



TEXAS TECH UNIVERSITY SYSTEM™

REQUEST FOR QUALIFICATIONS

Request for Qualification ("RFQ") Number: _____

Name

QUALIFICATIONS MUST BE RECEIVED BEFORE:

4:00 p.m. Central, **Day, Date**

NOTE: Qualifications must be submitted in the TechBid website

(<https://bids.scquest.com/apps/Router/PublicEvent?CustomerOrg=TexasTech>)

Request for Qualification Point of Contact:

Purchaser Name

Texas Tech University System
Procurement Services

Email: email

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SECTION 1 GENERAL INFORMATION

1.1 Introduction

The Texas Tech University System (“TTUS”) is seeking responses to this Request for Qualifications (“RFQ”) for **name and specifics/details** for TTUS. This RFQ provides sufficient information for interested parties to prepare and submit Qualifications for consideration by TTUS. Additional information may be made available by written request to the point of contact provided on this RFQ cover sheet.

An RFQ Solicitation Conference is scheduled on the date shown in the “Schedule of Events,” in **Building, Room number** on the TTU campus. Directions to TTU are available at www.ttu.edu/campusmap/ and information about free and paid parking can be found at www.parking.ttu.edu/default.aspx. While this Solicitation Conference <is> <is not> mandatory, <attendance of potential Respondents is required> <it is highly recommended that all potential Respondents attend>. Potential Respondents must email the point of contact to confirm attendance and the number of attendees **NO LATER THAN date**.

The Qualification should be prepared simply and economically, providing a straightforward, concise description of the Respondent’s ability to meet the requirements of this RFQ. Emphasis should be on completeness, clarity of content, responsiveness to the requirements, and an understanding of TTUS’s needs.

By submitting a Qualification, the Respondent certifies an understanding of this RFQ and has full knowledge of the scope, nature, quality, and quantity of the work to be performed, the detailed requirements of the Services to be provided, and the conditions under which the Services are to be performed. The Respondent also understands that all costs relating to preparing and responding to this RFQ will be the sole responsibility of the Respondent. If selected for award by TTUS, the Respondent will notify TTUS immediately of any material change in any matters with regard to which the Respondent has made a statement or representation or provided information.

Respondents are cautioned to read the information contained in this Request for Qualifications (RFQ) carefully and to submit a complete response to all requirements and questions as directed.

1.2 Information about Texas Tech University System

Formed in 1996, the **Texas Tech University System** is an executive organization of higher education consisting of four component institutions—Texas Tech University, Texas Tech University Health Sciences Center, Angelo State University and Texas Tech University Health Sciences Center El Paso. Headquartered in Lubbock, Texas, the TTUS is a \$1.7 billion enterprise operating on more than 12 campuses with approximately 17,000 employees focused on advancing higher education, health care, research and outreach around the globe. www.texastech.edu.

Texas Tech University is a national research university founded in 1923 and is the flagship institution of the TTUS. Dawning a new era of excellence, the university is advancing at record levels as total research expenditures topped \$150 million for the first time, student enrollment surpassed the 35,000-mark and nearly 250,000 degrees have been awarded since TTU’s inception. TTU is home to 10 academic colleges, a law school and a graduate school, offering students more than 150 undergraduate, 100 master’s and 50 doctoral degree programs. TTU is accredited by the Commission on College of the Southern Association of Colleges and Schools. TTU also is a member of the highly-competitive Big 12 Conference. www.ttu.edu.

Established in 1969 as a medical school, the **Texas Tech University Health Sciences Center** has grown into a comprehensive health-related institution with campuses in Abilene, Amarillo, Dallas/Fort Worth, Lubbock, Midland and Odessa. TTUHSC enrolls more than 4,500 students in five schools of various health care disciplines, including medicine, nursing, pharmacy, allied health sciences and biomedical sciences. To date, TTUHSC has trained more than 20,000 health care professionals and meets the health care needs of more than 2.5 million people who live throughout a vast 108-county area stretching from the Texas Panhandle south to the Permian Basin and west into eastern New Mexico. The university also is investigating and treating complex health issues with research studies underway in areas such as aging, cancer, reproduction, genetic diseases and rural health. www.ttuhs.edu.

Angelo State University was established in 1928 in San Angelo, Texas, the center of West Texas with a population of about 100,000 residents. ASU has a current enrollment of nearly 6,500 students and offers numerous degrees at the undergraduate, graduate and doctoral level from more than 100 majors and concentrations. ASU is designated as a Hispanic Serving Institution and has established programs in agriculture, nursing, cybersecurity, education and physics, among many other areas of excellence. ASU is a NCAA Division II school. www.angelo.edu.

The **Texas Tech University Health Sciences Center El Paso** was established in May 2013 after Senate Bill 120 was signed transforming the regional campus into a comprehensive health-related university and fourth member of the TTUS. The university

enrolls nearly 500 students and is home to the first medical school on the nation's southern border, a nursing school and a regional graduate school of biomedical sciences. The university also has a clinical practice and conducts important research focused on cancer, diabetes and obesity, infectious diseases and neurosciences. <https://el Paso.ttuhsc.edu/>.

1.3 Scope of Services

Provide written summary of the Scope of Work here which will be further specified in Section 3. This paragraph should include a statement of the general goals of the solicitation, along with the key components. The summary should also discuss how this solicitation aligns with parallel projects, and the role of this project in relation to other initiatives here at TTUS.

1.4 Term of Award

The Services requested shall be provided for a period of **number (#)** years effective **date**, or the last signature date, whichever is later, and ending **date**. Any Contract may be renewed for up to **number (#)** one-year Renewal terms upon mutual agreement of the parties, to be evidenced in writing sixty days prior to the expiration date of the initial term.

In accordance with *Regents' Rule* 07.12, any resulting Contract will require a termination without cause provision of 120 days or less.

1.5 Schedule of Events

TTUS intends to follow the timeline below for evaluating, negotiating, and issuing a Contract:

Distribution of RFQ.....	day, date	
Optional Solicitation Conference	date, date	
Deadline for Submission of Written Questions.....	day, date, time	Central
Deadline for Submission/Delivery of Submissions	day, date, time	Central
Evaluation of Qualifications	date range	
Award Recommendation	day, date	
Issuance of Contract.....	day, date	
Term of Contract.....	date range	

* All dates are tentative and subject to change.

1.6 TTUS's Right to Reject

This RFQ does not commit TTUS to select a Respondent or to award a Contract to any Respondent. TTUS reserves the right to accept or reject, in whole or in part, any Qualification it receives pursuant to this RFQ. Qualifications which are qualified with conditional clauses or alterations or items not called for in this RFQ, or irregularities of any kind, are subject to disqualification by TTUS at its option. If TTUS receives fewer than three Responses, TTUS has the right to reissue this RFQ in order to gain additional Qualifications.

1.7 Historically Underutilized Business (HUB) Firms

TTUS endeavors to promote full and equal opportunity for businesses to supply TTUS with Services that are necessary to support TTUS's educational mission. In this regard, TTUS commits to select Respondents in accordance with (i) TTUS needs, (ii) TTUS resources, (iii) TTUS HUB goals (iv) guidelines established by the Texas legislature and Texas Procurement and Support Services (TPASS), and (v) TTUS Operating Policies and Procedures for contracting with HUBs, specifically [Operating Policy 72.12](#) Historically Underutilized Businesses. Contractors shall provide TTUS full access to documentation relating to the HUB program and any HUB Subcontracting Plan. Failure to comply with any provision of the State or TTUS's HUB regulations may result in immediate cancellation of any Contract.

