

**Invitation for Bid (IFB)  
21IFB031  
Books & Prepared A/V Materials**

DATE	EVENT
October 6, 2020	Advertise/Issue Date
October 15, 2020	Due Date for Questions by 2:00 pm
October 16, 2020	Questions and Answers Posted on AISD Website
<b>October 20, 2020</b>	<b>IFB closing / due date at 2:00 pm CST</b>

**NOTICE TO RESPONDENTS**

Due to COVID-19 precautions and in an effort to prevent the spread of COVID-19 while continuing to provide ongoing support and services for Austin ISD, the District will accept electronic (email) bid submissions for *21IFB031 Books & Prepared A/V Materials* via email; **FAX or HARD COPY Proposals will not be accepted.**

**SUBMIT ELECTRONIC (EMAIL) BID RESPONSES TO:**

**To:** [jessica.balandran@austinisd.org](mailto:jessica.balandran@austinisd.org)

**Subject:** BID RESPONSE: 21IFB031 Books & Prepared A/V Materials/(Vendor Name)

- This is an Invitation for Bid for the purchase of goods under Texas Education Code 44.031.
- Questions regarding this bid must be submitted via e-mail to the bid contact listed above. The subject line should read: **Questions: 21IFB031 Books & Prepared A/V Materials.**
- Questions & Answers and any Addenda to this bid will be posted to the district's website at: [Bid Opportunities & RFPs.](#)

## I. INTRODUCTION

The Austin Independent School District (herein after referred to as “AISD” or the “District”) is soliciting bids for Books & Prepared Audio Visual (A/V) Materials, and is seeking to establish one or more strategic supply agreements with qualified and experienced firms. This solicitation covers materials with and without library cataloging and processing. Materials must be suitable for use by students in grades Pre-K through 12 in school libraries and classrooms, as well as the professional libraries of teachers, staff and administration.

## II. HISTORICALLY UNDERUTILIZED BUSINESS (HUB) PROGRAM REQUIREMENTS

The HUB Program promotes and strongly encourages the involvement and participation of Historically Underutilized Businesses in District-wide procurements. According to AISD policies CH (LOCAL) and CV (LOCAL), the HUB Program guidelines are not applicable for this type procurement.

## III. TERM

The agreement(s) resulting from this solicitation will be in effect for five (5) years from the date of full execution. The District reserves the right to extend the contract beyond the final expiration date, if necessary, to ensure compliance with competitive bidding requirements with no lapse in service.

## IV. GENERAL CONDITIONS AND INSTRUCTIONS TO BIDDERS

### 1. GENERAL

Read the entire contents of the solicitation and respond with a complete and accurate bid (offer). Failure to do so may be grounds for disqualification of your offer. All supplemental information required by the IFB must be included with your submittal. A copy of the **Master Purchase Agreement** is posted on [our website](#) for reference only.

### 2. BID SUBMISSION

Valid bids responses must include a **Cover Page** with AISD bid number/title, company name and bid contact information, the **Bid Response** and **Cost Proposal** forms appended herein as **Attachment A** and **Attachment B**, and all **Required Forms** listed in section IV. 7.

Bids must represent true and accurate information, and shall not contain any cause for claim of omission or error. If, after being awarded, a request for withdrawal of bid is submitted and approved, based on proof of mechanical error, AISD reserves the right to cancel existing agreement and remove awardee from approved vendors' list.

## 2. BID SUBMISSION (con't)

**To ensure a fair and transparent solicitation process and the integrity of electronic (email) bid submissions:**

- Bids submitted by email must contain the following information in the subject line of the email to be valid - **those that do not will not be considered:**

**BID RESPONSE: 21IFB031 Books & Prepared A/V Materials/(Vendor Name)**

- Bids submitted by email will not be opened until after the specified due date and time.
- Bids received by email after the specified due date and time will not be considered.
- Bid attachments must not exceed 20MB in file size. If attachments are more than 20MB, respondents should create a zip file to store documents and attached to email.
- Bids must be submitted in the specified format.
- Amendments to bids, once filed, can be re-submitted up-to the specified due date and time. Re-submissions must include the full and complete bid response (not just the revised pages) and **will replace of any/all prior submittals** by said organization. Only the last and final email bid response received by the specified due date and time will be considered; all prior responses will be null and void.

Responses must contain the following information in the subject line of the email to be valid - **those that do not will not be considered:**

**REVISED BID: 21IFB031 Books & Prepared A/V Materials/(Vendor Name)**

## 3. QUANTITIES

AISD anticipates spending an amount of up-to \$800,000 annually on Books & Prepared A/V Materials. This quantity represents the district's best estimate of its needs throughout each year of the contract term, and should not be construed as guaranteeing a minimum purchase quantity or establishing a maximum ceiling for purchases by the district.

#### **4. DELIVERY**

Deliveries must be made in accordance with the dates indicated herein, and as stated on individual Purchase Orders issued by the district. Where no date is indicated, the vendor shall enter the earliest assured date of delivery.

If delays are foreseen, written notice shall be given the AISD Contract and Procurement Office, which may consider granting an extension. Vendors should keep the school district advised of the status of orders as failure to meet delivery dates may result in removal from approved bidders list. Delivery of materials in good condition is the vendor's responsibility, and no delay in receipt or replacement of items will be contingent upon claim adjustment by carrier. All goods are subject to inspection and return at the expense of the vendor if found to be inferior to those specified.

Deliveries will only be accepted Monday through Friday, 8:00 AM to 4:00 PM, in accordance with the district's annual [approved calendar](#). Upon issuance of a valid Purchase Order by the district, vendors must plan deliveries within the available date/time periods of the school day/year, or coordinate alternate delivery times with the ordering campus.

#### **5. ADDENDA**

Bidders shall check the AISD website to receive all written addenda, including responses to questions submitted during the Question & Answer period. Bids submitted without adequate consideration and adherence to all applicable addenda issued for this solicitation may be deemed 'not-responsive' and ineligible for further evaluation/award.

#### **6. SAMPLES**

Samples and/or product specification documents may be required for items, as specified in the Special Instructions or Specifications contained herein. Product specification documents shall be submitted with the bid, properly referenced and clearly marked as to indicate related bid item. Samples must be properly labeled and identified and must be submitted separately on or before bid opening.

The label for a properly identified sample is to contain: (1) vendor's name, (2) bid number, (3) bid item number, and (4) item name corresponding to the one shown on the bid document. All transportation charges for samples shall be borne by the vendor. During evaluation, samples are handled by many different employees and may be lost or destroyed in the process. AISD assumes no responsibility for handling of samples.

## 6. SAMPLES (con't)

The use of brand and manufacturer's names is for the purpose of brevity in establishing type and quality of merchandise and is not restrictive. Manufacturer, trade and/or brand name must be indicated for each article and when omitted, district will consider bid to be as specified. Illustrations and complete description must be included with the bid if bidding other than specified.

