



REQUEST FOR PROPOSAL # 217

Blinn College District invites qualified firms to submit Competitive Sealed Proposals for:

INTEGRATED LIBRARY SOFTWARE SYSTEM

Proposals will close on:

May 14, 2024 @ 2:00 PM C.D.T

Sealed Proposals must be submitted to the following location with the RFP # in the lower left corner of the envelope.

Vendors are encouraged to register and submit proposals through the Blinn College District E- procurement site: <https://blinn.ionwave.net/Login.aspx>

Hard copies will be accepted, however faxed and e-mailed proposals will not be accepted.

Mail Proposals to:
Blinn College District Purchasing
902 College Avenue
Brenham, Texas 77833

Deliver Proposals to:
Blinn College District Purchasing
Old Main – 806 College Avenue, Room 207
Brenham, Texas 77833

RFP # 217
Competitive Sealed Proposals for Integrated Library Software System.

Proposals that arrive after the closing date and time will be rejected. Time/date stamp clock in the Purchasing Department shall be the official time of receipt. Responses received in the Purchasing Department after the submission deadline shall be returned unopened and will be considered void and unacceptable. Mailing of a Proposal does not ensure that the RFP will be delivered on time or delivered at all. The proposer (not the college mail system) is solely responsible for ensuring the RFP is received prior to the closing date and time. **Delivery at any other campus location or any other department is unacceptable.**

Blinn College District reserves the right to reject any and/or all RFP's, to award contracts as may appear advantageous to the Blinn College District, and to waive all formalities in offering.

Ross Schroeder – Director of Purchasing

Blinn College District, a Junior College District of Washington County, is receiving competitive sealed proposals from qualified and experienced vendors interested in providing a modern integrated library system for all Blinn College District campus libraries. The awarded contractor will implement the system, migrate the data from our existing ILS to the new system, provide training to library staff in the use and management of the new system, offer reports to meet the operational needs of the library, and provide support and maintenance of the system.

1. Response to Request for Competitive Sealed Proposals

Respondents are required to provide detailed written responses to this RFP no later than **May 14, 2024 @ 2:00 PM C.D.T.** Responses must be delivered to the Blinn College District, Purchasing Department, Old Main 806 College Avenue, Room 207 Brenham, Texas 77833. Responses received after this date will not be considered or accepted. Responses may also be submitted through Blinn College's E-procurement site at <https://blinn.ionwave.net/Login.aspx>.

Written responses shall address each requirement identified in this RFP. Failure to provide all the requested information will be considered an incomplete response. Blinn College District reserves the right to reject any or all proposals and to accept any proposal deemed as providing the best value to the Blinn College District. Blinn College District shall rank the respondents in the order that they provide the "best value" for the College based on the published selection criteria and on the ranking evaluations. Interviews of General Contractor firms may follow at the Owner's option.

For hard copy submittals, respondents are required to submit one (1) bound (8 ½" x 11" format) copy and one (1) electronic copy (USB flash drive or Disk) of the proposal statement.

Questions regarding the project and this Request for Proposals are to be directed to:

Ross Schroeder
Blinn College District
Director of Purchasing
902 College Ave.
Brenham, Texas 77833
Phone: 979-830-4118
Email: Ross.Schroeder@Blinn.edu

Date/Time	Action
April 2, 2024	Advertisement #1
April 9, 2024	Advertisement #2
April 15, 2024, 5:00 pm	Last day and time to submit email inquiries. Submit to: Ross.Schroeder@Blinn.edu
April 18, 2024	Addenda issued, if any, communicated by e-mail
May 14, 2024, 2:00 p.m.	Deadline for Submission, RFP #217 Blinn College District Purchasing Attn: Mr. Ross Schroeder, Director of Purchasing Room 207 Purchasing and Transportation 806 College Ave. Brenham, Texas 77833
May 15, 2024	Evaluations begin by committee
Week of May 22, 2024	Presentations
June 1, 2024	Implementation begins
December 6, 2024	Go live with new system

**** All communication regarding this request for proposal must go through the Blinn College District, Director of Purchasing. Proposers are not to contact any other Blinn College District personnel with questions or concerns. ****

2. Proposal Overview

Introduction

Blinn College District is seeking proposals from qualified and experienced vendors interested in providing a modern integrated library system for all Blinn campus libraries. The system must be functional for acquisition,

description management, and circulation of physical and electronic resources with integrated workflows for all resources. It must be capable of supporting workflow from acquisition through access, licensing, administration, and evaluation of that resource. It must also support intake, management, and reporting functions for a variety of resource types and patron record types while safeguarding security and privacy. The system must also include a user-friendly search interface for patrons and staff performing background operations. The awarded contractor will implement the system, migrate the data from our existing ILS to the new system, provide training to library staff in the use and management of the new system, offer reports to meet the operational needs of the library, and provide support and maintenance of the system.