Respondents shall be awarded evaluation points based on the Contractors HUB qualification or HUB Subcontractor utilization. The Mentor-Protégé program provides for HUB utilization evaluation points for Contractors who are not qualified as a HUB Contractor. For additional information about the Mentor-Protégé program please see the

link: <http://www.window.state.tx.us/procurement/prog/hub/mentorprotege/> or email techbuy.purchasing@ttu.edu.

1.8 Definitions

Addendum: A written change, addition, alteration, correction, or revision to a Solicitation document or a Contract.

Amendment: An agreed addition to, deletion from, correction, or modification of a Contract signed by all authorized parties. An Amendment may include a renewal or extension of a Contract.

Assignment: An authorized legal transfer of contractual rights from one party to another party.

Award: The act of accepting a bid, Qualification, or offer; thereby resulting in a Contract or Purchase Order between TTUS and the Vendor.

Best Value: Factors to be considered in determining best overall value for the System or the component Institution in accordance with [Texas Education Code §51.9335 \(b\)](#).

Comptroller: The Texas Comptroller of Public Accounts.

Conflict of Interest: A Conflict of Interest refers to a situation in which an employee's financial, professional, or other personal considerations may directly or indirectly affect, or have the appearance of affecting, the employee's judgment in exercising any duty or responsibility, including the conduct or reporting of research, owed to the Institution. [TTU OP 10.20](#).

Consultant: An individual or firm that provides Consulting Services to an Institution and does not involve the traditional relationship of employer and employee [Texas Government Code § 2254.021](#).

Consulting Services: The Services of studying and advising an Institution per [Texas Government Code, § 2254.021](#) Consulting Services must be approved by the TTU System Board of Regents per [Regents' Rule Chapter 07](#).

Contract: A legally binding written agreement executed between the System or an Institution and a third party in which the parties agree to perform in accordance with the obligations therein. Contracts include, but are not limited to: letter agreements, co-operative agreements, memorandums of understanding (MOU), Interagency Contracts, Interlocal Contracts, easements, licenses, leases, and Purchase Orders. [Regents' Rules Chapter 07](#).

Contract Administration: Following the award of a Contract, the department level actions to oversee full compliance with all of the terms and conditions contained within a Contract.

Contract Administrator: The Contract Administrator is the department level individual responsible for adherence to all provisions contained within a Contract and for managing the performance of a Contract.

Contract Close-out: The process conducted at the completion of the Contract during which the Contract Administrator confirms and documents compliance with the terms and conditions of the Contract, final Deliverables are received, and outstanding payments are made.

Contract Management: The complete contracting process from Planning through Contract

Contract Review Team: A team comprised of such members as the Contract Manager, the Contract Administrator, and as needed, cross-functional members such as: subject matter experts, information technology, risk management, legal, and price/cost analysts. The size and the members of the team are dependent on the nature and complexity of the project.

Contractor: An entity or individual that has a Contract to provide Services to the System or any component Institution. For the purposes of this RFQ, Contractor is used interchangeably with the term "Respondent".

Fiscal Year (FY): The twelve-month period starting September 1 and closing on August 31 covered by the State's annual budget.

Liquidated Damages: A specified Contract provision which entitles TTUS to demand a set monetary amount determined to be reasonable estimate of damages TTUS will incur due to Contractor's failure to meet Contract requirements.

Negotiations: Conferring, discussing, or bargaining to reach a mutual agreement between two or more parties.

Opening Date: The date and time, after submission of Qualifications, when sealed Qualification Responses are opened.

Operating Policies and Procedures: The manuals maintained by each component Institution to standardize and provide a consistent and coherent method of defining Institutional policies. <http://www.depts.ttu.edu/opmanual/>

Originating Department: The System or Institutional department from which a Solicitation or Procurement is originated.

Payment Bond: A bond solely for the protection and use of Payment Bond beneficiaries who have a direct contractual relationship with the prime Contractor or a Subcontractor to supply labor or material.

Performance Bond: An instrument executed, subsequent to award, by a successful Respondent that protects an Institution from loss due to the Contractor's inability to complete the Contract as agreed.

Procurement (Procure): Purchasing, renting, leasing, or otherwise acquiring any Services, including all functions that pertain to the acquisition through Contract Close-out.

Professional Services: Services directly related to professional practices as defined by the Professional Services Procurement Act ([Texas Government Code § 2254.002](#)). These include Services within the scope of the practice of: accounting; architecture; land surveying; medicine; optometry; professional engineering; real estate appraising or professional nursing. Services provided by professionals outside the scope of their profession, e.g., Consulting Services provided by accounting firms are not considered Professional Services.

Purchase Order: A legal document issued to the Contractor used to formalize the terms and conditions of any purchase of Services.

Qualification: A Response to a Request for Qualifications (RFQ) and intended to be used as a basis to qualify a Contractor.

Regents' Rules: Rules established by the TTU System Board of Regents that govern all component Institutions. <http://www.texastech.edu/board-of-regents/regents-rules.php>

Renewal: the process where an existing Contract is renewed for an additional time period in accordance with the terms and conditions of the original Contract.

Request for Qualifications (RFQ): A Solicitation document requesting submittal of Qualifications in response to the scope of Services required.

Respondent: An individual or legal entity submitting a Response to a Solicitation.

Responsible: A Respondent who is fully capable to meet all of the financial and technical requirements of a Solicitation and any subsequent Contract.

Responsive: The Respondent has complied with all material aspects of the Solicitation, including submission of all required documents in accordance with the Specifications.

Scope of Work (or "SOW"): A detailed, written description of the conceptual requirements contained within the Specifications.

Scoring Matrix: A chart used to document the evaluation criteria of a Qualification.

Service(s): The furnishing of labor, time, and effort by a Contractor or Auxiliary Enterprise, including for a Construction Project, which may involve to a lesser degree, the delivery or supply of products.

Solicitation: A method or process used to obtain Responses for the purpose of gathering information or entering into a Contract.

Solicitation Conference: A meeting chaired by the Procurement Services Office which is designed to help potential Respondents understand the requirements of a Solicitation.

Specification(s): Description of the requirements for Services including the Scope of Work, to be fulfilled by a Contractor.

State: The State of Texas.

Statute: a law enacted by a legislature.

Subcontractor: An individual or business entity retained by a Contractor to perform part of a Contractor's duties under a Contract.

System (TTUS): System shall include the Texas Tech University System and its component Institutions.

TechBid—TTUS's online system Procurement notification and submittal system.

Vendor Debarment: The status of any Vendor who is debarred from conducting business with an Institution by either the Texas Comptroller or the federal government. Debarment protects the State from risks associated with awarding Contracts to Vendors who have exhibited inability or unwillingness to fulfill contractual requirements or who have displayed improper conduct. Debarment may include a Vendor's successors-in-interest. Debarment does not relieve the Vendor from responsibility for fulfilling existing obligations.

Vendor Performance Form: A form prepared by the TTUS Contract Administrator that reports satisfactory and unsatisfactory performance by a Contractor.