## 7. REQUIRED FORMS

Bidders shall execute the following list of required forms and include with bid response. Forms can be downloaded directly by clicking each link below or by visiting [our website](#).

- a) [Bid Certification](#)
- b) [Notification of Criminal History of Contractor](#)
- c) [Debarment, Suspension and Ineligibility Certification](#)
- d) [Conflict of Interest Questionnaire \(CIQ\) - online electronic submission](#)
- e) [Strategic Partner Profile](#)
- f) [EDGAR Certifications](#)
- g) [Software Vendor Certification Form](#)

## FORMS FOR REVIEW / REFERENCE BEFORE BID SUBMISSION

Bidders shall review in detail, the following list of forms prior to bid submission. Forms can be downloaded directly by clicking each link below or by visiting [our website](#).

- a) [Policy and Provisions](#)
- b) [Purchase Order Terms and Conditions](#)
- c) [Service Agreement](#)
- d) [Master Purchase Agreement](#)

## V. SPECIFICATIONS AND BID REQUIREMENTS

### A. RANGE OF PRODUCTS

Firms must offer a sufficient range of products that fall within the scope of materials included within this solicitation. Those that do not adequately demonstrate the ability to do so will not be considered for award.

**This scope of this solicitation does not include curricular or test preparation materials, leveled readers, reading intervention programs or supplemental reading materials, computer software programs, periodical subscriptions (magazines/newspapers) or state adopted textbooks.**

The scope of this solicitation **does** include:

- 1. Books** (print and/or electronic) suitable for use by PreK - 12 grade students in school libraries and classrooms for educational and/or recreational reading. This includes, but is not limited to, picture books, chapter books, fiction and non-fiction books, graphic novels, etc. This also includes books in English, Spanish, and other foreign languages required by AISD campuses.
- 2. Reference Books** (print and/or electronic) that provide information or facts used in a classroom setting. Examples include dictionaries, thesauruses, almanacs, style guides, and similar. For dictionaries, multiple languages with English translations are required by the district. Bids should specify any/all available languages.
- 3. Professional Books** for Educators (print and/or electronic).
- 4. College Textbooks** (print and/or electronic) that are professionally created manuals of instruction in a college level branch of study. These books are intended for high school students attending college courses for credit through AISD Early College and Dual Enrollment programs.

## **V. SPECIFICATIONS AND BID REQUIREMENTS**

### **A. RANGE OF PRODUCTS (con't)**

#### **5. AV Materials**, e.g. DVDs, Audiobooks, etc. (physical media and/or electronic).

##### **Acceptable material formats include:**

- Hardcover Books (library and/or trade hardcover)
- Paperback Books (trade and/or mass market)
- Books with Pre-Bound (Reinforced) Bindings
- Digital/Electronic Books (any e-book format)
- Audiobooks (CD, MP3, Playaway, various digital formats)
- DVDs
- Read-Along Sets (audio-recording packaged with one or more books)

### **B. PURCHASING METHODS**

AISD has contracted with American Express Travel Related Services Company to implement the American Express Corporate Purchasing Card (P-Card) program. The P-Card transaction authorization may take the place of Purchase Orders, and vendors should process P-Card orders similar to those made with Purchase Orders. Currently, individual items with a unit value of less than \$500 may be purchased with a P-Card, however, AISD reserves the right to 1) modify the threshold, and 2) to determine which items are eligible for purchase. Vendors should deliver items complete with invoice/receipt/packing slip reflecting detailed cost of items purchased.

### **C. PRICING**

- a. Vendors shall bid their lowest and best firm-fixed price; rebids beyond the specified due date and time will not be accepted. Pricing, and all applicable discounts proposed, are to remain firm for the duration of the contract period. Vendors shall notify the AISD Contract and Procurement Office immediately if circumstances arise which would affect pricing, product specifications and or availability.
- b. Unit Price shall include:
  - Transportation charges, F.O.B. destination to include inside delivery, prepaid and allowed. Vendor shall not add additional usage fees, convenience fees, or any other fees to the bid price when processing an order.
  - Handling Charges or cost associated with processing orders if P-Card is used.
- c. In case of discrepancy between Unit Price and Extended Total, the Unit Price shall prevail and be considered correct.

## D. SPECIAL INSTRUCTIONS

1. Orders will be shipped directly to multiple AISD locations. Each box shall be clearly marked and legible on the outside with the following information:
  - a. Box number / Total number of cartons (e.g., "1 of 3");
  - b. AISD Purchase Order number, if applicable.
2. Vendor shall send 1-original, itemized invoice per shipment/location to the AISD Finance Office via email at: [AP\\_INVOICES@austinisd.org](mailto:AP_INVOICES@austinisd.org), or by postal carrier at: 4000 South IH-35 Frontage Road, Austin, TX 78704. A copy of the itemized invoice shall also be included with each shipment regardless of purchase method.

*(For P-Card transactions, vendors do not send invoices to Account Payable, but instead, receive payment directly from American Express per the terms and conditions of the district's P-Card program agreement).*
3. Unless otherwise indicated on the order, AISD will accept one initial shipment and one backorder shipment for each order. Vendor should not proceed beyond the stated parameters without consultation and authorization from the ordering campus/dept.
4. All items shall be delivered on or before the "Deliver By" date specified on the Purchase Order. By the delivery deadline, and at no cost to AISD, vendor shall supply a list of any unfilled titles and cancel outstanding orders for listed items.
5. Vendor shall accept the return and pay for the return shipping of any materials that are defective, damaged, supplied in error, or otherwise not in compliance with the terms of this solicitation, even if the items have been property stamped or removed from packaging. The Vendor will make every effort to provide a replacement item in a timely manner, or will issue credit to AISD for the full cost of the item.
6. Vendor shall maintain, for the duration of any agreement resulting from this solicitation, an inventory of sufficient depth and size to adequately fulfill orders from AISD campuses and departments. Vendor should immediately contact the district's acquisition librarian, Shannon Pearce, of any known, or anticipated shortages at: (512) 414-4923 or [shannon.pearce@austinisd.org](mailto:shannon.pearce@austinisd.org).
7. Vendors that propose to provide library cataloging and processing services shall keep AISD's specifications (appended to this solicitation as 'Attachment C') on file for each campus.



8. Repeated delays in the delivery of items without reasonable explanation, frequent delivery of damaged or incorrectly processed items, recurring inability to supply items ordered in a timely fashion, or failure of the vendor to otherwise abide by the terms agreed upon may result in the cancellation of any contract resulting from this solicitation.
9. Vendor may state exceptions to any of the requirements listed above. For each exception, reference the appropriate section/number of this bid. NOTE: Stating exceptions will not automatically disqualify a vendor from consideration. However, in the absence of any stated exceptions, AISD assumes this constitutes the vendor's acknowledgment and agreement to comply with all stated requirements.