About the library

Blinn College District is a 2-year college with six unique campuses and offers academic transfer, workforce training, and continuing education classes. The college provides a broad range of programs including academic, technical, and workforce. Blinn College District Library's mission is to empower students, faculty, and community members to achieve intellectual wellness and provide resources to support academic excellence. The library collection includes print, audio-visual, and electronic resources located at four physical locations across the district. Approximate totals are as follows:

- 75,000 print
- 8,000 AV
- 350,000 eBooks
- 5,500 streaming videos
- 100 databases (through packages and individual subscriptions)

Staff workstations

- 10 staff workstations (shared) at circulation and reference desks across the district
- 26 library staff across the district each with access to our current ILS on their desktop computers

Enrollment

Current enrollment across the district is approximately 17,000. This encompasses both full-time and part-time students.

Locations

- Brenham, Bryan, RELLIS, Schulenburg, Sealy, and Waller
- Libraries with physical collections are in Brenham, Bryan, RELLIS, and Schulenburg.

Current systems

- ILS -Virtua (Clarivate)
- Student Information System—Ellucian Banner
- Campus financial system—Ellucian Banner
- Campus authentication service—SAMLv2 Single Sign-On
- Discovery solution—EBSCO Discovery Service
- Link Resolver—EBSCO
- Course Management Software—BrightSpace D2L
- Print Management Software—Pharos
- Consortia Borrowing system—Tex Share

The ILS is used to provide records of resources (both print and electronic). The library downloads MARC records from various vendors as part of our cataloging process. It is also used to create reports and to generate and send emails to our patrons.

System Functionality

Core functionality should include:

- Acquisitions
- Accounting
- Cataloging
- Circulation
- Discovery
- Reporting
- Configuration / Administration
- Electronic Resources Management
- Online Public Access Catalog

3. Evaluation Criteria and Selection Process

Proposal Evaluation Criteria and Requirements

Evaluation Criteria

Qualified respondents will be scored on their ability to meet desirable criteria as determined by the evaluation matrix. The ILS review team will evaluate and assign points to the vendor's responses to the evaluation questions.

Mandatory criteria:

- Product must support local cataloging allowing local-only bib, holding, and item records.
- Product must include modules/integrated solutions for acquisitions, serials, cataloging, circulation, electronic resources, and system management.
- Product must support current collections and patron records with ample room to expand.
- Product must include ability to provide or integrate with authentication software.
- Product must support borrowing and requesting across multiple locations.

Evaluation Category	Weight
• System Compatibility, Security, Configurability	20
• Maintenance and Support	10
• Functional Modules, Workflows, and Features	30
• Timeline	13
• Migration and Training	7
• Cost	20
• Total	100

Company Information

Provide an overview of your company, highlighting its history and experience in providing ILS/LSP to academic libraries.

How many academic libraries are currently running your system? Were any of these migrated from Innovative/Virtua?

Discuss the role that research and usability testing plays in the development of your system. What specific features distinguish your system from other solutions?

Interviews/Demonstrations

Following the evaluation, scoring, and ranking of the Proposals, the College may, at its discretion, interview the top-ranking firms. Evaluation criteria will be determined by the committee and provided to those selected for interviews prior to demonstrations.

4. SCOPE OF WORK

System Compatibility, Security, Configurability

Compatibility:

Integration with External Systems

Describe how your system:

- Integrates with student information systems—specifically Ellucian’s Banner product.
- Describe how your system supports import of patron records from other systems such as Banner.
- Integrates with learning management systems—specifically D2L.

- Integrates with video streaming software.
- Supports a service-oriented architecture.
- Integrates with discovery products and/or indicates if your system includes a discovery system.
- Integrates with external library acquisitions vendors.

Product Accessibility

- Discuss the level of functionality relating to accessibility standards and where/how it is included in your product development process?

