



24-07-11-D

DYAD Specialty Offerings (Small Contractor Services)

Issue Date: 6/13/2025

Questions Deadline: 12/3/2025 05:00 PM (CT)

Response Deadline: 12/17/2025 02:00 PM (CT)

Contact Information

Contact: David Contreras

Address: Purchasing Services

Hattie Mae White

Second Floor

4400 West 18th Street

Route 1

Houston, TX 77092-8501

Phone: (713) 556-6515

Email: David.Contreras@houstonisd.org

Event Information

Number: 24-07-11-D
Title: DYAD Specialty Offerings (Small Contractor Services)
Type: RFP
Issue Date: 6/13/2025
Question Deadline: 12/3/2025 05:00 PM (CT)
Response Deadline: 12/17/2025 02:00 PM (CT)
Notes: REQUEST FOR PROPOSALS (RFP)

INVITATION FOR VENDOR RESPONSE

Dear Vendor,

The **Houston Independent School District** is interested in receiving proposals from qualified individuals ("Vendor") for the procurement of select services, as specified within this **Request for Proposals** ("RFP" or "Solicitation").

This Request for Proposal (RFP) is open to individual contractors only and no portion of services provided can be subcontracted. All services must be self-performed by the individual responding to this RFP. Please note the W-9 required as part of your submission must be in your individual name, NOT a company/business

*****District employees are not eligible to respond to this solicitation*****

HISD Project Number: 24-07-11-D

Project Name: DYAD Specialty Offerings (Small Contractor Services)

In accordance with Houston ISD policies and procedures, HISD schools and/or departments are authorized to engage with "Approved Vendors" only. An HISD Approved Vendor is one that has been authorized for use upon having met a set of pre-determined criteria through a formal procurement process and awarded a contract ("Contract", "Agreement", or "Project").

The first step in obtaining Approved Vendor status is to respond to this solicitation and submit all required information and documentation. Upon completion of the Project evaluation process, vendors will be recommended. The HISD Purchasing Services department will issue a Notice of Award letter, affirming the awarded Vendor(s) status as an Approved Vendor for this specific Project.

The tentative term of this Project is from **June 16, 2025, through December 17, 2025, with one (1) automatic renewal remaining, not to extend beyond July 31, 2026**. Thereafter, HISD at its sole discretion may elect to either extend the Project for a term not to exceed 90 days for business continuity purposes, if needed.

The HISD Category Specialist assigned to this solicitation is listed below. Any questions or concerns arising out of this RFP are to be directed to such individual in writing. Questions pertaining to the solicitation process or related to the scope or specifications contained in this RFP should be submitted via the electronic bidding portal by the deadline specified within the RFP. Answers to all questions received will be posted as an Addendum to this RFP within the electronic bidding portal.

Thank you in advance for your participation in this solicitation.

Sincerely,

Category Specialist Name: David Contreras
Email Address: David.Contreras@houstonisd.org
Office Main Number: 713-556-6515
Direct Line: 713-556-6514

Purchasing Services Department
Houston Independent School District
Hattie Mae White Educational Support Center
4400 West 18th Street
Houston, TX 77092

Keep up with the latest news from HISD: www.HoustonISD.org

Billing Information

Address: Accounts Payable
Hattie Mae White
3rd Floor
4400 West 18th Street
Route 1
Houston, TX 77092-8501
Phone: 713 (556) 6400
Fax: 713 (556) 6412
Email: HISD_VendorInvoices@houstonisd.org

Bid Attachments

RFP_Part_II_-_HISD_Standard_Terms_and_Conditions_(10.2.2024) (1).pdf

[View Online](#)

RFP - AGREEMENT PART II - HISD Standard Terms & Conditions: These Standard Terms & Conditions are requirements that are binding upon award of a HISD Contract to the selected vendor(s). These terms communicate the District's expectations in regard to the vendor's performance in connection with the District's purchases.

VENDOR_FORM_-_HB_1295_-_Certificate_of_Interested_Parties_Rev.11.2024 (2).pdf

[View Online](#)

VENDOR FORM (HB 1295) - Certificate of Interested Parties: Vendor must complete the form online at <https://www.ethics.state.tx.us/filinginfo/1295/> and upload the completed and signed form under the "Response Attachments" tab." Ensure to name "Houston ISD" as the Governmental Entity and the RFP Number referenced in this solicitation as the Contract ID Number.

W-9 March 2024.pdf

[View Online](#)

IRS FORM W-9 (Rev. March 2024)): Vendor must download this form, complete it, and upload the completed and signed form under the "Response Attachments" tab. Vendors must ensure that the Legal Name and the Taxpayer Identification Number (TIN) entered on this form matches exactly with the information referenced in their IRS income tax return.

