



## **REQUEST FOR QUALIFICATIONS**

**Delinquent Tax Attorney**

**RFQ #13-2025TB**

**PROPOSAL CLOSE DATE: Thursday, March 27, 2025**

**TIME: 2:00PM CDT**

**RETURN SOLICITATION RESPONSE TO:**

**Lamar CISD Purchasing & Materials Management 4901 Avenue I**

**Rosenberg, TX 77471**

For additional information contact:

Thamara Bochat 832-223-0175 or by email at [thamara.bochat@lcisd.org](mailto:thamara.bochat@lcisd.org)

**BACKGROUND**

Lamar CISD (LCISD) is a Texas public school district located in West Fort Bend County, Texas. LCISD is a rapidly growing school district and with that knowledge it is presumed that some locations may be added or removed in this contract.

The district has approximately over 5,000+ employees. A student enrollment of over 47,131 students as of 2024-25 school year. The district currently consists of 53 campuses and 9 district sites with additional campuses pending.

**PRE-PROPOSAL MEETING:**

A virtual pre-proposal meeting will be held via Microsoft Teams on **Tuesday, March 18 at 10:30 AM CDT**. Vendors are highly encouraged to attend to understand the requirements of this RFP and how to submit. In addition, we will answer any questions vendors might have about this request for qualifications (RFQ).

Microsoft Teams Meeting Link and Information

**[Join the meeting now](#)**

Meeting ID: 253 721 515 398

Passcode: 5KZ6mN3i

**QUESTIONS AND ANSWERS:**

Questions regarding this RFQ must be submitted via email to [thamara.bochat@lcisd.org](mailto:thamara.bochat@lcisd.org) on or before **March 20, 2025 at 2:00PM**.

**PAYMENT:**

Lamar CISD utilizes an official Purchase Order document for payment agreement. If your company does not accept purchase orders, identify with your information and within following questionnaire. Lamar CISD will not prepay for services; payment is made at completion of service.

All sales will be exempt from state taxes. Lamar CISD is exempt from all Texas state sales tax. A Texas Sales Tax Exemption form for Lamar CISD is attached to this packet.

**ALL INVOICES SHALL BE SENT TO:**

LAMAR CISD  
Attn. Accounts Payable  
3911 Avenue I  
Rosenberg, TX 77471

**SERVICE/DELIVERY PERSONNEL**

All service/delivery personnel to a Lamar CISD location will be required to present a valid Texas driver's license before entering a Lamar CISD building beyond the front office.

**EVALUATION**

After the opening date, an evaluation committee shall meet to discuss and score the proposers' documents based upon evaluation criteria given herein. Evaluation shall be supervised and collected by a member of the Lamar CISD Purchasing Department.

## **GENERAL TERMS, CONDITIONS AND REQUIREMENTS FOR SOLICITATIONS**

This solicitation shall be governed by the documents incorporated herein as well as the general provisions posted on the Lamar CISD website. A copy may be obtained at <http://www.lcisd.org/departments/business-office/purchasing/terms-and-conditions> or by contacting the Lamar CISD Buyer, [thamara.bochat@lcisd.org](mailto:thamara.bochat@lcisd.org). Any exception to the terms and conditions must be included in the Proposer's response.

Texas Education Code 44.031

*Purchasing and Acquisition, LCISD Policy CH (Legal)*

*Purchasing and Acquisition, LCISD Policy CH (Local)*

Lamar CISD reserves the right to waive minor technical defects in a proposal, reject any and all proposals, reject any part of a proposal, advertise for a new proposal or make the purchase on the open market if the price or services can be obtained at a better price. **The District will not provide any guarantee on the amount awarded.**

## **INTERLOCAL AGREEMENT WITH OTHER SCHOOL DISTRICTS THROUGH THE CENTRAL TEXAS PURCHASING ALLIANCE (CTPA).**

- A. *Membership.* Lamar CISD is a member in good standing of the Central Texas Purchasing Alliance (CTPA/ [txctp.org](http://txctp.org)) an alliance of 100+ school districts in Texas representing millions of 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.
- B. *Adoption of Awarded Contracts.* In support of this collaborative effort, all awards made by Lamar Consolidated Independent School District 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 44.0331(a)(4) and as required by the adopting district's policies. There is no obligation on either party to participate unless both parties agree. The goods and services provided under the contract will be at the same or better pricing and purchasing terms established by the originating district.
- C. *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.

## **VENDOR COMMUNICATION:**

### **Code of Silence**

As part of the District's commitment to transparency and fairness during the competitive procurement process, we are implementing a Code of Silence.

"Code of Silence" shall mean a prohibition on any communication regarding any competitive procurement between:

1. Any person who seeks an award from the District or its affiliated entities, including a potential vendor or vendor's representative; and
2. The Superintendent or any chief officer, assistant superintendent, executive director, principal, department head, director, manager, or other District representative who has influence on or is participating in the evaluation or selection process.
3. The Code of Silence shall not apply to communication with the purchasing staff.

The Code of Silence time period shall begin 30 days before the issuance of a competitive procurement solicitation and will officially end when the contract is awarded by the Board of Trustees.

## **LENGTH OF SOLICITATION**

The contract period shall be for services rendered as requested by the Lamar CISD Board of Trustees pending Lamar CISD Board approval.

## **RESPONSE REQUIREMENTS**

Lamar CISD will accept sealed proposals either by mail or hand delivery by **Thursday, March 27, 2025, at 2:00PM CDT**. FAXED OR E-MAILED SUBMISSIONS WILL NOT BE ACCEPTED. It is the sole responsibility of each vendor to ensure all documents and requirements are received by the District before the deadline. Proposals received after the opening date and time will not be accepted and will be returned.

Submission Package must include:

One (1) Original Paper

## **TIMELINE**

Lamar CISD anticipates following the timetable listed below for this solicitation. The timeline is only an estimate and actual dates may vary.

	<b>Activity</b>	<b>Date</b>
1.	First advertisement	Thursday, March 6, 2025
2.	Second advertisement	Thursday, March 13, 2025
3.	Pre-Proposal Meeting 10:30 AM CDT <a href="#">Join the meeting now</a> Meeting ID: 253 721 515 398 Passcode: 5KZ6mN3i	Tuesday, March 18, 2025
4.	Vendor Questions Due 2:00 PM CDT	Thursday, March 20, 2025
5.	Deadline for Addendum(s)	Wednesday, March 26, 2025
6.	Proposal Package Due 2:00 PM CDT	Thursday, March 27, 2025
7.	Board Meeting Date	Tuesday, May 20, 2025

## **Scope of Work and Requirements**

### **SOLICITATION SUBMISSION**

Lamar CISD desires to retain a professional law firm that can maximize its tax collection efforts for all tax years. The District is seeking sealed Statement of Qualifications from qualified professional law firms that have extensive experience in property tax collections, preparing state aid appeal of comptroller's assigned values, performing a taxable value audit and adequate personnel and data processing capacity to process and collect the District's delinquent taxes as quickly as possible.