APIs

- Provide documentation for all APIs available for your solution.
- Describe APIs available for reporting and analytics.
- Describe the APIs available for circulation operations such as placing requests, clearing fines, etc.
- Describe APIs available to retrieve and/or update system configuration information such as library hours or lending rules.

Security:

Systems Architecture

- Describe your overall environment and system architecture. Does your solution use a SaaS model? Is your environment multi-tenant?
- Is the hosted instance isolated from other instances on a separate Virtual Machine, or is it shared with others on a single VM?
- Describe how you perform configuration management and review.
- Describe your process and cycle for managing patches and updates.
- How often is your system upgraded?
- What third-party systems does your system rely on?
- What institutional authentication system(s) does your solution integrate with?
- Describe how your system meets industry standards for security, accessibility, and operability.

Privacy

- Describe database protections in place.
- Describe how your system supports data transit security.
- What encryption options are in place? What are the different levels of encryption?
- Describe how your solution complies with FERPA and other applicable data security and privacy regulations?
- Describe your ability to prevent, detect, and respond to intrusions, including processes in place to do so.
- Does your solution support two-factor authentication?

Backup and Recovery

- Are backups encrypted and who can access them?
- How and when are backups stored?

Configurability:

Administration / System Configuration

- Describe configuration options available for all types of library notices (overdue, courtesy, pickup, etc).
- Describe how your system supports the scheduling of library notices.
- Describe how your system sends notices to patrons (email, SMS, etc.)
- Does your system support automated and customized notices?
- Does your system integrate with external identity management systems such as LDAP for student authentication?
- Does your system allow for separate configurations for library hours at multiple locations?

Maintenance and Support

Maintenance

- Describe your guaranteed turnaround time for resolving critical issues that result in system downtime.
- How are fixes and reported issues prioritized?
- What support options are available for your system after we go-live?
- During what hours is your support team available? What provisions do you have in place for after-hours support?
- What is the expected level of expertise required of library staff required for managing your software?
- Describe options and levels of support, warranty coverage, and types of maintenance agreements available for your system along with the associated costs for ongoing support.

Scalability

- How does your system accommodate increases in users and collection?
- Are there thresholds or restrictions for the import and export of data?
- Can batch loads be scheduled?

Functional Modules: Workflows, and Features

Modules

Public Search / Interface Operability

- Describe how your software provides library users with an intuitive interface that enables users to create searches generating relevant results for all formats and locations.
- Describe how your system recommends subjects, alternate titles, spelling corrections or other ways to identify alternate search strategies.
- Describe the options available for refining a search (i.e. location, format, date, etc.)
- Describe how your system performs on mobile devices?
- Are persistent links available for library items, specific searches, and search strategies?
- Can a patron text or email records to themselves?
- Can records be exported into bibliographic management tools such as RefWorks, etc.?
- Describe the methodology your system uses to de-duplicate search results.
- Does your system provide the ability to search specific collections and/or campus specific holdings?

- Describe relevancy ranking algorithms used in your system.
- Does your solution offer a resource recommender based on research activity?
- Describe your system's advanced searching features.
- Describe how your software provides an integrated discovery solution.
 - Provide a list of databases, publishers, repositories, and other data sources indexed by the discovery system.
 - Provide a list of databases for which full-text is linked directly rather than through a linking solution.
 - Does your system provide a linking solution?
- What supplemental contextual information does your system provide about items such as book covers, DVD covers, table of contents, reviews. Are these features provided with your system or as an additional service through another provider such as Syndetics?
- Describe how your system provides reports and analytics regarding search activity.
- Describe how your system provides access to course reserve materials.
- Describe how your system provides patrons to access information about their library account and any functionality included.
- Describe how your system allows users to place holds/requests on items from another campus location.
- Describe how your system allows for local branding and styling of interface pages.
- Describe which operating systems your software can be used with. Specify any functional limitations that might exist for operating systems and browsers.

Staff Search Interface

- Describe advanced staff search options.
- Are all fields indexed and searchable for all types of records?
- Describe types of messages and notifications available for staff users.