SECTION 2

QUALIFICATION REQUIREMENTS AND PROCEDURES

2.1 Point of Contact

All communication relating to this RFQ must be submitted in writing by the date indicated in the Schedule of Events. Questions and any Addendum issued related to the RFQ, if any, will be posted on the TechBid website (<https://bids.scquest.com/apps/Router/PublicEvent?CustomerOrg=TexasTech>). Only those replies to questions which are made by formal written Addendum shall be binding. Oral and other interpretations or clarification will be without legal effect. ***Note: It is the responsibility of the Respondent to review TechBid for any Addendum posted. For any problems encountered with TechBid, please email techbuy.purchasing@ttu.edu.***

Questions must be emailed, faxed or submitted in writing to the TTUS point of contact:

TTUS Contact's Name

TTUS Contact's Email

Texas Tech University System

Drane Hall Room **#**

Box 41094

Lubbock, TX 79409-1094

Fax: (806) 742-3820

2.2 Communications with TTUS Personnel

Except as provided in this RFQ and as otherwise necessary for the conduct of existing TTUS business operations, Respondents are expressly and absolutely prohibited from engaging in communications with TTUS personnel who are involved in any manner in drafting of the RFQ, in the review or evaluation of the Qualifications, in selection of a Contractor, or negotiation or formalization of a Contract. If any Respondent engages in conduct or communications that TTUS determines is contrary to the prohibitions set forth in this section, TTUS may, at its sole discretion, disqualify the Respondent and remove the Qualification from consideration.

2.3 Qualification Requirements

2.3.1 The Qualification must contain all the following components in the following order:

- Background of the Respondent;
- Respondent's response to the Scope of Work;
- Respondent's responses to the Respondents Questionnaire;
- Evidence of insurability and bonding capacity;
- Documentation supporting Respondent's Qualification including HUB certification;
- HUB subcontracting plan (***required*** for Qualifications valued at $\geq$ \$100,000); and
- Signed Affirmation and Conflict of Interest.

2.3.2 The Qualification may not exceed one hundred pages.

2.3.3 The Qualification must include a cover page, providing the Respondent's Name, Address, and contact information; the RFQ name; and RFQ number.

2.3.4 The Qualification must include a table of contents, which should contain sufficient detail to facilitate easy reference to the sections of the Qualification.

2.3.5 All pages should be typed in 12 point font within margins consistent with 8 ½ x 11-inch paper and numbered sequentially.

2.4 Submittal Instructions

2.4.1 TTUS ***requires*** that all Qualifications be submitted in the TechBid system at (<https://bids.scquest.com/apps/Router/PublicEvent?CustomerOrg=TexasTech>).

- 2.4.2 Qualifications must be submitted online no later than the date and time indicated in the Schedule of Events. To accommodate any technical issues, it is recommended that the Respondent submit the Qualification at least twenty-four hours prior to the deadline for submission.

2.5 HUB Subcontracting Plan

TTUS has determined that there *(select one)* are subcontracting opportunities or that there are not subcontracting opportunities. If TTUS determines that there are subcontracting opportunities, the Respondent must include a HUB subcontracting plan even if the Respondent intends to self-perform. The required supporting documentation must be submitted with the HUB Subcontracting plan. If TTUS determines there are not subcontracting opportunities, no submittal is required unless the Respondent discovers opportunities to subcontract, then a subcontracting plan must be submitted. The Respondent will receive evaluation points for (1) the Respondent's Texas certification as a HUB (2) the percentage of HUB subcontracting use proposed on the Contract and (3) second and third tier HUB subcontracting use. TTUS is relying upon Respondent's expertise to fully identify subcontracting opportunities that best align with the TTUS organization and this RFQ. Respondents who intend to subcontract are responsible for identifying all areas that will be subcontracted.

For assistance with preparation of the subcontracting plan, email techbuy.purchasing@ttu.edu.

If a properly submitted HUB subcontracting plan contains minor deficiencies (e.g., failure to sign or date the plan, failure to submit already-existing evidence that three HUBs were contacted), TTUS may contact the Respondent for clarification to the plan if it contains sufficient evidence that the Respondent developed and submitted the plan in good faith.

HSP forms can be found

at <http://www.depts.ttu.edu/afism/AFISMFormRepository/ProcurementDept/forms/HUB-Merged-Forms.pdf>

TTUS's HUB Goals are:

- (1) 11.88 % for heavy construction other than building contracts;
- (2) 12.63 % for all building construction, including general contractors and operative builders' contracts;
- (3) 26.19 % for all special trade construction contracts;
- (4) 21.61 % for professional services contracts;
- (5) 12.9 % for all other services contracts; and
- (6) 29.66% for commodities contracts

2.6 Right to Modify, Rescind, or Revoke the RFQ

TTUS reserves the rights to modify, revoke, or cancel this RFQ in whole or in part at any time prior to the date on which TTUS executes a Contract with the selected Respondent(s).

2.7 Signature and Certification of Responding Vendor

The Qualification must be signed and dated by a representative of the Respondent who is legally authorized to bind the Respondent to the terms and conditions contained in this RFQ and who can ensure compliance with the submitted Qualification. Each Respondent submitting a Qualification certifies to both (a) the completeness and accuracy of the information provided in the Qualification and (b) the authority of the individual whose signature appears on the Affirmation and Conflict of Interest to bind the Respondent. Qualifications submitted without the required signature will be disqualified.

2.8 Compliance with Applicable Laws, Regulations, Ordinances, TTU System *Regents' Rules*, and TTUS Operating Policies and Procedures

By submitting a Qualification, the Respondent agrees to and shall comply with all applicable local, state, and federal laws and regulations, as well as with all applicable Operating Policies and Procedures of the TTU System and TTU. TTU Operating Policies and Procedures may be accessed at <http://www.depts.ttu.edu/opmanual/> and TTU System *Regents' Rules* may be accessed at <http://www.texastech.edu/board-of-regents/regents-rules.php>.

2.9 Compliance with RFQ Requirements

By submitting a Qualification and by signing the Affirmation and Conflict of Interest, the Respondent agrees to be bound by the requirements set forth in this RFQ, TTUS's General Terms and Conditions contained in the RFQ, as well as the TTUS Purchase Order terms and conditions, all of which will be incorporated into and be made a part of any Contract awarded by TTUS. If the Respondent takes exception to any of the terms or cannot agree to be bound by all terms, TTUS, at its sole discretion, may disqualify the Qualification from consideration.

2.10 Right of Rejection

A Qualification consisting of only alternate Services (i.e., a Qualification that offers Services different from those requested by this RFQ and is not otherwise invited) may be considered non-responsive by TTUS and is subject to rejection. TTUS shall reject a Qualification if the financial Qualification was not arrived at independently without collusion, consultation, communication, or agreement as to any matter relating to such prices with any other potential Respondent. Regardless of the time of detection, TTUS shall consider any of the foregoing prohibited actions to be grounds for Qualification rejection or Contract termination and may result in debarment of the Contractor from future TTUS Solicitations.

2.11 Binding Effect of Response

Unless otherwise agreed in writing signed by the Managing Director of Procurement Services, each Respondent agrees to and shall be bound by the information and documentation provided with the Qualification. Qualifications are to be valid for TTUS's acceptance for a minimum of 270 days from the submittal deadline date to allow time for evaluation, selection, Negotiations, and any unforeseen delays. Qualifications, if accepted, shall remain valid for the duration of the Contract.

2.12 Use and Disclosure of Information

Respondents acknowledge that TTUS is an agency of the State of Texas and is therefore required to comply with the Texas Public Information Act Texas Gov't Code Ch. 552. If a Qualification 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 TTUS only for purposes related to or arising out of the (a) evaluation of Qualifications, (b) selection of a Respondent or Respondents pursuant to the RFQ process, and (c) Negotiation and execution of a Contract, if any, with the Respondent(s) selected.

If the Respondent marks the entire Qualification or substantive portions of the Qualification as confidential, TTUS in its sole discretion may declare the Qualification non-responsive and reject it.

By submitting a Qualification, the Respondent hereby grants a limited license to reproduce the Qualification in order to conduct an evaluation and to comply with any legal requirement including but not limited to the Texas Public Information Act and Texas Legislative Budget Board requirements.

