



## Dallas Independent School District

### REQUEST FOR PROPOSAL

RFP #GK-203577 - CONTENT MANAGMENT and WEB HOSTING SERVICES

#### I. NOTICE TO PROPOSERS

The Dallas Independent School District (DISD) is soliciting sealed competitive proposals (hereafter called proposal) for the products/services per the specifications stated elsewhere in this solicitation document. Proposals shall be submitted in an envelope marked on the outside with the offeror's name and address and proposal number (RFP #GK-203577 - CONTENT MANAGMENT and WEB HOSTING SERVICES) to:

Gary Kerbow  
Purchasing Office  
Dallas Independent School District ISD  
3700 San Jacinto Street  
Dallas, TX 75204

Proposals will be received at the above address until **2:00 PM, November 11, 2009** received. Prices will not be read, nor disclosed in any other manner until award is made.

Faxed proposals will not be accepted. Proposals must be submitted in sufficient time to be received and time-stamped at the above location on or before the published date and time shown on the RFP. Dallas ISD will not be responsible for mail delivered from the post office. Vendors must submit sealed proposals in the form of the executed Offer Form and Price Offer Sheets together with any material required by this RFP by the time and date specified. All proposals must remain open for ninety (90) days from the opening date pending acceptance by DISD.

The Dallas Independent School District (DISD) requests written proposals from qualified vendors to provide Content Management and Web Hosting Services. These services relate to the Dallas ISD's use of web tools to promote communication, information access, and transparency with its staff, students, parents and community stakeholders. The Dallas ISD Board of Trustees has initiated this RFP to improve the quality of instruction in the district by enhancing the ability of the district to improve decision-making based on in-depth data analysis. Doing so will enable the district to discover current and future risks, costs and benefits of district operations. A single agreement for all services is desired, but individual proposals and joint proposals will be accepted. The district will award all or part of this RFP to a single respondent or multiple respondents at its discretion, based upon the complexity of the evaluation, the number of respondents, the interoperability of the components, etc. More details are included in the Specifications selection of this Request for Proposals.

A Pre-Proposal Conference will be held in conjunction with this Request for Proposal on Wednesday, October 28, 2009 at 10:00 a.m. at the Dallas Independent School District Administration Building, Room 105, 3700 Ross Ave, Dallas, Texas, 75204.

Gary D. Kerbow, Director of Purchasing

October 15, 2009

Date

II. INSTRUCTIONS TO OFFERORS  
RFP #GK-203577 - CONTENT MANAGMENT and WEB HOSTING SERVICES

**1.0 GENERAL.** The following instructions by the Dallas Independent School District are intended to afford offerors an equal opportunity to participate in the proposal process.

1.1 Before submitting an offer to this solicitation, offerors shall familiarize themselves with all parts of this solicitation because these parts become a part of any resulting contract.

1.2 Offerors shall familiarize themselves with existing conditions in the material and labor markets prior to submission of an offer. The fact that an offer (bid/proposal) is submitted will be construed by the DISD Board of Trustees to indicate that the offeror agrees to carry out the furnishing of products/services in full accordance with the specifications and other contract documents notwithstanding existing material and labor markets' conditions.

1.3 Any explanation desired by an offeror regarding the meaning or interpretation of these instructions or any other RFP documents must be requested in writing to DISD, Director of Purchasing, 3700 San Jacinto St., Dallas, Texas 75204 with sufficient time allowed for a reply to reach offerors before the submission of their offers. Oral explanations or instructions will not be binding. Any information given to a prospective offeror will be furnished to all prospective offerors as an amendment to the RFP if such information is necessary to offerors in submitting proposals or if the lack of such information would be prejudicial to uninformed offerors.

1.4 A functional area expert or a day-to-day contract administrator or manager for DISD may be identified elsewhere in this document. Functional area experts, day-to-day contract administrators/managers, teachers, principals, and/or other district employees are not authorized to substantially amend this solicitation document or to substantially modify the subsequent contract. Substantially includes, but is not limited to, changes to delivery dates, place of delivery, and/or specifications that significantly alter the form, fit, and function of a product or the scope of work of a service. Amendments to solicitation documents will be made by the Director of Purchasing. Modifications to contracts/agreements will be made by the Director of Purchasing, and/or the Superintendent in accordance with the DISD Board's guidance, policies, and/or procedures. If a vendor acts on the guidance of a district employee that is not authorized to make changes, the vendor does so at his or her own risk or peril. Also, if a vendor attempts, or gains, a modification/amendment from a district employee that is not authorized to make changes, the vendor does this at his or her own risk or peril and risks the termination of his or her contract/agreement.

1.5 DISD's procurement official for this contract is Gary Kerbow, Director of Purchasing. Questions regarding specifications may be directed to Mr. Kerbow by e-mail at [GKERBOW@dallasisd.org](mailto:GKERBOW@dallasisd.org). (See 5.1 under Section V., *Specifications, for additional restrictions*)

1.5.1 - DISD's technical/functional expert for this contract is Brian Reed. Mr. Reed, or his designees, will be responsible for providing answers to questions related to the technical aspects of this RFP, while Mr. Kerbow will provide answers related to contractual and procedural issues. ALL questions are to be directed to Mr. Kerbow who will forward them to the functional experts for response.

1.6 The terms *offeror*, *contractor*, *proposer*, *vendor*, and/or *bidder* refer to the person/firm that submits the offer to this solicitation document. The terms *DISD*, *owner*, *district*, and/or *government entity* refer to Dallas Independent School District.

**2.0 SPECIFICATIONS.** Offerors are expected to examine the specifications, standard provisions and all instructions. Failure to do so will be at the offeror's risk. Offers submitted on other than authorized forms or with different terms or provisions may be considered to be non-responsive.

3.0 INFORMATION REQUIRED. Each offeror shall furnish the information required by the RFP documents. The offeror shall sign the Offer Form and the Felony Conviction Notification and return with the offer. Erasures or other changes must be initialed by the person signing the documents. Proposals signed by an agent are to be accompanied by evidence of his authority unless such evidence has been previously furnished to DISD.

4.0 SUBMISSION OF PROPOSALS. The offeror should propose his/her lowest and best price, F.O.B. destination, on each item. Sealed proposals shall be submitted in an envelope marked on the outside with the offeror's name and address and the RFP number/name. Proposals must be submitted in sufficient time to be received and date/time stamped at DISD's Purchasing Office on or before the published deadline date and time shown on the RFP. Proposals received after the published time and date cannot be considered and will be returned unopened. Faxed proposals will not be accepted. Proposals may be delivered in person or addressed to:

Director of Purchasing  
3700 San Jacinto Street  
Dallas, Texas 75204

4.1 All prices shall be entered on the proposal in ink or typewritten. All required signatures shall be original and in ink.

4.2 Proposed price should be firm (fixed). If the offeror, however, believes it necessary to include in his/her price an economic price adjustment, such a proposal may be considered, but only as an alternate proposal. The economic price adjustment should give the maximum price increase (either % or \$) and the date and/or event at which the increase would be effective.

4.3 DISD is exempt from federal excise taxes, state and local sales and use taxes.

4.4 Failure to manually sign the offer will disqualify it.

5.0 DISCUSSIONS/NEGOTIATIONS. Discussions/negotiations may be conducted with offerors who are deemed to be within the final competitive range; however, DISD reserves the right to award a contract without discussions/negotiations. The competitive range will be determined by DISD's Director of Purchasing and will include only those initial offers that the Director of Purchasing determines have a reasonable chance of being awarded a contract. If discussions/negotiations are conducted, offerors will be required to submit a best and final offer. The best and final offers may be required as early as 24 hours after completion of negotiations/discussions.

6.0 BEST AND FINAL OFFERS. If discussions/negotiations are conducted, offerors will be required to submit a best and final offer if price/delivery is changed from the originally submitted proposal. Best and final offers must be received by the date/time provided during discussions/negotiations or the originally submitted proposal will be used for further evaluation and award recommendation.

7.0 MODIFICATION OR WITHDRAWAL OF PROPOSALS. Proposals may be modified or withdrawn by written or telegraphic notice received by DISD prior to the exact hour and date specified for receipt of proposals. A proposal may also be withdrawn in person by an Offeror or his/her authorized representative prior to the opening date/time, provided the offeror's identity is made known and he or she signs a receipt for the proposal.

8.0 OPENING PROPOSALS. All proposals shall be opened as soon as received. A formal "opening" will not be held and prices will not be read. Trade secrets and confidential information contained in proposals shall not generally be open for public inspection, but DISD's records are a matter of public record.

III. GENERAL CONDITIONS  
RFP #GK-203577 - CONTENT MANAGMENT and WEB HOSTING SERVICES

1.0 SCOPE OF PROPOSAL.

1.1 The Dallas Independent School District (Dallas ISD) is accepting Request for Proposals from qualified vendors to provide content management services/web hosting services and other services related to the transfer of the current Dallas ISD web content to the CMS. These services relate to the Dallas ISD's use of the district web site to promote communication, information access, and transparency with its staff, students, parents and community stakeholders.