## VI. COMPETITIVE SELECTION, EVALUATION, NEGOTIATIONS, AWARDS

- A.** This is multi-award solicitation. Vendors will be selected from among those submitting the best responsive bids satisfying AISD's requirements, with price and other factors considered.
- B.** In making a determination as to which proposal responses are deemed acceptable and eligible for award, the District shall apply the following criteria during the evaluation process:

Points	Criteria	Detailed Description
40 Points	Vendor's Catalog	The ability of the vendor to provide a sufficient range of products and inventory of books and AV materials fitting the scope of this solicitation.
20 Points	Vendor's Capabilities	The ability of the vendor to provide products in a timely and cost-efficient manner, provide excellent customer service, to include valid references from districts with a similar size and scope of AISD.
40 Points	Financial Proposal	The quantity and quality of discounts offered and other proposed costs for shipping, cataloging, processing, etc. where applicable.

- C.** Austin ISD reserves the right to add, remove, modify or establish additional evaluation points for each criterion. If the District determines that additional evaluation steps are required to determine the best value, the following criteria may be considered:
1. Purchase price.
  2. The reputation of the vendor and of the vendor's goods or services.
  3. The quality of the vendor's goods or services.
  4. The extent to which the goods or services meet the district's needs.
  5. The vendor's past relationship with the district.
  6. The impact on the ability of the district to comply with laws relating to Historically Underutilized Businesses (HUB).
  7. The total long-term cost to the district to acquire the goods or services.
  8. Any other relevant factor specifically listed in the request for bids or proposals.

**VII. COMPETITIVE SELECTION, EVALUATION, NEGOTIATIONS, AWARDS (con't)**

- D.** AISD will evaluate each Vendor's proposal in accordance with TEC 44.031.
- E.** Austin ISD reserves the right to make an award without discussion with any Proposer, after proposal responses are received. Therefore, Proposer responses should be submitted on the most favorable terms to the district at the time of submittal.
- F.** Vendors must agree to the following conditions:
- Items will be purchased in varying quantities;
  - Items will be purchased by varying campuses and departments;
  - Items will be ordered on an as-needed basis; no minimum quantities guaranteed;
  - Items will be shipped to multiple AISD locations.
- G.** AISD shall give preference to purchasing products made of recycled materials if the products meet applicable specifications as to quantity and quality.

**VII. VIRTUAL BID OPENING**

AISD Contract & Procurement Services will host a virtual bid opening for 21IFB031 Books & Prepared A/V Materials on **October 20, 2020** at **2:00PM CST** via [ZOOM](#).

To join this meeting, click the link below or copy and paste into your browser, and follow the instructions from [ZOOM](#) using the meeting ID and password provided:

Join Zoom Meeting

<https://us02web.zoom.us/j/7419492656?pwd=U2pITmRtcFhWREERqVVRmMjhOemc2Zz09>

**Meeting ID:** 741 949 2656

**Passcode:** 417012

**ATTACHMENT A: BID RESPONSE FORM**

*This information will be used to determine if vendors can meet the needs of AISD libraries and campuses per the terms of this solicitation, and to assist individual campuses in selecting among the awarded vendors to best meet their specific requirements for each potential order.*

<b>VENDOR NAME:</b>	
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**ABOUT:** Give a *brief* overview of the types of books/materials and related services that your company offers that are relevant to this solicitation, including areas of specialization, if any. What sets your company apart from other vendors?

**TYPE:** My company is a (*select one*):

- ☐ General vendor (“jobber”) – we provide a wide and varied selection of books from a large number of publishers in all subjects/genres
- ☐ Specialized vendor – we have a particular focus (e.g., materials in languages other than English, curricular non-fiction, professional resources, social studies, reference materials, high interest / low reading level, etc.) *If specialized, please specify below:*

**FORMAT: My company provides (*check ALL that apply*):**

- ☐ Board Books
- ☐ Picture Books (print and/or electronic)
- ☐ Fiction Books (print and/or electronic)
- ☐ Non-Fiction Books (print and/or electronic)
- ☐ Reference Books (print and/or electronic)
- ☐ Professional Books for Educators (print and/or electronic)
- ☐ AV Materials, e.g., DVDs, Audiobooks, etc. (physical media and/or electronic)

**LEVEL: My company provides materials suitable for (*check ALL that apply*):**

- ☐ Early Childhood (preschool – kindergarten)
- ☐ Elementary School Students (Grades 1 - 5)
- ☐ Middle School Students (Grades 6 - 8)
- ☐ High School Students (Grades 9 - 12)
- ☐ Adults (including professional materials)

**LANGUAGE: My company provides materials in (*check ALL that apply*):**

- |   |  |
|---|--|
| <input type="checkbox"/> English  | <input type="checkbox"/> Hindi and/or Urdu                                   |
| <input type="checkbox"/> Spanish  | <input type="checkbox"/> Burmese   |
| <input type="checkbox"/> French   | <input type="checkbox"/> Chinese (any dialect)                               |
| <input type="checkbox"/> German   | <input type="checkbox"/> Vietnamese  |
| <input type="checkbox"/> Arabic   | <input type="checkbox"/> Korean  |
| <input type="checkbox"/> Pashto   | <input type="checkbox"/> Languages of Africa<br>(e.g., Swahili, Bantu, etc.) |
| <input type="checkbox"/> Farsi and/or Dari  |  |
| <input type="checkbox"/> Other – <i>list additional languages; if there are many, list the most common.</i> |  |

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**Other materials in languages other than English include (*check ALL that apply; if you do not offer materials in languages other than English, leave blank*):**

- ☐ Monolingual items (any language other than English)
- ☐ Bilingual items (English/another language)
- ☐ Authentic literature (materials originally written in a language other than English)
- ☐ Translations into other languages of materials originally published in English
- ☐ Materials for early childhood (preschool – kindergarten)
- ☐ Materials for elementary school students (grades 1 – 5)
- ☐ Materials for middle school students (grades 6 – 8)
- ☐ Materials for high school students (grades 9 – 12)
- ☐ Bilingual dictionaries (English/another language)
- ☐ AV materials (audiobooks, DVDs, etc.)

Our catalog lists approximately \_\_ items in languages other than English.

