



REQUEST FOR PROPOSALS

FOR

SIGN LANGUAGE INTERPRETER SERVICES (STATEWIDE)

RFP No.: RFP-18-CA-003

Submittal Deadline: Tuesday, August 7, 2018 at 2:00pm CST

Issued: Tuesday, July 17, 2018

NIGP Code(s): 961-46

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1.0 GENERAL INFORMATION

1.1 Description of TSTC

Texas State Technical College (“TSTC”) a state-supported two-year technical college and is the state’s largest provider of technical education. TSTC was originally established in 1965 as the James Connally Technical Institute (JCTI), a two year college in the Texas A&M University System designed to meet the state’s evolving workforce needs. In 1969, the State of Texas gained ownership of James Connally Air Force Base and renamed the college Texas State Technical Institute (TSTI), which became a separate state agency with its own Board of Regents, appointed by the governor. TSTC been continuously accredited by SACS-COC as a Level 1 institution since 1968. The college is an open enrollment institution with a fulltime equivalent enrollment of approximately 12,000 students. In contrast with Texas’s regionally-focused community colleges, TSTC has a statewide role and mission with a legislative mandate to focus specifically on highly specialized, advanced, and emerging technical and vocational areas leading to certificates or associate degrees.

In 2015, the college was granted single-accreditation status from the Southern Association of Colleges and Schools Commission on Colleges, the regional body for the accreditation of degree-granting higher education institutions in the Southern states. The college central administration is located in Waco, Texas, the site of the flagship campus. The college has campuses in Abilene, Breckenridge, Brownwood, Fort Bend County, Harlingen, Marshall, North Texas (Red Oak), Sweetwater, Waco, and Williamson County (Hutto).

1.2 Purpose of the Request for Proposals

Texas State Technical College (TSTC) is soliciting competitive sealed proposals (“Proposals”) from qualified Respondents (“Respondent”) for onsite American Sign Language (ASL) Interpreter Services for fiscal year 2019, which begins September 1, 2018 through August 31, 2019, for the following TSTC campuses: Abilene, Breckenridge, Brownwood, Fort Bend County, Marshall, North Texas, Sweetwater, Waco, and Williamson County.

1.3 Submission of Proposal

Pursuant to the provisions of Texas Government Code Title 10 Subtitle D Chapter 2156.121-2158.127, sealed proposals will be received until the date and time established for receipt. After, receipt, only the names of respondents will be made public. Prices and other proposal details will only be divulged after the contract award, if one is made.

TSTC will receive Proposals and HUB Subcontracting Plans until Tuesday, August 7, 2018, at 2pm CST. Proposal must be time-stamped by TSTC before the hour and date specified. Proposals that are received late will be returned to the respondent unopened.

Proposal **will not** be received by telephone, fax, or email. **Proposal will only be received at the location described below:**

Charlotte Ables, CTPM
Texas State Technical College
Patterson Hall – Procurement Services
103 10th Street
Waco, Texas 76705

Submit one (1) original and one (1) identical electronic copy of the Proposal and all of its contents. The original Proposal should contain the mark “original” on the Proposal Cover Page. The electronic copy shall be submitted in a USB/Flash Drive or in a CD in the same envelope as the hard-copy original proposal. Proposer must include signatures on both hard copy and electronic copy.

Proposal must be enclosed in a sealed envelope (box or container) addressed as described above. The envelope must clearly identify the RFP number, submittal due date, and the name and return address of the Respondent. Proposal and any other information submitted by respondents in response to this RFP shall become the property of the TSTC.

Failure to comply with all requirements contained in this RFP may result in the rejection of the Proposal. Proposals that are qualified with conditional clauses, alterations, items not called for in the RFP, or irregularities of any kind are subject to rejection. Properly submitted Proposals will be opened publicly and the names of the respondents will be read aloud. Proposal cannot be altered or amended after opening time. Proposal cannot be withdrawn after opening time without written approval by TSTC based on a written request to withdraw. By submitting a Proposal in response to this RFP, Respondent acknowledges and accepts the evaluation process and that determination of the “best value” will require subjective judgments by TSTC. TSTC reserves the right to accept or reject all or any part of any kind, waive minor technicalities and award the RFP to best serve the interests of TSTC.

1.4 Questions

All questions regarding this RFP must be submitted in writing to Charlotte Ables, Senior Buyer, Procurement Services at charlotte.ables@tstc.edu, no later than **July 27, 2018 at 10 a.m.** Any clarifications or interpretations of this RFP that materially affect or change its requirements will be issued by TSTC as an addendum. All such addenda are issued by TSTC before the Proposal are due as part of the RFP and respondents shall acknowledge receipt of each addendum to the RFP in the Execution of Offer. Addenda will be posted on the ESD website at <http://www.txsmartbuy.com/sp>. Written notice of any addenda issued for this RFP will be given to all Respondents who receive the RFP directly from TSTC or who have submitted their contact information to Charlotte Ables prior to July 27, 2018.

1.5 Key Events Schedule

Issuance of RFP	Tuesday, July 17, 2018
Deadline for Submittal of Questions	Friday, July 27, 2018, 10:00 a.m.
Submittal Deadline	Tuesday, August 7, 2018, 2:00p.m.
Proposal Opening	Tuesday, August 7, 2018, 2:00p.m.
Evaluation and Selection (tentative)	TBD
Award (tentative)	TBD

1.6 Proposal Evaluation Process

TSTC may select the Proposal that offers the “best value” for the institution based on the published selection criteria and on its ranking evaluation. TSTC may select a shortlist of respondents to participate in an interview process. The interviews may be conducted in person or through the use of technology.