Statement of Qualifications submitted and asserted to be copyright protected in their entirety may, in the District's sole discretion, be rejected as non-conforming. Proposers who submit copyrighted materials as part of their Statement of Qualifications must review and complete the Confidential Information Declaration & Copyright Authorization Form. Proposers submitting copyrighted materials should consult with their legal counsel regarding copyright and disclosure issues. By submitting copyrighted materials and completing the Confidential Information Declaration and Copyright Authorization Form, Proposers grant the District authorization to reproduce and provide copies of such information and agree to waive any and all claims against the District regarding the release of such copyrighted information including, but not limited to, any claim of copyright infringement when released in response to a valid request for information under the Texas Public Information Act, Texas Government Code Chapter 552. In the event a proposer is unable to grant such authorization and waiver, copyrighted materials must not be included in the response.

The District reserves the right to award a single contract for Delinquent Tax Collections, and a single contract for State Appeals and Taxable Valuable Audit Services, or a single contract for both services combined. or in any combination it determines to be in its best interest, unless the proposer states otherwise. Statement of Qualifications shall cover the entire program as described herein.

Each Statement of Qualifications submitted in response to this RFQ shall be evaluated based on the requirements/scope of services, and terms and conditions listed in the RFQ. The table below identifies the criteria to be considered in the evaluation of qualification statements received in response to this RFQ:

### **SCOPE OF SERVICES:**

#### **1. DELINQUENT TAX COLLECTIONS**

Tax collection attorneys will be responsible for providing the following duties and services:

1. Preparing delinquent tax reports and updates based on data provided by the District.
2. Preparing and sending such notices to delinquent taxpayers as may be required by law or as may be advisable for the purpose of expediting collections.
3. Bringing lawsuits against delinquent taxpayers to foreclose tax liens and otherwise facilitate collection of delinquent taxes.
4. Advising the School District on legal issues that arise in the process of delinquent tax collection.
5. Providing additional services as the Tax Assessor/Collector may deem advisable to expedite and enhance the collection of delinquent taxes.

#### **2. STATE AID APPEAL AND TAXABLE VALUE AUDIT SERVICES**

Tax collection attorneys will be responsible for providing the following duties and services:

1. Provide services and technical support to evaluate, prepare, and file an audit of taxable value request with the Texas Comptroller of Public Accounts at no cost to the District.
2. Provide services and technical support to evaluate, prepare, and file an appeal of the value assigned by the Texas Comptroller of Public Accounts at no cost to the District.
3. Represent the District in any administrative hearing or any judicial proceeding relating to an appeal at no cost to the District.

**CERTIFICATIONS**

1. By signing this Request for Qualifications, the undersigned proposer affirms that its company, corporation, firm, partnership or individual has not prepared this Statement of Qualifications in collusion with any other proposer(s) and that the contents of this response to this Request for Qualifications have not been communicated by the undersigned or by any employee or agent to any other person or firm engaged in this type of business prior to the official due date of this Statement of Qualifications.
2. The person whose signature appears on the cover page of this Request for Qualifications hereby certifies (by signing this document) that the individual and/or firm on whose behalf this Statement of Qualifications is submitted is not listed on the Federal Government’s “List of Parties Excluded from Federal Procurement and Non-procurement Programs” published by the U. S. General Services Administration (GSA) effective as of the due date of this Request for Qualifications.
3. By signing this Request for Qualifications, the proposer hereby certifies that it (or its firm hereby represented) is legally authorized to conduct business in Texas and has complied with any and all federal, state, or other laws or regulations applicable to any purchase resulting from this Request for Qualifications, including, but not limited to, copyright and/or patent laws and anti-collusion law. Failure of proposer to sign RFQ will render it null and void.

**PERFORMANCE OF SERVICES**

The successful proposer(s) shall be responsible for all costs related to performance of services, including the cost of any subcontractors, travel, either direct or indirect, incurred in the preparation of a response to this RFQ.

**Response Format/Guidelines:**

<b>1. Executive Summary</b>	<ol style="list-style-type: none"> <li>a. Describe your organization’s background and experience in delinquent tax collections</li> <li>b. Describe your organization’s background and experience in state aid appeals for school districts within Fort Bend County</li> </ol>
-----------------------------	--



	<ul style="list-style-type: none"> <li>c. Describe your organization’s background and experience in performing taxable value audits for school districts within Fort Bend County.</li> <li>d. List local, Fort Bend County area, office(s) and resources</li> <li>e. Explain your organization’s plan for conferring on a regular basis with the Lamar CISD Chief Financial Officer</li> <li>f. Overview of proposed services</li> </ul>
<p><b>2. Services Provided - Describe the delinquent tax collection services your firm can provide</b></p>	<ul style="list-style-type: none"> <li>a. Proposed work plan</li> <li>b. Taxpayer communications program</li> <li>c. Firm’s research capabilities and taxpayer location program</li> <li>d. Bankruptcy collection program</li> <li>e. Taxpayer assistance</li> <li>f. Delinquent tax suits – process and pre-suit process</li> <li>g. Tax sales – process</li> <li>h. Tax seizures – process and sample pleadings</li> </ul>
<p><b>3. List any pending lawsuits against your firm and state the nature of the suit.</b></p>	
<p><b>4. Describe your firm’s personnel expertise in ad valorem tax matters:</b></p>	<ul style="list-style-type: none"> <li>a. Specify the number of full-time attorneys employed by your firm</li> <li>b. Specify the number of full-time employees for your firm (excluding attorneys)</li> <li>c. Identify the personnel who would handle collections for the District.</li> <li>d. Provide biographies and curriculum vitas of key management employees and attorneys</li> </ul>
<p><b>5. Explain your firm’s collection technology capabilities</b></p>	<ul style="list-style-type: none"> <li>a. Describe the computer hardware and software used to collect delinquent taxes</li> <li>b. Describe how your software will interact with the District’s computer software system, Governmental Data Services.</li> <li>c. Identify the law firm’s technical personnel and technical support available to the District</li> <li>d. Supply net collection statistics (after adjustments) for four clients your firm has represented in the Houston area for the</li> </ul>

