

B442004063955000
Partnering Workshop Facilitation
Services



INSTRUCTIONS TO RESPONDENTS

THE ATTACHED SOLICITATION SHOULD BE RETURNED AS FOLLOWS:

When mailing or hand delivering your response, please place a label in the lower left-hand corner of the sealed mailing envelope. If response requires more than one envelope, place a label on each sealed envelope. Below is an example of the format:

Bid No.: B or C XX-XXXX-XXXXXXXXXX
Bid Opening: MM/DD/YY, 00:00 p.m.
Purchaser: Purchaser Name

U.S. MAIL

Texas Department of Transportation
General Services Division
125 E. 11th Street
Austin, TX 78701-2483

or

HAND DELIVERY, COURIER SERVICE

Texas Department of Transportation
General Services Division
3800 Jackson Ave.
Camp Hubbard, Bldg. 5
Austin, TX 78731

or

FED EX, UPS, AIRBORNE EXPRESS, et.al.

Texas Department of Transportation
General Services Division
200 East Riverside Drive
Austin, TX 78704

USE OF NATIONAL INSTITUTE OF GOVERNMENTAL PURCHASING CODE

The Texas Department of Transportation (TxDOT) uses the National Institute of Governmental Purchasing, Inc., (NIGP) code to standardize purchases by conforming to the class, item, and group structure of the code. The NIGP code is used to select vendors for our master vendor file from the Texas Building and Procurement Commission (TBPC) Centralized Master Bidders List (CMBL).

New suppliers and other vendors wishing to furnish materials, equipment, supplies and services to TxDOT should apply to be on the CMBL to receive bidding opportunities.

Existing TxDOT vendors need only be concerned that the information listed on the CMBL file is correct, and that the applicable NIGP class and item are selected for those you wish to provide.

TBPC's CMBL information is available online at: <http://www.tbpc.state.tx.us/hubbid/vendhow2.html#A2>

Revised 02/03/2004



INVITATION FOR BID

09/13/2004

SOLICITATION NO: B442004063955000
OPENING DATE 03:00PM Oct 7, 2004

To:	Return Sealed Response To:
	TEXAS DEPARTMENT OF TRANSPORTATION GENERAL SERVICES DIVISION PURCHASING SECTION 125 E 11TH ST AUSTIN TX 78701-2483
VENDOR ID:	BUYER: 669 – GRACIE P SAUCEDO B 063955

Show opening date and number in lower left hand corner of sealed response envelope and show return address of vendor.
 Vendor agrees to comply with this solicitation below and all terms and conditions.
 F.O.B. destination means vendor retains title to goods until delivered and the price quoted includes all freight charges.

Delivery in _____ Days
 Cash Discount _____ % _____ Days

QUOTE F.O.B. DESTINATION

Item No.	Item Description	Quantity	Unit	Make/Model	Unit Price	Extended Price
	SHIP TO THE FOLLOWING LOCATION UNLESS OTHERWISE NOTED: TEXAS DEPARTMENT OF TRANSPORTATION SERVICE TO BE PROVIDED AT THE LOCATION(S) REFERENCED IN THE BODY OF THE SOLICITATION/PO.					
1.	NIGP 924-64-80-0603. WORKSHOP FACILITATION SERVICES, PARTNERING, MEETING TXDOT SPECIFICATION NUMBER 924-64-80, LATEST ISSUE 4 HOUR WORKSHOP (PER WORKSHOP) THIS LINE ITEM IS ESTIMATED AT 25 WORKSHOPS EACH.	25	EA			
2.	NIGP 924-64-80-0702. WORKSHOP FACILITATION SERVICES, PARTNERING, MEETING TXDOT SPECIFICATION NUMBER 924-64-80, LATEST ISSUE 8 HOUR WORKSHOP (PER WORKSHOP) THIS LINE ITEM IS ESTIMATED AT 40 WORKSHOPS EACH.	40	EA			

IF RESPONDING, FORM MUST BE SIGNED. IF NOT RESPONDING, DO NOT RETURN THIS FORM.

Failure to sign will disqualify response.



Authorized Signature _____ Date

Printed Name

By signing solicitation, vendor certifies that if a Texas address is shown as the address of the vendor, vendor qualifies as a Texas Resident Bidder as defined in Rule 1 TAC 113.6(b)(2)(E).

Return original to the Texas Department of Transportation.