TSTC may first attempt to negotiate a contract with the selected respondent (“Respondent”). **TSTC will not negotiate the State of Texas terms and conditions or the Respondent’s indemnification of TSTC.** TSTC may discuss with the selected respondent options for a scope or time modification and any price change associated with the modification. If TSTC is unable to reach a contract with the selected respondent, TSTC may formally end negotiations with that respondent and proceed to the next “best value” respondent in the order of the selection ranking until a contract is reached or all Proposals are rejected. TSTC is not obligated to select the Respondent offering the most attractive economic terms if that Respondent is not the most advantageous to TSTC overall, as determined by TSTC.

1.7 Historically Underutilized Businesses Submittal Requirements

All agencies of the State of Texas are required to make a good faith effort to assist historically underutilized businesses (HUBs) in receiving contract awards. The goal of the HUB program is to promote full and equal business opportunity for all businesses in contracting with state agencies. Pursuant to the HUB program, if under the terms of any agreement or contractual arrangement resulting from this RFP, Respondent subcontracts any work, then Respondent must make a good faith effort to utilize HUBs certified by the Texas Comptroller of Public Accounts. Additionally, compliance with good faith effort guidelines is a condition precedent to awarding any agreement or contractual arrangement resulting from this RFP. Proposer acknowledges that, if selected by TSTC, its obligation to make a good faith effort to utilize HUBs when subcontracting any work will continue throughout the term of all agreements and contractual arrangements resulting from this RFP. Furthermore, any subcontracting of work by the Respondent is subject to review by TSTC to ensure compliance with the HUB program.

TSTC has reviewed this RFP in accordance with 34 TAC §20.285 and has determined that subcontracting opportunities are probable under this RFP.

A HUB Subcontracting Plan Form (HSP) is a required part of the Proposal. The HSP (Attachment E) must be filled out and returned with the Proposal to be considered responsive. Proposals that fail to comply with this section will constitute a material failure to comply with advertised specifications and will be rejected by TSTC as non-responsive.

HUB Contractors may be found by searching the State of Texas Centralized Master Bidders List (CMBL) database at: <https://mycpa.cpa.state.tx.us/tpasscmbsearch/tpasscmbsearch.do> by the NIGP class and item as indicated on the cover page of this RFP.

Additional minority and women owned business association resources are available for subcontracting notices at: <https://comptroller.texas.gov/purchasing/Respondent/hub/resources.php>

Additional information and training regarding how to complete a HUB Subcontracting Plan forms is available at: <https://comptroller.texas.gov/purchasing/Respondent/hub/forms.php>

1.8 Subcontracting Approval

The Respondent shall perform the Contract with its own resources and those subcontractors identified in the Respondent's HUB Subcontracting Plan. In the event that the Respondent should determine that it is necessary or expedient to execute additional or alternative subcontracts for any of the performances under the Contract, the Respondent shall submit a revised HUB Subcontracting Plan for prior approval before executing any subcontracts.

In any subcontracts entered into by Contractor for the performance of the work, Contractor shall require the Subcontractor, to the extent of the work to be performed by the Subcontractor, to be bound to Contractor by the terms of the contract between Contractor and TSTC and to assume toward Contractor all of the obligations and responsibilities that Contractor, by the contract between Contractor and TSTC, assumes toward TSTC.

The Respondent shall manage all quality and performance, project management, and schedules for subcontractors. The Respondent shall be held solely responsible and accountable for the completion of all work for which the Respondent has subcontracted.

1.9 Bidding Requirements

Proposal prices must be firm for TSTC acceptance for 60 days from the submittal due date and the RFP Document Submission shall be irrevocable from the close of the call until acceptance by TSTC or the passage of a period of 60 days, whichever shall occur first.

1.10 No Reimbursement for Costs

Respondent acknowledges and accepts that any costs incurred from Respondent's participation in this RFP process shall be at the sole risk and responsibility of the Respondent.

1.11 Taxes

TSTC is exempt from taxes pursuant to the provisions of the *Texas Tax Code*, Chapter 151. Do not include tax in the Proposal. Excise Tax Exemption Certificates are available upon request.

1.12 Reservation of Rights

TSTC may evaluate the Proposal based on the anticipated completion of all or any portion of the Project. TSTC reserves the right to divide the Project into multiple parts, to reject any and all Proposals and re-solicit for new Proposals, or to reject any and all Proposals and temporarily or permanently abandon the Project. TSTC makes no representations, written or oral, that it will enter into any form of agreement with any respondent to this RFP for any project and no such representation is intended or should be construed by the issuance of this RFP.

1.13 Texas Public Information Act

All information, documentation, and other materials submitted in response to this RFP are considered non-confidential and/or non-proprietary and are subject to public disclosure under the Texas Public Information Act (*Texas Government Code*, Chapter 552.001, *et seq.*) after the solicitation is completed.

TSTC strictly complies with all statutes, court decisions, and opinions of the Texas Attorney General with respect to disclosure of public information.

1.14 Equal Opportunity

The Respondent must be an equal opportunity employer. No person shall be discriminated against in employment because of race, color, religion, gender, national origin, disability, or age.

1.15 Accuracy of Information

TSTC and its officers, directors, employees and agents assume no responsibility for the accuracy of the information in this document. Should dispute arise regarding the meaning or intent of the Contract Documents, the decision of the TSTC shall be final and binding upon the Contractor.