**FORMAT:** My company provides (*check ALL that apply*):

- ☐ Hardcover Books (library and/or trade hardcover)
- ☐ Paperback Books (trade paper and/or mass market)
- ☐ Books with Pre-Bound (Reinforced) Bindings
- ☐ Digital/Electronic Books (any e-book format)
- ☐ Audiobooks (any physical or digital format)
- ☐ DVDs
- ☐ Read-along sets (audio-recording packaged with one or more books)
- ☐ Other: \_\_\_\_\_

**How are your digital/electronic materials licensed? (Check all that apply; if you only offer materials in print, leave blank.)**

- ☐ Site License (unlimited, simultaneous users for one location)
- ☐ Single User Shared Access / Check Out (can be accessed through and/or checked out to multiple accounts or devices, but by only one user at a time)
- ☐ Single User Account/Device Based (purchased for one account or downloaded to one device; cannot be transferred or “loaned” between accounts and/or devices)
- ☐ Perpetual (access does not expire)
- ☐ Limited (access expires after a specified period of time or number of checkouts)
- ☐ Other: \_\_\_\_\_

**CHOICE / AVAILABILITY / FULFILLMENT:** (enter quantity or percentage per category)

Quantity / Percentage	Category
=	Approximate number of titles listed in the current catalog/website.
=	Average number of items (i.e., volumes) in warehouse inventory on hand ready to be shipped. (NOTE: If you have more than one warehouse, count only the items stocked in the warehouse(s) from which AISD orders would be filled.)
=	Number of publishers represented in the current catalog.
=	Percentage of the items ordered you are typically able to provide (“fill rate”).
=	Average number of calendar days it typically takes for you to send out the first shipment following the receipt of an order.

**LIBRARY CATALOGING/PROCESSING:** Carefully review AISD’s library cataloging and processing requirements for print books, e-books, and AV materials as stated in the

specifications included at the end of this document. Particularly note the requirement to keep on file the specs and barcode numbers for each location. *Check one response below, and clearly state any exceptions:*

***NOTE: If you do not provide cataloging/processing services, check this box ☐ and skip this section. Proceed to 'WEBSITE/CATALOGS' section.***

☐ We can meet ALL specifications as stated for the types of items that we offer (e.g., books, e-books, AV items)

☐ We can meet all specifications as stated EXCEPT:

☐ We are NOT able to meet the stated specifications.

\_\_\_\_\_ % of the items in our regular catalog are available with cataloging/processing.

***NOTE: Vendors that have not provided library cataloging/processing services to AISD within the last two years will be required to submit sample MARC records for review before being approved to provide these services for AISD libraries.***



**WEBSITE/CATALOGS: My company provides the following (check ALL that apply):**

***NOTE: If you do not have a website/online catalog, check this box ☐ and skip this section. Proceed to 'CUSTOMER SUPPORT' section.***

- ☐ Website / Online Catalog listing titles available for purchase.

**Website URL:** \_\_\_\_\_

- ☐ Complete printed catalog which lists ALL titles available for purchase.
- ☐ Printed catalog(s) of targeted selections (e.g., by level, subject, new releases, etc).
- ☐ Custom List creation (customized list of titles and/or quote prepared by the vendor based on information and parameters provided by the customer).
- ☐ Other: \_\_\_\_\_

**Our website / online catalog offers the following features (check ALL that apply):**

- ☐ Search for titles by title / author / ISBN / catalog number
- ☐ Filter searches by level, language, binding, format, etc.
- ☐ Access and read reviews of titles from professional review sources such as Booklist, School Library Journal, and similar publications.
- ☐ Access title availability or inventory information
- ☐ Share carts / lists with other AISD users of the site
- ☐ Access order status information, copies of invoices, etc.
- ☐ Order online with an American Express Corporate purchasing card (P-Card) via a secure/encrypted connection.
- ☐ Access real-time pricing for AISD to include any applicable discounts
- ☐ Other: \_\_\_\_\_

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Is registration required to browse the online catalog?

☐ Yes

☐ No

**CUSTOMER SUPPORT:***Sales Representative:*

Name:				
Phone:				
Email:				
Is this person based in the Austin area?	YES		NO	
If NO, state location:				

*Customer Service Contact:*

Name:	
Phone:	
Email:	

**\*ADDITIONAL SERVICES / BENEFITS:**

List any services or benefits your firm offers, which would be of value to AISD and are relevant to this solicitation, but are not otherwise mentioned or required in this document, e.g., collection development services, etc. If there are any associated costs, please specify.

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**\*DIVISIONS / SUBSIDIARIES:** If this proposal is being submitted on behalf of more than one division of participating firm (e.g., library books and classroom books) and/or any subsidiaries or 'sister companies' operating under different names, please specify.

**The individual awards resulting from this solicitation will not automatically be extended to include any/all companies with which participating firm has a formal or informal relationship.**

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*\*attached additional pages if needed*

**ATTACHMENT B: COST PROPOSAL**

<b>VENDOR NAME:</b>	
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State the discounts offered to Austin ISD for each of the formats listed below.

In the first column, list the discount from the publisher' list price that you typically provide to schools/libraries. In the second column, list any *additional* discount offered to AISD in this bid proposal. For example:

- If AISD will pay the standard “school & library” price shown in your catalog, which is 25% off of the list price, you would put 25% in the first column and 0% in the second.
- If your website prices reflect a 20-35% discount for hardcover books and you are offering AISD an additional 7% discount in this bid proposal, you would put 20-35% in the first column and 7% in the second.

In this section, you are providing the discount for a single copy of a title. If you offer additional discounts for multiple copies or bulk purchases, note this in Volume Purchasing section on page 3. State exceptions where indicated below. If you do not offer a specific binding or item, leave that row blank.

If this proposal is being submitted on behalf of more than one division (e.g., library books and classroom books) and/or subsidiaries or “sister companies”, and if the discounts offered are not the same, please complete a separate discount table for each entity (clearly labeled) and/or provide additional information to clarify.

Category	Standard School/Library Discount % from List	Additional AISD Discount %
Hardcover Book – Library Binding		
Hardcover Book – Trade Binding		
Paperback Book – Trade Binding		
Paperback Book – Mass Market Binding		
Pre-bound Book – Reinforced Binding		
Digital Book (ebook)		
Audiobook – Physical Format (CD, etc.)		
Audiobook – Digital Format		
DVD		

**Please note exceptions to the above discounts, e.g., short-discount titles, special offers, etc.**

**Please describe how AISD purchasers (librarians, bookkeepers, etc.) will be able to determine their discounted price.** (For example, “website will show AISD discounted pricing for each item when an AISD user is logged in”, or “print a quote from the website to see discounted pricing”, or “use the ‘school and library’ price shown in the catalog and on the website”, or “request a quote from the sales rep”, or “calculate 20% off of list price”, or “calculate 5% off of website pricing”, or a similar statement.)

