REQUEST FOR PROPOSAL

SERVER & STORAGE INFRASTRUCTURE UPGRADE

RFP # 2018.502

Submittal Deadline:
Thursday, August 31, 2017 by 2:00 p.m.

Issued by:
CCISD Purchasing Department
www.ccisd.net/departments/purchasing/

Linda Bertram, Buyer
Email: lbertram@ccisd.net
DISTRICT OVERVIEW

Profile of the District: The Clear Creek Independent School District spans 103 square miles and is located 20 miles south of Houston along Interstate 45/Gulf Freeway. This includes the communities of: League City, Seabrook, Webster, Kemah, El Lago, Nassau Bay, Clear Lake Shores and Taylor Lake Village, along with portions of Bacliff, Friendswood, Houston and Pasadena. The District provides instructional services to over 41,000 students at 44 campuses and is the 29th largest school district in Texas. There are currently twenty six (26) elementary schools, ten (10) intermediate schools, five (5) comprehensive high schools and two (2) charter schools. The mission of the Clear Creek Independent School District, the leader in visionary education, is to ensure that each student discovers and develops his or her unique talents and interests while realizing personal success and positively impacting their world through a new system distinguished by integrity, meaningful relationships, personalized learning, achievement, and a continuing commitment to Courage, Collaboration, Innovation, and Self-Direction.

GENERAL INFORMATION FOR VENDORS

<table>
<thead>
<tr>
<th>Proposed Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Release RFP</td>
</tr>
<tr>
<td>Pre-Proposal Conference</td>
</tr>
<tr>
<td>Last date for questions:</td>
</tr>
<tr>
<td>RFP Due</td>
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<tr>
<td>Evaluation Period</td>
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<tr>
<td>Selected Proposal(s) Approved</td>
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Clear Creek Independent School District (“CCISD” or the “District”) is accepting sealed proposals for the following: To seek a solution for modernizing its server and storage infrastructure from an industry-leading manufacturer currently positioned in the Gartner “Magic Quadrant” for their respective products. The current virtualized server infrastructure is approximately five (5) years old and does not meet current needs.

Direct all questions regarding this proposal in writing to: Linda Bertram, Buyer - Technology Email: lbertram@ccisd.net

The District is utilizing the Request for Proposals (“RFP”) method of procurement in accordance with Texas Education Code Section 44.031. For information regarding the RFP process, contact the CCISD representative identified above.

To be considered a responsive offer, proposers are required to submit an executed original of their proposal, proposal sheets and any other requested/required information in a sealed envelope. Please submit one signed original, one copy, and an electronic version to the District. Electronic submissions are required in the format and on the forms provided. Regardless of when an electronic submission is received, only a signed original proposal will constitute a formal proposal submission by the date and time noted above.

The proposal can be mailed, delivered by courier as well as hand-delivered to:

GREG CRUTHIRDS, CLEAR CREEK ISD DIRECTOR OF PURCHASING, 2145 WEST NASA BLVD., WEBSTER, TX 77598.

PROPOSAL ENVELOPES MUST INCLUDE: YOUR COMPANY NAME, RETURN ADDRESS, PROPOSAL NUMBER AND THE DUE DATE AND TIME.
Proposals may be hand-delivered to the Purchasing Department during regular business hours. Any proposal received after the specified time, whether delivered in person or mailed, shall be disqualified.

VENDOR SUBMISSION CHECKLIST

Your response must include the following information and completed forms:

☐ FORM A—AWARDED VENDOR NOTICE
☐ FORM B—BUSINESS INFORMATION & CERTIFICATION
☐ FORM C—W-9 TAX PAYER IDENTIFICATION
☐ FORM D—REFERENCES
☐ FORM E—INTERLOCAL AGREEMENTS
☐ FORM F—CERTIFICATE OF INTERESTED PARTIES (HB 1295)
☐ FORM G—CONFLICT OF INTEREST (FORM CIQ)
☐ FORM H—FELONY CONVICTION NOTICE
☐ FORM I—CRIMINAL HISTORY CERTIFICATION
☐ FORM J—REQUIRED CERTIFICATIONS (Federal EDGAR requirements and applicable state law)
☐ PROPOSAL SHEETS

SCOPE, EVALUATION, & RFP PURPOSE

The scope and purpose of this RFP is:

PURPOSE

The Clear Creek Independent School District (CCISD) seeks a solution for modernizing its server and storage infrastructure from an industry-leading manufacturer currently positioned in the Gartner “Magic Quadrant” for their respective products. The current virtualized server infrastructure is approximately 5 years old and does not meet current needs.

The vendor will design, install, configure, provide hardware/software maintenance, and training on a complete server virtualization solution to CCISD, including servers, storage area network, backup solution, related hardware, software, professional services, training and project management. This RFP provides vendors with the relevant operational, performance, application, and architectural requirements of the system.

The scope of this RFP will cover replacing the server virtualization infrastructure in the school district, including servers, storage area network, backup targets, related hardware, software, professional services, training, and documentation. This system includes Windows Server, VMware vSphere, Veeam backup, and Active Directory to manage our enterprise VM environment running on Dell rack-mounted servers and Dell Compellent SAN storage. The new system will integrate with the existing CCISD network infrastructure as described in the sections below.
The vendor is expected to plan and conduct the installation of the project with minimal impact to daily operations and staff. Staff will work closely with the vendor to create a working project plan that will achieve these goals. Work will be performed during normal business hours Monday-Friday with potential occasional work on Saturday or in the evenings at the discretion of The District. It is the intention of the CCISD to begin installation of the server infrastructure by fall 2017.

For additional detail regarding the scope of the procurement and CCISD’s required specifications, see CCISD’s Special Terms and Conditions (if applicable).

The District intends to purchase immediate requirements and supplemental needs on an as-needed basis.

CCISD Purchasing Department documents are made available via CCISD Website and Public Purchase for qualified vendors who wish to submit a formal response.

**CONTRACT TERM**: This contract will be effective for an Initial Term of one (1) year, with renewal options for up to three (3) additional one year periods (as listed below), at the District’s discretion ("Renewal Options"). In the event this proposal expires before another proposal is awarded, the District may extend the contract term on a month-to-month basis by mutual agreement with the vendor.

- **Initial Term**: October 1, 2017 through September 31, 2018
- **First Renewal Option**: October 1, 2018 through September 31, 2019
- **Second Renewal Option**: October 1, 2019 through September 31, 2020
- **Third Renewal Option**: October 1, 2020 through September 31, 2021

**EVALUATION CRITERIA** – The District will conduct a comprehensive, fair and impartial evaluation of all proposals received in response to this RFP. Each proposal received will be analyzed to determine overall responsiveness and completeness. Failure to comply with the instructions or to submit a complete proposal may deem a proposal non-responsive and may be eliminated from further evaluation at the discretion of the District.

<table>
<thead>
<tr>
<th>FACTOR</th>
<th>POINTS</th>
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<tbody>
<tr>
<td>Purchase price</td>
<td>40</td>
</tr>
<tr>
<td>The reputation of the vendor and the vendor’s goods and services.</td>
<td>10</td>
</tr>
<tr>
<td>The quality of the vendor’s goods and services.</td>
<td>10</td>
</tr>
<tr>
<td>The extent to which the goods and services meet the District’s needs.</td>
<td>10</td>
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<tr>
<td>The vendor’s past relationship with the District</td>
<td>10</td>
</tr>
<tr>
<td>The impact on the ability of the District to comply with laws</td>
<td>0</td>
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<tr>
<td>relating to historically underutilized businesses (HUB)</td>
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<tr>
<td>The total long-term cost to the District to acquire the goods or</td>
<td>20</td>
</tr>
<tr>
<td>services</td>
<td></td>
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<tr>
<td>State of Texas preference</td>
<td>N/A</td>
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<tr>
<td>Any other relevant factor specifically listed in the request for bids</td>
<td>???</td>
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<tr>
<td>or proposals for consideration</td>
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</tbody>
</table>

**TOTAL** 100

**PROCUREMENT PROCEDURES & AWARD**

1. **PROPOSAL VALIDITY**: Proposals and all pricing offers shall remain valid, pending award, for 120 days. Upon mutual agreement, proposal prices can be extended beyond the firm price offer date. Submitted responses should be self-explanatory and should not require any clarification or additional information. Once submitted, CCISD will not return responses to vendors. A response that has been submitted to CCISD may be withdrawn by email or online prior to the deadline for submission of responses.
2. **COSTS AND PRICING:**
   a. Prices are to remain firm and fixed for the term of the contract, unless cost increases or escalations are specifically agreed to in a writing signed by both parties.
   b. Submit unit price on quantity specified – extend and show total. In case of errors in extension, unit prices shall govern.
   c. All prices are to be freight prepaid, include all delivery charges and are to be F.O.B. CCISD.
   d. CCISD is tax-exempt. Response prices should not include taxes.

3. **DELIVERY ARO:** Proposals must show the number of days required to deliver the article(s) to the specified location under normal conditions after receipt of an order (ARO). Delivery time will be considered in the evaluation process.

4. **PURCHASES** – Purchases will be made on an as needed basis throughout the period of the contract by way of Purchase Orders.