1.16 Contract Award, Initial Term, and Renewal Options

A response to the solicitation is an offer to contract with Texas State Technical College based on the terms and conditions contained therein. RFP's do not become contracts and are not binding until a written contract, signed by authorized College administrator and authorized personnel of the awarded vendor pursuant to this agreement are formed.

The initial contract performance period shall be for a period of one (1) year, from September 1, 2018 through August 31, 2019, unless otherwise extended or terminated by TSTC in accordance with the terms and conditions of this contract. The Contract will be the deciding factor of execution and expiration. The Owner shall have the exclusive option to renew this contract for three (3) additional one-year terms, provided funds have been appropriated for the continuation of services. Vendor must be willing to absorb a 10th campus, Harlingen, at the same rates, through an amendment in fiscal year 2020. The Contractor must be agreeable to renewal under the conditions of this document. All contract renewals or extensions may be subject to approval by authorized personnel of TSTC. Contract renewals or extensions may be made ONLY by written agreement between the College and the Proposer and are subject to approval by authorized personnel of TSTC.

The RFP and submitted responsive documents, or portions of each, and at the College's sole discretion, may become incorporated by reference and a part of this written contract and will be binding on both the College and the Proposer after execution of the contract by both parties. TSTC shall reserve the right to award a contract for all or any of the requirements in this Request for Proposals, to award multiple awards, or to not award any contract, according to what is in the best interest of TSTC.

1.17 Compliance with Laws

The services provided and all representations in the RFP response must be such that they are or would be in conformity with all federal, state, county and local laws, regulations, rules, and orders. Upon request, the Proposer shall furnish to TSTC certificates of compliance with all such laws.

1.18 Termination for Convenience

TSTC, may, at its option and discretion, terminate the resulting contract for convenience and, at its option and discretion, may reduce the statement of work or other requirements of the contract at any

time, without any default on the part of TSTC or the contractor, by giving thirty (30) calendar days' notice thereof to the selected contractor.

1.19 Termination for Default

In the event that the services to be performed under this contract must be completed by a certain date, the Proposer is required to provide immediate notice at such time it has knowledge that it will be unable to perform the services within the time required.

1.20 Assignment

The Proposer may not assign, transfer, convey, or subcontract this contract, any services to be performed as outlined in the RFP, or any of its obligations under this contract, in whole or in part, without the prior written approval from the College, which the College may withhold in its sole discretion.

1.21 Ethics Conduct

Any direct, or indirect, actions taken to unduly influence competitive purposes, to circumvent equal consideration for competitive bidders, or to disregard ethical and legal trade practices will disqualify vendors and contractors from current and future consideration for participation in TSTC orders and contracts.

1.22 Drug Policy

TSTC is a drug-free workforce and workplace. The manufacture, sale, distribution, dispensation, or use of illegal drugs or alcohol by vendors or contractors, while on TSTC premises, is strictly prohibited.

1.23 Invoices

Original invoices must be submitted monthly in connection with all payments. To be a proper invoice that may be accepted and paid, the invoice must include the following information and/or attachments:

- Name and address of the Respondent
- Respondent's invoice remittance address
- Purchase order number authorizing the services
- Detailed breakdown of monthly total price for services
- Any other related documentation to show proof of services rendered

Invoices should be received no later than the (15) fifteenth day of every month. Each invoice is subject to review and approval by TSTC before payment will be processed. Normal payment processing time for services which have been completed, delivered to, and approved by TSTC is thirty (30) calendar days after receipt of a valid, uncontested invoice. TSTC will incur no penalty for late payment if payment is made in thirty (30) or fewer days from receipt of goods or services and an uncontested invoice. Payments shall be made consistent with Chapter 2251, Texas Government Code.

Any invoice that does not comply with the minimum requirements stated above may not be considered valid and may be subject to rejection and/or return to the contractor.

Invoices shall be submitted by email to wacoinvoice@tstc.edu OR by regular mail to:
Texas State Technical College
Procurement Services
3801 Campus Drive
Waco, Texas 76705

1.24 Confidential Information

All information owned, possessed or used by TSTC that is communicated to, learned, developed or otherwise acquired by contractor in the performance of services for TSTC, that is not generally known to the public, will be confidential and contractor will not, beginning on the date of first association or communication between TSTC and contractor and continuing throughout the term of the contract and any time thereafter, disclose, communicate or divulge, or permit disclosure, communication or divulgence, to another or use for contractor's own benefit or the benefit of another, any confidential information, unless required by law.

Except when defined as part of the Services, contractor will not make any press releases, public statements, or advertisement referring to the Services or the engagement of contractor as an independent contractor of TSTC in connection with the Services, or release any information relative to the Services for publication, advertisement or any other purpose without the prior written approval of TSTC. Contractor will obtain assurances similar to those contained in this Section from persons, contractors, and subcontractors retained by contractor.

1.25 Venue; Governing Law

McLennan County or Travis County, Texas, shall be the proper place of venue for suit on or in respect of the resulting contract in regards to this RFP. The contract and all of the rights and obligations of the parties hereto and all of the terms and conditions hereof will be construed, interpreted and applied in accordance with and governed by and enforced under the laws of the State of Texas.

1.26 Loss of Funding

Performance by TSTC under the resulting contract may be dependent upon the appropriation and allotment of funds by the Texas State Legislature (the "Legislature") and/or allocation of funds by the Board of Regents of Texas State Technical College System (the "Board"). If the Legislature fails to appropriate or allot the necessary funds, or the Board fails to allocate the necessary funds, then TSTC will issue written notice to Respondent and TSTC may terminate the Agreement without further duty or obligation hereunder. Respondent acknowledges that appropriation, allotment, and allocation of funds are beyond the control of TSTC.

