



## **Greenville Independent School District**

### **Request for Proposals #22-005**

Consulting Services – District Food Service Operations

Issued by:

Greenville  
Independent School  
District

Closing:

2:00 p.m.  
June 16, 2022

The Greenville Independent School District is accepting proposals as specified in this document. Sealed proposals will be received until 2:00pm CST on Thursday, June 16, 2022 at the Greenville ISD Administration Offices located at 4004 Moulton St, Greenville, Texas 75401.

Any questions or requests for additional information related to the specifications of the proposal should be directed to Brenda Russell, Purchasing Manager at [russellbl@greenvilleisd.com](mailto:russellbl@greenvilleisd.com).

**BACKGROUND:** Greenville ISD is comprised of 9 schools – LP Waters ECC, Bowie Elementary, Carver Elementary, Crockett Elementary/KGJ STEM, Lamar Elementary, Travis Elementary/Sixth Grade Center, Greenville Middle School, Greenville High School and New Horizons High School. The District has 9 cafeterias – LP Waters ECC Cafeteria at 2504 Carver St, servicing 3 and 4 year old’s, Bowie Elementary Cafeteria at 6005 Stonewall, servicing K-5<sup>th</sup> grades, Carver Elementary Cafeteria at 2110 College St., servicing K-5<sup>th</sup> grades, Crockett Elementary/KGJ STEM Cafeteria at 1316 Wolfe City Drive, servicing K-5<sup>th</sup> grades, Lamar Elementary Cafeteria at 6321 Jack Finney Blvd., servicing K-5<sup>th</sup> grades, Travis Elementary/Sixth Grade Center Cafeteria at 3201 Stanford St, servicing K-6<sup>th</sup> grades, Greenville Middle School Cafeteria at 3611 Texas St, servicing 7<sup>th</sup> – 8<sup>th</sup> grades, Greenville High School Cafeteria at 3515 Lions Lair, servicing 9<sup>th</sup> – 12<sup>th</sup> grades and New Horizons High School Cafeteria at 9315 Jack Finney Blvd servicing 9<sup>th</sup> – 12<sup>th</sup> grades . Total enrollment for the district is approximately 5394 with the following student allocation estimates:

- LP Waters EEC (3 – 4 year old) – 405
- Bowie Elementary (K-5<sup>th</sup>) – 593
- Carver Elementary (K-5<sup>th</sup>) – 512
- Crockett Elementary/KGJ STEM (K-5<sup>th</sup>) – 319
- Lamar Elementary (K-5<sup>th</sup>) – 590
- Travis Elementary/Sixth Grade Center (K-6<sup>th</sup>) - 617
- Greenville Middle School (7<sup>th</sup>-8<sup>th</sup>) – 780
- Greenville High School (9<sup>th</sup>-12<sup>th</sup>) – 1450
- New Horizons High School (9<sup>th</sup>-12<sup>th</sup>) - 128

**PROPOSAL & SCOPE:** Each participating firm shall submit a written proposal, detailing the manner in which consulting services will be provided and the objectives set forth in this RFP shall be achieved.

**SITE VISITS & PRE-PROPOSAL CONFERENCE:** There will be no scheduled pre-proposal conference held.

**PROPOSAL ACCEPTANCE & CONTRACT AWARD:** Greenville ISD reserves the right to accept or reject any and/or all proposals. The District may reject any proposal not accompanied by data required by the RFP. Conditional proposals will not be accepted.

Award shall be made to the firm with the most advantageous proposal when taking into consideration the evaluation factors set forth in the sections that follow and including the overall long-term value to the District. There is no obligation on the part of the District to award a contract. Any contract awarded will be awarded to a single firm.

**FEES & OPERATING COST:** Fees will be considered a part of overall operating cost. Operating cost will be viewed as one of a number of component determinants of overall best value and will be considered in accordance with the criteria established herein.

**ADDENDA:** Any changes or revisions to this RFP will be issued by Greenville ISD to all firms on record and will be posted on the District's website. Each firm is responsible for incorporating all the latest addendums into their proposal.

**OPEN COMPETITION:** Greenville ISD encourages free and open competition. Specifications and proposal terms and conditions are designed to meet this objective, consistent with the necessity to satisfy the needs of the District.

