

REQUEST FOR PROPOSALS FOR PRINTING AND MAILING SERVICES FOR THE BOARD'S QUARTERLY NEWSLETTER

TEXAS BOARD OF NURSING

RFP NO. 507-19-20019

ADDENDUM NO. 1

Posting Date: August 20, 2019

Request for Proposals 507-19-20019, posted on the Electronic State Business Daily (ESBD) on July 22, 2019, is amended as follows:

1. **Attachment A, #4.B.** is deleted and replaced with the following:

B. COST FOR MAILING SERVICES AS DESCRIBED:

(Annual quantity is approximately 1,555,040 for initial first term of contract.)

Mailing Charges:	\$	Per/M	x	*50	=	\$
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(Quantity of 50 being used for bid evaluation purposes)

Cost/Credit per M for additional or less 1,000's	\$ _____ Per M
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*The Mailing Charges Total Cost for quantity of 50 is also to be recorded on the face of the Request for Proposals for tabbing purposes. Do not forget to return this Attachment with your bid. **FAILURE TO BID ALL REQUESTED PRICE INFORMATION, WILL DISQUALIFY YOUR BID.**

DO NOT FORGET TO ATTACH QUOTE FROM PAPER SUPPLIER FOR COST (\$) OF PAPER TO PRODUCE THIS NEWSLETTER. FAILURE TO DO SO WILL DISQUALIFY YOUR BID.

2. **Attachment A, #4.C.** is deleted in its entirety.
3. On the Title Page (Proposal Due Date and Proposal Due Time), in Section 1.5 (Schedule of Events, Closing Date), and in Section 4.1 (Deadline for Proposals):

The Proposal due date is extended to August 27, 2019, at 5:00pm.

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDUM NO. 1:

Respondent/Entity Name: _____

Signature of Authorized Representative: _____

Printed Name, Title: _____

Date: _____

RESPONDENT MUST SIGN AND RETURN THIS ACKNOWLEDGMENT WITH ITS RESPONSE.

REQUEST FOR PROPOSALS

FOR

PRINTING AND MAILING SERVICES FOR THE BOARD'S QUARTERLY NEWSLETTER

Texas Board of Nursing

RFP No. 507-19-20019

NIGP: 966-59, 64

Posting Date: July 22, 2019

Proposal Due Date: August 22, 2019

Proposal Due Time: 5:00 PM

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1 GENERAL INFORMATION

1.1 SCOPE OF WORK

The Texas Board of Nursing (the “BON” or “Board”), through the use of this Request for Proposals (the “RFP”), is seeking proposals (“Proposals”) from qualified individuals or entities (“Respondents”) for printing and mailing services for the Board’s quarterly newsletter, consisting of more than 1,555,000 copies annually. For estimation purposes only, 391,789 copies of the July 2019 issue of the *BON Bulletin* were mailed out. Quantities increase approximately five percent (5%) each year.

NOTE: FAILURE TO BID UNIT OF MEASURE AS “LOT” BY PLACING TOTAL FROM ATTACHMENT A, IN THE UNIT PRICE COLUMN MAY DISQUALIFY PROPOSAL.

FOR A SAMPLE COPY OF THE NEWSLETTER, RESPONDENTS MAY CONTACT:

BRUCE HOLTER
PHONE (512) 305-6842.
AGENCY FAX # (512) 305-7401.

1.2 BACKGROUND

The BON is a State of Texas Agency, whose physical location is 333 Guadalupe Street, Austin, Texas. The BON has been in existence since 1909. The BON fiscal year is from September 1 through August 31 of each year.

1.3 HISTORICALLY UNDERUTILIZED BUSINESSES (HUBS)

The BON endeavors to promote full and equal opportunity for businesses to supply the BON with goods and/or services that are necessary to support the BON’s mission. In this regard, the BON commits to select a Respondent in accordance with (i) BON needs, (ii) BON resources, (iii) HUB goals and guidelines established by the Texas Legislature and the Texas Comptroller of Public Accounts, and (iv) BON policies and procedures for contracting with Historically Underutilized Businesses.

1.4 BON’S RIGHT TO REJECT

This RFP does not commit the BON to select a Respondent or to award a contract to any Respondent. The BON reserves the right to accept or reject, in whole or in part, any Proposal it receives pursuant to this RFP.

1.5 SCHEDULE OF EVENTS

Issue Request for Proposals	July 22, 2019
Questions Due	July 29, 2019
Questions and Answers Posted	August 5, 2019
Closing Date	August 22, 2019
Anticipated Date of Award	September 13, 2019

The Texas Board of Nursing reserves the right to revise this schedule or any portion of this RFP by published Addendum on the Electronic State Business Daily (“ESBD”).

1.6 TERM OF CONTRACT

The term of a contract entered into as a result of this RFP will be effective upon the signature of the Executive Director of the Board, and will terminate on August 31, 2020. The term of a contract entered into as a result of this RFP may be renewed for up to three (3) additional one-year periods following the initial awarded one-year contracting period without the need for an additional re-bidding process. Further, the Texas Board of Nursing may extend a contract for six (6) months following the last period of renewal or for such additional time as the Texas Comptroller of Public Accounts deems necessary to secure and transition to a new contract.

1.7 NOTIFICATION TO BIDDERS

This RFP and the resulting Contract are authorized by a delegation letter from the Texas Comptroller of Public Accounts (“CPA”), Procurement Oversight and Delegation Team. This delegation is authorized until the delegated service is awarded

by the Statewide Procurement Division (“SPD”) on a statewide contract. This RFP and the resulting Contract may be terminated with a 30-day written notice, upon an award by the SPD.

1.8 CONSTRUCTION OF THIS RFP AND THE CONTRACT

1.8.1 GLOBAL DRAFTING CONVENTIONS

The terms “include,” “includes,” and “including” are terms of inclusion and enlargement. When used in the RFP and Contract, these terms should be read as if followed by the phrase “without limitation.”

Unless explicitly stated otherwise, any references to “Sections,” “Articles,” “Exhibits,” or “Attachments” are deemed to be references to the Sections, Articles, Exhibits, and Attachments to this RFP and the Contract.

1.8.2 HEADINGS

The Article and Section headings in this RFP and the Contract are for reference and convenience only and may not be considered in the interpretation of this RFP or the Contract.

2 SPECIFICATIONS

2.1 SCHEDULE OF PUBLICATION.

The Board’s quarterly newsletter is published quarterly within the state fiscal year (September through August), specifically in October, January, April, and July.

2.2 EXACT QUANTITY REQUIRED.

The printing of exact quantity is required. No overrun or underrun will be accepted.

2.3 FINISHED SIZE.

16-PAGE NEWSLETTER. APPROXIMATELY 8 1/2” X 5 1/2”, SELF-MAILING WITH TWO TABS INSERTED. FINISHED PIECE IS 8-1/2 X 11” FOLDED TO 5-1/2 X 8-1/2” FOR MAILING PURPOSES. THREE ISSUES TO INCLUDE 8 1/2” X 11” FULL BLEED 4-COLOR BROCHURE WITH 6” TONGUE INSERTED IN MIDDLE OF EACH NEWSLETTER. BROCHURE TO BE PERFORATED FOR REMOVAL FROM TONGUE AND SADDLE-STICHED IN CENTER BEFORE FOLDING AND TABBING.

2.4 PAPER STOCK.

SELF COVER

NAME OF STOCK: CLAMPITT CRYSTAL SILK TEXT, FSC CERTIFIED, OR EQUAL.

COLOR: BRIGHT WHITE

WEIGHT: 70lb TEXT

IF NOT BIDDING THE SPECIFIED BRAND, A SAMPLE OF THE ALTERNATIVE PAPER MUST ACCOMPANY THE BID WITH THE BRAND, WEIGHT, AND TARGET BRIGHTNESS MARKED TO BE CONSIDERED FOR AWARD. BIDS NOT INCLUDING SAMPLE OF ALTERNATIVE PAPER ARE DISQUALIFIED.

2.5 CAMERA-READY COPY.

Furnished by the BON. See additional prices requested (Attachment A) for possible typesetting by the awarded contractor (the “Contractor”). The copy, with correct layout except for any photos, will be provided on a CD-ROM, flash drive, or via download to printer FTP site. Newsletter art files are created using Adobe InDesign Software.

2.6 PREPRESS PROOFS.

- A. Proofs Required. The Contractor will be required to open the newsletter file and produce color laser proof output or equivalent within 24 hours of receiving file for approval by BON staff.
- B. Author’s Alterations as follows. The BON reserves the right to make changes until the final prepress proof is approved by the BON.
- C. Contractor is to include in all pricing and bear all expenses for delivery and communications concerning proofs. Next working day delivery or faster will be required.

2.7 **PRESSWORK.**

- A. Number of Colors: Two colors are currently used, Pantone 330 CVU and black ink throughout all pages. Pantone color changes on annual basis beginning with the January issue. Brochure with 6” tongue inserted in 3 issues will be 4-color full bleed. Contractor will be notified of Pantone color for newsletter upon awarding of bid.
- B. Registration: Normal
- C. Other Special Presswork Required: Must be a minimum of 133 D.P.I.

2.8 **BINDERY WORK REQUIRED.**

Workshop brochure with tongue to be placed in center of each publication before two staples are inserted. Piece is to be folded to 5-1/2 X 8-1/2” with two tabs inserted prior to application of mailing label or inkjet labeling of addressee information.

2.9 **MAILING.**

- Mailing will be done under the agency’s bulk mailing permit.
- Presorted standard postage will be paid by advance deposit by the agency at applicable Austin and/or Dallas Texas bulk mail acceptance location.
- Newsletters for the immediate central Texas area to be delivered to the Austin Cross Park Postal Facility. Contractor will deliver all other newsletters to be mailed to the Dallas bulk mail facility or other bulk mail centers to decrease mailing cost for newsletters.
- Contractor will notify agency of postage amount within three (3) days after receiving agency mail-out databases.

LARGE AND SMALL MAILING DATABASES:

THE INITIAL QUANTITY TO BE MAILED IS 1,567,156 COPIES FOR THE PERIOD COVERING THE DATE OF AWARD THROUGH AUGUST 31, 2020. THE ESTIMATED QUANTITY IS EXPECTED TO INCREASE BY FIVE PERCENT (5%) EACH OPTIONAL RENEWAL PERIOD, BASED ON THE ESTIMATED FIVE PERCENT (5%) INCREASE IN THE NUMBER OF LICENSEES PER YEAR.

AGENCY WILL FURNISH MAILING DATA BASES IN ONE OF THE FOLLOWING METHODS (CONTRACTOR’S CHOICE). CONTRACTOR IS TO INDICATE METHOD FOR MAILING DATA BASED ON ATTACHMENT A.

1. DVD-R OR ELECTRONIC DATABASE VIA FTP SITE WITH EXCEL DATABASES,
2. FIXED RECORD LENGTH, AND
3. FIXED FIELD LENGTH WITH COMMA DELIMITERS.

CONTRACTOR WILL:

- MERGE LARGE AND SMALL DATABASES (PAID SUBSCRIBERS AND ALL NURSES RESIDING IN TEXAS) IN EFFORT TO OBTAIN LOWEST COST POSTAGE.
- CERTIFY THE MAILING LABEL DATABASE USING CASS INCLUDING DPV AND LACS LINK METHODS. NOTE: ADDRESSES NOT MEETING CASS CERTIFICATION ARE TO BE EXCLUDED FROM MAILING DATABASE AND REQUIRED POSTAGE AMOUNT FOR MAILING OF NEWSLETTERS SHOULD BE REDUCED TO REFLECT ELIMINATION OF BAD ADDRESSES FROM MAILING DATABASE.
- PRESORT TO A PAVE APPROVED PREPARATION FOR MAXIMUM DISCOUNT FOR STANDARD MAIL AUTOMATION AND NON-AUTOMATION, 3-DIGIT, 5-DIGIT LEVEL.
- FOLD AND TAB TWICE THE NEWSLETTER TO A SELF-MAILING PIECE OF 8.5X5.5”.
- PREPARE AND DELIVER TO USPS IN COMPLIANCE WITH CURRENT REGULATIONS.

2.10 **DELIVERY.**

Deliver any copies not mailed FOB to destination shown on the front page of this RFP. Freight is to be prepaid by the Contractor.

2.11 FINAL DELIVERY.

Contractor to have all printing completed and the newsletter accepted by the United States Postal Service and mailed no later than ten (10) calendar days after mutual agreement of final proof.

2.12 DAMAGES.

Damages of \$500.00 per state working day may be deducted from the Contractor's invoice for each day the job is late.

2.13 POSSIBLE TYPSETTING BY CONTRACTOR – SEE ATTACHMENT A

MATCH STYLE AND SIZE SIMILAR TO PREVIOUS PRINTED SAMPLE - SAMPLE PAGE AVAILABLE UPON REQUEST FROM AGENCY.