2.0 SCOPE OF SERVICES

2.1 Overview

Texas State Technical College (TSTC) is soliciting detailed proposals for American Sign Language (ASL) Interpreter Services for fiscal year 2019, beginning September 1, 2018 through August 31, 2019, for the following TSTC campuses: Abilene, Breckenridge, Brownwood, Fort Bend County, Marshall, North Texas, Sweetwater, Waco, and Williamson County. These services include but are not limited to: providing qualified and BEI/RID certified interpreters when requested by TSTC, provide non-certified interpreters and master level interpreters only upon approval from TSTC, provide a scheduler to assign interpreters and provide an interpreter liaison to work with TSTC scheduler/coordinator when deemed necessary. Services shall include 24-hour access to proposer's staff.

Respondents must submit Proposals for the following Scope of Work which specifies minimum requirements for the Contractor to provide. Any additions to or differences from the minimum requirements for the Scope of Services requested shall be clearly identified in the Proposal response.

Proposers are advised and cautioned that the buyer (TSTC) will not pay any separate fees or charges above the prices submitted in the proposal. Therefore all ancillary charges such as transportation, delivery and handling should be included in the proposal prices.

2.2 Service Requirements/Qualifications & Expectations

This procurement is to acquire on-site interpreter services on an "as needed" basis including but are not limited to:

- A. Respondent must have three (3) years of experience in administrative/coordinating interpreter services or similar work history.
- B. Provide qualified BEI/RID certified interpreters when requested by TSTC.
- C. Provide non-certified interpreters and master level interpreters ONLY upon approval by TSTC Scheduler/Coordinator.
- D. Provide a Scheduler to assign interpreters in conjunction with TSTC Scheduler/Coordinator.
- E. Provide an Interpreter Liaison to work in conjunction with TSTC Scheduler/Coordinator for troubleshooting, scheduling, mentoring, and teaming when deemed necessary. The Interpreter Liaison will be committed to networking with the Disability Services Administrator and TSTC Scheduler/Coordinator to ensure quality services.
- F. Provide 24 hour access to proposer's staff.
- G. Provide a team of two (2) interpreter's when classes exceed two (2) hours in lecture or four (4) hours in lab.
- H. Commit interpreters to each class for each semester that interpreters are needed; assign interpreters to said class until class ends or student drops; at that time interpreter will be available to reassign.
- I. Interpreters who are not reassigned early are subject to leaving the campus.

2.3 Contract Type

The contract awarded as a result of this solicitation shall be a firm fixed hourly price contract. Services will be requested only as needed. TSTC will therefore not guarantee a minimum amount of business to the successful respondent(s).

2.4 Payment Requirements

Proposer shall submit monthly invoices to TSTC for services performed. The invoices must be accompanied by a Time/Work Schedule for each of the proposer's employees contributing to hours billed. The Time/Work Schedule shall contain the following information:

- i. Name of individual performing the work
- ii. Description of work performed along with class & location information
- iii. Date and number of hours worked per class

Invoices must be submitted no later than the 15th day of the month after the services are completed. Each invoice will be accompanied by documentation that TSTC may reasonably request to support the invoice amount.

2.5 Personnel Requirements

- A. Interpreters must be trained and experienced to perform their duties.
- B. Interpreters must maintain professional attire and appearance when providing services.
- C. Interpreters shall maintain confidentiality on all assignment information.
- D. Interpreter shall refrain from engaging in conversation with students, staff, or other member of the TSTC community that may be personal or intimate in nature.
- E. Interpreters must comply with the Texas Workforce Solution.

2.6 TSTC Responsibilities

TSTC hereby agrees to:

- A. Provide proposer's interpreters with access to materials entailing specialized vocabulary signs.
- B. Designate a Scheduler/Coordinator to work in conjunction with proposer's Scheduler and Interpreter Liaison.
- C. Inform proposer's Scheduler of class changes, location changes and cancellations, twenty-four (24) hours in advance to ensure that proposer can deliver the services.

2.7 Change or Addition to Scope of Services

TSTC, without invalidating the contract, may make changes by altering, adding to, or deduction from the Scope of Services at any time during the term of the contract in order to meet current TSTC needs. The Contract pricing shall be adjusted accordingly, upon mutual agreement between TSTC and Contractor.

Should TSTC request additional services during the term of the Contract, an agreement to provide these services at the same price as quoted will be understood as included in the Respondent's submission.

3.0 PROPOSAL FORMAT

The Proposal must be organized in sections in the following format and contain the following information. Respondents should note that elaborate or unnecessary voluminous proposals are not desired. All forms must be completed, signed, and returned as part of the Respondent's proposal.

3.1 Proposal Cover Page

The Proposal Cover Page, Attachment A, should be the first page of your Proposal. The Proposal Cover Page must be signed by a person authorized to sign for Respondent.

3.2 Execution of Offer/Acknowledgement of Addendums

The Execution of Offer Page, Attachment B, should be the second section of your Proposal. **The Execution of Offer must be signed by a person authorized to sign for Respondent. Failure to submit a signed Execution of Offer will result in automatic disqualification.**

3.3 Table of Contents

A Table of Contents should be the third section of your Proposal. The Table of Contents shall give page numbers for each section of the Proposal. Number all pages of the Proposal sequentially using Arabic numerals (1, 2, 3, etc.).