5. **SPECIFIED/ALTERNATE ITEMS:** Any catalog, brand name, and/or manufacturer’s reference used is descriptive, not restrictive, and is intended only to indicate type and quality desired. Proposals on brands of like nature and quality will be considered unless otherwise specified. If offering an alternate product, proposal must show manufacturer, brand, model, etc. of item being offered. Complete descriptive information of each alternate product must be included with the proposal. If the vendor takes no exception to the specifications, vendor shall be required to furnish brand names, models, etc. as specified.

6. **SUBCONTRACTORS:** If the Vendor has joined with one or more business partners or is subcontracting any work to respond to the solicitation, Vendor must identify those subcontractors or partners in the solicitation response and complete all applicable certifications related to the subcontractor’s performance of work on behalf of the District, including but not limited to criminal history certifications for employees or subcontractors who will have direct contact with CCISD students. CCISD reserves the right to reject the Vendor’s offer based on that/those partnerships(s) and/or subcontractors, or to request the removal of any partner or subcontractor at any time.

7. **AUTHORITY/ DISTRICT OPTION:** All proposals must meet or exceed the District’s specifications. The District shall be the sole authority in evaluating and determining the equality of all alternate proposals. Substitutions below the minimum specifications shown will not be accepted.

8. **CCISD:**
   a. Reserves the right to reject any or all proposals, waive minor formalities at CCISD’s discretion, and to accept any proposals determined to be the most advantageous to the district in accordance with the RFP’s evaluation criteria. Reserves the right to cancel this solicitation in whole or in part, or amend the solicitation by issuing an addendum to the RFP. Every effort will be made to send addenda issued to the parties known to have been furnished a complete copy of the RFP.
   b. Reserves the right to award one or more contracts, in part or in whole, to a single or to multiple prospective vendors. The decision to award multiple contracts, award only one contract, or to make no awards rests solely with CCISD.
   c. Assumes no financial responsibility for any costs incurred by prospective vendors in developing and submitting a response to this RFP or any amendments or addenda, or any other costs incurred by vendors prior to award of a contract.
   d. Reserves the right to reject any and/or all responses. CCISD further reserves the right to accept, reject, or negotiate modifications in any terms of a proposed vendor’s response or any parts thereof.

9. **RFP ADDENDUM:** Any interpretations, corrections, additions or changes to this RFP will be communicated to vendors by the issuance of an addendum. All vendors shall comply with the requirements specified in any addendum issued by CCISD. No addenda will be issued later than 3 business days prior to the proposal closing, except an addendum withdrawing the proposal or postponing the opening of the proposal. All addenda will be posted to the District Purchasing Department Web Page. Every effort will be made to send addenda issued to the parties known to have been furnished a complete copy of the RFP. However, it is the responsibility of the vendor, prior to submitting their response, to determine whether an addendum was issued by accessing the CCISD Purchasing Department’s webpage.
10. **NON-WARRANTY OF PROPOSALS** – Due care and diligence has been exercised in the preparation of the RFP, and all information contained herein is believed to be substantially correct. However, the responsibility for determining the full extent of the services required, the exposures to risk, and verification of all information herein shall rest solely with those submitting proposals. Neither the District nor its representatives shall be responsible for any errors or omissions in this RFP. The District reserves the right to request additional information from the Vendor after the submission date.

11. **OPENING PROCEDURE**: Proposals will be opened so as to avoid disclosure of contents to competing offerors and kept secret during the process of negotiation. Only the names of offerors will be read at a public opening.

12. **NEGOTIATIONS** – The District may choose to award a contract based on the original submission, or move to negotiations. Because the District may choose not to enter into negotiations and/or request a best and final offer, all offerors are to assume the original submission, and any subsequent communication with the District, may be considered a final offer.

13. **DISQUALIFICATION**: A vendor may be disqualified before or after the responses are unsealed for reasons including but not limited to incomplete or non-compliant responses, or evidence of collusion with the intent to defraud, or evidence of intent to perform other illegal activities for the purpose of obtaining an unfair competitive advantage.

14. **RFP SUPERSEDES**: This RFP represents the basis for any award and supersedes all prior solicitations, offers, negotiations, exceptions and understandings (whether orally or in writing).

15. **TEXAS PUBLIC INFORMATION ACT**: CCISD is a governmental body subject to the Texas Public Information Act. Responses submitted to CCISD as a result of this solicitation may be subject to release as public information after contracts are awarded or the procurement is terminated. CCISD assumes no obligation or responsibility relating to the disclosure or nondisclosure of information as required by applicable law.

16. **CONFLICTS OF INTEREST AND GIFTS**:

a. Proposers are not permitted to contact any District Board of Trustees member, officer or employee, other than the District representative designated to respond to questions above. No gratuities of any kind will be accepted, including meals, gifts or trips.

b. **Form CIQ**: As of September 1, 2015, any vendor who does business with CCISD or who seeks to do business with CCISD must fill out a Conflict of Interest Questionnaire (Form CIQ of Vendor’s Submission Checklist). Form CIQ must be completed regardless of whether or not a conflict of interest exists.

c. **Gifts**: The officers, employees, and agents of CCISD may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, through CCISDs written procedures, CCISD has set a de minimis amount of less than $50 per year for items that are unsolicited and of minimal value and promotional items.

d. **Federal Procurement**: In accordance with federal EDGAR requirements, 2 CFR § 318(c)(1), no employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

17. **CONTRACT AWARD**: Proposer’s response shall be considered an offer to the District and subject to the terms of this RFP, including but not limited to all terms and conditions, forms, appendices, and attachments. The District expressly disclaims and rejects any amendment or modification of the RFP terms by vendor, except where the District first indicates acceptance of the modification in writing. The District will indicate acceptance of a vendor’s response by issuance of an Awarded Vendor Notice or Purchase Order to awarded vendor. District reserves the right to award multiple contracts pursuant to this RFP. An award of a contract does not guarantee the vendor that the District shall issue any Purchase Orders for the Proposer’s goods or services, or guarantee any particular volume, use, number, or sales.
CLEAR CREEK ISD GENERAL TERMS AND CONDITIONS

These terms and conditions are applicable to and form a part of all contract documents and purchase orders issued as a result of award under this RFP and shall be incorporated by reference into all contract documents.

1. **CONTRACT DOCUMENTS:** The agreement between the parties shall consist of the following documents incorporated herein by reference for all purposes: (1) CCISD’s Special Terms and Conditions (if applicable); (2) CCISD’s General Terms and Conditions; (3) CCISD’s Notice of Award, (4) any valid written purchase orders signed by an authorized representative of CCISD, and (5) vendor’s proposed pricing as accepted by CCISD (collectively the “Contract”). The terms of this Contract shall govern all procurements conducted hereunder. No additional terms on the Vendor’s order acknowledgments, invoices, or other forms shall have any force or effect. In the event of a conflict, the documents shall control in the order they are listed in this paragraph. This Contract constitutes the entire agreement between the parties and supersedes any previous written or oral agreements.

2. **EFFECTIVE DATE:** This Contract shall be effective solely upon the signature Notice of Award (Form A) by an authorized representative of CCISD. The Effective Date of this Contract shall be the date of CCISD’s Notice of Award.

3. **QUANTITIES:** Unless otherwise specified in the RFP, all commodities will be provided on an “as needed” basis, and CCISD makes no representation either orally or in writing to the amount of commodities, services, or related items CCISD will purchase pursuant to this Contract.

4. **AMENDMENT:** Further, no amendment of this Agreement shall be permitted unless first approved in writing by and authorized representative of CCISD.

5. To be effective, any amendment to this Contract must be in writing and signed by authorized representatives of all parties.

6. **ASSIGNMENT:** The parties may not assign this Contract or any of its rights, duties, or obligations hereunder without the prior written approval of both parties. This prohibition includes the an assignment or transfer to a successor in interest to Vendor.

7. **CONTRACT TERM:** The Term of the contract shall be in accordance with the Term specified in the corresponding RFP.

8. **ANNUAL REVIEW:** This Contract will be reviewed by the District annually for consideration of the renewal options exercisable at CCISD’s discretion.

9. **ANNUAL APPROVAL:** The contract and subsequent Renewal Options will be presented for approval at a regularly scheduled Board of Trustees meeting, as required.

10. **VENDOR CHANGES AND UPDATES:** Vendors shall submit all updates of their company and contact information to the District in writing to the address listed on the cover page.

11. **EXCEPTIONS:** Any exceptions to the terms and conditions of the provisions of this must be stated in writing, and attached as a part of the proposal. No exceptions shall be deemed effective unless the District has indicated its acceptance of the exception in writing signed by an authorized representative of CCISD.

12. **GOVERNING LAW AND VENUE:** The laws of the State of Texas, without regard to conflicts of law, shall govern this Contract. Mandatory and exclusive venue for any dispute arising under this Contract shall be in the courts of Galveston County, Texas.

13. **COMPLIANCE WITH LAWS:** All items and services offered shall conform to all applicable local, county, state and federal laws, ordinances and regulations. For the entire duration of this Contract, Vendor and all subcontractors shall maintain all required licenses, certifications, permits, and any other documentation necessary to perform this Contract.

