



IDEA Public Schools

Request for Proposal (RFP) for IDEA Public Schools

Consultant Team for Research, Evaluation, and Redesign of Lunchtime

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PART I - GENERAL INFORMATION

BACKGROUND

IDEA Public Schools is a growing network of tuition-free K-12 public charter schools serving more than 15,000 students in 30 schools throughout the Rio Grande Valley, Austin, and San Antonio. IDEA is committed to "College for All Children" and has sent 100% of its graduates to college for seven consecutive years.

FUNDING

IDEA Public Schools is a 501(c)(3) non-profit organization. Funding for IDEA Public Schools operations and programs are provided through fundraising, philanthropic grants, state and federal funding.

PRODUCTS/SERVICES SOLICITED

IDEA Public Schools is soliciting a Request for Proposals (RFP) for a consultant team to help us research, evaluate, and redesign the way our students experience lunchtime at IDEA Public Schools.

TIME-FRAME

An RFP packet will be available at 12:00 p.m. CST on Tuesday, January 17, 2017, at the Headquarters Office located at 2115 W. Pike Blvd, Weslaco TX 78596 and on our website at the following link, <http://www.ideapublicschools.org>, under the "Get Involved" tab. The vendor is responsible for obtaining any updates or amendments to the RFP from the website. **The deadline for submitting proposals for this RFP is Tuesday, January 31, 2017, at 4:00 p.m. CST.**

If you have any questions in regards to this RFP process, please contact **Maribel Anzaldua, Purchasing Supervisor, at (956) 377-8049**. **Proposals must be delivered to and received prior to this deadline to the address noted above.** There will be no exceptions. **Proposals received after the deadline will not be considered for this procurement. No facsimiles or e-mails will be accepted.**

PAYMENT TERMS

Payment will be issued upon review and approval of invoice within 30 days.

SERVICE PERIOD

IDEA Public Schools is interested in receiving one semester-long proposal with the option to renew for up to three semesters based on need, performance, and availability of funds beginning with the month of January 2017 to July 31st, 2017.

PART II- PROPOSAL CONTENT AND PROCESS

PURPOSE

Utilizing the Request for Proposals (RFP) method of procurement, IDEA Public Schools is requesting proposals from firms/individuals (Respondents) for a consultant team to help us research, evaluate, and redesign the way our students experience lunchtime at IDEA Public Schools. Beginning in the 2017-2018 school year, we will be changing from a "cafenasium" model (where the cafeteria and gym are in the same space) to a model in which they are separate. Because of this, we are looking for guidance on the new interior design of our cafeteria spaces.

The preferred contract type to be awarded is a fixed fee contract. There is no guaranteed amount of business, expressed or implied, to be purchased by IDEA Public Schools. The selected respondent shall furnish all required goods and/or services to IDEA Public Schools at the stated price, for the established school calendar.

OVERVIEW

IDEA Public Schools is requesting proposals for a consultant team to help us research, evaluate, and redesign the way our students experience lunchtime at IDEA Public Schools. Our schools are located in the Rio Grande Valley, San Antonio, and Austin, TX. Addresses are listed below:

RGV

Upper	IDEA Quest	14001 N 29TH ST	MCALLEN	78504
	IDEA Mission	1600 S SCHUERBACH RD	MISSION	78572
	IDEA San Juan CP	600 E SIOUX RD	SAN JUAN	78589
	IDEA San Juan Academy	200 N NEBRASKA AVE	SAN JUAN	78589
	IDEA Pharr	600 E LAS MILPAS RD	PHARR	78577
	IDEA Edinburg	2553 N ROEGIERS RD	EDINBURG	78541
	IDEA McAllen	201 N BENTSEN RD	MCALLEN	78501
	IDEA North Mission	2706 N HOLLAND AVE	MISSION	78572
	IDEA Toros	315 EAST PALM DRIVE	EDINBURG	78539
	IDEA Rio Grande City ^{New 2017-2018}	2803 W MONARCH LN	RIO GRANDE CITY	78582
IDEA Tres Lagos ^{New 2017-2018}	5200 TRES LAGOS BLVD	MCALLEN	78504	
Lower	IDEA Donna	401 S 1ST ST	DONNA	78537
	IDEA Frontier	2800 S DAKOTA AVE	BROWNSVILLE	78521
	IDEA San Benito	2151 RUSSELL LN	SAN BENITO	78586
	IDEA Alamo	325 E. FM 495	ALAMO	78516
	IDEA Weslaco	2931 E SUGAR CANE DR	WESLACO	78599
	IDEA Brownsville	4395 PAREDES LINE RD	BROWNSVILLE	78526
	IDEA Weslaco Pike	1000 E PIKE BLVD	WESLACO	78596
	IDEA Riverview	30 PALM BLVD	BROWNSVILLE	78520