- A. COPY SOURCE: JOB TO BE COMPLETELY TYPESET FROM TRANSMISSION FROM AGENCY OF COPY BY CD-R, E-MAIL, OR FTP SITE.
- B. TYPESETTING PROOFS REQUIRED (GALLEY OR PAGE) TO BE INDICATED ON ATTACHMENT A.
- C. AUTHOR'S ALTERATIONS AS OUTLINED ON ATTACHMENT A.
NOTE: ALTERATION DUE TO CONTRACTOR'S ERROR WILL BE AT CONTRACTOR'S EXPENSE.
- D. DELIVERY AND COMMUNICATIONS EXPENSE: CONTRACTOR TO BEAR AND INCLUDE ALL EXPENSES FOR DELIVERY AND COMMUNICATIONS CONCERNING PROOFS. NEXT WORKING DAY DELIVERY OR FASTER WILL BE REQUIRED.

3 RFP REQUIREMENTS

3.1 COMPLIANCE WITH RFP REQUIREMENTS.

By submission of a Proposal, Respondent agrees to be bound by the requirements set forth in this RFP. The BON, at its sole discretion, may disqualify a Proposal from consideration, if the BON determines that a vendor submitting a Proposal is non-responsive and/or non-compliant, in whole or in part, with the requirements set forth in this RFP.

3.2 BINDING EFFECT OF PROPOSAL.

Unless otherwise agreed in writing signed by the Executive Director or designee, each Respondent agrees to and shall be bound by the information and documentation provided with the RFP, including prices quoted for services.

3.3 SIGNATURE AND CERTIFICATION OF RESPONDENT.

The Proposal must be signed and dated by the Respondent who is authorized to bind the Respondent to the terms and conditions contained in this RFP and to compliance with the information submitted in the RFP. Each Respondent submitting a Proposal certifies to both (a) the completeness, veracity, and accuracy of the information provided in the Proposal, and (b) the authority of the individual whose signature appears on the Proposal to bind the Respondent to the terms and conditions set forth in this RFP. Proposals submitted without the required signature shall be disqualified.

3.4 SUBCONTRACTING PLAN.

Respondents must complete and return the HUB Subcontracting Plan (HSP) documentation with the Proposal to be considered responsive. The Texas Board of Nursing will reject responses received without the HSP as a material failure to comply with the requirements of this RFP.

For assistance with the HSP, obtaining HUB lists if web access is not possible, or for further explanation of the Texas Board of Nursing HUB program, please contact:

Keith LaSalle, HUB Program Coordinator
333 Guadalupe, Tower 3, Suite 460
Austin, Texas 78701
Email: keith.lasalle@bon.texas.gov

3.5 REQUIREMENTS FOR SUBMISSION.

Each Respondent shall submit one (1) original -- which must be clearly defined as the ORIGINAL -- and two (2) copies of the Proposal. The original shall be prepared and formatted in at least 10-point-font that is clearly readable. The copies shall be of good, readable quality. The original and each copy shall be submitted in a three-ring binder, on three-hole-punch,

letter-size (8.5" x 11") paper. Both the cover and the spine of each binder shall reflect the name of the Respondent. The binder cover shall also reflect the subject matter of the Proposal as follows: **RFP for Printing and Mailing Services for the Board's Quarterly Newsletter**. The original and two copies of the Proposal shall be submitted in a sealed box, clearly labeled as follows:

RFP FOR PRINTING AND MAILING SERVICES FOR THE BOARD'S QUARTERLY NEWSLETTER

RFP NO. 507-19-20019

**TEXAS BOARD OF NURSING
ATTN: Keith LaSalle
333 Guadalupe Street, 3-460
Austin, TX 78701**

3.6 TERMS AND CONDITIONS ATTACHED TO PROPOSAL.

Any terms and conditions attached to a Proposal will not be considered unless specifically referred to in the Proposal.

3.7 RISK OF LOSS, DAMAGE, AND DELAY.

Respondent acknowledges and agrees to release and hold harmless the BON's officers, employees, agents, and personnel, from and against any and all claims, liability, damages, and costs, including court costs and attorneys' fees, arising out of or pursuant to delivery of the Proposal or failure to deliver the Proposal to the BON, as designated in Sections 3.5 and 3.6 of this RFP. The BON will not be liable for late delivery of Proposals by the carrier.

3.8 USE AND DISCLOSURE OF INFORMATION.

If a Proposal includes proprietary data, trade secrets, or information the Respondent wishes to except from public disclosure, then the Respondent must specifically label such data, secrets, or information as follows: "**PRIVILEGED AND CONFIDENTIAL -- PROPRIETARY INFORMATION.**" To the extent permitted by law, information labeled by the Respondent as proprietary will be used by the BON only for purposes related to or arising out of the (a) evaluation of Proposals, (b) selection of a Respondent pursuant to the RFP process, and (c) negotiation and execution of a Contract, if any, with the Respondent selected. Additionally, Respondent must include a statement on company letterhead identifying all Proposal section(s) and page(s) that have been marked as confidential.

Without prior written notice to the awarded Respondent, a redacted version of the Proposal submitted under this section may be posted on the Texas Board of Nursing's website as part of the Contract, in accordance with section 2261.253(a) of the Texas Government Code.

3.9 CONFIDENTIALITY, PROPRIETARY INFORMATION, AND THE TEXAS PUBLIC INFORMATION ACT

The Texas Board of Nursing is a governmental body and therefore, is subject to the Texas Public Information Act (PIA), Texas Government Code Chapter 552, as interpreted by judicial opinions and the opinions of the Office of the Attorney General; as well as contract reporting requirements. The Proposal and other submitted information is presumed subject to disclosure unless a specific exception to disclosure under the PIA applies.

Responses to requests for Respondents' information shall be handled in accordance with the provisions of the Public Information Act. If a Respondent's confidential or proprietary information is requested pursuant to the Public Information Act, the Board will notify the Respondent not later than the tenth business day after the date the Board receives the request for information. Respondents have the right to object to the release of their records by submitting written arguments to the Office of the Texas Attorney General that one or more exceptions apply to the records. The Attorney General is generally required to issue a decision within 45 business days.

Respondent will be required to make any information created or exchanged with a state governmental entity, and not otherwise excepted from disclosure under the Texas Public Information Act, available in at least one of the following formats that is accessible by the public at no additional charge to the State of Texas, and the Texas Board of Nursing:

portable document format (pdf) compatible with the latest version of Adobe Acrobat®; Microsoft Word®; Microsoft Excel®; or, hard copy (paper).

By submitting a Proposal, each Respondent agrees to reproduction by the State of Texas, the Texas Board of Nursing, and other State agencies, without cost or liability, of any copyrighted portions of Respondent's Proposal or other information submitted by Respondent, in order to comply with any Legislative Budget Board reporting requirements or other reporting requirements mandated by law.

3.10 COSTS OF PARTICIPATION.

The BON specifically disclaims responsibility and/or liability for any and all costs, expenses, or claims related to or arising out of the Respondent's participation in this RFP process, including but not limited to, costs incurred as a result of preparing, copying, shipping, presenting, and/or clarifying the offer and the information relevant to the Proposal.

3.11 COMPLIANCE WITH APPLICABLE LAWS, REGULATIONS, ORDINANCES, POLICIES, AND BON POLICIES AND PROCEDURES.

By submitting a Proposal, the Respondent agrees to and shall comply with all applicable local, state and federal laws and regulations, as well as with all applicable policies and procedures of the BON. BON policies and procedures may be accessed at the following Internet address: https://www.bon.texas.gov/about_contracts.asp

4 RFP PROCEDURES

4.1 DEADLINE FOR PROPOSALS.

Proposals must be received in the BON Purchasing Office, at the address specified in Section 3.5 of this RFP, no later than 4:00 p.m., Central Standard Time, on August 22, 2019.

ANY PROPOSAL RECEIVED AFTER EXPIRATION OF THE DEADLINE WILL BE IMMEDIATELY DISQUALIFIED FROM CONSIDERATION, AND WILL BE RETURNED UNOPENED TO THE RESPONDENT.

4.2 RIGHT TO MODIFY, RESCIND, OR REVOKE RFP.

The BON reserves the right to modify, rescind, or revoke this RFP, in whole or in part, at any time prior to the date on which the authorized representative of the BON executes a contract with the selected Respondent.

4.3 RESERVATION OF RIGHTS

The rights of the Texas Board of Nursing include, but are not limited to:

1. Rejection of any and all offers received.
2. Cancellation of the RFP at its sole discretion.
3. Suspension of the procurement process.
4. Request Respondents to clarify their offer and/or submit additional information pertaining to the offer, including issuance of RFP addenda.

This RFP does not commit the Texas Board of Nursing to make an award, nor does it obligate it to pay any costs incurred in preparation and submission of offers or in anticipation of a Contract.

Should an award be made, a Contract will be issued. The resulting Contract is binding and will be inclusive of the RFP (with all supplements, terms and conditions, appendix, or other attachments), any Addenda to the RFP, and the awarded Respondent's Proposal.

4.4 CHANGES

Subsequent to an award, the Texas Board of Nursing, at any time by written Addendum, make changes within the general scope of this procurement, including, but not limited to, changes in the specifications, the manner of performance of the work, or directing acceleration in the performance of the work.

Except as provided in this RFP, no order, statement, or conduct of the Texas Board of Nursing shall be treated as a change under this section or entitle the awarded Contractor to an equitable adjustment.

4.5 RESCISSION OF PROPOSAL.

A Proposal may be withdrawn from consideration at any time prior to the Deadline for Proposals, as stated in Section 3.6 of this RFP, pursuant to a written request sent to the BON.

4.6 REQUEST FOR ELECTRONIC COPY.

Requests for electronic copies of the RFP will be referred to the link on the Electronic State Business daily (ESBD).

4.7 REQUEST FOR CLARIFICATION.

The BON reserves the right to request clarification of any information contained in a Proposal.

4.8 QUESTIONS BY RESPONDENTS.

The deadline for questions submitted by Respondents is June 26, 2019, as specified in Section 1.5. The BON will not accept any questions after this date. Questions must be submitted in writing. The question, written BON response(s), and addenda, if any, related to the RFP will be distributed to all Respondents via the link on the Electronic State Business Daily (<http://www.txsmartbuy.com/sp>). If the BON determines a question has been sufficiently answered in the RFP, the inquiring Respondent will be referred to the relevant section of the RFP.

Questions may be emailed to: Keith.LaSalle@bon.texas.gov

4.9 ADDENDA TO THE RFP.

Each Respondent will be provided with the HTML link for the approved addenda, including amendments to the RFP via the ESBD. If, and as necessary, as determined by the BON, Respondents will, in turn, be allowed time to revise or supply additional information in response to such addenda.

4.10 COMMUNICATIONS WITH BON PERSONNEL.

The Board adopts the Texas Comptroller of Public Accounts' Vendor Communication Policy. Respondents must direct all inquiries and communications concerning this RFP to the Point-of-Contact listed below.

Respondents may communicate solely with the Texas Board of Nursing Point-of-Contact, except as expressly approved in advance by the Texas Board of Nursing's Point-of-Contact.

Failure to comply with these requirements and communications with anyone other than the Point-of-Contact without express prior approval may result in disqualification of a Response.

Respondents may not use the e-mail address listed below for submission of a Response. Follow the instructions outlined in Sections 4.6 for proper submission.

Mailing Address/E-mail Address

Texas Board of Nursing
Attn: Keith LaSalle
333 Guadalupe, Suite 3-460
Austin, Texas 78701
Email: keith.lasalle@bon.texas.gov

Physical Address

Texas Board of Nursing
Attn: Keith LaSalle
333 Guadalupe, Tower 3, Suite 460
Austin, Texas 78701

After award of any Contract resulting from this RFP, all requests for Contract changes and all communications relating to the Contract will be processed through the Texas Board of Nursing's Legal Department.

Texas Board of Nursing
ATTN: Legal Department
333 Guadalupe Street, 3-460
Austin, TX 78701

4.11 MEDIA RELEASES.

Respondents shall not use the Board's name, logo, or other likeness in any press release, marketing material, or other announcement without the Board's prior written approval. The Board does not endorse any vendor, commodity, or service.

Respondent is not authorized to make or participate in any media releases or public announcements pertaining to this procurement and the respondent or the services to which they relate without the Board's prior written consent, and then only in accordance with explicit written instructions from the Board.

5 EVALUATION, SELECTION, AWARD

The Texas Board of Nursing reserves the right to award contract(s) without any negotiations and reserves the right to not make awards.

5.1 MODIFICATION OF PROPOSALS.

All eligible Respondents will be afforded the opportunity to submit Best and Final Offers if (a) negotiations with any other Respondent result in a material alteration to the RFP and (b) such material alteration has a cost consequence that could alter the Respondent's quotations regarding rates for Services.

