Forms Checklist (This forms checklist is provided for your convenience. Please complete and return all of the attached forms):

- Bid Certification – Form A
- Additional Company Information – Form B
- Dealerships Listing – Form C
- Out of State Certification – Form D
- Historically Underutilized Business (HUB) Certification – Form E
  (If HUB, attach a copy of your certificate)
- Felony Conviction Disclosure Statement – Form F
- Certification Regarding Lobbying (Federal) – Form G
  (Submit Standard Form-LLL if required)
- Debarment, Suspension, Ineligibility Certification (Federal) – Form H
- Specific Terms and Conditions – Form I
- Deviations/Compliance Form – Form J
- Attachments –
  HUB Certification Form (if applicable)
  Disclosure Form to Report Lobbying (Form-LLL) (if applicable)
REGION 3 EDUCATION SERVICE CENTER
Regional Purchasing Cooperative
Bid Certification

Bid Name: Data Summary Software
Bid Number: RFP 01-026-17
Location of Bid Opening: 1905 Leary Ln, Victoria, TX 77901
Bid Opening & Deadline Date and Time: January 26, 2017 @ 2:00 P.M.

Unless otherwise stated, this contract is for initial contract period with an option to renew annually for an additional five (5) Years if agreed upon by Region 3 Education Service Center and Vendor. Unless informed otherwise. The renewal shall be automatic on anniversary date.

The undersigned authorized representative of bidding company indicated below hereby acknowledges/certifies:

1. That he/she is authorized to enter into contractual relationships on behalf of the bidding company indicated below, and
2. That he/she has carefully examined this Bid Notice, the accompanying Bid Forms (whether in printed or electronic form), and the General Terms and Conditions and Item Specifications associated with this Bid Invitation, and
3. That he/she proposes to supply any products or services submitted under this Bid Invitation at the prices quoted and in strict compliance with the General Terms and Conditions, and Item Specifications associated with this Bid Invitation, unless any exceptions are noted in writing with this bid response, and
4. That if any part of this bid is accepted, he/she will furnish all products or services awarded under this bid at the prices quoted and in strict compliance with the General Terms and Conditions, and Item Specifications associated with this Bid Invitation, unless any exceptions are noted in writing with this bid response, and
5. That any and all exceptions to the General Terms or Conditions of this bid have been noted in writing in this bid response, and that no other exceptions to the General Terms or Conditions will be claimed.

Name of Bidding Company __________________________ Date ____________

Address __________________________ Signature of Authorized Representative __________________________

City, State, Zip __________________________ Printed Name of Authorized Representative __________________________

Telephone Number of Authorized Representative __________________________ Position or Title of Authorized Representative __________________________

E-mail address of Authorized Representative __________________________ Website Address __________________________

Form – A
RETURN THIS DOCUMENT IN SEALED BID PACKET
Company Name (Please Print)

Contact Person Information:

If contact person or mailing address is different than Form A, please specify below:

Mailing Address: ________________________________________________________________
____________________________________________________________________________
Contact Person ________________________________________________________________
Position or Title of Contact Person ______________________________________________
Phone Number of Contact Person ________________________________________________
Fax Number of Contact Person __________________________________________________
Email address of Contact Person ________________________________________________

ISO Certified Entity:

The cooperative and its members have the assurance that the quality of products and services received will be as expected when purchased from an organization that is registered to the appropriate ISO 9000 standard. Therefore, to assist in this endeavor to purchase quality products, the cooperative and/or its members may give preference to suppliers that are ISO (International Organization for Standardization) certified.

Is your company ISO Certified? □ Yes □ No

Certification: I certify that the information provided above is correct.

____________________________________________________________
Signature of Authorized Representative

Form – B
RETURN THIS DOCUMENT IN SEALED BID PACKET
REGION 3 EDUCATION SERVICE CENTER
Regional Purchasing Cooperative
Dealerships Listing

If your company has more than one location that will be servicing this contract, please list each location below. If additional sheets are required, please duplicate this form as necessary or attach list with requested information.