2.13 Extension Terms and Conditions

Respondents are requested to extend terms and conditions offered in their Qualification to state agencies listed as institutions of higher education as defined by Section 61.003, Education Code, Gov't Code Section 2155.134, as well as other State of Texas "Certified," public educational entities. In the event an award is made, the individual agencies may or may not elect to use the Contract.

2.14 Withdrawal or Modification

No Qualification may be changed, amended, or modified after it has been submitted or filed in response to this Solicitation, except for obvious errors or as part of the negotiating process which are approved by the Managing Director of Procurement Services. However, a Qualification may be withdrawn and resubmitted any time prior to the time set for

receipt of Qualifications. Modifications will be allowed in the TechBid website until the deadline for Qualification submittals. No Qualification may be withdrawn after the submittal deadline without approval by TTUS, which shall be based on Respondent's submittal in writing of a reason acceptable to TTUS.

2.15 Risk of Loss, Damage, or Delay

Respondent acknowledges and agrees to release and hold harmless TTUS, its campus components, Board of Regents, 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 a failure to successfully submit or deliver the Qualification to the Procurement Services at TTUS, as detailed in this RFQ.

2.16 Qualifications Opening

Qualifications will be opened at the TTU main campus, Drane Hall Building, Room # after the deadline. The Qualification opening process is open to the public. For convenience, Respondents may request a list of Qualifications received by contacting the TTUS point of contact after the opening. All submitted Qualifications become the property of TTUS after the RFQ submission deadline and will not be returned.

SECTION 3 QUALIFICATION CONTENTS/DETAILS

3.1 Objectives—this section should include the specific objectives of the project, similar to the scope of the project listed in 1.3, but in more detail, as needed.

3.2 Project Details—this section should include as applicable:

- Summaries of the needs and task analyses
- Summaries of project organization and reporting relationships
- Listing of expected deliverables
- Challenges facing the successful Respondent
- Required methodologies
- Location(s) of the work

3.3 Mandatory Requirements/Conditions—outline the items that the Respondent must provide (as applicable):

- Proven expertise in providing resources to meet the requirements of the project
- A track record in partnering with higher education entities and others involved in the project
- Availability to provide the services required at the time required
- Sufficient resources/staff with the relevant skills for the project

3.4 Preferred Requirements/Conditions—Outline the items that are preferred (nice to have, but not critical) that the successful Respondent should include (as applicable):

- Proven expertise in providing resources to meet the requirements of the project
- A track record in partnering with TTUS and others involved in the project
- Availability to provide the services required at the time required
- Sufficient resources/staff with the relevant skills for the project

3.5 Timeline—Include specific dates for completion of milestones such as analyses, design plans, test sessions, deliverables, etc.

3.6 Prime Contractor Responsibilities—necessary skills, experience, coordination of services, facilities, staff qualifications, supervision and training, service delivery

3.7 Quality Measures—Include specific information of standards of quality and quantity and TTUS's criteria for evaluating the success of the project (not the RFQ award process). If appropriate, request that the Respondent describe its own plans for quality assurance and evaluation, including methodology.

3.8 Invoicing and Payment

3.9.1 Respondent(s) shall submit invoices by electronic means to TTUS Payment Services at payment.services@ttu.edu or through TTUS's invoicing portal.

Invoices will be paid net 30 days in compliance with Texas laws. All invoices must reference a valid TTUS Purchase Order or the invoice will be returned as non-compliant. No commitment for Services shall be placed without a valid TTUS Purchase Order.

TTUS has established the following payment schedule for invoices based upon the payment option chosen by the Respondent:

Paper checks – net 30 days
ACH transaction – net 15 days
Single Use Account (SUA) card (JP Morgan) – net 5 days.

*In the event TTUS is making payment on funds appropriated by the State of Texas, payment may be made net 30 as required by law. TTUS will submit an electronic check remittance to the email address on record for all ACH and SUA payments.

3.9 Alternate Qualifications

TTUS may consider alternate Qualifications submitted by Respondent. Respondents submitting alternate Qualifications should (i) clearly identify any exceptions taken to the requirements and specifications set forth in this RFQ and (ii) include a detailed description of the alternative(s) proposed. Respondent may suggest additions to the requirements and specifications set forth in this RFQ, and all such suggestions should be clearly defined. Alternate Qualifications should be submitted as attachments to the Qualification. Alternate Qualifications shall meet the same requirements and shall be in the same format as the Qualification's base format.

SECTION 4 EVALUATION AND AWARD PROCESS

4.1 Evaluation Process

TTUS will make the selection of a Contractor:

1. On the basis of demonstrated competence and qualifications to perform the Services and
2. For a fair and reasonable price.

The professional fees under the Contract may not exceed any maximum provided by law.

TTUS will utilize a Contract Review Team for the evaluation of this RFQ. The award will be based on the qualifications judged to be in the best interest of TTUS, and the judgment in this regard shall be considered final.

4.2 Acceptance of Evaluation Methodology

Submission of a Qualification indicates Respondent's acceptance of the evaluation technique and Respondent's recognition that some subjective judgments must be made by TTUS during the assigning of points.

4.3 Evaluation Criteria and Weights

Each Qualification shall be evaluated on the ability to meet TTUS's requirements. The Qualifications shall be evaluated by assigning points to each of the items below.

The evaluation will be based on the following system: *(Select at least three, but preferably 4 or more criteria and assign each a weight. This following is just a suggested list; other criteria can be added depending on the needs of the issuer. However, the HUB Vendor Status should always be included.)*

Demonstrated understanding of requirements.....	x points
Quality of Qualification and methodology.....	x points
Plan for performing services.....	x points
Degree of completeness in response to specific requirements	x points
Number and scope of conditions attached to the Qualification	x points
Quality of resources available for project.....	x points
Availability of personnel, equipment &/or facilities	x points
Quality, availability and adaptability of supplies, materials, equipment or services	x points
Demonstrated ability to meet project timelines	x points
Ability, capacity and skill of Respondent to provide the services required.....	x points
Experience and qualifications.....	x points
Range of previous relevant experience	x points
Qualifications of the Respondent (in particular, project team members)	x points
Experience with similar projects of similar scope.....	x points
Experience with higher education institutions	x points
Reputation for personal and professional integrity and competency	x points
Sufficiency of financial resources and ability to perform or provide the services	x points
Ability to provide reliable maintenance Contracts and support	x points
Ability to provide future maintenance, parts or service.....	x points
Availability of employee training	x points
Quality of performance of previous Contracts or services.....	x points
Any previous or existing noncompliance with bid or Qualification requirements or other information	x points
HUB Vendor Status.....	x points
TOTAL.....	100 points

4.4 Consideration of Additional Information

Consideration may also be given to any additional written information and comments that may serve to clarify the Qualification information to TTUS.

4.5 Oral Presentations and Interviews

Upon completion of the initial review and evaluation of the Qualifications submitted, selected Respondents may be invited to participate in oral presentations and interviews. Oral presentations and interviews are an option of the Contract Review Team and may or may not be conducted; therefore, Qualifications should be complete when submitted.

4.6 Award Process

During the opening, Qualifications will be acknowledged publicly to identify the names of the Respondents, but will be afforded security sufficient to preclude disclosure of the contents of the Qualification, including other information, prior to award. After opening, an Award may be made on the basis of the Qualifications initially submitted, without discussion, clarification, or modification, and on the basis of Negotiation with any of the Respondents or, at TTUS's sole option and discretion, TTUS may discuss or negotiate all elements of the Qualification with selected Respondents representing a competitive range. For purposes of Negotiation, a competitive range of acceptable or potentially acceptable Qualifications may be established comprising the highest rated Qualification(s).