**NON-COLLUSION:** Submission of a proposal guarantees that the proposal has been prepared without collusion with other firms and without effort to preclude the District from obtaining the best possible competitive value. The firm certifies that neither its officers nor its employees have bribed or attempted to bribe or influence in any improper manner any officer, employee or agent of the District, and that the firm has disclosed any known beneficial relationship between a District official and the firm.

**WITHDRAWAL OR MODIFICATION:** Any proposal may be withdrawn in writing prior to the submission deadline. Any proposal not withdrawn prior to the submission deadline shall constitute an irrevocable offer, for a period of 90 days, to provide the goods and/or services set forth in the attached specifications, or until a selection has been made by the District. A proposal may not be withdrawn or modified following the Submission Deadline.

**ERRORS:** Greenville ISD is not liable for any errors or misinterpretations made in responding to this RFP.

**INSPECTION OF FACILITIES:** It is the responsibility of each firm to become fully informed as to the nature and extent of the work required and its relation to any other condition, including possible interference from academic or other activities.

**INQUIRIES & INTERPRETATIONS:** If proposer for proposed work is in doubt as to the true meaning or intent of the RFP, proposer must submit a written request for interpretation by no later than June 10, 2022, directed to:

Greenville ISD  
Attn: Brenda Russell  
4004 Moulton St.  
Greenville, TX 75401  
[russellbl@greenvilleisd.com](mailto:russellbl@greenvilleisd.com)

The District will attempt to provide adequate clarification to specific questions directly to the firm submitting the question. All interpretations or clarifications considered necessary by the District in response to a proposer's request will be issued by written Addenda.

Oral and other interpretations or clarifications will be without legal effect. Only questions answered by formal written Addenda will be binding.

The District is not liable for increased cost or other consequence resulting from the acceptance of verbal direction by a participating firm.

**EVALUATION OF PROPOSALS:** Pursuant to Section 44.031 of the Texas Education Code, the District will evaluate various factors to determine which company or individual to contract with, to include, but not limited to the following:

- the contract price;
- the reputation of the Contractor and of the Contractor's goods or services
- the quality of the Contractor's goods and services
- the extent to which the goods or services meet the District's needs
- the Contractor's past relationship with the District
- the impact on the ability of the District to comply with laws and rules relating to historically underutilized businesses
- the total long-term cost to the District to acquire the Contractor's goods or services;
- whether the Contractor or the vendor's ultimate parent company or majority owner:
  - has its principal place of business in this state; or
  - employs at least 500 persons in this state; and
- assessment of the firm's experience and expertise
- assessment of the firm's assigned personnel's experience and expertise
- completeness of submitted proposal

**SELECTION:** It should be noted that a low proposal will not necessarily be selected. The District will use these criteria to award in the best interest of the District. The District reserves the right to reject any or all proposals or any part of any proposal. Selection shall be made of one firm deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors identified above. As stated herein, the District may cancel this RFP, reject proposals or any portions thereof at any time prior to an award, and is not required to furnish a statement of the reason why a particular proposal was not deemed to be the most advantageous. Should the District determine (at its sole discretion) that only one firm is fully qualified, or that one firm is clearly more suitable than the others under consideration, a contract may be awarded to that firm.

**NEGOTIATIONS:** Final negotiations may be conducted with the selected firm in order to insure the best overall program design and to achieve the best business arrangement for the parties.

**AMERICANS WITH DISABILITIES ACT:** If special accommodations are needed in order to attend meetings or to accomplish building site visits, please contact the District at least one (1) week prior to the event to insure such accommodations.

## PROPOSAL CONDITIONS

**CONTRACT TERM:** The successful firm will be awarded a contract with an initial term of twelve months.

After the initial term the District reserves the right to automatically extend the contract for two successive terms of one (1) year thereafter upon mutual written consent by both parties. Extending the contract implies doing so under the same terms and conditions, unless otherwise mutually agreed to by the parties. Any additional terms and conditions to the contract shall be in writing and agreed to by both parties.

**APPROPRIATION:** If funds for the services provided under the contract are not appropriated in a given District fiscal year, the District may terminate the contract upon 30 days' notice.

**PERSONNEL:** The District will directly employ food service staff and determine duties of their assignments. All other consulting service employees will be employees of the selected firm.

The District shall consider the intentional employment of unauthorized aliens by the selected firm in violation of U.S. immigration laws cause for unilateral cancellation of any contract resulting from this RFP.