(Please Print)

______________________________________________________________
                    _________________________
Company Name

______________________________________________________________
                    _________________________
Address

_________________________  _________________________  __________
City                State                   Zip

______________________________________________________________
                    _________________________  _________________________  __________
Phone Number     Fax Number     Email Address

Contact Person

______________________________________________________________
                    _________________________
Company Name

______________________________________________________________
                    _________________________
Address

_________________________  _________________________  __________
City                State                   Zip

______________________________________________________________
                    _________________________  _________________________  __________
Phone Number     Fax Number     Email Address

Contact Person

Form – C
RETURN THIS DOCUMENT IN SEALED BID PACKET
As defined by Texas House Bill 602, a “nonresident bidder” means a bidder whose principal place of business is not in Texas, but excludes a contractor whose ultimate parent company or majority owner has its principal place of business in Texas.

☐ I certify that my company is a “Resident Bidder”:

____________________________________________________________
Company Name (Please Print)

☐ I certify that my company qualifies as a “Nonresident Bidder”

(NOTE: You must furnish the following information: )

Indicate the following information for your “Resident State”: (The state your principal place of business is located in)

__________________________________________
Company Name (Please Print)

__________________________________________
Address

__________________________________________
City

______
State

______
Zip Code

A. Does your “resident state” require bidders whose principal place of business is in Texas to underbid bidders whose resident state is the same as yours by a prescribed amount or percentage to receive a comparable contract? (“Resident State” means the state in which the principal place of business is located.)

☐ Yes

☐ No

B. What is the prescribed amount or percentage? $______________ or _____________% 

Certification: I certify that the information provided above is correct.

____________________________________________________________
Signature of Authorized Representative

Form – D
RETURN THIS DOCUMENT IN SEALED BID PACKET
Bidding companies that have been certified by the Texas Building and Procurement Commission (TBPC) as Historically Underutilized Business (HUB) entities are encouraged to indicate their HUB status when responding to this Bid Invitation. The electronic catalogs will indicate HUB certifications for vendors that properly indicate and document their HUB certification on this form.

☐ I certify that my company has been certified by the Texas Building and Procurement Commission as a Historically Underutilized Business (HUB), and I have attached a copy of our HUB Certification to this form. (Required documentation for recognition as a HUB).

☐ Minority
☐ Small Business
☐ Woman Owned

☐ My company has NOT been certified by the Texas Building and Procurement Commission as a Historically Underutilized Business (HUB).

____________________________________________________________
Company Name (Please Print)

____________________________________________________________
Signature of Authorized Representative
REGION 3 EDUCATION SERVICE CENTER
Regional Purchasing Cooperative
Felony Conviction Disclosure Statement

State of Texas Legislative Senate Bill No. 1, Section 44.034, Notification of Criminal History, Subsection (1), 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 has been convicted of a felony. A 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.

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

☐ My firm is a publicly-held corporation; therefore, this reporting requirement is not applicable.
☐ My firm is not owned or operated by anyone who has been convicted of a felony.
☐ My firm is owned or operated by the following individual(s) who has/have been convicted of a felony:

__________________________________________________________________
__________________________________________________________________
__________________________________________________________________

____________________________________________________________
Company Name (Please Print)

____________________________________________________________
Signature of Authorized Representative

Form – F
RETURN THIS DOCUMENT IN SEALED BID PACKET
Applicable to Grants, Subgrants, Cooperative Agreements, and Contracts Exceeding $100,000 in Federal Funds.

Submission of this certification is a prerequisite for making or entering into this transaction and is imposed by section 1352, Title 31, U.S. Code. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. 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.

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 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 subawards exceeding $100,000 in Federal funds at all appropriate tiers and that all subrecipients shall certify and disclose accordingly.

____________________________________________________________
Company Name (Please Print)

____________________________________________________________
Signature of Authorized Representative

Disclosure of lobbying activities form can be found at http://www.whitehouse.gov/sites/default/files/omb/grants/sfllin.pdf

Form – G
RETURN THIS DOCUMENT IN SEALED BID PACKET
Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7 CFR Part 3017, Section 3017.510, Participants’ responsibilities. The regulations were published as Part IV of the January 30, 1989, Federal Register (pages 4722-4733).

(Before completing certification, read attached instructions.)

(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

____________________________________________________________
Company Name (Please Print)
____________________________________________________________
Signature of Authorized Representative

Instructions For Suspension/Debarment Certification Statement

1. By signing and dating the certification statement, the bidder certifies that neither it nor any of its principals (e.g., key employees) has been proposed for debarment, debarred or suspended by a federal agency on the date signed.