SAN ANTONIO

IDEA Carver	217 ROBINSON PL	SAN ANTONIO	78202
IDEA South Flores	6919 S FLORES ST	SAN ANTONIO	78221
IDEA Monterrey Park	222 SW 39TH ST	SAN ANTONIO	78236
IDEA Walzem	6445 WALZEM RD	SAN ANTONIO	78239
IDEA Eastside	2519 MARTIN LUTHER KING DR	SAN ANTONIO	78220
IDEA Mays	1210 HORAL RD	SAN ANTONIO	78245
IDEA Judson	13427 JUDSON RD	SAN ANTONIO	78233
IDEA Ewing Halsell ^{New 2017-2018}	2523 W ANSLEY BLVD	SAN ANTONIO	78224
IDEA Brackenridge ^{New 2017-2018}	5555 OLD PEARSALL RD	SAN ANTONIO	78242
IDEA Najim ^{New 2017-2018}	926 S WW WHITE RD	SAN ANTONIO	78220

AUSTIN

IDEA Allan	1701 VARGAS RD	AUSTIN	78741
IDEA Rundberg	9504 N IH 35	AUSTIN	78753
IDEA Bluff Springs	1700 E SLAUGHTER LN	AUSTIN	78747

Currently lunch is 30 minutes per grade level—10 minutes to get food, 20 minutes to eat. Seating arrangements in the cafeteria are currently decided individually by administrators at each campus.

SCOPE OF SERVICES

RESPONDENT RESPONSIBILITY

IDEA Public Schools is seeking bids from qualified companies/organizations to provide consultant services, part of which will require research/evaluation of lunchtime in some or all of the location listed above.

Specifications should be considered minimum requirements. Addendum items may be inserted into the RFP Specifications should they arise during the RFP process, which will be made available to all proposers in writing.

PERFORMANCE REQUIREMENTS

The selected respondent(s) will follow methods that have been developed and proven over the years to complete the Food Services.

DESIRED SERVICES

1. Must have a recognized place of business.
2. Must have background in design-thinking, and proven track record of success implementing it.
3. Must have experience partnering with schools/educational entities.
4. Must have strong communication skills and be available to share knowledge gathered about lunchtime at IDEA through weekly check-ins, tactical meetings, and formal presentations

IDEA PUBLIC SCHOOLS RESPONSIBILITY

IDEA Public Schools will negotiate a contract for procured services. IDEA Public Schools, at its sole discretion, reserves the right to negotiate a one semester to one and a half year contract.

The school reserves the right to change, modify, and/or cancel pending orders (from the selected respondent) due to unforeseen circumstance (i.e. bad weather, state of emergency situations, power and/or water outages, etc.).

QUALITY ASSURANCE

IDEA Public Schools reserves the right to attend any research/evaluation outings or request updates on the research/redesign process at any time. Upon request, the selected respondent shall provide a monthly update on research findings, observations, and progress in redesign.

BEST AND FINAL OFFER (BAFO)

IDEA Public Schools reserves the right to request a Best and Final Offer (BAFO) from all responsive respondents. A responsive respondent is one whose score totals is seventy (70) or more.

PRE-BID MEETING (CONFERENCE CALL)

A pre-bid conference call will be held on January 20, 2017 at 12:00PM during which time any questions regarding the RFP will be answered. The conference call will be held at this number: **956-272-2973**. Attendance is not mandatory.

WHO IS ELIGIBLE TO RESPOND

Respondents who are able to meet the technical specifications for quality and other terms of this proposal package, and who are not debarred and/or suspended from conducting business with district, federal and state funded agencies are invited to respond. A prospective respondent must affirmatively demonstrate respondent's responsibility. A prospective respondent, by submitting a proposal, represents to IDEA Public Schools that it meets the following requirements:

- Possess or is able to obtain adequate financial resources as required to perform under this RFP;
- Is able to comply with the required or proposed RFP;
- Have a satisfactory record of integrity and ethics; and
- Be otherwise qualified and eligible to receive an award.
- Be in good standing with the applicable national or state associations.