All employees of the selected firm must undergo a criminal background check prior to beginning work. No employee with a felony conviction or a conviction of a sex crime, crime of moral turpitude or any crime against a child may be employed. The District will be furnished proof of criminal record background checks upon request.

**ASSIGNMENTS & SUBCONTRACTING:** No part of an awarded contract may be assigned or subcontracted without prior written approval of Greenville ISD. Payment can only be made to the firm stated in the awarded proposal.

**PRICING:** Monthly invoices may be submitted by the selected firm at the beginning of the month in which the services are to be provided.

Start Up – Pricing will include all costs associated with startup of services.

Adjustment for Changes in Service – An adjustment based on change in services or scope will be negotiated between the parties and will be effective upon the change.

Other Changes – Unionization, minimum wage increases, tax rate changes, mutual decisions to alter staffing, and other similar circumstances will be considered reason for review and/or negotiation of new contract pricing.

**REGULATORY COMPLIANCE:** The selected firm must be licensed to do business in the State of Texas and comply with all related regulations governing the services provided.

**DISCLOSURES:** Proposer shall note any and all relationships that might be a conflict of interest and include such information with proposal.

**ASSIGNMENT:** Assignment of contract may only be made to an affiliate or wholly-owned subsidiary of the selected firm with advance notice to be provided to the District of such Assignment.

**NOTICES & AMENDMENTS:** All notices and amendments must be in writing.

**FORCE MAJEURE:** The contract may contain a provision limiting obligation and liability due to catastrophe or other force majeure.

**TERMINATION:** Any contract resulting from this RFP may be cancelled by either party upon 90 days' notice without cause or upon 30 days' notice for cause, except that the contract may be cancelled upon 10 days' notice if the cause is non-payment.

**JURISDICTION:** This agreement will be construed and governed in the state of Texas.

**LANGUAGE REQUIREMENT:** English is the recognized language used in the District. Although it is not a requirement that all of the selected firm's employees speak English, it is a requirement that the overall supervisor and the lead person be able to speak, write and understand English, in order to properly understand and communicate instructions. All written instructions, including Material Safety Data Sheets, posting of notices, etc., will be provided in both English and Spanish.

## **PROPOSAL SUBMISSION**

**PROPOSAL SUBMISSION:** Proposal documents are to be submitted in (a) sealed envelope(s) or box(es). Please indicate with the response the name of the firm, contact person and contact information. The District reserves the right to request additional copies or information without cost or to duplicate information submitted as required for the purpose of evaluating the proposals.

Proposals should be mailed or delivered to:

Brenda Russell  
Purchasing Manager  
Greenville ISD  
4004 Moulton St.  
Greenville, TX 75401

Email and faxed proposals will not be accepted. Late proposals will be returned unopened.

**PROPOSAL FORMAT:** Proposals should provide a straightforward, concise description of the capabilities of the firm and must satisfy at least the basic requirements of the RFP. Emphasis should be on completeness and clarity of content. The response should be formatted in the following major sections, which may be placed in any order:

Summary: The Firm may, but is not required to, provide an executive summary.

Company: This section should include information about the firm, its qualifications, its legal status as a partnership, corporation or other, number of years in business, number of current school contracts with name address, and contact information for each, and should also include references.

Organization: This section should include the firm's proposed on-site organization, including staffing information. It should also include any information on individuals who may be assigned to the operation.

Financial: This section should include proposed pricing for consulting services as outlined in Program Requirements. Pricing should include an annual cost and the amount to be billed each month.

Operations: This section should include operational information concerning the method of service delivery, including programs and management. This section should also include the firm's startup and transition plan.

Safety and Security: This section should include the firm's Background Check Procedure, Uniform & ID Policy, and Key Distribution and Control Procedure.

Quality Assurance

Program: This section should include the firm's Inspection Procedures, Customer Complaint Resolution, and Customer Survey Examples.

Adjustments: This section should include the firm's plan for adjusting services for school holidays and for adjusting services in the event of emergency.

Litigation: This section should describe any litigation currently pending against the firm within the past 5 years that the firm has been in business.



## PROPOSAL EVALUATION

**EVALUATION CRITERIA:** Proposals will be evaluated and contract award made based upon the proposal that is determined to be the most advantageous when taking into consideration the evaluation factors set forth in the sections that follow, including the overall long-term value to the District.

