



Gregory-Portland Independent School District

REQUEST FOR QUALIFICATIONS

RFQ#: 2526-01

PROPOSAL CLOSE DATE: December 4, 2025

TIME: 2:00 PM

Legal Services for Gregory-Portland ISD

BACKGROUND:

Gregory-Portland Independent School District (G-PISD) is a K-12 public school district located in San Patricio County, Texas, serving over 5,000 students across seven campuses and two administrative sites. The District seeks to establish one or more contracts for general legal services through this Request for Qualifications (RFQ). These services may include representation and counsel to the Board of Trustees, the Superintendent, and administrative departments as needed.

This solicitation is conducted in accordance with Texas Government Code Chapter 2254 (Professional Services Procurement Act) and Texas Education Code §44.031(f). Selection will be made based on demonstrated competence and qualifications, with fees negotiated only after selection in compliance with law.

SCOPE OF SERVICES:

The District intends to establish one or more contracts for general legal services, which may include representation of the Board, Superintendent, and District administration. Bond, tax collection, or contingent-fee legal services are not included in this RFQ. Should such services be required, G-PISD will comply with Texas Government Code §2254.101–.110 (HB 2826).

Legal Service Areas include, but are not limited to:

- Public School Law
- Employment & Labor Law
- Construction & Procurement Law
- Litigation & Administrative Proceedings
- Special Education & Section 504
- Real Estate & Property Law
- Investigations & Hearing Officer Roles

The District reserves the right to appoint one firm as Board Counsel and create a pool of firms for administrative representation.

CONTRACT TERM

The initial contract term shall be two (2) years, with the option to renew for up to two (2) additional two-year terms, for a maximum total of six (6) years. Renewals are contingent upon satisfactory performance and mutual agreement.

The District reserves the right to waive minor technical defects in a proposal, reject any and all proposals, reject any part of a proposal, advertise a new RFQ.

PRE-QUALIFICATION CONFERENCE:

A pre-qualification conference is scheduled for **Monday, December 1, 2025, at 1:30 p.m.** via Zoom (**Please email ccasarez@g-pisd.org to request a link to join**) Attendance is not mandatory; however, proposers are highly encouraged to attend to have a better understanding of the requirements of this Request for Qualifications. For this pre-qualification meeting, persons with disabilities requiring special accommodations should contact Chris Casarez at ccasarez@g-pisd.org at least two (2) days before the conference.

INTERVIEWS:

The Evaluation Committee will review submissions and reserve the right to create a shortlist of firms (one to three firms) based on the factors used to evaluate qualifications. In-person interviews will be scheduled with the short-list firms (*Date: December 12, 2025 from 8:30am – 12:00pm*). The District reserves the right to use the same weight factors for Interviews as in the Evaluation Criteria or adapt new factors.

GENERAL TERMS, CONDITIONS, AND REQUIREMENTS FOR SOLICITATIONS:

This solicitation shall be governed by the documents incorporated herein as well as the general provisions on the G-PISD website. A copy may be obtained at www.g-pisd.org> Departments & Services> Business/Payroll>Vendor Opportunities or by contacting the G-PISD Purchasing Coordinator for this solicitation.

EQUAL OPPORTUNITY STATEMENT

The District complies with all applicable state and federal laws prohibiting discrimination, including Title VI, Title VII, Title IX, Section 504, and the ADA. The District encourages participation from historically underutilized businesses (HUBs).

DATA PRIVACY & RECORDS COMPLIANCE

Selected firms must comply with:

- Texas Gov't Code §552.372 (public contracting information)
- FERPA and student privacy laws
- Texas Cybersecurity Act §2054.5191

All records and communications related to District representation are subject to the Texas Public Information Act (TPIA) unless privileged or exempt.

INSURANCE & RISK REQUIREMENTS

Selected firms must maintain:

- Professional Liability (E&O): Minimum \$1,000,000 per occurrence.
- Workers' Compensation: Per Texas Labor Code.
- General Liability: Minimum \$1,000,000 per occurrence.

All G-PISD solicitations and addendums can be accessed on through the Beacon Bid system <https://www.g-pisd.org>> Departments & Services> Business/Payroll>Vendor Opportunities. **PLEASE NOTE THAT IT IS THE RESPONSIBILITY OF THE PROPOSER TO REGISTER ON THE WEBSITE TO AUTOMATICALLY RECEIVE ADDENDA & AUTOMATIC UPDATES.**

Proposers are required to respond to all requests identified in this RFQ. Any exceptions to the terms and conditions in the RFQ must be outlined on the Proposal Exemptions Form. Each Proposer, by submitting its proposal, represents that the Proposer has read, understands, and agrees with the terms and conditions of this RFQ.