4.7 Award of Contract

TTUS reserves the right to award a Contract for one or more portions of the Scope of Work, award multiple Contracts to more than one Respondent, to reject any and all Qualifications, or terminate the Solicitation process.

4.8 Protest Procedures

Any actual or prospective Contractor who is aggrieved in connection with the Solicitation, evaluation, or Award of a Contract may formally protest to the Managing Director of Procurement Services.

4.9 Contract Documents

The Contract entered into by the parties shall consist of the RFQ, the Qualification, a written Contract (if applicable), and a Purchase Order(s) when an expenditure is required, all of which shall be referred to collectively as the Contract documents.

SECTION 5 RESPONDENT'S QUESTIONNAIRE

The Respondent recognizes that in selecting a Contractor, TTUS will rely in part on the answers provided in response to this section. Accordingly, Respondent certifies that to the best of its knowledge, all responses are true, correct, and complete. TTUS reserves the right to contact each and every reference or contact name listed below and shall be free from any liability to Respondent for conducting such inquiry.

- 5.1 Provide a summary of the Respondent's overall capabilities, current workload, resources available to provide the Services, recent and related experience, and expertise.
- 5.2 Provide a resume for each of the proposed key personnel highlighting relevant past experience.
- 5.3 Provide balance sheets or financial statement for the past two fiscal years. TTUS may consider the Respondent's financial capacity to provide the requested Services.
- 5.4 Provide a detailed description of similar Services completed within the past five years. Include a description of Services provided, budget and timeline performance, and key personnel involved.
- 5.5 Provide three professional references (key contact names, titles, email, and telephone numbers) that have direct knowledge of your ability to provide the Services outlined in this RFQ.
- 5.6 Provide a list of any state or national professional organizations the Respondent is a member of or actively involved with.
- 5.7 Provide any details of all pending arbitration/mediation, litigation, or claims filed against the Respondent in the past five years.
- 5.8 Is the Respondent (including any parent companies) currently for sale or involved in any transaction to acquire other business entities or to become acquired by another business entity? If yes, please explain the impact.
- 5.9 Is your company currently in default on any loan Contract or financing Contract with any bank, financial institution, or other entity? If yes, specify date(s), details, circumstances, and prospects for resolution.
- 5.10 Is the Respondent (including any parent companies) currently in default on any financial instrument or contract? If yes, specify date(s), details, circumstances, and prospects for resolution.
- 5.11 Is the Respondent unable to agree to any of the General Terms and Conditions or the attached Contract (Section 6 of this RFQ)? If the Respondent takes exception to any of TTUS's General Terms and Conditions or the attached Contract, the Respondent must submit those exceptions as part of its response to this questionnaire. The Respondent's exceptions will be reviewed by TTUS and may result in disqualification of the Qualification. If Respondent's exceptions do not result in disqualification of the Qualifications, then TTUS may consider Respondent's exceptions for incorporation into any resulting Contract.

SECTION 6 GENERAL TERMS AND CONDITIONS

These General Terms and Conditions or ones that are substantially similar will be contained in any resulting Contract arising out of this RFQ. In addition, and to the extent they do not conflict with these terms, TTUS Purchase Order terms and conditions will apply to all Procurements of Services by TTUS. They are found at <http://goo.gl/sz1k6>.

6.1 Publicity

Contractor agrees that it will not publicize the Contract or disclose, confirm, or deny any details thereof to third parties and will not use TTUS's name or protected marks without the prior express written approval of TTUS.

6.2 Independent Contractor Status

Contractor is an independent contractor. Contractor is not a state employee, partner, joint venturer, or agent of TTUS. As an independent contractor, Contractor is solely responsible for all taxes, withholdings, and other statutory or contractual obligations of any sort including worker's compensation insurance. Contractor is responsible for its conduct of business operation, including employee salaries, travel expenses, etc.

6.3 Subcontractors

Contractors who subcontract all or a portion of the Scope of Work must have identified all proposed Subcontractors to TTUS in their submitted Qualifications. Contractor will not delegate any of its duties or responsibilities under the Contract to any Subcontractor, except as expressly provided for in the Contract documents. Subcontractors providing Services under the Contract must meet the same requirements and level of experience required of the Contractor. The utilization of any Subcontractor for providing Services under the Contract will not relieve the Contractor of the responsibility for ensuring the requested Services are provided. All Subcontractors are subject to the Affirmation and Conflict of Information acknowledgements and disclosures as set forth in the RFQ.

6.4 Insurance Requirements

Consistent with its status as an independent contractor, Contractor will carry and cause its Subcontractors to carry at least the following insurance, with companies authorized to do business in Texas or eligible surplus lines insurers operating in accordance with the Texas insurance Code.

TTUS in no way warrants that these limits are sufficient to protect the Contractor from liabilities that might arise out of the performance of the Scope of Work. The Contractor will assess its own risks and, if it deems appropriate or prudent, maintain higher limits or broader coverages. The Contractor is not relieved of any liability or other obligations assumed by reason of its failure to obtain or maintain insurance in sufficient amounts, duration, or types. All policies will be written on a primary basis, non-contributory with any other insurance coverage or self-funded plans which TTUS maintains.

6.4.1 The Contractor agrees to furnish insurance certificates reflecting the following coverage:

<u>Type of Coverage</u>	<u>Limits of Liability</u>
Workers Compensation (Coverage A)	Statutory
Employer's Liability (Coverage B)	\$1,000,000
Commercial General Liability, including products and completed operations	
a. General Aggregate	\$2,000,000
b. Products/Completed Operations Aggregate	\$2,000,000
c. Each Occurrence Limit	\$1,000,000
d. Personal Advertising Injury	\$1,000,000
e. Damage to Rented Premises	\$50,000
f. Medical Payments (any one person)	\$5,000
Automobile Liability (covering leased, hired, non-owned and employee non-owned vehicles)	
Bodily Injury/Property Damage (each accident)	\$1,000,000

Personal Injury Protection	Statutory
Crime Coverage (if applicable)	50% of Contract value or \$100,000 whichever is greater
Liquor Liability (if applicable)	
a. Each Occurrence	\$1,000,000
b. Aggregate	\$2,000,000
Professional Liability (if applicable)	\$1,000,000

NOTE: An umbrella policy may be used to reach required limits.

6.4.2 Commercial General Liability (CGL) must include coverage for liability arising from Services completed operations and liability assumed under an insured Contract.

6.4.2.1 If the CGL insurance has a general aggregate limit then ISO endorsement CG 25 04 (03/97 Edition) or its equivalent must be added. The Designated Location(s) General Aggregate Limit must be maintained for the duration of the Contract, and the limit must be twice the minimum required occurrence limit.

6.4.2.2 Contractor will name TTUS, and its Board of Regents, officers, employees, agents, and volunteers as Additional Insureds on ISO endorsement CG 20 26 or its equivalent. The policy shall include ISO endorsement CG 20 01 04 13

6.4.2.3 The CGL policy shall contain no endorsements or modification limiting the scope of coverage for liability assumed under a contract, or liability arising from pollution.

6.4.3 Additional Insured, Subrogation

All policies must include a waiver of subrogation favoring TTUS. With the exception of the Workers' Compensation and Professional Liability policies, TTUS must be an additional insured on all policies.