	<p>past three (3) fiscal years. In calculating tax collection ratios, comparison should be made between base tax turned over to the firm and base tax collected. Do not include penalty, interest or attorney fees collected in these calculations.</p>
<b>6. Disclosure Statement</b>	<p>a. Disclose any contact, regarding this procurement process, with any School Board member or district employee on or after the date this RFQ was issued.</p>
<b>7. References</b>	<p>a. Provide at least three references for clients to whom the law firm provides delinquent tax collection services, similar to Lamar CISD. These references should include the name of the contact person, address and telephone number.</p> <p>b. Provide a list of all delinquent tax collection clients gained and lost in the past 24 months. This list should include the name of the entity, the name of the contact person, address and telephone number.</p>
<b>8. Acceptance of RFQ &amp; Contract Terms &amp; Conditions</b>	<p>a. Provide a statement accepting all terms and conditions within the RFQ document to include acceptance of the contract form or detail all exceptions/deviations and the rationale for the deviation.</p>
<b>9. Other Information</b>	<p>a. Any other information you believe will assist Lamar CISD in evaluating your Statement of Qualifications</p>

**EVALUATION CRITERIA**

Responses will be evaluated against the following criteria. Each area of the evaluation criteria must be addressed in detail in the response. Your response will be analyzed, and you may be requested to meet with a committee of District officials. Responses, however, may be accepted without oral presentations. The District reserves the right to accept or reject any response.

Factor	Information to Provide	Max Score
<p><b>Demonstrated Qualifications of the Firm</b></p>	<p>Cover Page/Letter of Transmittal - Show the name of Proposer's agency/firm, address, telephone number, name of contact person, date, and the solicitation number and description.</p> <p><u>Overview of Company and Services Offering.</u></p> <p>Provide information related to how it can provide the services Lamar CISD is requesting.</p> <p>Provide documentation of applicable degrees, licenses, designations and certificates to authorize your firm to provide the services outlined in this solicitation.</p>	<p>25 Points</p>
<p><b>Demonstrated Qualifications of Key Personnel</b></p>	<p>Provide demonstrated expertise of the Key individual proposed who will be assigned to Lamar CISD.</p>	<p>25 Points</p>
<p><b>Approach to the Scope of Work including Project Management Plan</b></p>	<p>List all services your firm proposes to provide the District. Describe your work approach and the methodology you will utilize to fulfill the Scope and Requirements outlined in this RFQ.</p>	<p>25 Points</p>
<p><b>Past Performance References</b> <b>Previous experience</b></p>	<p>Provide a minimum of three (3) references demonstrating experience and expertise of the firm performing or providing Bond Counsel Services of a similar scope and subject matter to other public school districts, municipalities, or other public sector clients. <b><i>The District will verify the information with the references provided and may ask additional questions of the references. Contractor should ensure availability of the references after bid opening.</i></b></p>	<p>15 Points</p>
<p><b>Any relevant criteria specifically listed in the request for bids or solicitations.</b></p>	<p>Other advantages offered by your firm that would be of benefit to the District. Describe technology expertise and experience your firm offers.</p>	<p>10 Points</p>

**NO RESPONSE FORM**

**RETURN ONLY IF YOU CHOOSE NOT TO SUBMIT A RESPONSE TO THIS SOLICITATION  
YOU MAY EMAIL THIS SINGLE PAGE TO THAMARA.BOCHAT@LCISD.ORG**

**Solicitation #RFP 13-2025TB Delinquent Tax Attorney**

**Please Print Clearly**

Whereas on the \_\_\_\_\_ day of \_\_\_\_\_, 2025

Name of company

has reviewed LCISD's solicitation **RFP 13-2025TB** and elects not to submit a bid:

**State Reason for no bid:**

Street Address

City

State

Zip

Telephone/Fax Number

Name of Authorized Individual

Signature of Authorized Individual

**Purchase Order Information**

Please specify the correct information below that should be used for all purchase order submitted by the District. All purchases must be made with an approved District Purchase Order, District Check or Procurement Card. LCISD will not be responsible for orders without one of the approved methods of payment listed.

Legal Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Vendor Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

Web Site: \_\_\_\_\_

Hours of Operation: \_\_\_\_\_

Please provide your preferred email address for receiving purchase orders:

Email: \_\_\_\_\_

## VENDOR QUESTIONNAIRE

In submitting a proposal, each Proposer shall also provide the following information: (Use additional sheets, if necessary.) A qualifying Proposal must address all items. Incomplete Proposals may be rejected.

### **PART I - GENERAL INFORMATION**

**1. Proposer Information:** Provide the following information regarding the Proposer.

Proposer Name: \_\_\_\_\_  
(NOTE: Give exact legal name as it will appear on the contract, if awarded.)  
Principal Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Telephone No. \_\_\_\_\_ Fax No: \_\_\_\_\_  
Website address: \_\_\_\_\_  
Year established: \_\_\_\_\_  
Provide the number of years in business under present name: \_\_\_\_\_  
Number of Employees: \_\_\_\_\_

**2. Account Representative:** List the account representative information that would service the District's account, if awarded.

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Office Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**3. Remittance Information:**

Please specify the correct legal business name, contact person, address, phone and fax numbers that should be used as the remittance address by LCISD, if different from vendor information above.

Legal Business Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**REFERENCES:**

Provide a minimum of three (3) references that Proposers has provided like services or supplies to within the past three (3) years, preferably with K-12 School Districts and \*\* not from Lamar CISD\*\*. The contact person named should be familiar with the day-to-day management of the contract and **be willing to respond to questions** regarding the type, level, and quality of service provided. Ensure attachment B (Vendor Questionnaire) is completed by every reference and attach to solicitation.

Reference 1:

Company/District Name:	
Contact Name/Title:	
Business Address	
Contact Phone #:	
Contact Email Address:	
Date(s) of Contract:	

**Reference 2:**

Company/District Name:	
Contact Name/Title:	
Business Address	
Contact Phone #:	
Contact Email Address:	
Date(s) of Contract:	

**Reference 3:**

Company/District Name:	
Contact Name/Title:	
Business Address	
Contact Phone #:	
Contact Email Address:	
Date(s) of Contract:	

**REFERENCE QUESTIONNAIRE**  
**RFQ 13-2025TB**

Please complete the reference questionnaire below on behalf of the vendor that has sent it to your company. Once Completed, please return the questionnaire directly to the vendor, so that they can submit it with their proposal.