5.2 SELECTION OF RESPONDENT.

The Respondent selected for the Contract will be the Respondent whose Proposal, as presented in response to this RFP, and as determined by the BON, in accordance with the evaluation criteria set forth in Section 5.5, to be the most advantageous to the BON. Respondents acknowledge that the BON is not bound to accept the lowest-priced Proposal.

5.3 EVALUATION OF PROPOSALS.

BON personnel, including personnel who serve on the Evaluation Committee, will evaluate the Proposals. Submission of a Proposal indicates the Respondent's acceptance of the evaluation process set forth in this RFP and the Respondent's acknowledgement that subjective judgments must be made by the BON in regard to the evaluation process.

5.4 EVALUATION CRITERIA.

The award will be made to the Respondent whose Proposal provides the best value for the state and is in the state's best interest. The Texas Board of Nursing will do an initial responsiveness screening of the Proposals to verify compliance with the requirements of this RFP, which includes signature on all required documentation. The remaining responsive Proposals will be evaluated to determine which one offers the best value and is in the state's best interest. In determining which Proposal provides the best value and is in the state's best interest, the Texas Board of Nursing will consider the criteria listed below. The relative weights of each criterion will be as listed.

Evaluation Criteria	Weight (%)
Price	40%
Technical Response	30%
Delivery	15%
Mail Preparation Cost	10%
Past Performance, including References	5%
TOTAL	100%

5.5 CONSIDERATION OF ADDITIONAL INFORMATION.

The BON reserves the right to ask for and consider any additional information deemed beneficial to the BON in evaluation of the Proposals.

5.6 BEST VALUE

The Texas Board of Nursing will consider best value for the state as directed by Texas Gov't Code § 2155.074 when awarding a Contract to a Respondent.

5.7 AWARD NOTICE

If the RFP is awarded, the Texas Board of Nursing will issue a notice of award to the successful Respondent in response to this RFP. However, there is no guarantee that an award or any Contract will result from this solicitation.

6 INSURANCE

6.1 REQUIRED COVERAGE.

For the duration of any contract entered into as a result of this RFP, for all renewal terms, and for purposes of indemnification obligations that are specified to survive termination or expiration of the contract, Respondent shall obtain, at its sole expense and at no cost to the BON, the following coverage and shall maintain such coverage in full force and effect:

- A. **Workers' Compensation.** Workers' Compensation covering all individuals who provide services pursuant to the RFP or contract awarded as a result of this RFP, at the statutory limits in effect as of the effective date of the contract and as modified from time to time by the regulatory body or insurance carrier charged with administering Workers' Compensation for the State of Texas, if applicable;
- B. **Commercial General Liability.** Commercial General Liability, including operations, Contractual liability, and products liability in a combined single limit if applicable;
- C. **Automobile Liability.** Comprehensive Automobile Liability Insurance must be maintained while performing the duties prescribed per this RFP if applicable; and
- D. **Employer's Legal Liability.** Employer's Legal Liability must be maintained while performing the duties prescribed per this RFP if applicable.

6.2 EFFECT OF INDEMNIFICATION OBLIGATIONS.

No provision, term, or condition in this RFP or in a contract issued as a result of this RFP regarding indemnification obligations shall be construed to limit the application of insurance procured by the Respondent in accordance with requirements set forth in the RFP or resulting contract.

6.3 ADDITIONAL NAMED INSURED, SUBROGATION.

With the exception of the Workers' Compensation policy, the BON shall be an additional-named insured on all policies, and subrogation against the BON must be waived.

6.4 CERTIFICATES OF COVERAGE.

At least thirty (30) days prior to the effective date of the contract awarded as a result of this RFP, and at least thirty (30) days prior to the commencement of any renewal term of the awarded contract, the respondent shall furnish the BON with certificates of insurance in a form acceptable to the BON certifying that the respondent carries the required insurance policies and coverage. The certificates shall be sent to the BON, at the address listed previously in the RFP.

6.5 NOTIFICATION OF CANCELLATION.

Each insurance policy shall contain a covenant by the insurance company issuing the policy that the policy will not be modified or canceled unless thirty (30)-days' prior written notice of modification or cancellation is given to the BON. In the event the respondent receives notice of modification or cancellation of any of the policies required under this RFP or a contract awarded as a result of this RFP, then, prior to the effective date of modification or cancellation of the policy, the respondent shall obtain a policy of insurance affording the required coverage from an insurance carrier acceptable to the BON. If the respondent fails to obtain such an insurance policy, the BON may immediately terminate the contract without further notice to the respondent.

7 CONTRACT TERMS AND CONDITIONS

By submitting a Proposal in response to this RFP, Respondent acknowledges and agrees that the following contract terms and conditions will be incorporated into a Contract with the BON:

- A. **Disaster Recovery Plan.** In accordance with 13 Texas Administrative Code § 6.94(a)(9), relating to third-party custodians of records, the Contractor shall provide to the Board the descriptions of its business continuity and disaster recovery plans in regards to the Board's vital state records.
- B. **Dispute Resolution.** The dispute resolution process provided for in Chapter 2260 of the Texas Government Code must be used to attempt to resolve any dispute arising under this Contract. If the Contractor's claim for breach of contract cannot be resolved informally with the Board, the claim shall be submitted to the negotiation process provided in

Chapter 2260. To initiate the process, the Contractor shall submit written notice to the Board, as required by Chapter 2260. Any informal resolution efforts shall in no way modify the requirements or toll the timing of the formal written notice of a claim for breach of contract required under Section 2260.051 of the Texas Government Code. Compliance by the Contractor with Chapter 2260 is a condition precedent to the filing of a contested case proceeding under Chapter 2260.

The contested case process provided in Chapter 2260 is the Contractor's sole and exclusive process for seeking a remedy for an alleged breach of contract by the OAG if the parties are unable to resolve their disputes as described above.

Notwithstanding any other provision of this Contract to the contrary, unless otherwise requested or approved in writing by the Board, the Contractor shall continue performance and shall not be excused from performance during the period any breach of contract claim or while the dispute is pending. However, the Contractor may suspend performance during the pendency of such claim or dispute if the Contractor has complied with all provisions of Section 2251.051 of the Texas Government Code, and such suspension of performance is expressly applicable and authorized under that law.

- C. Excess Obligations Prohibited; Non-Appropriation of Funds; Legislative Action. The Contractor acknowledges that the ability of the Board to make payments under the Contract is contingent upon the continued availability of funds. The Contractor further acknowledges that funds may not be specifically appropriated for the Contract and the Board's continual ability to make payments under the Contract is contingent upon the funding levels appropriated to the Board. The Board will use all reasonable efforts to ensure that such funds are available. The Contractor agrees that if future levels of funding for the Board are not sufficient to continue operations without any operational reductions, the Board, in its discretion, may terminate the Contract or a pending order under the Contract, either in whole or in part. In the event of such termination, the Board will not be considered to be in default or breach under the Contract, nor shall it be liable for any further payments ordinarily due under the Contract, nor shall it be liable for any damages or any other amounts which are caused by or associated with such termination. The Board shall make best efforts to provide reasonable written advance notice to the Contractor of any such Contract or order termination. In the event of such a termination, the Contractor shall, unless otherwise mutually agreed upon in writing, cease all work immediately upon the effective date of termination, either on the particular order if an order is being terminated, or the Contract, if the Contract is being terminated. The Board shall be liable for payments limited only to the portion of work the Board authorized in writing and which the Contractor has completed, delivered to the Board, and which has been accepted by the Board. All such work shall have been completed, per the Contract requirements, prior to the effective date of termination.
- D. Governing Law and Venue. This Contract shall be governed by and construed in accordance with the laws of the State of Texas, without regard to the conflicts of law provisions. The venue of any suit arising under this Contract is fixed in any court of competent jurisdiction of Travis County, Texas, unless the specific venue is otherwise identified in a statute which directly names or otherwise identifies its applicability to the Board.
- E. Indemnification. CONTRACTOR SHALL DEFEND, INDEMNIFY, AND HOLD HARMLESS THE STATE OF TEXAS AND THE BOARD, AND/OR THEIR OFFICERS, AGENTS, EMPLOYEES, REPRESENTATIVES, CONTRACTORS, ASSIGNEES, AND/OR DESIGNEES FROM ANY AND ALL LIABILITY, ACTIONS, CLAIMS, DEMANDS, OR SUITS, AND ALL RELATED COSTS, ATTORNEY FEES, AND EXPENSES ARISING OUT OF, OR RESULTING FROM ANY ACTS OR OMISSIONS OF CONTRACTOR OR ITS AGENTS, EMPLOYEES, SUBCONTRACTORS, ORDER FULFILLERS, OR SUPPLIERS OF SUBCONTRACTORS IN THE EXECUTION OR PERFORMANCE OF THE CONTRACT AND ANY PURCHASE ORDERS ISSUED UNDER THE CONTRACT. THE DEFENSE SHALL BE COORDINATED BY CONTRACTOR WITH THE OFFICE OF THE TEXAS ATTORNEY GENERAL WHEN TEXAS STATE AGENCIES ARE NAMED DEFENDANTS IN ANY LAWSUIT AND CONTRACTOR MAY NOT AGREE TO ANY SETTLEMENT WITHOUT FIRST OBTAINING THE CONCURRENCE FROM THE OFFICE OF THE TEXAS ATTORNEY GENERAL. CONTRACTOR AND THE BOARD AGREE TO FURNISH TIMELY WRITTEN NOTICE TO EACH OTHER OF ANY SUCH CLAIM.
- F. Confidentiality; Property Rights; and the Texas Public Information Act.

- A. For purposes of the Contract, the term “Work” is defined as all work papers, work products, materials, approaches, designs, specifications, systems, software, programs, source code, documentation methodologies, concepts, intellectual property or other property developed, produced or generated in connection with the services provided under the Contract. The Contractor agrees to keep all information to which it is privy under the Contract confidential, privileged and protected from disclosure, unless the Contractor obtains the prior written consent of the Board. Further, any software, research, reports, studies, data, photographs, negatives or other documents, drawings or materials prepared by the Contractor in the performance of its obligations under the Contract shall be the exclusive property of the State of Texas and all such materials shall be delivered to the State by the Contractor upon completion, termination, or cancellation of the Contract.
- B. Contractor agrees to keep all information to which it is privy under the Contract confidential, privileged, and protected from disclosure, unless the Contractor obtains the prior written consent of the Board. Contractor will indemnify and hold harmless the State of Texas, its officers and employees, and the Board, its officers and employees for any claims or damages that arise from the disclosure by Contractor or its subcontractors of information held by the Board. Further, any software, research, reports, studies, data, photographs, negatives or other documents, drawings or materials prepared by Contractor in the performance of its obligations under the Contract shall be the exclusive property of the State of Texas and all such materials shall be delivered to the State by the Contractor upon completion, termination, or cancellation of the Contract. Contractor may, at its own expense, keep copies of all its writings for its personal files. Contractor shall not use, willingly allow, or cause to have such materials used for any purpose other than the performance of Contractor’s obligations under the Contract without the prior written consent of the Board.
- C. Contractor understands that the Board will comply with the Texas Public Information Act (Chapter 552 of the Texas Government Code) as interpreted by judicial rulings and opinions of the Attorney General of the State of Texas. Information, documentation, and other material in connection with the Contract may be subject to public disclosure pursuant to the Texas Public Information Act. In accordance with Section 2252.907 of the Texas Government Code, Contractor is required to make any information created or exchanged with the State pursuant to the Contract, and not otherwise excepted from disclosure under the Texas Public Information Act, available in a format that is accessible by the public at no additional charge to the State.
- G. State Auditor’s Right to Audit. Pursuant to Section 2262.154 of the Texas Government Code, the state auditor may conduct an audit or investigation of any entity receiving funds from the state directly under this Contract or indirectly through a subcontract under this Contract. The acceptance of funds directly under this Contract or indirectly through a subcontract under the Contract acts as acceptance of the authority of the state auditor, under the direction of the legislative audit committee, to conduct an audit or investigation in connection with those funds. Under the direction of the legislative audit committee, an entity that is the subject of an audit or investigation by the state auditor must provide the state auditor with access to any information the state auditor considers relevant to the investigation or audit. The Contractor will ensure that this Section concerning the authority to audit funds received indirectly by subcontractors through the Contractor and the requirement to cooperate is included in any subcontract it awards, should subcontracting be authorized. The Contractor further agrees to cooperate fully with the State Auditor’s Office in the conduct of the audit or investigation, including providing all records requested. Additionally, the State Auditor’s Office shall at any time have access to and the rights to examine, audit, excerpt, and transcribe any pertinent books, documents, audit documentation, and records of the Contractor relating to this Contract.
- H. Technology Access Clause. Contractor expressly acknowledges that state funds may not be expended in connection with the purchase of an automated information system unless that system meets certain statutory requirements relating to accessibility by persons with visual impairments. Accordingly, Contractor represents and warrants to the Board that the technology provided to the Board for purchase is capable, either by virtue of features included within the technology or because it is readily adaptable by use with other technology, of:
- providing equivalent access for effective use by both visual and non-visual means;
 - presenting information, including prompts used for interactive communications, in formats intended for non-visual use; and
 - being integrated into networks for obtaining, retrieving, and disseminating information used by individuals who are not blind or visually impaired.

