



REQUEST FOR PROPOSAL

Video Creation and Management Solutions

RFP-PG-19-007

NIGP Class Code(s) 920-05

RESPONSES ARE DUE BEFORE:
Thursday, September 19, 2019, 2:00 PM CST

POINT OF CONTACT:
Pedro Guardiola, CTCD
Texas State Technical College
Phone: 956.364.4428
pedro.guardiola@tstc.edu

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SECTION 1: GENERAL INFORMATION

1.1 Background of Texas State Technical College

Texas State Technical College (“TSTC” or “College”) 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 has been accredited by Southern Association of Colleges and Schools Commission on Colleges (SACS-COC) as a Level I institution since 1968. The College is an open enrollment institution with a full-time equivalent enrollment of approximately 12,000. 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 SACS-COC, the regional body for the accreditation of degree-granting higher education institutions in the Southern states. TSTC central administration is located in Waco, Texas, the site of the flagship campus. The College services students throughout the state of Texas at campuses located in Abilene, Breckenridge, Brownwood, Fort Bend County, Harlingen, Marshall, North Texas (Red Oak), Sweetwater, Waco, and Williamson County.

1.2 Purpose of the Request for Proposals

TSTC is requesting proposals for the implementation of a cloud-based system wide solution for faculty and students that promotes engagement and accessibility in online course elements. “Project” in accordance with the terms, conditions, and requirements set forth in this Request for Proposal (RFP).

1.3 Submission of Proposal

Pursuant to *Texas Government Code Title 10, Subtitle D, Chapter 2156.121-2158.127*, sealed proposals will be received until the date and time established as the submittal deadline. After the submittal deadline, proposals will be opened and only the names of Respondents that properly submitted a Proposal will be made public. Prices and other proposal details will only be divulged after the contract award, if one is made.

Proposals must be received before the hour and date specified as the submittal deadline. Any proposal received after the expiration of the submittal deadline will be immediately disqualified from consideration.

Proposals will not be accepted by telephone, fax, or email. Proposals will only be accepted at the address below:

Pedro Guardiola
Texas State Technical College, SSC Building
1901 N. Loop 499
Harlingen, Texas 78550
Phone: 956.364.4428
pedro.guardiola@tstc.edu

Submit one (1) original signed proposal and one (1) identical electronic copy of the original signed proposal including all of its contents (“Proposal”). 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 CD in the same envelope as the hard-copy original proposal.

Proposal must be enclosed in a sealed envelope (box or container) addressed as described above. The envelope must clearly identify the RFP number, submittal deadline, and the name and return address of the Respondent. Proposal and any other information submitted by a Respondent in response to this RFP shall become the property of TSTC and will not be returned.

TSTC will not provide “delivery or hand stamp” receipt of Proposal or proof of delivery of Proposal which are delivered by hand or courier.

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.

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.

1.4 Questions and Clarifications

All questions and clarifications regarding this RFP must be submitted in writing to **Pedro Guardiola, at pedro.guardiola@tstc.edu no later than Wednesday, September 11, 2019 10:00 AM CST.** TSTC reserves the right to request clarification of any information contained in a proposal. 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 will be issued by TSTC before the submittal deadline as part of the RFP and Respondents shall acknowledge receipt of each Addendum to the RFP in proposal submission.

1.5 Schedule of Events

Issuance of RFP Thursday, September 05, 2019

Deadline for Written Questions Wednesday, September 11, 2019 10:00 AM CST

Issuance of Addendum (if necessary) Thursday, September 12, 2019

Submittal Deadline Thursday, September 19, 2019 2:00 PM CST

Evaluation and Selection Period (tentative) TBD

Interviews and Negotiations (optional) TBD

Award/Issuance of Purchase Order (tentative) TBD

1.6 MANDATORY PRE-SUBMITTAL CONFERENCE:

There will be no Pre-Submittal Conference

1.7 Historically Underutilized Business Submittal Requirements (If Applicable)

It is the policy of TSTC to promote full and equal opportunities for the contracting and subcontracting of Historically Underutilized Businesses (HUB) in accordance with *Texas Government Code*, Chapter 2161. **This Chapter applies to all contracts for the purchase of goods and/or services with an expected value of \$100,000 or more.**

A HUB Subcontracting Plan Form (Included as Separate Attachment) must be filled out and returned with the Proposal to be considered responsive. If the Proposal does not include a HUB Subcontracting Plan, it shall be rejected as a material failure to comply with advertised specifications.