Vendor: \_\_\_\_\_

Submitted By (name): \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

1. How long have you used the vendor?

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

2. Does the vendor promptly respond to phone and email inquiries?

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

3. Does the vendor meet your needs?

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

4. What are the vendor's strengths?

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

5. Describe a situation when an issue arose with the vendor and how they responded.

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



6. What are some things the vendor can do to improve?

---

---

---

7. Would you use this vendor in the future?

---

---

---

Reference Signature:

---

**EXCEPTIONS TO THIS SOLICITATION**

Does the Proposer have any deviations to any conditions and/or specifications/scope of services listed in this document?

No

Yes

If yes, noted in writing herein. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Attach additional Pages if necessary)

Note: Each exception must be clearly defined and referenced to the proper section and paragraph in this Solicitation.

**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.

Vendor’s Name: \_\_\_\_\_

Authorized Company Official’s Name (Printed): \_\_\_\_\_

Check one of the following and sign as appropriate.

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

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

My firm is not owned or operated by anyone who has been convicted of a felony.

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

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:** \_\_\_\_\_

**CERTIFICATE OF RESIDENCY**

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

“Section: 2252.001

- (3) ‘Non-resident bidder’ refers to a person who is not a resident.
- (4) ‘Resident bidder’ refers to a person whose principal place of business is in this state, including a contractor 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 nonresident bidder unless the nonresident underbids the lowest bid submitted by a responsible resident bidder by an amount that is not less than the amount by which a resident bidder would be required to underbid the nonresident bidder to obtain a comparable contract in the state in which the nonresident’s principal place of business is located.”

I certify that \_\_\_\_\_  
(Name of Company)

is, under Section: 2252.001 (3) and (4), a  Resident Bidder  
 Non-resident Bidder

My or our principal place of business under Section: 2252.001 (3) and (4), is in the city of \_\_\_\_\_  
\_\_\_\_\_ in the state of \_\_\_\_\_

\_\_\_\_\_  
Signature of Authorized Company Representative

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**CERTIFICATION REGARDING LOBBYING**

**CERTIFICATION FOR CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS**

The undersigned certifies, to the best of his or her knowledge and belief, that:

- 1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any 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 contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instruction.
- 3) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants and contracts undergrants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, US Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

\_\_\_\_\_  
Company

\_\_\_\_\_  
Authorized Representative (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **Certification Regarding Terrorist Organizations and Boycott of Israel**

Contractor 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.

Contractor hereby certifies and verifies that neither Contractor, nor any affiliate, subsidiary, or parent company of Contractor, if any (the "Contractor Companies"), boycotts Israel, and contractor agrees that Contractor and Contractor Companies will not boycott Israel during the term of this Agreement. For purposes of this Agreement, the term "boycott" shall mean and include terminating business activities or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations with Israel, or with a person or entity doing business in Israel or in an Israeli- controlled territory.

(Continued next page)

## Texas Government Code 2270 Verification Form

Texas 2017 House Bill 89 has been signed into law by the governor and as of September 1, 2017 will become law codified as Texas Government Code § 2270 and 808 et seq.

The relevant section addressed by this form reads as follows:

Texas Government Code Sec. 2270.002. PROVISION REQUIRED IN CONTRACT. A 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.

I, \_\_\_\_\_ as an authorized representative of

\_\_\_\_\_, a contractor engaged by

Insert Name of Company

Insert Name of Texas Governmental Entity

Address of Texas Governmental Entity

verify by this writing that the above-named company affirms that it (1) does not boycott Israel; and (2) will not boycott Israel during the term of this contract, or any contract with the above-named Texas governmental entity in the future. I further affirm that if our company's position on this issue is reversed and this affirmation is no longer valid, that the above-named Texas governmental entity will be notified in writing within one (1) business day and we understand that our company's failure to affirm and comply with the requirements of Texas Government Code 2270 et seq. shall be grounds for immediate contract termination without penalty to the above-named Texas governmental entity.

I swear and affirm that the above is true and correct.

\_\_\_\_\_  
Signature of Named Authorized Company Representative

\_\_\_\_\_  
Date

## Contractor Certification

**Introduction:** Texas Education Code Chapter 22 requires entities that contract with school districts to obtain criminal history records on covered employees. Covered employees with disqualifying criminal histories are prohibited from serving at a school district. Contractors must certify to the district that they have complied and must obtain similar certifications from their subcontractors.

### Definitions:

*Covered individuals:* Individual who have or will have continuing duties related to the service to be performed and have or will have direct contact with students. The District will be the final arbiter of what constitutes direct contact with students.

*Disqualifying criminal history:* (1) a conviction or other criminal history information designated by the District; (2) a felony or misdemeanor offense that would prevent a person from obtaining certification as an educator under Texas Education Code § 21.060, including 19 Tex. Admin. Code §249.16; or (3) one of the following offenses, if at the time of the offense, the victim was under 18 or enrolled in a public school: (a) a felony offense under Title 5, Texas Penal Code; (b) an offense for which a defendant is required to register as a sex offender under Chapter 62, Texas Code of Criminal Procedure; or (c) an equivalent offense under federal law or the laws of another state.

---

On behalf of \_\_\_\_\_ (“Contractor”), I certify that check one:

None of Contractor’s employees are *covered individuals*, as defined above. If this box is checked, I further certify that Contractor has taken precautions or imposed conditions to ensure that Contractor’s employees will not become *covered individuals*. Contractor will maintain these precautions or conditions throughout the time the contracted services are provided.

**Or**

Some or all of Contractor’s employees are *covered individuals*. If this box is checked, I further certify that:

1. Contractor has obtained all required criminal history record information regarding its covered individuals. None of the covered individuals has a disqualifying criminal history.
2. If Contractor receives information that a covered individual subsequently has a reported criminal history, Contractor will immediately remove the covered individual from contract duties and notify the District in writing within three business days.
3. Upon request, Contractor will provide the District with the name and any other requested information of covered individuals so that the District may obtain criminal history record information on the covered individuals.
4. If the District objects to the assignment of a covered individual on the basis of the covered individual’s criminal history record information, Contractor agrees to discontinue using the covered individual to provide services at the District.