PROCUREMENT CONDITIONS/GENERAL TERMS

Procurement of these items shall be in accordance with the IDEA Public Schools procurement policies and general terms as follows:

- IDEA Public Schools reserves the right to accept, or reject any or all proposals received or to cancel or extend in part or its entirety, this Request for Proposal, or make multiple or partial awards.
- Award of purchase agreement or contract shall be made only to a responsible respondent(s), i.e., a respondent who has demonstrated competence to deliver the specified goods/services, a proven record of business integrity and ethics, and the ability to meet the requirements of this RFP
- When submitting proposals it is required that the respondent have the necessary professional experience, prior training, and applicable professional judgment to perform the activities or deliver the goods stated in this RFP.
- Proposals may be withdrawn only by delivery of a written request to IDEA Public Schools prior to the specified deadline time/date stated in the RFP. The authorized signatory must sign such requests.
- Proposals received will become a part of the IDEA Public Schools' official files without further obligation to the respondents.
- The contents of a successful Proposal may become a contractual obligation if selected for funding. Failure of the Respondent to accept these obligations can result in cancellation of an award or purchase agreement. IDEA Public Schools reserves the right to withdraw or reduce the amount of an award or to cancel any contract resulting from this procurement if there is misrepresentation or errors in the specifications, pricing, terms, or Respondent's ability to meet the terms and conditions of this RFP or if adequate funding is not received.
- A response does not commit IDEA Public Schools to award a purchase agreement or a contract; a reimbursement of any costs incurred in the preparation of a neither response nor commit to pay for any costs incurred prior to the execution of a formal purchase agreement or contract unless such costs are specifically authorized in writing by IDEA Public Schools.
- IDEA Public Schools reserves the right to contact any individual, agency, or employers listed in the RFP, to contact others who may have experience and/or knowledge of the respondent's goods/supplies, relevant performance, qualifications, etc., and to request additional information from any and all respondents.

- Respondents shall not, under penalty of law, offer any gratuities, favors, or anything of monetary value to any officer or employee of IDEA Public Schools, or to any consultant, employee, or member of IDEA Public Schools for the purpose of or having the effect of influencing favorable disposition toward their own proposal or any other bid submitted hereunder.
- No employee, officer or member of IDEA Public Schools shall participate in the selection, development of a response to this RFP, award or administration of a contract supported by the RFP if a conflict of interest, real or apparent, would be involved.
- Respondents shall not engage in any activity that will restrict or eliminate competition. This does not preclude joint ventures or subcontracts. Violation of this provision may cause a respondent's response to be rejected.
- No purchase agreement or contract may be awarded until the respondent has complied with Executive Order 12549, 29 CFR, Part 98 by submitting a signed Certification of Debarment, which states that neither the respondent, nor any of its principles, are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in a procurement by any Federal department or agency.
- Prior to award of any purchase agreement or contract, a Respondent must sign a Certification Regarding Conflict of Interest stating adherence to IDEA Public Schools policy regarding free and open competition and conflicts of interest.
- The District is exempt from federal excise tax, state, and local tax. Do not include tax in cost figure. If it is determined that tax was included in the cost figures, it will not be included in the tabulation of any awards.

ADMINISTRATIVE PROCEDURE FOR BIDDER COMPLAINTS

Members of the public having complaints regarding the IDEA's purchasing procedures or operations may present their complaints or concerns to the District by written to the following address.

IDEA Public Schools
Attn. Purchasing Dept.
2115 W. Pike Blvd
Weslaco, TX 78596
(956) 377-8049

SELECTION CRITERIA

IDEA Public Schools will evaluate proposals and select respondent(s) on the basis of the following criteria:

1. The extent to which the services meet IDEA Public Schools' needs.
2. The firm's overall experience, reputation, expertise, stability and financial responsibility.
3. The vendor's past relationship, if any, with IDEA Public Schools
4. The experience and qualifications of the staff member that will be assigned to service the IDEA Public Schools account.