Compliance with Gov't Code 552.372: The requirements of the Texas Public Information Act, Chapter 552 of the Texas Government Code, Subchapter J, may apply to this submission if it is valued at more than \$1 million. The firm agrees the contract can be terminated if the firm knowingly or intentionally fails to comply with a requirement of that subchapter, including the preservation of all "contracting information" (as defined in 552.003) and the provision, upon request of the governmental entity with whom you are contracting, of all contracting information. Contracting information includes, but is not limited to, records, communications and other documents related to the bids process, contract, payments, receipts, scope of work/services, and performance.

If proposers have **Contract Documents** that they expect G-PISD to execute, those forms must be submitted with the RFQ submission packet or portfolio, specifically within Tab 8.

Gregory-Portland ISD will accept RFQ proposals **only by sealed delivery**, either **mailed or hand-delivered** to the following address:

Gregory-Portland ISD
Attn: Chris Casarez (Purchasing Coordinator)
1200 Broadway Blvd.
Portland, TX 78374

Sealed Statement of Qualifications (SOQ) must be received **no later than Thursday, December 4, 2025, at 2:00 p.m. (CST)**.

Any qualifications received after this deadline will **not** be accepted or considered.

QUESTIONS AND ANSWERS:

Any questions or needed clarifications about this RFQ shall be submitted through the Q&A section in Beacon Bid before the deadline due date **Monday December 2, 2025, 5:00 p.m. (CST)**. Questions received by the deadline and corresponding answers will be included in an Addendum and posted in Beacon Bid.

SUPPORTING DOCUMENTATION:

All qualification documents and required forms must be **completed, printed, and included within the sealed proposal package** as outlined in the **Requested Documents** section of this RFQ. Each proposal must contain all required documentation at the time of submission to be considered responsive.

EVALUATION CRITERIA:

As required by law, the selection of all Professional Services will be made on the basis of demonstrated competence and qualifications in accordance with Texas Government Code sections 2254.004. RFQ shall be evaluated using the evaluation criteria listed below. G-PISD reserves the right to award contracts as best meet the District’s needs such as per section, groups, or all.

	Evaluation Criteria	Point System
1	Firm’s Approach <ul style="list-style-type: none">Firm’s approach, supporting documentation, evidence of competence to undertake such effort.	20
2	Methodology <ul style="list-style-type: none">Firm’s experience as a provider of legal services including explanation of project methodology, unique challenges any other relevant information.	30
3	Qualification <ul style="list-style-type: none">Qualifications, certifications, the experience of personnel/team proposed for this task.	25
4	Past Experience <ul style="list-style-type: none">Firm’s Past experience with G-PISD and/or other Districts.K-12 Experience, Higher Education or Governmental Experience	15
5	References <ul style="list-style-type: none">Five (5) References from prior clients for which your firm has provided comparable services. Identify the name and contact information of the client individual responsible for overseeing the performance of the firm. <p>List of References should come from past project examples listed within this RFQ. References will be contacted via e-mail with a deadline. If no response is received by the deadline, there will be points deducted in this section.</p>	10
TOTAL		100 Points

TIME TABLE:

Gregory-Portland ISD anticipates following the timetable listed below for this bid. The timetable is only an estimate and actual dates may vary.

	Activity	Date
1.	RFQ starts to advertise (1 st run)	November 13, 2025
2.	RFQ advertises (2 nd run)	November 20, 2025
3.	Pre-Qualification Conference @ 1:30 p.m. (CST)	December 1, 2025
4.	Vendor Questions Due 5:00 p.m. (CST)	December 2, 2025
5.	Deadline for submitting Qualifications 2:00 p.m. (CST)	December 4, 2025
6.	Notify Top 1-3 firms of request for in-person interview by 5:00p.m.	December 8, 2025
7.	In-person interviews of top 1-3 selected firms	December 12, 2025
8.	Possible Award and Selection of Legal Services Firm(s)	December 15, 2025

COMMUNICATION:

Communication between the Purchasing Department and firms is imperative and encouraged. Steps must be taken, however, to maintain a fair opportunity for all firms to submit qualifications and to avoid any appearance of favoritism to current firms. In order to protect the integrity of the process, once the RFQ is issued, please observe the following:

- Other than the Assigned Buyer listed, all communication is strictly forbidden and may result in disqualification. This restriction does not limit a firm’s ability to provide legal services to the District under a currently awarded agreement or pending consultation.
- All questions, requests for clarifications, and information must be submitted in writing to the Assigned Buyer during the Question and Answer time frame outlined in the solicitation document.
- All responses and necessary corrections to the solicitation will be communicated through the addendum process by the Assigned Buyer.