1.2 The Dallas ISD Board of Trustees has initiated this RFP to improve the quality of instruction in the district by enhancing the ability of the district to communicate and provide information to its stakeholders and by allowing schools and departments to create and maintain appropriate web content. Schools and teachers will also be able to create teacher and classroom sites to communicate with students and parents and allow interactivity with the community in a collaborative environment. Doing so will enable the district to provide more resources to all stakeholders in innovative, immediate ways. A single agreement for all services is desired, but individual proposals and joint proposals will be accepted. Respondents must provide pricing detail specifications. The Dallas ISD reserves the right to award all or part of the above detailed specifications. The district will award all or part of this RFP to a single respondent or multiple respondents at its discretion, based upon the complexity of the evaluation, the number of respondents, the interoperability of the components, etc.

1.3 This proposal should include the software, maintenance, support, project management, training and implementation, including all costs related to the implementation of a complete turn-key administrative system solution, updates, installation and design implementation.

1.4 This RFP is in six (6) parts/sections: I. Notice to Offerors; II. Instructions to Offerors; III. General Conditions; IV. Responsibilities of Offerors; V. Contract Specifications; and VI. Offer Forms. These parts are applicable and form a part of all contract documents and a part of the terms/conditions of all purchase orders for products included in the specifications and offer forms.

1.5 This is a service and supply contract and effective for one year from date of award but may be extended.

1.5 (a) The contract may be extended in additional one-year increments up to a maximum of three years (i.e., two one-year extensions) at the unilateral discretion of DISD based on factors such as, but not limited to, unit prices, delivery satisfaction, compliance with terms/conditions, and needs of the district. To exercise each option to renew, DISD must give written notice to the vendor of its election to renew for one (1) additional year within forty-five (45) days of the expiration of the agreement. If DISD fails to timely exercise any of the options to renew, all remaining options to renew shall expire and terminate.

2.0 CONDITIONS OF AGREEMENT. The conditions of agreement consist of the following and in the event of conflicting provisions, the order of importance is:

- Contract Specifications (Section V.)
- Responsibility of Vendors (Section IV.)
- Instructions to Offerors (Section II.)
- General Conditions (Section III.)
- Notice to Offerors (Section I.)
- Offer Forms (Section VI.)

**3.0 PROPOSAL SUBMITTAL.** A signed, submitted proposal constitutes an offer to perform the work and/or deliver the product(s) specified in the solicitation.

**4.0 BRANDS AND MODELS.** Brands and model numbers, where listed, are used for specification reference only, unless otherwise stated, and are not intended to limit consideration of an approved equal or equivalent item. Descriptive information or a sample may be requested for any item proposed other than the referenced item.

**5.0 EQUIVALENT OR APPROVED EQUAL.** Whenever a product is defined in any of the Conditions of Agreement by describing a proprietary product, or by using the name/model of a manufacturer or vendor, the term "or other units considered to be equivalent", if not inserted, shall be implied. The specific product described shall be understood as indicating the type, function, and minimum standard of design, efficiency, and quality desired and shall not be construed in such a manner as to exclude products of comparable quality, design, and efficiency.

5.1 If a brand/model is offered other than the one specified, complete descriptive information of the offered product must be included with the proposal. Products being proposed as an equal to the items specified must be available for inspection/evaluation by DISD. Samples, when requested, must be furnished within five (5) working days of the request at no cost to the district. If not destroyed during evaluation, samples may be returned to the offeror on request at offeror's expense.

5.2 Determination of equivalent or approved equal is at the sole discretion of DISD.

5.3 If the offeror takes no exception to specifications of referenced data, brand names, models, etc. must be provided as specified.

**6.0 SPECIFICATIONS.** The offeror shall note in writing any deviations, including manufacturer and/or model, from the specifications and shall submit those changed specifications as alternates.

**7.0 GENERAL EVALUATION.** DISD will generally award contracts based upon the lowest, responsive, responsible offer, price and other factors considered. It is not the practice of the district to purchase on the basis of low price alone. Contracts may be awarded on a lump sum basis or on a unit price basis, provided that in the event a contract specifies a unit price basis, the compensation paid by DISD shall be based upon the actual quantities supplied. In determining the "lowest responsible" offer, DISD may consider, in addition to price, other factors such as compliance with the RFP documents, delivery requirements, suitability of product, costs of maintenance and operations, training requirements, warranties, availability of repairs or other services, past performance of the vendor, other factors contributing to the overall costs, both direct and indirect, related to an item, and compliance with DISD's Affirmative Action policies and goals.

7.1 The district may award a contract to the responsive, responsible offeror with the lowest aggregate offer. If unable to award as a package, the district will evaluate proposals and may award alternate awards.

7.2 Extensions of unit prices shown will be subject to verification by the district. In case of variation between the unit price and the extension, the unit price will prevail.

7.5 In the event identical proposals are submitted which are determined by DISD to be the lowest responsible offers, usually one offer will be selected as the successful vendor. If one of the offerors submitting identical proposals is a resident of the District, that offeror shall be selected. If two or more such offerors are residents of the District, one shall be selected by the casting of lots. In all other cases, one of the identical offers shall be selected by casting of lots.

7.6 In determining how to award a contract or contracts in conjunction with the RFP, the District shall consider the following:

- 7.6.1 The purchase price;
- 7.6.2 The reputation of the vendor and of the vendor's goods or services;
- 7.6.3 The quality of the vendor's goods or services;
- 7.6.4 The extent to which the goods or services meet the district's needs;
- 7.6.5 The vendor's past relationship with the district;
- 7.6.6 The impact on the ability of the district to comply with laws and rules relating to historically underutilized businesses;
- 7.6.7 The total long-term cost to the district to acquire the vendor's goods or services; and
- 7.6.8 Any other relevant factor specifically listed in the request for bids or proposals.

## 7.7 SELECTION PROCESS

7.7.1 – Selection Process - The Selection Committee will be composed of members from the Dallas Independent School District. The Dallas Independent School District reserves the right to add, delete or substitute members of the Evaluation Committee as it deems necessary.

7.7.2 - Pricing. All fees and charges should be included in the prices section. However, if the proposer anticipates any extraordinary charges, they must be detailed in the proposal.

7.7.3 - Comprehensive equipment/software and service solution which has the most compatibility with the environment and which best meets the complete needs of the Dallas Independent School District.

7.7.4 - The selection committee will narrow the submitted proposals to the few that best meet the requirements of the Request For Proposal (RFP) and which best meets the complete needs of the Dallas Independent School District. At that point interviews may be scheduled for demonstrations. Should a contract not be agreed upon, the committee will begin negotiations with the second best proposer. This will continue until an acceptable agreement can be developed. The resulting contract will be sent to the Board for approval along with the award recommendation.

## 7.8 ADDITIONAL CRITERIA SPECIFIC TO THIS REQUEST FOR PROPOSAL

### 7.8.1 – EVALUATION CRITERIA OF PROPOSALS and AWARD of CONTRACT

7.8.2- EVALUATION FACTORS - The committee will conduct a comprehensive, fair, and impartial evaluation of all proposals received in response to this Request for Proposals for a district-wide visitor identity system. Each proposal received will be analyzed to determine overall responsiveness and completeness as defined in the Statement of Work and in the Instructions on submitting a proposal. Failure to comply with the instructions or to submit a complete proposal may deem a proposal non-responsive and may at the discretion of the Evaluation Committee be eliminated from further evaluation.

7.8.3 – EVALUATION CRITERIA SPECIFIC TO THIS REQUEST FOR PROPOSAL - The evaluation of proposals will involve scoring each proposal in the following areas listed in order of importance, with respect to the requirements as outlined in this document:

7.8.3.1 – The purchase price – 10 Points

7.8.3.2 – The reputation of the vendor and of the vendor's goods or services – 5 Points

7.8.3.3 – The quality of the vendor's goods or services – 20 Points

7.8.3.4 – The extent to which the goods or services meet the district's needs – 25 Points

7.8.3.5 – The vendor's past relationship with the district – 5 Points

7.8.3.6 – The impact on the ability of the district to comply with laws and rules relating to historically underutilized businesses – 20 Points

7.8.3.7 – The total long-term cost to the district to acquire the vendor's goods or services – 15 Points

7.8.3.8 – Any other relevant factor specifically listed in the request for bids or proposals – 0 Points

**8.0 RESERVATION OF RIGHTS.** DISD expressly reserves the right to:

- (a) Reject or cancel any or all proposals;
- (b) Waive any defect, irregularity or informality in any proposal or RFP procedure;
- (c) Waive as an informality, minor deviations from specifications at a lower price than other proposals meeting all aspects of the specifications if it is determined that total cost is lower and the overall function is not impaired;
- (d) Reissue an RFP;
- (f) Consider and accept an alternate proposal as provided herein when most advantageous to DISD;
- (g) DISD has the right to cancel the contract with a thirty day written notice, without prejudice, for factors including, but not limited to, non-availability or non-appropriation of funds; and/or
- (h) Procure any item or services by other means to meet time-sensitive requirements.

**9.0 ACCEPTANCE** Notification of award will be by a letter of acceptance. The letter of acceptance citing the RFP consummates the contract which consists of the RFP, the vendor's offer, and the signed letter of acceptance. Subsequent purchase orders may be issued as appropriate.

