAO and principal meet with focus grade level team and discuss goal attainment and the inquiry cycle process.**



- **DAO and principal attend planning of the focus group weekly and are active participants. District content personnel also participate in the planning process.**
- **DAO and Principal conduct observations following planning.**
- **Principal provides instructional feedback, preferably face-to-face, to the teachers based on what she/he knows about the content that was planned and instructional strategies being used.**
- **DAO, principal, and teachers analyze student data to assess student progress toward goal attainment and develop action plans that inform instruction.**
- **The cycle continues and is ongoing.**

Teaching, modeling and practicing skills, strategies and the mind-set necessary to foster instructional conversations with teachers that will lead to strong student outcomes is at the fore-front of our work. A secondary product for the work is for grade level teams to participate in lesson sharing, peer observations, and PLCs that include in depth conversation about formative student data, effective instructional strategies, and planning that informs instructional delivery that will lead to student success. This aligns well with the district's PLC initiative that is up and running.

MGW was contracted to work with Hays CISD in 2022-23 for 249 hours not to exceed payment of \$49,800.

**MGW Educational Consulting proposal for 2023-24.
400 hours not to exceed payment of \$70,000**

The scope of the work will include:

- **Job embedded, in the moment, leadership coaching for DAOs and principals.**
- **Creation, facilitation, and implementation of professional development for Hays CISD instructional leaders.**
- **Continuation of instructional inquiry cycles with campus principals with an emphasis on observation and feedback.**
- **School improvement support for Simon Middle School.**



11.2 Business History and Experience:

Current and ongoing:

- MGW Educational Consulting launched in September of 2022 and is currently partnering with Hutto ISD and Hays CISD to provide job embedded leadership coaching and professional development. My proposal for 23-24 with Manor ISD is under review.
- As a consultant for JG Consulting, I develop content for district and campus leadership professional development and I also facilitate and present. We recently provided a 6-hour workshop to new principals in the Region 10 area. Currently I am on a team developing content for the Principal Academy JG will be launching next year.
- As a senior consultant for designEDengagement I facilitate professional development for parent engagement. Starting in September the president will be launching a parent engagement hybrid course for campus principals and I will be providing coaching for the principals on this project.

Past work history:

- March of 2020 through July of 2022 I served as the Executive Director of School Support for Hutto ISD and my job was to supervise all 11 of our campus principals and to provide leadership professional development. I was responsible for developing the content for our monthly meetings and presenting.
- March 2018 through March of 2022 I served as the Director of Secondary Curriculum for Hutto ISD and I was responsible for professional development for the secondary campuses in the district.

Missy Garcia Wright
1316 Nature View Loop
Driftwood, Tx. 78619
mgweduconsulting@gmail.com
8304562094



**HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT
ADMINISTRATIVE CONTRACTED SERVICES
RFP #25-022201VL**

1. SCOPE

1.1. Hays Consolidated Independent School District (HCISD) requests proposals for Administrative Contracted Services. HCISD is seeking to establish an agreement with business entities and/or individual consultants for the purpose of providing administrative and/or technical expertise not otherwise available to or performed by District personnel. Services may consist of information, advisory, opinions, alternatives, conclusions, recommendations, demonstrations, or direct assistance, such as studies, analysis, evaluations, and liaison, identifying, building, and sustaining school culture professional development and sustained support for campus teachers and leaders to ensure full implementation of the training with fidelity.

The intent of this request is to establish a list of pre-approved companies or individuals that can provide services to the District as a whole that will be in excess of \$3,500 per school year.

Services can include but are not limited to the following items not already under contract with the District: Professional / Staff Development Training; Statistical Analysis / Consultant; Financial Analysis / Consultant; Technology Analysis / Consultant; Operations Analysis / Consultant or other services deemed appropriate for this request.

1.2. HCISD will accept responses either by mail or hand carried. **Proposals will continually be accepted and evaluated for award during the five (5) year offering period through April 2027.** One (1) clearly defined original and one (1) in electronic format - flash drive of the response are required for evaluation purposes. Electronic copy must be in a Microsoft Office format (i.e. Word, Excel) or a searchable PDF document. Offers may be hand carried or mailed in a sealed envelope/package clearly marked with the offering company's name, return address, the proposal number and opening date and time, and addressed to: Hays Consolidated Independent School District, PURCHASING DEPARTMENT, Valerie Littrell, 21003 IH 35, Kyle, TX 78640.

2. CONTRACT PERIOD

2.1. Initial contract period shall be for one year from the date of award.

3. OPTION TO RENEW

3.1. HCISD may, at its option and with the approval of the contractor, extend the period of this agreement up to four (4) additional one-year periods. This extension would contain all terms and conditions and rates of the original contract, contingent upon availability of funds. The Contractor shall be notified in writing by the Buyer of HCISD's intention to extend the contract period at least thirty (30) days prior to expiration of the original contract period.

4. METHODS OF PROCUREMENT: Bidder to indicate acceptable methods of procurement.

Method	Yes	No
Separate Purchase Orders	<input type="checkbox"/>	<input type="checkbox"/>
Blanket Purchase Orders	<input type="checkbox"/>	<input type="checkbox"/>
Procurement (Credit) Cards	<input type="checkbox"/>	<input type="checkbox"/>
District Check	<input checked="" type="checkbox"/>	<input type="checkbox"/>



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5. **INDEMNIFICATION:** The contractor shall save and keep harmless and indemnify HCISD against any and all liability, claims and costs of whatsoever kind and nature for injury to or death of any person or persons and for loss or damage to any property occurring in connection with or in any incident to or arising out of occupancy, use, service, operations or performance of work in connection with this contract, resulting in whole or in part from the negligent acts or omissions of the Vendor.

6. **INSURANCE:**

6.1 General public liability insurance covering all duties, services, or work to be performed under the contract; **for contracts up to \$500,000**, insurance shall provide limits of \$500,000 each occurrence, \$500,000 products/completed operations aggregate, \$500,000 personal injury liability, \$50,000 property damage liability, \$5,000 medical payments coverage, \$1,000,000 policy aggregate.

Required automobile liability insurance \$250,000 per person, \$500,000 per accident for bodily injury, and \$100,000 per accident for property damage.

The contractor must also maintain Worker's Compensation insurance providing the statutory benefits for the State of Texas and employer's liability in the amount of \$500,000 for each person, \$500,000 in the aggregate and \$500,000 for each person for occupational disease.

Hays Consolidated Independent School District shall have no responsibility of liability for such insurance coverage.

Vendors must provide proof of insurability with the response. Acceptable proof of insurability will be a certificate of insurance or a letter from the insurance carrier (not the insurance agent). The awarded vendor must provide a certificate of insurance compliance within 15 calendar days after notification of the award.

Each policy of required insurance shall provide for 30 days notice of cancellation to Hays Consolidated Independent School District and shall name its Board of Trustees as additional insured and include the following provision:

"It is a condition of this policy that the insurance carrier shall furnish written notice to the HCISD Purchasing Department Office, 21003 IH 35, Kyle, TX 78640, 30 days in advance of the effective date of any reduction in, or cancellation of, this policy."

7. **TERMINATION**

7.1. **FOR DEFAULT:** The performance of work under the contract may be terminated by HCISD in accordance with this clause, in whole or in part, in writing, whenever HCISD shall have determined that the Vendor has failed to meet the performance requirements of the contract. HCISD has the right to terminate for default if the Vendor fails to make delivery of the goods or perform the work, or if the Vendor fails to perform the work within the time specified in the contract, or if the Vendor fails to perform any other provisions of the contract.