For purposes of this Section, the phrase “equivalent access” means a substantially similar ability to communicate with or make use of the technology, either directly by features incorporated within the technology or by other reasonable means such as assistive devices or services which would constitute reasonable accommodations under the Americans With Disabilities Act or similar state or federal laws. Examples of methods by which equivalent access may be provided include, but are not limited to, keyboard alternatives to mouse commands and other means of navigating graphical displays, and customizable display appearance.

In accordance with Section 2157.005 of the Texas Government Code (repealed by Acts 2005, 79th Legislature, ch. 750, § 2(a), eff. September 1, 2006), the Technology Access Clause contract provision remains in effect for any contract entered into before September 1, 2006.

- I. Terms and Conditions Attached to Response. Any terms and conditions attached to Contractor’s Response will not be considered unless specifically referred to in the Response.
- J. Agency’s Right to Audit. Contractor shall make available at reasonable times and upon reasonable notice, and for reasonable periods, work papers, reports, books, records, and supporting documents kept current by Contractor pertaining to the Contract for purposes of inspecting, monitoring, auditing, or evaluating by the Board and the State of Texas.
- K. Assignment. Neither Party may assign this Contract or assign, transfer or delegate, in whole or in part, any of its interest in, or rights or obligations under, this Contract without the prior written consent of the other Party, and any attempted or purported assignment, transfer or delegation thereof without such consent shall be null and void. Notwithstanding the foregoing, upon prior written notification to the other Party, either Party may assign this Contract or assign, transfer or delegate, in whole or in part, any of its interest in, or rights or obligations under, this Contract without such prior written consent to: (1) a successor in interest (for the Board, another state agency as designated by the Texas Legislature) or (2) a subsidiary, parent company, or other entity in connection with a merger, acquisition, corporate reorganization, or sale of all or substantially all of its assets.
- L. Binding Effect. This Contract shall be binding upon and shall inure to the benefit of the Board and Contractor and to their representatives, successors, and assigns.
- M. Change in Law and Compliance with Laws. Contractor shall comply with all laws, regulations, requirements and guidelines applicable to a vendor providing services and products required by the Contract to the State of Texas, as these laws, regulations, requirements and guidelines currently exist and as amended throughout the term of the Contract. The Board reserves the right, in its sole discretion, to unilaterally amend the Contract prior to award and throughout the term of the Contract to incorporate any modifications necessary for the Board’s compliance, as an agency of the State of Texas, with all applicable state and federal laws, regulations, requirements and guidelines.
- N. Damage to Government Property. In the event of loss, destruction, or damage to any Board or State of Texas property by Contractor or Contractor’s employees, agents, subcontractors, and suppliers, Contractor shall be liable to the Board and the State of Texas the full cost of repair, reconstruction, or replacement of the lost, destroyed, or damaged property. Contractor will reimburse the Board and the State of Texas for such property damage within ten (10) calendar days after Contractor’s receipt of the Board’s notice of amount due.
- O. Discounts. If Contractor at any time during the term of the Contract provides a discount on the final contract costs, Contractor will notify the Board in writing ten (10) calendar days prior to the effective date of the discount. The Board will generate a Purchase Order Change Notice and send a revised Purchase Order to the Contractor.
- P. Electrical Items. All electrical items must meet all applicable OSHA standards and regulations, and bear the appropriate listing from Underwriters Laboratory (UL), Factory Mutual Resource Corporation (FMRC), or National Electrical Manufacturers Association (NEMA).
- Q. Force Majeure. Neither Contractor nor the Board shall be liable to the other for any delay in, or failure of performance, of any requirement included in the Contract caused by force majeure. The existence of such causes of delay or failure

shall extend the period of performance until after the causes of delay or failure have been removed, provided the non-performing party exercises all reasonable due diligence to perform. Force majeure is defined as acts of God, war, fires, explosions, hurricanes, floods, failure of transportation, or other causes that are beyond the reasonable control of either party and that by exercise of due foresight such party could not reasonably have been expected to avoid, and which, by the exercise of all reasonable due diligence, such party is unable to overcome.

- R. Independent Contractor. The Contractor is not an employee of the Board, and as such, is responsible for payment of any federal taxes to be paid to the federal government attributable to the payments made under this Contract. Furthermore, the Contractor is not eligible for any fringe benefits due to state employees. Contractor and Contractor's employees, representatives, agents, subcontractors, suppliers, and third-party service providers shall serve as independent contractors in providing the services under this Contract. Neither the Board nor Contractor is an agent of the other and neither may make any commitments on the other party's behalf. Should Contractor subcontract any of the services required in this Contract, Contractor expressly understands and acknowledges that in entering into such subcontract(s), the Board is in no manner liable to any subcontractor(s) of Contractor. In no event shall this provision relieve Contractor of the responsibility for ensuring that the services performed under all subcontracts are rendered in compliance with this Contract. Contractor shall have no claim against the Board for vacation pay, sick leave, retirement benefits, social security, worker's compensation, health or disability benefits, unemployment insurance benefits, or employee benefits of any kind. This Contract shall not create any joint venture, partnership, agency, or employment relationship between Contractor and the Board.
- S. License Grant. Contractor hereby grants to the Board a non-exclusive, perpetual, irrevocable, worldwide, transferable, fully paid, royalty-free, right and license: (a) to reproduce, modify, distribute, store, publicly perform, publicly display, create derivative works of, and otherwise exploit the deliverables, in each case without any restrictions and without accounting to Contractor; and (b) to sublicense any or all such rights to third parties.
- T. Limitation on Authority. Contractor shall have no authority to act for or on behalf of the Board or the State of Texas except as expressly provided for in this Contract. No other authority, power or use is granted or implied. Contractor may not incur any debt, obligation, expenses, or liability of any kind on behalf of the Board or the State of Texas.
- U. No Implied Waiver. No provision of the Contract shall constitute or be construed as a waiver of any of the privileges, rights, defenses, remedies, or immunities available to the Board as an agency of the State of Texas or otherwise available to the Board. The failure to enforce or any delay in the enforcement of any privileges, rights, defenses, remedies, or immunities detailed in the contract or otherwise available to the Board by law will not constitute a waiver of said privileges, rights, defenses, remedies, or immunities or be considered as a basis for estoppel.
- V. Non-Waiver of Rights. Failure of a Party to require performance by another Party under the Contract will not affect the right of such Party to require performance in the future. No delay, failure, or waiver of either Party's exercise or partial exercise of any right or remedy under the Contract operates to limit, impair, preclude, cancel, waive, or otherwise affect such right or remedy. A waiver by a Party of any breach of any term of the Contract will not be construed as a waiver of any continuing or succeeding breach.
- W. No Third-Party Beneficiaries. The Contract is made solely and specifically among and for the benefit of the parties named herein and their respective successors and assigns, and no other person shall have any right, interest, or claims hereunder or be entitled to any benefits pursuant to or on account of the contract as a third-party beneficiary or otherwise.
- X. Property Rights. For purposes of the Contract, the term "Work" is defined as all work papers, work products, materials, approaches, designs, specifications, systems, software, programs, source code, documentation methodologies, concepts, intellectual property or other property developed, produced or generated in connection with the services provided under the Contract. The Board and the Contractor intend this agreement to be a Contract for services and each considers the Work and any and all documentation or other products and results of the services to be rendered by Contractor to be a work made for hire. Contractor and Contractor's employees will have no rights in or ownership of the Work and any and all documentation or other products and results of the services or any other property of the Board.

Contractor acknowledges and agrees that the Work (and all rights therein) belongs to and shall be the sole and exclusive property of the Board. If for any reason the Work would not be considered a work-for-hire under applicable law, Contractor does hereby sell, assign, and transfer to the Board, its successors and assigns, the entire right, title and interest in and to the copyright in the Work and any registrations and copyright applications relating thereto and any renewals and extensions thereof, and in and to all works based upon, derived from, or incorporating the Work, and in and to all income, royalties, damages, claims and payments now or hereafter due or payable with respect thereto, and in and to all causes of action, either in law or in equity for past, present, or future infringement based on the copyrights, and in and to all rights corresponding to the foregoing. Contractor agrees to execute all papers and to perform such other property rights, as the Board may deem necessary to secure for the Board or its designee the rights herein assigned.

In the event that Contractor has any rights in and to the Work that cannot be assigned to the Board, Contractor hereby grants to the Board an exclusive, worldwide, royalty-free, irrevocable, and perpetual license to directly and indirectly reproduce, distribute, modify, create derivative works of, publicly perform and publicly display, such rights to make, have made, use, sell and offer for sale any products developed by practicing such rights, and to otherwise use such rights, with the right to sublicense such rights through multiple levels of sublicenses. No later than the first calendar day after the termination or expiration of the Contract or upon the Board's request, Contractor shall deliver to the Board all completed, or partially completed, Work and any and all documentation or other products and results of the services. Failure to timely deliver such Work or any and all documentation or other products and results of the services will be considered a material breach of the Contract. Contractor will not make or retain any copies of the Work or any and all documentation or other products and results of the services without the prior written consent of the Board.

- Y. Records Retention. Contractor shall maintain and retain all records relating to the performance of this Contract, including supporting fiscal documents adequate to ensure that claims for Contract funds are in accordance with applicable State of Texas requirements. These records will be maintained and retained by Contractor for a period of seven (7) years after the Contract expiration date or until all audit, claim, and litigation matters are resolved, whichever is later.
- Z. Secure Erasure of Hard Disk Capability. All equipment provided to the Board by Contractor that is equipped with hard disk drives (i.e., computers, telephones, printers, fax machines, scanners, multifunction devices, etc.) shall have the capability to securely erase data written to the hard drive prior to final disposition of such equipment, either at the end of the equipment's useful life or the end of the related services agreement for such equipment, in accordance with 1 TAC Chapter 202.
- AA. Severability. If any provision of the Contract is construed to be illegal, invalid or unenforceable, such construction will not affect the legality, validity or enforceability of any of its other provisions. It is the intent and agreement of the parties to this Contract that that this Contract shall be deemed amended by modifying such provision to the extent necessary to render it valid, legal, and enforceable while preserving its intent or, if such modification is not possible, by substituting another provision that is valid, legal, and enforceable and that achieves the same objective. All other provisions of this Contract will continue in full force and effect.
- BB. Sovereign Immunity. The Parties expressly agree that no provision of the Contract is in any way intended to constitute a waiver by the Board or the State of Texas of any immunities from suit or from liability that the Board or the State of Texas may have by operation of law.
- CC. Subcontractors. Contractor must perform the Contract with its own resources and those subcontractors identified in the Contractor's HUB Subcontracting Plan. Contractor may not subcontract any or all of the work and/or obligations due under the Contract without prior written approval of the Board. Subcontracts, if any, entered into by the Contractor shall be in writing and be subject to the requirements of the Contract. Should Contractor subcontract any of the services required in the Contract, Contractor expressly understands and acknowledges that in entering into such subcontract(s), the Board is in no manner liable to any subcontractor(s) of Contractor. In no event shall this provision relieve Contractor of the responsibility for ensuring that the services performed under all subcontracts are rendered in compliance with the Contract.