**10.0 INVOICES AND PAYMENTS.** Offeror shall submit separate invoices, in duplicate, on each purchase order after each delivery and/or project completed. Invoices shall indicate the purchase order number and the RFP number. Invoices shall be itemized. If applicable, a copy of the bill of lading should be attached to the invoice and mailed to DISD at the address specified on the purchase order. No charge or addition to the accepted price shall be made by the vendor for delivering, placing, or invoicing product(s). Payment shall not be due until all items on the purchase order have been received by DISD (unless specified in the specifications) or the project has been completed and the above instruments are submitted and the invoice has been accepted by DISD. All prices shall be F.O.B. destination. Funds for completed purchase orders concerning this contract will be available within thirty (30) days of completion and acceptance by the district.

**11.0 WARRANTY-PRICE.** The price to be paid shall be that contained in offeror's proposal which offeror warrants to be no higher than Offeror's current prices on orders by others for products of the kind and specification covered by this RFP for similar quantities under similar or like conditions and methods of purchase. In the event offeror breaches this warranty, the prices of the items shall be reduced to the offeror's current prices on orders by others, or in the alternative, DISD may cancel this RFP without liability to offeror for breach.

**12.0 TERMINATION.** DISD shall have the right to terminate for default all or any part of this contract if offeror breaches any of the terms hereof or if the offeror becomes insolvent or files any petition in bankruptcy. Such right of termination is in addition to and not in lieu of any other remedies which DISD may have in law or equity, specifically including, but not limited to, the right to collect for damages or demand specific performance.

12.1 DISD has the right to terminate this contract for convenience, without penalty, for non-appropriation or non-availability of funds by delivery to the offeror of a "Notice of Termination" specifying the extent to which performance hereunder is terminated and the date upon which such termination becomes effective.

12.2 DISD may terminate the contract and debar the vendor from future "bidding" for violations of the federal requirements including, but not limited to, "Contract Work Hours and Safety Standards Act", "Equal Employment Opportunity Act", and "Energy Policy and Conservation Act".

**13.0 ASSIGNMENT-DELEGATION.** No right or interest in this contract shall be assigned or any obligation delegated by offeror without the written permission of DISD.

**14.0 INTERPRETATION.** This writing is intended by the parties as a final expression of their agreement and is intended also as a complete and exclusive statement of the terms thereof. No course of prior dealings between the parties and no usage of the trade shall be relevant to supplement or explain any term used herein, and acceptance of a course of performance rendered under this RFP shall not be relevant to determine the meaning of this RFP even though the accepting party has knowledge of the performance and opportunity for objection.

**15.0 APPLICABLE LAW.** This RFP, and its resulting contract, shall be governed first by the laws of the State of Texas, and venue for any disputes arising thereunder shall be in Dallas County, Texas and secondarily by the Uniform Commercial Code as adopted in the State of Texas and in force on the date of this RFP.

**16.0 NOTIFICATION OF CRIMINAL RECORD.** The person or entity submitting an offer must give notice to the district, at the time of offer submission, 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 this conviction of a felony (this requirement does not apply to a publicly held corporation).

**17.0 INDEMNIFICATION AND HOLD HARMLESS:** Except as otherwise expressly provided, offeror shall defend, indemnify, and hold DISD harmless from and against all claims, liability, loss and expenses, including reasonable costs, collection expenses, and attorneys' fees incurred, which arise by reason of the acts or omissions of offeror, its agents or employees in the performance of its obligations under this contract. This clause shall survive termination of this contract.

**18.0 ASSIGNMENT OF OVERCHARGE CLAIMS.** Successful offeror shall assign to DISD any and all claims for overcharges associated with this contract which arise under the antitrust laws of the United States, 15 USCA, Section 1 et seq., and which arise under the antitrust laws of the State of Texas, Tex. Bus. & Com. Code, Section 15.01, et seq.

**19.0 USE BY OTHER GOVERNMENT ENTITIES.** The Texas Education Code 44.031 (a)(5) allows for government entities, i.e. state agencies, local governments and school districts, to enter into cooperative agreements to allow the procurement process to be performed by a single entity on behalf of all those electing to participate. Any of the

above entities may be granted the privilege of joining the awarded contract at the option of the successful bidder only. In the event the successful bidder allows another governmental entity to join the Dallas ISD contract, it is expressly understood that the Dallas ISD shall in no way be in no way liable for the obligations of the joining governmental entity.

**20.0 REPRODUCTION, DISTRIBUTION, ASSIGNMENT and DELEGATION.** Copies of this Request For Proposal document may be reproduced for convenience in collaborating or working with other individuals in the company submitting the proposal; however, the vendor registered as the plan holder must submit his/her proposal on the original Request For Proposal document. NOTE: Vendors may not collaborate with any other vendor in preparing his/her proposal.

**20.1 ASSIGNMENT-DELEGATION** – No right or interest in a contract resulting from this request for Request for Proposal process shall be assigned or any obligation delegated by Offeror without the written permission of the Dallas Independent School District.

**21.0 DISTRIBUTION.** The Dallas Independent School District owns the exclusive right to distribute this and any procurement document to vendors requesting to be included in the procurement process or to vendors that have been identified as vendors qualified to provide the goods and/or services required in this document.

**22.0 DISCUSSIONS/NEGOTIATIONS.** Discussions/negotiations may be conducted with offerors who are deemed to be within the competitive range; however, DISD reserves the right to award a contract without discussions/negotiations. The competitive range will be determined by DISD's Director of Purchasing and will include only those initial offers that the Director determines have a reasonable chance of being awarded a contract. If discussions/negotiations are conducted, offerors will be required to submit a best and final offer. The best and final offers may be required as early as 24 hours after completion of negotiations/discussions.

**23.0 RESPONSE FORMS:** Section IV contains forms that are required to be completed and submitted along with your response. Failure to complete and submit these forms is grounds for disqualification of your offer. The required forms and the purpose they fulfill are:

**23.1 BID OFFER FORM** – This serves as a confirmation that your pricing was not submitted in collusion with any other vendor offering a quotation on this project. It further serves as an affidavit of accuracy as to the information supplied by you on remaining required forms.

**23.2 FELONY CONVICTION NOTICE** – Texas State Law requires that persons or entities entering into business agreements with School districts must give notice to the district if the person or owner has been convicted of a felony. This form addresses this Requirement and must be submitted. NOTE: Conviction of a felony does not necessarily disqualify a vendor from receiving a Contract, but are examined on a case by case basis.

**23.3 NOTICE OF NO RESPONSE FORM** – In the event that a solicited vendor elects not to participate in this Request For Proposal opportunity, completion and submission of a NOTICE OF NO RESPONSE form is helpful in evaluating its procurement processes. Please complete and return the NOTICE OF NO RESPONSE form and return it as instructed.

**24.4 PROPOSAL/BID FORM** – This form is to complete pricing offered for this project and must be submitted with signature of person authorized to commit your company to this project at the price(s) offered.

24.5 CONFLICT OF INTEREST COMPLIANCE FORM – This form is required in conjunction with House Bill 914, which went into law September 1, 2005 and became effective January 1, 2006. This is a three-page form, the first of which is a Notice to Vendors and the remaining two pages are the Conflict of Interest Questionnaire. Response to this fulfills requirements under Chapter 176, Section 176.006 (a) of the Texas Local Government Code. Vendors are required to complete this and include in their response, if applicable. If no conflict exists, vendors are required to complete and include the NOTICE OF NO CONFLICT OF INTEREST STATEMENT, included as the last page of this section.

NOTE: Submitting a Conflict of Interest Disclosure Statement does not necessarily disqualify a vendor from receiving a Contract, but are examined on a case by case basis.

24.6 FAMILY CONFLICT OF INTEREST QUESTIONNAIRE – This Questionnaire must be completed by every individual or entity that contracts or seeks to contract with the District for the sale or purchase of property, goods, or services. Family or family relationship means a member of an individual's immediate family, including spouse, parents, children (whether natural or adopted), aunts, uncles, and siblings. For individuals and/or entities who contract or seek to contract with the District for the sale or purchase of any property, goods, or services:

Identify each and every family relationship between yourself (and any member of your family) and any full-time District Employee (and any member of such employee's family) (please include name and sufficient information that will allow proper identification of any named individual).

NOTE: Submitting a Family Conflict of Interest Statement does not necessarily disqualify a vendor from receiving a Contract, but are examined on a case by case basis.

24.7 – MINORITY/WOMEN BASED ENTERPRISE (M/WBE) GUIDELINES - The completed M/WBE compliance Guidelines and Forms must be attached to all responses to procurement documents totaling \$25,000 or more and are due with the bid/proposal at the time of bid opening. Bidders/proposers who will subcontract out portions of the work must attach the signed Letter of Intent to Subcontract (section E). If the completed M/WBE Compliance Guidelines and Forms are not attached, responses to the procurement documents will be considered nonresponsive.

NOTE: All district bidders/proposers are required to demonstrate positive and reasonable good faith efforts to subcontract with and/or procure supplies/services with minority and women-owned companies.

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IV. RESPONSIBILITIES OF OFFERORS  
RFP #GK-203577 - CONTENT MANAGMENT and WEB HOSTING SERVICES

1.0 The responsibility for compliance with this solicitation and the subsequent contract shall be with the bidder/offeror.

2.0 Offerors are expected to provide prompt service that is due under this contract including warranties. Past performance of offerors may be a factor in awarding future contracts.

3.0 Offerors are expected to deliver service(s)/product(s) per specifications.

4.0 Submit one (1) original and six (6) copies of your offer. In addition, vendors must supply on soft copy (electronic) in either CD Rom or flash drive with each copy of the proposal.