14. **CONFIDENTIALITY:** Vendor agrees to secure the confidentiality of all information and records provided by CCISD in accordance with applicable federal and state laws, rules, and regulations. Vendor acknowledges that the Family Educational Rights and Privacy Act (“FERPA”), 20 U.S.C. § 1232g, governs the confidentiality of educational records and student personally identifiable information and agrees to abide by FERPA rules and regulations, as applicable, including but not limited to restrictions on disclosure of FERPA protected information to third parties. Vendor also acknowledges that CCISD is subject to the Texas Public Information Act, and Vendor waives any claim against CCISD and releases from liability CCISD, its officers, employees, agents, and attorneys with respect to disclosure of information determined by CCISD, the Attorney General of Texas, or a court of law to be subject to disclosure under the Texas Public Information Act. Per Government Code, Article 252.049, if any of the information is considered to be confidential or a trade secret belonging to the Vendor and, if released would give advantage to a competitor or Vendor, that information should be filed with the proposal in a separate envelope marked “confidential – do not duplicate without permission.” Any such designation shall be subject to CCISD’s compliance with applicable law regarding disclosure.

15. **INDEMNIFICATION** –VENDOR SHALL INDEMNIFY AND HOLD CCISD HARMLESS FROM ALL CLAIMS, LIABILITIES, COSTS, SUITS OF LAW OR IN EQUITY, EXPENSES, ATTORNEYS’ FEES, FINES, PENALTIES OR DAMAGES ARISING FROM THE ACTS OR OMISSIONS OF VENDOR, VENDOR’S EMPLOYEES, AGENTS, OR
SUBCONTRACTORS, IN CONNECTION WITH THIS AGREEMENT, INCLUDING BUT NOT LIMITED TO CLAIMS INVOLVING PATENT RIGHT OR COPYRIGHT INFRINGEMENT. Vendor's obligations under this clause shall survive termination of this Agreement.

16. **ENERGY STAR COMPLIANCE**: Per the requirements of the District Energy Manager, all new equipment must be Energy Star compliant when available.

17. **APPROPRIATED FUNDS**: The parties agree that this Contract is a commitment of CCISD’s current revenue only. Renewal of this Contract, if any, will be in accordance with Texas Local Government Code § 271.903 concerning non-appropriation of funds for multi-year contracts. Notwithstanding any other provision of this Contract, CCISD shall have the right to terminate this Contract without default or liability, effective as of the expiration of each budget period of CCISD if it is determined by CCISD, in CCISD’s sole discretion, that there are insufficient funds to extend this Contract.

18. **PROPOSAL AWARD**: The District reserves the right to award contracts for any, all, or none of the parts and/or items of this proposal request. Contracts for purchase shall be put into effect by means of purchase order(s) executed by the District’s Purchasing Director after this proposal has been awarded.

19. **NON-EXCLUSIVE AWARD**: Except as noted, proposal award resulting from this request is not an exclusive agreement to purchase. The District reserves the right and option, without penalty, to purchase like materials and services from other sources when and if such purchases, in the opinion of the District, are necessary and in the best interest of the District.

20. **VENDOR NON-PERFORMANCE**: If at any time, the Vendor fails to fulfill or abide by the terms and conditions or specifications of the Contract, the District reserves the right to cancel the Contract without written notification of intent.

21. **CANCELLATION**: The CCISD reserves the right to cancel any contract (or purchase order) resulting from this RFP at any time, for any reason (or for no reason) with a thirty (30) day written notice to the Vendor. Vendor may cancel the Contract, at any time for any reason, or for no reason with a sixty (60) day written notice. Any notice required or permitted to be delivered to the parties shall be deemed to be delivered when mailed by registered or certified mail, return receipt requested, postage prepaid, and addressed to the party’s address appearing on the face of the RFP or Business Information Form (or as subsequently revised or changed in writing). Any compensation due Vendor will be limited to items received and accepted, or services performed and accepted, by the District prior to the notice of cancellation.

22. **INVOICES**: If applicable, original invoices shall be submitted to: Clear Creek Independent School District, PO BOX 799, League City, Texas 77574, Attention: Accounts Payable Department. Invoices must indicate the District purchase order number, invoice date, name of company, complete mailing address and telephone number, brief description of the item or service, quantity, unit price and extended price, any other substantiating documentation or information as required by the Contract. Invoices subject to cash discount will be calculated from the date final invoice is received by the District Accounts Payable Department.

23. **PAYMENTS**: Subject to the pricing limitations established by this Contract, the payments due to Vendor are limited to the amount stated on the face of the purchase order. Any products provided or services rendered in excess of this amount will be at Vendor’s expense and not payable by the District. No alterations, substitutions or extra charges will be permitted without a written Change Order signed by an authorized representative of CCISD. Merchandise may not be billed at a price higher than the amount stated on the order. The District shall pay all undisputed invoices for accepted merchandise and/or services within 45 days of delivery or acceptance, whichever is later. Contracts requiring a monthly charge will be billed and paid on a monthly basis.

24. **TAXES**: CCISD is tax-exempt, and CCISD shall not pay taxes for goods and/or services provided under this Agreement. Vendor represents and warrants that it shall be solely responsible for paying all taxes or similar amounts resulting from this Agreement. Vendor and all subcontractors of Vendor shall hold CCISD harmless from any responsibility for taxes, and related damages and interest.

25. **INTER-LOCAL AGREEMENTS & OPEN MARKET PURCHASES**: In the best interest of the district, if the proposal goods and/or services are available at a lower price or better delivery time, it is to be understood that the District reserves the right to purchase these items through an inter-local agreement or on the open market.

26. **DELIVERY RESPONSIBILITY**: The District will not be responsible for any material being delivered or services performed without a purchase order, signed by an authorized representative of the District.

27. **SHIPPING REQUIREMENTS**: The Vendor shall take necessary actions to assure that orders are shipped promptly, to include partial shipments where appropriate. Vendor will package goods in accordance with good commercial practice. Each shipping container shall be clearly and permanently marked as follows: a) Vendor’s name and address; b) CCISD’s name, address and purchase order number; c) Container number and total number of containers, e.g. box 1 of 4 boxes; and d) the number of the container bearing the packing slip (must accompany all goods delivered). The packing slip (or shipping ticket) must state clearly purchase order number, packing slip number, number of items, stock number, destination of delivery and delivery date. Vendor shall bear cost of packaging unless otherwise provided.

28. **DELIVERY TERMS**: a) The title and risk of loss of the goods shall not pass to the District until CCISD receives and takes
The place of delivery shall be that set forth on the purchase order; d) Vendor must provide goods or services within the term dates indicated on the purchase order. The terms of this agreement are “no arrival, no sale.” E) Successful vendor(s) shall promptly notify the District Purchasing Office when any single line item cannot be delivered within the specified delivery time (according to the purchase order). If the successful vendor is unable to provide the requested item within a mutually acceptable time, the District reserves the option to purchase the outstanding item(s) from an alternate source according to the terms and conditions of this proposal invitation.

29. **WARRANTY:** Equipment / Products shall be new and the latest model. No remanufactured, demonstrator, used, or irregular product will be considered for purchase unless otherwise specified. The Vendor has the ultimate responsibility of insuring the delivery of complete, full functioning products that meet the District’s specifications in all details and are free of defects in materials and workmanship. The manufacturer’s standard warranty will apply unless otherwise specified. All products should be provided complete, ready to be installed, including all cabling and connectors where applicable. Vendor shall not limit or exclude any implied warranties. Any attempt to do so shall render this Contract void at the option of the District. Vendor warrants that the goods furnished will conform to the specifications, drawings and descriptions listed in the solicitation and to the sample(s) furnished by Vendor, if any. In the event of a conflict between the specifications, drawings and descriptions, the specifications shall govern.

30. **WARRANTY WORK AND DEFECTIVE WORKMANSHIP:** The Vendor is ultimately responsible for and must assure the District that any warranty service shall be performed to the satisfaction of the District, regardless of whether the Vendor or its agent performs the warranty work. If there is a question of whether it is the responsibility of the Vendor or the manufacturer to repair a given defect, then it shall automatically become the Vendor’s responsibility to see that the repair(s) is made to the satisfaction of the District. If defective workmanship and/or materials is found after acceptance and payment has been made, the Vendor shall replace or repair the defective component(s), as required by the District, at Vendor’s own cost, within a reasonable amount of time (normally 10 District business days), and at no extra cost to the District. Upon refusal of the Vendor to make satisfactory and timely adjustment(s), the District reserves the right to claim and recover from the Vendor, for costs incurred to correct the error or make good the defect in material or workmanship.