- DD. Survival. Expiration or termination of the Contract for any reason does not release Contractor from any liability or obligation set forth in the Contract that is expressly stated to survive any such expiration or termination, that by its nature would be intended to be applicable following any such expiration or termination, or that is necessary to fulfill the essential purpose of the Contract, including without limitation the provisions regarding warranty, indemnification, confidentiality, and rights and remedies upon termination.
- EE. Taxes. Purchases made for State of Texas use are exempt from the State Sales Tax and Federal Excise Tax. The Board will furnish Tax Exemption Certificates upon request. Contractor represents and warrants that it shall pay all taxes or similar amounts resulting from the Contract, including, but not limited to, any federal, State, or local income, sales or excise taxes of Contractor or its employees. The Board shall not be liable for any taxes resulting from the Contract.
- FF. Termination for Cause. If the Contractor fails to provide the goods or services contracted for according to the provisions of the Contract, or fails to comply with any terms or conditions of the Contract, the Board may, upon written notice of default to the Contractor, immediately terminate all or any part of the Contract. Termination is not an exclusive remedy, but will be in addition to any other rights and remedies as provided in equity, by law or under the Contract. The Board may exercise any other right, remedy, or privilege which may be available to it under applicable law of the state and any other applicable law or may proceed by appropriate court action to enforce the provisions of the Contract. The exercise of any of the foregoing remedies will not constitute a termination of the Contract unless the Board notifies the Contractor in writing prior to the exercise of such remedy. The Contractor shall be liable for all costs and expenses, including court costs, incurred by the Board with respect to the enforcement of any of the remedies listed herein.
- GG. Termination for Convenience. The Board reserves the right to terminate the Contract at any time, in whole or in part, without cost or penalty, by providing thirty (30) calendar days' advance written notice, if the Board determines that such termination is in the best interest of the State. In the event of such a termination, the Contractor must, unless otherwise mutually agreed upon in writing, cease all work immediately upon the effective date of termination. The Board shall be liable only to the portion of work the Board authorized in writing and which Contractor has completed, delivered to the Board, and which has been accepted by the Board. All such work shall have been completed, in accordance with Contract requirements, prior to the effective date of termination. The Board shall have no other liability, including no liability for any costs associated with the termination.
- HH. Use of State Property. Contractor is prohibited from using State Property for any purpose other than performing the services authorized under the Contract. State Property includes, but is not limited to, the Board's office space, identification badges, Board information technology equipment and networks (e.g., laptops, portable printers, cell phones, iPads, external hard drives, data storage devices, any Board-issued software, and the Board's Virtual Private Network (VPN client)), and any other resources of the Board. Contractor shall not remove State Property from the continental United States. In addition, Contractor may not use any computing device to access the Board's network or e-mail while outside of the continental United States. Contractor shall not perform any maintenance services on State Property unless the Contract expressly authorizes such services. During the time that State Property is in the possession of Contractor, Contractor shall be responsible for (i) all repair and replacement charges incurred by the Board that are associated with loss of State Property or damage beyond normal wear and tear and (ii) all charges attributable to Contractor's use of State Property that exceeds the Contract scope. Contractor shall fully reimburse such charges to the Board within ten (10) calendar days of Contractor's receipt of the Board's notice of amount due. Use of State Property for a purpose not authorized by the Contract shall constitute breach of contract and may result in termination of the Contract and the pursuit of other remedies available to the Board under the Contract, at law, or in equity.
- II. Waiver of Consequential Damages. NOTWITHSTANDING ANY OTHER PROVISION TO THE CONTRARY HEREIN, NEITHER PARTY SHALL BE LIABLE TO THE OTHER FOR ANY INDIRECT, INCIDENTAL, SPECIAL OR CONSEQUENTIAL DAMAGES OR LOSS OF PROFITS, ANTICIPATED OR OTHERWISE, OR LOSS OF REVENUES IN CONNECTION WITH OR ARISING OUT OF, OR IN CONNECTION WITH, THE SUBJECT MATTER OF THIS CONTRACT.
- JJ. Testing and Inspection. The Texas Board of Nursing may test and inspect goods and services purchased under the Contract to ensure compliance with the specifications of this RFP and the Contract. The Texas Board of Nursing may also test and inspect goods and services before they are purchased under the Contract.

Authorized Texas Board of Nursing personnel must have access to the Contractor's place of business for the purpose of inspecting the goods. To the extent practical, the Texas Board of Nursing's inspections will not disrupt the Contractor's daily operations.

KK. Contractor's Continued Performance. Notwithstanding any other provision of the Contract to the contrary, unless otherwise requested or approved in writing by the Texas Board of Nursing, Contractor must continue performance and will not be excused from performance during the period any breach of contract claim, dispute or mediation is pending under either of the above processes. However, Contractor may suspend performance during the pendency of such claim or dispute if Contractor has complied with all provisions of Section 2251.051 of the Texas Government Code, and such suspension of performance is expressly applicable and authorized under that law.

LL. Renegotiation of Price. The Texas Board of Nursing will monitor market prices and prices paid by other governmental entities or other states for substantially similar goods and services during the term of the Contract. If the Texas Board of Nursing determines that substantially similar goods and services are selling for meaningfully lower prices than the prices established in the Contract, the Texas Board of Nursing may initiate price renegotiations with Contractor and amend the Contract to reflect a new, lower price, if agreed to by the Parties.

MM. No Debt Against the State. The Contract does not create any debt by or on behalf of the State of Texas.

NN. Travel. Contractor is responsible for any travel or per diem required to perform its obligations under the Contract. All travel and per diem that the state requests in addition to what the Contract requires the Contractor to provide at the Contractor's expense will be paid in accordance with Texas Government Code, Chapter 660.

OO. Key Personnel Change Management. Contractor agrees that the key personnel assigned to the Contract will remain available throughout the Contract as long as that individual is employed by Contractor or unless the Board agrees to a change in the key personnel.

PP. Name Changes and Organizational Changes. Contractor must provide the Board with written notice of all name changes and organizational changes relating to the Contractor, including any merger, acquisition, or sale, no later than ten (10) business days of such change. In its notice, Contractor must describe the circumstances of the name change or organizational change; state its new name; provide the new Tax Identification Number; and describe how the change will impact its ability to perform the Contract. If the change entails personnel changes for personnel performing the responsibilities of the Contract for Contractor, Contractor must identify the new personnel and provide resumes to the Board, if resumes were originally required by the RFP. The Texas Board of Nursing may request other information about the change and its impact on the Contract, and Contractor must supply the requested information within five (5) working days of receipt of the request. All written notifications of organizational change must include a detailed statement specifying the change and supporting documentation evidencing the continued right of Contractor or successor entity, as applicable, to maintain its status as a party to this Contract.

The Board may terminate the Contract due to any change that materially alters the Contractor's ability to perform the Contract. The Board has the sole discretion to determine if termination is appropriate.

QQ. Vendor Performance Tracking System. Contractor understands that the Board is required to report vendor performance through the Vendor Performance Tracking System ("VPTS") on every purchase over \$25,000 in the manner prescribed by the Comptroller. The Board, at its discretion, may also report vendor performance on purchases under \$25,000.

RR. Amending the Contract. All alterations, additions, or deletions of the Contract must be in writing and mutually agreed upon by both Parties and put into effect with a Contract Amendment issued by the Texas Board of Nursing. Contractor will not be entitled to payment for any additional services, work, or products that are not authorized by a properly executed Contract amendment.

SS. Order of Precedence. In the event of any conflict or contradiction between or among these documents, the Contract, as modified by any Contract Amendments, controls over the RFP and the Proposal. The RFP, as modified by any Addenda, controls over the Proposal.

TT. Headings. The headings contained in this Contract are for reference purposes only and shall not in any way affect the meaning or interpretation of the Contract.

8 CONTRACT MANAGEMENT

8.1 CONTRACT MANAGERS

The Texas Board of Nursing Contract Manager

The Texas Board of Nursing Contract Manager has the authority to:

1. sign Controlled Correspondence;
2. serve as the day-to-day point-of-contact;
3. coordinate quality control reviews;
4. approve invoices;
5. coordinate meetings with Contractor;
6. investigate complaints;
7. receive requests for substitutions or changes in goods or services awarded under the Contract;
8. initiate contract amendments; and
9. discuss pricing changes.

The Contractor's Contract Manager

The Contractor must identify its Contract Manager to the Texas Board of Nursing in writing within ten (10) days of the issuance of the Contract. Contractor should document all subsequent changes of Contractor's Contract Manager through Controlled Correspondence. Contractor's Contract Manager must be someone with the authority to:

1. make decisions regarding the deliverables required by the Contract;
2. sign Controlled Correspondence;
3. serve as the day-to-day point-of-contact;
4. coordinate quality control reviews;
5. coordinate meetings with the Texas Board of Nursing; and
6. investigate complaints.

8.2 CONTROLLED CORRESPONDENCE

In order to track and document requests for decisions or information pertaining to the Contract, and the subsequent response to those requests, the Texas Board of Nursing and Respondent will use Controlled Correspondence as discussed throughout the Contract. The Texas Board of Nursing will manage the Controlled Correspondence for the Contract. For each Controlled Correspondence document, the Texas Board of Nursing will assign a tracking number and the appropriate Party's Contract Manager will sign the document.

Controlled Correspondence cannot be used to change pricing or alter the terms of the Contract. Controlled Correspondence cannot be the basis of a claim for equitable adjustment of pricing. Any changes that involve the pricing or the terms of the Contract must be by a properly executed Contract amendment. However, the Controlled Correspondence process may be used to document refinements and interpretations of the provisions of the Contract, to document the cost impacts of proposed changes, and to document the Texas Board of Nursing-approved changes to Respondent's HUB subcontracting plan.

Both Parties will maintain Controlled Correspondence documents in ongoing logs as part of the normal status reporting process. Any communication not generated in accordance with this process is not binding upon the Parties and is of no effect.

8.3 NOTICES AND LIAISONS

Delivery of Written Notices

Both Parties must deliver any required notice in writing to the other Party and to the addresses specified in this Section or the Respondent Information Form. The Parties deem the notice to have been given immediately if delivered in person to the receiving Party's address. The Parties deem notice to have been given on the date of certified receipt, if placed in the United States mail, postage prepaid, by registered or certified mail with return receipt requested, addressed to the receiving Party at its specified address.

Notice to Contractor

Within 10 days of the issuance of the Notice of Award, Contractor must send the Texas Board of Nursing written notice of the address and contact person for legal notice and Controlled Correspondence purposes. If there is any change to this information during the term of the Contract, Contractor must notify the Texas Board of Nursing by Controlled Correspondence.

Notice to the Texas Board of Nursing

Texas Board of Nursing's address for all purposes under the Contract other than Controlled Correspondence is as follows:

Mailing Address/E-mail Address

Texas Board of Nursing
ATTN: Legal Department, April Liwanag
333 Guadalupe 3-460
Austin, Texas 78701
April.Liwanag@bon.texas.gov

Physical Address

Texas Board of Nursing
ATTN: Legal Department, April Liwanag
333 Guadalupe, Tower 3, Suite 460
Austin, Texas 78701

ATTACHMENT A**1. PRINTING:**

Contractor to Specify Paper Brand _____ Weight _____ Target Brightness _____

	QUANTITIES	PRODUCTION	+	PAPER	=	TOTAL
1.A	1,555,040	\$_____per/M		\$_____per/M		\$_____per/M *
1.B	Addl. 1,000's	\$_____per/M		\$_____per/M		\$_____per/M

*1,555,040 is quantity for initial term of contract from date of award through August 31, 2020. Quantity on 1.A will be used for bid evaluation purposes.

	Base Number of Text Pages: 16	PRODUCTION COSTS	+	PAPER COST (Finished Publication)	=	TOTAL
1.C	Cost - additional 4 pages over base	\$_____per M		\$_____per M		\$_____per/M
1.D	Cost - additional 8 pages over base	\$_____per M		\$_____per M		\$_____per/M
1.E	Cost - additional 12 pages over base	\$_____per M		\$_____per M		\$_____per/M
1.F	Cost - additional 16 pages over base	\$_____per M		\$_____per M		\$_____per/M

2. PREPRESS WORK REQUIRED:

The following prices are to cover any and all negatives - stripping - prepress, machines, labor and material costs not specifically requested in the base requisition required to produce plate-ready flats above the base one (1) line negative per page.

	<i>Item</i>	<i>2 X 3</i>	<i>4 X 5</i>	<i>6 X 9</i>	<i>9 X 12</i>	<i>12 X 18</i>
2.A	Line Negative	\$	\$	\$	\$	\$
2.B	Screen Tint	\$	\$	\$	\$	\$
2.C	Reverse	\$	\$	\$	\$	\$
2.D	Halftones	\$	\$	\$	\$	\$
2.E	Choke/Spread	\$	\$	\$	\$	\$

2.F	Composites - Two (2) Negatives	\$	\$
2.G	Composites - Three (3) Negatives	\$	\$
2.H	Composites - Four (4) Negatives	\$	\$

2.I	Prepress Labor for Paste Up or General Stripping	\$_____Per Hour
2.J	Prepress Proofs - Additional Pages of Blueline	\$_____Per Page

2.K	Replacement - Negative at Prepress Proof	\$ _____ Per Page
2.L	Replacement – Halftone, Screen, or Reverse	\$ _____ Per Page
2.M	Replacement – Prepress Proofs	\$ _____ Per Page

3. ADDITIONAL CHARGE FOR POSSIBLE TYPESETTING BY CONTRACTOR:

a. **Copy Source:** Job to be completely typeset from transmission from agency of copy by CD-R, e-mail, or .FTP site.

b. **Typesetting Proofs Required:** Galley Page

c. **Author’s Alterations as Follows:**

Note: Alteration due to Contractor’s error will be at Contractor’s expense.

Galley Proofs:	\$ _____ Per Line	\$ _____ Per Insertion
Page Proofs:	\$ _____ Per Line	\$ _____ Per Insertion

d. **Delivery and Communications Expense:** Contractor to bear all expenses for delivery and communications concerning proofs. Next working day delivery or faster will be required.

e. **Typesetting Charge:** \$ _____ Per Page

4. MAILING SERVICES:

Mailing Charge for Services to include:

- The merging of large and small databases in effort to obtain lowest cost postage.
- CASS, DPV and LACS LINK certify the mailing label data base
- Presort to a PAVE approved preparation for maximum discount for standard mail, automation and non-automation, 3-digit, 5-digit level
- Prepare and deliver to USPS in compliance with current regulations.