5.0 The proposer declares that in the event of the award of a contract to the undersigned to this offer will comply with the Immigration Reform & Control Act of 1986.

6.0 There will be a Pre-Proposal Conference held in conjunction with this Request For Proposal on Wednesday, October 28, 2009 at 10:00 a.m. at the Dallas ISD Administration Building, Room 105, 3700 Ross Avenue, Dallas, Texas 75204.

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## V. SPECIFICATIONS

### RFP #GK-203577 - CONTENT MANAGMENT and WEB HOSTING SERVICES

**1.0 Scope of Work:** The Dallas Independent School District (Dallas ISD) is accepting Request for Proposals from qualified vendors to provide consulting and other professional services. These services relate to the Dallas ISD's use of web tools to promote communication, information access, and transparency with its staff, students, parents and community stakeholders.

The Dallas ISD Board of Trustees has initiated this RFP to improve the quality of instruction in the district by enhancing the ability of the district to improve decision-making based on in-depth data analysis. Doing so will enable the district to discover current and future risks, costs and benefits of district operations. A single agreement for all services is desired, but individual proposals and joint proposals will be accepted. Respondents must provide pricing detail specifications. The Dallas ISD reserves the right to award all or part of the above detailed specifications. The district will award all or part of this RFP to a single respondent or multiple respondents at its discretion, based upon the complexity of the evaluation, the number of respondents, the interoperability of the components, etc.

The main components of this effort are:

1.1 Content Management Services - The district envisions a framework that would enable distribution of content generation to schools, teachers, librarians, departments and entities that own the content. It is foreseen that school principals will be able to manage content for their school pages, that teachers and librarians would manage their classrooms pages, etc. The district is quite concerned with presenting a consistent "look and feel" of the site; therefore, some sort of centrally-controlled construct is envisioned.

1.2 Web Hosting-As a part of this RFP, the district is including a web hosting portion in conjunction with content management services. The vendor of any of the selected content management solutions should provide pricing both in a hosted environment and pricing based on the district hosting the solution internally, web hosting may be combined as part of the content management services proposal as well.

**2.0 - Content Management:** Web publishing that enables user-created content is a key goal that is also closely aligned with the district portal. The content managed by this section of the RFP will ideally exist seamlessly within the portal environment. Typically, the general content would flow to users who are not authenticated to the portal (have used anonymous credentials).

2.1 Currently, we have centralized control of all content posting, and don't offer classroom/library-centric web pages as part of our Internet presence. It is a goal of the district to improve school/teacher – parent communication by enabling schools and teachers/librarians to create and post content. Primary among the goals are to have content posting that is simple and easy, so as not to take too much time from the teacher workday. Likewise, the tools should enable teachers to create content that will deliver information about the classroom calendar, upcoming events, scheduled tests and/or assignments, etc.

2.1.1 Needs to allow schools and departments to easily create and maintain sites, without a need for a high level of technical skills or software (prefer web based updating)

2.1.2 Allow for easy maintenance and creation of users and administrative levels

2.1.3 Allow for easy monitoring of information and data, i.e. when things are updated, who made changes, etc.

2.1.4 Capability of web 2.0 technologies

2.1.5 Allow for use of outside web-based applications, such as things we have created using ColdFusion, or

easy conversion to new system

- 2.1.6 Simple templating system that can be controlled centrally and be maintained or updated by district web site administrators. The district will need full training for system administrators to implement new template system as well as develop future templates so that the district can control the over all look and feel without having to depend on the vendor to facilitate such changes.
- 2.1.7 Enable content creation function such as netcasting, podcasting, or posting video or audio files
- 2.1.8 Provide a workflow approval for content that can be applied as needed to specific pages within the site.
- 2.1.9 Provide dynamic link resolvers / updaters
- 2.1.10 Provide the capability for social learning environments, including, but not limited to, blogging, podcasting, collaborative work spaces, and shared documents: calendars, files, images. All environments must be secure and monitorable at any level.
- 2.1.11 Ability to easily imports external data and files, including directories and schedules (ie, athletic schedules)
- 2.1.12 Provide the ability to integrate with other district systems both presently or in the future, including providing support or customization as needed to achieve integration.
- 2.1.13 Full training for district system administrators on the system, as well as train the trainer training for district personnel to be able to provide future training and materials to end users.

### 3.2 Formulating the response for Content Management

- 3.2.1 Respondents must (as earlier directed) specify complete software costs that the Dallas ISD is expected to incur during the three-year life of the project. This must include all costs of acquisition, licensing (server, client, seat, or other), software maintenance, and any ancillary software costs such as third party software costs (Microsoft SQL, Server CALs, etc).
- 3.2.2 Respondents must specify the hardware or hosting solution required to fully support the proposed solution. Respondents are warned against recommending a "least cost" hardware or hosting specification; instead, specify hardware that will fully support the proposed solution. These specifications must be complete enough that the district can get quotations from our hardware source(s) during the evaluation process. Respondents may, at their option, propose the costs of hardware. Should a respondent choose to price the hardware, they must include hardware maintenance costs for a period of three years.
- 3.2.4 Respondents must propose a detailed implementation plan for putting their proposed solution into production. This must include a timeline that specifies:
  - 4.2.4.1 Hardware and software acquisition timing
  - 4.2.4.2 Software installation
  - 4.2.4.3 Services rollout and deployment plan
- 3.2.4 The implementation plan should be supported by the proposed services, as well as the expected

hours and rates of the various types of services to be provided. Respondents may choose to use something similar to the following table:

- 3.2.6 Proposed services pricing (example only – please expand role names and timing in the project as needed to support the proposal) Please identify the Service Resource by job title or role and include the estimated number of hours committed to this project and the hourly rate. Expenses related to each function should be included as well. The Service Resources identified below are only examples and should be replaced by the title or description of the individuals your firm is proposing to provide the necessary services to accomplish the objective of this RFP.

| Project Time | Service Resource         | Expected Hours | Hourly rate | Expenses |
|--------------|--------------------------|----------------|-------------|----------|
| Year 1       | System Architect         | XXX            | \$XX.XX     | \$XX.XX  |
| Year 1       | Interface Designer       | XXX            | \$XX.XX     | \$XX.XX  |
| Year 1       | Technician               | XXX            | \$XX.XX     | \$XX.XX  |
| Year 1       | Trainer (End User)       | XXX            | \$XX.XX     | \$XX.XX  |
| Year 2       | Trainer (Technical)      | XXX            | \$XX.XX     | \$XX.XX  |
| Year 2       | Documentation Specialist | XXX            | \$XX.XX     | \$XX.XX  |
| Year 2       | Consultant               | XXX            | \$XX.XX     | \$XX.XX  |

- 3.2.7 Respondents are encouraged to include a matrix of costs by year in their proposal to show the Dallas ISD's expected costs over a three-year time span. Respondents must also include expectations of the Dallas ISD staff time necessary to be dedicated to the project over the life of the project

- 3.2.8 Alternatively, respondents may propose fixed pricing on services. Respondents choosing to do so must include the services costs by year over a three-year period. Likewise, respondents must include a complete description of the services to be delivered, as well as projections of manpower levels over the life of the project. As specified above, respondents must also include expectations of the Dallas ISD staff time necessary to be dedicated to the project over the life of the project.

## 5.0 Projected Dates of Award and Implementation:

5.1 Questions related to this Request For Proposal will be received only in writing via e-mail. Questions may be e-mailed to Gary Kerbow at [GKERBOW@dallasisd.org](mailto:GKERBOW@dallasisd.org). The deadline for sending questions related to this RFP is 3:00 p.m. on November 4, 2009.

- 5.1.1 DISD's technical/functional expert for this contract is Brian Reed. Mr. Reed, or his designees, will be responsible for providing answers to questions related to the technical aspects of this RFP, while Mr. Kerbow will provide answers related to contractual and procedural issues. ALL questions are to be directed to Mr. Kerbow who will forward them to the functional experts for response.

## 5.2 Responses to the RFP are due to the District by 2:00 P.M. on November 11, 2009.

5.3 A district Evaluation and Selection Committee will review the responses and select the top vendor(s) by November 18, 2009.

5.4 If required, the top vendors will be invited to demonstrate their solution and/or system and interviews, based on a District pre-defined script during December 2-3, 2009. Selected vendors will be notified by e-mail if the district determines that such products and interviews are needed.

5.5 Product/services will be selected and recommended to the school board no later than the January 28, 2010 Board meeting.

5.7 The successful vendor(s) will work with the District to develop an implementation plan, which will include a deadline to become fully operational.

6.0 Specification Summary - The Dallas ISD desires to contract with a single vendor to provide the goods or services under this solicitation; however, if it is apparent that a single vendor cannot provide the required deliverables, Dallas ISD anticipates awarding separate agreements for the following:

#### 6.3 Content Management and Web Hosting Services

It is anticipate and to award this contract to a single vendor; however, Dallas ISD reserves the right to award multiple contracts as a result of this Request For Proposal.

*(This space left blank intentionally)*

## VI. OFFER FORM

### RFP #GK-203577 - CONTENT MANAGMENT and WEB HOSTING SERVICES

TO: Dallas ISD

I, or we, the duly authorized undersigned, having carefully read the Instructions to Offerors, General Conditions, Notice to Offerors, Contract Specifications, Responsibilities of Offerors, and Offer Forms, do hereby agree to enter into a contract with Dallas ISD by tendering this offer to perform the work required and/or provide the product(s) specified in this solicitation. I, or we, will deliver the product(s) per specifications found in this RFP document for the prices indicated.