Acquisitions and Accounting Management

- Describe how your system supports acquisition workflows for traditional print and electronic resources, subscriptions (package and single title), and gifts.
- Describe your system's ability to create order records based on MARC records for resources.
- Describe your system's interoperability with major library vendor systems (such as EBSCO) for ordering, claiming, status reports, and invoicing.
- Describe your system's ability and workflow to support, provide statistics, and document fiscal year closing.
- Describe reporting and analysis functionality for budget balances, allocations, expenditures, and encumbrances.
- Describe the system's ability to support eResources acquisitions, including license terms, costs, and contract repository.
- Describe typical workflow for subscription renewals.
- Describe the ability of your system to create invoices and how the system handles orders received without invoices.
- Describe ability to allow for notifications, routing, and other internal notes, customizable and viewable by library staff during the receipt process.

Print Serial Management

- Describe the workflow for receiving serial issues.

- Describe how summary holdings are created from check-in data. Can summary holdings be displayed in public interface catalog?
- Describe the process for claiming serial issues.

Cataloging

- Describe how your system supports MARC, Non-MARC, and RDA standards.
- Describe how the system supports cataloging tasks including importing/exporting MARC records, uploading vendor-provided MARC records, editing, deleting, merging, and linking records.
- Describe how your system detects duplicate barcodes, record numbers, call numbers, etc. What are the available data points for matching duplication and overlay functionality.
- How are validation tables maintained and kept up to date?
- Does system provide option to suppress records from search and/or discovery system?
- How does the system handle diacritics and non-Roman characters?
- Does the system support hotkeys for navigation?
- Does the system support single record approach, allowing the library to link both a digital and physical copy to one metadata record?
- Describe how your system supports batch updating and deleting of records.
- Describe authority control and management features, including the ability to import authority records from outside sources and update authority records as needed.
- Does your system allow libraries to create local authority records.
- Can your system record the history of activities on an item?
- Describe all inventory management tools that are available in your system.

Circulation

- Describe how your system handles multiple types of patron accounts, each with its own set of loan rules and material limits.
- Describe how your system provides capabilities to view, edit, and manage lending rules including setting parameters such as loan periods, renewals, assessing fines, grace periods, etc.
- What options are available for check-out and transaction receipts?
- Describe how your system manages offline circulation of materials if internet access is not available.
- Describe how your system manages loan limits by material type, location, and patron type.
- Describe how your system handles multiple branches within a single institution with respect to delivery requests.
- How does your system handle hold and recall configurations?
- Describe how campus blocks and holds due to fines can be communicated to central campus systems such as Banner.
- Does the system support account balance thresholds for blocking patron accounts due to accrued fees or overdue items?
- Describe your system's course reserves functionality.
- Can your system integrate with a learning management system such as D2L?
- Describe how your system integrates with standard Interlibrary loan management applications.

Reporting and Analytics

- Describe all reporting options available through your system.
- Describe how your system allows staff to create custom reports.
- Describe export options for reports.
- Describe how your system allows for scheduling daily, weekly, monthly reports.

- Describe how your system conforms to existing national standards for usage statistics reports.
- Describe how your system records data that is not COUNTER compliant.
- Does your system provide an overlap analysis report for electronic resources?
- Describe how your system works with third-party analytics platforms. Which analytics providers does your system work with?

Timeline

- Describe your experience migrating from Innovative/Virtua to your system and provide a migration timeline that meets customer schedule.
- Describe timeline for training program.

Migration and Training

- Describe the migration services you offer including data migration services, training, configuration, and policy planning.
- Describe your project management process for new implementations.
- Describe the ability to retain and preserve transient or temporal data, such as checkouts, holds, item status, item statistics, patron status, and patron blocks through the migration process.
- Describe the training program provided during implementation, including the method of delivery and format of materials.
- Describe any training provided following implementation.
- Describe the roles and responsibilities of the library and the vendor during the implementation process.

Cost

Please provide a detailed and complete description of all costs to provide the services described in the RFP. If the addition of features or functionality results in additional costs or the purchase of additional products, that must also be disclosed.

- Describe and delineate any one time, installation, set up, or training costs.
- Provide per-year, ongoing pricing for five (5) years from date of award.
- Cost of application modules and tools, licensing, and annual maintenance support.
- What percentage of the annual fee is charged as a migration cost and when is this amount due?
- At what point in the process will we billed for the annual maintenance fee:
 - When we sign the contract?
 - As soon as migration starts. Or when we go-live with the product (after migration is completed)?
- Describe any costs associated with migration, training, and ongoing support and maintenance.