31. **INSURANCE REQUIREMENTS: (if applicable):**
   a. **Certificates of Insurance.** Certificates of insurance showing the solicitation number for each of the below listed policies, with insurance companies acceptable to the District, shall be delivered to the CISD with Vendor’s solicitation response. Copies of required Waiver of Subrogation, Additional Insured and Cancellation endorsements must be attached to the Certificate of Insurance. If at any time during the Contract Terms the Certificate of Insurance lapses, the Contractor shall provide to the District an updated certificate.
   b. **Proof of Insurance.** For the duration of this Contract, the Contractor shall provide proof and maintain the following insurance coverage applicable to liability which could be incurred in conjunction with the solicited project:
      i. **Workers’ Compensation** as required by the Texas Workers’ Compensation Act, including Employers Liability insurance with limits of $1,000,000.
      ii. **Comprehensive General Liability** providing Products, Completed Operations, Independent Contractors and Contractual Liability coverage with Aggregate, Occurrence and Personal Injury Limits of $1,000,000.
      iii. **Comprehensive Automobile Liability Insurance** to cover all vehicles owned by, hired by, or used on behalf of the Contractor, with combined single limit of $1,000,000 and a Medical Payment limit of $5,000.
   c. **Waiver of Subrogation Endorsement.** Waiver of Subrogation Endorsement in favor of the District shall be a part of each policy for coverage listed. The District will allow deductible policies. The Contractor shall pay the deductible amount. Such coverage shall remain in effect during the full term of service. Required insurance coverage is specified in the Solicitation.
   d. **Additional Insured Endorsement.** Additional Insured Endorsements naming the District shall be a part of each policy for each coverage listed, except for Workers’ Compensation.
   e. **Notice of Cancellation.** If the Certificate of Insurance does not include such notice, a Cancellation, Non-Renewal or Material Change endorsement providing 60 days notice to the District must be provided.

32. **RECORDS RETENTION AND AUDIT:** Vendor shall maintain its records and accounts in a manner that shall assure a full accounting for all goods and/or services provided by Vendor to CCISD under this Contract, and agrees that such records shall be subject to audit by CCISD or an authorized investigating agency. These records and accounts shall be retained by Vendor and made available for audit by CCISD for a period of not less than three (3) years from the date of completion of the services, receipt of the goods, or the date of the receipt by CCISD of Vendor’s final invoice or claim for payment in connection with this Agreement, whichever is later. If an audit has been announced, Vendor shall retain its records and accounts until such audit has been completed. When federal funds are expended by CCISD pursuant to
this Contract, Vendor certifies that it will comply with the record retention requirements detailed in 2 CFR § 200.333. Vendor further certifies that Vendor will retain all records as required by 2 CFR § 200.333 for a period of three years after grantees or subgrantees submit final expenditure reports or quarterly or annual financial reports, as applicable, and all other pending matters are closed.

33. **INDEPENDENT CONTRACTORS**: Nothing in this Agreement shall be interpreted or construed as creating or establishing the relationship of employer and employee, agent, joint venture or partner, between CCISD and Vendor or CCISD and any of Vendor’s agents, employees, or subcontractors. Vendor agrees that CCISD has no responsibility for any conduct or payment of any of Vendor’s employees, agents, representatives, contractors, or subcontractors.

34. **GOVERNMENTAL IMMUNITY**: Nothing herein shall be construed as to limit CCISD’s governmental immunity as established by applicable law.

35. **GENERAL**:
   a. **Interpretation** - Vendor agrees that the normal rules of construction that require that any ambiguities in this Agreement are to be construed against the drafter shall not be employed in the interpretation of this Agreement.
   
   b. **Severability** - In the event that any one or more of the provisions contained in this Agreement shall be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provisions, and the Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained in it.
   
   c. **Force Majeure** – Neither party shall be deemed to have breached any provision of this Agreement as a result of any delay, failure in performance, or interruption of service resulting directly or indirectly from acts of God, network failures, acts of civil or military authorities, civil disturbances, wars, energy crises, fires, transportation contingencies, interruptions in third-party telecommunications or Internet equipment or service, other catastrophes, or any other occurrences which are reasonably beyond such party’s control.
   
   d. **Waiver** - No failure on the part of either party at any time to require the performance by the other party of any term hereof shall be taken or held to be a waiver of such term or in any way affect such party’s right to enforce such term, and no waiver on the part of either party of any term hereof shall be taken or held to be a waiver of any other term hereof or the breach thereof.
   
   e. **Payment and Performance Bond** - In compliance with Article 5160, V.A.T.S. and Government Code 2253.021, all contracts in excess of $25,000 for the construction, alteration or repair of public buildings shall require of the successful Vendor payment bonds in the full amount of the contract. Performance bonds shall be executed when such contracts exceed $100,000. Such bonding shall be executed by a corporate surety duly authorized to do business in this state and be payable to the School District.
By signing below, Vendor indicates to make an offer of contract to Clear Creek Independent School District (CCISD). CCISD may accept Vendor’s offer to contract by signing below. No contract shall be effective except upon signature by an authorized representative of CCISD and issuance of this Notice by CCISD to Vendor. The Effective Date of the parties’ agreement shall be the date of CCISD’s signature below.

By signing below, Vendor agrees that CCISD’s written Request for Proposal (RFP) # ___________, and all terms, conditions, forms, and attachments contained therein, constitutes the entire agreement between the parties, and supersedes any previous written or oral agreements, and any terms and conditions submitted by Vendor, in whatever form, except those agreed to in writing by CCISD according to the terms of the RFP. Any modification, alterations, or amendments must be in writing and signed by all parties.

Vendor Name: ________________________________

Clear Creek ISD Purchasing Department

Acknowledged by: ________________________________

Acknowledged by: Greg Cruthirds, Director of Purchasing

Print Name

____________________________

Title

____________________________

Signature:

Signature:

____________________________

Date: ________________

Date: ________________
FORM B
BUSINESS INFORMATION & CERTIFICATION

Business Name: ___________________________________________________________________________________________

Address: _________________________________________________________________________________________________

City, State, Zip: ___________________________________________________________________________________________

Phone: __________________________________ E-mail: _____________________________________________________________

Contact person for Correspondence including contract awards and renewals: _______________________________________

Business Web Address: ________________________________________________________________

Do You Accept Purchase Orders  yes / no  minimum Order Amount, If Any$ _____________________________

Discount for early payment? yes / no  If Yes, ____ % Discount for Payments received in _____ Business Days

Years/Months in Business with Present Name: ___________________

Type of Organization (Check All That Apply):  □ Manufacturer □ Distributor, □ Wholesaler, □ Retailer, □ Consulting,
□ Broker, □ Service Provider, □ Other

Other: ____________________________________________________________

By signing and submitting a Solicitation Response, the Vendor certifies and represents to the District that:

1. the Solicitation Response has been signed by an authorized representative of the company or firm submitting
the bid, proposal, offer or other Solicitation Response document;

2. The Vendor’s firm or any of its individual have not prepared the Solicitation Response in collusion with any
other Vendor or individual; and

3. The contents of the Solicitation Response as to price, terms and conditions or other details of the Solicitation
Response have not been communicated by the Vendor or by any employee or agent to any other person
engaged in this type of business prior to the official opening of the solicitation.

AGREED:

________________________________________________________________________
Signature                      Title                      Date
Form W-9
Request for Taxpayer Identification Number and Certification

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

1. Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2. Business name/described entity name, if different from above.

3. Check appropriate box for federal tax classification; check only one of the following seven boxes:
   - Individual/sole proprietor or
   - C Corporation
   - S Corporation
   - Partnership
   - Trust/estate
   - Single-member LLC
   - Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership).
   - Note: For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.
   - Other (see instructions)

4. Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3).
   - Exemption from FATCA reporting code (if any)
   - Exemption from FATCA reporting code (if any)
   - Exemption from FATCA reporting code (if any)

5. Address (number, street, and apt. or suite no.)

6. City, state, and ZIP code

7. List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest and dividends. (c) I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification Instructions. You must cross out item 2 above if you have not been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here

Signature of
U.S. person

Date

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted. Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

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

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1098-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1090-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

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

If you do not return Form W-9 to the requestor with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filed-out form, you:
1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. person. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income is from a U.S. trade or business that is subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See What is FATCA reporting? on page 2 for further information.
FORM D
BUSINESS REFERENCES

Proposer is to submit three (3) references that have contracted with the Proposer’s company to provide like products and/or services. It is recommended that the Proposer show school districts or other local government organizations equal to CCISD in size and structure, if possible. To expedite the evaluation process, e-mail is the preferred method of contact. Note: Failure to supply complete reference information may be grounds for proposal disqualification. References provided will be checked at the sole discretion of the District. Final evaluation results will be determined based on the information provided by the references and will be in the best interest of the District

1. Business Name: ____________________________________________________________
   
   Contact: ____________________________________________________________________
   
   Phone: ___________________________ Email: _______________________________

   Description of Project or Work: _______________________________________________

2. Business Name: ____________________________________________________________
   
   Contact: ____________________________________________________________________
   
   Phone: ___________________________ Email: _______________________________

   Description of Project or Work: _______________________________________________

3. Business Name: ____________________________________________________________
   
   Contact: ____________________________________________________________________
   
   Phone: ___________________________ Email: _______________________________

   Description of Project or Work: _______________________________________________
A. **Membership.** CCISD is a member in good standing of the Central Texas Purchasing Alliance (CTPA / txctpa.org), an alliance of over 40 school districts in Texas representing over a million students, sharing information, services and contractual opportunities. CTPA is an alliance created in accordance with Section 791.001 of the Texas Government Code through interlocal agreements. For a list of current members, go to www.txctpa.org/memberlist.