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VENDOR ID: BUYER: 669 - GRACIE P SAUCEDO B 063955

Item No.	Item Description	Quantity	Unit	Make/Model	Unit Price	Extended Price
3.	<p>NIGP 924-64-80-1007. WORKSHOP FACILITATION SERVICES, PARTNERING, MEETING TXDOT SPECIFICATION NUMBER 924-64-80, LATEST ISSUE ONE AND ONE-HALF DAY WORKSHOP (PER WORKSHOP)</p> <p>THIS LINE ITEM IS ESTIMATED AT 10 WORK SHOPS EACH.</p>	10	EA			
4.	<p>NIGP 924-64-80-1155. WORKSHOP FACILITATION SERVICES, PARTNERING, MEETING TXDOT SPECIFICATION NUMBER 924-64-80, LATEST ISSUE TWO DAY WORKSHOP (PER WORKSHOP)</p> <p>THIS LINE ITEM IS ESTIMATED AT FIVE WORKSHOPS EACH.</p>	5	EA			
5.	<p>NIGP 924-64-80-4803. WORKSHOP FACILITATION SERVICES, PARTNERING, MEETING TXDOT SPECIFICATION NUMBER 924-64-80, LATEST ISSUE MISCELLANEOUS SERVICES ASSOCIATED WITH WORKSHOPS</p> <p>THIS LINE ITEM IS FOR REIMBURSIBLE EX- PENSES AS REQUIRED FOR THE PERFORMANCE OF THIS SERVICE PER PARAGRAPH 6.7 OF THIS SPECIFICATION.</p> <p>**NOTE TO RESPONDENT** THIS IS A NON-BIDDABLE LINE ITEM. TXDOT WILL ALLOCATE A SPECIFIC DOLLAR AMOUNT TO THIS LINE ITEM AT THE TIME OF AWARD.</p>	1	HOUR			



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VENDOR ID: BUYER: 669 – GRACIE P SAUCEDO B 063955

Item No.	Item Description	Quantity	Unit	Make/Model	Unit Price	Extended Price
6.	<p>NIGP 962-88-00-0000. TRAVEL, NON-LOCAL (SCHEDULED AND UNSCHEDULED), PROVIDED BY THIRD PARTY</p> <p>TRAVEL EXPENSES PER PARAGRAPH 10 OF THIS SPECIFICATION.</p> <p>**NOTE TO RESPONDENT** THIS IS A NON-BIDDABLE LINE ITEM. TXDOT WILL ALLOCATE A SPECIFIC DOLLAR AMOUNT TO THIS LINE ITEM AT THE TIME OF AWARD.</p> <p>THE FOLLOWING APPLIES TO THIS ENTIRE SOLICITATION.</p> <p>TERM OF SERVICE SHALL BEGIN AT ISSUANCE OF PURCHASE ORDER AND CONTINUE FOR A PERIOD OF 24 MONTHS WITH THE OPTION TO RENEW. FACILITATION SERVICE SHALL BE PERFORMED IN ACCORDANCE WITH SPECIFICATION REVISED #924-64-80.</p> <p>ATTACHMENT A- MINIMUM RESPONSE REQUIREMENTS ATTACHMENT B- EVALUATION CRITERIA</p> <p>SCHEDULE 1- COMPANY REFERENCES</p> <p>SCHEDULE 2- FACILITATOR REFERENCES</p> <p>*TEXAS DEPARTMENT OF TRANSPORTATION TERMS AND CONDITIONS, REVISED MARCH 2004</p> <p>PAYMENT SHALL BE MADE IN ACCORDANCE WITH PARAGRAPH 5.1.</p> <p>DELETE PARAGRAPH 6 (INSURANCE) IN IT'S</p>	1	EA			



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Item No.	Item Description	Quantity	Unit	Make/Model	Unit Price	Extended Price
	<p>ENTIRETY.</p> <p>THIS SERVICE WILL BE USED ON AN AS-NEEDED BASIS. QUANTITY(IES) SHOWN ARE ESTIMATED. TXDOT DOES NOT GUARANTEE TO PURCHASE ANY MINIMUM QUANTITY(IES).</p> <p>QUANTITY(IES): QUANTITIES ARE ESTIMATED: TXDOT DOES NOT GUARANTEE TO PURCHASE ANY MINIMUM QUANTITY. TXDOT RESERVES THE RIGHT TO INCREASE THE QUANTITY(IES) OF THE PURCHASE ORDER AT THE SAME ORIGINAL TERMS AND CONDITIONS. THE VENDOR WILL BE NOTIFIED IN WRITING BY PURCHASE ORDER CHANGE NOTICE OF ANY REQUIREMENTS FOR ADDITIONAL QUANTITY(IES).</p> <p>THE STATE OF TEXAS WILL PERMIT "UNIT PRICE" ADJUSTMENTS UPWARDLY OR DOWNWARDLY WHEN CORRELATED WITH THE PRICE INDEX SPECIFIED HEREIN. UNLESS OTHERWISE INDICATED, THE PRICE INDEX SHALL BE THE SPECIFIED INDEX AS PUBLISHED BY THE BUREAU OF LABOR STATISTICS, WASHINGTON, DC 20212. THE BASELINE INDEX SHALL BE THE INDEX ANNOUNCED FOR THE MONTH IN WHICH THE BIDS OPENED. UNIT PRICES MAY BE ADJUSTED FOR EACH RENEWAL PERIOD IN ACCORDANCE WITH CHANGES IN INDEX. THE ALLOWABLE PERCENT CHANGE SHALL BE CALCULATED BY SUBTRACTING THE BASELINE INDEX FROM THE INDEX ANNOUNCED FOR THE MONTH IN WHICH THE</p>					