Compliance with these guidelines create -the “level playing field” for eligible firms during the solicitation process.

The District is under no obligation to conduct discussions with any or all firms, but at its sole discretion, elect to conduct interviews with selected firms. G-PISD will negotiate agreements for professional services with the selected firms.

Proprietary information, if submitted to G-PISD in response to this RFQ, should be identified as such. Any information identified as proprietary will be handled in accordance with the provisions of the Texas Open Records Public Information Act as it applies to such information.

QUALIFICATION RESPONSE REQUIREMENTS:

Gregory-Portland ISD will accept **sealed Statements of Qualifications (SOQ)** for this RFQ by **mail or hand delivery** to the address below:

Gregory-Portland Independent School District
Attn: Business & Finance Department (RFQ for Legal Services)
1200 Broadway Blvd.
Portland, TX 78374

Sealed statements must be **received no later than Thursday, December 4, 2025, at 2:00 p.m. (CST).**

Submissions received after this deadline will **not** be opened or considered.

Requested Documents: Complete and submit the documents listed below under the Requested Information section within your sealed submission (either in a packet or portfolio format):

- Tab 1 – Company Information
- Tab 2 – Executive Summary and Firm’s Approach
- Tab 3 – Services and Methodology
- Tab 4 – Qualifications and Expertise
- Tab 5 – Past Experience
- Tab 6 – References
- Tab 7 – Pricing Information/Schedule of Fees
- Tab 8 – Additional Information
- Addendum/Questions and Answers (Q&A) (If Applicable)
- Proposed Engagement Letter
- District Required Forms
 - EDGAR
 - 1295 Form

****Please note the location, type, and requirements of these forms. The firm may be deemed non-responsive if they do not submit any of the required documents.**

SCOPE OF SERVICES:

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- Employment & Labor Law
- Construction & Procurement Law
- Litigation & Administrative Proceedings
- Special Education & Section 504
- Real Estate & Property Law
- Investigations & Hearing Officer Roles

The District reserves the right to appoint one firm as Board Counsel and create a pool of firms for administrative representation.

The selected firm shall:

- Assist G-PISD as legal advisors either directly, by telephone, in writing or video conferencing to the Board, Superintendent, General Counsel, and other G-PISD Administrators as requested.
- Be on call to attend Board Meetings, with adequate notice by special request of General Counsel, the Superintendent, or the Board President.
- Review and/or assist in the review of policies and administrative procedures, including employee or student handbooks and codes of conduct.
- Conduct workshops or training for the Board, Superintendent, administrators, or employees on legal issues.
- Assist in reviewing documents, negotiating and providing other legal assistance in District matters.
- Represent the District before municipal, county, state and federal courts.
- Represent the District in any proceedings before special education hearing officers.
- Represent the District in any proceeding before the Texas Education Agency (TEA), University Scholastic League (UIL), the Equal Employment Opportunity Commission (EEOC), Texas Commission on Human Rights, Office of Civil Rights (OCR), and/or other administrative or civil rights enforcement agencies.

LEGAL SERVICES QUALIFICATIONS

The services required of the legal counsel engaged by the District may require having significant and extensive expertise and experience in one or more legal areas of practice outlined below. The following is a list of the most common areas of practice but does not include all areas that may be required.