B. **Adoption of Awarded Contracts.** In support of this collaborative effort, all awards made by CCISD may be adopted by other active CTPA member districts. By adopting a contract from another CTPA member district, the adopting district has met the competitive bidding requirements established by the Texas Education Code, Section 44.031(a)(4) and as required by the adopting district's policies. There is no obligation on either party to participate unless both parties agree. The goods and services provided under the contract will be at the same or better contract pricing and purchasing terms established by the originating district.

C. **Adopted Contract Management.** The adopting district shall be responsible for the management of the new contract and all payments to the contracted vendor. The originating district shall have no responsibilities under the new contract agreement.

---

**ACKNOWLEDGEMENT**

The undersigned, by signature, represents their authorization to bind the bidder to fully comply with the terms and conditions and all forms and attachments of this contract.

Person authorized to sign bids, offers and contracts:

**Authorized Agents Name (Please print):**

**Title:**

**Authorized Agents Original Signature**

**Date**
CERTIFICATE OF INTERESTED PARTIES
(FORM 1295)

Clear Creek Independent School District ("CCISD") is required to comply with House Bill 1295, which amended the Texas Government Code by adding Section 2252.908, Disclosure of Interested Parties. Section 2252.908 prohibits CCISD from entering into a contract resulting from this solicitation with a business entity unless the business entity submits a Disclosure of Interested Parties (Form 1295) to CCISD at the time business entity submits the signed contract. The Texas Ethics Commission has adopted rules requiring the business entity to file Form 1295 electronically with the Texas Ethics Commission. The Form 1295 requirement does not apply to: (1) a contract with a publicly traded business entity or wholly owned subsidiary of the same, (2) an electric utility, or (3) a gas utility.

“Interested Party” means a person:
   a) who has a controlling interest in a business entity with whom CCISD contracts; or
   b) who actively participates in facilitating the contract or negotiating the terms of the contract, including a broker, intermediary, adviser, or attorney for the business entity.

“Business Entity” means an entity recognized by law through which business is conducted, including a sole proprietorship, partnership, or corporation.

“Controlling Interest” means (1) an ownership interest or participating interest in a business entity by virtue of units, percentage, shares, stock, or otherwise that exceeds 10 percent; (2) membership on the board of directors or other governing body of a business entity of which the board or other governing body is composed of not more than 10 members; or (3) service as an officer of a business entity that has four or fewer officers, or service as one of the four officers most highly compensated by a business entity that has more than four officers.

As a “business entity,” all vendors must electronically complete the form on the Texas Ethics Commission’s website, and then print, sign, and submit Form 1295 with their proposals even if no interested parties exist.

Proposers must file Form 1295 electronically with the Texas Ethics Commission using the online filing application, which can be found at https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm. Proposers must use the filing application on the Texas Ethics Commission’s website to enter the required information on Form 1295. Proposers must print a copy of the completed form, which will include a certification of filing containing a unique certification number. The Form 1295 must be signed by an authorized agent of the business entity.

CCISD must acknowledge the receipt of the filed Form 1295 by notifying the Texas Ethics Commission of the receipt of the filed Form 1295 no later than the 30th day after the date the contract binds all parties to the contract. After CCISD acknowledges the Form 1295, the Texas Ethics Commission will post the completed Form 1295 to its website with seven business days after receiving notice from CCISD.

(Sample Below)
CERTIFICATE OF INTERESTED PARTIES

Complete Nos. 1 - 4 and 6 if there are interested parties. Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

1 Name of business entity filing form, and the city, state and country of the business entity’s place of business.

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

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

<table>
<thead>
<tr>
<th>Name of Interested Party</th>
<th>City, State, Country (place of business)</th>
<th>Nature of Interest (check applicable)</th>
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</thead>
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<td>Controlling</td>
<td>Intermediary</td>
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</tbody>
</table>

5 Check only if there is NO Interested Party. □

6 AFFIDAVIT

I swear, or affirm, under penalty of perjury, that the above disclosure is true and correct.

Signature of authorized agent of contracting business entity

AFFIX NOTARY STAMP / SEAL ABOVE

Sworn to and subscribed before me, by the said _, this the __ day of __________, 20__, to certify which, witness my hand and seal of office.

Signature of officer administering oath Printed name of officer administering oath Title of officer administering oath

ADD ADDITIONAL PAGES AS NECESSARY
FORM G

CONFLICT OF INTEREST DISCLOSURE STATEMENT
(FORM CIQ)

As of September 1, 2015, any vendor who does business with the District or who seeks to do business with the District must fill out the new Conflict of Interest Questionnaire (CIQ) whether or not a conflict of interest exists. A conflict of interest exists in the following situations:

1) If the vendor has an employment or other business relationship with a local government officer of the District or a family member of the officer, as described by section 176.003(a)(2)(A) of the Texas Local Government Code; or

2) If the vendor has given a local government officer of the District, or a family member of the officer, one or more gifts with the aggregate value of $100, excluding any gift accepted by the officer or a family member of the officer if the gift is: (a) a political contribution as defined by Title 15 of the Election Code; or (b) a gift of food accepted as a guest; or

3) If the vendor has a family relationship with a local government officer of the District.

If no conflict of interest exists, you must fill out Box 1 and type N/A on Box 3 of the CIQ form, sign and date it.

In the event of changed circumstances, an updated CIQ must be filed within seven (7) business days after the vendor becomes aware that a conflict of interest exists.
CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session. This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

1 Name of vendor who has a business relationship with local governmental entity.

2 □ Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filling authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.
   ________________________________
   Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

   A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?
      □ Yes □ No

   B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?
      □ Yes □ No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

6 □ Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7 Signature of vendor doing business with the governmental entity ____________________________ Date ________________

Form provided by Texas Ethics Commission www.ethics.state.tx.us Revised 11/30/2015

Page 19 of 34
RFP # 2018.502
CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at http://www.statutes.legis.state.tx.us/Docs/LG/html/LG.176.htm. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:
(A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
(B) a transaction conducted at a price and subject to terms available to the public; or
(C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B):
(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

(2) the vendor:
(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds $2,500 during the 12-month period preceding the date that the officer becomes aware that
(i) a contract between the local governmental entity and vendor has been executed; or
(ii) the local governmental entity is considering entering into a contract with the vendor;
(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than $100 in the 12-month period preceding the date the officer becomes aware that:
(i) a contract between the local governmental entity and vendor has been executed; or
(ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1):
(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

1. has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
2. has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
3. has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

1. the date that the vendor:
   (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
   (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or
2. the date the vendor becomes aware:
   (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
   (B) that the vendor has given one or more gifts described by Subsection (a); or
   (C) of a family relationship with a local government officer.
FORM H

FELONY CONVICTION NOTIFICATION

Texas Education Code Section 44.034, Notification of Criminal History, Subsection (a), states “a person or business entity that enters into an agreement 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 the agreement 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.”

Subsection (c) states “this section does not apply to 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 information furnished is true to the best of my knowledge.

Vendor’s Name/Company Name: ____________________________________________

Authorized Official’s Name (Printed or Typed): ________________________________

You must select one and sign below:

☐ Firm is a publicly held corporation; therefore the above reporting requirement does not apply per Section 44.034, Texas Education Code, Subsection (c).
☐ Contractor/Firm is not owned nor operated by anyone who has been convicted of a felony.
☐ Contractor/Firm is operated or owned by the following individual(s) who has/have been convicted of a felony:

Name of Individual(s): ______________________________________________________

Detail of Conviction(s): ____________________________________________________

(Attach additional pages if necessary.)

Signature: ___________________________ Date: ___________________________

FORM I
CERTIFICATION OF CRIMINAL HISTORY RECORD INFORMATION
(To be completed as applicable)

Background: Texas Education Code Chapter 22 requires entities that contract with school districts, and their subcontractors, obtain criminal history records on covered employees. Covered employees with disqualifying criminal histories are prohibited from serving at a school district. Contractors must certify to CCISD that they have complied and must obtain similar certifications from their subcontractors. For more information or to set up an account, a contractor should contact the Texas Department of Public Safety’s Crime Records Service at 512.424.2474.

Definitions:
Covered employees: Employees of a contractor or a subcontractor who: (1) have or will have continuing duties related to the service to be performed at a school district, and (2) have or will have direct contact with students. What qualifies as continuing duties and direct contact with students shall be determined by CCISD.

Disqualifying criminal history: (1) a conviction or other criminal history information designated by CCISD; (2) a felony or misdemeanor offense that would prevent a person from being employed under Texas Education Code § 22.085(a), that is: if at the time of the offense, the victim was under 18 or was enrolled in a public school: (a) a felony offense under Title 5, Texas Penal Code; (b) an offense on conviction for which a defendant is required to register as a sex offender under Chapter 62, Texas Code of Criminal Procedure; or (c) an offense under federal law or the laws of another state that is equivalent to (a) or (b).