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Item No.	Item Description	Quantity	Unit	Make/Model	Unit Price	Extended Price
	<p>RENEWAL OPTION IS EXERCISED AND DIVIDING THE RESULT BY THE BASELINE INDEX. THE ALLOWABLE PERCENT CHANGE SHALL BE ROUNDED TO THE NEAREST ONE-HUNDREDTH OF ONE PERCENT AND SHALL BE THE MAXIMUM UNIT PRICE ADJUSTMENT PERMITTED, EXCEPT THAT THE VENDOR MAY OFFER PRICE DECREASES IN EXCESS OF THE ALLOWABLE PERCENT CHANGE. PRICE INCREASES FOR THE FIRST AND SECOND EXTENSION PERIODS WILL BE BASED ON THE CPI-W.</p> <p>PLEASE PROVIDE A VENDOR POINT- OF- CONTACT FOR SERVICES: NAME _____ TELEPHONE _____</p> <p>FOR CLARIFICATION OF THE SPECIFICATIONS OF THIS SOLICITATION, RESPONDENTS MAY CONTACT: PURCHASER: GRACIE SAUCEDO TELEPHONE: 512-374-5442 EMAIL: GSAUCED@DOT.STATE.TX.US</p> <p>THE INDIVIDUAL LISTED ABOVE MAY BE TELEPHONED OR VISITED FOR CLARIFICATION OF THE SPECIFICATIONS ONLY. NO AUTHORITY IS INTENDED OR IMPLIED THAT SPECIFICATIONS MAY BE AMENDED OR ALTERNATES ACCEPTED PRIOR TO BID OPENING WITHOUT WRITTEN APPROVAL.</p> <p>"TXDOT HUB SUBCONTRACTING PLAN"</p>					



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09/13/2004

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Item No.	Item Description	Quantity	Unit	Make/Model	Unit Price	Extended Price
	<p>THE TEXAS DEPARTMENT OF TRANSPORTATION HAS DETERMINED THAT SUBCONTRACTING OPPORTUNITIES UNDER 1 TAC 111.14 ARE NOT AVAILABLE FOR THIS SOLICITATION.</p> <p>PREFERENCE AND VENDOR ID NUMBER</p> <p>CHECK BELOW IF PREFERENCE CLAIMED UNDER RULE 1TAC 113.8.</p> <p>TIE-BID PREFERENCES</p> <p><input type="checkbox"/> SUPPLIES, MATERIALS OR EQUIPMENT PRODUCED IN TEXAS OR OFFERED BY A TEXAS BIDDER</p> <p><input type="checkbox"/> AGRICULTURAL PRODUCTS GROWN IN TEXAS</p> <p><input type="checkbox"/> AGRICULTURAL PRODUCTS OFFERED BY TEXAS BIDDER</p> <p><input type="checkbox"/> USA PRODUCED SUPPLIES, MATERIAL OR EQUIPMENT</p> <p><input type="checkbox"/> PRODUCTS PRODUCED AT FACILITIES LOCATED ON FORMERLY CONTAMINATED PROPERTY</p> <p><input type="checkbox"/> PRODUCTS AND SERVICES FROM ECONOMICALLY DEPRESSED OR BLIGHTED AREAS</p> <p>SOURCE PREFERENCES</p> <p><input type="checkbox"/> PRODUCTS OF PERSONS WITH MENTAL OR PHYSICAL DISABILITIES</p> <p>SPECIFICATION PREFERENCES</p> <p><input type="checkbox"/> PRODUCTS MADE OF RECYCLED MATERIALS, REMANUFACTURED, OR ENVIRONMENTALLY SENSITIVE MATERIALS INCLUDING RECYCLED STEEL</p>					

TEXAS DEPARTMENT OF TRANSPORTATION
GENERAL SERVICES DIVISION

PREPARED BY: Gracie Saucedo, CTPM, CPPB
EMAIL: gsauced@dot.state.tx.us
FAX NO: (512)-374-5480
URL: www.dot.state.tx.us/gsd/purchasing/purchasing.htm

SPECIFICATION NO
TXDOT 924-64-80*
REVISED: SEPTEMBER 2004

PARTNERING WORKSHOP FACILITATION SERVICE

PUBLICATION

This specification is a product of the Texas Department of Transportation (TxDOT). It is the practice of TxDOT to support other entities by making this specification available through the National Institute of Governmental Purchasing (NIGP). This specification may not be sold for profit or monetary gain. If this specification is altered in any way, the header, and any and all references to TxDOT must be removed. TxDOT does not assume any liability when this specification is used in the procurement process by any other entity.