I, or we, also certify to the accuracy of the certifications required (including, but not limited to, Felony Conviction Notice) which accompany this offer.

The prices in this offer have been determined independently, without consultation, communication, or agreement for the purpose of restricting competition, as to any matter related to such prices, with any other offeror or with any competitor. I, or we, are authorized to submit this offer and have not been a party to any collusion among offer/offers in restraint of freedom of competition by agreement to offer at a fixed price or to refrain from offering; or with any Dallas ISD employee, Board Trustee, or consultant as to quantity, quality, or price in the prospective contract, or in any terms of the prospective contract except in any authorized discussion(s) with Dallas ISD's Purchasing personnel; or in any discussions or actions between offer/offers and any Dallas ISD employee, Board Trustee, or consultant concerning exchange of money or other things of value for special consideration in the award of this contract.

\_\_\_\_\_ An individual proprietorship

\_\_\_\_\_ A partnership

\_\_\_\_\_ A corporation chartered under the laws of the State of \_\_\_\_\_, acting by its officers pursuant to its by-laws or a resolution of its Board of Directors

Company Officer:

Date: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Signature: \_\_\_\_\_

Firm's Address: \_\_\_\_\_

Street Address

Name: \_\_\_\_\_

Please Print

\_\_\_\_\_

City

State

Zip

Title: \_\_\_\_\_

Please Print

Phone #: \_\_\_\_\_

E-mail: \_\_\_\_\_

Fax #: \_\_\_\_\_

SS or Fed ID #: \_\_\_\_\_

ENVELOPES SHOULD BE PLAINLY MARKED:

"RFP #GK-203577 - CONTENT MANAGMENT and WEB HOSTING SERVICES

DUE DATE: NOVEMBER 11, 2009 – 2:00 P.M."

THIS PAGE MUST BE RETURNED WITH THE RFP

Dallas Independent School District  
3700 Ross Avenue, Box 89  
Dallas, Texas 75205

FELONY CONVICTION NOTICE

Statutory citation covering notification of criminal history of contractor is found in the Texas Education Code §44.034. Following is an example of a felony conviction notice:

FELONY CONVICTION NOTIFICATION

State of Texas Legislative Senate Bill No. 1, Section §44.034, Notification of Criminal History, Subsection (a), states "a person or business entity that enters into a contract with a school district must give advance notice to the district if the person or 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."

Subsection (b) states "a school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination of the contract."

THIS NOTICE IS NOT REQUIRED OF A PUBLICLY-HELD CORPORATION

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

VENDOR'S NAME: \_\_\_\_\_

AUTHORIZED COMPANY OFFICIAL'S NAME (PRINTED): \_\_\_\_\_

A. My firm is a publicly-held corporation; therefore, this reporting requirement is not applicable.

Signature of Company Official: \_\_\_\_\_

B. My firm is not owned nor operated by anyone who has been convicted of a felony:

Signature of Company Official: \_\_\_\_\_

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

Name of Felon(s): \_\_\_\_\_

Details of Conviction(s): \_\_\_\_\_

\_\_\_\_\_

Signature of Company Official: \_\_\_\_\_

THIS PAGE MUST BE RETURNED WITH THE RFP

**RFP #GK-203577 - CONTENT MANAGMENT and WEB HOSTING SERVICES**  
**STRUCTURE OF PROPOSAL**

**Proposal Summary:**

The Vendor should provide a summary of the proposal pricing to include Web Hosting Services and a Content Management System for use Districtwide. These can be identified individually on the pricing form and priced according to a time and hourly rate according to the individual(s) providing services under this agreement. You will also need to include a grand total proposal if your firm is proposing to provide services for all components requested in this RFP.

Your proposal should be offered in a lump sum with the hourly rate and expected number of hours to accomplish the work under this Request For Proposal as the framework for your proposal price. This should equal the lump sum amount. Additionally, this pricing matrix will govern any change order or additional work requested in addition to the original work.

The proposal should clearly illustrate how the Content Management System and Web Hosting Services will assist the District with meeting the goals and objectives listed in section V.

**Cost Proposal:**

The Vendor's proposal should be a complete turn-key solution and should include all known, expected, proposed or optional costs, including all software, hardware, conversion, implementation, training and modification costs. The Vendor will be responsible for all additional costs to implement the turn-key solution if the cost is not identified on the Cost Proposal form. The Vendor can, when identifying the costs associated with the software implementation, indicate those costs that are optional or variable but a cost must be submitted for each item that will be required for a successful implementation of the administrative system.

**Expenses:**

It is expected for vendors contracting to do work for the Dallas Independent School District to adhere as closely to the expenses reimbursement policy applicable to Dallas ISD employees and Trustees. The current travel reimbursement allowance is detailed in Dallas ISD Board Policy DEE (REGULATION), which may be found at the following website:

<http://www.dallasisd.org/about/boardpolicy.htm>

A summary of allowable reimbursements and rates are as follows; however, allowable reimbursement will be included in any resulting contract from this effort:

| Item                      | Reimbursement Rate | Exclusions                                          |
|---------------------------|--------------------|-----------------------------------------------------|
| Meals                     | \$30 per diem      | Alcohol; Tip included in per diem                   |
| Lodging                   | \$80 per night     | Only for commercial lodging establishment           |
| Transportation – Air Fare | Actual expense     | No 1 <sup>st</sup> Class unless only available fare |
| Transportation – Mileage  | Actual expense     | Mileage not paid for rental car, fuel allowed       |
| Other                     | Actual Expense     | Explanation and receipts required                   |

**RFP #GK-203577 - CONTENT MANAGMENT and WEB HOSTING SERVICES**  
**PROPOSAL COST FORM - 1**

**1.0 Secure Web Services:** Provide a Lump Sum cost to provide services for Web Hosting Services required in this Request For Proposal: \$\_\_\_\_\_

| Project Time | Service Resource | Expected Hours | Hourly rate | Expenses |
|--------------|------------------|----------------|-------------|----------|
| Year 1       |                  |                | \$          | \$       |
| Year 1       |                  |                | \$          | \$       |
| Year 1       |                  |                | \$          | \$       |
| Year 1       |                  |                | \$          | \$       |
| Year 1       |                  |                | \$          | \$       |
| Year 1       |                  |                | \$          | \$       |
| Year 1       |                  |                | \$          | \$       |
| Year 1 Total |                  |                |             | \$       |
| Year 2       |                  |                | \$          | \$       |
| Year 2       |                  |                | \$          | \$       |
| Year 2       |                  |                | \$          | \$       |
| Year 2       |                  |                | \$          | \$       |
| Year 2       |                  |                | \$          | \$       |
| Year 2       |                  |                | \$          | \$       |
| Year 2 Total |                  |                |             | \$       |

For the above, please identify the Service Resource by job title or role and include the estimated number of hours committed to this project and the hourly rate. Expenses related to each function should be included as well. The Service Resources identified below are only examples and should be replaced by the title or description of the individuals your firm is proposing to provide the necessary services to accomplish the objective of this RFP.

THIS PAGE MUST BE RETURNED WITH THE RFP

**RFP #GK-203577 - CONTENT MANAGMENT and WEB HOSTING SERVICES**  
**PROPOSAL COST FORM - 2**

**2.0 Content Management Services:** Provide a Lump Sum cost to provide services for Content Management services required in this Request For Proposal: \$\_\_\_\_\_

| Project Time | Service Resource | Expected Hours | Hourly rate | Expenses |
|--------------|------------------|----------------|-------------|----------|
| Year 1       |                  |                | \$          | \$       |
| Year 1       |                  |                | \$          | \$       |
| Year 1       |                  |                | \$          | \$       |
| Year 1       |                  |                | \$          | \$       |
| Year 1       |                  |                | \$          | \$       |
| Year 1       |                  |                | \$          | \$       |
| Year 1       |                  |                | \$          | \$       |
| Year 1 Total |                  |                |             | \$       |
| Year 2       |                  |                | \$          | \$       |
| Year 2       |                  |                | \$          | \$       |
| Year 2       |                  |                | \$          | \$       |
| Year 2       |                  |                | \$          | \$       |
| Year 2       |                  |                | \$          | \$       |
| Year 2       |                  |                | \$          | \$       |
| Year 2 Total |                  |                |             | \$       |

For the above, please identify the Service Resource by job title or role and include the estimated number of hours committed to this project and the hourly rate. Expenses related to each function should be included as well. The Service Resources identified below are only examples and should be replaced by the title or description of the individuals your firm is proposing to provide the necessary services to accomplish the objective of this RFP.