Description	Costs prior to Aug 2024.	Cost 2024-2025	Cost 2025-2026	Cost 2026-2027	Cost 2027-2028	Cost 2028-2029	Total
Migration							
Training							
Software Licensing							
Other							

5. TERMS, CONDITIONS AND AGREEMENTS

1.000 ANNULMENTS AND RESERVATIONS:

- 1.001 Blinn College District reserves the right to reject any and all bids and waive any and all formalities and conditions. The College reserves the right to retain all bids received for 30 days prior to taking any action and vendors shall not withdraw their bid at any time thereafter. Blinn College shall accept the bid determined by the College to be in its best interest. It is not the intent of any condition or specification in the RFB to prohibit any responsible vendor from submitting a bid.
- 1.002 This Request for Bid is not construed as a CONTRACT or a COMMITMENT of any kind. The request for bid does not commit Blinn College to pay for any costs incurred in the preparation and submission of specifications or for any costs incurred prior to the execution of a final offer.
- 1.003 Blinn is not obligated to purchase any item or service, if funds are not allocated by the Grant, legislative session, or the Board of Trustees.

2.000 VENDOR'S OBLIGATIONS:

- 2.001 Substitutions will not be allowed after a bid has been submitted for review and will not be delivered instead of the item bid, unless the item is of a higher quality than the item specified and approved by the Director of Purchasing.
- 2.002 Any item that does not perform or meet the specifications or warranty, or as claimed by the vendor, will be replaced at no cost to the College.
- 2.003 Any specification a vendor may not agree with must be submitted in writing to the Purchasing Office four (4) days in advance of the bid closing date.

2.004 Prompt payment discounts shall be listed on the bid form.

2.005 In bidding, give complete information in spaces provided; otherwise, your bid offer may not be given consideration. All bid offers must be signed to be considered.

3.000 **AWARD DETERMINATION / OBLIGATIONS BY THE COLLEGE:**

3.001 Blinn College will award this service to the vendor providing the best value as it deems to be in the best interest of the college.

3.002 In determining to whom to award a contract, the district shall consider:

- A. the price(s) bid.
- B. the quality of the vendor's goods or services.
- C. delivery of services in a timely manner.
- D. the reputation of the vendor and of the vendor's goods or warranty services.
- E. the extent to which the goods or services meet the district's needs.
- F. the vendor's past relationship with the district.
- G. the total long-term cost to the district to acquire the vendor's goods or services; and
- H. any other relevant factor that a private business entity would consider in selecting a vendor.

3.003 The College may make such investigations, as it deems necessary, to determine the ability of the vendor to provide satisfactory performance in accordance with the specifications. The vendor shall furnish to the College all such information and data for this purpose as the College may request.

4.000 **INTERPRETATIONS OF THE SPECIFICATIONS:**

4.001 Only the interpretation or correction so given by the College, in writing, shall be binding and prospective vendors are advised that no other source, outside of the college, is authorized to give information concerning, explain or interpret, the bid document.

4.002 Every request for such interpretation or correction must be in writing to the Director of Purchasing. All such interpretation and supplemental instructions will be in the form of written addenda to the bidding documents prior to the bid opening. Your questions concerning the bid specifications must be submitted in writing. We will return a written answer to your company.

5.000 **DELIVERY:**

5.001 Delivery of equipment and services must be made by the successful vendor to:

Blinn College District
902 College Avenue
Brenham, Texas 77833

5.002 No allowance for loss, breakage, damage, or difficulties shall be made.

6.000 **BILLING AND PAYMENT/DISCOUNTING:**

6.001 All invoices are to be submitted and mailed to:

Blinn College District
902 College Avenue
Brenham, Texas 77833

6.002 Unless otherwise stated on the purchase order, payment will be net thirty (30) days after receipt of a correct invoice. If a cash discount is allowed for prompt payment, please indicate on the invoice. Partial payments may be paid if partial shipments have been made. Any penalty for delayed payment must be stated on the invoice.

7.000 **TAX EXEMPTIONS:**

7.001 Prices Bid SHALL NOT INCLUDE FEDERAL EXCISE OR STATE SALES AND USE TAXES as the COLLEGE is exempt from the payment of these taxes. Exemption Certificates for the Federal Excise Tax and State of Texas Sales Tax will be furnished upon request.

8.000 **PRICE QUOTATIONS:**

8.001 Lump sum price. The unit price shall include all costs of labor, profit, insurance, FOB freight, etc. to make operational and cover all work outlined in the specifications of this project.