- a. Public School Law: All areas of school law, including Federal and state law related to general liability, finance, elections, public information, contracts, student attendance and discipline issues, parental rights, and other school related areas.
- b. Construction Law: Matters including drafting and negotiating construction agreements, developer and contractor issues, performance bond issues, insurance defense, products and professional liability, negligence, premises, and other construction related matters, including litigation.
- c. Employment/Labor laws: Matters related to employment of staff and faculty, employee rights and responsibilities, staff benefits, promotions/demotions, Chapter 21 nonrenewal and termination, wage and hour issues, and human resource administration including FMLA, FLSA, ADA and any applicable discrimination laws.
- d. Finance: State laws and regulation related to finance matters including tax exempt status for public agencies and business enterprise support functions.
- e. Litigation and Administrative Hearings: Representation of the District and/or its personnel, member of the Board of Trustees as requested in matters before federal and state courts, Texas Education Agency, US Office of Civil Rights, EEOC, TWC, and other administrative proceedings.
- f. Administrative Law: Including Open Meetings Act and TPIA record requests.
- g. Procurement/Contract Law: Contract administration and review of legal agreements between District and other entities. This includes such topics as general business agreements, acquisition of goods and services and related federal and state procurement laws.
- h. Real Estate: Real estate transactions, including acquisition and disposition of real estate, title, licenses, leases, zoning issues, eminent domain proceedings, environmental matters, and joint development issues.
- i. Special Education: Including legal advice on special education and Section 504 matters and representation at ARD meetings, due process hearings, and state and federal trials and appeals.
- j. Investigations: May serve as an independent investigator in matters involving noncriminal misconduct or other administrative matters.
- k. Hearing Officers: Presiding over and issuing written opinions in student/parent hearings and complaints, employee dispute resolution matters, and other disputes.

The awarded firm must be responsive to emails, telephone calls and text messages and requests from District representatives and all reports must be submitted on a timely basis. The awarded firm shall abide by directives, guidelines, and procedural requirements as requested by the District.

Workshops and Training:

Firm proposals should be prepared to provide annual workshops/training for District staff on subjects determined by the District, upon request. The proposing firm should provide fees, if applicable, and available training topics in their proposal.

Fees and Billing:

All work to be billed to the District must be pre-approved by G-PISD designee(s), General Counsel, Superintendent, or Board President. Fees generated from matters not pre-approved may not be paid. All billing must be in increments not greater than one-quarter hours.

Overhead:

The awarded firm(s) will not be reimbursed for items traditionally treated as law firm overhead, such as secretarial/staff overtime, law students, summer associates, word processing, library charges, and utilities. Retained experts and consultants should be retained only after direct consultation with the G-PISD designee(s), General Counsel, Superintendent, or Board President. Unless prior approval has been obtained, only one attorney shall bill for services on a single project at the same time. In addition, only one attorney will be allowed to bill for internal conferences between attorneys.

Invoicing Procedures:

Firm shall:

Maintain records to assure proper accounting of all services rendered under this Agreement to include, but not limited to the following:

- a. Provide invoices in a timely manner, inaccurate invoices presented may incur a delay in payment.
- b. G-PISD will issue a purchase order for the services being requested in accordance with this solicitation.
- c. Invoices submitted to the district must specify in detail the requested service and reflect the purchase order number as shown on the purchase order.
- d. Invoices are to be submitted to the address specified on the individual district purchase order and G-PISD Accounts payable Department.

SUBMISSION REQUIREMENT:

The following is a list of the information to be provided by each firm. Failure to include all the information listed below may result in disqualification from the selection process. The following description directly relates to the five (5) weight factors listed above in the Evaluation Criteria.

Tab 1 COMPANY INFORMATION

- Company Name
- Company Address
- City, State, & Zip
- Telephone Number
- Print Name (Submitter)
- Email Address
- Any other relevant information

Tab 2 EXECUTIVE SUMMARY AND FIRM'S APPROACH:

- Describe the firm, including date established, presence in Texas, primary practice areas, and history of providing legal services to Texas school districts and other governmental entities.
- Describe the firm's approach and capability in this effort, proposed schedule, team member involvement, and how you will work with District staff. Include the capacity of which the assigned legal representatives would be involved in the described approach.
- Firm's approach, supporting documentation, evidence of competence to undertake the requested scope of services.

Tab 3 SERVICES AND METHODOLOGY:

- Discuss your firm's experience in this field. Include any unique challenges encountered and solved, and any other relevant information.
- Describe the services and products provided by the firm.
- Describe the firm's plan to maintain responsive communication and confer regularly with the District.
- Explain technology utilized by firm and any resulting efficiencies.
- Describe any methodology used to assign and staff matters among firm representatives, including legal assistants, associates, and partners.
- Describe any cost containment practices or alternative billing practices utilized by the firm, such as flat-fee services or results oriented billing arrangements.