A. MAILING LABEL DATABASE: CHECK METHOD PREFERRED:

- Compact Disk with dBase III file, or Excel spreadsheet database.
- Fixed record length,
- Fixed field length with comma delimiters.

B. COST FOR MAILING SERVICES AS DESCRIBED:

(Annual quantity is approximately 1,555,040 for initial first term of contract.)

Mailing Charges:	\$ _____	Per/M	x	*50	=	\$ _____	②
------------------	----------	-------	---	-----	---	----------	---

(Quantity of 50 being used for bid evaluation purposes)

Cost/Credit per M for additional or less 1,000’s	\$ _____ Per M
--	----------------

C. TOTAL FOR BID EVALUATION PURPOSES:

Add totals from ① and ② to obtain total for bid evaluation purposes.	\$ _____ *
--	------------

*This total is also to be recorded on the face of the Invitation for Bids for tabbing purposes. Do not forget to return this Attachment with your bid. **FAILURE TO BID ALL REQUESTED PRICE INFORMATION, WILL DISQUALIFY YOUR BID.**

DO NOT FORGET TO ATTACH QUOTE FROM PAPER SUPPLIER FOR COST (S) OF PAPER TO PRODUCE THIS NEWSLETTER. FAILURE TO DO SO WILL DISQUALIFY YOUR BID.

5. REFERENCES.

Respondent must provide a list of four (4) state agencies, corporations, or other entities, other than the Texas Board of Nursing, for which Respondent has provided the requested services in the RFP during the past five (5) years. Respondent must include dates of service, names, telephone numbers, and e-mail addresses of the state agency's or firm's contact person. If none, specify none.

ATTACHMENT B
EXECUTION OF OFFER
RFP NO. 507-19-20019

NOTE: THIS ATTACHMENT MUST BE SIGNED AND RETURNED WITH THE PROPOSAL. PROPOSALS THAT DO NOT INCLUDE THIS ATTACHMENT WILL BE DISQUALIFIED. THE PROPOSAL SHALL BE VOID IF FALSE STATEMENTS ARE CONTAINED IN THIS ATTACHMENT.

By signature hereon, Respondent certifies to the following:

- A. Antitrust Affirmation. Respondent represents and warrants that, in accordance with Section 2155.005 of the Texas Government Code, neither Respondent nor the firm, corporation, partnership, or institution represented by Respondent, or anyone acting for such a firm, corporation or institution has (1) violated any provision of the Texas Free Enterprise and Antitrust Act of 1983, Chapter 15 of the Texas Business and Commerce Code, or the federal antitrust laws, or (2) communicated directly or indirectly the contents of its Response to any competitor or any other person engaged in the same line of business as Respondent.
- B. Buy Texas Affirmation. In accordance with Section 2155.4441 of the Texas Government Code, Respondent agrees that during the performance of this Contract for services it shall purchase products and materials produced in Texas when they are available at a price and time comparable to products and materials produced outside this State.
- C. Child Support Obligation Affirmation. Under Section 231.006 of the Family Code, the Respondent certifies that the individual or business entity named in this Contract is not ineligible to receive the specified grant, loan, or payment and acknowledges that this Contract may be terminated and payment may be withheld if this certification is inaccurate.
- D. Computer Equipment Recycling Program. Respondent certifies its compliance with Subchapter Y, Chapter 361 of the Texas Health and Safety Code and the Texas Commission on Environmental Quality rules in 30 Texas Administrative Code Chapter 328.
- E. Dealings with Public Servants Affirmation. Pursuant to Section 2155.003 of the Texas Government Code, Respondent represents and warrants that it has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the Contract.
- F. Debts and Delinquencies Affirmation. Respondent agrees that any payments due under the Contract shall be applied towards any debt or delinquency that is owed to the State of Texas. In accordance with Section 403.0551 Texas Government Code, the Respondent acknowledges that any payments due to the Respondent under this Contract will be first applied toward any debt and/or back taxes the Respondent owes the State of Texas. Payments will be so applied until such debts and taxes are paid in full. This Section does not apply if federal law requires payment to be made to the Respondent for the services and may not apply if federal law conditions the receipt of the money for this service to the State or the basis of payment being made to the Respondent.

- G. Disclosure of Prior State Employment. In accordance with Section 2254.033 of the Texas Government Code, relating to consulting services, Respondent certifies that it does not employ an individual who has been employed by the Board or another agency at any time during the two years preceding this Contract or, in the alternative, Respondent has disclosed to the Board the following: (i) the nature of the previous employment with the Board or the other agency; (ii) the date the employment was terminated; and (iii) the annual rate of compensation for the employment at the time of its termination.
- H. Entities that Boycott Israel. In accordance with Section 2270.002 of the Texas Government Code, Respondent hereby represents and warrants that it does not, and shall not for the duration of this Contract, boycott Israel as the term is defined by Section 808.001(1) of the Texas Government Code.
- I. E-Verify Program. Respondent certifies that for contracts for services, Respondent shall utilize the U.S. Department of Homeland Security's E-Verify system during the term of the Contract to determine the eligibility of:
 - a. All persons employed by Respondent to perform duties within Texas; and
 - b. All persons, including subcontractors, assigned by Respondent to perform work pursuant to the Contract within the United States of America.
- J. Excluded Parties. Respondent certifies that it is not listed on the federal government's terrorism watch list as described in Executive Order 13224.
- K. Executive Head of a State Agency Affirmation. In accordance with Section 669.003 of the Texas Government Code, relating to contracting with the executive head of a state agency, Respondent certifies that it does not employ, or has disclosed its employment of, any former executive head of the Board.

Name of Former Executive: _____

Name of State Agency: _____

Date of Separation from State agency: _____

Position with Respondent: _____

Date of Employment with Respondent: _____

- L. False Statements. Respondent represents and warrants that all statements and information prepared and submitted in connection with this Contract are current, complete, true, and accurate. Submitting a false statement or making material misrepresentations to the Board during the performance of this Contract constitute a material breach of the Contract and may void the Contract.
- M. Financial Participation Prohibited Affirmation. Under Section 2155.004(b) of the Texas Government Code, Respondent certifies that the individual or business entity named in this Contract is not ineligible to receive this Contract and acknowledges that this Contract may be terminated and payment withheld if this certification is inaccurate.

- N. Foreign Terrorist Organizations. Section 2252.152 of the Texas Government Code prohibits the Board from awarding a contract to any person who does business with Iran, Sudan, or a foreign terrorist organization as defined in Section 2252.151 of the Texas Government Code. Respondent certifies that it not ineligible to receive the Contract.
- O. Former Agency Employees. Respondent represents and warrants that none of its employees including, but not limited to, those authorized to provide services under this Contract, were former employees of the Board during the twelve (12) month period immediately prior to the date of execution of the Contract.
- P. No Conflicts of Interest. Respondent represents and warrants that the provision of goods and services or other performance under the Contract will not constitute an actual or potential conflict of interest or reasonably create an appearance of impropriety.
- Q. Prior Disaster Relief Contract Violation. Under Sections 2155.006 and 2261.053 of the Texas Government Code, the Respondent certifies that the individual or business entity named in this Contract is not ineligible to receive the Contract and acknowledges that this Contract may be terminated and payment withheld if this certification is inaccurate.
- R. Signature Authority. The undersigned certifies that he or she is authorized to execute a contract as an authorized representative of the Respondent.
- S. Suspension and Debarment. Respondent certifies that neither it nor its principals are debarred, suspended, proposed for debarment, declared ineligible, or otherwise excluded from participation in the Contract by any state or federal agency.
- T. Television Equipment Recycling Program. Respondent certifies its compliance Subchapter Z, Chapter 361 of the Texas Health and Safety Code, related to the Television Equipment Recycling Program.
- U. Texas Bidder Affirmation. Respondent certifies that if a Texas address is shown as the address of the Respondent on its Response, Respondent qualifies as a Texas Bidder as defined in Section 2155.444(c) of the Texas Government Code.
- V. Americans with Disabilities Act. Respondent represents and warrants its compliance with the requirements of the Americans With Disabilities Act (ADA) and its implementing regulations, as each may be amended.
- W. Disclosure of Interested Parties. Respondent represents and warrants that if selected for award of a Contract as a result of the solicitation, Respondent will submit to the Board a Certificate of Interested Parties prior to contract execution in accordance with Section 2252.908 of the Texas Government Code.
- X. Drug-Free Workplace. Respondent represents and warrants that it shall comply with the applicable provisions of the Drug-Free Work Place Act of 1988 (41 U.S.C. § 701 *et seq.*) and maintain a drug-free work environment.

Y. Equal Employment Opportunity. Respondent represents and warrants its compliance with all applicable duly enacted state and federal laws governing equal employment opportunities.

Z. Federal Occupational Safety and Health Law. Respondent represents and warrants that all articles and services shall meet or exceed the safety standards established and promulgated under the Federal Occupational Safety and Health Act of 1970, as amended (29 U.S.C. Chapter 15).

AA. Immigration. Respondent represents and warrants that it shall comply with the requirements of the Immigration and Nationality Act (8 U.S.C. § 1101 et seq.) and all subsequent immigration laws and amendments.

BB. Legal and Regulatory Actions. Respondent represents and warrants that it is not aware of and has received no notice of any court or governmental agency actions, proceedings or investigations, etc., pending or threatened against Respondent or any of the individuals or entities included in the Respondent's Response within the five (5) calendar years immediately preceding the submission of the Response that would or could impair Respondent's performance under the Contract, relate to the solicited or similar goods or services, or otherwise be relevant to the Board's consideration of the Response.

If Respondent is unable to make the preceding representation and warranty, then Respondent instead represents and warrants that it has included as a detailed attachment in its Response a complete disclosure of any such court or governmental agency actions, proceedings or investigations, etc. that would or could impair Respondent's performance under the Contract, relate to the solicited or similar goods or services, or otherwise be relevant to the Board's consideration of the Response. In addition, Respondent represents and warrants that it shall notify the Board in writing within five (5) business days of any changes to the representations or warranties in this clause and understands that failure to so timely update the Board shall constitute breach of contract and may result in immediate termination of the contract.

CC. Lobbying Prohibition. Respondent represents and warrants that the Board's payments to Respondent and Respondent's receipt of appropriated or other funds under the contract are not prohibited by Sections 556.005 or 556.0055 of the Texas Government Code.

DD. No Felony Criminal Convictions. Respondent represents that neither Respondent nor any of its employees, agents, or representatives, including any sub Respondent s and employees, agents, or representative of such subcontractors, has been convicted of a felony criminal offense or that if such a conviction has occurred Respondent has fully advised the Board of the facts and circumstances surrounding the convictions.

EE. Permits, Certifications, and Licenses. Respondent represents and warrants that it has determined what licenses, certifications and permits are required under the Contract and has acquired all applicable licenses, certifications, and permits.

FF. Restricted Employment for Certain State Personnel. Pursuant to Section 572.069 of the Texas Government Code, Respondent certifies that it has not employed and will not employ a former state officer or employee who participated in a procurement or contract negotiations for the Board

involving Respondent within two (2) years after the date that the contract is signed or the procurement is terminated or withdrawn. This certification only applies to former state officers or employees whose state service or employment ceased on or after September 1, 2015.

GG. Unfair Business Practices. Respondent represents and warrants that it has not been the subject of allegations of Deceptive Trade Practices violations under Chapter 17 of the Texas Business and Commerce Code, or allegations of any unfair business practice in any administrative hearing or court suit, and that Respondent has not been found to be liable for such practices in such proceedings. Respondent certifies that it has no officers who have served as officers of other entities who have been the subject of allegations of Deceptive Trade Practices violations, or allegations of any unfair business practices in an administrative hearing or court suit, and that such officers have not been found to be liable for such practices in such proceedings.

Respondent represents and warrants that the individual signing this Execution of Offer is authorized to sign this document on behalf of Respondent and to bind Respondent under any contract resulting from this Proposal.

RESPONDENT (COMPANY): _____

SIGNATURE (BLUE INK): _____

NAME (TYPED/PRINTED) _____

TITLE: _____ DATE: _____

STREET: _____

CITY/STATE/ZIP: _____

TELEPHONE AND FACSIMILE NUMBERS: _____

TEXAS IDENTIFICATION NUMBER (TIN): _____



HUB Subcontracting Plan (HSP) QUICK CHECKLIST

While this HSP Quick Checklist is being provided to merely assist you in readily identifying the sections of the HSP form that you will need to complete, it is very important that you adhere to the instructions in the HSP form and instructions provided by the contracting agency.