3.4 Proposal Contents

The Proposal Contents should follow the Table of Contents. Proposer must submit the following information as part of Proposer's proposal:

1. Proposal detail – describe how the services you propose meet the needs as described in *Section 2.2 Service Requirements/Qualifications & Expectations*
2. Answers to Respondent Questionnaire (Attachment G)
3. Pricing Information (Attachment H)

3.5 Attachments Required with Submission of Proposal

Prosper must submit the following information as part of the Proposer's proposal:

1. Attachment C – Terms and Conditions
2. Attachment D – Conflict of Interest Questionnaire (if no conflicts, enter NONE, and sign)
3. Attachment E – W9 Form
4. Attachment F – HUB Subcontracting Plan – Must be completed and signed

4.0 PROPOSAL SELECTION CRITERIA

Respondent is encouraged to propose terms and conditions offering the maximum benefit to TSTC in terms of (1) services to TSTC and (2) total overall cost to TSTC. Respondents should describe all educational, state and local government discounts, as well as any other applicable discounts that may be available to TSTC.

An evaluation team from TSTC will evaluate the Proposal. The evaluation of Proposal and the selection of a respondent will be based on the information provided by Respondent in its Proposal. TSTC may give consideration to additional information if TSTC deems such information relevant.

The criteria to be considered by TSTC in evaluating Proposal and selecting a Contractor will be those factors listed below. The evaluation will be made per lot.

Threshold Criteria Not Scored:

- Ability of TSTC to comply with laws regarding Historically Underutilized Businesses; and
- Ability of TSTC to comply with laws regarding purchases from persons with disabilities.

Scored Criteria:	Points:
The purchase price and the long term cost to the College to acquire the vendor's services	30
The extent to which the vendor's goods and or services match the College's needs (to include Attachment G – Respondent Questionnaire).	30
The quality of the vendor's services	15
The reputation of the vendor and the vendor's services	15
The vendor's past relationship with the College	5
The impact on the ability of the vendor to comply with federal, state, and local laws and rules	5
TOTAL POINTS	100

5.0 ATTACHMENTS

- Attachment A – Proposal Cover Page
- Attachment B – Execution of Offer/Acknowledgement of Addendums
- Attachment C – Terms and Conditions (Respondent's Affirmation)
- Attachment D – Conflict of Interest Questionnaire
- Attachment E – W9 Form
- Attachment F – HUB Subcontracting Plan
- Attachment G – Respondent Questionnaire
- Attachment H – Pricing Information

Attachment A - Proposal Cover Page
TEXAS STATE TECHNICAL COLLEGE
Sign Language Interpreter Services
RFP No.: RFP-18-CA-003

FIRM NAME: _____

AUTHORIZED REPRESENTATIVE: _____

ADDRESS: _____

CITY, STATE, ZIP _____

TELEPHONE: _____ FAX: _____

E-MAIL: _____

FEDERAL EMPLOYER ID #: _____ or SS # (if sole owner): _____

IF A CORPORATION: State of Incorporation: _____ Respondent's Charter No: _____

IS YOUR COMPANY A HUB VENDOR? _____ WHAT CATEGORY? _____

Submitted and Certified By:

Name

Title

Authorized Signature

Date

Attachment B – Execution of Offer/Acknowledgement of Addendums

TEXAS STATE TECHNICAL COLLEGE

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NOTE TO RESPONDENTS: SUBMIT ENTIRE SECTION WITH RESPONSE.

THIS EXECUTION OF OFFER MUST BE COMPLETED, SIGNED, AND RETURNED WITH THE RESPONDENT'S PROPOSAL. FAILURE TO COMPLETE, SIGN AND RETURN THIS EXECUTION OF OFFER WITH THE PROPOSAL MAY RESULT IN REJECTION OF THE PROPOSAL.

SIGNING A FALSE STATEMENT MAY VOID THE SUBMITTED PROPOSAL OR ANY AGREEMENTS OR OTHER CONTRACTUAL ARRANGEMENTS, WHICH MAY RESULT FROM THE SUBMISSION OF RESPONDENT'S PROPOSAL, AND THE RESPONDENT MAY BE REMOVED FROM ALL PROPOSER LISTS. A FALSE CERTIFICATION SHALL BE DEEMED A MATERIAL BREACH OF CONTRACT AND, AT OWNER'S OPTION, MAY RESULT IN TERMINATION OF ANY RESULTING CONTRACT OR PURCHASE ORDER.

- A. By signature hereon, Respondent acknowledges and agrees that (1) this RFP is a solicitation for Proposals and is not a contract or an offer to contract; (2) the submission of Proposals by Respondent in response to this RFP will not create a contract between the Owner and Respondent; (3) the Owner has made no representation or warranty, written or oral, that one or more contracts with the Owner will be awarded under this RFP; and (4) Respondent shall bear, as its sole risk and responsibility, any cost which arises from Respondent's preparation of a response to this RFP.
- B. By signature hereon, Respondent offers and agrees to furnish to the Owner the products and/or services more particularly described in its Proposals, and to comply with all terms, conditions and requirements set forth in the RFP documents and contained herein.
- C. By signature hereon, Respondent affirms that he has not given, nor intends to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor or service to a public servant in connection with the submitted Proposal.
- D. By signature hereon, a corporate Respondent certifies that it is not currently delinquent in the payment of any Franchise Taxes due under Chapter 171, Texas Tax Code, or that the corporate Respondent is exempt from the payment of such taxes, or that the corporate Respondent is an out-of-state corporation that is not subject to the Texas Franchise Tax, whichever is applicable.
- E. By signature hereon, the Respondent hereby certifies that neither the Respondent nor the firm, corporation, partnership or Owner represented by the Respondent, or anyone acting for such firm, corporation, or institution has violated the antitrust laws of this state, codified in Section 15.01, et. seq., Texas Business and Commerce Code, or the Federal antitrust laws, nor communicated directly or indirectly the Qualifications made to any competitor or any other person engaged in such line of business.
- F. By signature hereon, Respondent represents and warrants that:
 - 1. Respondent is a reputable company regularly engaged in providing products and/or services necessary to meet the terms, conditions and requirements of the RFP;
 - 2. Respondent has the necessary experience, knowledge, abilities, skills, and resources to satisfactorily perform the terms, conditions and requirements of the RFP;
 - 3. Respondent is aware of, is fully informed about, and is in full compliance with all applicable federal, state and local laws, rules, regulations and ordinances;

