

DENTON

Independent School District



**Denton Independent School District
Purchasing Department
1213 N. Locust St.
Denton, Tx. 76201**

Request for Proposal

For

E-Rate Eligible Session Initiated Protocol (SIP) Trunking

RFP Number: 150121-ER

Due Date: January 21, 2015

Time Due: 2:00 p.m. CST

Request for Proposals (AD)

The Denton Independent School District will accept sealed proposals in the School District Purchasing Office until 2:00 p.m., Tuesday, January 21, 2015, from E-Rate eligible Telecommunication Providers to deliver connectivity from the district to the Public Switched Telephone Network (PSTN) for up to one-hundred sixty (160) call paths (channels) with management, including a long distance bundle, existing DID blocks, and all fees and/or surcharges. The district will consider a proposal based on a Session Initiation Protocol (SIP) trunk solution.

Proposal forms and specifications can be obtained from the School District Purchasing Office at 1213 North Locust, Denton, Texas 76201.

Mark plainly on your envelope, "**RFP#150121 ENCLOSED-NOT TO BE OPENED UNTIL 2:00 p.m., Tuesday, January 21, 2015.**" Address your sealed proposal to Kathy Arrington, Purchasing Buyer, Denton Public Schools, 1213 North Locust, Denton, Texas 76201. Proposals will be accepted at said time at the Locust street address. Any proposals received after the stated time will be rejected. Proposal pricing will not be read aloud.

Proposals will be reviewed by a committee and evaluated as follows: Proposed Fee - 58%, References - 5%, Quality of the proposer's good and services - 10%, Extent to which the services meet the district's needs - 10%, Past Experience with the District - 10%, HUB certification Verification - 2%, and Long Term cost to the District to acquire the vendor's services - 5%. Once the proposals have been ranked, and a successful proposer submitted to the governing body for approval, the results will be made available to interested parties.

The district intends to award this proposal to a single vendor for a period of up to three years with the option to extend, upon governing body approval, for two additional terms of one year each. The initial term will begin July 1, 2015 and end June 30, 2018.

The Denton Independent School District reserves the right to accept or reject any and all parts of any and all proposals and to waive any/all technicalities. The District further reserves the right to be the sole judge of quality and equality.

No proposals will be accepted by facsimile or e-mail.

Section 1.0 Scope of Work

DISD will follow the purchasing policies of the DISD Board and requirements and procedures of the Schools and Libraries Universal Service to be eligible for all available funding.

The implementation of any associated contracts resulting from this competitive bid process will be dependent on the districts' issuance of a written Notice to Proceed and the issuance of a District Purchase Order. E-rate funding notification alone will not signify Notice to Proceed. The district will have the right to allow the contract to expire without implementation if appropriate funding is not authorized.

DISD will evaluate proposals for the following telephone and telecommunication services:

The District request proposals from E-Rate eligible Telecommunication Providers to deliver connectivity from the district to the Public Switched Telephone Network (PSTN) for up to one-hundred twenty (120) call paths (channels) with management for ten months out of a contract year and one-hundred sixty (160) call paths (channels) with management for two months out of a contract year. The district will consider a proposal based on a Session Initiation Protocol (SIP) trunk solution.

This Request For Proposal (RFP) provides interested suppliers with sufficient information to prepare and submit Proposals for consideration with the intent of contracting with one or more companies to provide the requested service for DISD.