8.002 Bids must be submitted on the forms provided to insure complete uniformity of wording of all bids. Bids may be rejected if they show any omissions, alterations in wording, conditional clauses, or irregularities of any kind.

9.000 **RIGHT OF VENDOR SELECTION:**

9.001 You are notified that although the College is required to submit purchases of all contracts of \$50,000 to competitive bidding, it is not required to accept the lowest bid. In such purchasing the lowest bid may be rejected if the College, in the exercise of its best judgment, feels that the bid of one other than the low bidder will best serve the interest of the College.

9.002 Blinn College District reserves the right to accept or reject any or all bids in its entirety and/or waive all formalities. This inquiry implies no obligation on the part of the buyer, nor does the buyer's silence imply any acceptance or rejection of any quotation offer.

10.000 **REFERENCES:**

10.001 Please provide educational references in addition to non-educational references.

11.000 **CONFLICT OF INTEREST:**

11.001 No public official shall have interest in this contract, in accordance with Vernon's Texas Codes Annotated, Local Government Code Title 5, Subtitled C, Chapter 171 and Chapter 176.

12.000 **ETHICS:**

12.001 The vendor shall not accept or propose gifts or anything of value nor enter any business arrangement with any employee, official or agent of Blinn.

12.002 House Bill 1295

Effective January 1, 2016, Blinn College shall comply with the "Disclosure of Interested Parties" requirements mandated by HB 1295, as implemented by the Texas Ethics Commission. Briefly stated, contracts for goods or services which require an action vote by Blinn's governing body may not be executed by the college until the awarded vendor presents a signed and notarized form disclosing the interested parties to the contract. The awarded vendor will be required to complete the form prior to execution of the contract. If the awarded vendor does not comply, the award may be revoked. The filing application and information can be accessed at:

https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm

13.000 **STATE LAW REQUIREMENTS:**

13.001 This agreement will be governed and construed according to the laws of the State of Texas.

VENUE The parties agree that regarding any dispute or litigation that may arise in the execution and performance of this contract, that venue for all proceedings, judicial or otherwise shall be in "Washington County", Texas

13.002 All equipment and services furnished under this contract shall comply with applicable laws, ordinances, and regulations. The bidder shall give all notices and comply with all laws, ordinances, rules, and regulations, and without such notice to the authorized Owner's representative, the bidder shall bear all costs arising there from.

13.003 On May 30, 1995, Governor, George Bush, signed Senate Bill 1. It became effective on the day he signed it. The following is a requirement included in this law. It is mandatory that the College must include this in all Bids. Each vendor must respond to this section of the law.

Section 44.034 TEC. Notification of Criminal History of Contractor. (This section does not apply to a publicly held corporation).

(a) A person or business entity that enters 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 school district must have advance notice that a person, 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.

(b) 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.

13.004 **State of Texas Government Code Chapter 176 –**

Vendors submitting a response to a Blinn College RFB/RFP are responsible for complying with all applicable laws, ordinances and regulations including the provisions of the State of Texas Government Code Chapter 176. As applicable, the person submitting a response to a RFB/RFP must complete and submit a Conflict of Interest Questionnaire form CIQ, in a format approved by the Texas Ethics Commission. This form is to be included with your bid. A copy of the CIQ form can be found at the Texas Ethics Commission Web site.

14.000 **UNIFORM & COMMERCIAL CODE:**

14.001 This writing and subsequent interview information given and forward to the College shall be a sole and final expression of the agreement between the College and the vendor and is intended also as a complete an exclusive statement of the terms of their agreement. Whenever a term defined by the Uniform Commercial Code is used in this agreement, the definition contained in the Code is controlling.

14.002 This agreement shall be governed by the laws of the State of Texas. By submitting a signed bid, the vendor certifies that the company does not discriminate against any employee or applicant for employment because of race, religion, color, sex, or national origin, and certifies that the company complies with equal employment opportunity regulations.

15.000 **ENTIRE AGREEMENT**

15.001 This bid document, the authorized purchase order, and/or a signed contract constitute the entire agreement. No other document will prevail.

16.000 CANCELLATION

16.001 Blinn College District shall have the right to cancel for default all or any part of the undelivered portion of this contract if the Awarded Vendor breaches any of the terms hereof including warranties as bid or if the Awarded Vendor becomes insolvent or commits acts of bankruptcy. Such right of cancellation is in addition to and not in lieu of any remedies which Blinn College District may have in law or equity.