- **If you will be awarding all of the subcontracting work you have to offer under the contract to only Texas certified HUB vendors, complete:**
 - Section 1 - Respondent and Requisition Information
 - Section 2 a. - Yes, I will be subcontracting portions of the contract.
 - Section 2 b. - List all the portions of work you will subcontract, and indicate the percentage of the contract you expect to award to Texas certified HUB vendors.
 - Section 2 c. - Yes
 - Section 4 - Affirmation
 - GFE Method A (Attachment A) - Complete an Attachment A for each of the subcontracting opportunities you listed in Section 2 b.
- **If you will be subcontracting any portion of the contract to Texas certified HUB vendors and Non-HUB vendors, and the aggregate percentage of all the subcontracting work you will be awarding to the Texas certified HUB vendors with which you do not have a continuous contract* in place for more than five (5) years meets or exceeds the HUB Goal the contracting agency identified in the "Agency Special Instructions/Additional Requirements", complete:**
 - Section 1 - Respondent and Requisition Information
 - Section 2 a. - Yes, I will be subcontracting portions of the contract.
 - Section 2 b. - List all the portions of work you will subcontract, and indicate the percentage of the contract you expect to award to Texas certified HUB vendors and Non-HUB vendors.
 - Section 2 c. - No
 - Section 2 d. - Yes
 - Section 4 - Affirmation
 - GFE Method A (Attachment A) - Complete an Attachment A for each of the subcontracting opportunities you listed in Section 2 b.
- **If you will be subcontracting any portion of the contract to Texas certified HUB vendors and Non-HUB vendors or only to Non-HUB vendors, and the aggregate percentage of all the subcontracting work you will be awarding to the Texas certified HUB vendors with which you do not have a continuous contract* in place for more than five (5) years does not meet or exceed the HUB Goal the contracting agency identified in the "Agency Special Instructions/Additional Requirements", complete:**
 - Section 1 - Respondent and Requisition Information
 - Section 2 a. - Yes, I will be subcontracting portions of the contract.
 - Section 2 b. - List all the portions of work you will subcontract, and indicate the percentage of the contract you expect to award to Texas certified HUB vendors and Non-HUB vendors.
 - Section 2 c. - No
 - Section 2 d. - No
 - Section 4 - Affirmation
 - GFE Method B (Attachment B) - Complete an Attachment B for each of the subcontracting opportunities you listed in Section 2 b.
- **If you will not be subcontracting any portion of the contract and will be fulfilling the entire contract with your own resources (i.e., employees, supplies, materials and/or equipment), complete:**
 - Section 1 - Respondent and Requisition Information
 - Section 2 a. - No, I will not be subcontracting any portion of the contract, and I will be fulfilling the entire contract with my own resources.
 - Section 3 - Self Performing Justification
 - Section 4 - Affirmation

***Continuous Contract:** Any existing written agreement (including any renewals that are exercised) between a prime contractor and a HUB vendor, where the HUB vendor provides the prime contractor with goods or service, to include under the same contract for a specified period of time. The frequency the HUB vendor is utilized or paid during the term of the contract is not relevant to whether the contract is considered continuous. Two or more contracts that run concurrently or overlap one another for different periods of time are considered by CPA to be individual contracts rather than renewals or extensions to the original contract. In such situations the prime contractor and HUB vendor are entering (have entered) into "new" contracts.



HUB Subcontracting Plan (HSP)

In accordance with Texas Gov't Code §2161.252, the contracting agency has determined that subcontracting opportunities are probable under this contract. Therefore, all respondents, including State of Texas certified Historically Underutilized Businesses (HUBs) must complete and submit this State of Texas HUB Subcontracting Plan (HSP) with their response to the bid requisition (solicitation).

NOTE: Responses that do not include a completed HSP shall be rejected pursuant to Texas Gov't Code §2161.252(b).

The HUB Program promotes equal business opportunities for economically disadvantaged persons to contract with the State of Texas in accordance with the goals specified in the 2009 State of Texas Disparity Study. The statewide HUB goals defined in 34 Texas Administrative Code (TAC) §20.284 are:

- **11.2 percent for heavy construction other than building contracts,**
- **21.1 percent for all building construction, including general contractors and operative builders' contracts,**
- **32.9 percent for all special trade construction contracts,**
- **23.7 percent for professional services contracts,**
- **26.0 percent for all other services contracts, and**
- **21.1 percent for commodities contracts.**

- - Agency Special Instructions/Additional Requirements - -

*In accordance with 34 TAC §20.285(d)(1)(D)(iii), a respondent (prime contractor) may demonstrate good faith effort to utilize Texas certified HUBs for its subcontracting opportunities if the total value of the respondent's subcontracts with Texas certified HUBs meets or exceeds the statewide HUB goal or the agency specific HUB goal, whichever is higher. When a respondent uses this method to demonstrate good faith effort, the respondent must identify the HUBs with which it will subcontract. If using existing contracts with Texas certified HUBs to satisfy this requirement, only the aggregate percentage of the contracts expected to be subcontracted to HUBs with which the respondent **does not** have a **continuous contract*** in place for **more than five (5) years** shall qualify for meeting the HUB goal. This limitation is designed to encourage vendor rotation as recommended by the 2009 Texas Disparity Study.*

SECTION 1: RESPONDENT AND REQUISITION INFORMATION

- a. Respondent (Company) Name: _____ State of Texas VID #: _____
 Point of Contact: _____ Phone #: _____
 E-mail Address: _____ Fax #: _____
- b. Is your company a State of Texas certified HUB? - Yes - No
- c. Requisition #: _____ Bid Open Date: _____

(mm/dd/yyyy)

Enter your company's name here: _____ Requisition #: _____

SECTION 2: RESPONDENT'S SUBCONTRACTING INTENTIONS

After dividing the contract work into reasonable lots or portions to the extent consistent with prudent industry practices, and taking into consideration the scope of work to be performed under the proposed contract, including all potential subcontracting opportunities, the respondent must determine what portions of work, **including contracted staffing, goods and services will be subcontracted**. Note: In accordance with 34 TAC §20.282, a "Subcontractor" means a person who contracts with a prime contractor to work, to supply commodities, or to contribute toward completing work for a governmental entity.

a. Check the appropriate box (Yes or No) that identifies your subcontracting intentions:

- *Yes*, I will be subcontracting portions of the contract. (If *Yes*, complete Item b of this SECTION and continue to Item c of this SECTION.)
- *No*, I will not be subcontracting any portion of the contract, and I will be fulfilling the entire contract with my own resources, including employees, goods and services. (If *No*, continue to SECTION 3 and SECTION 4.)

b. List all the portions of work (subcontracting opportunities) you will subcontract. Also, based on the total value of the contract, identify the percentages of the contract you expect to award to Texas certified HUBs, and the percentage of the contract you expect to award to vendors that are not a Texas certified HUB (i.e., Non-HUB).

Item #	Subcontracting Opportunity Description	HUBs		Non-HUBs
		Percentage of the contract expected to be subcontracted to HUBs with which you do not have a continuous contract* in place for more than five (5) years .	Percentage of the contract expected to be subcontracted to HUBs with which you have a continuous contract* in place for more than five (5) years .	Percentage of the contract expected to be subcontracted to non-HUBs.
1		%	%	%
2		%	%	%
3		%	%	%
4		%	%	%
5		%	%	%
6		%	%	%
7		%	%	%
8		%	%	%
9		%	%	%
10		%	%	%
11		%	%	%
12		%	%	%
13		%	%	%
14		%	%	%
15		%	%	%
Aggregate percentages of the contract expected to be subcontracted:		%	%	%

(Note: If you have more than fifteen subcontracting opportunities, a continuation sheet is available online at <https://www.comptroller.texas.gov/purchasing/vendor/hub/forms.php>.)

c. Check the appropriate box (Yes or No) that indicates whether you will be using **only** Texas certified HUBs to perform **all** of the subcontracting opportunities you listed in SECTION 2, Item b.

- *Yes* (If *Yes*, continue to SECTION 4 and complete an "HSP Good Faith Effort - Method A (Attachment A)" for **each** of the subcontracting opportunities you listed.)
- *No* (If *No*, continue to Item d, of this SECTION.)

d. Check the appropriate box (Yes or No) that indicates whether the aggregate expected percentage of the contract you will subcontract **with Texas certified HUBs** with which you **do not** have a **continuous contract*** in place with for **more than five (5) years**, **meets or exceeds** the HUB goal the contracting agency identified on page 1 in the "Agency Special Instructions/Additional Requirements."

- *Yes* (If *Yes*, continue to SECTION 4 and complete an "HSP Good Faith Effort - Method A (Attachment A)" for **each** of the subcontracting opportunities you listed.)
- *No* (If *No*, continue to SECTION 4 and complete an "HSP Good Faith Effort - Method B (Attachment B)" for **each** of the subcontracting opportunities you listed.)

***Continuous Contract:** Any existing written agreement (including any renewals that are exercised) between a prime contractor and a HUB vendor, where the HUB vendor provides the prime contractor with goods or service under the same contract for a specified period of time. The frequency the HUB vendor is utilized or paid during the term of the contract is not relevant to whether the contract is considered continuous. Two or more contracts that run concurrently or overlap one another for different periods of time are considered by CPA to be individual contracts rather than renewals or extensions to the original contract. In such situations the prime contractor and HUB vendor are entering (have entered) into "new" contracts.

Enter your company's name here: _____ Requisition #: _____

SECTION 2: RESPONDENT'S SUBCONTRACTING INTENTIONS (CONTINUATION SHEET)

This page can be used as a continuation sheet to the HSP Form's page 2, Section 2, Item b. Continue listing the portions of work (subcontracting opportunities) you will subcontract. Also, based on the total value of the contract, identify the percentages of the contract you expect to award to Texas certified HUBs, and the percentage of the contract you expect to award to vendors that are not a Texas certified HUB (i.e., Non-HUB).

Item #	Subcontracting Opportunity Description	HUBs		Non-HUBs
		Percentage of the contract expected to be subcontracted to HUBs with which you do not have a continuous contract* in place for more than five (5) years .	Percentage of the contract expected to be subcontracted to HUBs with which you have a continuous contract* in place for more than five (5) years .	Percentage of the contract expected to be subcontracted to non-HUBs.
16		%	%	%
17		%	%	%
18		%	%	%
19		%	%	%
20		%	%	%
21		%	%	%
22		%	%	%
23		%	%	%
24		%	%	%
25		%	%	%
26		%	%	%
27		%	%	%
28		%	%	%
29		%	%	%
30		%	%	%
31		%	%	%
32		%	%	%
33		%	%	%
34		%	%	%
35		%	%	%
36		%	%	%
37		%	%	%
38		%	%	%
39		%	%	%
40		%	%	%
41		%	%	%
42		%	%	%
43		%	%	%
Aggregate percentages of the contract expected to be subcontracted:		%	%	%

***Continuous Contract:** Any existing written agreement (including any renewals that are exercised) between a prime contractor and a HUB vendor, where the HUB vendor provides the prime contractor with goods or service under the same contract for a specified period of time. The frequency the HUB vendor is utilized or paid during the term of the contract is not relevant to whether the contract is considered continuous. Two or more contracts that run concurrently or overlap one another for different periods of time are considered by CPA to be individual contracts rather than renewals or extensions to the original contract. In such situations the prime contractor and HUB vendor are entering (have entered) into "new" contracts.

Enter your company's name here: _____ Requisition #: _____

SECTION 3: SELF PERFORMING JUSTIFICATION (If you responded "No" to SECTION 2, Item a, you must complete this SECTION and continue to SECTION 4.) If you responded "No" to SECTION 2, Item a, in the space provided below **explain how** your company will perform the entire contract with its own employees, supplies, materials and/or equipment.

SECTION 4: AFFIRMATION

As evidenced by my signature below, I affirm that I am an authorized representative of the respondent listed in SECTION 1, and that the information and supporting documentation submitted with the HSP is true and correct. Respondent understands and agrees that, if awarded any portion of the requisition:

- The respondent will provide notice as soon as practical to all the subcontractors (HUBs and Non-HUBs) of their selection as a subcontractor for the awarded contract. The notice must specify at a minimum the contracting agency's name and its point of contact for the contract, the contract award number, the subcontracting opportunity they (the subcontractor) will perform, the approximate dollar value of the subcontracting opportunity and the expected percentage of the total contract that the subcontracting opportunity represents. A copy of the notice required by this section must also be provided to the contracting agency's point of contact for the contract no later than ten (10) working days after the contract is awarded.
- The respondent must submit monthly compliance reports (Prime Contractor Progress Assessment Report – PAR) to the contracting agency, verifying its compliance with the HSP, including the use of and expenditures made to its subcontractors (HUBs and Non-HUBs). (The PAR is available at <https://www.comptroller.texas.gov/purchasing/docs/hub-forms/ProgressAssessmentReportForm.xls>).
- The respondent must seek approval from the contracting agency prior to making any modifications to its HSP, including the hiring of additional or different subcontractors and the termination of a subcontractor the respondent identified in its HSP. If the HSP is modified without the contracting agency's prior approval, respondent may be subject to any and all enforcement remedies available under the contract or otherwise available by law, up to and including debarment from all state contracting.
- The respondent must, upon request, allow the contracting agency to perform on-site reviews of the company's headquarters and/or work-site where services are being performed and must provide documentation regarding staffing and other resources.