THIS PAGE MUST BE RETURNED WITH THE RFP

**RFP #GK-203577 - CONTENT MANAGMENT and WEB HOSTING SERVICES**  
**PROPOSAL COST FORM – 3**

**3.0** Total Cost to Provide All Deliverables Required in this Request For Proposal: Provide a Lump Sum cost to provide services for Content Management services required in this Request For Proposal: \$\_\_\_\_\_

| Project Time | Deliverable         | Total Cost |
|--------------|---------------------|------------|
| Year 1       | Secure Web Services | \$         |
| Year 2       | Secure Web Services | \$         |
| Year 1       | Content Management  | \$         |
| Year 2       | Content Management  | \$         |
| Year 1 Total | Both Components     | \$         |
| Year 2 Total | Both Components     | \$         |

**4.0** Other costs not covered. Give details.

\$ \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DISD reserves the right to entertain additional products/services available during the life of this agreement that have yet to be developed but would enhance the products/services provided under this agreement. Such considerations should be made available as part of the routine products/services included in this agreement and made available to client similar to DISD at no addition fee. Should additional fees be required for products/services not yet developed, DISD shall receive a cost justification proposal for the added product or service and shall have the right to accept or reject any such offer independent of the original agreement, to negotiate with the successful vendor for additional value and to counteroffer additional value, which may include pricing, additional warranty, technical support and/or training.

Signature\_\_\_\_\_Date\_\_\_\_\_

THIS PAGE MUST BE RETURNED WITH THE RFP

**RFP #GK-204577 - CONTENT MANAGMENT and WEB HOSTING SERVICES**  
**Vendor Qualification Profile – Must be completed and returned with your proposal**

Company Name: \_\_\_\_\_

Local Address: \_\_\_\_\_  
\_\_\_\_\_

Headquarters address: \_\_\_\_\_  
\_\_\_\_\_

Telephone Numbers:

Main: \_\_\_\_\_ FAX: \_\_\_\_\_

If there is no toll free number, does the company accept collect calls? \_\_\_\_\_

Company Website Address: \_\_\_\_\_

**Contacts:**

Corporate contact for this proposal:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Contact Title: \_\_\_\_\_

Local contact for this proposal:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Contact Title: \_\_\_\_\_

Number of years company has been in business under this name: \_\_\_\_\_

Other company names used with dates, from/to: \_\_\_\_\_  
\_\_\_\_\_

**THIS PAGE MUST BE RETURNED WITH THE RFP**

How many years has the office, which will serve the District, been operational? \_\_\_\_\_

How many employees/consultants does the company have? \_\_\_\_\_

Total number of employees \_\_\_\_\_

Consultants/Support Staff in Texas \_\_\_\_\_

Consultants/Support Staff in education division \_\_\_\_\_

Consultants/Support Staff in the office serving our District \_\_\_\_\_

#### Company Operations/Services

What are the hours of operation for your customer support help desk (CST)? \_\_\_\_\_

If a Dallas ISD staff member called the help desk, would it be answered by someone located in Texas? \_\_\_\_\_

How many support staff are available to assist users with problems? \_\_\_\_\_

How many Staff members are assigned to the Help Desk? \_\_\_\_\_

How many Staff members are available for on-site consulting? \_\_\_\_\_

If the Vendor guarantees a return response on all help desk calls placed by the District, what is the return phone call turn around guarantee time? \_\_\_\_\_

If the Vendor offers extended phone support during certain times of the year, indicate when the extended phone support is offered and if there is an additional cost for the support. \_\_\_\_\_

Please provide any additional information pertaining to your company that would be important to the Dallas ISD administrative system software evaluation process:

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THIS PAGE MUST BE RETURNED WITH THE RFP

## References

All Proposers will submit a list of at least five client URL (Web address) references for which vendor has provided like products or services. References will include contact name, Web address, size of site (whether by traffic or page count) and telephone number for client contact.

1. Client: \_\_\_\_\_

Contact name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Web Address: \_\_\_\_\_

Length of time client has been your customer: \_\_\_\_\_

2. Client: \_\_\_\_\_

Contact name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Web Address: \_\_\_\_\_

Length of time client has been your customer: \_\_\_\_\_

3. Client: \_\_\_\_\_

Contact name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Web Address: \_\_\_\_\_

Length of time client has been your customer: \_\_\_\_\_

4. Client: \_\_\_\_\_

Contact name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Web Address: \_\_\_\_\_

Length of time client has been your customer: \_\_\_\_\_

5. Client: \_\_\_\_\_

Contact name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Web Address: \_\_\_\_\_

Length of time client has been your customer: \_\_\_\_\_

THIS PAGE MUST BE RETURNED WITH THE RFP

**Notice to Vendors**  
**Conflict of Interest Disclosure Statements**  
**Texas Local Government Code, Chapter 176**

Vendors are required to file a Conflict of Interest Questionnaire with the District if a relationship exists between the vendor's company and an officer of the District. Vendors are encouraged to review and become familiar with all disclosure requirements of Texas Local Government Code, Chapter 176.

Disclosure is required from vendors regarding each affiliation or business relationship between the vendor and:

1. an officer of the District;
2. an officer of the District that results in the *officer or family member* receiving taxable income;
3. an officer of the District that results in the *vendor* receiving taxable income that does not come from the District;
4. a corporation or other business entity in which an officer of the District serves as an officer or director, or holds an ownership interest of 10% or more;
5. an employee or contractor of the District who makes recommendations to an officer of the District regarding the expenditure of money;
6. an officer of the District who appoints or employs an officer of the District that is the subject of the questionnaire; and
7. any person or entity that might cause a conflict of interest with the District.

Forms must be filed:

1. No later than the seventh business day after the date that the person begins contract discussions or negotiations with the government entity, or submits to the entity an application, response to a request for proposal or bid, correspondence, or other writing related to a potential agreement with the entity.
2. The Vendor also shall file an updated questionnaire:
  - a. not later than September 1 of each year in which a covered transaction is pending, and
  - b. the seventh business day after the date of an event that would make a statement in the questionnaire incomplete or inaccurate.
3. A vendor is not required to file an updated questionnaire if the person had filed an updated statement on or after June 1, but before September 1 of the year.

(No one is required to file a disclosure under this statute before January 1, 2006)

Officers of the Dallas Independent School District are:

Adam Medrano, President  
Lew Blackburn, Ph.D., First Vice-President  
Carla Ranger, Second Vice-President  
Leigh Ann Ellis, Secretary  
Nancy Bingham, Member  
Edwin Flores, Ph.D., J.D., Member  
Jerome Garza, Member  
Jack Lowe, Member  
Ron Price, Member

Michael Hinojosa, Ed D., Superintendent of Schools

The Conflict of Interest Questionnaire is attached. If you are required to file, send the completed form to Dallas Independent School District, Purchasing Department, 3700 Ross Avenue, Box 89, Dallas, Texas 75204.

# CONFLICT OF INTEREST QUESTIONNAIRE

## FORM CIQ

For vendor or other person doing business with local governmental entity

OFFICE USE ONLY

1

2

☐

Check this box if you are filling 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 the originally filed questionnaire becomes incomplete or inaccurate.)

3

\_\_\_\_\_  
Name of Officer

This section, item 5 including subparts A, B, C & D, must be completed for each officer with whom the filer has affiliation or business relationship. Attach additional pages to this Form CIQ as necessary.

A.

☐

Yes

☐

No

B.

☐

Yes

☐

No

C.

☐

Yes

☐

No

D.

4

\_\_\_\_\_  
Signature of person doing business with the government

\_\_\_\_\_  
Date

THIS PAGE MUST BE RETURNED WITH THE RFP

## NOTIFICATION OF NO CONFLICT OF INTEREST

RFP #GK-203577 - CONTENT MANAGMENT and WEB HOSTING SERVICES

### Dallas ISD

3700 Ross Avenue, Box 89  
Dallas, TX 75204

If applicable, please sign and return this form to the attention of:

*Gary Kerbow, Director of Purchasing*  
(at the above address)

Dallas ISD requires this notification to document the vendor's acknowledgement of requirements of Texas Government Code, Section 176.00 of the Texas Local Government Code for disclosure of Conflicts of Interest. Submission of this form is an affidavit that the vendor submitting this form is stating that no conflict exists, as detailed in Texas Local Government Code Section 176.006 (a).

***This form is in addition to any other reporting requirement required under Texas state law and does not supplant any additional reporting requirements.***

\_\_\_\_\_  
Company (Print or Type)

( )

Phone

( )

Fax

\_\_\_\_\_  
Signature in ink

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name & Title of Signature

THIS PAGE MUST BE RETURNED WITH THE RFP (If applicable)

## NOTIFICATION OF NO RESPONSE

### RFP #GK-203577 – CONTENT MANAGMENT and WEB HOSTING SERVICES

Dallas ISD  
3700 Ross Avenue, Box 89  
Dallas, Texas 75205

*If applicable, please sign and return this form to the attention of:*

Gary Kerbow  
(at the above address)

Dallas ISD would appreciate receiving this notification to better utilize our resources in corresponding with potential vendors throughout the solicitation process.

After a review of RFP #GK-203577 – CONTENT MANAGMENT and WEB HOSTING SERVICES, it was decided that there would not be a response to the request for proposal. The decision is based upon one or more reasons checked below.

1. Unable to meet specifications for ( check all that apply ):

Vendor qualifications \_\_\_\_\_  
Insurance Coverage required \_\_\_\_\_  
Timeline \_\_\_\_\_

2. Unable to utilize desired markets \_\_\_\_\_

3. Able to, but just prefer not to respond \_\_\_\_\_

4. Other: \_\_\_\_\_

Please explain \_\_\_\_\_

Any elaboration to the above would be most appreciated. Dallas ISD wants to receive feedback to consider for future solicitations. Please use the space below to share your comments.