**PERFORMANCE INVESTIGATIONS:** As part of the proposal evaluation process the District may make inquiries and investigations, including visiting sites or obtaining verbal or written references from the firm's customers, to determine the ability of the firm to provide service.

## PROGRAM REQUIREMENTS

Type of Service: Food Service Program – Consulting Services

### Consulting Services

- Regular on site consultation by a qualified food service team member.
- Training for Greenville ISD Cafeteria Manager/Child Nutrition Director.
- Occasional site visits by food service support professionals specializing in:
  - Nutrition and Menus
  - Marketing and Procurement
  - Culinary Training
  - Food & Physical Safety
  - USDA Nutrition regulations
- Regular and on-going support in the following areas:
  - Review and create monthly USDA approved menus and menu development
    - USDA required production records and portion control training
  - Compliance with food safety requirements
  - Compliance with USDA program regulations
  - USDA commodity utilization
  - Review program for improvements and needs for upcoming school year
  - Order guide training for ordering
  - Detailed cost analysis
  - Review what training needs to take place
  - Review current staffing levels and make recommendations on efficiencies
  - Review marketing plan with new concepts
  - Strategic planning with administration team
  - Pricing strategies and professional recommendations for improvements
  - Reimbursable meal training
  - Onsite training with staff

- o Weekly support and TDA program updates
- o Employee training
- o A la carte set up and support
- o Financial training for managers and staff
- o Proven success of consulting with school districts
- Recommendations to the District in regards to the following:
  - o Staffing levels and productivity analysis
  - o Free and reduced meal program management
  - o Meal program pricing

Optional services that may be quoted and considered:

- Purchasing Co-op Membership/Participation
- POS (Mosaic etc.)
- Signature signage and marketing implementation for each cafeteria site
- Servsafe Training for Managers
- Additional assistance available based on per diem cost mutually

Services will not include:

- Purchasing – Greenville ISD will continue to purchase and pay for food and supplies
- Free and reduced application processing and claims management
- Employment of food service staff – all food service employees shall remain employees of Greenville ISD.

# GREENVILLE INDEPENDENT SCHOOL DISTRICT

## CERTIFICATE OF RESIDENCY

The state of Texas has passed a law concerning non-resident contractors. This law can be found in Texas Education Code under Chapter 2252, Subchapter A. This law makes it necessary for the Greenville Independent School District to determine residency of its offerors or bidders. In part, this law reads as follows:

### Section:2252.001

(3) 'Non-resident bidder' refers to a person who is not a resident.

(4) 'Resident bidder' refers to a person whose principal place of business is in this state, including a contractor whose ultimate parent company or majority owner has its principal place of business in this state.

### Section:2252.002

A governmental entity may not award a governmental contract to a nonresident bidder unless the nonresident bidder underbids the lowest bid submitted by a responsible resident bidder by an amount that is not less than the amount by which a resident bidder would be required to underbid the nonresident bidder to obtain a comparable contract in the state in which the nonresident's principal place of business is located.

I certify that \_\_\_\_\_  
(Name of Company Bidding)

is, under Section:2252.001 (3) and (4), a

\_\_\_\_\_ Resident Bidder

\_\_\_\_\_ Non-resident Bidder

My or our principal place of business under Section 2252.001 (3) and (4), is in the city of \_\_\_\_\_  
in the state of \_\_\_\_\_

(a) Does your "resident state" require bidders whose principal place of business in in Texas to underbid bidders whose residence state is the same as yours by a prescribed amount or percentage to receive a comparable contract? \_\_\_\_ Yes \_\_\_\_ No

(b) If yes, what is that amount or percentage? \_\_\_\_\_

\_\_\_\_\_  
Signature of Authorized Company Representative

\_\_\_\_\_  
Printed Name of Authorized Company Representative

\_\_\_\_\_  
Title/Position with Company

\_\_\_\_\_  
Date

## CIQ INFORMATION

In accordance with Texas Statute (HB 914), effective January 1, 2006, a person or entity who contracts or seeks to contract with the Greenville Independent School District (RHISD) for the sale or purchase of property, goods, or services (as well as agents of such persons hereafter referred to as Vendors) are required to file a Conflict of Interest Questionnaire (CIQ) with the Purchasing Department. Each covered person or entity who seeks to or who contracts with RHISD is responsible for complying with any applicable disclosure requirements as noted in the various paragraphs/sections of the CIQ.