**Library Cataloging and Processing Costs:**

<b>Volume Pricing</b>	<p>Please state in space below, if any additional cost benefits are available for larger volume purchases. These could include additional discounts and/or other cost benefits such as free processing or free “bonus” titles on orders over a certain dollar amount. AISD acknowledges that these discounts may be negotiated on a case-by-case basis, and that discounts may not apply in every case. It is not necessary to try to specify every possible ordering situation here; just give a sense of the circumstances under which additional benefits may apply and the type of benefits available. <u>Volume purchases may include:</u></p> <p>Multiple copies of a single title (e.g. 30 copies of a title for a class set, 300 copies of a title for a school-wide reading program, etc.)</p> <p>Large volume purchases (e.g., single orders of \$10K, \$25K, etc.)</p>
<b>Shipping</b>	<p>Check one answer below and provide additional information as needed.</p> <p>Shipping to AISD will be free for ALL orders</p> <p>Shipping to AISD will be free for most orders, EXCEPT:</p> <p>_____</p> <p>AISD will be charged for shipping. Our current rates are:</p> <p>_____</p>
<b>Other</b>	<p>Clearly specify in the space below any costs and/or terms related to pricing and discounts that are NOT listed above; e.g., minimum order requirements, exclusions, order processing fees, etc.</p>

Refer to the attached Cataloging and Processing Specifications (Attachment C) for details on AISD's requirements for these services, and provide the information requested. You may attach a processing price sheet or order form if you wish, but you must also supply the information in the format below.

**If your bid does not include cataloging and processing services, SKIP this section.**

Books	<p>Austin ISD's cataloging/processing specification for printed BOOKS call for:</p> <ol style="list-style-type: none"> <li>1. MARC record</li> <li>2. Barcode (1) – attached</li> <li>3. Pocket – attached</li> <li>4. Spine Label – attached, with label cover (if needed)</li> </ol> <p><b>Can you provide all of these items <i>as detailed in the attached specifications</i>?</b></p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No / We do not offer print books</p> <p><input type="checkbox"/> Yes, with the following exceptions:</p> <p>_____</p> <p><b>The cost per book for the cataloging/processing items listed above is</b></p> <p><b>\$ _____.</b></p> <p><b>If there is an additional charge for any of the following, please indicate:</b></p> <p><b>Mylar</b> Cover for books with dust jackets – applied</p> <p><input type="checkbox"/> Additional charge of \$ _____ per item.</p> <p><input type="checkbox"/> Provided for no additional charge (free or already included in cost per book)</p> <p><input type="checkbox"/> Service not offered / None of our books have dust jackets</p> <p><b>Kapco</b> (or equivalent) cover for paperbacks – applied</p> <p><input type="checkbox"/> Additional charge of \$ _____ per item.</p> <p><input type="checkbox"/> Provided for no additional charge (free, or already included in cost per book.</p> <p><input type="checkbox"/> Service not offered / None of our books are paperbacks</p> <p><b>3M Tattletape</b> – applied</p> <p><input type="checkbox"/> Additional charge of \$ _____ per item.</p> <p><input type="checkbox"/> Provided at no additional charge (free or included in cost per book listed above)</p> <p><input type="checkbox"/> Service not offered</p>

<b>Books</b>	<p>Austin ISD's cataloging/processing specification for printed BOOKS call for:</p> <ol style="list-style-type: none"> <li>1. MARC record</li> <li>2. Barcode (1) – attached</li> <li>3. Pocket – attached</li> <li>4. Spine Label – attached, with label cover (if needed)</li> </ol> <p><b>Can you provide all of these items as detailed in the attached specifications?</b></p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No / We do not offer print books</p> <p><input type="checkbox"/> Yes, with the following exceptions:</p> <p>_____</p> <p><b>The cost per book for the cataloging/processing items listed above is</b></p> <p><b>\$ _____.</b></p> <p><b>If there is an additional charge for any of the following, please indicate:</b></p> <p><b>Mylar</b> Cover for books with dust jackets – applied</p> <p><input type="checkbox"/> Additional charge of \$ _____ per item.</p> <p><input type="checkbox"/> Provided for no additional charge (free or already included in cost per book)</p> <p><input type="checkbox"/> Service not offered / None of our books have dust jackets</p> <p><b>Kapco</b> (or equivalent) cover for paperbacks – applied</p> <p><input type="checkbox"/> Additional charge of \$ _____ per item.</p> <p><input type="checkbox"/> Provided for no additional charge (free, or already included in cost per book.</p> <p><input type="checkbox"/> Service not offered / None of our books are paperbacks</p> <p><b>3M Tattletape</b> – applied</p> <p><input type="checkbox"/> Additional charge of \$ _____ per item.</p> <p><input type="checkbox"/> Provided at no additional charge (free or included in cost per book listed above)</p> <p><input type="checkbox"/> Service not offered</p>
<b>AV Materials</b>	<p>Austin ISD's cataloging/processing specification for AV ITEMS call for:</p> <ol style="list-style-type: none"> <li>1. MARC record</li> <li>2. Barcode (1) – unattached</li> <li>3. Spine Label – unattached</li> </ol> <p><b>Can you provide all of these items as detailed in the attached specifications?</b></p>

Books	<p>Austin ISD's cataloging/processing specification for printed BOOKS call for:</p> <ol style="list-style-type: none"> <li>1. MARC record</li> <li>2. Barcode (1) – attached</li> <li>3. Pocket – attached</li> <li>4. Spine Label – attached, with label cover (if needed)</li> </ol> <p><b>Can you provide all of these items as detailed in the attached specifications?</b></p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No / We do not offer print books</p> <p><input type="checkbox"/> Yes, with the following exceptions:</p> <p>_____</p> <p><b>The cost per book for the cataloging/processing items listed above is</b></p> <p><b>\$ _____.</b></p> <p><b>If there is an additional charge for any of the following, please indicate:</b></p> <p><b>Mylar</b> Cover for books with dust jackets – applied</p> <p><input type="checkbox"/> Additional charge of \$ _____ per item.</p> <p><input type="checkbox"/> Provided for no additional charge (free or already included in cost per book)</p> <p><input type="checkbox"/> Service not offered / None of our books have dust jackets</p> <p><b>Kapco</b> (or equivalent) cover for paperbacks – applied</p> <p><input type="checkbox"/> Additional charge of \$ _____ per item.</p> <p><input type="checkbox"/> Provided for no additional charge (free, or already included in cost per book.</p> <p><input type="checkbox"/> Service not offered / None of our books are paperbacks</p> <p><b>3M Tattletape</b> – applied</p> <p><input type="checkbox"/> Additional charge of \$ _____ per item.</p> <p><input type="checkbox"/> Provided at no additional charge (free or included in cost per book listed above)</p> <p><input type="checkbox"/> Service not offered</p>
	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No / We do not offer AV materials</p> <p><input type="checkbox"/> Yes, with the following exceptions:</p> <p>_____</p>