5. The ability to provide service in a safe, reliable, expedient and efficient manner.
6. Facilities and business processes and practices (information systems, access to facilities, quality and range of reports, etc.) that will be used in servicing the IDEA Public Schools account.
7. The vendor's financial terms offered to IDEA Public Schools.
8. The total long-term cost to IDEA Public Schools to acquire the vendor's services.

RESPONSIVE/RESPONSIBLE RESPONDENTS

IDEA Public Schools staff reviews the proposals received to determine if they are responsive. For proposals to be considered responsive and to be evaluated for selection, the following requirements must be met:

1. The proposals must have been submitted by the due date and time.
2. The proposals must be complete with the original signatures.
3. The proposals must be for the specific services requested and described in the RFP Packet.
4. The proposals must be submitted in the format described in the RFP Packet.
5. One original (in blue ink and marked original) and two copies must be submitted.

All proposals will be screened for inclusion of all required information prior to release to the evaluation team. IDEA Public Schools staff may exclude from further consideration for contract award any non-responsive proposal or portion of a proposal.

EVALUATION

The evaluation criteria and the relative weights for scoring are provided below, the evaluation team will consider the following elements in the evaluation process. **Purchase price is not the only criteria that will be used in the evaluation process.**

RANKING CRITERIA	POINTS (Total 100)
1. Compliance with Specifications	30
2. Experience/ Past Performance	30
3. Cost/Price	20
4. Additional Value Added Services	10
5. References	10
Total	100

IDEA Public Schools may use IDEA Public Schools staff, independent evaluators or a combination of both to evaluate and rank proposals.

After evaluation, an award may be made on the basis of the evaluation and ranking, without discussion, clarification or modification. IDEA Public Schools may enter into negotiations with the highest ranked respondent. If IDEA Public Schools is unable to reach agreement with the highest ranked respondent, the negotiations will terminate and negotiations will begin with the next respondent in the order of the ranking until a contract is reached or IDEA Public Schools has rejected all proposals.

NOTE: After evaluation, any proposal with a total score less than 70 points will be considered as nonresponsive and will be disqualified from further consideration. Proposals receiving a final score of 70 or better are not guaranteed an award. **IDEA Public Schools reserves the right to request Best and Final Offers (BAFO) from all responsive respondents.**

HOW TO SUBMIT A PROPOSAL

All proposal packages must be clearly marked with the Respondents' name and address (**it is very important to include RFP #**). Proposal packages must be delivered to and received prior to the deadline, see TIME-FRAME section (p.4).

Maribel Anzaldua, Purchasing Supervisor

IDEA Public Schools

2115 W. Pike Blvd

Weslaco, TX 78596

(956) 377-8049

Attn: RFP #01-RFP/Operations-2017

PART III- PROPOSAL FORMAT

TITLE PAGE

Respondents must complete the Title Page on the following page and include it as the cover sheet for proposals submitted in response to this RFP.

See coversheet below:

Consultant Services

A Proposal Submitted in Response to

IDEA Public Schools

Request for Proposals #01-RFP/Operations-2017

Submitted By:

(Full Legal Name of Respondent)

On:

(Date of Proposal Submission)

RFP RESPONSE FORMAT AND CONTENT

1. Page/Items to return/include.

- Title Page
- Table of Contents

- Business Identification
- Additional Requirements
- Compliance with Specifications
- Past Performance/Demonstrated Effectiveness/References
- Cost

2. Documentation must be complete. A respondent's written response shall be the sole means of presenting the service.

RESPONDENT IDENTIFICATION

Enter the Respondent's firm's name and address below.

- 1. Name of Firm _____
- 2. Street Address _____
- 3. City, State & Zip Code _____
- 4. Federal ID# or Social Security Number _____

ADDITIONAL REQUIREMENTS

1. Ownership: Proposal must include name and Social Security Number of each person with at least 25% ownership of the business entity submitting the qualifications.

NAME: _____ **SSN:** _____

NAME: _____ **SSN:** _____

COMPLIANCE WITH SPECIFICATIONS (30 POINTS)

Describe in detail how the consultant services provided will meet IDEA Public Schools' expressed needs.

EXPERIENCE/PAST PERFORMANCE (30 POINTS)

Describe in detail your experience with design thinking, working with schools or other educational entities, and creating positive peer-to-peer culture. Specific examples/ case studies of past work must be provided and available for review in the selection process. Should these case studies of previous work fail to meet requirements and/or be unavailable for evaluation, the proposal is subject to rejection.