Noncompliance or misrepresentation regarding this certification may be grounds for contract termination.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date





## Form 1295 Lamar CISD Certificate of Interested Parties

**Certificate of Interested Parties (Form 1295 – must be filled out electronically with the Texas Ethics Commission’s online filing application, printed out, signed, and submitted with proposals or qualifications to Lamar CISD.**

Lamar CISD is required to comply with House Bill 1295, which amended the Texas Government Code by adding Section 2252.908, Disclosure of Interested Parties. Section 2252.908 prohibits Lamar CISD from entering a contract resulting from this solicitation with a business entity unless the business entity submits a Disclosure of Interested Parties (Form 1295) to Lamar CISD at the time business entity submits the signed contract/proposal/qualifications. The Texas Ethics Commission has adopted rules requiring the business entity to file Form 1295 electronically with the Texas Ethics Commission.

**“Interested Party”** means a person:

- a) who has a controlling interest in a business entity with whom Lamar CISD contracts; or
- b) who actively participates in facilitating the contract or negotiating the terms of the contract, including a broker, intermediary, adviser, or attorney for the business entity.

**“Business Entity”** means an entity recognized by law through which business is conducted, including a sole proprietorship, partnership, or corporation.

**As a “business entity,” all vendors must electronically complete, print, sign, and submit Form 1295 with their proposals even if no interested parties exist.**

Proposers must file Form 1295 electronically with the Texas Ethics Commission using the online filing application, which can be found at [\\*https://www.ethics.state.tx.us/filinginfo/1295/](https://www.ethics.state.tx.us/filinginfo/1295/). Proposers must use the filing application on the Texas Ethics Commission’s website to enter the required information on Form 1295. Proposers must print a copy of the completed form, which will include a certification of filing containing a unique certification number. The Form 1295 must be signed by an authorized agent of the business entity.

The completed Form 1295 with the certification of filing must be filed with Lamar CISD by attaching the completed form to the vendor’s proposal.

Lamar CISD must acknowledge the receipt of the filed Form 1295 by notifying the Texas Ethics Commission of the receipt of the filed Form 1295 no later than the 30<sup>th</sup> day after the date the contract binds all parties to the contract. After Lamar CISD acknowledges the Form 1295, the Texas Ethics Commission will post the completed Form 1295 to its website with seven business days after receiving notice from Lamar CISD.

I have read and understand the above information regarding the Certificate of Interested Parties Form 1295. I understand the **action** needed on my part as an interested party. I also understand that the 1295 online filing form shall be returned with RFP response.

Acknowledgement Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

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

# Form 1295 Lamar CISD Certificate of Interested Parties

## STEPS FOR COMPLETING HB1295/TEXAS ETHICS COMMISSION FORM FOR THE FIRST TIME

STEP 1: GO TO [https://www.ethics.state.tx.us/whatsnew/elf\\_info\\_form1295.htm](https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm)

TEXAS ETHICS COMMISSION  
Promoting Public Confidence in Government

About TEC | What's New | Contact Us | Site Map | Links | Help

Home  
Search Campaign Finance and Lobby Reports  
File Reports Electronically  
Forms and Instructions  
Opinions, Statutes & Rules  
Publications and Guides  
Online Ethics Training

Filing Information For:  
Candidates and Officeholders  
Lobbyists  
Personal Financial Statement Filers  
Political Committees  
Political Parties  
Local Filers and Filing Authorities  
State Officers/Employees  
Other Filers  
Enforcement/Sworn Complaints

### Form 1295 Certificate of Interested Parties Electronic Filing Application

**LOG IN** ←

[Search Form 1295 Filings](#)  
[Implementation of HB 1295](#)  
[Frequently Asked Questions \(FAQ\)](#)

**Instructional Videos for Business Entities:**

- [Logging In the First Time - Business User](#)
- [How To Create a Certificate](#)

**Instructional Videos for Governmental Entities and State Agencies:**

- [Logging In the First Time - Government User](#)
- [How To Acknowledge a Certificate](#)

**Acceptable computers to use for filing include:**

- Personal computer or laptop
- Mac desktop computer or MacBook
- Tablet

**Your web browser must be at a minimum browser level:**

- Chrome 4
- Firefox 15
- Internet Explorer 9
- Opera 12.1
- Safari 4

Step 2:

Texas Ethics Commission  
ELECTRONIC FILING APPLICATION

### Form 1295 Certificate of Interested Parties Filer Login

You must log in to proceed. Enter your login information below and press **Login**.

Email:  [Click here if you don't have a user ID](#)

Password:  [Forgot Password?](#)

Select User Type: \*

### Step 3: Fill in each line

The screenshot shows a web browser window with the Texas Ethics Commission logo and the text 'ELECTRONIC FILING'. A modal window titled 'Form 1295 Certificate of Interested Parties - Create Account' is open. Below the title, it says 'Provide a valid email address and user type, and a link will be emailed to you in order to complete registration.' The form contains the following fields:

- Email \* (placeholder: yourname@youraddress.domain)
- Confirm Email \* (placeholder: confirm@youraddress.domain)
- Contact First Name \* (placeholder: Contact First Name)
- Contact Last Name \* (placeholder: Contact Last Name)
- Entity Name \* (placeholder: Entity Name)
- Phone \* (placeholder: 555-555-5555) with an 'Ext : Ext' field
- A radio button for 'US' (which is selected)
- Select User Type \* (placeholder: Select User Type)

A 'Create Account' button is located at the bottom right of the form.

Step 4: Wait for confirmation e-mail. Click on link in e-mail

Step 5: Set passwords and security questions.

Step 6: File your HB Form. Choose 1295 Filings

\*\*\* Key steps to assist when completing the HB1295 filing\*\*\*

Business Entity: Your Business Name

Governmental Entity: Lamar Consolidated ISD

ID # Description: RFP # assigned example (XX-2022SE & RFP Name)

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

Complete Nos. 1 - 4 and 6 if there are interested parties.  
 Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

OFFICE USE ONLY

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.

0

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.

'5

3 Provide the Identification number used by the governmental entity or state agency and provide a description of the services, goods, or other property to be provided. Identify the contract, or the contract.