<b>Books</b>	<p>Austin ISD's cataloging/processing specification for printed BOOKS call for:</p> <ol style="list-style-type: none"> <li>1. MARC record</li> <li>2. Barcode (1) – attached</li> <li>3. Pocket – attached</li> <li>4. Spine Label – attached, with label cover (if needed)</li> </ol> <p><b>Can you provide all of these items as detailed in the attached specifications?</b></p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No / We do not offer print books</p> <p><input type="checkbox"/> Yes, with the following exceptions:</p> <p>_____</p> <p><b>The cost per book for the cataloging/processing items listed above is</b></p> <p><b>\$ _____.</b></p> <p><b>If there is an additional charge for any of the following, please indicate:</b></p> <p><b>Mylar</b> Cover for books with dust jackets – applied</p> <p><input type="checkbox"/> Additional charge of \$ _____ per item.</p> <p><input type="checkbox"/> Provided for no additional charge (free or already included in cost per book)</p> <p><input type="checkbox"/> Service not offered / None of our books have dust jackets</p> <p><b>Kapco</b> (or equivalent) cover for paperbacks – applied</p> <p><input type="checkbox"/> Additional charge of \$ _____ per item.</p> <p><input type="checkbox"/> Provided for no additional charge (free, or already included in cost per book.</p> <p><input type="checkbox"/> Service not offered / None of our books are paperbacks</p> <p><b>3M Tattletape</b> – applied</p> <p><input type="checkbox"/> Additional charge of \$ _____ per item.</p> <p><input type="checkbox"/> Provided at no additional charge (free or included in cost per book listed above)</p> <p><input type="checkbox"/> Service not offered</p>
	<p><b>The cost per AV item for the cataloging/processing items listed above is</b></p> <p><b>\$ _____</b></p>
<b>Digital / Electronic Books</b>	<p>Austin ISD's cataloging/processing specification for E-BOOKS call for:</p> <ol style="list-style-type: none"> <li>1. MARC record</li> </ol>

Books	<p>Austin ISD's cataloging/processing specification for printed BOOKS call for:</p> <ol style="list-style-type: none"> <li>1. MARC record</li> <li>2. Barcode (1) – attached</li> <li>3. Pocket – attached</li> <li>4. Spine Label – attached, with label cover (if needed)</li> </ol> <p><b>Can you provide all of these items as detailed in the attached specifications?</b></p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No / We do not offer print books</p> <p><input type="checkbox"/> Yes, with the following exceptions:</p> <p>_____</p> <p><b>The cost per book for the cataloging/processing items listed above is</b></p> <p><b>\$ _____.</b></p> <p><b>If there is an additional charge for any of the following, please indicate:</b></p> <p><b>Mylar</b> Cover for books with dust jackets – applied</p> <p><input type="checkbox"/> Additional charge of \$ _____ per item.</p> <p><input type="checkbox"/> Provided for no additional charge (free or already included in cost per book)</p> <p><input type="checkbox"/> Service not offered / None of our books have dust jackets</p> <p><b>Kapco</b> (or equivalent) cover for paperbacks – applied</p> <p><input type="checkbox"/> Additional charge of \$ _____ per item.</p> <p><input type="checkbox"/> Provided for no additional charge (free, or already included in cost per book.</p> <p><input type="checkbox"/> Service not offered / None of our books are paperbacks</p> <p><b>3M Tattletape</b> – applied</p> <p><input type="checkbox"/> Additional charge of \$ _____ per item.</p> <p><input type="checkbox"/> Provided at no additional charge (free or included in cost per book listed above)</p> <p><input type="checkbox"/> Service not offered</p>
	<p><b>Can you provide this item as detailed in the attached specifications?</b></p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No / We do not offer ebooks</p> <p><input type="checkbox"/> Yes, with the following exceptions:</p> <p>_____</p>

<b>Books</b>	<p>Austin ISD's cataloging/processing specification for printed BOOKS call for:</p> <ol style="list-style-type: none"> <li>1. MARC record</li> <li>2. Barcode (1) – attached</li> <li>3. Pocket – attached</li> <li>4. Spine Label – attached, with label cover (if needed)</li> </ol> <p><b>Can you provide all of these items as detailed in the attached specifications?</b></p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No / We do not offer print books</p> <p><input type="checkbox"/> Yes, with the following exceptions:</p> <p>_____</p> <p><b>The cost per book for the cataloging/processing items listed above is</b></p> <p><b>\$ _____.</b></p> <p><b>If there is an additional charge for any of the following, please indicate:</b></p> <p><b>Mylar</b> Cover for books with dust jackets – applied</p> <p><input type="checkbox"/> Additional charge of \$ _____ per item.</p> <p><input type="checkbox"/> Provided for no additional charge (free or already included in cost per book)</p> <p><input type="checkbox"/> Service not offered / None of our books have dust jackets</p> <p><b>Kapco</b> (or equivalent) cover for paperbacks – applied</p> <p><input type="checkbox"/> Additional charge of \$ _____ per item.</p> <p><input type="checkbox"/> Provided for no additional charge (free, or already included in cost per book.</p> <p><input type="checkbox"/> Service not offered / None of our books are paperbacks</p> <p><b>3M Tattletape</b> – applied</p> <p><input type="checkbox"/> Additional charge of \$ _____ per item.</p> <p><input type="checkbox"/> Provided at no additional charge (free or included in cost per book listed above)</p> <p><input type="checkbox"/> Service not offered</p>
	<p><b>The cost per e-book for the MARC record as listed above is \$ _____</b></p>
<b>Other</b>	<p>Clearly specify below ANY additional costs and/or terms related to cataloging and/or processing charges that are NOT listed above; e.g., charge for MARC record data disk, minimum order required to qualify for free processing, etc.</p>

ATTACHMENT C

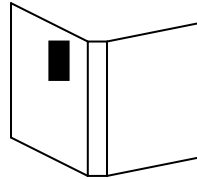
# Cataloging and Processing Specifications

**Austin (TX) Independent School District**

Revised 10/10/2017

## ELECTRONIC DATA and BAR CODES

- COMPUTER PLATFORM
  - ❑ PC
- MARC RECORD IMPORTS
  - ❑ Preferred: provide records through email or electronically; email records to [librarymediaservices@austinisd.org](mailto:librarymediaservices@austinisd.org)
  - ❑ If electronic transmission is not possible, provide on CD/DVD
- AUTOMATION SYSTEM
  - ❑ SIRSI / DYNIX Symphony
- FORMAT
  - ❑ US MARC MicroLIF Protocol, 1991
- BAR CODE SYMBOLOGY
  - ❑ 3 of 9 (14 digits, including check digit) no alpha check digit
- BAR CODE LABEL POSITION
  - ❑ For books, applied vertically on back cover, at the top, next to the spine, and positioned to be read bottom to top, as shown:



- ❑ For AV items, supply barcodes unattached.
- BAR CODE CONSTRUCTION [Attached pages show school location code #'s.]

SIRSI	SCHOOL #	VENDOR #	UNIQUE #	Check Digit
[5]	0 - - -	[ - - ]	- - - - -	[ - ]

[NOTE: Each vendor will be given a SIRSI-assigned number to use in the VENDOR field.]