VENDOR FORM Conflict of Interest (CIQ).pdf

[View Online](#)

VENDOR FORM Conflict of Interest.pdf (704 KB) Conflict of Interest Questionnaire (Form CIQ): Vendors must download this form, complete it, and upload completed and signed form under the "Response Attachments" tab. If the prospective vendor doesn't have any conflict of interest to disclose, then enter your individual or company name on line 1, enter "Not Applicable" or "N/A" on line 3, and then sign and date on line 7.

24-07-11-D Criminal Background Form.pdf

[View Online](#)

VENDOR FORM - CRIMINAL HISTORY BACKGROUND CHECK CERTIFICATION: All vendors are required to download this form and then upload a completed and signed copy under the "Response Attachments" tab. The purpose of this form is for vendors to indicate whether their engagement with Houston ISD under this project/contract will involve direct contact with students, as defined within the form.

VENDOR FORM - HISD Fingerprint Appointment Registration.pdf

[View Online](#)

HISD FINGERPRINT APPOINTMENT REGISTRATION FORM: All vendors who may or will have direct contact with students and continuing duties in connection with this contract must be fingerprinted as indicated in the Solicitation. Vendors should provide a copy of this form to their employees and/or subcontractor employees so that they may schedule an appointment to be fingerprinted. All employees/subcontractor requiring to be fingerprinted should not perform services in connection with this contract until HISD has reviewed their criminal history background and cleared them to perform services.

Requested Attachments

VENDOR INFORMATION: Document: Resume

(Attachment required)

1. Document: Resume / Curriculum Vitae: All prospective vendors must upload here a Resume. The document must be provided in PDF file format.

VENDOR FORM: HB 1295 - Certificate of Interested Parties

(Attachment required)

2. VENDOR FORM - HB 1295 (CERTIFICATE OF INTERESTED PARTIES): All prospective vendors must upload here a completed and signed HB 1295 form in PDF file format. This form must first be filed electronically through the Texas Ethics Commission website. A sample form with filing instructions is found under the "Attachments" tab. All documents are to be uploaded here in PDF file format.

VENDOR FORM: W-9 (Rev. March 2024)

(Attachment required)

3. VENDOR FORM - FORM W-9 (Rev. March 2024): All prospective vendors must upload here a completed and signed copy of IRS Form W-9 (Rev. March 2024) in PDF file format. Vendors must ensure that the Legal Name and the Taxpayer Identification Number (TIN) entered on this form matches exactly with the information referenced in your IRS income tax return. A blank copy of this form is found under the "Attachments" tab. All documents are to be uploaded here in PDF file format.

VENDOR FORM: Conflict of Interest Questionnaire (Form CIQ)

(Attachment required)

4. VENDOR FORM - CONFLICT OF INTEREST QUESTIONNAIRE (FORM CIQ): All prospective vendors must upload here a completed and signed copy of this form in PDF file format. If vendor doesn't have any conflict of interest to disclose, then enter your individual or company name on line 1, enter "Not Applicable" or "N/A" on line 3, and then sign and date on line 7. A blank copy of this form with completion instructions is found under the "Attachments" tab. All documents are to be uploaded here in PDF file format.

VENDOR FORM - Criminal History Background Check Certification

(Attachment required)

5. All prospective vendors must complete the VENDOR FORM: Criminal History Background Check Certification, which can be found under the "Attachments" tab and upload it here as PDF document. NOTE: All vendors must provide a list of employees that will or may have direct contact with students AND continuing duties under this contract.