On behalf of ________________________________ (“Contractor”), I, the undersigned authorized representative of Contractor, certify to Clear Creek Independent School District (“CCISD”) that [check one]:

[ ] None of Contractor’s employees, or any of the employees of Contractor’s subcontractors, are covered employees, as defined above. If this box is checked, I further certify that Contractor has taken precautions or imposed conditions to ensure that its employees and its subcontractors’ employees will not become covered employees. Contractor will maintain these precautions or conditions throughout the time the contracted services are provided.

Or
[ ] Some or all of Contractor’s employees, or the employees of Contractor’s subcontractors, are covered employees. If this box is checked, I further certify that:
   (1) Contractor has obtained all required criminal history record information regarding its covered employees and its subcontractor’s covered employees. None of the covered employees has a disqualifying criminal history.
   (2) If Contractor receives information that a covered employee subsequently has a reported criminal history, Contractor will immediately remove the covered employee from contract duties and notify CCISD in writing within 3 business days.
   (3) Upon request, Contractor will provide CCISD with the name and any other requested information of covered employees so that CCISD may obtain criminal history record information on the covered employees.

If CCISD objects to the assignment of a covered employee on the basis of the covered employee’s criminal history record information, Contractor agrees to discontinue using that covered employee to provide services at CCISD.

I also certify to CCISD on behalf of Contractor that Contractor has obtained certifications from its subcontractors of compliance with Texas Education Code, Chapter 22.

Noncompliance or misrepresentation regarding this certification may be grounds for contract termination.

_________________________________________  __________________________  ________________
Signature                                               Title                                           Date
FORM J

REQUIRED VENDOR CERTIFICATIONS

CERTIFICATION OF COMPLIANCE WITH TEXAS FAMILY PROVISION

As per Section 14.52 of the Texas Family Code, added by S.B. 84, Acts, 73rd Legislature, R.S. (1993), all bidders must complete and submit with the bid the following affidavit:

I, the undersigned vendor, do hereby acknowledge that NO sole proprietor, partner, majority shareholder of a corporation, or an owner of 10% or more of another business entity is 30 days or more delinquent in paying child support under a court order or a written repayment agreement. I understand that under this provision, a sole proprietorship, partnership, corporation or other entity in which a sole proprietor, partner, majority shareholder or a corporation, or an owner of 10% or more of another entity is 30 days or more delinquent in paying child support under a court order or a written repayment agreement is NOT eligible to bid or receive a state contract.

Does vendor agree? YES ______ Initials of Authorized Representative of Vendor

CERTIFICATION OF COMPLIANCE WITH TEXAS PROHIBITION AGAINST BOYCOTTS OF ISRAEL

As per HB 89, 75th Legislature, R.S. (2017), all bidders must complete the following:

I, the undersigned vendor, do hereby certify that the company I represent, as defined by the above statute, does not boycott Israel and will not boycott Israel for the term of the contract. "Boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes.

Does vendor agree? YES ______ Initials of Authorized Representative of Vendor

CERTIFICATION OF COMPLIANCE WITH TEXAS PROHIBITION AGAINST DOING BUSINESS WITH TERRORIST ORGANIZATIONS

As per Section 2252.151-154 of the Texas Government Code, added by SB 252, 75th Legislature, R.S. (2017), all bidders must complete the following:

I, the undersigned vendor, do hereby certify that the company I represent, is not identified on the Texas Comptroller’s list of companies known to have contracts with or provide supplies or services to a foreign terrorist organization. A “Foreign Terrorist Organization,” means an organization designated as a foreign terrorist organization as defined by the United States Secretary of State as authorized by federal law.

Does vendor agree? YES ______ Initials of Authorized Representative of Vendor

REQUIRED CONTRACT PROVISIONS FOR NON-FEDERAL ENTITY CONTRACTS UNDER FEDERAL AWARDS

APPENDIX II TO 2 CFR PART 200

(A) Contracts for more than the simplified acquisition threshold currently set at $150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

Pursuant to Federal Rule (A) above, when CCISD expends federal funds, CCISD reserves all rights and privileges under the applicable laws and regulations with respect to this procurement in the event of breach of contract by either party.

Does Vendor agree? YES ________ Initials of Authorized Representative of Vendor
(B) Termination for cause and for convenience by the grantee or sub-grantee including the manner by which it will be effected and the basis for settlement. (All contracts in excess of $10,000)

Pursuant to Federal Rule (B) above, when CCISD expends federal funds, CCISD reserves the right to immediately terminate any agreement in excess of $10,000 resulting from this procurement process in the event of a breach or default of the agreement by Vendor in the event Vendor fails to: (1) meet schedules, deadlines, and/or delivery dates within the time specified in the procurement solicitation, contract, and/or a purchase order; (2) make any payments owed; or (3) otherwise perform in accordance with the contract and/or the procurement solicitation. CCISD also reserves the right to terminate the contract immediately, with written notice to vendor, for convenience, if CCISD believes, in its sole discretion that it is in the best interest of CCISD to do so. Vendor will be compensated for work performed and accepted and goods accepted by CCISD as of the termination date if the contract is terminated for convenience of CCISD. Any award under this procurement process is not exclusive and CCISD reserves the right to purchase goods and services from other vendors when it is in CCISD’s best interest.

Does Vendor agree? YES ________ Initials of Authorized Representative of Vendor


Pursuant to Federal Rule (C) above, when CCISD expends federal funds on any federally assisted construction contract, the equal opportunity clause is incorporated by reference herein.

Does Vendor agree to abide by the above? YES ________ Initials of Authorized Representative of Vendor

(D) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of $2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3141-3144 and 3146-3148, as supplemented by Department of Labor regulations (29 CFR Part 5), “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3). "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or sub-recipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

Pursuant to Federal Rule (D) above, when CCISD expends federal funds during the term of an award for all contracts and sub-grants for construction or repair, Vendor will be in compliance with all applicable Davis-Bacon Act provisions.

Does Vendor agree? YES ________ Initials of Authorized Representative of Vendor

(E) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of $100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.
Pursuant to Federal Rule (E) above, when CCISD expends federal funds, Vendor certifies that Vendor will be in compliance with all applicable provisions of the Contract Work Hours and Safety Standards Act during the term of an award for all contracts by CCISD resulting from this procurement process.

Does Vendor agree? YES ________ Initials of Authorized Representative of Vendor

(F) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of “funding agreement” under 37 CFR §401.2 (a) and the recipient or sub-recipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or sub-recipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

Pursuant to Federal Rule (F) above, when federal funds are expended by CCISD, the vendor certifies that during the term of an award for all contracts by CCISD resulting from this procurement process, the vendor agrees to comply with all applicable requirements as referenced in Federal Rule (F) above.

Does Vendor agree? YES ________ Initials of Authorized Representative of Vendor

(G) Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended—Contracts and sub-grants of amounts in excess of $150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

Pursuant to Federal Rule (G) above, when federal funds are expended by CCISD, the vendor certifies that during the term of an award for all contracts by CCISD resulting from this procurement process, the vendor agrees to comply with all applicable requirements as referenced in Federal Rule (G) above.

Does Vendor agree? YES ________ Initials of Authorized Representative of Vendor

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

Pursuant to Federal Rule (H) above, when federal funds are expended by CCISD, the vendor certifies that during the term of an award for all contracts by CCISD resulting from this procurement process, the vendor certifies that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency.

Does Vendor agree? YES ________ Initials of Authorized Representative of Vendor


Pursuant to Federal Rule (I) above, when federal funds are expended by CCISD, the vendor certifies that during the term and after the awarded term of an award for all contracts by CCISD resulting from this procurement process, the vendor certifies that it is in compliance with all applicable provisions of the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352). The undersigned further certifies that:

(1) No Federal appropriated funds have been paid or will be paid for on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract,
the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the
extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative
agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or
attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of
congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement,
the undersigned shall complete and submit Standard Form-LLL, “Disclosure Form to Report Lobbying”, in accordance
with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all covered
sub-awards exceeding $100,000 in Federal funds at all appropriate tiers and that all subrecipients shall certify and
disclose accordingly.

Does Vendor agree? YES ________ Initials of Authorized Representative of Vendor

(J) Procurement of Recovered Materials – When federal funds are expended, CCISD and its contractors must comply with section
6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section
6002 include: (1) procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part
247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level
of competition, where the purchase price of the item exceeds $10,000 or the value of the quantity acquired during the preceding
fiscal year exceeded $10,000; (2) procuring solid waste management services in a manner that maximizes energy and resource
recovery; and (3) establishing an affirmative procurement program for procurement of recovered materials identified in the EPA
guidelines.

Pursuant to Federal Rule (J) above, when federal funds are expended by the District, as required by the Resource Conservation
and Recovery Act of 1976 (42 U.S.C. § 6962(c)(3)(A)(i)), the vendor certifies, by signing this document, that the percentage of
recovered materials content for EPA-designated items to be delivered or used in the performance of the contract will be at least
the amount required by the applicable contract specifications or other contractual requirements.

Does vendor agree? YES ________ Initials of Authorized Representative of Vendor

RECORD RETENTION REQUIREMENTS FOR CONTRACTS INVOLVING FEDERAL FUNDS

When federal funds are expended by CCISD for any contract resulting from this procurement process, Vendor certifies that it will comply
with the record retention requirements detailed in 2 CFR § 200.333. The Vendor further certifies that Vendor will retain all records as
required by 2 CFR § 200.333 for a period of three years after grantees or sub-grantees submit final expenditure reports or quarterly or
annual financial reports, as applicable, and all other pending matters are closed.