6.4.4 Certificates of Coverage

At least thirty (30) days prior to the effective date of the Contract and at least thirty (30) days prior to the commencement of any renewal term of the Contract, or upon renewal of the policies, Contractor shall furnish Procurement Services with certificates of insurance in a form acceptable to TTUS's Risk Manager, certifying that the Contractor carries the required insurance policies and coverage. The certificates shall be sent to Procurement Services at techbuy.purchasing@ttu.edu.

6.4.4 Notification of Cancellation

The Contractor will endeavor to notify Procurement Services 30 days before any material change or cancellation of any insurance policy. In the event the Contractor receives notice of modification or cancellation of any of the policies required under any Contract, then prior to the effective date of modification or cancellation of the policy, the Contractor will obtain a policy of insurance affording the required coverage from an insurance carrier acceptable to TTUS's Risk Manager. If the Contractor fails to obtain such an insurance policy, TTUS may immediately terminate the Contract after providing the Contractor with notice of such termination.

6.5 Acceptance of Services

All Services provided under any resulting Contract will be to the satisfaction of TTUS and in accordance with the Specifications, terms, and conditions of the Contract. TTUS reserves the right to inspect the Services performed and to determine the quality, acceptability, and fitness of such Services. No payment made by TTUS will (a) be construed to be final acceptance or approval of that part of the Services to which the payment was made, or (b) relieve Contractor of any of its duties or obligations under the Contract.

6.6 Warranties

The Contractor warrants that Services furnished under the Contract will, at the time of acceptance, be free from defects in workmanship and conform to the requirements of the Contract. TTUS may provide the Contractor with notice of any defect or nonconformance on or before the time period set forth in the Contract. The Contractor will correct or re-perform, at no cost to TTUS, any Service that does not conform to the requirements of the Contract.

6.7 Infringement of Patents and Copyrights

The Contractor agrees to protect TTUS from claims involving infringement of patents or copyrights. If applicable to any awarded Contract, Contractor will defend, at its expense, any proceeding against TTUS ("Claim") to the extent such Claim is based upon an allegation that Contractor's product, as of its delivery date under the Contract, infringes a valid United States patent or copyright or misappropriates a third party's trade secret. Contractor will indemnify TTUS for any judgments, settlements, and reasonable attorney fees resulting from a Claim.

6.8 Taxes

6.8.1 TTUS, as an agency of the State of Texas, qualifies for exemption from state and local sales and use taxes pursuant to the provisions of the Texas Limited Sales, Excise, and Use Tax Act in accordance with Section 151.309, Texas Tax Code, and Title 34 Texas Administrative Code Section 3.322. The Contractor may claim exemption from payment of applicable state taxes by complying with such procedures as may be prescribed by the State Comptroller of Public Accounts.

6.8.2 The Contractor shall collect and pay all taxes imposed upon the sale of items included in the Contract, as required by federal, state or local law. The Contractor shall be responsible for and pay all social security, unemployment insurance, old age retirement, and other federal and state taxes that are measured by the wages, salaries, or other remuneration paid to persons employed by the Contractor.

6.9 Access by Individuals with Disabilities

Contractor will address all applicable technical standards (1 TAC 206, and 1 TAC 213) by completing a Voluntary Product Accessibility Template (VPAT) attesting to any electronic and information resources (EIR) accessible features and capabilities or provide a similarly formatted document as the VPAT attesting to the EIR's accessible features and capabilities. TTUS reserves the right to perform testing on the Contractor's deliverables to ensure the accuracy of their VPAT response regarding conformance with the 1TAC 206/1TAC 213 technical standards.

6.10 Federal Funding

6.10.1 This Contract may be funded wholly or partially with federal funds. The Contractor will comply with all applicable provisions of federal law. TTUS utilizes http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl and <http://www.gsa.gov> for all federal guidelines.

6.11 Time of Performance

Time is of the essence in providing Services under the Contract. Contractor agrees to perform all obligations and provide Services on the schedules set forth in this RFQ or as agreed upon in written Contract. TTUS will have no obligation to accept late performance by the Contractor.

6.12 Termination

6.12.1 The Contract may be terminated, without penalty, by TTUS, with or without cause by giving at least thirty (30) days written notice of such termination.

6.12.2 The Contract is subject to termination, without penalty, in whole or in part, if funds are not appropriated by the legislature of the State of Texas.

6.12.3 The Contract may be terminated by either the Contractor or by TTUS upon thirty (30) days written notice to the other, if the other party fails to perform or comply with any of the material terms, covenants, Contracts or conditions hereof, and such failure is not cured during such thirty (30) day period. The termination of the Contract, under any circumstances whatsoever, shall not effect or relieve Contractor from any obligation or

liability that may have been incurred or will be incurred pursuant to the Contract and such termination by TTUS shall not limit any other right or remedy available to TTUS at law or in equity.

- 6.12.4 TTUS may terminate the Contract immediately without further notice if the Contractor (i) petitions for reorganization under the Bankruptcy Code or is adjudged bankrupt; (ii) becomes insolvent or a receiver is appointed due to the insolvency; or (iii) makes a general assignments or sale of its assets or business for the benefit of creditors.
- 6.12.5 In no event will termination by TTUS as provided for under this section give rise to any liability on the part of TTUS including, but not limited to, claims of Contractor for compensation for anticipated profits, unabsorbed overhead, or interest on borrowing. TTUS's sole obligation hereunder is to pay Contractor for Services received prior to the date of termination.

6.13 Contract Amendments

No Amendment to any awarded Contract shall become valid unless agreed to by TTUS in writing and signed by both parties. All correspondence regarding Amendments to a Contract must be forwarded to the TTUS Procurement Services Department for prior review and approval. Only the Managing Director of Procurement Services or his or her designee will be authorized to process changes or Amendments. All Amendments must be signed by the same person who signed the original Contract, their successor, or a person with equivalent signatory authority.

6.14 Retention of Documents

The Contractor will maintain records generated pursuant to the Contract for the full term of the Contract plus a period of at least two (2) years after expiration or termination of the Contract.

6.15 Right to Audit

- 6.15.1 TTUS shall have the right, at its sole cost, to either use its own employees or engage an independent third party to audit the financial records of the Contractor pertaining to any awarded Contract. Such audit shall be completed by TTUS or its representatives at the Contractor's office, on reasonable advance notice, and on dates and times mutually agreed to by the parties. In the event such audit reveals any underpayment to or overpayment by TTUS, the Contractor shall promptly pay the amount to TTUS. If such audit reveals any overpayment to or underpayment by TTUS, TTUS shall promptly pay the amount to the Contractor.
- 6.15.2 The Contractor understands that acceptance of funds under the Contract acts as acceptance of the authority of the State Auditor's Office, or any successor agency, to conduct an audit or investigation in connection with those funds. The Contractor further agrees to cooperate fully with the State Auditor's Office or its successor in the conduct of the audit or investigation, including providing all records requested. The Contractor will ensure that this clause concerning the authority to audit funds received indirectly by Subcontractors through the Contractor and the requirement to cooperate is included in any subcontract awards. 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 for any purpose.

6.16 Confidentiality

Contractor and TTUS acknowledge that they or their employees may, in the performance of the resultant Contract come into the possession of proprietary or confidential information owned by or in the possession of the other. Neither party shall use any such information for its own benefit or make such information available to any person, firm, corporation, or other organizations, whether or not directly or indirectly affiliated with Contractor or TTUS unless required by law.

In the course of providing services during the term of the Contract, Contractor may have access to student education records that are subject to the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g, *et seq.* and the regulations promulgated there under. Such information is considered confidential and is therefore protected. To the extent that Contractor has access to "education records" under the Contract, it is deemed a "school official," as each of these terms are defined under FERPA. Contractor agrees that it shall not use education records for any purpose

other than in the performance of the Contract. Except as required by law, Contractor shall not disclose or share education records with any third party unless permitted by the terms of the Contract or to Subcontractors who have agreed to maintain the confidentiality of the education records to the same extent required of Contractors under the Contract.