Search the State of Texas HUB Database for HUB vendors by the NIGP class and item at: <https://mycpa.cpa.state.tx.us/tpasscmlsearch/index.jsp>

Additional minority and women owned business association resources are available for subcontracting notices at: <http://comptroller.texas.gov/procurement/prog/hub/mwb-links-1/>

Additional information and training regarding how to complete a HUB Sub-Contracting Plan can be found on the CPA Website at the following link: <http://comptroller.texas.gov/procurement/prog/hub/hub-subcontracting-plan/>

1.8 Subcontracting Approval (If Applicable)

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 Proposal Requirements

Proposals cannot be altered after the proposal submittal deadline and must be firm for up to 60 days from the submittal deadline. Proposals cannot be withdrawn after submittal deadline without written approval by TSTC based on a written request to withdraw.

1.10 Signature, Certification of Proposer

Proposals submitted without the required forms and authorized signatures, as specified in Section 3(Proposal Requirements) and Section 6(Attachments) are subject to disqualification at TSTC's sole discretion.

1.11 Proposal Evaluation and Award Process

Proposals will be evaluated in accordance with Section 4.1 of the RFP.

1.12 Exceptions to RFP

Any exceptions to terms, conditions, and requirements of the RFP, including the Service Agreement, must be made in writing and noted in the Proposal. Please refer to Section 6, Form B for the required form.

1.13 No Reimbursement for Proposal Costs

TSTC specifically disclaims the responsibility and/or liability for all costs, expenses, or claims related to or arising out the proposers' participation in this RFP process, including but not limited to costs incurred as a result of preparing, copying, shipping, presenting, and/or clarifying their Proposal and the information relevant to the Proposal. Proposers acknowledge and accept that any costs incurred from proposers' participation in this RFP process shall be at their sole risk and responsibility.

1.14 Taxes

As an institute of higher education and agency of the State of Texas, TSTC is exempt from payment of Texas State and local sales or use taxes on all purchases (*Texas Tax Code, Section 151.309*). Do not include sales tax in Proposal. Tax exemption certificates are available upon request.

1.15 Reservation of Rights

TSTC reserves the right to modify the RFP, divide the Scope of Work into multiple parts, and reject any and all proposals to re-solicit for new proposals or temporarily or permanently abandon the RFP prior to the date on which TSTC's delegated authority executes a contract with the selected Proposer.

1.16 Texas Public Information Act

Proposers acknowledge that TSTC is an agency of the State of Texas, and is therefore required to comply with the Texas Public Information Act (*Texas Government Code, Chapter 552.001, et seq.*) TSTC strictly complies with all statutes, court decisions, and opinions of the Texas Attorney General with respect to disclosure of public information. 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. If proposals include proprietary data, trade secrets, or information proposers must specifically label such data, secrets, or information as follows: **“PRIVILEGED AND CONFIDENTIAL – PROPRIETARY INFORMATION”**.

1.17 Equal Opportunity

Proposer 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.

1.18 Accuracy of Information

The information presented in this RFP is complete and accurate to the best of TSTC’s knowledge. If proposers have any questions in regards to this RFP, a written request should be submitted to Point of Contact before the Deadline for Written Questions specified herein.

1.19 Contract Award

Proposals to this RFP are offers to contract with TSTC. Proposals do not become contracts and are not binding until a written contract is executed by TSTC’s delegated authority and awarded Proposer. Awarded Proposal will become incorporated by reference in the written contract. TSTC shall reserve the right to award a contract for part or all requirements in the RFP, to award multiple awards, or not award any contract, according to what is in the best interest of the 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.

The term of this contract shall begin To Be Determined (“TBD”) and terminate on August 31, 2020. Either party may terminate this contract, without penalty, by giving 30 days written notice.

1.20 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 proposers from current and future consideration for participation in TSTC purchase orders and contracts.

SECTION 2: SCOPE OF WORK

2.1 Background Information:

TSTC provides courses in face-to-face, blended, hybrid, and online formats. In addition, some courses are transitioning to offerings in a condensed timeframe. Effective content delivery in the various distance education modalities and condensed courses is essential for effective blended and hybrid instruction face-to-face class meetings, student engagement and success.

While text-based content is appropriate for some content presentation, content delivery in multiple formats is often necessary to engage students in topics presented in the distance-learning environment.