1.1 Anticipated Timeline

- 12/19/2014 – RFP posted on district website
- 12/19/2014 – Form 470 posted
- 1/5/2015 – Deadline for written questions by 4:00 p.m. CST
- 1/9/2015 – Response to questions posted on DISD website
- 1/21/2015 – RFP due in Purchasing by 2:00 p.m. CST
- 2/17/2015 – Recommendation to DISD Board of Education

Section 2.0 Standard Terms and Conditions

- 2.1 The district intends to award this proposal to a single vendor for a period of up to three (3) years with the option to extend, upon governing body approval, for two (2) additional terms of one (1) year each. The initial term will begin July 1, 2015 and end June 30, 2018.
- 2.2 The district reserves the right to reject any and all proposals, the right in its sole discretion to accept the proposal it considers most favorable to the district's interest, and the right to waive minor irregularities in the procedures. The district further reserves the right to reject all proposals and seek new proposals when such procedures are in the best interest of the district. The district also will be the sole judge as to the definition of "district's best interest."
- 2.3 The attached specifications are to be used to set a minimum standard. The District does not want inferior substitute merchandise. Whenever an article or material is defined by describing a proprietary product or by using the name of a manufacturer, the term "**or equal**" if not inserted shall be implied. The specified article or material shall be understood as indicating the type, function, minimum standard of design, efficiency and quality desired and shall not be construed as to exclude other manufactured products of comparable quality design, and efficiency. If you bid an equal and/or alternate product to the specifications, please clearly state the brand name and description. Failure to provide proper information with this document may cause your bid(s) to be eliminated from consideration.
- 2.4 The District reserves the right to accept or reject any and/or all bids, to waive any formalities and to award this bid in the best over all interest of the District. The District reserves the right to make final decisions as to comparable items. Be very certain that items upon which you bid and deliver are **equal** to items listed. **Materials which are not equal shall be returned to the supplier transportation charges collect.**
- 2.5 No orders are to be placed without a purchase order signed by the purchasing agent. No payment will be made for orders filled without an approved purchase order.
- 2.5 Insurance
- The contractor shall provide at all times during the contract period the following insurance coverage:
1. Worker's Compensation Insurance, Statutory Benefits and Employer's Liability Insurance with limits of not less than \$500,000;
 2. Commercial General Liability Insurance with limits of not less than \$1,000,000 for bodily injury and \$1,000,000 for property damage per occurrence, including Contractual Liability coverage.

3. Motor Vehicle Liability Insurance with an employer's non-ownership endorsement. Limits of liability shall not be less than \$1,000,000 combined single limit.
4. Third Party Fidelity bond of \$50,000 per employee.
5. The bidder shall furnish Denton ISD certificates of insurance within 21 working days after acceptance of a contract.
6. Denton ISD must have ten (10) days notice of cancellation or change in insurance coverage and give it's' approval.
7. Pollution Insurance with limits of not less than 1,000,000 for property damage per occurrence.

Section 3.0 Special Terms and Conditions

- 3.1 In order for your proposal to be considered you must include all of the properly executed documents, including Signature Sheet, Proposal Form, Felony Conviction Form, Conflict of Interest Form, References, and HUB certification documentation if applicable. All responses must be legible and signed in order to be considered.
- 3.2 Vendors taking exception to the terms and conditions or specifications of this proposal shall state these exceptions plainly on the exception page of this proposal document. If no exceptions are indicated on the submitted form, it will be assumed that your proposal complies with our document.
- 3.3 By submitting a proposal to the District, the vendor agrees to waive and does waive any claim or cause of action against the Denton ISD, its Trustees, agents and employees arising out of or in connection with, the review of, evaluation of, and application of criteria for selection to the proposal; the recommendation of any proposal to the Board of Trustees, the selection or approval of any proposal by the Trustees on behalf of the District; the awarding of any contract by the Trustees; the selection or approval of any proposal by the Trustees on behalf of the District; the awarding of any contract by the Trustees for services included in the proposal; the waiver of any requirement contained in this Proposal; and any determination of best value to the District by the District, its' Trustees, Agents or employees from the proposals submitted to the district in response to the Proposal.
- 3.4 The District limits its' purchases through the use of properly drawn and authorized purchase orders. The District is **NOT** responsible for services or products that were not authorized via this method. **Verbal orders should not be accepted.**
- 3.5 Questions regarding this RFP can be submitted in writing until close of business 1/5/2015. Responses to all questions received in proper time frames will be made in writing and distributed to all Vendors via an Addendum to the RFP posted to the DISD Purchasing Website prior to the close of business 1/9/2015. Questions should be submitted via e-mail to the following people:

Kathy Arrington – karrington@dentonisd.org

Chris Langford - clangford@dentonisd.org

Allen McDaniel – ecsmac61@gmail.com

- 3.6 Prices quoted in The Vendor's response for all labor and materials will remain in effect for a period of at least ninety (90) business days from the issuance date of The Vendor's response.
- 3.7 The vendor will provide information demonstrating their capability in delivering the services requested in this RFP. Experience, qualifications, and certifications will help determine the vendor's ability to deliver the specified services and help assure DISD of a successful project.
- 3.8 As required by The Federal Communications Commission (FCC) and DISD best practices, this request for services to be contracted is based on an approved technology plan.
- 3.9 The information in this Request For Proposals [RFP] is provided in conjunction with the Schools and Libraries Division [SLD] Forms 470 and 471, in partial fulfillment of the requirements for the FCC Universal Service Fund (a.k.a., "E-Rate") discounts. These programs provide discounts for: certain telecommunications products and services, including voice and data communications; Internet access; and, in some cases, internal connections. For more information about these Federal programs, and before responding to this RFP, please refer to the SLD web site, www.universalservice.org/sl/, or call the SLD Help Line at 888-203-8100. Please do not contact applicant personnel either with general questions about E-Rate, or to offer ineligible services or services not requested on this RFP. Bidders must have a valid Service Provider Identification Number [SPIN]. Telecommunications providers must also be registered ("common carrier") providers as defined by the SLD. Service providers must be prepared to discount invoices to the school and submit the balance to the E-Rate program via BEAR forms, as specified by the SLD.

Section 4.0 Project Specifications

4.1 Proposer Qualifications □

4.1.1 Schools and Libraries Program Requirements

The Schools and Libraries Program reimburses telecommunications, Internet access, and internal connections providers for discounts on eligible services provided to schools and libraries. While schools and libraries apply for these discounts, USAC works in conjunction with service providers to make sure these discounts are passed on to program participants.

a. The vendor must be eligible to participate in the Schools and Libraries Program and obtained a Service Provider Identification Number (SPIN) from USAC.

The Federal Communications Commission (FCC) has determined that in order to provide telecommunications services (voice, video or data transport), the service provider must provide such services on a common carrier basis.

b. The vendor must be an eligible service provider for telephone, telecommunication services, and Internet services as defined by the Federal Communication Commission (FCC) for reimbursement from the Schools and Libraries Program.

4.1.2 The Reputation of the Vendor and of the Vendor's Goods or Services

a. The Proposal will include at least three (3) references from comparable education customers.

b. The proposal will include at least three (3) references from comparable product installations.

4.1.3 The Vendor's Past Relationship with the District

a. The proposal will include any past projects or contracts that the service provider has had with Denton Independent School District.

4.1.4 The Vendor's Knowledge and experience with the Solution.

a. The proposal will list the personnel and qualifications of the personnel that will be assigned to the project.

4.2 Goods and Services Requirements □

4.2.1 Provide access to PSTN network for district voice communications.

It is the intent of this RFP to evaluate proposals to provide access for DISD to the Public Switch Telephone Network (PSTN). The district will consider a proposal based on a Session Initiation Protocol (SIP) trunk solution.

Denton ISD currently has two (2) SIP Trunks, each provisioned in a 4 x T1 configuration, that

provide the district's access to the Public Switched Telephone Network (PSTN). During normal operation for ten (10) months out of a contract year, each set of SIP Trunks provides up to one-hundred twenty (120) concurrent calls, with the ability for one location to provide up to one-hundred twenty (120) Concurrent calls during a failover event. For the other two months in the contract year, each set of SIP Trunks provides up to one-hundred sixty (160) concurrent calls, with the ability for one location to provide up to one-hundred sixty (160) Concurrent calls during a failover event. See description below for current services.