- STARTING BAR CODE NUMBERS
  - ❑ If this is the **first** time you have supplied cataloged/processed materials for a location, start with either 000000 or 000001 in the Unique Number field.
  - ❑ Keep the highest used number on file each time for each location so that you can start with the next consecutive never-used number for the next order for that location.
- MARC 852 REQUIREMENTS
  - ❑ Library: 852|b
    - SIRSI policy name (from attached list) all in upper case  
[Example: 852|bHIGHLANDPK]
  - ❑ Price: 852|9
  - ❑ Call number with cutter: 852|h
  - ❑ Barcode: 852|p

## CATALOGING

- CLASSIFICATION/CALL NUMBER REQUIREMENTS
  - ❑ Abridged Dewey
  - ❑ No juvenile prefixes above Dewey number
  - ❑ AV designation above Dewey number
  - ❑ SP designation above Dewey number for Spanish & Spanish/English bilingual items
  - ❑ SP designation above AV designation for Spanish & Spanish/English bilingual AV items
  - ❑ DIGITAL designation above Dewey number (and above any other designations) for electronic books (e-books) and digital-only resources
- SUBJECT HEADINGS
  - ❑ LC Annotated Card (children's) Subject Headings  
(Default to LC Subject Headings [No Sears].)
- LEXILE LEVELS
  - ❑ Include in MARC record only [Field 521], if available.
- FICTION
  - ❑ F with 3 main entry letters
- EASY FICTION
  - ❑ E with 3 main entry letters
- NON-FICTION
  - ❑ Abridged Dewey call number, with 3 main entry letters, except:
    - Collective Biography – 920 with 3 main entry letters
    - Individual Biography – B with complete surname/LC-authorized form of biographee
- STORY COLLECTIONS
  - ❑ SC with 3 main entry letters
- FOREIGN LANGUAGE TITLES
  - ❑ Classified by same subject as corresponding English items
    - ❑ **Note: only Spanish titles receive language prefix**
- CUTTER LETTERING
  - ❑ All in upper case (capital letters) for all classes
  - ❑ Three (3) letters required for cutter of main entry (except individual biographies), with spaces ignored and letters from first name of author or title utilized, if necessary)
  - ❑ Notable Examples:
    - De Beers                      DEB (Use first three letters, ignoring the space.)
    - 101 Dalmatians              ONE (Use letters, not numbers.)
    - El Hospital                    HOS (Omit article at beginning of foreign language titles.)
    - U.S. Flags                     USF (Ignore the periods and spaces.)

## **PROCESSING**

### ▪ PROCESSING FOR BOOKS

Attached processing for each copy of a book title, to include:

#### ➤ **POCKET**

- Date Due grid preferred
- Attach pocket to Front Flyleaf of book
- Personalization: if possible, print the school name (see attached list) and book price on the pocket

#### ➤ **SPINE LABEL**

- Attached to book and covered with a label protector, if no dust cover is available
- Attached to dust cover, if dust cover is available
- Applied 1" from the bottom of the book edge
- Applied vertically on books with narrow spines, reading top to bottom, to facilitate shelving, as well as identification of the call numbers on books on the shelf

#### ➤ **BOOK JACKETS / COVERS**

- Mylar jackets attached with tape to books with dust covers
- Kapco Easy Covers (or equivalent) applied to paperback books

#### ➤ **THEFT DETECTION**

- 3M Tattle Tape
- Attached inside spine, when possible
- Provide theft detection **ONLY** for schools with security systems, as indicated on the attached list of campuses

### ▪ PROCESSING FOR AV ITEMS

Unattached processing for each copy of an AV item, to include:

#### ➤ **SPINE LABEL**

- Unattached

#### ➤ **DO NOT PROVIDE** pockets or theft detection for AV items.

## **AUSTIN ISD CONTACT PERSON**

**Bonnie Hauser, Austin ISD Technical Services Librarian**

Library Media Center

745 Mansell Ave., Austin, TX 78702

Phone: 512-414-4928 Fax: 512-841-5741

Email: [bonnie.hauser@austinisd.org](mailto:bonnie.hauser@austinisd.org)

Email for MARC records: [librarymediaservices@austinisd.org](mailto:librarymediaservices@austinisd.org)

Austin Independent School District			
School Name (Full)	SIRSI Policy Name	School Code Number	3M Tattle-Tape Required?
Akins High School	AKINS	017	Yes
Allan Elementary School	ALLAN	142	
Allison Elementary School	ALLISON	101	
Alternative Learning Center (ALC)	ALC	012	Yes
Anderson High School	ANDERSON	009	Yes
Andrews Elementary School	ANDREWS	102	
Ann Richards School	RICHARDS	028	Yes
Austin High School	AUSTINHS	002	Yes
Bailey Middle School	BAILEY	059	Yes
Baldwin Elementary School	BALDWIN	187	
Baranoff Elementary School	BARANOFF	182	
Barrington Elementary School	BARRINGTON	149	
Barton Hills Elementary School	BARTONHILL	103	
Becker Elementary School	BECKER	104	
Bedichek Middle School	BEDICHEK	054	Yes
Blackshear Elementary School	BLACKSHEAR	105	
Blanton Elementary School	BLANTON	106	
Blazier Elementary School	BLAZIER	185	
Boone Elementary School	BOONE	170	
Bowie High School	BOWIE	013	Yes
Brentwood Elementary School	BRENTWOOD	107	
Brooke Elementary School	BROOKE	108	
Brown Elementary School	BROWN	109	
Bryker Woods Elementary School	BRYKERWOOD	110	
Burnet Middle School	BURNET	046	Yes
Campbell Elementary School	CAMPBELL	111	
Casey Elementary School	CASEY	173	
Casis Elementary School	CASIS	112	
Clayton Elementary School	CLAYTON	184	
Cook Elementary School	COOK	161	
Covington Middle School	COVINGTON	057	Yes
Cowan Elementary School	COWAN	183	
Crockett High School	CROCKETT	008	Yes
Cunningham Elementary School	CUNNINGHAM	113	
Davis Elementary School	DAVIS	179	
Dawson Elementary School	DAWSON	114	
Dobie Middle School	DOBIE	055	Yes
Doss Elementary School	DOSS	154	
Eastside High School	EASTSIDE	019	Yes
Fulmore Middle School	FULMORE	043	Yes
Galindo Elementary School	GALINDO	176	
Garcia Young Mens' Leadership	GARCIA	064	Yes
Garza Independence High School	GARZAIHS	015	Yes
Gorzycki Middle School	GORZYCKI	062	Yes
Govalle Elementary School	GOVALLE	116	
Graham Elementary School	GRAHAM	159	