For flipped classroom delivery models (this includes condensed, blended, and hybrid courses), it is imperative that the content presented in the out-of-class/distance education portion engage the student so that they are prepared when they come into the face-to-face classroom setting with a solid understanding that will allow them to effectively complete hands-on activities and labs. These types of courses lose their effectiveness if the instructor has to use in-class time to provide instruction that can be taken care of in the out-of-class/distance education time. In all distance education courses, the ability for the student to feel engaged connected, and part of a community contribute to student success. Creation of content and strategies that fosters this environment can be time consuming. Many faculty struggle with identification and implementation of tools that can assist them either because they are not user-friendly or because use of the tools will require them to consider other factors that they don't know how to address (i.e. captioning, uploading video files, resources for student video file and storage, etc.). Funding is also a factor in the ability of faculty to be able to implement engaging technologies into their courses.

TSTC faculty has been developing and delivering courses in various distance education modalities typically utilize the following:

- Power point
- Free and paid screen capture software
- Camtasia (individual licenses typically paid for by the Online Learning Office)
- Adobe Captivate and Articulate 360 (available in certain resource lab computers on some but not all campuses)
- Moodle-based resources and activities

- Google suite apps
- Adobe Connect (usage has declined significantly over the last two years)
- Webex

Even with the availability all of the above technologies, our faculty continue to struggle with making content accessible, not having that “ease-of-use” feel (difficulty to use). Not having the proper training to create content anytime/anywhere because they do not have the technology on their device(s), file storage, bandwidth issues associated with file uploads and downloads, cost, and easy-to-use data and analytics to know what the students are accessing and learning.

The software most requested by faculty to the Online Learning Office is Camtasia. At over \$200/license and an additional \$70/year/license for upgrades, implementation has been limited. Faculty usage of Adobe Connect has decreased over the last two years (from 125 to 20 active users) as they favor the creation of shorter instructional videos, Google hangouts, and non-synchronous instruction. Faculty requests in the form of functions/tools that would help them work smarter and better engage with students include: a way to easily provide audio and/or video peer and instructor feedback on assignments and evaluations, an easy way to create quick captioned videos, and methods to determine student viewing and the effectiveness of the content.

TSTC faculty need access to a solution that will allow them to develop and deliver course content at a distance that promotes their connectivity and engagement with their students. Optimally, the solution should be easy-to-use and will not require additional training and efforts to make the content accessible to all students (ADA compliance and bandwidth accessibility). In addition to ease-of-use for faculty, the system should be cost effective to allow all faculty to utilize and implement the solution into their course(s). The solution should provide users with data analytics to assess usage and alignment with course learning outcomes.

Implementation of the Cloud Based Online Management Software/Application will provide a comprehensive solution to the creation of engaging and accessible course content to increase student success. The system will provide all faculty (and their students) a simple-to-use tool to develop and share accessible video content (faculty to student, student to faculty, and student to student). As this solution will be implemented based on statewide FTE, it will be more cost-effective and the need for large-scale individual software and upgrade license purchases will be eliminated. All would have access to an identical tool thereby simplifying training and technical troubleshooting. Built in analytic features will allow faculty to measure student engagement with the content and assess their learning.

2.2 Scope of Work

The intent of this project is statewide implementation of a system available to all faculty and students that promote connection between faculty and students and will increase content accessibility and engagement in online elements of TSTC courses. This will be accomplished through the use of the following Cloud Based Online Management Software/Application system features:

- Integration into the Learning Management System so that content can be accessed without the need for additional log-ins
- Intuitive video creation tool with built in captioning to ensure accessibility
- Increased opportunities for faculty to student, student to student and student to faculty engagement and interaction
- Cloud file storage to eliminate bandwidth issues associated with file uploading and downloading
- Ability to record videos anywhere with the a mobile app
- Assessment and analytic integration to keep content videos accountable, measure student engagement and success

2.3 TSTC Responsibilities:

Provide TSTC Sample Contract. Refer to Attachment A

2.4 Contractor Minimum Responsibilities

2.4.1 Security Requirements (Mandatory)

- TSTC retains sole ownership and remains the custodian of all institutional records stored in the proposers system. Proposer will not access these records without TSTC's written consent. The need for accessing records must be identified on the requests
 - Upon termination, cancellation, expiration, or other conclusion of the Agreement, Service Provider shall return all TSTC data to TSTC and destroy any/all TSTC data within 30 days. A notification of data destruction must be provided to TSTC
 - The application must provide a secure method of authentication via TSTC's Secure Lightweight Directory Access Protocol (LDAPs) to Microsoft Active Directory Services. The use of Security Assertion Markup Language (SAML) and other like products will be considered as well. Externally hosted solutions must be compatible with ADFS 2.0 WS-FED, or ADFS SAML 2.0. If your application does not support the use of aforementioned authentication, please specify the method that will be used for user maintenance and administration.