Contractor shall not make available information on any student, faculty, or staff member for marketing purposes.

6.17 Severability

If one or more provisions of the Contract, or the application of any provision to any party or circumstance, is held invalid, unenforceable, or illegal in any respect, the remainder of the Contract and the application of the provision to other parties or circumstances shall remain valid and in full force and effect.

6.18 Non-Waiver of Defaults

Any failure of TTUS at any time to enforce or require the strict keeping and performance of any of the terms and conditions of this Contract shall not constitute a waiver of such terms, conditions, or rights, and shall not affect or impair it or the right of TTUS at any time to avail itself of same.

6.19 Assignment

Neither this Contract, nor any rights or obligations of monies due hereunder are assignable or transferable (as security for advances or otherwise) unless agreed to in writing by TTUS. Contractor shall not subcontract any portion of the Services encompassed by the Contract without TTUS's prior written approval. TTUS shall not be required to recognize any assignment or subcontract made without its prior written approval, and any such assignment by Contractor shall be wholly void and ineffective for all purposes unless made in conformity with this section.

6.20 Texas Public Information Act

All information, documentation and other material submitted by Contractor under this RFQ or any resulting Contract is subject to public disclosure under the Texas Public Information Act (the "Act") (Texas Government Code, Chapter 552). Contractor is hereby notified that TTUS strictly adheres to this statute and the interpretations thereof rendered by the Courts and Texas Attorney General.

TTUS will use its best efforts to maintain the confidentiality of all Contractors' submitted information except where TTUS is required to disclose it under the Act. The Texas Attorney General will ultimately decide whether a Contractor's proprietary information (such as financial information, client lists, etc.) is released to the public, however TTUS will give Contractor notice of all requests for its proprietary information in accordance with the Act. TTUS cannot represent Contractor interests to the Texas Attorney General and Contractors seeking to protect their proprietary information will be required to submit a letter, brief, or memorandum to the Attorney General with reasons in support of withholding their information. Please note that in general, Contractor pricing information will be disclosed under the Public Information Act. If Contractors have further questions regarding the Public Information Act, they should seek appropriate legal counsel.

6.21 Disclosure of Interested Parties

As applicable and pursuant to Texas Government Code § 2252.908, the Contractor must complete Form 1295 for certification and filing with the Texas Ethics Commission no later than thirty (30) days after the effective date of the Contract. The form is found at <https://www.ethics.state.tx.us/index.html>.

6.22 Registration of Sex Offenders

All sex offenders required to register with local law enforcement authorities under § 62.151 of the Texas Code Of Criminal Procedure who intend to provide Services on any campus of TTUS for a consecutive period exceeding fourteen (14) days or for an aggregate period exceeding thirty (30) days in a calendar year are required to register with the Texas Tech Police Department (TTPD) within 7 days of beginning work on any campus of TTUS. In addition,

such sex offenders are required to notify TTPD within seven (7) days of terminating Services on any campus. Therefore, if employees or agents of Contractors and Subcontractors will be performing Services on any TTUS campus, it is the Contractor's responsibility to comply with this requirement. For additional information, please contact TTPD at 2901 4th St., Lubbock, TX 79409, 806-742-3931, or www.depts.ttu.edu/ttpd/Clery/ttpd_clery_08.pdf

6.23 Indemnification

THE CONTRACTOR AGREES TO AND SHALL INDEMNIFY AND HOLD HARMLESS TEXAS TECH UNIVERSITY SYSTEM, AND THEIR RESPECTIVE AFFILIATED ENTERPRISES, REGENTS, OFFICERS, DIRECTORS, ATTORNEYS, EMPLOYEES, REPRESENTATIVES AND AGENTS, AGAINST ANY AND ALL LIABILITY, CLAIMS, SUITS, LOSSES, COSTS AND LEGAL FEES CAUSED BY, ARISING OUT OF, OR RESULTING FROM ANY NEGLIGENT ACT OR OMISSION OF THE CONTRACTOR IN THE PERFORMANCE OR FAILURE TO PERFORM WITHIN THE CONTRACT INCLUDING THE NEGLIGENT ACTS OR OMISSION OF ANY SUBCONTRACTOR OR ANY DIRECT OR INDIRECT EMPLOYEES OF THE CONTRACTOR OR SUBCONTRACTORS. THE INDEMNIFICATION OBLIGATIONS SET FORTH IN THE CONTRACT SHALL SURVIVE TERMINATION OR EXPIRATION OF THE CONTRACT.

6.24 Governing Law and Venue

The Contract and all of the rights and obligations of the parties hereto and all of the terms and conditions hereof will be construed, interpreted, and applied in accordance with, and governed by and enforced under the laws of the State of Texas. Lubbock County, Texas shall be the proper place of venue for suit on or in respect to the Contract.

6.25 Dispute Resolution

To the extent that Chapter 2260, Texas Government Code, as it may be amended from time to time ("Chapter 2260"), is applicable to the Contract and is not preempted by other applicable law, the dispute resolution process provided for in Chapter 2260 will be used, as further described herein, by TTUS and Contractor to attempt to resolve any claim for breach of contract made by Contractor:

- (a) A contracting party's claim for breach of this Contract that the parties cannot resolve in the ordinary course of business shall be submitted to the Negotiation process provided in Chapter 2260, Subchapter B. To initiate the process, the contracting party shall submit written notice, as required by Subchapter B, to the Director of Procurement Services. Said notice specifically states that the provisions of Chapter 2260, Subchapter B, are being invoked. A copy of the notice shall also be given to all other representatives of TTUS and the contracting party that are otherwise entitled to notice under this Contract. Compliance by the contracting party with Subchapter B is a condition precedent to the filing of a contested case proceeding under Chapter 2260, Subchapter C.
- (b) The contested case process provided in Chapter 2260, Subchapter C, shall be the contracting party's sole and exclusive process for seeking a remedy for an alleged breach of Contract by TTUS if the parties are unable to resolve their disputes in the ordinary course of business or under Chapter 2260, Subchapter B, unless, after considering the recommendation of the Administrative Law Judge, the Legislature grants the contracting party consent to sue under Chapter 107 of the civil Practices and Remedies Code.
- (c) Neither the execution of this Contract by TTUS nor any other conduct of any representative of TTUS relating to the Contract shall be considered a waiver of TTUS's sovereign immunity to suit.
- (d) The dispute resolution process provided for in Chapter 2260 will not, at any time, affect TTUS's right of ability to bring suit against the contracting party for disputes arising under this Contract, nor will it affect TTUS's ability to assert all claims and defenses in a lawsuit.
- (e) Pursuant to Chapter 2260, the submission, processing and resolution of the contracting party's claim is governed by the published rules adopted by the Texas Attorney General's Office, as currently effective, hereafter enacted or subsequently amended.
- (f) Notwithstanding any other provision of the Contract to the contrary, unless otherwise requested or approved in writing by TTUS the contracting party shall continue performance and shall not be excused from performance during the period any breach of Contract claim or dispute is pending under either of the above processes; however, the contracting party may suspend performance during the pendency of such claim or dispute if the

contracting party has complied with all provisions of Section 2251.051, Texas Government Code, and such suspension of performance is expressly applicable and authorized under that law.