COST/PRICE (20 POINTS)

Provide the cost for the services proposed on the attached Proposal Sheet and answers to all required questions. Prices for all goods and/or services shall be negotiated to a firm amount for the duration of this contract or as agreed to in terms of time frame. **Refer to attachment F.**

ADDITIONAL VALUE ADDED SERVICES (10 POINTS)

Provide a listing of any value added services that are to be provided (e.g. social education, nutrition education, focus groups, student workshops, strategies to increase lunch participation, etc.)

REFERENCES (10 POINTS)

Describe in detail the type of services provided for other organizations. List at least three of these organizations, along with contact information.

ATTACHMENTS

The attachments listed below are required and should be included with the proposal. **Attachment C** is required to ensure that no potential conflicts of interest exist with IDEA Public Schools Board or staff members. **All forms must be signed and completed.**

1. Reference Sheet
2. Proof of Insurance or Bonding
3. Attachment A - Certification of Respondent
4. Attachment B - Certification Regarding Drug-Free Workplace
5. Attachment C –Conflict of Interest
6. Attachment D - Equal Opportunity and Nondiscrimination
7. Attachment E - Proposal Questionnaire
8. Attachment F – Pricing Proposal Sheet
9. Attachment G– Bidders Certifications Form

REFERENCE SHEET

Note: Respondent must submit at least three (3) responsive business references. *(References from past projects for same or similar goods/services.)*

	Customer Agency	Contact Person	Telephone #	Address	Amount of Contract
1.					
2.					
3.					
4.					
5.					
6.					

ATTACHMENT A

CERTIFICATION OF RESPONDENT

I, the undersigned, submit this quote/bid and have read the specifications, which are a part of this solicitation. My signature also certifies that I am authorized to submit this quote/bid. Sign as a representative for the firm, and carry out services solicited in this solicitation:

Signature of Authorized Agent: _____

Printed Name and Title of Agent: _____

Name of Firm: _____

Address: _____

Telephone Number: _____

FAX Number: _____

Contact Person: _____

Email Address (if applicable): _____

Web Site Address (if applicable): _____

ATTACHMENT B

CERTIFICATION REGARDING DRUG-FREE WORKPLACE

This certification is required by the Federal Regulations Implementing Sections 5151-5160 of the Drug-Free Workplace Act, 41 U.S.C. 701, for the Department of Agriculture (7 CFR Part 3017), Department of Labor (29 CFR Part 98), Department of Education (34 CFR Parts 85, 668 and 682), Department of Health and Human Services (45 CFR Part 76).

The undersigned subcontractor certifies it will provide a drug-free workplace by:

- Publishing a policy statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the consequences of any such action by an employee;
- Establishing an ongoing drug-free awareness program to inform employees of the dangers of drug abuse in the workplace, the subcontractor's policy of maintaining a drug-free workplace, the availability of counseling, rehabilitation and employee assistance programs, and the penalties that may be imposed on employees for drug violations in the workplace;
- Providing each employee with a copy of the subcontractor's policy statement;
- Notifying the employees in the subcontractor's policy statement that as a condition of employment under this subcontract, employees shall abide by the terms of the policy statement and notifying the subcontractor in writing within five days after any conviction for a violation by the employee of a criminal drug abuse statute in the workplace;
- Notifying IDEA Public Schools within ten (10) days of the subcontractor's receipt of a notice of a conviction of any employee; and,
- Taking appropriate personnel action against an employee convicted of violating a criminal drug statute or requires such employee to participate in a drug abuse assistance or rehabilitation program.