Bidding questions should be referred to:

Ross Schroeder, Director of Purchasing

Blinn College District

902 College Ave

Brenham, TX 77833

(979) 830 4118

e-mail: ross.schroeder@blinn.edu

Felony Conviction Notification

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 College must give advance notice to the College 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.

(I) (We), the undersigned agent for the firm named below, certify that the information concerning notification of felony convictions has been reviewed by me and the following information furnished is true to the best of my knowledge.

COMPANY NAME: _____

AUTHORIZED PRINTED NAME: _____

Title: _____

Check the appropriate box and sign the form.

My firm is a publicly held corporation, therefore, this reporting requirement is not applicable.

AUTHORIZED SIGNATURE:

My firm is not owned nor operated by anyone who has been convicted of a felony.

AUTHORIZED SIGNATURE:

My firm is owned or operated by the following individual(s) who has/have been convicted of a felony.

Name of Felony: _____

Details of Conviction(s) _____

AUTHORIZED SIGNATURE: _____

VENDOR CERTIFICATION FORM

1. Vendor hereby acknowledges that it is unlawful to offer, give, agree to give to any person, or solicit, demand, accept, or agree to accept from another person, a bribe, or unlawful gift, benefit, advantage, gratuity, payment, or an offer of employment in connection with or arising from this RFP or subsequent contract.
2. Persons submitting a response to this RFP must comply with all applicable laws, ordinances and regulations including the provisions of the State of Texas "Local Government Code Chapter 176. As applicable, the person submitting a response to this RFP must complete and submit a Conflict of Interest Questionnaire form CIQ, in a format approved by the Texas Ethics Commission. A copy of the form can be found below or at the Texas Ethics Commission web site <http://www.ethics.state.tx.us/forms/CIQ.pdf>
3. Texas Resident Information: Chapter 2252, Subchapter A, of the Texas Government Code, establishes certain requirement applicable to proposers who are not Texas Residents. Under the Statute, a "Resident" vendor is one whose principal place of business is in Texas, including one whose ultimate parent company or majority owner has its principal place of business in Texas or employs at least 500 persons in the State of Texas:

Location of Principal Place of Business (City / State) and or Number of employees based in Texas:
Address _____

Or Number of Employees that reside in Texas: _____

4. **Debarment Certification:** Vendor certifies neither the owner or principal owner has been debarred, suspended, or otherwise made ineligible for participation in Federal Assistance programs under Executive Order 12549 "Debarment and Suspension" as described in the Federal Register and Rules and Regulations:

 No, Vendor is not currently debarred, suspended or otherwise ineligible.
 Yes, Vendor is currently debarred, suspended or otherwise ineligible.
5. In accordance with Chapter 2270 of the Texas Government Code, by accepting this contract, you verify that your firm does not Boycott Israel, and agree that during the term of this agreement will not Boycott Israel as that term is defined in the Texas Government Code, Section 808.001 as amended.
6. Texas Government Code, Subchapter F, Prohibition on Contracts with Certain Companies, Section 2252.152, Vendor certifies they do not do business with companies engaged in business with Iran, Sudan, or Foreign Terrorist Organization that is identified on a list prepared and maintained under Section 806.051, 807.051, or 2252.153.

VENDOR CERTIFICATION. The undersigned, on behalf of Vendor, certifies that this proposal is made without previous understanding, agreement or connection with any person, firm, or corporation submitting a proposal on the same project, and is in all respects fair and without collusion, fraud, or unlawful acts.

It is further certified that the person whose signature appears below is legally empowered to bind the Company in whose name the proposal is entered.

Submitted this _____ day of _____, 2024 by and for the Company identified as follows:

Signature: _____

Printed Name: _____

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

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

OFFICE USE ONLY

Complete Nos. 1 - 4 and 6 if there are interested parties. Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.

4 Name of Interested Party	City, State, Country (place of business)	Nature of Interest (check applicable)	
		Controlling	Intermediary

6 UNSWORN DECLARATION

My name is _____, and my date of birth is _____.

My address is _____ (street) _____ (city) _____ (state) _____ (zip code) _____ (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in _____ County, State of _____, on the _____ day of _____, 20_____.
(month) (year)

Signature of authorized agent of contracting business entity (Declarat)

Must file online at www.ethics.state.tx.us/File