7.2. **FOR CONVENIENCE:** HCISD may terminate the contract at its convenience with thirty (30) day advance written notice to the Vendor. In the event of such a termination by HCISD, HCISD shall be liable for the payment of all approved work performed prior to the termination.



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7.3. In the event of termination, HCISD reserves the right to re-award this contract to the next low responsive bidder.

8. GENERAL TERMS AND CONDITIONS

8.1. Inquiries and requests for information affecting the proposal must be in writing and shall be directed to Valerie Littrell, Buyer, via email (valerie.littrell@hayscisd.net). Contact with HCISD personnel other than Valerie Littrell or her designee regarding this solicitation may be reason for elimination from the selection process. Any prospective respondent detecting a conflict or ambiguity in the proposal should notify the Buyer, in writing, setting forth the grounds of the alleged conflict or ambiguity and requesting the issuance of a clarifying addendum. If HCISD believes that clarification is necessary or proper, a clarifying addendum will be distributed to all prospective vendors. HCISD will not be bound by any oral or other informal explanation of the requirements of the proposal documents.

8.2. Provide detailed explanations of any variances or exceptions the respondent has with any requirement or term specified in this proposal and thoroughly explain any alternate service offered.

8.3. Delivery dates – Proposers must specify the projected delivery date as part of the proposal response. Delivery of supplies must be in compliance with the Bid specifications.

8.4. HCISD is not responsible for any costs incurred by the Vendor for the preparation or distribution of the proposal.

8.5. Proposers or other authorized representatives are expected to fully inform themselves as to all conditions, requirements, and specifications before submitting offers. Failure to do so will be at the respondent's own risk.

8.6. **PROPRIETARY INFORMATION:** Proprietary information if any submitted to HCISD in response to this proposal should be identified as such. Any information identified as proprietary will be handled in accordance with the provisions of the Texas Open Records Public Information Act as it applies to such information.

8.7. HCISD reserves the right to negotiate all elements, which comprise the Respondent's offer to ensure the best possible consideration, be afforded to all concerned and to reject any and all offers and to re-solicit for offers in such an event.

8.8. Interlocal Agreements with other School Districts through the Central Texas Purchasing Alliance

8.8.1. *Membership.* Hays CISD is a member in good standing of the Central Texas Purchasing Alliance (CTPA / txctpa.org), an alliance of over 120 public school districts in Texas representing over a million students, sharing information, services and contractual opportunities. CTPA is an alliance created in accordance with Section 791.001 of the Texas Government Code through interlocal agreements.



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8.8.2. B. *Adoption of Awarded Contracts.* In support of this collaborative effort, all awards made by Hays CISD may be adopted by other active CTPA member districts. By adopting a contract from another CTPA member district, the adopting district has met the competitive bidding requirements established by the Texas Education Code, Section 44.031(a)(4) and as required by the adopting district's policies. There is no obligation on either the awarded vendor or the adopting CTPA member district to participate unless both parties agree. Upon mutual agreement of both parties to engage under the terms of the original contract, the vendor agrees to provide the contracted goods and services at the same or better contract pricing and purchasing terms established by the originating district. Minor modifications to the scope of work of the original contract may be allowed to accommodate the adopting district's needs, as long as such modifications are directly related in nature to the original contract.

8.8.3. C. *Document Sharing between Members.* To assist an adopting member district in establishing their supporting documentation, the awarded vendor's response and related documents owned by the originating district may be shared without prior notification to the awarded vendor, unless the vendor at the time of their response to the original solicitation clearly annotates that such sharing of their response is to not occur without prior permission of the vendor.

8.8.4. D. *Adopted Contract Management.* The adopting district shall be responsible for the management of the new contract and all payments to the contracted vendor. The originating district shall have no responsibilities under the new contract agreement. Upon adoption of the contract by the adopting CTPA member district, the original term of the contract and any renewal or extension options allowed under the original contract shall then transfer to the adopted contract, and such renewals options may be executed by the adopting member district at its sole discretion and independently of the originating member district's decision to execute such renewal options on the original contract.

8.9. **Assignment:** Contractor shall not assign or sub-contract this agreement, its obligations or rights hereunder to any party, company, partnership, incorporation or person without the prior written specific consent of HCISD.



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- 8.10. **Disclosure of Criminal Histories:** Pursuant to Texas Education Code Section 22.083, as passed during the 80th(R) Texas Legislative Session as Senate Bill No. 9, individuals that come in contact with students shall be fingerprinted and the person's national criminal history record information researched to determine the individual's criminal history. "National criminal history record information" means criminal history record information obtained from the Texas Department of Education under Subchapter F, Chapter 411, of the Texas Government Code (TGC), and from the Federal Bureau of Investigation under Section 411.087, TGC.
- 8.11. Prior to commencement of any work under this Contract, the Contractor shall provide HCISD with a list of all Contractor employees and subcontractor employees who have been arrested for, convicted of, or received deferred adjudication for any criminal conduct, except misdemeanor traffic violations. The Contractor shall ensure that no worker with a criminal history performs work for the District without first notifying the District. HCISD reserves the right of first refusal to prohibit such persons from entering District premises.
- 8.11.1. **Criminal Background Checks:** The Contractor acknowledges and agrees that the HCISD reserves the right to subject all persons entering District premises to background screening checks prior to granting access to areas frequented by students. Background checks may require surrendering a driver's license or submitting fingerprints for inspection. If any of the Contractor's employees, representatives or subcontractors refuse to submit to a background check, or if a background check reveals a criminal history, such persons may be refused access to District premises; however such refusal shall not relieve the Contractor of its obligations as specified in this Contract.
- 8.12. **Requirements of Texas Senate Bill 9:** Any company that contracts with school districts or charters may be subject to the requirements of Senate Bill 9 as codified in Texas Education Code §22.0834, a copy of which is included as **Attachment A** of this solicitation.
- 8.13. **Subcontract Agreements:** If subcontractors are utilized by the Contractor, each subcontract agreement must preserve and protect the rights of HCISD with respect to the terms and conditions of this Contract.



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8.14. Evaluation Criteria:

Awards will be based on the Respondent's submittal meeting the requirements established herein. Awards will be made to multiple vendors on an incremental basis during the offering period. Respondents are encouraged to submit responses as soon as possible. As responses are received, they will be evaluated and either accepted or rejected by the District. Applicants will then be notified of the District's decision.

8.15. The District reserves the right to award the contract to one (1) single Vendor or Multiple Vendors.

8.16. The intent of this RFP is to provide all schools and departments of HCISD with a list of qualified companies to purchase from and consider the best value for the District.

8.17. **Invoices:** In order to receive payment for goods or services furnished to HCISD, invoices for each purchase order must be submitted to the HCISD Business Office, Attn: Accounts Payable, at 21003 IH 35, Kyle, TX 78640.

8.17.1. All invoices must clearly indicate the following information:

- originating purchase order number
- complete description of goods or services furnished, including unit prices, extended prices and quantities delivered
- project name
- date of issuance
- delivery destination
- all applicable prompt payment discount terms

8.17.2. HCISD may require individual invoices per campus to facilitate ease in the payment process.

8.18. The Contractor shall not bill more than one purchase order on a single invoice. The purpose of this requirement is to reduce the administrative burden associated with verifying charges and remitting invoices. Failure to comply with these requirements may result in delayed payments.

8.19. Payment terms: HCISD will make payment on a Net 30-day basis. The payment term shall begin on the date the deliverables are inspected, delivered and accepted by HCISD, or on the date a correct invoice is received by HCISD, whichever is later. Bidders are welcome to quote a discount for early payment; however, prompt payment discounts will not be considered as an evaluation criterion. Prompt payment discounts shall be considered earned if payment is postmarked or personally delivered within the prescribed term.

