

	Event
February 25, 2020 and March 3, 2020	Advertise/Issue Date
N/A	Pre-Proposal Conference
March 10, 2020	Due Date for Vendor Questions by 5:00 pm
March 13, 2020	Questions and Answers posted on Contract & Procurement Services' Website
March 24, 2020	RFP opening / due date at 2:00 pm CST
April 27, 2020	AISD Board meeting for review/approval

Deliver or Mail Sealed Proposals to:

**Austin ISD
Contract & Procurement Services
4000 S. IH-35 Frontage Road, 4th Floor
Austin, TX 78704**

Contact:

**Annie Collier
Assistant Director
Phone: 512-414-2124
annie.collier@austinisd.org**

Questions must be submitted via e-mail to the contact person listed above.

In the e-mail subject line, type: Questions 20RFP108, District Communication Support and Strategic Communications.

Q & A and Addenda will be posted on our website: www.austinisd.org/cp/bids

Proposals are due no later than 2:00 pm on the date indicated. Your proposal must be delivered by mail or hand delivery in a sealed envelope or carton. Proposals received after the specified time shall not be considered.

Please submit the following:

Required

- One (1) hard copy marked "original" – include signed "required" forms
- One (1) digital copy on a flash drive – include signed "required" forms

Requested

- One (1) additional digital copy on a flash drive
- One (1) additional hard copy marked "copy"

FAX, e-mail or other electronic proposals will not be accepted.

Proposals must be plainly marked with:

Name and address of the respondent
RFP number and title above

Table of Contents

Section I	Introduction
Section II	Historically Underutilized Business (HUB) Program Requirement
Section III	Proposal Format
Section IV	Initial Review of Proposals
Section V	Competitive Selection / Evaluation
Section VI	Scope of Service and Performance Requirements
Section VII	Appendices and Attachments

Section III - Financial Proposal

This section shall contain a straightforward, concise delineation of the contractor's fees to satisfy the requirements of this RFP. It is the contractor's responsibility to specify all costs (i.e. administrative fees, processing fees, etc.) associated with providing the products or services required herein.

Section IV References

References are to be from government agencies and/or firms, which are substantially serviced by the vendor (references most similar to Austin ISD should be provided). Each reference must contain the reference's name, address, telephone number, and point of contact (including email address). A list of at least three (3) references from current customers must be provided.

C. Required Forms

Forms are required with **Original response & flash drive only**; they can be

VII. APPENDICES AND ATTACHMENTS

Appendices (Documents included within this proposal):

Appendix 1 – Purchasing and Acquisition Vendor Relations Policy CHE-LOCAL

Attachments (Separate documents available to download):

Austin ISD
227901

PURCHASING AND ACQUISITION
VENDOR RELATIONS

CHE
(LOCAL)

**Contacting Board
Members**

Restricted Contact
Period

*Prohibited
Communications*

*Permissible
Communications*

DATE ISSUED: 7/5/2018
LDU 2018.08
CHE(LOCAL)

PURCHASING AND ACQUISITION
VENDOR RELATIONS

CHE
(LOCAL)

Complaints

Any person who is aggrieved in connection with a HUB program policy decision may file a complaint in accordance with GF(LOCAL).

Violations

The following are violations subject to sanctions:

1. Falsely conceal or cover up a material fact or make any false, fictitious, or fraudulent statements, reports, or representations, or make use of any false writing, document, or electronic report knowing the same to contain any false, fictitious, or fraudulent statement.
2. Fraudulently obtain, retain or attempt to obtain, or aid another in fraudulently obtaining, retaining, or attempting to obtain certification status as a HUB.
3. Make false reports regarding payments made to subcontractors or sub-consultants.

Sanctions

Any person who violates the provisions of this section shall be subject to the following sanctions and to the maximum penalties provided by law:

1. The District may bar, suspend, or deem nonresponsive in future District solicitations and contracts, for a period of up to five years, any bidder or proposer, or contractor or subcontractor following notice and an opportunity for a hearing in accordance with the protest procedures in this policy.
2. The District may, by contract, and where appropriate and lawful, impose an administrative penalty.
3. In addition to other f3 Tr 4.588 0 Td()Tj0 Tr 0.281-29.24174 Td(f)-4(hi)6(s)-4

*Request for
Proposal and Bid
Invitation*