Bid Attributes

1	Bid Attribute Count NOTE: There are 26 attributes within this solicitation. Vendor must read and consider each of the attributes listed prior to submitting a response. This information along with your proposal response will be used for evaluation purposes.
2	Vendor Instructions It is recommended that vendors review the information associated with this solicitation in the following order: 1. Read the solicitation document(s) provided under the 'Attachments' tab to learn about the services requested by Houston ISD and the associated terms, conditions, and specifications of this solicitation and any resulting award recommendation; 2. Read all the information listed under the 'Attributes' tab to familiarize yourself with the information being provided or requested by the District; 3. Read all the information listed under the 'Line Items' tab to understand the pricing information requested by the District; 4. Gather the information you will need to prepare your proposal; 5. Provide all the required information (Bid Attributes), completed forms, and/or other documents (Response Attachments), as requested per the instructions in this Solicitation; and finally, 6. Submit your proposal prior to the bid submission deadline. IT IS HIGHLY RECOMMENDED THAT VENDORS SUBMIT THEIR PROPOSALS AT LEAST TWENTY FOUR (24) HOURS PRIOR TO THE ESTABLISHED BID SUBMISSION DEADLINE IN ORDER TO WORK THROUGH ANY ERRORS OR MISSED RESPONSES YOU MAY BE ADVISED OF BY THE SYSTEM AS YOU TRY SUBMITTING YOUR PROPOSAL. THE DISTRICT IS NOT RESPONSIBLE FOR ANY NON-SUBMITTED PROPOSALS CAUSED BY ANY REASON OUT OF THE DISTRICT'S CONTROL, INCLUDING BUT NOT LIMITED TO, IMPROPER PLANNING BY THE VENDOR TO SUBMIT A RESPONSE PRIOR TO THE SUBMISSION DEADLINE, INTERNET CONNECTIVITY ISSUES, OR TECHNICAL DIFFICULTIES OF ANY KIND.
3	Submission Deadline LATE SUBMISSIONS WILL NOT BE ACCEPTED. Vendor must review the "Close Date & Time" referenced on "Events Details" Tab. Vendor must give themselves ample time to enter a submission online prior to the deadline, at which time the online system will lock and will not accept any additional submissions.

4 Certification of Code of Silence

The Board of Education (Board) has adopted a "Code of Silence" policy ([Board Policy CAA \(LOCAL\)](#)) attached by URL link hereto and incorporated by reference herein. The "Code of Silence" prohibits any communication regarding any project bid, or other competitive solicitation between:

- Any person who seeks an award from the District or its affiliated entities (including, but not limited to, the HISD Foundation and the HISD Public Facility Corporation), including a potential vendor or vendor's representative, and
- Board members, the Superintendent of Schools, senior staff members, principals, department heads, directors, managers, or other District representatives who have influence in the evaluation or selection process.

The "Code of Silence" period shall begin when the project is issued and ends upon the execution of the Contract. During the "Code of Silence," campaign contributions, gifts, donations, loans, and any other items of value are prohibited between these parties, including candidates who have filed for election to the Board. **I hereby certify that I have reviewed Board Policy CAA (LOCAL) pertaining to the "Code of Silence," and I understand that non-compliance with the "Code of Silence" policy may result in disqualification.**

Does the vendor agree?

☐ Yes ☐ No

(Required: Check only one)

5 Scope of Work

For additional details regarding scope of work, please see RFP - Part I - Scope of Work which can be found under "Attachments" tab.

HISD is looking to obtain proposals from qualified, responsible vendors that can provide DYAD Specialty Offerings (Small Contractor Services) including but not limited to the following:

A. Sports & Fitness

- Yoga
- Spin
- Karate
- Boxing
- Martial Arts
- Fitness and Nutrition

B. Music & Fine Arts

- Piano
- Guitar
- Mariachi
- Theatre

C. Dance

- Ballet Folklorico
- Sewing
- Art

D. 21st-Century Media & Technology

- Photography
- Videography
- Movie Maker Production
- Video Production

E. Hands-On Science

- STEM
- Gardening
- Robotics

Should your service not be listed above, vendors are encouraged to submit an alternate scope of work for consideration under "Attribute" seven (7) listed below. Please note that DYAD Consultants are paid \$30.00/hour.

6 Price Cost Structure - Maximum Payout per Hour

Vendors providing DYAD specialty offerings to HISD will only be allowed to charge the district a total of \$30.00 (thirty-dollars) and should not exceed this threshold per hour of service. Vendors wishing to charge more the the stated amount will be disqualified from participation and approval. Does the vendor agree?

☐ Yes ☐ No

(Required: Check only one)

7 Scope of DYAD Services Offered

Please provide a statement regarding the types of services offered from the reference Scope of Work. Please note that if your services are not listed or not related to the scope of work you will be disqualified from participating in this formal bid process. Please review and carefully provide a response.

(Required: Maximum 4000 characters allowed)

8 Texas Retirement System (TRS) Participation

Is the vendor a TRS retiree?

☐ Yes ☐ No

(Required: Check only one)

9 Term of Contract

The successful vendor(s) will enter into an annual contract for these commodities/services, with the option to renew for three (3) automatic annual renewals. A ninety-day extension may be added to the end of the approved contract term at the sole discretion of the District. Does the vendor agree?

☐ Yes ☐ No

(Required: Check only one)

10 Vendor - Conflict of Interest

1. Does the vendor have any owners, principal shareholders or stockholders, officers, agents, salespeople or key employees who have been members of the HISD Board of Education during the last five (5) years? If yes, list name(s) and title(s) below.
2. Does the vendor have any owners, principal shareholders or stockholder, officers, agents, salespeople or key employees who are district employees or who are members of a district employee's immediate family who either work or who may potentially work on this contract with the district? If yes, list name(s) and title(s) below.
3. Does any officer, partner, owner, sales representative and/or spouse work for HISD? If yes, list name(s) and title(s) below.
4. Does the vendor have relationship(s) with any political action committees? If yes, list name(s) and political action committee (PAC) below. If no to all above, please indicate "none".