8.20. Pricing when using PCard must be the same as pricing when using a Purchase Order. Hays CISD will not pay a charge for using the credit card.

8.21. Hays CISD is not liable for orders accepted without a purchase order.

8.22. Form 1295 Certificate of Interested Parties must be completed by the awarded vendor prior to receiving the Purchase Order and delivering goods and/or services.



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9. PROGRAM OBJECTIVES:

9.1. The training will encompass training instructional leaders, teachers, campus and district administrators, and other staff as appropriate. A portion of the training is expected to engage teachers and administrators in developing, designing, and assessing their campus' school culture that connects to the learning within their classrooms. In addition, training should include reinforcement in key social skills that meet the social and emotional needs of students. Appropriate training would provide teachers and staff to teach these strategies as components of the regular classroom instruction while fostering the implementation of them in all educational settings. The expectation is for students to generalize these skills through ongoing, proactive learning and practice of them. Below is a list of expectations/objectives for the school culture professional development initiative:

- 9.1.1. The Contractor will train K-12 teachers in school culture methodologies, best practices, and effective implementation in the classroom and across the campus.
- 9.1.2. The Contractor will train K-12 teachers in methodologies, best practices, and effective implementation for teaching social skills in the classroom and across the campus.
- 9.1.3. The Contractor will design and implement campus based sessions that will be facilitated after the training to provide individualized support for teachers implementing school culture methodologies and best practices and social skills instruction in their classrooms and across the campus.
- 9.1.4. The Contractor will provide details on ways they will provide campus level support for the school culture initiative.
- 9.1.5. The Contractor will design an evaluation and monitoring plan for ensuring the effective implementation of the school culture initiative.
- 9.1.6. All professional development should be interactive between the Contractor and participants.
- 9.1.7. Training dates and locations will be scheduled by the district in collaboration with the Contractor and the campus.



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10. PROPOSAL RESPONSE

10.1. Section I: Executive Summary

The Proposer shall provide an executive summary, briefly introducing their Proposal response, identifying the core content area addressed by their product, highlighting any specific areas that are considered of importance, and illustrating their commitment to HCISD to providing a Professional Development program that will meet the District's requirements.

11.2 Business History & Experience

11.2.1 Provide your past five (5) year's experience in providing Professional Development services similar to those listed in this Solicitation.

11.2.2 Provide a list of your last five (5) clients you provided similar services to. The list should include the name of the entity, a valid contact name, valid phone number and email address.

11.3 Program Understanding

11.3.2 Define in detail your understanding of the Program Objectives, as stated in the Solicitation, and your services solution.

11.3.2.1 Provide all details and facts you deem necessary to evaluate your proposed offer. Include your plan for leading the professional development in an interactive format with the participants.

11.4 The plan should also show your clear ability to provide the training necessary to accommodate a large professional development project.

11.5 Personnel

11.5.2 Resumes

11.5.2.1 Attach a resume for all staff who may be involved in this professional development.

11.5.2.2 Show how their past experience relates to school districts.

11.5.2.3 List the qualifications of the trainers and/or consultants.

11.6 Support

11.6.2 Define the scope of support the contractor will provide for the district to implement a district professional development initiative.



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11.7 Type of Training

11.7.2 Describe the type of training that will be provided to HCISD, training approach, and course curricula.

11.7.2.1 The plan should address what equipment (audio/visual or other) your firm will need to hold the professional development.

11.7.2.2 The plan should detail the costs associated with the training.

11.7.2.3 The plan should detail the campus onsite support and expectations.

11.7.2.4 The plan should clearly demonstrate a trainer of trainer's model to ensure capacity to continue the training at the end of the contract.

11.8 Training Materials

11.8.2 Describe the types of materials used in the providing professional development training and include examples of training materials to be used.

12. CERTIFICATION

By my signature below, I certify that this offer meets or exceeds the specifications of this proposal.

AUTHORIZED SIGNATURE

Melissa Garcia Wright

DATE 7.17.23

PRINTED NAME

Melissa Garcia Wright

TITLE

MGW Educational Consulting



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VENDOR INFORMATION

Vendor Identification and Contact Information (Attach additional information as needed)

Company Name: MGW Educational Consulting LLC

Address: 1316 Nature View Loop
Driftwood Texas 78619

Phone: 830-456-2094

Fax: _____

Contact Person: Missy Wright

Title: Consultant

Email: mgweduc consulting@gmail.com

Company Profile:

2022 Year Incorporated/Organized/Started

____ Corporation

____ Partnership

____ Sole Proprietorship

Other: LLC

____ HUB/MBE/WBE (# _____)

1 Total Number of Employees



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REFERENCES

List references (minimum of three) where you have similar contracts in place. Special attention should be given to references from similar institutions as HCISD. List company name, contact person, address, phone number, fax number, email address, and completion date for each reference.

Company: Hutto ISD

Contact: Elva Torres

Address: 200 College Street, Hutto, Tx. 78634

Phone: 915.433.8404 (cell)

Fax: _____

Email: elva.torres@huttoisd.net

Dates of Contract: August - Dec 2022, June 2023, Aug-Sept. 2023

Company: Design Engagement

Contact: Marcela Andres

Address: _____

Phone: 512.749.9071

Fax: _____

Email: marcela@designedengagement.com

Dates of Contract: June 2023 and ongoing

Company: JG Consulting

Contact: Steve Flores

Address: _____

Phone: 956.244.0768

Fax: _____

Email: smflores0110@gmail.com

Dates of Contract: Ongoing



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REFERENCES

List references (minimum of three) where you have similar contracts in place. Special attention should be given to references from similar institutions as HCISD. List company name, contact person, address, phone number, fax number, email address, and completion date for each reference.

Company: JG Consulting
Contact: James Guerra
Address: _____
Phone: 214.934.5537
Fax: _____
Email: james@jgconsulting.us
Dates of Contract: current

Company: Texas A*M Corpus Christi
Contact: Dolores Gomez
Address: 6300 Ocean Drive, Corpus Christi, Tx. 78412
Phone: 361.825.4571
Fax: _____
Email: dolores.gomez@tamucc.edu
Dates of Contract: August - Sept. 2023

Company: _____
Contact: _____
Address: _____
Phone: _____
Fax: _____
Email: _____
Dates of Contract: _____



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SUSPENSION AND DEBARMENT CERTIFICATION

Federal Law (A-102 Common Rule and OMB Circular A-110) prohibits non-federal entities 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 contracts for goods or services equal to or in excess of \$100,000 and all non-procurement transactions (e.g., sub awards to sub recipients).

Contractors receiving individual awards of \$100,000 or more and all sub recipients must certify that their organization and its principals are not suspended or debarred by a federal agency.

I, the undersigned agent for the firm named below, certify that neither this firm nor its principals are suspended or debarred by a federal agency.

VENDOR'S NAME: MGW Educational Consulting

Signature of Company Official: Melissa Marcia Wujt

Date Signed: July 17, 2023



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NO ISRAEL BOYCOTT CERTIFICATION

Effective September 1, 2017, a Texas governmental entity may not enter into a contract with a company for goods or services unless the contract contains a written verification from the company that it: (1) **does not boycott Israel; and (2) will not boycott Israel during the term of the contract.** (Tex. Gov't Code Ch. 2270)

"Boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israel-controlled territory, but does not include an action made for ordinary business purposes. Tex. Gov't Code 808.00 (1).