Does Vendor agree? YES ________ Initials of Authorized Representative of Vendor

CERTIFICATION OF COMPLIANCE WITH THE ENERGY POLICY AND CONSERVATION ACT

When CCISD expends federal funds for any contract resulting from this procurement process, Vendor certifies that it will comply with the
mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in

Does Vendor agree? YES ________ Initials of Authorized Representative of Vendor

CERTIFICATION OF COMPLIANCE WITH BUY AMERICA PROVISIONS

Vendor certifies that Vendor is in compliance with all applicable provisions of the Buy America Act. Purchases made in accordance with
the Buy America Act must still follow the applicable procurement rules calling for free and open competition.

Does Vendor agree? YES ________ Initials of Authorized Representative of Vendor
CERTIFICATION OF ACCESS TO RECORDS – 2 C.F.R. § 200.336

Vendor agrees that the Inspector General of the District or any of their duly authorized representatives shall have access to any books, documents, papers and records of Vendor that are directly pertinent to Vendor’s discharge of its obligations under the Contract for the purpose of making audits, examinations, excerpts, and transcriptions. The right also includes timely and reasonable access to Vendor’s personnel for the purpose of interview and discussion relating to such documents.

Does Vendor agree? YES ________ Initials of Authorized Representative of Vendor

CERTIFICATION OF APPLICABILITY TO SUBCONTRACTORS

Vendor agrees that all contracts it awards pursuant to the Contract shall be bound by the foregoing terms and conditions.

Does Vendor agree? YES ________ Initials of Authorized Representative of Vendor

The undersigned, by signature, represents their authorization to bind the bidder to fully comply with the terms and conditions and all forms and attachments of this RFP and proposal.

Person authorized to sign bids, offers and contracts:

Authorized Agents Name (Please print):

Title:

(Authorized Agents Original Signature) (Date)

Server and Storage Infrastructure Upgrade Specifications

REQUIREMENT SUMMARY

The new virtualized server design should provide a fully integrated solution for all CCISD facilities. The system should be scalable at the convenience of the District.

CCISD requires a high availability system installed at both on-site data centers. The server, storage, and backup targets should be able to support the district independently from either data center to maintain business continuity. These data centers are CCISD’s Technology Learning Center (TLC) and Central Support Facility (CSF), which are connected via multiple 10 Gbps fiber optic with project in progress to upgrade to 40 Gbps links in a ring topology. These facilities are physically 5 miles apart (13 miles of fiber).
The vendor should include in their response the benefits that their system will provide including, but not limited to, the market position of the company and product, unique feature set and the increased efficiencies that staff will realize.

The project will be properly engineered and designed to meet the technical requirements listed below.

**TECHNICAL REQUIREMENTS**

**Design Requirements**
1. Establish a design for a distributed architecture to ensure local survivability. Core redundancy (Technology Learning Center and Central Support Facility) with complete failover must be provided to ensure maximum availability. The system should be able to completely failover from one internal data center to the other with minimal disruption of service. The system should allow for balancing of traffic between the two data centers during normal operation.
2. Design should consider all requirements stated within this document.
3. Recommendation will require approval from the CCISD Technology Department prior to configuration and installation of all hardware and software.

**VM Hosts**
1. See Exhibit A for a current list of servers, disk space and services running.
2. Replace eight existing Dell rack-mounted servers
3. Infrastructure must support VMware ESX.
4. Provide 12 hosts (6 each at TLC and CSF) with the following specifications:
   a. rack-mounted servers or blade servers
   b. 2 processors with 16 Cores per processor to provide capacity
   c. Option 1: 512 GB RAM (upgradeable in the future)
   d. Option 2: 1024 GB RAM (upgradeable in the future)
   e. Two Dual port 40 Gb fiber Ethernet cards.
5. Must support remote access such as iDRAC or iLO; advanced feature set required
6. All infrastructure components will be mounted in existing four-post racks unless otherwise stated by the district. If an additional rack is required, the vendor will add the necessary rack at the discretion of the District.
7. The system will include 5 years of software/hardware maintenance including the ability to contact the manufacturer directly for support.

**SAN Storage Requirements**
1. CCISD currently has two Dell Compellent SAN units. One is installed in the TLC data center and one is installed in the CSF data center.
2. Provide pricing for a replacement of the existing SAN Storage Systems with two new SAN systems with 500 TB of usable space each. The units will be a full solid state array or a hybrid array. A tiered system is not desired.
3. The systems will be located in the TLC data center and the CSF data center (1 per site)
4. Full integration with VMWare vSphere 6.5 or higher required including the ability to create volumes using VSphere Client
5. Full integrated with VEEAM 9.5 or higher required including the ability to create and destroy storage snap shots which can be used to complete backup and replication operations.
6. 40 Gb fiber Ethernet capable
7. Scalable to add additional storage as needed in the future
8. All infrastructure components will be mounted in existing four-post racks unless otherwise stated by the district. If an additional rack is required, the vendor will add the necessary rack at the discretion of the District.
9. The system will include 5 years of software/hardware maintenance including the ability to contact the manufacturer directly for support.
Backup Target Requirements
1. Backup procedures currently use Veeam on backup servers and disk space on the existing SAN.
2. Two redundant backup targets, separate from primary storage, are required. One each located at TLC and CSF.
3. Backup jobs will be replicated between the two units
4. CCISD intends to keep 30 days of backups available on-site
5. Backup hardware must provide the following.
   - Usable Capacity of 300 TB
   - Deduplication & Compression
   - Full Integration with Veeam
   - Cloud Integration (optional)
6. Cost effective backup targets

KVM Requirements
1. CCISD’s current KVM infrastructure is outdated and will be replaced.
2. Provide pricing for an IP KVM infrastructure for the above listed servers including remote monitoring and management.
3. CCISD requires an industry leading, enterprise-class manufacturer for the KVM infrastructure

Network Infrastructure
The CCISD network consists of the following equipment manufacturers. Any additional network infrastructure components will be supplied by CCISD.

Edge Switches: Aruba Networks 2500 series PoE switches
Core Switches/Routers: Juniper Networks
Wireless: Aruba Networks, 802.11N or 802.11AC (depending on facility). Primary SSID is 5 Ghz only.
Connectivity: 10Gbps to campuses and between the MDF and IDF(s); 1Gbps to endpoints

The vendor will be responsible for working with CCISD Technology to make any configuration changes to the existing network infrastructure required to support the virtualized server infrastructure.

Power Environment
There is 208 and 110 power available at both the TLC data center and at the CSF data center. Both data centers have an Emerson UPS that provide backup power for the entire facility.

VMWare Licensing
- CCISD has a current license and maintenance for 16 sockets of VMWare vSphere 6 Enterprise Plus. Maintenance is current until September 23, 2019
- CCISD has a current license and maintenance for 1 instance of vCenter Server Standard. Maintenance expires on July 2, 2019
- CCISD has a license for 2 sockets of VMWare vSphere 6 Enterprise Plus. Maintenance expired April 14, 2017
- Provide pricing for 6 sockets of VMWare vSphere 6 Enterprise Plus with 5 years of maintenance
- Extend the maintenance on the existing VMWare vSphere Enterprise Plus (18 sockets) to co-terminate with the new licensing
- Provide an additional instance of vCenter Server Standard with 5 years of maintenance and extend the maintenance of the existing instance of vCenter Server Standard to co-terminate with the new license.
Veeam Licensing

- CCISD has a current license and maintenance for 18 sockets of Veeam Enterprise with maintenance expiring on September 24, 2018
- Provide pricing to upgrade all existing Veeam licensing (18 sockets) to Enterprise Plus to support storage integration. Extend/upgrade the maintenance on these licenses to co-terminate with the new licensing.
- Provide pricing for 6 sockets of Veeam Enterprise Plus with 5 years of maintenance

PROJECT REQUIREMENTS

Single Point of Responsibility
CCISD expects to have a single point of contact, i.e. a single point of authority and a single contracting entity for this project. CCISD will not enter into any agreement that does not provide a single point of accountability for the installation of the system. If the vendor utilizes any subcontractors for any part of the system architecture, design, planning, installation or support it should be understood that the successful respondent will be the sole responsible party for all activities. It is the intent of this Request for Proposal that the responder provides a complete, end to end solution for the installation. The vendor shall provide design, planning, system architecture, installation, network analysis, training and post installation support for the project. The CCISD Technology Department will act as the consultant and Single Point of Responsibility for CCISD.

Project Management
Vendor is expected to provide a project manager for this installation that will interface and become the main contact with the vendor for the duration of the project. This project manager will be assigned to CCISD throughout the life of the project. CCISD reserves the right to request a change in project management based on performance. All work is to be completed as per these specifications and any accompanying drawings. Contractor shall be responsible for all coordination and sequence with all other work-in-progress by all other trades. The vendor should have experience implementing a virtualized server infrastructure for an organization of the size and scope of CCISD.