Attachment B – Execution of Offer – Continued

TEXAS STATE TECHNICAL COLLEGE

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4. Respondent understands (i) the requirements and specifications set forth in this RFP and (ii) the terms and conditions set forth in the Contract under which Respondent will be required to operate;
 5. Respondent, if selected by the Owner, will maintain insurance as required by the Contract;
 6. All statements, information and representations prepared and submitted in response to this RFP are current, complete, true and accurate. Respondent acknowledges that the Owner will rely on such statements, information and representations in selecting the successful Respondent. If selected by the Owner as the successful Respondent, Respondent will notify the Owner immediately of any material change in any matters with regard to which Respondent has made a statement or representation or provided information.
- G. By signature hereon, Respondent certifies that the individual signing this document and the documents made part of the RFP is authorized to sign such documents on behalf of the company and to bind the company under any agreements or other contractual arrangements, which may result from the submission of Respondent's Proposal.
- H. By signature hereon, Respondent certifies that if a Texas address is shown as the address of the Respondent, Respondent qualifies as a Texas Resident Respondent as defined in Rule 1 TAC 111.2.
- I. By signature hereon, Respondent certifies as follows:
1. "Under Section 231.006, Texas Family Code, the vendor or applicant certifies that the individual or business entity named in this contract, RFP, or application is not ineligible to receive the specified grant, loan, or payment and acknowledges that this contract may be terminated and payment may be withheld if this certification is inaccurate."
 2. "Under Section 2155.004, *Texas Government Code*, the vendor or applicant certifies that the individual or business entity named in this RFP or contract is not ineligible to receive the specified contract and acknowledges that this contract may be terminated and payment withheld if this certification is inaccurate."
 3. "Under Section 2254.004, *Texas Government Code*, the vendor or applicant certifies that each individual or business entity which is an engineer or architect proposed by Respondent as a member of its team was selected based on demonstrated competence and qualifications only."
- J. By signature hereon, Respondent certifies that no relationship, whether by relative, business associate, capital funding agreement or by any other such kinship exist between Respondent and an employee of any Texas State Technical College component, or Respondent has not been an employee of any Texas State Technical College component within the immediate twelve (12) months prior to your RFP response. All such disclosures will be subject to administrative review and approval prior to the Owner entering into any contract with Respondent.

Attachment B – Execution of Offer – Continued

TEXAS STATE TECHNICAL COLLEGE
Sign Language Interpreter Services
RFP No.: RFP-18-CA-003

- K. By signature hereon, Respondent affirms that no compensation has been received for participation in the preparation of the specifications for this RFP. (ref. Section 2155.004 Texas Government Code).
- L. Respondent represents and warrants that all articles and services quoted in response to this RFP meet or exceed the safety standards established and promulgated under the Federal Occupational Safety and Health Law (Public Law 91-596) and its regulations in effect or proposed as of the date of this solicitation.
- M. By signature hereon, Respondent signifies his compliance with all federal laws and regulations pertaining to Equal Employment Opportunities and Affirmative Action.
- N. By signature hereon, Respondent agrees to defend, indemnify, and hold harmless the State of Texas, all of its officers, agents and employees from and against all claims, actions, suits, demands, proceedings, costs, damages, and liabilities, arising out of, connected with, or resulting from any acts or omissions of Respondent or any agent, employee, subcontractor, or supplier of Respondent in the execution or performance of any agreements or other contractual arrangements which may result from the submission of Respondent's Proposal.
- O. By signature hereon, Respondent agrees that any payments that may become due under any agreements or other contractual arrangements, which may result from the submission of Respondent's Proposal, will be applied towards any debt including, but not limited to, delinquent taxes and child support that is owed to the State of Texas.
- P. By signature hereon, Respondent certifies that no member of the Board of Regents of Texas State Technical College, or the Executive Officers of Texas State Technical College or its component institutions, has a financial interest, directly or indirectly, in the transaction that is the subject of the contract.

The Respondent must complete, sign and return this Execution of Offer as part of their submittal response. The Respondent's company official(s) who are authorized to commit to such a submittal must sign submittals. Failure to sign and return this form will subject the submittal to disqualification. The undersigned, having carefully examined the scope of services and related documents entitled:

Sign Language Interpreter Services

as prepared by Texas State Technical College as well as all other conditions affecting the cost and/or execution of the work, proposes to complete the work in accordance with said documents of which this proposal is a part.

Attachment B – Execution of Offer/Acknowledgement of Addendum/ – Continued
 TEXAS STATE TECHNICAL COLLEGE
 Sign Language Interpreter Services
 RFP No.: RFP-18-CA-003

ACKNOWLEDGEMENT OF ADDENDA

Respondent acknowledges receipt of the following addenda to the captioned RFP (initial if applicable):
Failure to properly acknowledge addenda may result in disqualification.