School Name (Full)	SIRSI Policy Name	School Code Number	3M Tattle-Tape Required?
Guerrero Thompson Elementary School	GUERRERO	186	
Gullett Elementary School	GULLETT	117	
Harris Elementary School	HARRIS	118	
Hart Elementary School	HART	163	
Highland Park Elementary School	HIGHLANDPK	119	
Hill Elementary School	HILL	155	
Houston Elementary School	HOUSTON	162	
Jordan Elementary School	JORDAN	178	
Joslin Elementary School	JOSLIN	120	
Kealing Middle School	KEALING	044	Yes
Kiker Elementary School	KIKER	180	
Kocurek Elementary School	KOCUREK	172	
Lamar Middle School	LAMAR	045	Yes
Langford Elementary School	LANGFORD	168	
Lanier High School	LANIER	004	Yes
LBJ High School	LBJ	010	Yes
Lee Elementary School	LEE	121	
Linder Elementary School	LINDER	160	
LMC(Library Media Center)	LMC	880	Yes
Maplewood Elementary School	MAPLEWOOD	122	
Martin Middle School	MARTIN	051	Yes
Mathews Elementary School	MATHEWS	123	
McBee Elementary School	MCBEE	165	
McCallum High School	MCCALLUM	005	Yes
Means Young Women's Leadership	MEANS	065	Yes
Menchaca Elementary School	MENCHACA	147	
Mendez Middle School	MENDEZ	058	Yes
Metz Elementary School	METZ	124	
Mills Elementary School	MILLS	181	
Murchison Middle School	MURCHISON	052	Yes
Norman Elementary School	NORMAN	150	
O.Henry Middle School	OHENRY	047	Yes
Oak Hill Elementary School	OAKHILL	148	
Oak Springs Elementary School	OAKSPRINGS	125	
Odom Elementary School	ODOM	156	
Ortega Elementary School	ORTEGA	126	
Overton Elementary School	OVERTON	189	
Padron Elementary School	PADRON	188	
Palm Elementary School	PALM	171	
Paredes Middle School	PAREDES	061	Yes
Patton Elementary School	PATTON	143	
Pease Elementary School	PEASE	128	
Pecan Springs Elementary School	PECANSPGS	129	
Perez Elementary School	PEREZ	190	
Pickle Elementary School	PICKLE	164	
Pillow Elementary School	PILLOW	151	
Pleasant Hill Elementary School	PLEASANTHL	130	



School Name (Full)	SIRSI Policy Name	School Code Number	3M Tattle-Tape Required?
Read Pre-K Demonstration School	READ	131	
Reagan High School	REAGAN	006	Yes
Reilly Elementary School	REILLY	132	
Ridgetop Elementary School	RIDGETOP	133	
Rodriguez Elementary School	RODRIGUEZ	174	
Sanchez Elementary School	SANCHEZ	127	
Sims Elementary School	SIMS	139	
Small Middle School	SMALL	060	Yes
St. Elmo Elementary School	STELMO	136	
Summitt Elementary School	SUMMITT	138	
Sunset Valley Elementary School	SUNSETVAL	158	
Travis Heights Elementary School	TRAVISHGTS	140	
Travis High School	TRAVIS	007	Yes
Uphaus Early Childhood Center	UPHAUS	177	
Walnut Creek Elementary School	WALNUTCRK	141	
Webb Middle School	WEBB	053	Yes
Widen Elementary School	WIDEN	175	
Williams Elementary School	WILLIAMS	166	
Winn Elementary School	WINN	157	
Wooldridge Elementary School	WOOLDRIDGE	152	
Wooten Elementary School	WOOTEN	144	
Zavala Elementary School	ZAVALA	145	
Zilker Elementary School	ZILKER	146	



PURCHASING AND ACQUISITION  
VENDOR RELATIONS

CHE  
(LOCAL)

**Contacting Board  
Members**

Vendors shall not contact Board members individually for the purpose of soliciting a purchase or contract during the restricted contract period.

If a vendor violates this prohibition during this time frame, consideration of the vendor for award shall be invalidated. Board members shall be notified of possible violations and actions taken.

**Restricted Contact  
Period**

The restricted contact period shall begin upon the date of issuance of a solicitation and shall end upon execution of the awarded contract by all parties.

In an effort to demonstrate its commitment to ethical procurement and contracting standards, and to improve accountability and public confidence, all District purchases of goods and services through competitive methods as provided in CH(LEGAL) and CV(LEGAL) shall be subject to a restricted contact period. Except as provided in this policy communication between a vendor and vendor's representative, and a Board member, the Superintendent, assistant superintendent, chief, officer, executive director, principal, department head, director, manager, project manager, or any other District representative who has influence on or is participating in the evaluation or selection process is prohibited.

*Prohibited  
Communications*

A vendor and vendor's representative are prohibited from communications regarding the particular solicitation at issue that are intended or reasonably likely to:

1. Provide substantive information regarding the subject of the solicitation;
2. Advance the interests of the vendor;
3. Discredit the response of any other vendor;
4. Encourage the District to reject a response by a bidder;
5. Convey a complaint about the solicitation; or
6. Directly or indirectly ask, influence, or persuade a Board member, the Superintendent, assistant superintendent, chief, officer, executive director, principal, department head, director, manager, project manager, or any other District representative who has influence on or is participating in the evaluation or selection process, to take action or refrain from taking action on any vote, decision, or agenda item regarding the solicitation at issue.

*Permissible  
Communications*

A vendor and vendor's representative are permitted to communicate with the District regarding the following:

PURCHASING AND ACQUISITION  
VENDOR RELATIONS

CHE  
(LOCAL)

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

*Other Vendor  
Participation and  
Communication*

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

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

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

PURCHASING AND ACQUISITION  
VENDOR RELATIONS

CHE  
(LOCAL)

<i>Complaints</i>	Any person who is aggrieved in connection with a HUB program policy decision may file a complaint in accordance with GF(LOCAL).
<i>Violations</i>	<p>The following are violations subject to sanctions:</p> <ol style="list-style-type: none"><li>1. Falsely conceal or cover up a material fact or make any false, fictitious, or fraudulent statements, reports, or representations, or make use of any false writing, document, or electronic report knowing the same to contain any false, fictitious, or fraudulent statement.</li><li>2. Fraudulently obtain, retain or attempt to obtain, or aid another in fraudulently obtaining, retaining, or attempting to obtain certification status as a HUB.</li><li>3. Make false reports regarding payments made to subcontractors or sub-consultants.</li></ol>
<i>Sanctions</i>	<p>Any person who violates the provisions of this section shall be subject to the following sanctions and to the maximum penalties provided by law:</p> <ol style="list-style-type: none"><li>1. The District may bar, suspend, or deem nonresponsive in future District solicitations and contracts, for a period of up to five years, any bidder or proposer, or contractor or subcontractor following notice and an opportunity for a hearing in accordance with the protest procedures in this policy.</li><li>2. The District may, by contract, and where appropriate and lawful, impose an administrative penalty.</li><li>3. In addition to other sanctions available to the District, the violation of any provision of these program rules may be included as an incident of breach in each contract.</li></ol>
<i>Request for Proposal and Bid Invitation</i>	Each request for proposal and bid invitation shall include a copy of this policy.