Signature	Printed Name	Title	Date (mm/dd/yyyy)
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Reminder:

- If you responded "Yes" to SECTION 2, Items c or d, you must complete an "HSP Good Faith Effort - Method A (Attachment A)" for each of the subcontracting opportunities you listed in SECTION 2, Item b.
- If you responded "No" SECTION 2, Items c and d, you must complete an "HSP Good Faith Effort - Method B (Attachment B)" for each of the subcontracting opportunities you listed in SECTION 2, Item b.

HSP Good Faith Effort - Method B (Attachment B)

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Enter your company's name here: _____	Requisition #: _____
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IMPORTANT: If you responded “No” to **SECTION 2, Items c and d** of the completed HSP form, you must submit a completed “HSP Good Faith Effort - Method B (Attachment B)” for **each** of the subcontracting opportunities you listed in **SECTION 2, Item b** of the completed HSP form. You may photo-copy this page or download the form at <https://www.comptroller.texas.gov/purchasing/docs/hub-forms/hub-sbcont-plan-gfe-achm-b.pdf>.

SECTION B-1: SUBCONTRACTING OPPORTUNITY

Enter the item number and description of the subcontracting opportunity you listed in SECTION 2, Item b, of the completed HSP form for which you are completing the attachment.

Item Number: _____ Description: _____

SECTION B-2: MENTOR PROTÉGÉ PROGRAM

If respondent is participating as a Mentor in a State of Texas Mentor Protégé Program, submitting its Protégé (Protégé must be a State of Texas certified HUB) as a subcontractor to perform the subcontracting opportunity listed in **SECTION B-1**, constitutes a good faith effort to subcontract with a Texas certified HUB towards that specific portion of work.

Check the appropriate box (Yes or No) that indicates whether you will be subcontracting the portion of work you listed in SECTION B-1 to your Protégé.

- Yes (If *Yes*, continue to SECTION B-4.)
- No / Not Applicable (If *No* or *Not Applicable*, continue to SECTION B-3 and SECTION B-4.)

SECTION B-3: NOTIFICATION OF SUBCONTRACTING OPPORTUNITY

When completing this section you **MUST** comply with items **a, b, c and d**, thereby demonstrating your Good Faith Effort of having notified Texas certified HUBs and trade organizations or development centers about the subcontracting opportunity you listed in SECTION B-1. Your notice should include the scope of work, information regarding the location to review plans and specifications, bonding and insurance requirements, required qualifications, and identify a contact person. When sending notice of your subcontracting opportunity, you are encouraged to use the attached HUB Subcontracting Opportunity Notice form, which is also available online at <https://www.comptroller.texas.gov/purchasing/docs/hub-forms/HUBSubcontractingOpportunityNotificationForm.pdf>.

Retain supporting documentation (i.e., certified letter, fax, e-mail) demonstrating evidence of your good faith effort to notify the Texas certified HUBs and trade organizations or development centers. Also, be mindful that a working day is considered a normal business day of a state agency, not including weekends, federal or state holidays, or days the agency is declared closed by its executive officer. The initial day the subcontracting opportunity notice is sent/provided to the HUBs and to the trade organizations or development centers is considered to be “day zero” and does not count as one of the seven (7) working days.

- a.** Provide written notification of the subcontracting opportunity you listed in SECTION B-1, to three (3) or more Texas certified HUBs. Unless the contracting agency specified a different time period, you must allow the HUBs at least seven (7) working days to respond to the notice prior to you submitting your bid response to the contracting agency. When searching for Texas certified HUBs and verifying their HUB status, ensure that you use the State of Texas’ Centralized Master Bidders List (CMBL) - Historically Underutilized Business (HUB) Directory Search located at <http://mycpa.cpa.state.tx.us/tpasscmbsearch/index.jsp>. HUB status code “A” signifies that the company is a Texas certified HUB.
- b.** List the **three (3) Texas certified HUBs** you notified regarding the subcontracting opportunity you listed in SECTION B-1. Include the company’s Texas Vendor Identification (VID) Number, the date you sent notice to that company, and indicate whether it was responsive or non-responsive to your subcontracting opportunity notice.

Company Name	Texas VID <small>(Do not enter Social Security Numbers.)</small>	Date Notice Sent <small>(mm/dd/yyyy)</small>	Did the HUB Respond?
			- Yes - No
			- Yes - No
			- Yes - No

- c.** Provide written notification of the subcontracting opportunity you listed in SECTION B-1 to **two (2)** or more trade organizations or development centers in Texas to assist in identifying potential HUBs by disseminating the subcontracting opportunity to their members/participants. Unless the contracting agency specified a different time period, you must provide your subcontracting opportunity notice to trade organizations or development centers at least seven (7) working days prior to submitting your bid response to the contracting agency. A list of trade organizations and development centers that have expressed an interest in receiving notices of subcontracting opportunities is available on the Statewide HUB Program’s webpage at <https://www.comptroller.texas.gov/purchasing/vendor/hub/resources.php>.

- d.** List **two (2) trade organizations or development centers** you notified regarding the subcontracting opportunity you listed in SECTION B-1. Include the date when you sent notice to it and indicate if it accepted or rejected your notice.

Trade Organizations or Development Centers	Date Notice Sent <small>(mm/dd/yyyy)</small>	Was the Notice Accepted?
		- Yes - No
		- Yes - No

HSP Good Faith Effort - Method B (Attachment B) Cont.

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Enter your company's name here: _____	Requisition #: _____
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SECTION B-4: SUBCONTRACTOR SELECTION

Enter the item number and description of the subcontracting opportunity you listed in **SECTION 2, Item b**, of the completed HSP form for which you are completing the attachment.

a. Enter the item number and description of the subcontracting opportunity for which you are completing this Attachment B continuation page.
 Item Number: _____ Description: _____

b. List the subcontractor(s) you selected to perform the subcontracting opportunity you listed in **SECTION B-1**. Also identify whether they are a Texas certified HUB and their Texas Vendor Identification (VID) Number or federal Employer Identification Number (EIN), the approximate dollar value of the work to be subcontracted, and the expected percentage of work to be subcontracted. When searching for Texas certified HUBs and verifying their HUB status, ensure that you use the State of Texas' Centralized Master Bidders List (CMBL) - Historically Underutilized Business (HUB) Directory Search located at <http://mycpa.cpa.state.tx.us/tpasscmbsearch/index.jsp>. HUB status code "A" signifies that the company is a Texas certified HUB.

Company Name	Texas certified HUB	Texas VID or federal EIN <small>Do not enter Social Security Numbers. If you do not know their VID / EIN, leave their VID / EIN field blank.</small>	Approximate Dollar Amount	Expected Percentage of Contract
	- Yes - No		\$	%
	- Yes - No		\$	%
	- Yes - No		\$	%
	- Yes - No		\$	%
	- Yes - No		\$	%
	- Yes - No		\$	%
	- Yes - No		\$	%
	- Yes - No		\$	%
	- Yes - No		\$	%
	- Yes - No		\$	%

c. If any of the subcontractors you have selected to perform the subcontracting opportunity you listed in **SECTION B-1** is **not** a Texas certified HUB, provide written justification for your selection process (attach additional page if necessary):

REMINDER: As specified in SECTION 4 of the completed HSP form, if you (respondent) are awarded any portion of the requisition, you are required to provide notice as soon as practical to **all** the subcontractors (HUBs and Non-HUBs) of their selection as a subcontractor. The notice must specify at a minimum the contracting agency's name and its point of contact for the contract, the contract award number, the subcontracting opportunity it (the subcontractor) will perform, the approximate dollar value of the subcontracting opportunity and the expected percentage of the total contract that the subcontracting opportunity represents. A copy of the notice required by this section must also be provided to the contracting agency's point of contact for the contract no later than ten (10) working days after the contract is awarded.

HSP Good Faith Effort - Method B (Attachment B)

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Enter your company's name here: _____	Requisition #: _____
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IMPORTANT: If you responded “No” to **SECTION 2, Items c and d** of the completed HSP form, you must submit a completed “HSP Good Faith Effort - Method B (Attachment B)” for **each** of the subcontracting opportunities you listed in **SECTION 2, Item b** of the completed HSP form. You may photo-copy this page or download the form at <https://www.comptroller.texas.gov/purchasing/docs/hub-forms/hub-sbcont-plan-gfe-achm-b.pdf>.

SECTION B-1: SUBCONTRACTING OPPORTUNITY

Enter the item number and description of the subcontracting opportunity you listed in SECTION 2, Item b, of the completed HSP form for which you are completing the attachment.

Item Number: _____ Description: _____

SECTION B-2: MENTOR PROTÉGÉ PROGRAM

If respondent is participating as a Mentor in a State of Texas Mentor Protégé Program, submitting its Protégé (Protégé must be a State of Texas certified HUB) as a subcontractor to perform the subcontracting opportunity listed in **SECTION B-1**, constitutes a good faith effort to subcontract with a Texas certified HUB towards that specific portion of work.

Check the appropriate box (Yes or No) that indicates whether you will be subcontracting the portion of work you listed in SECTION B-1 to your Protégé.

- Yes (If *Yes*, continue to SECTION B-4.)
- No / Not Applicable (If *No* or *Not Applicable*, continue to SECTION B-3 and SECTION B-4.)

SECTION B-3: NOTIFICATION OF SUBCONTRACTING OPPORTUNITY

When completing this section you **MUST** comply with items **a, b, c and d**, thereby demonstrating your Good Faith Effort of having notified Texas certified HUBs and trade organizations or development centers about the subcontracting opportunity you listed in SECTION B-1. Your notice should include the scope of work, information regarding the location to review plans and specifications, bonding and insurance requirements, required qualifications, and identify a contact person. When sending notice of your subcontracting opportunity, you are encouraged to use the attached HUB Subcontracting Opportunity Notice form, which is also available online at <https://www.comptroller.texas.gov/purchasing/docs/hub-forms/HUBSubcontractingOpportunityNotificationForm.pdf>.

Retain supporting documentation (i.e., certified letter, fax, e-mail) demonstrating evidence of your good faith effort to notify the Texas certified HUBs and trade organizations or development centers. Also, be mindful that a working day is considered a normal business day of a state agency, not including weekends, federal or state holidays, or days the agency is declared closed by its executive officer. The initial day the subcontracting opportunity notice is sent/provided to the HUBs and to the trade organizations or development centers is considered to be “day zero” and does not count as one of the seven (7) working days.

- a.** Provide written notification of the subcontracting opportunity you listed in SECTION B-1, to three (3) or more Texas certified HUBs. Unless the contracting agency specified a different time period, you must allow the HUBs at least seven (7) working days to respond to the notice prior to you submitting your bid response to the contracting agency. When searching for Texas certified HUBs and verifying their HUB status, ensure that you use the State of Texas’ Centralized Master Bidders List (CMBL) - Historically Underutilized Business (HUB) Directory Search located at <http://mycpa.cpa.state.tx.us/tpasscmbsearch/index.jsp>. HUB status code “A” signifies that the company is a Texas certified HUB.
- b.** List the **three (3) Texas certified HUBs** you notified regarding the subcontracting opportunity you listed in SECTION B-1. Include the company’s Texas Vendor Identification (VID) Number, the date you sent notice to that company, and indicate whether it was responsive or non-responsive to your subcontracting opportunity notice.

Company Name	Texas VID <small>(Do not enter Social Security Numbers.)</small>	Date Notice Sent <small>(mm/dd/yyyy)</small>	Did the HUB Respond?
			- Yes - No
			- Yes - No
			- Yes - No

- c.** Provide written notification of the subcontracting opportunity you listed in SECTION B-1 to **two (2)** or more trade organizations or development centers in Texas to assist in identifying potential HUBs by disseminating the subcontracting opportunity to their members/participants. Unless the contracting agency specified a different time period, you must provide your subcontracting opportunity notice to trade organizations or development centers at least seven (7) working days prior to submitting your bid response to the contracting agency. A list of trade organizations and development centers that have expressed an interest in receiving notices of subcontracting opportunities is available on the Statewide HUB Program’s webpage at <https://www.comptroller.texas.gov/purchasing/vendor/hub/resources.php>.

- d.** List **two (2) trade organizations or development centers** you notified regarding the subcontracting opportunity you listed in SECTION B-1. Include the date when you sent notice to it and indicate if it accepted or rejected your notice.

Trade Organizations or Development Centers	Date Notice Sent <small>(mm/dd/yyyy)</small>	Was the Notice Accepted?
		- Yes - No
		- Yes - No