Location	PSTN Access Lines	Address	DID Assigned	Type
Primary Demarc	SIP Based – 4 x T1;	Technology 1212 N. Elm St. Denton, Tx. 76201	940.369. 0000-4999	Metro, Round Robin,
Secondary Demarc	SIP Based – 4 x T1	Ryan High School 5101 E. McKinney St. Denton, Tx. 76208	940.369 0000-4999	Metro, Round Robin

Denton ISD is seeking proposals for the following configurations:

- Maximum of sixty (60) concurrent calls per location with ability to provide one-hundred twenty (120) concurrent calls from one location during a failover event (configuration provides for 100% of the traffic) for ten (10) months out of a contract year as well as a
- For the following annual timeframes during the contract, proposer will provide a maximum of eighty (80) concurrent calls per location with ability to provide one-hundred sixty (160) concurrent calls from one location during a failover event (configuration provides for 100% of the traffic):
 - August 1 – September 15
 - January 1 – January 31
 - Any other 30 day time period the district desires assuming sufficient notice is provided to the vendor.
- Include bundled 250 minutes domestic long distance monthly.
- Include coverage for up to 249 blocks (block of 20) DID numbers.
- Any and all monthly additional fees and/or surcharges.

The SIP trunks must have the following capabilities:

- They must interface natively to the district's Cisco Call Manager, version 10.5 (1) without using PRI emulation.

- Denton ISD currently uses two Cisco 2851 with CUBE licenses to interface to their trunks today. Indicate whether or not this hardware can be re-used for your service. If not, indicate what hardware and software will be required and provide pricing.
- Combined call handling capacity for up to one-hundred sixty (160) concurrent calls during peak seasons (August 1 – September 15, January 1 – January 31, other with prior notice)
- If one location loses access to the SIP network, DID calls must automatically overflow to the other location. In this scenario, the SIP bandwidth at the receiving location must be able to serve 100% of the traffic.
- Must support E911.
- Must support PS/ALI.
- The SIP provider must be able to port the following DID numbers to their service:

940 323-1473 thru 940 323-1483

940 323-1485 thru 940 323-1494

940 323-1525 thru 940 323-1535

940 323-1584 thru 940 323-1594

940 323-1687 thru 940 323-1696

940 323-1787 thru 940 323-1799

940 323-8710 thru 940 323-8739

940 369-0000

940 369-0001

940 369-0002 thru 940 369-3813

940 369-3815 thru 940 369-4902

940 369-4905

940 369-4907 thru 940 369-4908

940 369-4910 thru 940 369-4911

940 369-4913 thru 940 369-4914

940 369-4916 thru 940 369-4917

940 369-4919 thru 940 369-4920

940 369-4922 thru 940 369-4923

940 369-4925 thru 940 369-4926

940 369-4928 thru 940 369-4929

940 369-4931 thru 940 369-4932

940 369-4934 thru 940 369-4935

940 369-4937 thru 940 369-4938

940 369-4940 thru 940 369-4945

940 369-4947 thru 940 369-4949

940 369-4956

940 369-4958

940 369-4967 thru 940 369-4968

940 369-4971

940 369-4977

940 369-4979

940 369-4983

940 369-4985 thru 940 369-4986

940 369-4990

940 369-4994 thru 940 369-4999

940 380-4150 thru 940 380-4159

940 380-7012 thru 940 380-7031

940 381-1700 thru 940 381-1718

940 381-5500 thru 940 381-5529

940 381-7022 thru 940 381-7029

940 381-8000 thru 940 381-8199

940 383-5201 thru 940 383-5229

940 383-6300 thru 940 383-6309

940 384-7032 thru 940 384-7045

940 384-7078 thru 940 384-7090

940 384-7258 thru 940 384-7270

940 384-7283 thru 940 384-7292

940 384-7337 thru 940 384-7347

940 483-8051 thru 940 483-8060

940 483-8062 thru 940 483-8071

940 483-8073 thru 940 483-8086

940 483-8148 thru 940 483-8158

940 483-8401 thru 940 483-8409

940 483-8479 thru 940 483-8487

940 483-8505 thru 940 483-8513

940 483-8515 thru 940 483-8524

940 483-8580 thru 940 483-8588

940 483-8590 thru 940 483-8598

940 484-1371 thru 940 484-1379

940 484-1664 thru 940 484-1678

940 484-1762 thru 940 484-1770

940 484-1945 thru 940 484-1958

940 484-1962 thru 940 484-1973

940 484-2140 thru 940 484-2157

940 484-2855 thru 940 484-2865

940 484-2953 thru 940 484-2962

940 484-5056 thru 940 484-5065

940 484-5081 thru 940 484-5091

940 484-5141 thru 940 484-5150

940 484-5184 thru 940 484-5194

940 484-5539 thru 940 484-5548

940 484-5583 thru 940 484-5596

940 484-5662 thru 940 484-5674

940 484-5753 thru 940 484-5762

940 484-5981 thru 940 484-5990

940 484-6172 thru 940 484-6190

940 484-6323 thru 940 484-6332

940 484-8190 thru 940 484-8199

940 565-8700 thru 940 565-8749

940 591-5200 thru 940 591-5249

940 891-4059 thru 940 891-4078

940 891-6460 thru 940 891-6470

940 891-6640 thru 940 891-6699

4.2.2 The Quality of the Vendor's Service

- a. The vendor will include within the response the Service Level Agreement (SLA) that is provided with the proposed service offerings.
- b. The vendor will provide a description of the technology and network providing the PSTN access.
- c. The vendor will describe any traffic reporting capabilities associated with the service.
- d. If there is an option for bundled domestic long distance, pricing must show bundled and unbundled rates. For the bundled scenario, indicate the number of included long distance minutes and the cost for any overflow minutes. For the unbundled scenario, indicate the "per minute" rate you would charge for long distance.
- e. The vendor will review and recommend opportunities to improve service and/or reduce costs on an annual basis to the TIO or his designee.
- f. The vendor will schedule outages for network maintenance, expansions, and modifications during hours that meet the operational needs of DISD staff.
- g. The vendor must contact specified DISD staff when system outages occur.

4.2.3 Service Offerings

DISD will evaluate the overall proposals for services provided to the district. It is DISD's intent to contract for the most cost effective and technically superior and efficient solution for the district.

- a. The vendor will include all services required to deliver a comprehensive solution to the

district. Services should include design, installation, implementation, telecommunication services, number portability, direct trunk overflow capability, E911, management and transport.

4.3 COST

4.3.1 Total Long Term Cost to the District

DISD will evaluate the total long-term cost to the district to acquire the requested services. The evaluation will be based on one, two, and three year service solutions.

a. The vendor will provide a cost for each requested service per location for proposed term of the service. All cost should be identified as E-rate eligible with the percent eligible if less than 100% or Non E-rate Eligible.

4.3.2 Nonrecurring Cost to the District.

DISD will evaluate the one time, nonrecurring cost to the district. These costs should include all fees including installation, configuration, and hardware cost – all one-time costs that the district will incur to implement the service.

a. The vendor will provide the nonrecurring cost per service per location.

4.3.3 Recurring Cost to the District.

DISD will evaluate the recurring cost to the district on a monthly basis.

a. The vendor will provide the monthly recurring cost to the District per service per location.

5.0 Proposal Form

5.1.1. SPIN NUMBER: _____

5.1.2. Evidence of FCC Telecommunication Carrier (Yes) / (No)

5.1.3. Three References of Comparable Educational Customers

1. _____

2. _____

3. _____

5.1.4. Three References of Comparable Product Installations

1. _____

2. _____

3. _____

5.1.5. Previous Contracts with DISD

1. _____

2. _____

3. If more, please list on separate sheet.

5.1.6. List the personnel and qualifications of the personnel that will be assigned on the project:

1. _____

2. _____

3. _____

Cost Summary

The vendor will provide a cost summary on the form below. The information requested below is the minimum that will be accepted. Vendor will submit one (1) original, five (5) complete copies as well as an electronic copy of the proposal. Use additional pages as needed. Additional information and pricing shall be documented, titled with the "Additional Service Cost" line item on this Cost Summary Form that it is detailing, and the total additional cost entered into that line item's price.

