HOUSTON INDEPENDENT SCHOOL DISTRICT
Hattie Mae White Educational Support Center
4400 West 18th Street • Houston, Texas 77092-8501

www.HoustonISD.org
www.twitter.com/HoustonISD

VENDOR FORM: EXECUTION OF OFFER – REQUEST FOR PROPOSALS (RFP)

VENDOR'S NAME:	
AUTHORIZED SIGNATURE:	
PRINT NAME:	
TITLE:	
DATE:	
ADDRESS:	
CITY, STATE, ZIP CODE:	
PHONE:	
EMAIL ADDRESS:	

The undersigned vendor has carefully examined all instructions, requirements, specifications, terms and conditions of this Request for Proposals (RFP) and the Agreement and certifies:

1) It is a reputable company regularly engaged in providing goods and/or services necessary to meet the requirements, specifications, terms and conditions of the RFP and the Agreement.
2) It has the necessary experience, knowledge, abilities, skills, and resources to satisfactorily perform the requirements, specifications, terms and conditions of the RFP and the Agreement. Further, if awarded, the vendor agrees to perform the requirements, specifications, terms and conditions of the RFP and the Agreement.
3) All statements, information and representations prepared and submitted in response to this RFP are current, complete, true, and accurate. Vendor acknowledges that HISD will rely on such statements, information and representations in selecting the successful vendor(s).
4) It is not currently barred or suspended from doing business with the Federal government, any of the members represented, or any of their respective agencies.
5) It shall be bound by all statements, representations, warranties, and guarantees made in its proposal.
6) Submission of a proposal indicates the vendor's acceptance of the evaluation technique and the vendor's recognition that some subjective judgments may be made by HISD as part of the evaluation.
7) That all of the requirements of this RFP and the Agreement have been read and understood. In addition, compliance with all requirements, terms and conditions will be assumed by HISD if not otherwise noted in vendor's proposal.
8) The individual signing below has authority to enter into this execution of offer on behalf of vendor. Vendor acknowledges that the Agreement may be canceled if any conflict of interest or appearance of a conflict of interest is discovered by HISD.
9) Vendor acknowledges that a solicitation/proposal does not become a contract unless accepted by HISD after all necessary approvals, including any required approval by the HISD Board of Education ("Board award"). A contract is formed when an authorized HISD representative(s) signs this Execution of Offer form. By submitting this Execution of Offer Form, vendor acknowledges and agrees to be bound by the procurement solicitation issued by HISD (including RFP Parts I and II, and the bid attributes included in the electronic bidding portal), and Vendor's proposal submitted in response to HISD's procurement solicitation, and the attached and incorporated addenda, exhibits, and/or forms.
10) The Agreement is subject to purchase/work orders duly authorized and executed by HISD.

[SIGNATURE PAGE FOLLOWS]

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This Section to be Completed by HISD upon Award of Contract to Vendor

Houston ISD Contract Number: 27-10-29

Houston ISD Contract Name: Special Education Services – Evaluation Materials; Auditory/Visual Impairments Materials; Occupational/Physical Therapy Services; Assistive Technology & Specialized Access Items, Devices, Equipment, Software, and Related Goods & Services

Contract Term *(subject to change)*: _____

Date of Houston ISD Board Approval: _____

Exception(s) to the solicitation and/or to the Agreement submitted by Vendor are ☐ not applicable ☐ accepted ☐ rejected by HISD, as reflected in the attached accepted exceptions (if any). (See *attached exceptions accepted by HISD, as applicable*).

Per the approved Board/Non-Board Agenda, the contract Not-to-Exceed amount is $_____ over the contract term.

Approved for Houston Independent School District:

Approved for Purchasing:

_____
Director, Purchasing Services

_____
Full Name (Print)

OR

_____
Alexis Licata, Sr. Executive Director
Business Logistics & Purchasing Services

HOUSTON INDEPENDENT SCHOOL DISTRICT

By: _____
F. Mike Miles Date
Superintendent of Schools

APPROVED AS TO FUNDING/BUSINESS TERMS:

By:_____
James Terry Date
Ph.D., CPA, RTSBA
Chief Finance and Operations Officer

OR

By: _____
Heather Hughes Date
Controller

APPROVED AS TO FORM:

By: _____
Catosha Woods, General Counsel Date

OR

By: _____
Erica Graham, Deputy General Counsel Date