- For the purpose of application administration, the application should allow TSTC staff access to the proposers system electronically via a tiered permissions system. Local access control would be granted by TSTC.
- In the event that the system will be a hosted solution administration handling sensitive or regulatory information of employees, students, or other individuals, a Service Organization Control 2 report (SOC2), ISO27001, or similar third party audit report will be required. Sensitive or regulatory protected information includes, but is not limited to:
 - Sensitive Personal Information (social security numbers, government issued identification numbers, driver's license numbers, banking account issued numbers)
 - Family Educational Rights Privacy Act (FERPA) protected data
 - Health Insurance Portability and Accountability Act (HIPAA) protected data 12 more information regarding a SOC2 report can be found at: <https://www.aicpa.org/interestareas/frc/assuranceadvisoryservices/pages/serviceorganization%27smanagement.aspx>
 - Health Insurance Portability and Accountability Act (HIPAA) protected data 12 more information regarding SOC2 report can be found at: <https://www2.aicpa.org/interestareas/frcassuranceadvisoryservices/pages/serviceorganization%27smanagement.aspx>
 - The proposer must disclose and provide appropriate documentation and assurance for all subcontractors handling sensitive or regulatory protected information
 - The application must have full logging and auditing capability for operations performed by the software

2.4.2 Infrastructure Requirements

- In the event that the proposer's solution is a hosted solution the proposer will be responsible for:
 - Installing, maintaining, and updating the equipment used to provide this service, including maintenance of all core application hardware and software
 - Proposer will provide encrypted data backup, restore and disaster recovery capabilities. Please explain how this is achieved
 - Provide any applicable cost or fees associated with the restore or disaster recovery services
 - Provide monthly/quarterly reports to include
 - Performance reports on the production system
 - Provide a non-production test site
- Single Sign On

2.4.3 System Capability Requirements

- Please provide the matrix used to identify any disk space limitations please include the following
 - Tier levels with pricing breakdown
 - 1 Year
 - Unlimited storage
 - Method to increase license count if needed, and time frame to accomplish the increase in student/disk storage
 - Unlimited bandwidth
 - 3 Year (Paid one year at a time)
 - Multiyear agreements include discounts
 - Unlimited storage
 - Method to increase license count if needed, and time frame to accomplish the increase in student/disk storage
 - Unlimited bandwidth
 - Pricing matrix should storage levels be exceeded
 - Please provide the matrix used for pricing per student count, please outline tiers available
 - Are staff/faculty and admin support part of the count?
 - Are the students counted as an instance or per instructional unit? Please define.
- TSTC Branding
 - The URL used to access the proposer's system will need to be configurable to reflect a TSTC internet domain
 - Ability to conform website to TSTC branding standards
 - School logo
 - School colors
- Integration
 - Must be able to directly integrate with Camtasia
 - Must be able to directly integrate with Snag It
- Training & Support
 - Hands on training for end users and support team prior to Go Live
 - Written support/training documents
 - Video support/training tutorials
 - Priority technical support
 - Via Phone call, Via Instant Messaging
 - Via Email

- Supports Mobile Devices
- Support all major browsers
 - Google Chrome
 - Internet Explorer
 - FireFox

2.4.4 System Implementation

- Detailed statement of work including the following
 - Proposer will provide a detailed implementation plan
 - TSTC provides us with System Administrator
 - TSTC creates a list of student users and administrators
 - Users are imported
 - Admins make assignments to students in their group
 - When assessments/assignments are complete, reports are available for review
 - When successfully completed, a credential is issued
- Proposer will provide a detailed training plan
 - Review online training materials
 - Request online webinar training if needed
- Proposer will provide a detailed testing plan

2.4.5 Termination of Services

- Provide an overview of how TSTC will be able to recoup its data and the file formats available for this purpose
- Provide an overview of how TSTC data will be destroyed in the event proposer is providing a hosted solution

2.4.6 References, Experience, and Qualification

- Provide a description of proposer’s business history, including date founded, number and location of offices. Indicate which office will be responsible for day to day contact with TSTC when necessary. Describe the structure of company ownership.
- Describe the proposer’s relevant work experience on at least 5 projects working with institutions of higher education and large educational systems.
- Describe proposer’s experience in developing curriculum.

2.5 Contract Administration

Contract Manager for this project is Carrie Bernal

2.6 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.