4 Name of Interested Party	(place of business) City, State, Country	Nature of Interest (check applicable)	
		Controlling	Intermediary

5 Check only if there is no interested Party.

6 UNSWORN DEPOSED AND SIGNED BY ME  
 My name is \_\_\_\_\_ and my date of birth is \_\_\_\_\_  
 My address is \_\_\_\_\_

penalty of perjury U.S. Code, Title 18, Section 1621

Executed In \_\_\_\_\_ County, State of \_\_\_\_\_, on the \_\_\_\_\_ day of \_\_\_\_\_ (month) 20\_\_ (year)

Signature of authorized agent of contracting business entity (Declarant)

## LAMAR CISD INSURANCE REQUIREMENTS

Contractor shall maintain insurance coverage in the amounts specified below and furnish to District. If any work provided for or to be performed under any Specifications is sub-let (as otherwise permitted by the terms of such Specifications), the contractor shall require the subcontractor to maintain and furnish him with satisfactory evidence of *Workers Compensation*, *Employer's Liability* and such other forms and amounts of insurance which the contractor deems reasonably adequate. Certificates of Insurance on the current ACORD form shall be issued to District showing all required insurance coverage.

<u>Insurance Required</u>	<u>Limit Required</u>								
<b>Automobile Liability</b> insurance covering Any Auto	\$1,000,000 Combined Single Limit								
<b>Comprehensive (Commercial) General Liability</b> insurance including Products, Completed Operations, Independent Contractors, Broad Form Property Damage, Pollution and Blanket Contractual Liability coverage. XCU exclusions to be removed when underground work is performed.	<p>\$2,000,000 Aggregate, Occurrence and Personal Injury                      \$ 500,000 Fire Damage                      \$ 5,000 Medical Payments</p> <p>Per Project Aggregate</p> <p>Evidence of coverage must be shown on certificates of insurance.</p>								
<b>Professional Errors &amp; Omissions Liability</b> insurance may be required from all contractors and licensed or certified as professionals; e.g., engineers, architects, insurance agents, physicians, attorneys, banks, financial consultants, etc.	<p>Consultant on a limited basis with the district in the area of student support and staff development;                      \$1,000,000</p> <p>One-time project limits all other consulting services;                      \$2,000,000 Occurrence &amp; Aggregate minimum,                      \$5,000,000 Maximum Limit                      \$50,000 Deductible</p> <p>Retroactive Date preceding date of contract must be shown</p> <p>Extended Reporting Period three years past completion of contract</p>								
<b>Workers Compensation</b> insurance with limits to comply with the requirements of the Texas Workers' Compensation Act.	Statutory Limits								
Employers Liability insurance	\$1,000,000								
<b>Umbrella or Excess Liability</b> insurance (excess of primary General Liability, Automobile Liability and WC Coverage B)	<p>One-time contract amount for all contracts exceeding:</p> <table style="margin-left: 20px;"> <thead> <tr> <th style="text-align: left;">Contract</th> <th style="text-align: left;">Limit</th> </tr> </thead> <tbody> <tr> <td>\$100,000 -</td> <td>\$2,000,000 total limit</td> </tr> <tr> <td>\$500,000 -</td> <td>\$10,000,000 total limit</td> </tr> <tr> <td>\$1,000,000 (plus)-</td> <td>\$25,000,000 total limit</td> </tr> </tbody> </table>	Contract	Limit	\$100,000 -	\$2,000,000 total limit	\$500,000 -	\$10,000,000 total limit	\$1,000,000 (plus)-	\$25,000,000 total limit
Contract	Limit								
\$100,000 -	\$2,000,000 total limit								
\$500,000 -	\$10,000,000 total limit								
\$1,000,000 (plus)-	\$25,000,000 total limit								

Limits for primary policies may differ from those shown when Umbrella or Excess Liability insurance is provided.

**Insurance Conditions**

All insurance coverage shall be issued on an Occurrence basis (except Professional Liability) by companies acceptable to District and licensed to do business in the State of Texas by the Texas Department of Insurance. Such companies shall have a Best's Key rating of at least "A- X".

All certificates must include:

1. The location or description and the bid number, RFP number or Purchase Order number
2. A 60-day notice of cancellation of any non-renewal, cancellation or material change to any of the policies
3. "Additional Insured" on the Property, General Liability, Automobile Liability and Umbrella (Excess) Liability policies naming the District.
4. A "Waiver of Subrogation" clause in favor of the District will be attached to the Workers Compensation, General Liability, Automobile Liability, Umbrella Liability and the Property insurance policies.
5. In addition to certificates of insurance, copies of policy endorsements must be provided (a) listing the District as Additional Insured, and (b) showing waivers of subrogation in favor of the District: CG2010, CG2037, CG2404, CA0070, CA0032, WC0003 or their equivalents.

All insurance must be maintained for one year following substantial completion with Certificates of Insurance provided.

Contractor shall be responsible for payment of all deductibles; the District shall approve the deductibles selected.

If any policy has aggregate limits, a statement of claims against the aggregate limits is required.

The District reserves the right to review the insurance requirements during the effective period of any contract to make reasonable adjustments to insurance coverage and limits when deemed reasonably prudent by District based upon changes in statutory laws, court decisions or potential increase in exposure to loss.

Lamar CISD – Purchasing Dept.  
4901 Avenue I  
Rosenberg, TX 77471

# 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.

**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**

\_\_\_\_\_  
Signature of vendor doing business with the governmental entity

\_\_\_\_\_  
Date



## **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.

**EDGAR CERTIFICATIONS**  
**ADDENDUM FOR CONTRACT FUNDED BY U.S. FEDERAL GRANT**

The following certifications and provisions are required and apply when Lamar Consolidated Independent School District ("LCISD") expends federal funds for any contract resulting from this procurement process. **Accordingly, the parties agree that the following terms and conditions apply to the Contract between the District and \_\_\_\_\_ ("Vendor") in all situations where Vendor has been paid or will be paid with federal funds:**

---

**REQUIRED CONTRACT PROVISIONS FOR NON-FEDERAL ENTITY CONTRACTS UNDER FEDERAL AWARDS**  
**APPENDIX II TO 2 CFR PART 200**

---

- (A) **Contracts for more than the simplified acquisition threshold currently set at \$ 2520,000, 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 LCISD expends federal funds, LCISD 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? \_\_\_\_\_ 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 effected and the basis for settlement. (All contracts in excess of \$10,000)**

Pursuant to Federal Rule (B) above, when LCISD expends federal funds, LCISD 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. LCISD also reserves the right to terminate the contract immediately, with written notice to vendor, for convenience, if LCISD believes, in its sole discretion that it is in the best interest of LCISD to do so. Vendor will be compensated for work performed and accepted and goods accepted by LCISD as of the termination date if the contract is terminated for convenience of LCISD. Any award under this procurement process is not exclusive and LCISD reserves the right to purchase goods and services from other vendors when it is in LCISD's best interest.