One Year Contract Cost –

The contract's start date will be July 1, 2015 and end date will be June 30, 2016. Options to extend contract should be described.

A. Ten (10) month pricing

Demarc Location	Concurrent Calls During Normal Operation	Concurrent Calls in Failover Mode	One-Time Costs	Recurring Costs	Total Site Cost
Primary Demarc	60	120			
Secondary Demarc	60	120			

B. Two (2) month pricing

Demarc Location	Concurrent Calls During Normal Operation	Concurrent Calls in Failover Mode	One-Time Costs	Recurring Costs	Total Site Cost
Primary Demarc	80	160			
Secondary Demarc	80	160			

Two Year Contract Cost –

The contract's start date will be July 1, 2015 and end date will be June 30, 2017. Options to extend contract should be described.

A. Ten (10) month pricing

Demarc Location	Concurrent Calls During Normal Operation	Concurrent Calls in Failover Mode	One-Time Costs	Recurring Costs	Total Site Cost
Primary Demarc	60	120			
Secondary Demarc	60	120			

B. Two (2) month pricing

Demarc Location	Concurrent Calls During Normal Operation	Concurrent Calls in Failover Mode	One-Time Costs	Recurring Costs	Total Site Cost
Primary Demarc	80	160			
Secondary Demarc	80	160			

Three Year Contract Cost

The contract's start date will be July 1, 2015 and end date will be June 30, 2018. Options to extend contract should be described.

A. Ten (10) month pricing

Demarc Location	Concurrent Calls During Normal Operation	Concurrent Calls in Failover Mode	One-Time Costs	Recurring Costs	Total Site Cost
Primary Demarc	60	120			
Secondary Demarc	60	120			

B. Two (2) month pricing

Demarc Location	Concurrent Calls During Normal Operation	Concurrent Calls in Failover Mode	One-Time Costs	Recurring Costs	Total Site Cost
Primary Demarc	80	160			
Secondary Demarc	80	160			

Additional (Added Value) Services:

Description of Service	Cost

Sections 6.0 Evaluative Criteria

DISD shall accept the proposal it deems to be in the best interest of DISD based on the evaluation of the responses per the selection criterion set forth in Section 44.031 in the Texas Education Code with price being the highest weighted criteria.

Proposed Fee – 58%

References – 5%

Quality of the proposer's goods and services – 10%

The extent to which the services meet the district's needs and approach of the vendor – 10%

Past Relationship with the district – 10%

HUB certified – 2%

Long term cost to the district to acquire the vendor's services – 5%.

Section 7.0 Submittals

- Signature Sheet
- Proposal Form
- Felony Conviction Form
- References
- Conflict of Interest Form
- HUB Certification Verification

Signature Sheet

We, the undersigned, have read and fully understand the specifications and conditions relating to this document.

Submitted By:

Company Name: _____

Mailing Address: _____

Representative Name Printed: _____

Representative Name Signature: _____

Date: _____

E-mail Address: _____

Telephone Number: _____

Telephone Number: _____

(Questions Concerning Proposal)

Fax Number: _____

FELONY CONVICTION NOTIFICATION

State of Texas Legislative Senate Bill No. 9, Section 44.034 of Texas Education Code, Notification of Criminal History, Subsection (a), states, "a person or business entity that enters into a contract with a school district must give advance notice to the District if the person or owner or operator of the business entity has been convicted of a felony." The notice must include a general description of the conduct resulting in the conviction of a felony.