(Required: Maximum 1000 characters allowed)

1
1 **Conflict of Interest Certification**

The Board of Education (Board) has adopted a "Conflict of Interest Disclosures" policy ([Board Policy BBFA \(Local\)](#)) attached by URL link hereto and incorporated by reference. In accordance with HISD Policy CDC (Local), no gift, favor, loan, service, entertainment, or anything of more than token value shall be accepted by a District employee from any District vendor or prospective vendor seeking to do business with the District. Items of token value include trinkets of minimal value such as coffee mugs, key chains, caps, and the like.

I hereby certify that I have read Board Policy BBFA (Local) pertaining to "Conflict of Interest Disclosures," and I agree and understand that the failure of a Board member to disclose a conflict of interest may result in the debarment of a **Vendor** for 24 months. Does the vendor agree?

☐ Yes ☐ No

(Required: Check only one)

1
2 **Litigation**

Has the vendor (including any owner, principal shareholder(s) or stockholder(s), officer(s), agent(s), salesperson(s), or employee(s) been involved in past, pending, or present litigation involving the district?

If **yes**, please provide the style and status of the case as well as the type of litigation. If not applicable, please indicate "none".

(Required: Maximum 1000 characters allowed)

1
3 **Questions & Addenda**

Responses and addenda will be posted as an addendum to this project and must be incorporated into the vendors response. Questions associated with this solicitation shall be addressed via this online bidding system under the "Questions" tab, and must be submitted no later than the date specified in the "Event Detail" tab. If vendor deems it necessary to retract a bid based on an addendum or response provided, vendor must do so before the bid closing date and time under "Event Detail" tab.

1
4 **Certification Regarding Terrorist Organizations**

Vendor hereby certifies that, in accordance with Texas Government Code Chapter 2252, Subchapter F, 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. Does the vendor agree?

☐ Yes ☐ No

(Required: Check only one)

Code of Conduct

Vendor and its suppliers, installers and all others working on HISD property or projects are required to understand and comply with the following rules and responsibilities. Failure to comply with the following rules and responsibilities may result in a vendors removal from the district's project and/or termination of the contract. Vendors are responsible for their suppliers' and installers' adherence to these policies. All personnel working on HISD property or projects will be required to indicate their understanding and agreement to comply with these rules and responsibilities by acknowledging the following, as applicable:

1. Vendors employees, installers, and suppliers who will be entering a District site must check in with HISD designated representative prior to entering district property and upon arrival.
2. Vendors employees, installers and supplier must wear picture ID badges while on HISD property.
3. The use of any tobacco products are PROHIBITED on school property. These prohibited items include but are not limited, to cigarettes, cigars, chewing tobacco and snuff.
4. Drugs and alcoholic beverages are PROHIBITED.
5. The use of vulgar and/or improper language is PROHIBITED. HISD will determine on a case by case basis what constitutes vulgar or improper language.
6. Unacceptable behavior including physical or verbal intimidation, horseplay, or fighting by any individual on District property/projects will result in immediate removal from site.
7. School requirements will occasionally result in the untimely termination of a vendor's daily activities. Vendors are expected to anticipate and understand these circumstances and also work with HISD to make up any scheduling conflicts.
8. Vendor's employees, installers and suppliers must be properly dressed in work attire which includes the use of proper work shoes and any personal protection equipment that is needed.
9. Vendor's employees, installers and suppliers will promptly leave the school campus / HISD property at the end of each work shift.
10. Weapons of any type are not allowed on the job site or parking area. Vendor's employees will comply with all state and district rules regarding weapon free zones.
11. Vendor's employees, installers and suppliers shall submit such background information as may be requested by HISD to perform criminal background evaluations/investigations.
12. No person who has charges pending or who has been convicted, received probation or deferred adjudication for the following shall be engaged to work on HISD property where students are present:

- Any offense against a child.
- Any sex offense.
- Any crimes against persons involving weapons or violence.
- Any felony offense against property; or any other offense that HISD believes might compromise the safety of students, staff or property.

I understand and agree to comply with the rules and responsibilities as stated in the Code of Conduct. Additionally, I certify that neither I, nor any of my employees, are currently in violation or in the future will violate the rules and responsibilities stated above. Does the vendor agree?