The conflict of Interest Questionnaire (CIQ) must be filed:

No later than the seventh business day after the date that the Vendor begins contract discussions or negotiations with the government entity or application, response to a request for proposal or bids, correspondence, or another writing related to a potential agreement with a local governmental entity (school district).

The Vendor shall file an updated completed questionnaire with the appropriate Purchasing Administrator no later than September 1 of the year in which an activity described in Section 176.006(a), Local Government Code, is pending, and not later than the seventh business day after the date of an event that would make a statement in the questionnaire incomplete or inaccurate.

Note: A vendor is not required to file an updated completed questionnaire in a year if the person has filed a questionnaire on or after June 1, but before September 1, of that year.

Completed CIQ form should be included with bid documents and sent to:

Greenville ISD Business Office  
Attn: Accounting Department  
215 W. Colorado St. Greenville, TX 78583

Local government officers of the Greenville Independent School District can be viewed at:  
<http://www.riohondoisd.net/>, under School Board.

**CONFLICT OF INTEREST QUESTIONNAIRE**  
For vendor doing business with local governmental entity

**FORM CIQ**

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

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

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

**OFFICE USE ONLY**

Date Received

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

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

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

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

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

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes  No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes  No

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

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

**7**

\_\_\_\_\_  
Signature of vendor doing business with the governmental entity

\_\_\_\_\_  
Date

**CONFLICT OF INTEREST QUESTIONNAIRE**  
**For vendor doing business with local governmental entity**

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

**Local Government Code § 176.001(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

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(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

(i) a contract between the local governmental entity and vendor has been executed;

or

(ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

(i) a contract between the local governmental entity and vendor has been executed; or

(ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

(1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);

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

(3) has a family relationship with a local government officer of that local governmental entity.

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

(1) the date that the vendor:

(A) begins discussions or negotiations to enter into a contract with the local governmental entity; or

(B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

(A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);

(B) that the vendor has given one or more gifts described by Subsection (a); or

(C) of a family relationship with a local government officer.

## Implementation of House Bill 1295

### **Certificate of Interested Parties (Form 1295):**

In 2015, the Texas Legislature adopted [House Bill 1295](#), which added section 2252.908 of the Government Code. The law states that a governmental entity or state agency may not enter into certain contracts with a business entity unless the business entity submits a disclosure of interested parties to the governmental entity or state agency at the time the business entity submits the signed contract to the governmental entity or state agency. The law applies only to a contract of a governmental entity or state agency that either (1) requires an action or vote by the governing body of the entity or agency before the contract may be signed or (2) has a value of at least \$1 million. The disclosure requirement applies to a contract entered into on or after January 1, 2016.

The Texas Ethics Commission was required to adopt rules necessary to implement that law, prescribe the disclosure of interested parties form, and post a copy of the form on the commission's website. The commission adopted the Certificate of Interested Parties form (Form 1295) on October 5, 2015. The commission also adopted new rules (Chapter 46) on November 30, 2015, to implement the law. The commission does not have any additional authority to enforce or interpret [House Bill 1295](#).

### **Filing Process:**

Starting on January 1, 2016, the commission will make available on its website a new filing application that must be used to file Form 1295. A business entity must use the application to enter the required information on Form 1295 and print a copy of the completed form, which will include a certification of filing that will contain a unique certification number. An authorized agent of the business entity must sign the printed copy of the form and have the form notarized. The completed Form 1295 with the certification of filing must be filed with the governmental body or state agency with which the business entity is entering into the contract.

The governmental entity or state agency must notify the commission, using the commission's filing application, of the receipt of the filed Form 1295 with the certification of filing not later than the 30th day after the date the contract binds all parties to the contract. The commission will post the completed Form 1295 to its website within seven business days after receiving notice from the governmental entity or state agency.

Information regarding how to use the filing application will be available on this site starting on January 1, 2016.

**<https://www.ethics.state.tx.us/tec/1295-Info.htm>**

## **Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion- Lower Tier Covered Transactions**

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Per Title 34, Code of Federal Regulations, 80.35, "Grantees and subgrantees must not make any award or permit any award (subgrant or contract) at any tier to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549, "Debarment and Suspension."

(Before completing certification, read the instructions below.)