Does Vendor agree? \_\_\_\_\_ Initials of Authorized Representative of Vendor

- (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 LCISD expends federal funds on any federally assisted construction contract, the equal opportunity clause is incorporated by reference herein.

Does Vendor agree to abide by the above? \_\_\_\_\_ 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 1, 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 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 LCISD expends federal funds during the term of an award for all contracts and subgrants for construction or repair, Vendor will be in compliance with all applicable Davis-Bacon Act provisions.

Does Vendor agree? \_\_\_\_\_ Initials of Authorized Representative of Vendor

**(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 openmarket, or contractsfor transportation or transmission of intelligence.**

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

Does Vendor agree? \_\_\_\_\_ 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 401.2 "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 LCISD, Vendor certifies that during the term of an award for all contracts by LCISD resulting from this procurement process, Vendor agrees to comply with all applicable requirements as referenced in Federal Rule (F) above.

Does Vendor agree? \_\_\_\_\_ Initials of Authorized Representative of Vendor

**(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 LCISD, Vendor certifies that during the term of an award for all contracts by LCISD resulting from this procurement process, Vendor agrees to comply with all applicable requirements as referenced in Federal Rule (G) above.

Does Vendor agree? \_\_\_\_\_ 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 onthe government wide exclusionsin 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 Exclusionscontains 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 LCISD, Vendor certifies that during the term of an award for all contracts by LCISD resulting from this procurement process, 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? \_\_\_\_\_ Initials of Authorized Representative of Vendor

**(I) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid 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 LCISD, Vendor certifies that during the term and after the awarded term of an award for all contracts by LCISD 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? \_\_\_\_\_ Initials of Authorized Representative of Vendor

---

**RECORD RETENTION REQUIREMENTS FOR CONTRACTS INVOLVING FEDERAL FUNDS**

---

When federal funds are expended by LCISD for any contract resulting from this procurement process, Vendor certifies that it will comply with the record retention requirements detailed in 2 CFR § 200.333. Vendor further certifies that it 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? \_\_\_\_\_ Initials of Authorized Representative of Vendor

---

**CERTIFICATION OF COMPLIANCE WITH THE ENERGY POLICY AND CONSERVATION ACT**

---

When LCISD expends federal funds for any contract resulting from this procurement process, Vendor certifies that it will comply with the 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 (42 U.S.C. 6321 et seq.; 49 C.F.R. Part 18).

Does Vendor agree? \_\_\_\_\_ Initials of Authorized Representative of Vendor

---

**CERTIFICATION OF EQUAL EMPLOYMENT STATEMENT**

---

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

Does Vendor agree? \_\_\_\_\_ Initials of Authorized Representative of Vendor

---

**CERTIFICATION OF COMPLIANCE WITH BUY AMERICA PROVISIONS**

---

LCISD 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 is in compliance with all applicable provisions of the Buy America Act.

Does Vendor agree? \_\_\_\_\_ Initials of Authorized Representative of Vendor

---

**CERTIFICATION OF ACCESS TO RECORDS – 2 C.F.R. § 200.336**

---

Vendor agrees that the District's Inspector General or any of their duly authorized representatives shall have access to any books, documents, papers and records of Vendor that are directly pertinent to Vendor's discharge of its obligations under the Contract for the purpose of making audits, examinations, excerpts, and transcriptions. The right also includes timely and reasonable access to Vendor's personnel for the purpose of interview and discussion relating to such documents.

Does Vendor agree? \_\_\_\_\_ Initials of Authorized Representative of Vendor

---

**CERTIFICATION OF APPLICABILITY TO SUBCONTRACTS**

---

Vendor agrees that all contracts it awards pursuant to the Contract shall be bound by the foregoing terms and conditions.

Does Vendor agree? \_\_\_\_\_ Initials of Authorized Representative of Vendor

---

**VENDOR AGREES TO COMPLY WITH ALL APPLICABLE FEDERAL, STATE, AND LOCAL LAWS, RULES, REGULATIONS, AND ORDINANCES. IT IS FURTHER ACKNOWLEDGED THAT VENDOR CERTIFIES COMPLIANCE WITH ALL PROVISIONS, LAWS, ACTS, REGULATIONS, ETC. AS SPECIFICALLY NOTED ABOVE.**

Vendor's Name: \_\_\_\_\_ Address, City,

State, and Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Printed Name and Title of Authorized Representative: \_\_\_\_\_

Email Address: \_\_\_\_\_

Signature of Authorized Representative: \_\_\_\_\_

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

**CLEAN AIR AND WATER ACT**

**Clean Air and Water Act Certification**

I certify that my company is in compliance with all applicable standards, orders of regulations 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 as required under OMS Circular A-102, Attachment O, Paragraph 14 (1) regarding reporting violations to the grantor agency and to the United States Environmental Protection Agency Assistant Administrator for the Enforcement.

I (We) the undersigned, agent for the firm, named below certify that the above information is true to the best of my knowledge.

\_\_\_\_\_  
NAME OF COMPANY (Please Print)

\_\_\_\_\_  
NAME AND TITLE OF AUTHORIZED REPRESENTATIVE (Please Print)

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

# Request for Taxpayer Identification Number and Certification

Give form to the requester. Do not send to the IRS.

Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for Instructions and the latest information.

**Before you begin.** For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)	
2 Business name/disregarded entity name, if different from above.	
<b>3a</b> Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. <input type="radio"/> Individual/sole proprietor <input type="radio"/> C corporation <input type="radio"/> S corporation <input type="radio"/> Partnership <input type="radio"/> Trust/estate <input type="radio"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) <b>Note:</b> Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a <b>disregarded</b> entity. A <b>disregarded</b> entity should instead check the appropriate box for the tax classification of its owner. <input type="radio"/> Other (see Instructions)	<b>4</b> Exemptions (codes apply only to certain entities, not individuals; see Instructions on page 3):  Exempt payee code (if any)  Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any)
this box if you have any foreign partners, owners, or beneficiaries. See instructions for line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and enter and you are providing this form to a partnership, trust, or estate in which you have an ownership interest. check <input type="checkbox"/>	
<b>5</b> Address (number, street, and apt. or suite no.). See Instructions.	
Requester's name and address (optional)	
<b>6</b> City, state, and ZIP code	
<b>7</b> List account number(s) here (optional)	

## BID Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid

**Social security number**

backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**11J-DJ-1111**

or  
**Employer identification number**

**Note:** If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

## Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the Instructions for Part II, later.