☐ Yes ☐ No

(Required: Check only one)

16 Certification of Felony Conviction Notification (Part I of II)

Pursuant to section 44.034 of the Texas Education Code, a person or business entity entering into a contract and/or agreement with HISD must give advance notice to HISD 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. HISD may terminate a contract with a person or business entity if HISD determines that the person or the business entity failed to give notice as required by section 44.034 or misrepresented the conduct resulting in the conviction. In such a case, HISD will 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 ---

A. Vendor is a publicly held corporation; therefore, the above reporting requirement does not apply.

B. Vendor is not owned or operated by anyone who has been convicted of a felony.

C. Vendor is operated or owned by the following individual(s) who has/have been convicted of a felony (if option C is selected provide the list of individuals(s) in Part II of II.

☐ Option A ☐ Option B ☐ Option C

(Required: Check only one)

17 Certification of Felony Conviction Notification (Part II of II) if applicable

If Option C was selected as part of the Certification of Felony Conviction Notification (Part 1 of II), please provide the name of the individual(s) below and a general description of the conduct resulting in the conviction of a felony:

(Optional: Maximum 1000 characters allowed)

18 Tax Verification

I, the undersigned Vendor, do hereby certify that, if applicable, I shall maintain all HISD property tax and State of Texas franchise tax payments as required. I further understand and agree that I must provide verifications of good standing to HISD upon request. Does the vendor agree?

☐ Yes ☐ No

(Required: Check only one)

19 EDGAR Certifications (A - D)

EDGAR certifications and contract provisions A through R are required and apply when HISD expends federal funds for any contract resulting from this procurement process (Appendix II to 2 CFR Part 200). Accordingly, the parties agree that the terms and conditions apply to the Contract/Agreement between the District and Vendor in all situations where Vendor has been paid or will be paid with federal funds, as applicable. **Any exceptions must be noted in the "Deviations" attribute.**

2
0**Federal Certification (A)**

(A) 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 (A) above, when federal funds are expended by HISD, HISD 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; (3) otherwise perform in accordance with the contract and/or the procurement solicitation; or (4) to the greatest extent authorized by law, if an award no longer effectuates the program goals or priorities of Federal awarding agency or HISD. HISD also reserves the right to terminate the contract immediately, with written notice to vendor, for convenience, if HISD believes, in its sole discretion that it is in the best interest of HISD to do so. The vendor will be compensated for work performed and accepted and goods accepted by HISD as of the termination date if the contract is terminated for convenience of HISD. Any award under this procurement process is not exclusive and HISD reserves the right to purchase goods and services from other vendors when it is in the best interest of HISD. Does vendor agree?

☐ Yes*(Required: Check only one)*2
1**Federal Certification (B)**

(B) 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 (B) above, when federal funds are expended by Houston ISD on any federally assisted construction contract, the equal opportunity clause is incorporated by reference herein. Does Vendor Agree?

☐ Yes*(Required: Check only one)*2
2**Federal Certification (C)**

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

Pursuant to Federal Rule (C) above, when federal funds are expended by HISD, the vendor certifies that during the term of an award for all contracts by HISD resulting from this procurement process, the vendor certifies that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency or by the State of Texas. Vendor shall immediately provide written notice to HISD if at any time the vendor learns that this certification was erroneous when submitted or has become erroneous by reason of changed circumstances. HISD may rely upon a certification of a vendor that the vendor is not debarred, suspended, ineligible, or voluntarily excluded from the covered contract, unless HISD knows the certification is erroneous. Does the vendor agree?

☐ Yes*(Required: Check only one)*

2
3**Federal Certification (D)**

(D) Record Retention Requirements for Contracts Paid for with Federal Funds – 2 CFR § 200.334 – When federal funds are expended by HISD for any contract resulting from this procurement process, the Vendor certifies that it will comply with the record retention requirements detailed in 2 CFR § 200.334. The Vendor further certifies that vendor will retain all records as required by 2 CFR § 200.334 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 the vendor agree?

☐ Yes*(Required: Check only one)*2
4
Central Texas Purchasing Alliance (CTPA) - Adoption Clause