Transition Plan
The vendor is expected to plan and conduct the installation of the project with minimal impact to daily operations and staff. CCISD Technology Staff will work closely with the vendor to create a working project plan that will achieve these goals. This includes a project plan to migrate all existing virtual machines and data. Work will be performed during normal business hours Monday-Friday with potential occasional work on Saturday or in the evenings at the discretion of The District. It is the intention of the CCISD to begin implementation of the new virtualized server infrastructure by Fall 2017.

Maintenance and Support
CCISD intends to obtain maintenance services on the virtualized server and storage infrastructure for a period of five years. Service should be manufacturer maintenance provided with 24x7x365 with a 4-hour minimum response time. System maintenance should include hardware, software and licensing support/upgrades for all components. The vendor will have manufacturer certified engineers available to provide regular and emergency support located in the nine county Houston Metropolitan Statistical Area as defined by the US Census Bureau and US Office of Management and Budget.

Training
Technical support staff will receive training from the vendor as part of “knowledge transfer” during and after implementation of the virtualized server and storage infrastructure. Manufacturer authorized training to become self-sufficient in the configuration and operation of the virtualized server and storage infrastructure should be included for three Server Administrators.
Include the following training.
Hardware and software management training
- Storage platform training
- Backup target platform training

Inventory
An inventory of all deployed hardware to include serial number, CCISD barcode (as appropriate) and location is required. A template will be provided at the appropriate time by the CCISD Technology Department.

Buy Back Option
Provide option for purchasing or credit for existing equipment. Inventory list is provided in Appendix A.

PROJECT RESPONSE

1. Describe the overall architecture of the system.
   a. Provide diagrams of the major system components. How will they connect into the existing CCISD network?
   b. Provide any hardware/software requirements for servers to support the virtualized server infrastructure.
   c. Provide power requirements for each site.
   d. Provide a design including the appropriate products and licensing.
   e. Indicate your inability to furnish a feature listed in this document by highlighting it in your response.
   f. Indicate any additional features that are not noted, but are included in the recommended system as well as any that set your virtualized server infrastructure and/or storage components apart from your competitor’s products and services.
   g. Provide all necessary documentation of the system including product literature, and spec sheets.
   h. At the completion of the implementation, provide full system documentation including full inventory of all products, licenses, configuration, and design. This should include location of equipment/license, description, model, and serial number.

2. Provide equipment list with version/model numbers and design description.
   a. An itemized list of all required equipment
   b. An itemized list of software and software licenses
   c. An itemized list of services (implementation, training)
   d. An itemized list of all items to be provided by CCISD.
   e. A full description of the high availability and failover capabilities of the system per the requirements noted in this document.
   f. A summary of your solution and specific supported features.
   g. Address all the requirements listed in this document.
   h. Provide pricing credits for the trade-in of existing SAN and/or servers.

3. Provide a full system quote based off the requirements listed in this document.
   a. Vendor is welcome to provide a quote for all or a portion of the requirements as desired.
   b. CCISD reserves the right to purchase requirements from more than one vendor as is advantageous to the district.

4. Training
   a. Provide a description of the necessary training for CCISD employees to be fully proficient in the use of vendor specific hardware and management tools.
   b. Include the recommended level of manufacturer authorized classroom training for up to three server administrators. Indicate the closest manufacturer authorized training centers to League City, TX and the
frequency with which this training is offered. Training must be offered in the State of Texas unless no other option is available.

c. Provide “knowledge transfer” to CCISD’s Technology staff in the operation and administration. It is the intention of CCISD that all on-site work will be conducted with CCISD Technology staff so that they can learn from the vendor’s team during implementation.

5. Implementation
   a. Provide a project plan to transition existing virtual infrastructure and storage infrastructure to the new virtual infrastructure and storage infrastructure. This plan needs to include a minimum amount of downtime.
   b. Provide pricing for “turnkey” implementation service where all tasks are completed by the vendor.
   c. Provide pricing for engineering, project management and other critical, high-level services with some work provided by CCISD Engineers.

6. Single Point of Responsibility / Accountability. Indicate your understanding and compliance to have a single point of contact, i.e. a single point of authority and a single contracting entity for this project.

   a. Provide pricing for five years of system maintenance including hardware support, software support/upgrades, and licensing support for all components. This maintenance will be 24x7x365 4-hour on-site service and include access to manufacturer phone, email, and/or chat based support.
   b. Provide pricing for any other optional maintenance and support contracts/services
   c. Note if the maintenance contract is partner/manufacturer maintenance or direct manufacturer maintenance
   d. Does the vendor offer any “value-adds” such as regular system checkups, system upgrades, or any type of preventative maintenance?
   e. For any items/services outside of the service contract, provide your company’s time and materials charge.
      a. Does that charge differ outside of normal business hours?
      b. What is your company’s definition of normal business hours?
      c. Does your company charge for travel time for services?
   f. Provide any ongoing maintenance costs to be incurred by the district

8. Company Profile
   a. How long has your company been in operation? How many years of experience does your company have implementing virtual server infrastructures?
   b. What is your company’s primary line of business?
   c. What sets your company apart from others in the marketplace?
   d. What is your company’s relationship with the manufacturer? Describe any manufacturer recognitions and the partner status (i.e. Platinum Partner, Gold Partner, etc.) of your company.
   e. How many employees does your company have?
      a. Where are those employees located?
      b. What is the ratio of support/engineering staff versus other staff?
      c. How many of those employees will be working on or available to work on CCISD’s account?
   f. Do you have on-site engineers located within the nine-county Houston Metropolitan Statistical Area who can provide emergency service within two hours? Are those engineers available on-site 24x7x365? How many are available to CCISD?
   g. Will CCISD have a dedicated lead support engineer? Who does CCISD contact in the event the dedicated engineer is not available?
   h. What is your plan to provide support during generally accepted/national holidays?
   i. How will CCISD Technology staff contact your company for support?
   j. Provide status of any current or pending litigation against your company and/or the manufacturer that might affect your ability to deliver the products and services offered.
k. Provide a statement on the financial standing of your company and/or the manufacturer that might affect your ability to deliver the products and services offered.
l. Describe any other value-added services your company is capable of providing.
m. Provide physical location of your service desk, engineering and onsite support staff.

9. What capability does your solution have to migrate to a cloud service in the future, if the district chooses to do so?

10. Provide the number of educational customers in Texas using the manufacturer’s system in school districts of similar size or larger. Please provide the size of the largest educational organization in Texas utilizing this system.

**PRICING SCHEDULE**

Provide a pricing matrix similar to those provided below. CCISD reserves the right to purchase all or some of the proposed solution. Proposals shall include all costs deemed necessary to cover all contingencies essential to the supply and installation of the specified components and services. These costs include, but are not limited to, hardware, installation, power supplies, virtual technology, software, patch cables, handsets, labor, required permits, licenses, or any other fees or charges that may be imposed in order to complete the project.

(However, a manufacturer’s multi-year warranty for a period up to five years that is provided as an integral part of an eligible component, without a separately identifiable cost, may be (included in the cost of the component.)

Any cost encountered which is not specifically itemized in the proposal shall not be incurred without the express written consent of the District.

No additional compensation will be paid for extra work incurred on the part of the Contractor due to the failure to discover or acknowledge existing condition which may cause additional labor costs. (Please note: To ensure that the instructional day is not compromised, work cannot always be scheduled during normal business hours. Please include the cost of any additional compensation required for work performed in the evenings and on Saturdays.)

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<th># of Classes</th>
<th>Cost per Class</th>
<th>Total (Must Include Tax, S&amp;H or Other Charges)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>(Add additional lines as needed)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Maintenance and Support

If discounts are available for multi-year support agreements, please provide this information regarding the length of term and the net discount percentage. The maintenance cost should include the all-inclusive hourly charge rates (during specified hours), any travel expenses to be reimbursed, the percentage of mark up on any materials.

Maintenance quote requirements—Warranty and graduated maintenance proposal with year 1 to year 10 pricing and specifications; i.e., monitoring, labor, and equipment. (Maintenance is to be quoted separately unless the warranty is not a separately identifiable cost. In this case, the warranty should be noted for information purposes.)

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Discount</th>
<th>Length of term</th>
<th>Total (Must Include Tax, S&amp;H or Other Charges)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Full maintenance: supporting hardware and software 7am-6pm Mon-Fri with 4-hour onsite response</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>2</td>
<td>Full maintenance: supporting hardware and software seven (7) days a week, 24 hours a day, with four (4) hour on site response</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>3</td>
<td>What is your plan for emergency response in case of critical failure? Do you have an emergency response plan with one (1) hour or less response? If so please explain and include pricing. If not, so indicate.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>If CCISD chooses time and materials coverage, what is the rate for standard business hours and after hours? State your definition of business hours.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Will your company support a maintenance contract that covers core components only (e.g. servers, software, switch’s and common control cards) with no peripherals, or station sets?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Propose the maintenance you believe would best serve CCISD</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Other Costs

Respondent must list any and all charges, expenses, and/or costs to be incurred by CCISD that are not included in this section. Failure to specifically and thoroughly enumerate such items may be a cause for disqualification.