Addendum #: _____ Issued: _____ Initials: _____
 Addendum #: _____ Issued: _____ Initials: _____
 Addendum #: _____ Issued: _____ Initials: _____

Name	Signature Required
<input type="checkbox"/> Pursuant to the provisions of Chapter 2270 of the Texas Government Code, Contractor verifies that it does not boycott Israel and will not boycott Israel during the term of the Agreement.	
<input type="checkbox"/> Pursuant to the provisions of Chapter 2252 of the Texas Government Code, Contractor verifies that it is not identified on a list prepared and maintained under Sections 806.051, 807.051 or 2252.153 of the Texas Government Code.	

Submitted and Certified By:

(Respondent's Name) *(Title)*

(Street Address) *(City, State, Zip Code)* *(Telephone Number)*

(Authorized Signature) *(Date)*

Attachment C – Terms and Conditions
TEXAS STATE TECHNICAL COLLEGE
Sign Language Interpreter Services
RFP No.: RFP-18-CA-003

ITEMS BELOW APPLY TO AND BECOME A PART OF TERMS AND CONDITIONS OF RFP, ANY EXCEPTIONS THERE TO MUST BE IN WRITING.

I. BIDDING REQUIREMENTS

1. Proposers must comply with all rules, regulations and statutes relating to purchasing in the State of Texas in addition to the requirements of this form.
2. RFP should be submitted on this form. RFP must be time stamped at ordering agency on or before the hour and date specified for the RFP opening.
3. Late and/or unsigned RFP will not be considered under any circumstances. Person signing RFP must have the authority to bind the firm in a contract.
4. RFP should give Payee ID Number, full firm name and address of proposer on the face of this form. Enter in the space provided, if not shown. Additionally, firm name should appear on each continuation page of a RFP, in the block provided in the upper right hand corner. The Payee ID Number is the taxpayer number assigned and used by the Comptroller of Public Accounts of Texas. If this number is not known, complete the following:

Enter Federal Employer's Identification Number: _____

Sole owner should also enter Social Security Number: _____

5. RFP cannot be altered or amended after opening time. Alterations made before opening time should be initialed by proposer or his authorized agent. No RFP can be withdrawn after opening time without approval by TSTC based on an acceptable written reason.
6. TSTC reserves the right to accept or reject any or all proposals, or parts thereof, waive technicalities and negotiate and award the RFP to best serve the interests of the College.
7. Consistent and continued tie bidding could cause rejection of RFP by TSTC and/or investigation for antitrust violations.
8. TSTC shall not be responsible for failure of electronic equipment or operator error. Late illegible, incomplete, or otherwise non-responsive RFP'S will not be considered.

II. TIE BIDS

Awards will be made in accordance with Rule 1 TAC Section 113.6 (b) (3) and 113.8 (preferences).

III. AWARD OF CONTRACT

A response to this RFP is an offer to contract based upon the terms, conditions and specifications contained herein. RFP's do not become contracts until they are accepted through an open market purchase order. The contract shall be governed, construed and interpreted under the laws of the State

of Texas. The factors listed in Texas Government Code, Title 10, Subtitle D, Section 2155.074, 2155.144, 2156.007, and 2157.003 shall also be considered in making an award. Any legal actions must be filed in Cameron County, Texas.

IV. PAYMENT

Vendor shall submit an itemized invoice showing TSTC's purchase order number. TSTC will incur no penalty for late payment if payment is made in 30 or fewer days from receipt of goods or services and an uncontested invoice. For restrictions regarding prepayment, see section 11, below.

V. PATENTS OR COPYRIGHTS

The vendor agrees to protect TSTC from claims involving infringement of patents or copyrights.

VI. VENDOR ASSIGNMENTS

Vendor hereby assigns to ordering agency any and all claims for overcharges associated with this contract arising under the antitrust laws of the United States 15 U.S.C.A. Section 1, et seq. (1973), and the antitrust laws of the State of Texas, TEX. Bus. & Comm. Code Ann. Sec. 15.01, et seq. (1967). Inquiries pertaining to IFBs must give the requisition number, codes, and opening date.

VII. BIDDER AFFIRMATION

Signing this RFP with a false statement is a material breach of contract and shall void the submitted RFP or any resulting contracts, and the vendor shall be removed from all bid lists.

1. The proposer has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted RFP.
2. Neither the proposer nor the firm, corporation, partnership, or institution represented by the proposer, or anyone acting for such firm, corporation or institution has violated the antitrust laws of this State or the Federal Antitrust Laws (see section 9, above), nor communicated directly or indirectly the RFP made to any competitor or any other person engaged in such line of business.
3. Pursuant to Section 2155.004 Government Code the proposer has not received compensation for participation in the preparation of the specifications for this RFP.
4. Pursuant to Section 231.006(d), Family Code (relating to child support), the proposer certifies that the individual or business entity named in this RFP is not ineligible to receive this specified payment and acknowledges that this contract may be terminated and payment may be withheld if this certification is inaccurate.
5. Under Section 2155.004 Government Code the proposer certifies that the individual or business entity named in this RFP is not ineligible to receive the specified contract and acknowledges that this contract may be terminated and/or payment withheld if this certification is inaccurate.
6. The Contractor shall defend, indemnify, and hold harmless TSTC, all of its officers, agents and employees from and against all claims, actions, suits, demands, proceedings, costs, damages, and liabilities, arising out of, connected with, or resulting from any acts or commissions of contractor or any agent, employee, subcontractor, or supplier of contractor in the execution or performance of this contract.