Houston ISD is a member of the Central Texas Purchasing Alliance (CTPA), an alliance of school districts in the central Texas area who share in information, services, and contractual opportunities. In support of this collaborative effort, a response of "YES" to CTPA indicates that the Vendor is interested in extending services to other CTPA member districts. If a "Yes" response is given, in the event that the Vendor's proposal becomes an awarded Agreement, the Vendor's proposal, including pricing information, will be provided to the CTPA member listing, and this procurement solicitation and subsequent Agreement may then be used by CTPA member districts to establish separate, independent contracts, subject to all terms and conditions of the resulting contract. Vendor expressly agrees that HISD may disclose Vendor's proposal, including, but not limited to, pricing information, to other governmental entities. Other CTPA member districts are authorized to enter into separate, independent contracts with Vendor that employ the same negotiated terms and conditions contained in existing contract(s) between HISD and Vendor. However, there is no obligation on either party to participate unless both parties agree. If a CTPA member district chooses to utilize a contract established by this procurement solicitation and subsequent Agreement, contracts will be awarded individually by those districts, and services would be provided under the same contract pricing and purchasing terms established by this procurement solicitation. Any such separate, independent contract developed as a result of this procurement solicitation and/or the Agreement is exclusively between such other CTPA member district and Vendor and shall have no effect or impact on HISD or this Agreement. It is expressly understood that HISD shall in no way be liable for the obligations of any other CTPA member district contracting with Vendor pursuant to this section. A negative reply by the Vendor will not adversely affect consideration of the Vendor's response. Does the Vendor wish to extend services pursuant to this procurement solicitation to other CTPA member districts?

☐ Yes ☐ No*(Required: Check only one)*2
5**Deviations**

Vendors must list any and all deviations or exceptions from the specifications, requirements, and/or terms and conditions of the procurement solicitation and agreement. If no deviations exists please type "NONE REQUESTED". Substantial deviations may result in non-award. The absence of a written list of deviations will hold the Vendor strictly accountable to the terms of the procurement solicitation and Agreement as written.

*(Required: Maximum 1000 characters allowed)*2
6**How did you hear about this proposal?***(Required: Maximum 1000 characters allowed)*

Supplier Information

Company Name: _____

Contact Name: _____

Address: _____

Phone: _____

Fax: _____

Email: _____

Supplier Notes

Vendor Acknowledgements & Certifications

- 1. Vendor acknowledges that it is not currently barred or suspended from doing business with the Federal government, any of the members represented, or any of their respective agencies.
- 2. Vendor acknowledges that it is a reputable company regularly engaged in providing goods and/or services necessary to meet the requirements, specifications, terms and conditions of the procurement solicitation and the Agreement.
- 3. Vendor acknowledges that it has the necessary experience, knowledge, abilities, skills, and resources to satisfactorily perform the requirements, specifications, terms and conditions of the procurement solicitation and the Agreement.
- 4. Vendor acknowledges and agrees to comply with all federal, state, and local laws, rules, regulations and ordinances, as applicable. It is further acknowledged that Vendor certifies compliance with all provisions, laws, acts, regulations, etc. as specifically noted in the procurement solicitation referenced.

By submitting this response you acknowledge that you are an authorized agent for your organization.

Print Name

Signature

**Request for Taxpayer
Identification Number and Certification**

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

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

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

Print or type. See Specific Instructions on page 3.	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.	
	3a	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. ☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate ☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) Note: 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 disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. ☐ Other (see instructions)	4 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) _____ (Applies to accounts maintained outside the United States.)
	3b	If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions ☐	
	5	Address (number, street, and apt. or suite no.). See instructions.	Requester's name and address (optional)
	6	City, state, and ZIP code	
	7	List account number(s) here (optional)	

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. See also *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.

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 "LLC" 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

**HOUSTON INDEPENDENT SCHOOL DISTRICT
CONTRACTOR CRIMINAL HISTORY BACKGROUND CHECK CERTIFICATION**

HISD Contract/Project # 24-07-11 -D Project Title: DYAD Specialty Offering (small contractor services)

Vendor Name (Prime Contractor): _____

SECTION I: This section to be completed by all vendors to specify whether their engagement with HISD will involve direct contact with students.

☐ **NO direct contact with students** - As required by HISD and applicable law, I hereby certify that **NO employee and/or subcontractor** will have direct contact with any student at HISD as defined under 19 Tex. Admin. Code § 153.1101(7). Skip 'Section II' and complete 'Section III' below.

☒ **WITH direct contact with students AND continuing duties** - As required by HISD and applicable law, I hereby certify that the list of employees and/or subcontractors below **MAY/WILL** have both direct contact with students and continuing duties at HISD as defined under 19 Tex. Admin. Code § 153.1101(7) & (2). Complete 'Section II' and 'Section III' below. Only vendor(s) meeting both criteria are considered as having direct contact with students.