NO EXCLUDED NATION OR FOREIGN TERRORIST ORGANIZATION CERTIFICATION

Effective September 1, 2017, **Chapter 2252 of the Texas Government Code provides that a Texas governmental entity may not enter into a contract with a company engaged in active business operations with Sudan, Iran, or a foreign terrorist organization** – specifically, any company identified on a list prepared and maintained by the Texas Comptroller under Texas Government Code 806.051, 807.051, or 2252.153. (A company that the U.S. Government affirmatively declares to be excluded from its federal sanctions regime relating to Sudan, Iran, or any federal sanctions regime relating to a foreign terrorist organization is not subject to the contract prohibition.)

BY SIGNATURE BELOW, I, the undersigned agent for the firm named below, certify and affirm that this firm AND its principals comply with the above referenced certifications:

- Yes, we acknowledge and comply with both the following:
- **NO ISRAEL BOYCOTT CERTIFICATION**
 - **NO EXCLUDED NATION OR FOREIGN TERRORIST ORGANIZATION CERTIFICATION**

Vendor Name: MCW Educational Consulting
Printed Name of Authorized Company Official: Melissa Garcia-Wright
Signature of Company Official: Melissa Garcia-Wright
Date: July 17, 2023



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The forms at the following link (https://www.ethics.state.tx.us/whatsnew/conflict_forms.htm) must be completed annually and sent to purchasing@hayscisd.net. For purposes of the forms, the officers are listed below

Dr. Eric Wright
Superintendent of Schools

Board of Trustees

Ms. Vanessa Petrea
President

Mr. Raul Vela, Jr.
Vice-President

Mrs. Merideth Keller
Secretary

Dr. Esmeralda Perez-Gonzalez

Ms. Courtney Runkle

Ms. Esperanza Orosco

Mr. Will McManus

LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

FORM CIS

(Instructions for completing and filing this form are provided on the next page.)

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

This is the notice to the appropriate local governmental entity that the following local government officer has become aware of facts that require the officer to file this statement in accordance with Chapter 176, Local Government Code.

OFFICE USE ONLY

Date Received

1 Name of Local Government Officer

Marvel Sedillo

2 Office Held

Chief Academic Officer

3 Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code

MGW Educational Consulting

4 Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.

Dr. Eric Wright (vendor's spouse)

5 List gifts accepted by the local government officer and any family member, if aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100 during the 12-month period described by Section 176.003(a)(2)(B).

Date Gift Accepted _____ Description of Gift _____

Date Gift Accepted _____ Description of Gift _____

Date Gift Accepted _____ Description of Gift _____

(attach additional forms as necessary)

6 SIGNATURE

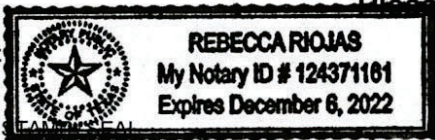
I swear under penalty of perjury that the above statement is true and correct. I acknowledge that the disclosure applies to each family member (as defined by Section 176.001(2), Local Government Code) of this local government officer. I also acknowledge that this statement covers the 12-month period described by Section 176.003(a)(2)(B), Local Government Code.

Marvel Sedillo

Signature of Local Government Officer

Please complete either option below:

(1) Affidavit



NOTARY

Sworn to and subscribed before me by MARVEL SEDILLO this the 23rd day of SEPTEMBER,

20 22 to certify which, witness my hand and seal of office.

Rebecca Riojas

REBECCA RIOJAS

NOTARY

Signature of officer administering oath

Printed name of officer administering oath

Title of officer administering oath

OR

(2) Unsworn Declaration

My name is _____, and my date of birth is _____.

My address is _____ (street) _____ (city) _____ (state) _____ (zip code) _____ (country)

Executed in _____ County, State of _____, on the _____ day of _____, 20____ (month) (year)

Signature of Local Government Officer (Declarant)

LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

Section 176.003 of the Local Government Code requires certain local government officers to file this form. A "local government officer" is defined as a member of the governing body of a local governmental entity; a director, superintendent, administrator, president, or other person designated as the executive officer of a local governmental entity; or an agent of a local governmental entity who exercises discretion in the planning, recommending, selecting, or contracting of a vendor. This form is required to be filed with the records administrator of the local governmental entity not later than 5 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of this statement.

A local government officer commits an offense if the officer knowingly violates Section 176.003, Local Government Code. An offense under this section is a misdemeanor.

Refer to chapter 176 of the Local Government Code for detailed information regarding the requirement to file this form.

INSTRUCTIONS FOR COMPLETING THIS FORM

The following numbers correspond to the numbered boxes on the other side.

- 1. Name of Local Government Officer.** Enter the name of the local government officer filing this statement.
- 2. Office Held.** Enter the name of the office held by the local government officer filing this statement.
- 3. Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code.** Enter the name of the vendor described by Section 176.001(7), Local Government Code, if the vendor: a) has an employment or other business relationship with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code; b) has given to the local government officer or a family member of the officer one or more gifts as described by Section 176.003(a)(2)(B), Local Government Code; or c) has a family relationship with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 4. Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.** Describe the nature and extent of the employment or other business relationship the vendor has with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code, and each family relationship the vendor has with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 5. List gifts accepted, if the aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100.** List gifts accepted during the 12-month period (described by Section 176.003(a)(2)(B), Local Government Code) by the local government officer or family member of the officer from the vendor named in item 3 that in the aggregate exceed \$100 in value.
- 6. Signature.** Signature of local government officer. Complete this section after you finish the rest of this report. You have the option to either: (1) take the completed form to a notary public where you will sign above the first line that says "Signature of Local Government Officer" (an electronic signature is not acceptable) and your signature will be notarized, or (2) sign above both lines that say "Signature of Local Government Officer (Declarant)" (an electronic signature is not acceptable), and fill out the unsworn declaration section.

Local Government Code § 176.001(2-a): "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.

Local Government Code § 176.003(a)(2)(A):

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

(2) the vendor:

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

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

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

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

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

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

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

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

(2) the vendor:

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

(i) a contract between the local governmental entity and vendor has been executed; or

(ii) the local governmental entity is considering entering into a contract with the vendor;

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

(i) a contract between the local governmental entity and vendor has been executed; or

(ii) the local governmental entity is considering entering into a contract with the vendor.

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

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

(1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);

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

(3) has a family relationship with a local government officer of that local governmental entity.

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

(1) the date that the vendor:

(A) begins discussions or negotiations to enter into a contract with the local governmental entity; or

(B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

(A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);

(B) that the vendor has given one or more gifts described by Subsection (a); or

(C) of a family relationship with a local government officer.

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor doing business with local governmental entity

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

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

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

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

OFFICE USE ONLY

Date Received

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

MGW Educational Consulting

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

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

Name of Officer

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

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

Yes No

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

Yes No

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

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

7 Melissa Lucia Wright
Signature of vendor doing business with the governmental entity

9.22.22
Date



HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT
ADMINISTRATIVE CONTRACTED SERVICES
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CERTIFICATION OF RESIDENCY

The State of Texas has a law concerning non-resident vendors. This law can be found in Texas Education Code under Chapter 2252, Subchapter A. This law makes it necessary for HAYS CISD to determine the residency of its Vendors. In part, this law reads as follows:

Section: 2252.001: "Non-resident 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 its principal place of business in this state.

Section: 2252.002: "A governmental entity may not award a governmental contract to a non-resident Bidder unless the nonresident Bidder the lowest proposal submitted by a resident Bidder by an amount that is not less than the amount by which a resident Bidder would be required to under Bid the nonresident Bidder to obtain a comparable contract in the state in which the nonresident's principal place of business is located."