7. Proposer agrees that any payments due under this will be applied towards any debt, including but not limited to delinquent taxes and child support that is owed to the State of Texas.
8. Proposer certifies that they are in compliance with section 669.003 of the Government Code, relating to contracting with executive head of a State agency. If section 669.003 applies proposer will complete the following information in order for the RFP to be evaluated:

Name of Former executive: _____

Name of State agency: _____

Date of separation from State agency: _____

Date of Employment with proposer: _____

9. Proposer agrees to comply with government Code 2155.4441, pertaining to service contract use of products in the State of Texas.
10. Pursuant to Section 231.006©, Family Code, RFP must include names and Social Security Numbers of each person with at least 25% ownership of the business entity submitting the RFP. Attach name & social security numbers for each person. This information must be provided prior to contract award.

VIII. NOTE TO PROPOSER

Any terms and conditions attached to a RFP will not be considered unless specifically referred to on this RFP form and may result in disqualification of the RFP. The dispute resolution process provided for in chapter 2260 of the Texas Government Code must be used by the ordering agency and the contractor to attempt to resolve all disputes arising under this contract.

IX. BEST VALUE CRITERIA

- The quality, availability, and adaptability of the supplies, materials, equipment, or contractual services to the particular use required;
- The number and scope of conditions attached to the RFP;
- The ability, capacity, and skill of the proposer to perform the contract or provide the service required;
- Whether the proposer can perform the contract or provide the service promptly, or within the time required, without delay or interference;
- The character, responsibility, integrity, reputation, and experience of the proposer;
- Proximity of the proposer's office to the site, and is there a firm principal at the local office, and how much of the design work will be done at the local office;
- Related to the above, how close are the proposer's sub-consultants to the site, and are there firm principals at the local sub-consultants' offices, and how much of the design work will be done at the local sub-consultants' offices;
- The quality of performance of previous contracts or services;
- Any previous or existing noncompliance by the proposer with specification requirements relating to time of submission of specified data such as samples, models, drawings, certificates, or other information; the sufficiency of the financial resources and ability of the proposer to perform the contract or provide the service;

- The ability of the proposer to provide future maintenance, repair parts, and service for the use of the contract;
- The purchase price;
- Any relevant criteria specifically listed in the RFP or request for proposals.

Signature

Date

Attachment D - Conflict of Interest Questionnaire

If no conflicts, enter "None" on line 3 and sign.

<https://www.ethics.state.tx.us/forms/CIQ.pdf>

Attachment E – W9 Form

<https://www.irs.gov/pub/irs-pdf/fw9.pdf>

Attachment F – HUB Subcontracting Plan

<https://comptroller.texas.gov/purchasing/docs/hub-forms/hsp-allfms.pdf>

Attachment G
RESPONDENT QUESTIONNAIRE

The Respondent recognizes that in selecting a provider of the requested services, TSTC will rely, in part, on the answers provided in response to this Section. Accordingly, Respondent warrants to the best of its knowledge that all responses are true, correct and complete.

I. Company Profile

- A. Number of Years in Business: _____
- B. Type of Operation: Individual ____ Partnership ____ Corporation ____ Government ____
- C. Number of Employees: _____
- D. Can you serve all nine (9) TSTC Campuses (Abilene, Breckenridge, Brownwood, Fort Bend County, Marshall, North Texas/Red Oak, Sweetwater, Waco, and Williamson County) without additional travel expenses? _____
- E. Provide a customer reference list of at least three (3) organizations for which you currently provide services or have provided services of the type and scope requested herein over the past five (5) years. References must include company name, contact person, telephone number, and length of business relationship.
- F. Is your business certified as a Historically Underutilized Business (small, minority or woman owned) by the Texas Comptroller of Public Accounts or another state or Federal agency (if yes, include information that confirms certification)? _____

II. Service Questionnaire

- A. Please provide the name, title, and a brief resume of the individual who will assume overall responsibility for the services to be provided for TSTC.
- B. Describe your experience in providing services for organizations similar in size to TSTC.
- C. Describe the training provided to staff members who will perform the services as requested in this RFP.
- D. What training and continuing education programs do you have in place, or participate in, to ensure interpreter skills are kept up to date?
- E. If responding as an organization, what type of background check do you provide on individual interpreters?

Company Name: _____

Signature of Authorized Representative

**Attachment H
PRICING INFORMATION**

Respondent may enter pricing information below, or on its own form, in accordance with the service requirements contained in this RFP. TSTC will not recognize any charges not specifically stated.

Normal day rates shall be rates during TSTC's normal workday (Monday – Friday, 8:00 am to 5:00 pm). Rates other than normal rates shall be those rates for hours outside of the 8:00 am to 5:00 pm and weekend rates.

Administrative Fee: <i>(per interpreter per break exceeding 30 minutes)</i>	<hr/>
Interpreter rate: <i>(represents interpreters through BEI and NIC Advance Level; Rates are dependent on scheduling by request of ALA)</i>	\$ <hr/> for normal workday hours (business days) \$ <hr/> for off-peak hours (holidays, emergencies, weekends)
Cancellation notice fees:	24 hour notice or more: <hr/> Less than 24 hour notice: <hr/>
Travel: <i>(time exceeding the Administrative Fee)</i>	<hr/>
Classroom holiday rates:	<hr/>
Less than 48 hour booking rate:	<hr/>
Teaming:	<hr/> <hr/>

(Continued on next page)

Enter any other applicable charges for providing services: _____

Company/Entity Name: _____

Authorized Signature: _____

Date: _____