- 19 Texas Administrative Code 153.1101(7) **Direct contact with students**--The contact that results from activities that provide substantial opportunity for verbal or physical interaction with students that is not supervised by a certified educator or other professional district employee. Contact with students that results from services that do not provide substantial opportunity for unsupervised interaction with a student or students, such as addressing an assembly, officiating a sports contest, or judging an extracurricular event, is not, by itself, direct contact with students. However, direct contact with students does result from any activity that provides substantial opportunity for unsupervised contact with students, which might include, without limitation, the provision of coaching, tutoring, or other services to students.
- 19 Texas Administrative Code 153.1101(2) **Continuing Duties related to contracted services**—Work duties that are performed pursuant to a contract to provide services to a school entity on a regular, repeated basis rather than infrequently or one-time only.

SECTION II: This section to be completed **ONLY** if vendor's employees/subcontractors will have direct contact with students and continuing duties.

	Full Name of each Employee (as shown on driver's license); relationship to Prime Contractor (Employee or Subcontractor Employee); and Driver's License Number*	Date of Birth (mm/dd/yyyy)	Has Employee ever been fingerprinted by any public school district in Texas? If YES, provide the name of the school district. If NO or DON'T KNOW, employee must be fingerprinted prior to performing services at HISD.	HISD Internal Use Only
1	Select One: ☐ Employee ☐ Subcontractor Employee Full Name: _____ Driver's License: _____	____/____/____	☐ Yes – Name of Texas school district: _____ ☐ No / Don't Know	☐ Approved ☐ Denied
2	Select One: ☐ Employee ☐ Subcontractor Employee Full Name: _____ Driver's License: _____	____/____/____	☐ Yes – Name of Texas school district: _____ ☐ No / Don't Know	☐ Approved ☐ Denied
3	Select One: ☐ Employee ☐ Subcontractor Employee Full Name: _____ Driver's License: _____	____/____/____	☐ Yes – Name of Texas school district: _____ ☐ No / Don't Know	☐ Approved ☐ Denied
4	Select One: ☐ Employee ☐ Subcontractor Employee Full Name: _____ Driver's License: _____	____/____/____	☐ Yes – Name of Texas school district: _____ ☐ No / Don't Know	☐ Approved ☐ Denied
5	Select One: ☐ Employee ☐ Subcontractor Employee Full Name: _____ Driver's License: _____	____/____/____	☐ Yes – Name of Texas school district: _____ ☐ No / Don't Know	☐ Approved ☐ Denied

*Attach additional pages as necessary

SECTION III – Vendor Certification:

By signing below, Vendor acknowledges and agrees that Vendor has obtained the authorization of each above-listed employee for HISD to obtain and review the employee's personal criminal history records to assist with determining the employee's eligibility to provide services at HISD in connection with Vendor's contract with HISD.

Signature of Authorized Representative _____ Date _____ Name & Title of Authorized Representative _____ Taxpayer Identification Number _____

VENDOR FORM: CONFLICT OF INTEREST (CIQ)

I. EDGAR CONFLICT OF INTEREST

In accordance with federal EDGAR requirements, 2 CFR § 200.318(c)(1), no employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of HISD may neither solicit nor accept gratuities, favors, or anything of monetary value, other than items of token value, from contractors.

Violations of this standard by an employee will be reported to the Superintendent's Office and addressed through HISD's personnel policies. Violations of this standard by an officer or the Superintendent shall be addressed to the Board President and addressed through HISD Board policies.

II. CONFLICT OF INTEREST QUESTIONNAIRE (FORM CIQ)

HISD is required to comply with Texas Local Government Code Chapter 176, Disclosure of Certain Relationships with Local Government Officers. House Bill 23 significantly changed Chapter 176 as well as the required disclosures and the corresponding forms. As of September 1, 2015, any vendor who does business with HISD or who seeks to do business with HISD must fill out the new Conflict of Interest Questionnaire (CIQ) whether or not a conflict of interest exists. A conflict of interest exists in the following situations:

- 1) If the vendor has an employment or other business relationship with a local government officer of HISD or a family member of the officer, as described by section 176.003(a)(2)(A) of the Texas Local Government Code; or
- 2) If the vendor has given a local government officer of HISD, or a family member of the officer, one or more gifts with the aggregate value of \$100, excluding any gift accepted by the officer or a family member of the officer if the gift is: (a) a political contribution as defined by Title 15 of the Election Code; or (b) a gift of food accepted as a guest; or
- 3) If the vendor has a family relationship with a local government officer of HISD.

