



## Request for Proposals 20RFP112 Online Facility Rental System

Date	Event
May 19 & 26, 2020	Dates of public notice
May 27, 2020	Due date for questions by 5:00 pm
May 29, 2020	Questions and answers posted on our website
June 9, 2020	<b>RFP opening / due date at 2:00 pm CST</b>
June 10-17, 2020	Evaluation of Proposals
June 18-19, 2020	Interviews and/or vendor presentations/demonstrations
June 22-26	Contract negotiation and award

Contact:  
Brenda Dalton, Senior Procurement Specialist  
Contract & Procurement Services  
Phone 512-414-2113  
Email: [brenda.dalton@austinisd.org](mailto:brenda.dalton@austinisd.org)

Due to COVID-19 precautions and to prevent the spread of COVID-19, and in an effort to provide ongoing

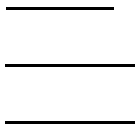
---

---

## **Checklist and Submission Guidelines**

This checklist is provided to help you conform to all form/document requirements stipulated in this solicitation and attached herein.

(This is not a required form, it is not necessary to return this form)





## **I. INTRODUCTION**

The Austin Independent School District (herein after referred to as “AISD” or the “district”) is seeking proposals from firms qualified and experienced in providing an Online Facility Rental System to allow for facility rentals, room reservations, space portfolio management and to populate the District’s public-facing events calendar. On this system, users should be able to search, review and reserve





















PURCHASING AND ACQUISITION  
VENDOR RELATIONS

CHE  
(LOCAL)

1. Communication to the extent the communication relates solely to a nonsubstantive, procedural matter related to a response or solicitation;
2. Communication that relates solely to an existing contract between a respondent and the District, even when the scope, products, or services of the current contract are the same or similar to those contained in an active solicitation;
3. Communication with the District's Office of Contract and Procurement Services;
4. Communication with the District's Historically Underutilized Business (HUB) Program Department to the extent the communication relates to obtaining a listing of HUB subcontractors and general questions regarding HUB program compliance requirements;
5. Communication between an attorney representing a vendor and an attorney representing the District;
6. Communication with the District in the course of attendance at vendor conference;
7. Communication with the District for the purpose of the District's evaluation of the bidder's proposal, negotiating the scope of work, or engaging in contract negotiations;
8. Communication with the District for the purpose of making a public presentation to the Board; and
9. Communication made during the course of a formal protest hearing related to the solicitation.

*Other Vendor  
Participation and  
Communication*

Regardless of the above time period, a vendor and a vendor's representative who participate in the drafting or development of technical specifications or evaluation criteria for any project are prohibited from competing in the solicitation for such project.

A vendor and vendor's representative shall send all communications, questions, and requests for clarification in writing and addressed to the District's authorized representative identified in the solicitation. The District shall post responses to vendor questions as an addendum to the solicitation.

Nothing in this policy shall prohibit the District's representative from initiating contact with a vendor, in writing, for the purpose of obtaining clarifying information regarding a solicitation response. The vendor's response shall be in writing and shall be provided to the District's authorized representative.