SECTION 3: PROPOSAL REQUIREMENTS

The Proposal must be organized in sections and divided by tabs in the following format and contain the following information and forms in Sections 3.1, 3.2, and 3.3. 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 Execution of Offer (TAB 1)

The Execution of Offer (Form A, Section 6) should be the first page of your Proposal. This form must be signed by a person authorized to sign for the Respondent.

3.2 Proposal Criteria (Each section should be in a separate tab)

Proposal Response (Tab 1) - TSTC is interested in the approach, methods, and customer service that the firm will employ to provide the services in Section 2.2. Please describe in detail the System Implementation Plan in 2.4.4.

Security/Infrastructure Requirements (Tab 2) - Respondents to provide a detailed response to the Security and Infrastructure Requirements in 2.4.1 and 2.4.2.

System Capability Requirements (Tab 3): Respondents to provide a detailed response to the System Capability Requirements in 2.4.3 and Termination of Services in 2.4.5

Proposal Form (Pricing) (Tab 4) – Bid prices must include all labor, material, equipment, insurance, overhead, superintendence, transportation, permits, & incidentals to cover all the requirements set forth in this RFP.

References (Tab 5) - Respondents are to provide detailed response to 2.4.6

SECTION 4: EVALUATION

Respondent is encouraged to propose terms and conditions offering the maximum benefit to TSTC in terms of (1) services to TSTC, (2) total overall cost to TSTC, and (3) expertise. 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.

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

Respondents shall carefully read the information contained in Section 4.1 and submit a complete statement of Proposals to all questions in Section 3.2. Incomplete Proposals will be considered non-responsive and subject to rejection.

Criteria to be Evaluated		Points
Criteria One:	Proposal Response	15
Criteria Two:	Security/Infrastructure Requirements	20
Criteria Three:	System Capability Requirements	25
Criteria Four:	Proposal Form (Pricing)	30
Criteria Five:	References	10

4.1 CRITERIA

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 first attempt to negotiate a contract with the selected respondent. 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.

4.2 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.
- 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 photos of equipment, 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.

SECTION 5: FORMS AND ATTACHMENTS

TSTC Requires that the Respondent complete and return the following forms as part of their proposal. (Each form should be in a separate tab)

Proposals submitted under \$100,000 the HUB plan is not required.

- FORM A: EXECUTION OF OFFER
<https://drive.google.com/a/tstc.edu/file/d/1-UJkKtkYg9iq6nPcEqG2BehueicNtvku/view?usp=sharing>

- FORM B: DEVIATION/COMPLIANCE SIGNATURE FORM
<https://drive.google.com/a/tstc.edu/file/d/1-WxAWWAgz4MwsPirEr5JNljQIrxaoQEh/view?usp=sharing>

- FORM C: NON-COLLUSION STATEMENT
https://drive.google.com/a/tstc.edu/file/d/1-YRfnE-io4fwGGc4uxuQGF_mlhkm_YKd/view?usp=sharing

- FORM D: REFERENCES
<https://drive.google.com/a/tstc.edu/file/d/1-hkkeFTzZnQ0VqTKzNXW1m2hU3anw1Ve/view?usp=sharing>

- FORM E: INTERLOCAL AGREEMENT CLAUSE
<https://drive.google.com/a/tstc.edu/file/d/1-iSukTdfsLfBudN3bApBOW37JWmrN3rr/view?usp=sharing>

- FORM F: HUB SUBCONTRACTING PLAN
https://drive.google.com/a/tstc.edu/file/d/16PAaaIe7wTdYfoPq3987b7RHdizqh_z3/view?usp=sharing

- FORM G: CONFLICT OF INTEREST
<https://drive.google.com/a/tstc.edu/file/d/1gA4flfw76O4jYgKRpT6vIFzVwM-0PoB/view?usp=sharing>

- FORM H: NO BID RESPONSE (OPTIONAL)
https://drive.google.com/a/tstc.edu/file/d/1-ic7Duh8I2I8Danun_sQ6FQY5bix5mr3/view?usp=sharing

ATTACHMENTS

This document is a sample contract template to be used as an introduction to common terms found in the TSTC software agreement template. The actual contract will be tailored to fit the circumstances. Do not fill out or sign the sample contract template.

- ATTACHMENT A: SAMPLE CONTRACT

https://drive.google.com/a/tstc.edu/file/d/1Haj_YCQzJRXIaPVgzf2khKMITdZJLu0I/view?usp=sharing