SECTION 7
AFFIRMATION AND CONFLICT OF INTEREST DISCLOSURE

Signing this Response with a false statement is a material breach of Contract and shall void the submitted Qualification or any resulting Contracts, and the Respondent may be reported to the Texas Comptroller for Public Accounts for disbarment. By signature hereon affixed, the Respondent hereby certifies that:

- 7.1 The Respondent is not currently delinquent in the payment of any debt or taxes owed the State of Texas.
- 7.2 Respondent agrees that any payments due under this Contract will be applied towards any debt, including but not limited to delinquent taxes and child support that is owed to the State of Texas.
- 7.3 Respondent certifies as follows: "Pursuant to § 231.006, Family Code, re: child support, the Respondent certifies that the individual or business entity named in this Qualification is not ineligible to receive the specified payment and acknowledges that this Contract may be terminated and payment may be withheld if this certification is inaccurate."
- 7.4 The Respondent has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, compensation, gift, loan, gratuity, special discount, trip, favor, or service to officer or employee of TTU System in connection with the submitted Qualification.
- 7.5 The Respondent has not received compensation for participation in the preparation of the Specifications for this RFQ.
- 7.6 Neither the Respondent nor the firm, corporation, partnership, or institution represented by the Respondent, or anyone acting for such firm, corporation, or institution has violated the antitrust laws of this State, codified in § 15.01, et seq., Texas Business and Commerce Code, or the Federal Antitrust Laws, nor communicated directly or indirectly the Qualification made to any competitor or any other person engaged in such line of business.
- 7.7 The Respondent certifies that the Respondent and any principals of the Respondent are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of Contracts by any federal agency, and have not within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state or local government Contract or subcontract; violation of federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and are not presently indicted for, or otherwise criminally or civilly charged by a government entity with commission of any of these offenses.
- 7.8 Under § 2155.006(b) of the Texas Government Code, TTUS may not accept a Qualification or award a Contract, including a Contract for which purchasing authority is delegated, that includes a proposed financial participation by a person who, during the five-year period preceding the date of the Qualification or award, has been: (i) convicted of violating a federal law in connection with a Contract awarded by the federal government for relief, recovery, or reconstruction efforts as a result of Hurricane Rita, as defined by § 39.459, Utilities Code, Hurricane Katrina, or any other disaster occurring after September 24, 2005; or (ii) assessed a penalty in a federal civil or administrative enforcement action in connection with a Contract awarded by the federal government for relief, recovery or reconstruction efforts as a result of Hurricane Rita, as defined by § 39.459, Utilities Code, Hurricane Katrina, or any other disaster occurring after September 24, 2005.
- 7.9 Respondent agrees to comply with Texas Government Code § 2155.4441, pertaining to service Contract use of products produced in the State of Texas when such products and materials are available at a price and delivery time comparable to products and materials produced outside of Texas.
- 7.10 Respondent certifies that they are in compliance with § 618.003 of the Government Code, relating to contracting with executive head of a State agency. If § 618.003 applies, Respondent will complete the following information in order for the Qualification to be evaluated:

Name of Former Executive: _____

Name of State Agency: _____

Date of Separation from State Agency: _____

Position with Respondent: _____

Date of Employment with Respondent: _____

- 7.11 The Qualification must include the name and Social Security Number of each person maintaining an ownership interest of 25% or more of the business entity submitting the Qualification. Contractors that have pre-registered this information on the Texas Comptroller's Centralized Master Bidders' List will be deemed to have satisfied this requirement.

NAME

SSN

7.12 Conflict of Interest Summary

- 7.12.1 The Contractor certifies that (i) no relationship, whether by blood, marriage, business association, capital funding Contract or by any other such kinship or connection to the second degree of consanguinity exists between any owner of the Respondent that is a sole proprietorship, the officers or directors of the Respondent that is a corporation, the partners of any Respondent that is a partnership, the joint ventures of any Respondent that is a joint venture, or the members or managers of any Respondent that is a limited liability company, on one hand, and an officer or employee of TTUS, on the other hand, and
- 7.12.2 The Respondent, and any executives, managers, or employees of the Respondent have not been an employee of TTU System within the immediate twenty-four (24) months prior to the submittal deadline. If any previous employee of TTUS is employed by the Respondent, that information shall be submitted in 7.13.
- 7.12.3 An officer or employee of TTUS may not be in any dual employment positions that would result in a conflict of interest or conflict of commitment in relation to his or her position at TTUS. If such circumstance arises, the officer or employee shall remove himself or herself from the process and disclose the relationship to his or her direct supervisor. The supervisor is responsible for reviewing all Procurements of Services for any potential conflict of interest. As necessary, the supervisor shall consult with the Managing Director of Procurement Services. A TTUS department may not hire a Contractor to provide Services if a current TTUS officer or employee of such department is also employed by such Contractor; a current officer or employee of such department has a direct or indirect ownership interest in such Contractor; or the hiring of such Contractor would result in the furtherance of any private interest or gain for a current officer or employee of such department. If any owner of any such Contractor who provides Services to TTUS is a TTUS employee, compliant payment to any Contractor classified as a sole proprietorship or an individual shall be made through the Payroll Services department as additional compensation.
- 7.12.4 TTUS shall not enter into a Contract that requires Regents' approval prior to execution or has a value of at least \$1 million without the requisite disclosures by potential Contractors. [Texas Government Code § 2252.908.](#)

All disclosures by Respondent in connection with this affirmation will be subject to administrative review and approval before TTUS enters into a Contract with Respondent. Any violation of this conflict of interest policy may result in immediate cancellation of any resulting Contract in addition to a potential debarment of the Contractor from doing business with the State of Texas.

7.13 Conflict of Interest Affirmation:

By signing and submitting the Qualification, the Respondent confirms that it acknowledges compliance and has provided all relevant information required below.

- ☐ Represent and warrant that Respondent's provision of Services or other performance under the Contract will not constitute an actual or potential Conflict of Interest and represent and warrant that it will not reasonably create even the appearance of impropriety.
- ☐ Disclose any current or former employees who are current or former employees of the Institution.

Former Employee NameTTUS Department

- ☐ Disclose any actual or proposed personnel who are, or are related to, current or former employees of the Institution.

Actual or Proposed PersonnelRelated Party

- ☐ Represent and warrant that Respondent has not given and will not give, at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor or service to a public servant or employee or representative of the Institution in connection with the Solicitation or any resulting Contract.
- ☐ Verify that the Contractor or any of the Contractor's principals (including, but not limited to, an owner, proprietor, sole or majority shareholder, director, president, or managing partner) are not debarred, suspended, or otherwise excluded from doing business with TTU System. TTUS may also verify that an entity or principals are not debarred, suspended or otherwise excluded to confirm that no Contracts are awarded, extended or renewed.

Respondent Information and Signature

Respondent certifies that the individual signing this document and the documents made a part of this RFQ is authorized to sign such documents on behalf of Respondent and to bind Respondent under any Contract that may result from the submission of Respondent's Qualification.

By signing the Qualification, the Contractor certifies that if a Texas address is shown as the address of the Contractor, the Contractor qualifies as a Texas Resident Bidder, as defined in 34 TAC § 20.38.

Payee Identification Number (PIN): _____

Sole Proprietor should also enter social security No.: _____

Contractor: _____

Name (Typed): _____

Title: _____

Street: _____

City/State/Zip: _____

Telephone No.: _____

Fax No.: _____

E-mail: _____

Signature (INK): _____

THIS SHEET MUST BE COMPLETED, SIGNED, AND RETURNED WITH RESPONDENT'S QUALIFICATION. FAILURE TO SIGN AND RETURN THIS SHEET WILL RESULT IN THE REJECTION OF YOUR QUALIFICATION.