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\_\_\_\_\_  
Company (Print or Type)      (    )      (    )  
Phone      Fax

\_\_\_\_\_  
Signature in ink      Date

\_\_\_\_\_  
Printed Name & Title of Signature

THIS PAGE MUST BE RETURNED WITH THE RFP (If applicable)

## FAMILY CONFLICT OF INTEREST QUESTIONNAIRE

This Questionnaire must be completed by every individual or entity that contracts or seeks to contract with the District for the sale or purchase of property, goods, or services.

The questionnaire(s) required by this policy shall be filed with the Director of Purchasing not later than the seventh (7<sup>TH</sup>) business day after the date that the individual or entity begins contracts discussions or negotiations with the District or submits to the District an application, response to a request for proposals or bids, correspondence, or other writing related to a potential agreement with the District. If the individual or entity becomes aware of new facts or change of facts that would make the completed questionnaire(s) inaccurate, the individual or entity shall file an amended questionnaire(s) within seven (7) days of the date the individual or entity first learned of the new facts or changes in facts.

Family or family relationship means a member of an individual's immediate family, including spouse, parents, children (whether natural or adopted), aunts, uncles, and siblings.

For individuals who contract or seek to contract with the District for the sale or purchase of any property, goods, or services:

Identify each and every family relationship between yourself (and any member of your family) and any full-time District Employee (and any member of such employee's family) (please include name and sufficient information that will allow proper identification of any named individual):

For entities that contract or seek to contract with the District for the sale or purchase of property, goods, or services:

Identify each and every full-time District employee (and any member of the employee's family) who serves as an officer or director of the entity, or holds an ownership interest of 10 per cent or more in the entity (please include name and sufficient information that will allow proper identification of any named individual):

If more space is required please attach a second page. If the answer to any question is none, or not applicable, please write "None" or "Not Applicable" in the space reserved for that answer.

"I certify that the answers contained in this questionnaire are true and correct."

Individual: \_\_\_\_\_

Date: \_\_\_\_\_

Entity: \_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

THIS PAGE MUST BE RETURNED WITH THE RFP



## Dallas Independent School District

# M/WBE Compliance Guidelines and Forms

**To be completed and signed by the Prime Vendor/Contractor**

The undersigned agrees that he/she has read and understood the M/WBE Compliance Guidelines and Forms and that all information is correct to the best of his/her knowledge.

Print Name/Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Telephone: \_\_\_\_\_

**For additional information contact:**

**M/WBE Department, 3700 Ross Avenue, Box 76, Dallas, TX 75204**

**Phone: (972) 925-4140, Fax: (972) 925-4141/4149, Email: [mwbe@dallasisd.org](mailto:mwbe@dallasisd.org), Website: [www.dallasisd.org](http://www.dallasisd.org)**

**Read carefully: The M/WBE Program requirements are applicable to all bidders/proposers, including minority and women owned firms. These forms must be attached to any procurement document totaling \$25,000 or more and are due at the time of bid/proposal opening.**

## **M/WBE Compliance Guidelines and Forms**

To be completed by the Prime Vendor/Contractor



# **Dallas Independent School District**

## **Instructions for Minority/Women Business Enterprise (M/WBE) Compliance Guidelines and Forms**

### **M/WBE Policy Endorsement**

The completed M/WBE Compliance Guidelines & Forms must be attached to all responses to procurement documents totaling \$25,000 or more and are due with the bid/proposal at the time of bid opening. Bidders/proposers who will subcontract out portions of the work must attach the signed Letter of Intent to Subcontract (section E). If the completed M/WBE Compliance Guidelines and Forms are not attached, responses to the procurement documents will be considered nonresponsive.

All district bidders/proposers are required to demonstrate positive and reasonable good faith efforts to subcontract with and/or procure supplies/services with minority and women-owned companies.

1. If you will utilize subcontractors, complete sections A, B, C, D, E, and sign page 1.
2. If you will not utilize subcontractors, complete sections A, B, and sign page 1.
3. If you are submitting a Request for Proposal (RFP), Request for Qualification (RFQ) or construction procurement solicitation, complete sections F through I also.
4. Attach the completed M/WBE Compliance Guidelines & Forms to your procurement documents.
5. If you have any questions regarding the completion of the M/WBE Compliance Guidelines & Forms, contact the M/WBE Department at 972.925.4140.

## M/WBE Compliance Guidelines and Forms

To be completed by the Prime Vendor/Contractor

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PLEASE READ BEFORE COMPLETING THE M/WBE COMPLIANCE GUIDELINES and FORMS.

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It is a continuing goal of the district to involve minority and women-owned businesses (M/WBE) to the maximum extent possible in all facets of the district's contracting and purchasing activities.

- ◆ The completed M/WBE Compliance Guidelines and Forms must be attached to all procurement documents totaling \$25,000 or more and are due with the bid/proposal at the time of bid opening. If the completed M/WBE Compliance Guidelines and Forms are not attached, responses to procurement documents will be considered non-responsive.
- ◆ The district's aspirational M/WBE goal is 30 percent for goods, services, and construction contracts. The aspirational M/WBE goal for bond funded professional services contract is 35 percent. Please note, the district may assign a contract specific M/WBE goal. The M/WBE goal is applicable to any change orders, additional services, modifications or revisions to the original contract. Review your solicitation documents.
- ◆ For exceeding the district's aspirational M/WBE goals by an additional percentage, points will be awarded as follows:

| Exceeding M/WBE Goal by an Additional | Cumulative Points |
|---------------------------------------|-------------------|
| 1% up to 5% utilization               | .5                |
| 5.01% up to 10% utilization           | 1                 |
| 10.01% up to 15% utilization          | 1.5               |
| 15.01% up to 20% utilization          | 2                 |
| 20.01% up to 25%                      | 2.5               |
| 25.01% and greater                    | 3                 |

- ◆ The district recognizes M/WBE certifications issued by the North Central Texas Regional Certification Agency (NCTRCA), State of Texas Historically Underutilized Business (HUB), Department of Transportation (DOT), Small Business Administration (SBA) – 8A or SDB, South Central Texas Regional Certification (SCTRCA), D/FW Minority Business Council, National Minority Supplier Development Council, City of Houston, Corpus Christi Regional Transportation, Women's Business Council and City of Austin. Other certifications may be considered on an individual basis.
- ◆ Vendors do not have to be certified as an M/WBE to participate in the district's contracting and purchasing activities.
- ◆ All district bidders/proposers are required to demonstrate positive and reasonable good faith efforts to subcontract with and/or procure supplies/services with M/WBEs.
- ◆ Respondents who will subcontract portions of the work will be required to submit the Letter of Intent to Perform/Contract as a Subcontractor Form (page 6, section E) prior to an agreement being executed or an authorized transaction created.
- ◆ Bidders/proposers may not apply one of its subsidiary companies or its own workforce towards meeting its M/WBE subcontracting goals.
- ◆ Changes to the List of Subcontractors (page 5, section C) must be reviewed and approved by the M/WBE Department prior to any changes being made.
- ◆ The contractor/proposer shall notify the M/WBE Department if the percentage of M/WBE participation declines or falls below the level of participation represented in the contract. The contractor shall promptly notify the M/WBE Department within 7 days and obtain a listing of other qualified M/WBE vendors to meet the commitment amount.
- ◆ Contractor will be required to submit a Pay Activity Report indicating the amounts paid to its subcontractors with each pay application submitted or as requested by the district.
- ◆ Contractor agrees to establish a written contract with each subcontractor. At minimum, the contract must include the scope of work, payment terms, termination of M/WBE Clause, Prompt Payment Clause, and Retainage Clause.
- ◆ The contractor will be required to maintain records showing the subcontract/supplier awards, subcontractor payment history, specific efforts to identify and award contracts to M/WBEs, and copies of executed contracts with M/WBEs. The contractor must provide access to books, records and accounts to authorized district, state and federal officials for the purpose of verifying M/WBE participation and good faith efforts. All district contracts are subject to an M/WBE audit.

## M/WBE Compliance Guidelines and Forms

To be completed by the Prime Vendor/Contractor

|                                   |              |               |               |
|-----------------------------------|--------------|---------------|---------------|
| <b>Bid/Proposal #:</b>            |              |               |               |
| <b>Bid/Proposal Title:</b>        |              |               |               |
| <b>Prime Vendor / Contractor:</b> |              |               |               |
| <b>Company Address:</b>           |              |               |               |
|                                   | <b>City:</b> | <b>State:</b> | <b>Zip:</b>   |
| <b>Contact Person:</b>            |              | <b>Phone:</b> | <b>Email:</b> |

### Section A. Is your company a Minority or Woman-Owned Business Enterprise (M/WBE)?

- ☐ **Yes** If you answered "Yes," complete the current certification information in the boxes below, then continue to **Section B**.
- ☐ **No** If you answered "No," then continue to **Section B**.

| <b>Certifying Entity</b><br>North Central Texas Regional Certification Agency (NCTRCA), State of Texas Historically Underutilized Business (HUB), Department of Transportation (DOT), Small Business Administration (SBA) – 8A or SDB, South Central Texas Regional Certification Agency (SCTRCA), D/FW Minority Business Council, National Minority Supplier Development Council, City of Houston, Corpus Christi Regional Transportation, Women's Business Council and City of Austin.<br><b>(If you are not M/WBE certified, list non-certified.)</b> | <b>Certification Number</b> | <b>Ethnicity</b> | <b>Gender</b> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|------------------|---------------|
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                             |                  |               |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                             |                  |               |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                             |                  |               |

### Section B. Will you use subcontractors as a part of this bid/proposal?

- ☐ **Yes** If you answered, "Yes", **complete Sections C and E**.
- ☐ **No** If you answered "No", **a written explanation is required below.**  
(If you answered "No", Sections C, D and E are not applicable.)