Company submitting proposal is a resident Bidder: Yes No City

and state of Vendor's principal place of business: _____

MINORITY/WOMEN BUSINESS ENTERPRISE (MWBE) AND HISTORICALLY UNDERUTILIZED BUSINESSES (HUB)

Bidding companies that have been certified by the State of Texas as Historically Underutilized Business (HUB) or Minority/Women Business Enterprise (MWBE) entities are encouraged to indicate their HUB and MWBE status when responding to this Proposal Invitation.

Vendor certifies that this firm is a MWBE (Required by some participating Yes No
Vendor certifies that this firm is a HUB (Required by some participating Yes No

Please scan a copy of MWBE and/or HUB certification letter and the percentage of your business with MWBE and/or HUB suppliers, if applicable, in your proposal response.

I, the authorized representative for the company named below, certify that the information concerning residency certification, and MWBE and HUB certifications have been reviewed by me and the information furnished is true to the best of my knowledge.

Contractor's Name/Company Name: Melissa Garcia Wright - MGW Educational consulting
Address, City, State, and Zip Code: 1316 Nature View Loop, Driftwood Tx 78619
Phone Number: 830.456.2094 Fax Number: _____
Printed Name and Title of Authorized Representative: Melissa Garcia Wright - Consultant
Email Address: mgweduc consulting@gmail.com
Signature of Authorized Representative: Melissa Garcia Wright
Date: July 17, 2023



HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT
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EDGAR CERTIFICATIONS
ADDENDUM FOR AGREEMENT FUNDED BY U.S FEDERAL GRANT
REQUIRED CONTRACT PROVISIONS FOR NON-FEDERAL ENTITY CONTRACTS UNDER FEDERAL
AWARDS – APPENDIX II TO 2 CFR PART 200

The following provisions are required and apply when federal funds are expended by HAYS CISD for any contract resulting from this procurement process.

- (A) **Contracts for more than the simplified acquisition threshold currently set at \$250,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.**

Pursuant to Federal Rule (A) above, when federal funds are expended by HAYS CISD and Hays CISD reserves all rights and privileges under the applicable laws and regulations with respect to this procurement in the event of breach of contract by either party.

Does Vendor agree? YES MSW Initials of Authorized Representative of Vendor

- (B) **Termination for cause and for convenience by the grantee or subgrantee including the manner by which it will be affected and the basis for settlement. (All contracts in excess of \$10,000)**

Pursuant to Federal Rule (B) above, when federal funds are expended by Hays CISD, Hays CISD reserves the right to immediately terminate any agreement in excess of \$10,000 resulting from this procurement process in the event of a breach or default of the agreement by Vendor, in the event Vendor fails to: (1) meet schedules, deadlines, and/or delivery dates within the time specified in the procurement solicitation, contract, and/or a purchase order; (2) make any payments owed; or (3) otherwise perform in accordance with the contract and/or the procurement solicitation. Hays CISD also reserves the right to terminate the contract immediately, with written notice to Vendor, for convenience, if Hays CISD believes, in its sole discretion that it is in the best interest of Hays CISD to do so. The Vendor will be compensated for work performed and accepted and goods accepted by Hays CISD as of the termination date if the contract is terminated for convenience of Hays CISD. Any award under this procurement process is not exclusive and Hays CISD reserves the right to purchase goods and services from other Vendors when it is in the best interest of Hays CISD.

Does Vendor agree to sale by the above?

YES MSW Initials of Authorized Representative of Vendor



HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT
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- (C) **Equal Employment Opportunity.** Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

Pursuant to Federal Rule (C) above, when federal funds are expended by Hays CISD on any federally assisted construction contract, the equal opportunity clause is incorporated by reference herein.

Does Vendor agree to abide by the above?

YES MBN Initials of Authorized Representative of Vendor

- (D) **Davis-Bacon Act, as amended (40 U.S.C. 3141-3148).** When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

Pursuant to Federal Rule (D) above, when federal funds are expended by Hays CISD, during the term of an award for all contracts and subgrants for construction or repair, the Vendor will be in compliance with all applicable Davis-Bacon Act provisions.

Does Vendor agree? YES MBN Initials of Authorized Representative of Vendor



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- (E) **Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708).** Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

Pursuant to Federal Rule (E) above, when federal funds are expended by Hays CISD, the Vendor certifies that during the term of an award for all contracts by Hays CISD resulting from this procurement process, the Vendor will be in compliance with all applicable provisions of the Contract Work Hours and Safety Standards Act.

Does Vendor agree? YES MDW Initials of Authorized Representative of Vendor

- (F) **Rights to Inventions Made Under a Contract or Agreement.** If the Federal award meets the definition of "funding agreement" under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

Pursuant to Federal Rule (F) above, when federal funds are expended by Hays CISD, the Vendor certifies that during the term of an award for all contracts by Hays CISD resulting from this procurement process, the Vendor agrees to comply with all applicable requirements as referenced in Federal Rule (F) above.

Does Vendor agree? YES MDW Initials of Authorized Representative of Vendor



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- (G) **Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended—Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251- 1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).**

Pursuant to Federal Rule (G) above, when federal funds are expended by Hays CISD, the Vendor certifies that during the term of an award for all contracts by Hays CISD resulting from this procurement process, the Vendor agrees to comply with all applicable requirements as referenced in Federal Rule (G) above.

Does Vendor agree? YES MAN Initials of Authorized Representative of Vendor

- (H) **Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.**

Pursuant to Federal Rule (H) above, when federal funds are expended by Hays CISD, the Vendor certifies that during the term of an award for all contracts by Hays CISD resulting from this procurement process, the Vendor certifies that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency.

Does Vendor agree? YES MAN Initials of Authorized Representative of Vendor



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- (I) **Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or proposal for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.**

Pursuant to Federal Rule (I) above, when federal funds are expended by Hays CISD, the Vendor certifies that during the term and after the awarded term of an award for all contracts by Hays CISD resulting from this procurement process, the Vendor certifies that it is in compliance with all applicable provisions of the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352). The undersigned further certifies that:

- (1) No Federal appropriated funds have been paid or will be paid for on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all covered sub-awards exceeding \$100,000 in Federal funds at all appropriate tiers and that all subrecipients shall certify and disclose accordingly.

Does Vendor agree? YES MAN Initials of Authorized Representative of Vendor



HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT
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- (J) Procurement of Recovered Materials – When federal funds are expended by, HAYS CISD and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include: (1) procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; (2) procuring solid waste management services in a manner that maximizes energy and resource recovery; and (3) establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

Pursuant to Federal Rule (J) above, when federal funds are expended Hays CISD, as required by the Resource Conservation and Recovery Act of 1976 (42 U.S.C. § 6962(c) (3) (A) (i)), the Vendor certifies, by signing this document, that the percentage of recovered materials content for EPA-designated items to be delivered or used in the performance of the contract will be at least the amount required by the applicable contract specifications or other contractual requirements.

Does Vendor agree? YES myw Initials of Authorized Representative of Vendor



HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT
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**RECORD RETENTION REQUIREMENTS FOR CONTRACTS PAID FOR WITH FEDERAL FUNDS –
2 CFR § 200.333**

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

Does Vendor agree? YES MSW Initials of Authorized Representative of Vendor

**REQUIRED AFFIRMATIVE STEPS FOR SMALL, MINORITY, AND WOMEN-OWNED FIRMS FOR
CONTRACTS PAID FOR WITH FEDERAL FUNDS – 2 CFR § 200.321**

When federal funds are expended by Hays CISD, Vendor is required to take all affirmative steps set forth in 2 CFR 200.321 to solicit and reach out to small, minority and women owned firms for any subcontracting opportunities on the project, including:

- 1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
- 2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
- 3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
- 4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises; and
- 5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.