2. The prospective bidder shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective bidder learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

3. Federal and State penalties exist for vendors and districts that knowingly enter into contracts with suspended/debarred persons.
The following conditions apply for the delivery of services:

At minimum, Region 3 Education Service Center is seeking the following goods and/or services to be provided by the Supplier(s):

Region 3 ESC is seeking suppliers to provide a Comprehensive data disaggregation software tool. Software Tool must include ESC, LEA, campus, and student level of disaggregation of data. Must include but not be limited to the following Texas mandated data collections, PEIMS and all student state level assessment results. Must also include disaggregation of finance data collected in PEIMS. Must include a component allowing for comparison of LEA level data for all Texas LEA’s.

The Region 3 Education Service Center is one of 20 service centers that serve Texas’ educational needs. The products and services provided by R3 are focused on providing guidance and information, professional training, and support for federal, state and local programs. The region consists of 39 school districts with an educator population of 8,152. Region 3 School Districts are vast and diverse, serving 54,146 students, of which 60.2% are economically disadvantaged.

Direct Scope of Work

Software Tool should have the following features;
- Integrates formative and summative student data.
- Features friendly end user interface & reporting.
- Quick data analysis turnaround time.
- Track student performance by subgroup.
- Allows for report customization by individual user.
- Track longitudinal data for student cohorts.
- Be web based.
- Run on an industry standard database.
- Updates must be seamless and performed by vendor.
- Be scalable and allow for multiple user accounts and simultaneous use buy multiple users.
- Training to be available via webinars and face to face.

Cost

The information submitted in this section shall constitute your cost submittal. The proposed supplier should not include any assumptions in this cost submittal. Cost may be broken down into the following categories:

- Software fee (Per Student Enrollment)
- User Training Fee (if applicable)
REGION 3 EDUCATION SERVICE CENTER  
Regional Purchasing Cooperative  
Specific Terms and Conditions  

- Cost of Supplies and Materials (Provide a complete list of materials available for purchase)  
- Other direct costs  
- Total Costs

Additionally, any cost not provided in the proposal will be assumed as no charge to the Service Center. Supplier shall provide a 30-day written notice of any price changes during the term of the Agreement and provide supporting manufacturer and/or distributor documentation to support such price adjustments.

Evaluation Factors and Points Available

The evaluations committee will conduct a comprehensive, fair and impartial evaluation of all proposals received in response to this RFP. Each proposal received will be analyzed to determine overall responsiveness and completeness as defined in the scope section and in the instructions on submitting a proposal. Failure to comply with the instructions or to submit a complete proposal may deem a proposal non-responsive and may at the discretion of the Evaluation Committee be eliminated from further evaluation.

<table>
<thead>
<tr>
<th>Evaluation Factor</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposal (professional, complete, detailed)</td>
<td>10</td>
</tr>
<tr>
<td>Reputation of Proposer and of the Proposer’s goods or services</td>
<td>15</td>
</tr>
<tr>
<td>Extent to which the goods or services meet the Service Center’s needs</td>
<td>35</td>
</tr>
<tr>
<td>Proposer’s past relationship with the Service Center</td>
<td>10</td>
</tr>
<tr>
<td>Price Proposal</td>
<td>30</td>
</tr>
<tr>
<td>Total Possible Points</td>
<td>100</td>
</tr>
</tbody>
</table>

Point of Contact:

ESC Purchasing Agent:  
Deanna Wigzell  
dwigzell@esc3.net  
361-573-0731 ext 256

Form – I  
RETURN THIS DOCUMENT IN SEALED BID PACKET
REGION 3 EDUCATION SERVICE CENTER
Regional Purchasing Cooperative
Deviations/Compliance Form

If the undersigned bidder intends to deviate from the General Terms and Conditions or Item Specifications listed in this bid invitation, all such deviations must be listed on this page, with complete and detailed conditions and information included or attached. The Cooperative will consider any deviations in its bid award decisions, and the Cooperative reserves the right to accept or reject any bid based upon any deviations indicated below or in any attachments or inclusions.

In the absence of any deviation entry on this form, the bidder assures the Cooperative of their full compliance with the General Terms and Conditions, Item Specifications, and all other information contained in this Bid Invitation.

- No Deviations
- Deviations as listed

List any deviations your company is submitting below:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Company Name (Please Print)

Signature of Authorized Representative

Form – J
RETURN THIS DOCUMENT IN SEALED BID PACKET