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## M/WBE Compliance Guidelines and Forms

To be completed by the Prime Vendor/Contractor

**Section C. Subcontractor Utilization** (List all subcontractors (minority and non-minority) that will be utilized in this bid/proposal. Non-certified firms will not be counted towards the prime's M/WBE subcontracting goals. Bidders/proposers may not apply one of its subsidiary companies or its own workforce towards meeting its M/WBE subcontracting goals. Use additional sheets if necessary.)

| Subcontractor/<br>Supplier | Contact<br>Person &<br>Phone<br>Number | Certification<br>Type | Certification # | Ethnicity/<br>Gender | Service/Supplies<br>to be Provided | Estimated<br>Amount | % Of<br>Total<br>Bid |
|----------------------------|----------------------------------------|-----------------------|-----------------|----------------------|------------------------------------|---------------------|----------------------|
|                            |                                        |                       |                 |                      |                                    |                     |                      |
|                            |                                        |                       |                 |                      |                                    |                     |                      |
|                            |                                        |                       |                 |                      |                                    |                     |                      |
|                            |                                        |                       |                 |                      |                                    |                     |                      |
|                            |                                        |                       |                 |                      |                                    |                     |                      |
| <b>Totals</b>              |                                        |                       |                 |                      |                                    |                     |                      |

**Special Note:** You will be required to submit the Letter of Intent to Perform/Contract as a Subcontractor Form (page 6, Section E) prior to an agreement being executed or an authorized transaction created.

**Section D. Good Faith Efforts Documentation** (Complete this section if subcontractors will be utilized; however, the subcontractors are not M/WBE.)

|                                                                                                                                                                                                                                                    | Yes                      | No                       |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| 1. Was contact made with M/WBEs by telephone or written correspondence at least one week before the bid was due to determine whether any M/WBEs were interested in subcontracting and/or joint ventures?                                           | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Were contracts broken down to provide opportunities for subcontracting?                                                                                                                                                                         | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Was your company represented at a pre-bid/proposal conference to discuss, among other matters, M/WBE participation opportunities and obtain a list (not more than two months old) of certified M/WBEs?                                          | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Was information provided to M/WBEs concerning bonding, lines of credit, technical assistance, insurance, scope of work, plans/specifications, etc.?                                                                                             | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Were subcontracting opportunities advertised in general circulation, trade associations, minority/women-focused media and/or minority chambers of commerce?                                                                                     | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Did you encourage non-certified M/WBEs to pursue certification status?                                                                                                                                                                          | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Were negotiations conducted in good faith with interested M/WBEs?                                                                                                                                                                               | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Were the services utilized of available minority and women, community organizations, contractor groups, local, state, and federal business assistance offices, and other organizations that provide assistance in the identification of M/WBEs? | <input type="checkbox"/> | <input type="checkbox"/> |
| <p><b>Special Note:</b> The good faith efforts documentation is subject to an M/WBE audit. Upon request, you will be required to provide supporting documentation for the purpose of verifying your good faith efforts.</p>                        |                          |                          |

## M/WBE Compliance Guidelines and Forms

To be completed by the Prime Vendor/Contractor

### Letter of Intent to Perform/Contract as a Subcontractor

**Section E.** Intent to Perform/Contract as a Subcontractor. Complete a form for each minority or woman-owned subcontractor, which will be utilized in this bid/proposal. If necessary, make copies to list additional subcontractors/suppliers.

Pursuant to district policy (CH Local), only "certified" M/WBEs may be counted towards meeting the district's M/WBE goal at the subcontracting level. Refer to page three (3) bullet four (4) of the M/WBE Compliance Guidelines and Forms for a listing of Dallas ISD-recognized certifications.

Bid/Proposal #: \_\_\_\_\_ Bid/Proposal Title: \_\_\_\_\_

1. Name of Offeror / Prime Contractor \_\_\_\_\_  
Address, City, State & Zip \_\_\_\_\_

#### SUBCONTRACTOR INFORMATION:

2. The undersigned has been certified by a Dallas ISD recognized certification agency

Name of Agency: \_\_\_\_\_ Certification Number: \_\_\_\_\_ Ethnicity/Gender: \_\_\_\_\_

3. The undersigned is prepared to perform the following described work/service and/or supply the material listed in connection with the above project

\_\_\_\_\_  
\_\_\_\_\_

and at the following price \$ \_\_\_\_\_

By: \_\_\_\_\_  
(Name of the M/WBE Firm) (Signature of Owner, President or Authorized Agent) (Date)

\_\_\_\_\_  
(Phone) (Print or Type – Name of Owner, President or Authorized Agent of M/WBE Firm)

#### DECLARATION OF PRIME CONTRACTOR:

I \_\_\_\_\_ HERBY DECLARE AND AFFIRM that I am the \_\_\_\_\_  
(Name of Declarant) (Title of Declarant)

and a duly authorized representative of \_\_\_\_\_  
(Name of Prime Contractor)

to make this declaration that I have personally reviewed the material and facts set forth in this Letter of Intent to Perform/Contract as a Subcontractor form. To the best of my knowledge, information and belief, the facts and representations contained in this form are true. The owner, president or authorized agent of the M/WBE firm signed this form and no material facts have been omitted.

The prime contractor has designated the following person as their M/WBE Liaison Officer:

\_\_\_\_\_  
(Name of M/WBE Liaison Officer) (Phone)

Caution: Any false statements or misrepresentations regarding information submitted on this form may be a criminal offence in violation of Section 37.10 of the Texas Penal Code.

\_\_\_\_\_  
(Name of Declarant) Phone Number: \_\_\_\_\_  
(Phone)

\_\_\_\_\_  
(Signature of Declarant) Date: \_\_\_\_\_  
(Date)

## M/WBE Compliance Guidelines and Forms

To be completed by the Prime Vendor/Contractor

Sections (F through I) should be completed for Request for Proposals (RFP), Request for Qualifications (RFQ) and all construction procurement solicitations.

### Section F. Workforce Composition

| EMPLOYEE CATEGORY      | TOTAL EMPLOYEES |        | NON MINORITY |        | AFRICAN AMERICAN |        | HISPANIC |        | NATIVE AMERICAN |        | ASIAN |        |
|------------------------|-----------------|--------|--------------|--------|------------------|--------|----------|--------|-----------------|--------|-------|--------|
|                        | Male            | Female | Male         | Female | Male             | Female | Male     | Female | Male            | Female | Male  | Female |
| Executive & Managerial |                 |        |              |        |                  |        |          |        |                 |        |       |        |
| Technical & Skilled    |                 |        |              |        |                  |        |          |        |                 |        |       |        |
| Office & Clerical      |                 |        |              |        |                  |        |          |        |                 |        |       |        |
| TOTAL                  |                 |        |              |        |                  |        |          |        |                 |        |       |        |

### Section G. Does Your Company Have A Written Affirmative Action Plan or Supplier Diversity Initiative?

- ☐ **Yes** My company has a written Affirmative Action Plan or Supplier Diversity Initiative, which is included within this proposal.
- ☐ **No** My company does not have a written Affirmative Action Plan or Supplier Diversity Initiative.

### Section H. Historical M/WBE Utilization

List M/WBE Subcontractors that were utilized on previous Dallas ISD projects. If no Dallas ISD experience, please list similar projects.

| Name of Project | M/WBE Subcontractor/Supplier or Joint Venture Partner | M/WBE Contact Person & Phone Number | Amount or % of Bid |
|-----------------|-------------------------------------------------------|-------------------------------------|--------------------|
|                 |                                                       |                                     |                    |
|                 |                                                       |                                     |                    |
|                 |                                                       |                                     |                    |
|                 |                                                       |                                     |                    |

### Section I.

1. Does Your Company Currently Participate in a Joint Venture Agreement with a Certified M/WBE for this Proposal?

☐ Yes ☐ No

2. Does Your Company Currently Participate in a Mentor Protégé Plan?

☐ Yes ☐ No

3. Will Your Company Voluntarily Participate in the District's Mentor Protégé Program?

☐ Yes ☐ No

Please provide responses below to support answers provided in Section I.

- ☐ **Yes** My company has attached a notarized Joint Venture Agreement.
- ☐ **No** My company has not attached a notarized Joint Venture Agreement.
- ☐ **Yes** My company has attached a current Mentor Protégé Plan.
- ☐ **No** My company has not attached a current Mentor Protégé Plan.

For additional information, visit the following websites:

**Mentor Protégé Plan:** [http://www.dallasisd.org/inside\\_disd/depts/business/support/mwbe/MPP.pdf](http://www.dallasisd.org/inside_disd/depts/business/support/mwbe/MPP.pdf)

**Joint Venture Agreement:** [http://www.dallasisd.org/inside\\_disd/depts/business/support/mwbe/JV.html](http://www.dallasisd.org/inside_disd/depts/business/support/mwbe/JV.html)