Name of Organization/Firm

Signature of Authorized Representative

Date

Print Name and Title of Authorized Representative

ATTACHMENT C

CERTIFICATION REGARDING CONFLICT OF INTEREST

By signature of this bid proposal, Respondent covenants and affirms that:

- X No manager, employee or paid consultant of the Respondent is a member of the Board, or an employee of IDEA Public Schools;
- X No manager or paid consultant of the Respondent is married to a member of the Board, the CEO, or an employee of IDEA Public Schools;
- X No member of the Board, the CEO or an employee of IDEA Public Schools is a manager or paid consultant of the respondent;
- X No member of the Board, the CEO or an employee of IDEA Public Schools owns or controls more than 10 percent in the Respondent;
- X No member of the Board, CEO, or employee of IDEA Public Schools receives compensation from Respondent for lobbying activities as defined in Chapter 305 of the Texas Government Code;
- X Respondent has disclosed within the Bid any interest, fact or circumstance which does or may present a potential conflict of interest;
- X Should Respondent fail to abide by the foregoing covenants and affirmations regarding conflict of interest, Respondent shall not be entitled to the recovery of any costs or expenses incurred in relation to any contract with Idea Public Schools and shall immediately refund to IDEA Public Schools any fees or expenses that may have been paid under the contract and shall further be liable for any costs incurred or damages sustained by Idea Public Schools relating to that contract.

Name of Organization/Firm

Signature of Authorized Representative

Date

Print Name and Title of Authorized Representative

ATTACHMENT D

EQUAL OPPORTUNITY AND NONDISCRIMINATION

The **(Name)** promotes employment opportunity through a progressive program designed to provide equal opportunity without regard to race, color, sex, religion, national origin, age, disability, or political affiliation or belief. Additionally, discrimination is prohibited against any beneficiary of programs funded under Title I of the Workforce Investment Act of 1998, on the basis of the beneficiary’s citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or his/her participation in any WIA Title I financially assisted program or activity. **(Name)** conforms to all applicable federal and state laws, rules, guidelines, regulations, and provides equal employment opportunity in all employment and employee relations.

EEO Laws, Rules, Guidelines, Regulations

(Name) provides equal opportunities consistent with applicable federal and state laws, rules, guidelines, regulations, and executive orders. Such regulations include:

- Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination under any program or activity receiving federal financial assistance.
- Title VII of the Civil Rights Act of 1964, as amended, and its implementing regulations at 29 CFR Part 37 which prohibit discrimination based on race, color, religion, sex, or national origin in any term, condition or privilege of employment.
- Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals because of disability.
- Age Discrimination in Employment Act of 1967, as amended, which prohibits discrimination against individuals 40 years of age and older.
- Americans with Disabilities Act of 1990, which prohibits discrimination against qualified individuals with disabilities.
- Age Discrimination Act of 1975, as amended, which prohibits discrimination based on age in programs receiving federal financial assistance.
- Texas Commission on Human Rights Act, as amended, which prohibits discrimination in employment based on race, color, handicap, religion, sex, national origin, or age (40-70).
- Equal Pay Act of 1963, as amended, which requires equal pay for men and women performing equal work.
- Pregnancy Discrimination Act of 1978, which prohibits discrimination against pregnant women.

(Name) is committed to promoting equal employment opportunity through a progressive program designed to provide equal opportunity without regard to race, color, sex, religion, national origin, age, disability, or political affiliation or belief. **(Name)** takes positive steps to eliminate any systematic discrimination from personnel practices. **(Name)** recruits, hires, trains, and promotes into all job levels the most qualified persons without regard to race, color, religion, sex, national origin, age, or disability status.

Staff at all levels is responsible for active program support and personal leadership in establishing, maintaining, and carrying out an effective equal employment opportunity program.

Name of Organization/Firm

Signature of Authorized Representative

Date

Print Name and Title of Authorized Representative

Please note that all awards are based on funding availability and the assumption that all schools listed will be utilized during the fiscal year.
Please include responses to the following questions in your proposal.

Item #	Description	Response
1.	What form of business is your organization (e.g. proprietorship, partnership, and corporation) and is your organization local only, statewide or nationwide?	
2.	How long has your organization provided food services?	
3.	List all the names under which the company has operated in the last ten years in the State of Texas.	
4.	How many employees work for your organization in the greater San Antonio area?	
5.	Describe your organization’s requirements for food handler employment and training.	
6.	Does your organization hold contracts with other organizations for food service?	
7.	What is your largest account?	
8.	Provide a copy of your insurance coverage.	
9.	Provide copies of certificates and licenses required by the State of Texas, City of San Antonio, and any other governing body having jurisdiction over food preparation and service.	
10.	Do you currently have any investigations pending by or on behalf of a government or other licensing entity?	