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

CRIMINAL HISTORY REVIEW OF CONTRACTOR EMPLOYEES

Texas Education Agency Amendment to 19 TAC 153.1101 and new rule 19 TAC 153.117 regarding criminal history checks of contractor employees provide the school district with rules interpreting Texas Education Code §22.0834. The rules define continuing contract duties, direct contact with students and other relevant terms within the statute.

Except as otherwise provided herein, Contractor will obtain and certify in writing, before work begins, and at least annually, a national criminal history record, which includes fingerprinting, information that relates to an employee, applicant, agent or Subcontractor of the Contractor or a Subcontractor, if the person has or will have continuing duties related to the Project, and the duties are or will be performed on Owner's property where students are regularly present or at another location where students are regularly present. Contractor shall assume all expenses associated with the national background checks and fingerprinting and shall immediately remove any employee or agent who was convicted of, received probation for, or received deferred adjudication for any felony as outlined below or any misdemeanor involving moral turpitude, from Owner's property or other location where students are regularly present. Owner shall determine what constitutes "moral turpitude" or "a location where students are regularly present."

Contractor or sub-contractors may not work on District property where students are present when they have been convicted, received probation or deferred adjudication for the following felony offenses:

1. Any offense against a person who was, at the time the offense occurred, under 18 years of age or enrolled at a public school;
2. Any sex offense;
3. Any crimes against persons involving:
 - a. Controlled substances; or
 - b. Property; or
4. Any other offense the District believes might compromise the safety of students, Staff or property.

Please complete the information below:

I, the undersigned agent for the firm named below, **certify that the information** concerning notification of felony convictions and criminal history checks for the company employees, agents, or subcontractors that will be on DISD campuses have been reviewed by me and the following information furnished is true to the best of my knowledge.

Vendor's Name: _____

Authorized Company Official's Name (please print or type):

A. My firm is not owned nor operated by anyone who has been convicted of a felony.
Signature of Company Official: _____ Date: _____

B. 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): _____

Signature of Company Official: _____ **Date:** _____

REFERENCES

(3 public school districts)

1. Name _____

Address _____

Phone Number _____

Contact Name _____

Length on Business Relationship _____

2. Name _____

Address _____

Phone Number _____

Contact Name _____

Length on Business Relationship _____

3. Name _____

Address _____

Phone Number _____

Contact Name _____

Length on Business Relationship _____

CONFLICT OF INTEREST QUESTIONNAIRE**FORM CIQ****For vendor or other person doing business with local governmental entity**

This questionnaire is being filed in accordance with chapter 176 of the Local Government Code by a person doing business with the governmental entity.

By law this questionnaire must be filed with the records administrator of the local government not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.

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

OFFICE USE ONLY

Date Received

1 Name of person doing business with local governmental entity.**2** Check this box if you are filing an update to a previously filed questionnaire.

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than September 1 of the year for which an activity described in Section 176.006(a), Local Government Code, is pending and not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3**Describe each affiliation or business relationship with an employee or contractor of the local governmental entity who makes recommendations to a local government officer of the local governmental entity with respect to expenditure of money.****4****Describe each affiliation or business relationship with a person who is a local government officer and who appoints or employs a local government officer of the local governmental entity that is the subject of this questionnaire.**

Amended 01/13/2006

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor or other person doing business with local governmental entity

FORM CIQ

Page 2

5 Name of local government officer with whom filer has affiliation or business relationship. (Complete this section only if the answer to A, B, or C is YES.)

This section, item 5 including subparts A, B, C & D, must be completed for each officer with whom the filer has affiliation or business relationship. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income from the filer of the questionnaire?

Yes No

B. Is the filer of the questionnaire receiving or likely to receive taxable income from or at the direction of the local government officer named in this section AND the taxable income is not from the local governmental entity?

Yes No

C. Is the filer of this questionnaire affiliated with a corporation or other business entity that the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

Yes No

D. Describe each affiliation or business relationship.

6 Describe any other affiliation or business relationship that might cause a conflict of interest.

7

Signature of person doing business with the governmental entity

Date

Amended 01/13/2006