**Sign Here** . Signature of U.S. person

Date

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its Instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLCN" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

**PROPOSAL SUBMISSION FORM**

**SOLICITATION NO. RFP 13-2025TB**

**Delinquent Tax Attorney**

Please Print

Whereas on the \_\_\_\_\_ day of \_\_\_\_\_, 2024 (print name of company)

\_\_\_\_\_ has reviewed

Solicitation No. **RFP 13-2025TB** and has responded in accordance with the terms and conditions which are incorporated herein.

A copy may be obtained at <http://www.lcisd.org/departments/business-office/purchasing/terms-and-conditions> or by contacting the LCISD Purchasing staff person listed on the cover sheet. Any exception to the terms and conditions must be included in the Proposer's response.

Texas Education Code 44.031

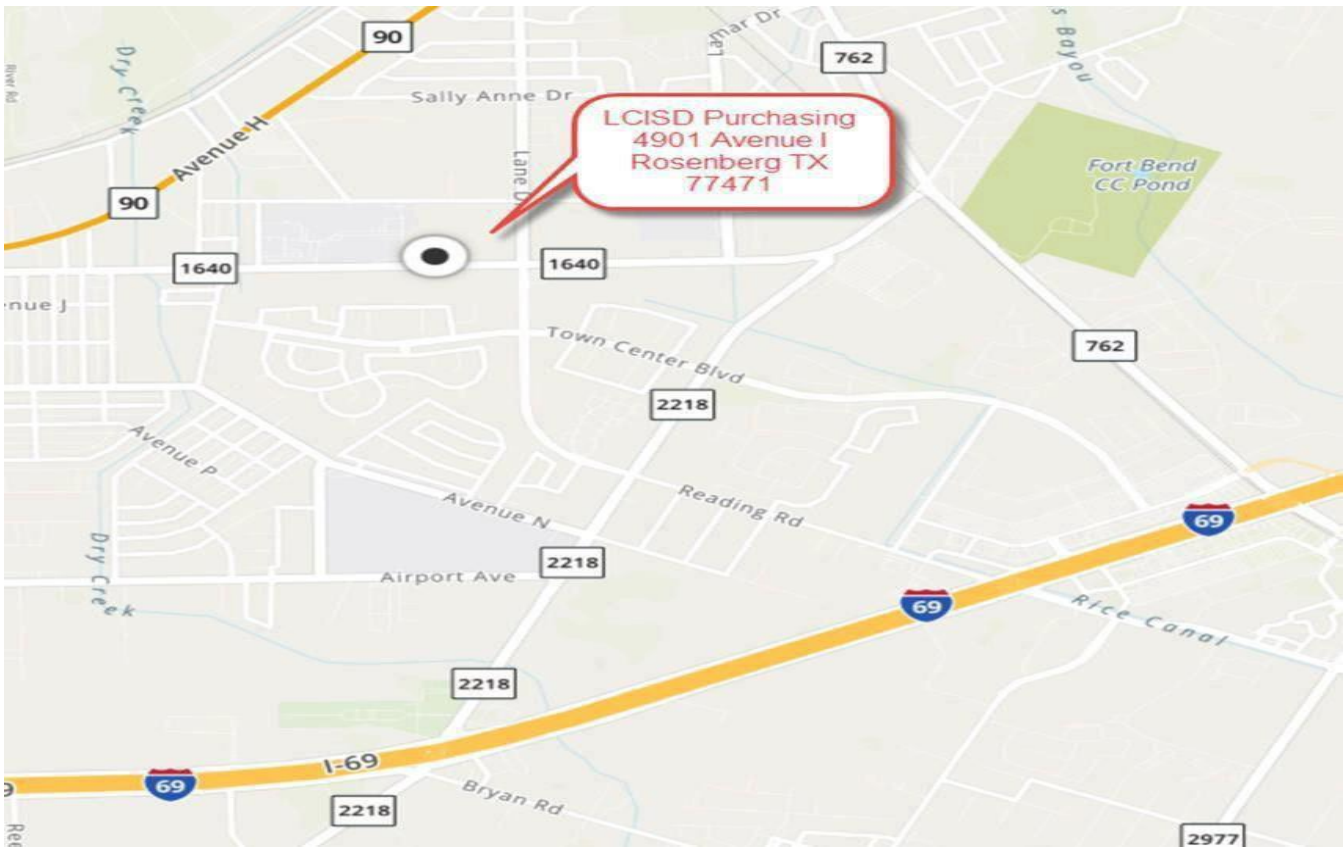
*Purchasing and Acquisition, LCISD Policy CH (Legal)*

*Purchasing and Acquisition, LCISD Policy CH (Local):*

_____	_____
Street Address	City, State, Zip Code
_____	_____
Telephone Number	Fax Number
_____	_____
Name of Authorized Individual	Signature of Authorized Individual



**Directions to  
Lamar CISD Purchasing Department / Distribution Warehouse**



**From Houston 59 South**

Exit 59, Reading Road Exit.  
Right on Reading Road  
Left on Avenue I  
Destination on Right

**From 59 North**

Exit 59, Exit Reading Road  
Left on Reading Road  
Left on Avenue I  
Destination on Right

**CUT AND PLACE THIS LABEL ON THE OUTSIDE OF YOUR PACKAGE**



Lamar Consolidated ISD Purchasing Department

4901 Avenue I Rosenberg, TX 77471

RFP # 13-2025TB

Company Name: \_\_\_\_\_



**CUT AND PLACE THIS LABEL ON THE OUTSIDE OF YOUR PACKAGE**

**PROPOSAL CHECKLIST**

Use this checklist to ensure that all required documents have been included in your submission.

<b>Page Order in Proposal</b>	<b>Document</b>	<b>Check to Indicate Included in Proposal</b>
13	Purchase Order Information	
14	Vendor Questionnaire	
15-17	References & Reference Questionnaire	
18	Exceptions to this Solicitation	
19	Felony Conviction Notification	
20	Certificate of Residency	
21	Certification Regarding Lobbying	
23	Texas Government Code 2270 Verification Form	
24	Contractor Certification	
25	Vendor Debarment Statement	
26	Form 1295 LCISD Certificate of Interested Parties	
29	Certificate of Interested Parties- Download form from website	
32	Conflict of Interest Questionnaire (CIQ)	
34-37	Edgar Certifications	
38	Clean Air and Water Act	
39	W9	
40	Proposal Submission Form	