Tab 4 QUALIFICATIONS AND EXPERTISE:

- List team members that will be assigned to this project. Include copies of team members’ resumes including qualifications, certifications, and experience.
- List the office locations and telephone numbers for these individuals and indicate the day-to- day contact as well as who will be attending any meetings with the District.
- Identify any areas of specialization, certifications, or other indicators of expertise.
- Describe the firm’s unique qualifications to provide the requested services.
- Describe the firm’s ability to provide training and resource material.
- Explain in detail any professional disciplinary actions, investigations, or lawsuits filed against the firm or any of its partners, associates, employees or agents during the past five years by regulatory bodies, clients, or former clients.

Tab 5 PAST EXPERIENCES:

- Describe the firm’s experience representing other K-12 school districts, institutions of higher education, and governmental entities.
- Provide the following information for three (3) successful projects for other school Districts, institutions or higher education or governmental entities that are similar in nature to services required in this RFQ:
 - Organization Name
 - Contact Name, Title
 - Contact Phone Number and Valid Email
 - Scope of Services Performed
 - Contract Start Date
 - Contract Completion Date

Tab 6 REFERENCES:

List a minimum of five (5) references the firm has provided comparable services during the last one to five (1-5) years. Three (3) of such references should be related to K-12 Districts. (Preferably districts with great than 5,000 student population). Include all contact information such as name, telephone, and email address.

Tab 7 PRICING/SCHEDULE OF FEES:

- Pricing information will be requested for negotiation purposes after ranking of firms based solely on qualifications in compliance with Gov’t Code §2254.003.”

Tab 8 ADDITIONAL INFORMATION (OPTIONAL):

- W-9
- Conflict of Interest Questionnaire (Form CIQ) – **Local Government Code §176.006.**
- Felony Conviction Notice
- Non-Collusion Statement
- Suspension or Debarment Certificate

- Disclosure of Interested Parties (Form 1295) – Government Code §2252.908.
(Vendor must complete on-line at www.ethics.state.tx.us)
- Provide any additional optional information and comments your firm deems necessary to clearly communicate your firm's qualifications.

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.	See Specific Instructions on page 3.	<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p> <hr/> <p>2 Business name/disregarded entity name, if different from above</p> <hr/> <p>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p><input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate</p> <p><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____</p> <p>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p><input type="checkbox"/> Other (see instructions) ▶ _____</p>	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p style="font-size: small;">(Applies to accounts maintained outside the U.S.)</p>
		<p>5 Address (number, street, and apt. or suite no.) See instructions.</p> <hr/> <p>6 City, state, and ZIP code</p> <hr/> <p>7 List account number(s) here (optional)</p> <hr/>	<p>Requester's name and address (optional)</p> <hr/>

Part I Taxpayer Identification Number (TIN)

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

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

Social security number											
				-			-				
or											
Employer identification number											
				-							

Part II Certification

Under penalties of perjury, I certify that:

1. 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
2. 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
3. I am a U.S. citizen or other U.S. person (defined below); and
4. 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 ▶
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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.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

FORM CIQ

<p>This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.</p> <p>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).</p> <p>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.</p> <p>A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.</p>	<p>OFFICE USE ONLY</p> <p>Date Received</p>
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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

FELONY CONVICTION NOTICE

Texas Education Code, 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 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 contact.

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.

Vendor's Name _____

Authorized Company
Official's Name (please print) _____

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

Signature of Company Official _____ Date: _____

B. My firm is owned or operated by the following individual(s) who has/have been convicted of a felony.

Name of Felon(s) _____

Details of Conviction(s) _____

Signature of Company Official _____ Date: _____

C. My firm is a publicly owned, Stock-exchange Corporation; therefore, this reporting requirement is not required.

Signature of Company Official _____ Date: _____

Suspension or Debarment Certificate

Non-Federal entities are prohibited from contracting with or making subawards under covered transactions to parties that are suspended or debarred or whose principals are suspended or debarred. Covered transactions include procurement for goods or services equal to or in excess of \$100,000.00. Contractors receiving individual awards for \$100,000.00 or more and all subrecipients must certify that the organization and its principals are not suspended or debarred.

By submitting this offer and signing this certificate, the bidder:

- Certifies that the owner/operator has not been convicted of a felony except as indicated on separate attachment to this offer, in accordance with Section 44.034, Texas Education Code, and
- Certifies that no suspension or disbarment is in place, which would preclude receiving a federally funded contract under the Federal OMB, A-102, Common Rule (_36)

Vendor Name _____

Authorized Company Official's Name _____

Signature of Company Official _____ Date _____

Vendor E-mail Address _____

Vendor Telephone Number _____