ATTACHMENT F

CONSULTANT SERVICES PROPOSAL SHEET

PRICING FOR SERVICES PROVIDED

SERVICE	PROPOSED FEE
RESEARCH	
EVALUATION	
REDESIGN	

PLEASE PROVIDE ANY ADDITIONAL INFORMATION REGARDING YOUR PROPOSED PRICING IN THE SPACE BELOW (attach additional sheets if necessary):

ATTACHMENT G

BIDDER CERTIFICATIONS FORM
(Return signed form with your submittal)

1. Felony Conviction Notification

Texas Education Agency Code, Section 44.034, Notification of Criminal History, Subsection (a), states "a person or business entity that enters into a contract with a school district must give advance notice to the district if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony." Subsection (b) states "a school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination of the contract." This notice is not required of a publicly-held corporation.

Initial where applicable.

- A. My company is a publicly-held corporation; therefore, this reporting requirement is not applicable.
- B. My company is not owned nor operated by anyone who has been convicted of a felony.
- C. My company is owned and operated by the following individual(s) who has/have been convicted of a felony:
Name of Felon(s): _____
Details of Conviction(s): _____

2. Criminal History Record Information Review of Certain Contract Employees

By signing below, the Bidder agrees to comply with Section 22.0834, Criminal History Record Information Review of Certain Contract Employees, Texas Education Code if awarded a contract through this solicitation. The undersigned Bidder, if awarded a contract, shall obtain criminal history record information through the criminal history clearinghouse as provided by Section 411.0845, Government Code relating to an employee or applicant who has or will have continuing duties related to the contracted services; and the employee or applicant has or will have direct contact with students. The Bidder agrees to certify of the receipt of criminal history record information before or immediately after employing or securing the services of the employee or applicant that has or will have continuing duties related to the contracted services if the employee or applicant has or will have direct contact with students. The Bidder further agrees that if awarded a contract, shall assume all expenses associated with the criminal background check and shall immediately remove any employee or agent who was convicted of a felony, or misdemeanor involving moral turpitude, as defined by Texas law, from District property or the location where students are present.

- None of my employees and any of my subcontractors has or will have continuing duties related to the contracted services; and has or will have direct contact with students. I further certify that my company has taken precautions or imposed conditions to ensure that my employees and any subcontractor will not have continuing duties related to the contracted services; and will not have direct contact with students throughout the term of the Contract.

OR

- Some or all of my employees and/or my subcontractors will have continuing duties related to the contracted services; and will have direct contact with students. I further certify that:
 1. I have obtained all required criminal history record information regarding all of my employees and/or my subcontractors. None of my employees and/or my subcontractors has any conviction or other criminal history information if at the time of the offense, the victim was under 18 or enrolled in a public school: (a) a felony offense under Title 5, Texas Penal Code; (b) an offense for which a defendant is required to register as a sex offender under Chapter 62, Texas Code of Criminal Procedure; or (c) an equivalent offense under federal law or the laws of another state.
 2. If I receive information that any of my employees and/or subcontractors subsequently has a reported criminal history, I will immediately remove the covered employee from contract duties and notify the District in writing immediately.
 3. I will provide the District with the names and any other requested information regarding any of my employees and/or subcontractors so the District may obtain criminal history record information if awarded a contract.
 4. If the District objects to the assignment of any of my employees and/or subcontractors, I agree to discontinue using the individual to provide services to the District.

3. Lists of Parties Excluded from Federal Procurement or Non Procurement Program

By signing below, the Bidder certifies that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in district, state or federal procurements or contracts and are not identified in the "Lists of Parties Excluded from Federal Procurement or Non Procurement Program" issued by the General Services Administration, pursuant to the provisions of 31 U.S.C. 6101, note, E.O. 12549, E.O. 12689, 48 CFR 9.404. For additional information refer to <http://www.epls.gov/>.

I, the undersigned authorized agent for the company 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. I further certify that I agree to comply with Section 22.0834, Criminal History Record Information Review of Certain Contract Employees, Texas Education Code if awarded a contract through this solicitation and the 31 U.S.C. 6101, note, E.O. 12549, E.O. 12689, 48 CFR 9.404 in relation to the Lists of Parties Excluded from Federal Procurement or Non Procurement Program.

COMPANY NAME: _____
 AUTHORIZED AGENT'S NAME (PRINTED): _____
 SIGNATURE OF COMPANY OFFICIAL: _____