"Vendor" means a person who enters or seeks to enter into a contract with a local governmental entity. The term includes an agent of a vendor. The term includes an officer or employee of a state agency when that individual is acting in a private capacity to enter into a contract. The term does not include a state agency except for Texas Correctional Industries. *Texas Local Government Code 176.001(7).*

"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. *Texas Local Government Code 176.001(3).*

"Family relationship" means a relationship between a person and another person within the third degree by consanguinity or the second degree by affinity, as those terms are defined by Subchapter B, Chapter 573, Government Code. *Texas Local Government Code 176.001(2-a).*

"Local government officer" means: (A) a member of the governing body of a local governmental entity; (B) a director, superintendent, administrator, president, or other person designated as the executive officer of a

local governmental entity; or (C) an agent of a local governmental entity who exercises discretion in the planning, recommending, selecting, or contracting of a vendor. *Texas Local Government Code 176.001(4)*.

- *Current local government officers include, but are not necessarily limited to, the individuals listed via the link "Code of Silence Group" on <https://www.houstonisd.org/Page/179159>.*

If no conflict of interest exists, you must fill out Box 1 and type N/A on Box 3 of the CIQ form, sign and date it. In the event of changed circumstances, an updated CIQ must be filed within seven (7) business days after the vendor becomes aware that a conflict of interest exists. Vendor understands and agrees that this failure to disclose a conflict of interest and/or failure to sign and submit Form CIQ, even if no conflict exists, with vendor's proposal may result in disqualification.

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.

N/A

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

VENDOR FORM: HISD CERTIFICATE OF INTERESTED PARTIES – FORM 1295

Certificate of Interested Parties (Form 1295 – must be filled out electronically with the Texas Ethics Commission’s online filing application, printed, sign (unsworn declaration), and attached to Supplier’s response to this solicitation.

Houston ISD (“HISD”) 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 HISD from entering into a contract resulting from this project with a business entity unless the business entity submits a Disclosure of Interested Parties (Form 1295) to HISD at the time business entity submits the signed contract. 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 HISD 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 Supplier s 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/>. 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 HISD by attaching the completed form to the Supplier’s solicitation response.

HISD 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 30th day after the date the contract binds all parties to the contract. After HISD 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 HISD. The acknowledgement of your 1295 form does not guarantee that you will be selected as an approved Supplier. An evaluation committee will select the Supplier (s) for the project and the Board of Education will approve it during the next available board meeting. An award or regret letter will be sent once the selection and approval process is complete. In the event that your proposal is not selected, we will request you to withdraw your 1295 form from the Texas Ethics Commission website.

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.

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

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

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

5 Check only if there is no Interested Party. ☐

6 UNSWORN DECLARATION

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

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

I declare under penalty of perjury that the foregoing is true and correct.

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

Signature of authorized agent of contracting business entity
(Declarant)

ADD ADDITIONAL PAGES AS NECESSARY



IdentoGO

By MorphoTrust USA

Texas Fingerprint Service Code Form

Local Education Entities

Service Name: Local Education Entities - Houston ISD

To schedule your ten-minute fingerprint appointment, simply visit
<https://uenroll.identogo.com> and enter the following Service Code

11FJ5N

When prompted, please provide or enter the following Agency Number

TX922040Z

Background Check Waiver

I certify that all information I provided in relation to this criminal history record check is true and accurate. I authorize the Texas Department of Public Safety (DPS) to access Texas and Federal criminal history record information that pertains to me and disseminate that information to the designated Authorized Agency or Qualified Entity with which I am or am seeking to be employed or to serve as a volunteer, through the DPS Fingerprint-based Applicant Clearinghouse of Texas and as authorized by Texas Government Code Chapter 411 and any other applicable state or federal statute or policy.

I authorize the Texas Department of Public Safety to submit my fingerprints and other application information to the FBI for the purpose of comparing the submitted information to available records in order to identify other information that may be pertinent to the application. I authorize the FBI to disclose potentially pertinent information to the DPS during the processing of this application and for as long hereafter as may be relevant to the activity for which this application is being submitted. I understand that the FBI may also retain my fingerprints and other applicant information in the FBI's permanent collection of fingerprints and related information, where all such data will be subject to comparisons against other submissions received by the FBI and to further disseminations by the FBI as may be authorized under the Privacy Act of 1974 (5 USC 552a). I understand my fingerprints will be searched by and against civil, criminal and latent fingerprints in the Next Generation Identification (NGI) system. I understand I am entitled to obtain a copy of any criminal history record check and challenge the accuracy and completeness of the information before a final determination is made by the Qualified Entity. I also understand the Qualified Entity may deny me access to children, the elderly, or individuals with disabilities until the criminal history record check is completed. If a need arises to challenge the FBI record response, you may contact the agency that submitted the information to the FBI, or you may send a written challenge request to the FBI's Criminal Justice Information Services (CJIS) Division at FBI CJIS Division, Attention: Correspondence Group, 1000 Custer Hollow Road, Clarksburg, WV 26306.

Don't have access to the Internet? You can still schedule an appointment by calling 888.467.2080