Does Vendor agree? YES MSW Initials of Authorized Representative of Vendor

**CERTIFICATION OF COMPLIANCE WITH EPA REGULATIONS
APPLICABLE TO GRANTS, SUBGRANTS, COOPERATIVE AGREEMENTS, AND CONTRACTS
IN EXCESS OF \$100,000 OF FEDERAL FUNDS**

When federal funds are expended by Hays CISD for any contract resulting from this procurement process in excess of \$100,000, the Vendor certifies that the Vendor is in compliance with all applicable standards, orders, regulations, and/or requirements issued pursuant to the Clean Air Act of 1970, as amended (42 U.S.C. 1857(h)), Section 508 of the Clean Water Act, as amended (33 U.S.C. 1368), Executive Order 117389 and Environmental Protection Agency Regulation, 40 CFR Part 15.

Does Vendor agree? YES MSW Initials of Authorized Representative of Vendor



**HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT
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CERTIFICATION OF COMPLIANCE WITH THE ENERGY POLICY AND CONSERVATION ACT

When federal funds are expended by Hays CISD for any contract resulting from this procurement process, the Vendor certifies that the Vendor will be in compliance with mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat. 871).

Does Vendor agree? YES MSW Initials of Authorized Representative of Vendor

CERTIFICATION OF COMPLIANCE WITH BUY AMERICA PROVISIONS

Hays CISD has a preference for domestic end products for supplies acquired for use in the United States when spending federal funds (purchases that are made with non-federal funds or grants are excluded from the Buy America Act). Vendor certifies that it will either (1) supply HAYS CISD with domestic end products that are in compliance with all applicable provisions of the Buy America Act; or (2) notify Hays CISD that the products it is requesting to be installed is not in compliance with the applicable provisions of the Buy America Act.

Does Vendor agree? YES MSW Initials of Authorized Representative of Vendor

CERTIFICATION OF NON-COLLUSION STATEMENT

Vendor certifies under penalty of perjury that its response to this procurement solicitation is in all respects bona fide, fair, and made without collusion or fraud with any person, joint venture, partnership, corporation or other business or legal entity.

Does Vendor agree? YES MSW Initials of Authorized Representative of Vendor

CERTIFICATION REGARDING TERRORIST ORGANIZATIONS

Pursuant to Sections 2252.151-.154 of the Texas Government Code, the 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 under federal law.

Does Vendor agree? YES MSW Initials of Authorized Representative of Vendor



HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT
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CERTIFICATION REGARDING CONTRACTING INFORMATION

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 HAYS CISD; or (b) this Agreement results in the expenditure of at least \$1 million in public funds for the purchase of goods or services by HAYS CISD in a fiscal year of HAYS CISD, the following certification shall apply; otherwise, this certification is not required. As required by Tex. Gov't Code § 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 HAYS CISD for the duration of the Agreement; (2) promptly provide to HAYS CISD any contracting information related to the Agreement that is in the custody or possession of the Vendor on request of HAYS CISD; and (3) on completion of the Agreement, either (a) provide at no cost to HAYS CISD 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 HAYS CISD.

Does Vendor agree? YES MW Initials of Authorized Representative of Vendor

Vendor agrees to comply with all federal, state, and local laws, rules, regulations and ordinances, as applicable. It is further acknowledged that Vendor certifies compliance with all provisions, laws, acts, regulations, etc. as specifically noted above.

Vendor's Name/Company Name: Melissa Garcia Wright MGW Educational Consulting
Address, City, State, and Zip Code: 1316 Nature View Loop, Driftwood TX 78619
Phone Number: 830-456-2094 Fax Number: _____
Printed Name and Title of Authorized Representative: Melissa Garcia Wright - Consultant
Email Address: mgweduconsulting@gmail.com
Signature of Authorized Representative: Melissa Garcia Wright
Date: July 17, 2023 Federal Tax ID #: 88-2853302



**HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT
ADMINISTRATIVE CONTRACTED SERVICES
RFP #25-022201VL**

CONFIDENTIALITY DECLARATION FORM

INFORMATION SUBMITTED TO HAYS CISD IN CONNECTION WITH THIS PROCUREMENT SOLICITATION OR THE AGREEMENT IS GOVERNED BY TEXAS GOVERNMENT CODE, CHAPTER 552

As a governmental body, HAYS CISD is subject to the Texas Public Information Act found in Chapter 552, Texas Government Code. Proposals and other information submitted to HAYS CISD in connection with this procurement solicitation or the Agreement may be subject to release as public information. If a Vendor believes that part(s) of its proposal or any other information submitted by Vendor to HAYS CISD in connection with this procurement solicitation or the Agreement contain confidential, proprietary, and/or trade secret information or otherwise may be excepted from disclosure under Texas law, the Vendor must clearly and conspicuously mark the applicable information as "CONFIDENTIAL."

Marking information as "CONFIDENTIAL" does not guarantee that the information will be withheld from disclosure. If HAYS CISD receives a request for public information involving information that Vendor has clearly and conspicuously marked as "CONFIDENTIAL," HAYS CISD will respond pursuant to Chapter 552, Texas Government Code, which may or may not require that HAYS CISD provide notice of the request to Vendor. Vendor understands and agrees that it is solely responsible for submitting to the Attorney General of Texas each reason why the requested information should be withheld and a letter, memorandum, or brief in support of that reason. Pursuant to Tex. Gov't Code § 552.02222, "contracting information"¹ is public and must be released unless excepted from disclosure under Chapter 552. The exceptions provided by Chapter 552 for disclosure for proprietary information (552.1101), commercial or financial information that would cause substantial competitive harm if released (552.110(c)), or trade secrets (552.110(b)) may not be asserted for the following types of contracting information:

- (1) the following contract or offer terms or their functional equivalent: (A) any term describing the overall or total price the governmental body will or could potentially pay, including overall or total value, maximum liability, and final price; (B) a description of the items or services to be delivered with the total price for each if a total price is identified for the item or service in the contract; (C) the delivery and service deadlines; (D) the remedies for breach of contract; (E) the identity of all parties to the contract; (F) the identity of all subcontractors in a contract; (G) the affiliate overall or total pricing for a vendor, contractor, potential vendor, or potential contractor; (H) the execution dates; (I) the effective dates; and (J) the contract duration terms, including any extension options; or
- (2) information indicating whether a vendor, contractor, potential vendor, or potential contractor performed its duties under a contract, including information regarding: (A) a breach of contract; (B) a contract variance or exception; (C) a remedial action; (D) an amendment to a contract; (E) any assessed or paid liquidated damages; (F) a key measures report; (G) a progress report; and (H) a final payment checklist.

¹ "Contracting information" is defined by Tex. Gov't Code § 552.003(7) as "the following information maintained following information maintained by a governmental body or sent between a governmental body and a vendor, contractor, potential vendor, or potential contractor: (A) information in a voucher or contract relating to the receipt or expenditure of public funds by a governmental body; (B) solicitation or proposal documents relating to a contract with a governmental body; (C) communications sent between a governmental body and a vendor, contractor, potential vendor, or potential contractor during the solicitation, evaluation, or negotiation of a contract; (D) documents, including proposal tabulations, showing the criteria by which a governmental body evaluates each vendor, contractor, potential vendor, or potential contractor responding to a solicitation and, if applicable, an explanation of why the vendor or contractor was selected; and (E) communications and other information sent between a governmental body and a vendor or contractor related to the performance of a final contract with the governmental body or work performed on behalf of the governmental body."



HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT
ADMINISTRATIVE CONTRACTED SERVICES
RFP #25-022201VL

HAYS CISD assumes no obligation or responsibility relating to the disclosure or nondisclosure of information submitted by Vendors, and **Vendor hereby waives any claim against and releases from liability HAYS CISD, its respective officers, employees, agents, and attorneys with respect to disclosure of information provided under or in connection with this procurement solicitation or the Agreement or otherwise created, assembled, maintained, or held by Vendor or HAYS CISD and determined by HAYS CISD, the Attorney General of Texas, or a court of law to be subject to disclosure under the Texas Public Information Act.** Further, even if Vendor marks information as "CONFIDENTIAL," **Vendor expressly agrees that HAYS CISD may disclose Vendor's proposal, including, but not limited to, pricing information, to other governmental entities.**

Please check **ONLY ONE** of the following options:

- Declaration of Confidentiality** – Vendor **HAS** clearly and conspicuously marked information contained in its proposal and/or other information submitted by Vendor to HAYS CISD in connection with this procurement solicitation or the Agreement as "CONFIDENTIAL." Vendor declares that the information marked by Vendor as "CONFIDENTIAL" contains confidential, proprietary, and/or trade secret information and is excepted from disclosure under Chapter 552, Texas Government Code.
- Waiver of Confidentiality** – Vendor **HAS NOT** marked any information contained in its proposal and/or other information submitted by Vendor to HAYS CISD in connection with this procurement solicitation or the Agreement as "CONFIDENTIAL." Vendor certifies that it has not submitted any confidential, proprietary, and/or trade secret information to HAYS CISD and that its proposal and all other information—including any pricing information—submitted by Vendor to HAYS CISD in connection with this procurement solicitation or the Agreement is subject to disclosure under Chapter 552, Texas Government Code. Vendor hereby expressly waives any claim of confidentiality with respect to its proposal and/or any other information submitted by Vendor to HAYS CISD in connection with this procurement solicitation or the Agreement.

MGW Educational Consulting

Vendor Name

Melissa Garcia Wright

Printed Name of Authorized Officer/Representative of Vendor

Consultant

Title

Melissa Garcia Wright

Signature

July 17, 2023

Date



HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT
ADMINISTRATIVE CONTRACTED SERVICES
RFP #25-022201VL

THIS PAGE MUST BE SIGNED AND COMPLETED WITH YOUR PROPOSAL

**HAYS CONSOLIDATED SCHOOL DISTRICT ANTITRUST
CERTIFICATION STATEMENT**

(Tex. Government Code § 2155.005)

I affirm under penalty of perjury of the laws of the State of Texas that:

1. I am duly authorized to execute this contract on my own behalf or on behalf of the company, corporation, firm, partnership or individual (Company) listed below;
2. In connection with this proposal, neither I nor any representatives of the Company have violated any provision of the Texas Antitrust laws codified in Tex. Bus. & Comm. Code Chapter 15;
3. In connection with this proposal, neither I nor any representative of the Company have violated any federal antitrust law; and
4. Neither I nor any representatives of the Company have directly or indirectly communicated any of the contents of this proposal to a competitor of the Company or any other company, corporation, firm, partnership or individual engaged in the same line of business as the Company.

Contractor's Name/Company Name: Melissa Garcia Wright / MGN Educational Consulting

Address, City, State, and Zip Code: 1316 Nature View Loop, Driftwood, TX 78619

Bidder Signature: Melissa Garcia Wright

Printed Name: Melissa Garcia Wright

Title: Consultant

Date Signed: July 17, 2023

Signature of Company Official Authorizing RFP: _____

Printed Name of Company Official: _____

Official Position: _____

Date Signed: _____



HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT
ADMINISTRATIVE CONTRACTED SERVICES
RFP #25-022201VL

PLEASE SELECT ANY COOPERATIVES YOUR ORGANIZATION IS A PART

COOPERATIVE NAME	CONTRACT NUMBER	CONTRACT EXPIRATION DATE
<input type="checkbox"/> HCDE (Choice Partners)		
<input type="checkbox"/> TASB (BuyBoard)		
<input type="checkbox"/> The Cooperative Purchasing Network (TCPN)		
<input type="checkbox"/> Houston Galveston Council of Governments Cooperative (H-GAC)		
<input type="checkbox"/> ESC Region 8 Cooperative (TIPS)		
<input type="checkbox"/> ESC Region 5 Cooperative		
<input type="checkbox"/> U.S. Communities		
<input type="checkbox"/> State of Texas (TXMAS)		
<input type="checkbox"/> Department of Information Resources (DIR)		
<input type="checkbox"/> GSA (Schedule 70 and 84 ONLY)		
<input type="checkbox"/> Purchasing Solutions Alliance (PSA)		
<input type="checkbox"/> Santa Fe HAYS CISD (SPA)		
<input type="checkbox"/> State of Texas (TPASS)		
<input type="checkbox"/> National Joint Powers Alliance (NJPA)		
<input checked="" type="checkbox"/> None		



**HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT
ADMINISTRATIVE CONTRACTED SERVICES
RFP #25-022201VL**

ATTACHMENT A

Texas Education Code §22.0834.

Criminal History Record Information Review of Certain Contract Employees.

- (a) This subsection applies to a person who is not an applicant for or holder of a certificate under Subchapter B, Chapter 21, and who on or after January 1, 2008, is offered employment by an entity that contracts with a school district, open-enrollment charter school, or shared services arrangement to provide services, if:
- (1) the employee or applicant has or will have continuing duties related to the contracted services; and
 - (2) the employee or applicant has or will have direct contact with students.
- (b) A person to whom Subsection (a) applies must submit to a national criminal history record information review under this section before being employed or serving in a capacity described by that subsection.
- (c) Before or immediately after employing or securing the services of a person to whom Subsection (a) applies, the entity contracting with a school district, open-enrollment charter school, or shared services arrangement shall send or ensure that the person sends to the department information that is required by the department for obtaining national criminal history record information, which may include fingerprints and photographs. The department shall obtain the person's national criminal history record information and report the results through the criminal history clearinghouse as provided by Section 411.0845, Government Code.



**HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT
ADMINSTRATIVE CONTRACTED SERVICES
RFP #25-022201VL**

Bidder's Disclaimer Statement

The undersigned Bidder, by signing and executing this BID, certifies and represents to Hays CISD that Bidder has not offered, conferred or agreed to confer any pecuniary benefit, as defined by section 36.01(5) of the Texas Penal Code, or any other thing of value, as consideration for the receipt of information or any special treatment or advantage relating to this BID; the Bidder also certifies and represents that Bidder has not offered, conferred or agreed to confer any pecuniary benefit or other thing of value as consideration for the recipient's decision, opinion, recommendation, vote or other exercise of discretion concerning this BID; the Bidder certifies and represents that Bidder has neither coerced nor attempted to influence the exercise of discretion by any officer, trustee, agent or employee of the Hays CISD concerning this BID on the basis of any consideration not authorized by law; the Bidder also certifies and represents that Bidder has not received any information not available to other Bidders so further certifies and represents that Bidder has not violated any state, federal or local law, regulation or ordinance relating to bribery, improper influence, collusion or the like and that Bidder will not in the future offer, confer, or agree to confer any pecuniary benefit or other thing of value of any officer, trustee, agent or employee of the Hays CISD in return for the person having exercised the person's official discretion, power or duty with respect to this BID; the Bidder certifies and represents that it has not now and will not in the future offer, confer, or agree to confer a pecuniary benefit or other thing of value to any officer, trustee, agent or employee of the Hays CISD in connection with information regarding this BID, the submission of this BID, the award of this BID or the performance, delivery or sale pursuant to this BID.

FELONY CONVICTION NOTIFICATION

State of Texas Legislative Senate Bill No. 1, 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 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 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 convictions has been reviewed by me and the following information furnished is true to the best of my knowledge.