Please check one choice below:

- The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- When the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

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Organization Name

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Name and Title of Authorized Representative

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Signature

Date

*Instructions For Suspension/Debarment Certification Statement*

- 1. By signing and dating the certification statement, the bidder certifies that neither it nor any of its principals (e.g., key employees) has been proposed for debarment, debarred or suspended by a federal agency on the date signed.*
  
- 2. The prospective bidder shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective bidder learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.*
  
- 3. Federal and State penalties exist for vendors and districts that knowingly enter into contracts with suspended/debarred persons.*



GREENVILLE INDEPENDENT SCHOOL DISTRICT  
SERVICE CONTRACTOR CERTIFICATION  
CRIMINAL BACKGROUND CHECK

**Introduction:** A school district is required to take appropriate steps to protect students who may come in contact with a contractor's employees. Pursuant to Texas Education Code Chapter 22, service contractors shall obtain criminal history record information regarding covered employees and certify to the District that they have done so. Covered employees with disqualifying convictions are prohibited from serving at a school district.

**Definitions:** Covered employees: All employees of a contractor who have, or will have, continuing duties related to the service to be performed at the District and have, or will have, direct contact with students. The District will be the final arbiter of what constitutes direct contact with students.

**Disqualifying convictions:** One of the following offenses, if at the time of the offense, the victim was under 18 or enrolled in a public school: (a) a felony offense under Title 5, Texas Penal Code; (b) an offense for which a defendant is required to register as a sex offender under Chapter 62, Texas Code of Criminal Procedure; or (c) an equivalent offense under federal law or the laws of another state.

On behalf of \_\_\_\_\_ ("Contractor"). I certify that [check one]:

None of Contractor's employees are Covered Employees, as defined above.

Or

Some or all of Contractor's employees are Covered Employees. If this box is selected, I further certify that:

(1) Contractor has obtained all required criminal history record information, through the Texas Department of Public Safety, regarding its covered employees. None of the covered employees has a disqualifying conviction.

Contractor has taken reasonable steps to ensure that its employees who are not covered employees do not have continuing duties related to the contract services or direct contact with students.

(2) If Contractor receives information that a covered employee has a disqualifying conviction, Contractor will immediately remove the covered employee from contract duties and notify the District in writing within 3 business days.

(3) Upon request, Contractor will make available for the District's inspection the criminal history record information of any covered employee. If the District objects to the assignment of a covered employee to the District project on the basis of the covered employee's criminal history record information, Contractor agrees to discontinue using that covered employee to provide services to the District.

Noncompliance by Contractor with this certification may be grounds for contract termination.

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

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

GREENVILLE INDEPENDENT SCHOOL DISTRICT  
FELONY CONVICTION NOTICE

Statutory citation covering notification of criminal history of vendor is found in the Texas Education Code §44.034. State of Texas Legislative Senate Bill No.1, Section 44.034, Notification of Criminal History, Subsection (a), states: "a person or business entity that enters into a contract with a school district must give advance notice to the district if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony." Subsection (b) states "a school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The District must compensate the person or business entity for services performed before the termination of the contract".

**This Notice Is Not Required of a Publicly Held Corporation.**

*Check the appropriate box and sign in the space provided below:*

My firm is a Publicly Held Corporation; therefore, this reporting requirement is

not applicable.

My firm is not owned or operated by anyone who has been convicted of a felony.

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

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

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

Legal Name of Company or Vendor: \_\_\_\_\_

**Greenville Independent School District  
215 W. Colorado St.  
Greenville, Texas 78583**

## **HISTORICALLY UNDERUTILIZED BUSINESS (HUB) CERTIFICATION**

Bidding Companies that have been certified by the Texas Building and Procurement (TBPC) as Historically Underutilized Business (HUB) entities are encouraged to indicate their HUB status when responding to this Bid Invitation. The electronic catalogs will indicate HUB certification for vendors that properly indicate and document their HUB certification on this form.

\_\_\_\_\_ I certify that my company has been certified by the Texas Building and Procurement Commission as a Historically Underutilized Business (HUB), and I have attached a copy of our HUB Certification to this form.  
**(Required documentation for recognition as a HUB).**

\_\_\_\_\_ My company has NOT been certified by the Texas Building and Procurement Commission as a Historically Underutilized Business (HUB).

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company Name (Please Print)