COMPANY VENDOR NAME (PRINTED): MGW Educational Consulting

ADDRESS: 1316 Nature View Loop

CITY, STATE, ZIP: Driftwood Tx 78619 PHONE: 830-456-2094

AUTHORIZED COMPANY OFFICIAL'S NAME (PRINTED): Melissa Garcia Wright

SIGNATURE OF COMPANY OFFICIAL: Melissa Garcia Wright

TITLE: Consultant DATE: July 17, 2023

- My firm is a publicly held corporation; therefore, this reporting requirement is not applicable. OR
- My firm is not owned nor operated by anyone who has been convicted of a felony. OR
- 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(s): _____

Are you a certified Historically Underutilized Business (HUB)?

- Yes No

If yes, with whom are you certified? _____

Enter 5-digit certification number _____

Please check corresponding box:

- Hispanic American Male Female
- Black American Male Female
- Asian Pacific American Male Female
- Native American (Indian) Male Female
- Woman (of any ethnicity)

CONFLICT OF INTEREST: Neither HCISD trustees nor employees shall accept gifts or entertainment from vendors to the District. The District shall not do business with any of its trustees or employees.

MUST BE RETURNED WITH BID



Potential Conflict of Interest Disclosure

You must file this form anytime there is a potential conflict of interest within the staffing of your federal program or within the chain of command related to the approval of budget or activities within the federal program. Common examples are family members working within the organization where at least one person's work is related to a federal program. Completion and submission of this form satisfies the requirement in [2 CFR 200.112](#).

Contact and Form Submission Information

ID	Date Submitted
EDGAR-CONFINTEREST-35	07/08/24 8:38 AM
School Year	Other School Year (if applicable)
2023-2024	2024-2025
LEA Name and CDN	
HAYS CISD 105906	
Name of Federal Grant	
2023-2024 ESSA Consolidated Federal Grant Application	
Name of Older Grant (if applicable)	
Name of Individual Completing Form	Email of Individual Completing Form
Stephanie Norris	stephanie.norris@hayscisd.net



Description of Request

Identify the expenditure that involves a potential conflict of interest.

Title II: MGW Consulting - Coaching and Professional Development support to Campus Principals, especially to 4 Campuses involved in School improvement process.



Describe in detail how the expenditure was made.

Hays CISD published an RFP for Administrative Services and MGW consulting responded. Because there was not an additional Consulting firm providing similar services that responded to the RFP, Hays CISD sought additional competitive quotes for similar services. The district's Chief Academic Officer along with the district Deputy Academic Officers determined that MGW Consulting offered the coaching services that best met the needs of the district. MGW completed and submitted Hays CISD's Conflict of Interest prior to any contract being executed or work being completed.



Describe in detail how the conflict was made.

MGW Consulting is owned and operated by Melissa Garcia Wright, spouse of Hays CISD Superintendent Dr. Eric Wright.



Certification and Incorporation

Name and Title of Authorized Official
Stephanie Norris, Director of Federal Programs

By entering my name below and submitting this electronic form, I hereby certify that:

- 1) The information and data contained in this form is, to the best of my knowledge and belief, true, complete, and correct.
- 2) The organization named above has authorized me, as its representative, to complete and submit this information and data, for and on behalf of the organization, and otherwise to act as the organization's authorized representative in submitting this information and data; and
- 3) Any ensuing program and activity will be conducted in accordance and compliance with all applicable federal and state laws and regulations.

TEA Decision and Comment

TEA Decision
Approve
TEA Comment (as applicable)
This is definitely a conflict of interest. Ensure the superintendent is not involved in any way in this contract. Similar services do exist so ensure you followed proper procurement. This may still be an audit exception; even with filing this disclosure.

Signature of Chief Grants Officer: 
Cary Green, Associate Commissioner

Date of TEA Decision: 07/10/24



Contract

To provide

Administrative Contracted Services

for

**Manor Independent School
District**

2024-2025 School Year

Missy Garcia Wright
MGW Educational Consulting
1316 Nature View Loop
Driftwood, Texas 78619



mgweduconsulting@gmail.com

830-456-2094

October 21, 2024

Dear Dr. Bentz,

Here is the contract for administrative contracted services as requested. Please let me know if you have any questions. I look forward to hearing from you!!

Sincerely,

Missy Garcia Wright

Missy Garcia Wright
MGW Educational Consulting
mgweduconsulting@gmail.com



Services may include but are not limited to:

- Support the current work of the Chief Schools Officer
- Build capacity across the system to implement the instructional improvement best practices from the following resources: :
 - Get-Better-Faster rubric
 - Leverage Leadership 2.0
- Develop and facilitate professional development sessions to build capacity for instructional improvement with the following groups utilizing above mentioned resources: :
 - curriculum coordinators
 - campus instructional coaches
 - assistant principals
 - campus leaders
- Build leadership skills through professional learning and training referencing the tenets found in the following resources:
 - Breakthrough Principals: A Step-by-Step Guide to Building Stronger Schools
 - The School Leadership Playbook
- Develop and facilitate professional development sessions focusing on effective small group accelerated instruction.
- Organize and facilitate two(2) visits to schools outside Manor ISD to observe the effective development and implementation of small group accelerated instruction.



Proposal potential costs:

Services Package = 330 hours @ \$225 per hour for a total of \$74,250.
This cost structure includes agenda setting and planning.

Please confirm acceptance of this proposal or reach out for MGW to provide a different coaching package and/or cost structure. If you have any questions or need to discuss this proposal any further, please contact Missy Wright at mgweduconsulting@gmail.com or by phone at 830-456-2094.

The number of hours and schedule of services are negotiable and may be altered by Dr. Bentz.

PAYMENT: Payments will be made for this proposal from an invoice sent monthly by MGW Educational Consulting after services are completed.

A handwritten signature in black ink that reads 'Missy Garcia Wright'. The signature is written in a cursive style and is positioned above a horizontal dashed line.

Missy Garcia Wright

MGW Educational Consulting

Manor ISD Chief signature



**Manor Independent School District
Purchasing**

10335 US Highway 290 East, Manor, Texas 78653
512-278-4000 | www.ManorISD.net | @ManorISD

TO: MGW Educational Consulting
FROM: Manor Independent School District
SUBJECT: Adoption of an Awarded Contract through the Central Texas Purchasing Alliance ("CTPA")

Manor Independent School District ("District"), as a member in good standing of the Central Texas Purchasing Alliance ("CTPA") and in accordance with Section 791.001 of the Texas Government Code, is requesting agreement by School Innovations & Achievement ("Contractor") to adopt the following contract:

Hays CISD Contract #: RFP #25-022201VL
Manor ISD Contract #: #302(CSO)25-04
Contract Title: Administrative Contracted Services
Contracting CTPA District: Hays Consolidated ISD
Initial Contract Start Date: July 18, 2023
Initial Contract End Date: April 30, 2027

By adopting this contract from another CTPA member district, the District has met the competitive bidding requirements established by the Texas Education Code, Section 44.031(a)(4) and as required by the adopting district's policies. There is no obligation on either party to participate unless both parties agree by executing this document. The goods and services provided under this contract will be at the same or better contract pricing and purchasing terms established by the originating district. The base terms and conditions of the initial award shall remain as originally awarded.

The District shall be responsible for the management of the adopted contract and all payments to the contracted vendor. The originating district shall have no responsibilities under this agreement.

Manor ISD Authorization

Authorized Signer

Name

Title

Date

Contractor Authorization

Missy Garcia Wright

Authorized Signer

Missy Garcia Wright

Name

Consultant for MGW

Title

2.05.25

Date