1. SCOPE: This specification describes facilitation services to support the TxDOT Partnering Program and other TxDOT districts, divisions and offices on an as needed basis. These services shall be provided for workshops pertaining to but not limited to construction, project design, maintenance, materials and testing, project contract management, professional services and other projects in which TxDOT will require a facilitator. These services will be initiated through letters of agreement and purchase orders with the selected vendors.
2. DEFINITIONS
 - 2.1. VENDOR(S): Companies or independent facilitators selected for this service
 - 2.2. FACILITATOR: The Vendor's facilitator(s) that are selected for this service
 - 2.3. TxDOT CONTACT: The individual responsible for the project being facilitated
 - 2.4. CONTRACTOR: Groups requesting the facilitation services
 - 2.5. PARTNERING WORKSHOP (referred hereto as "workshop"): The workshop between the Contractor and TxDOT or internal to TxDOT
 - 2.6. CONSTRUCTION DIVISION: Construction Section (CSD-C) Office of primary responsibility for the TxDOT Partnering Program and administrator of this contract
 - 2.7. WORKSHOP REGISTRATION FORM: The TxDOT form that will be submitted by TxDOT and the Contractor for the selection of facilitation services.
3. BACKGROUND
 - 3.1. In April of 1992, TxDOT developed an approach to cooperative problem solving called "Partnering" for construction and design projects which was a mandatory concept throughout the state. The focus was to reduce claims and disputes and improve working relationships between the Contractors and TxDOT. Facilitators have been utilized to provide workshops to support the problem solving process as part of the partnering effort.

* This Specification Supersedes Specification No. TXDOT 924-64-80, Revised March 2000.

- 3.2. As of September 1998 Partnering is optional and at the discretion of TxDOT to determine if facilitated workshops are required for construction or other projects.
4. RESPONDENT QUALIFICATIONS: The respondent shall:
 - 4.1. Be an established company regularly engaged in the business of providing facilitation services (Ref. Attachment A - Minimum Response Requirements). The respondent or facilitator may be one in the same.
 - 4.2. Have a minimum of three years experience in conducting facilitation services within the past five years.
5. RESPONDENT PERSONNEL QUALIFICATIONS: The vendor's facilitators shall have a minimum of one year experience in facilitating workshops in public or private industry within the last three years.
 - 5.1. PREFERRED EXPERIENCE: TxDOT will award extra points to facilitators with the following experience:
 - 5.1.1. One year experience facilitating workshops in transportation related projects within the last three years. Twelve workshops are equivalent to one year's experience (Ref. Attachment B – Evaluation Criteria).
 - 5.1.2. One year experience within the last three years working with a government transportation entity (i.e., federal, state, local) construction related organization with emphasis on civil engineering (construction, project design, maintenance, materials and tests, project contract management).
6. SERVICE REQUIREMENTS: The vendor shall provide facilitator(s) to conduct partnering workshops between TxDOT and outside contractors, consultants, government agencies, or other entities conducting business with TxDOT. Facilitators may also conduct workshops between groups within TxDOT in other topic areas.
 - 6.1. Workshops shall include, but not be limited to, the following agenda topics:
 - 6.1.1. Project Purpose
 - 6.1.2. Project Overview and Schedule
 - 6.1.3. Project Charter (optional and at the discretion of TxDOT)
 - 6.1.4. Process Review
 - 6.1.5. Conflict Resolution and Negotiation
 - 6.1.6. Issue Resolution
 - 6.1.7. Partnering Evaluation Process
 - 6.1.8. Facilitator and Meeting Evaluations
 - 6.2. PARTNERING WORKSHOPS: One facilitator shall be provided for up to 30 participants.

6.3. FACILITATOR SELECTION

- 6.3.1. The Contractor shall initiate the TxDOT Registration Form and select three facilitators from a pre-approved Contract Facilitator's List, enter the names on the form and submit it to TxDOT. TxDOT will make the final facilitator selection and forward the form to the vendor.
- 6.3.2. The selected facilitator shall develop a detailed agenda (Ref. para. 6.1).
- 6.3.3. The selected facilitator shall meet with TxDOT and the Contractor a minimum of ten working days prior to the workshop to coordinate meeting details and review the agenda.

6.4. VENDOR RESPONSIBILITIES: The vendor shall:

- 6.4.1. Provide the materials necessary to perform the facilitation services under this specification. Materials shall include, but not be limited to sign-in sheets, name tags, workbooks, markers, videos, charts, slides, and handout materials.
- 6.4.2. Plan and set up the meeting including conference room arrangements, audio visual equipment, and other general office equipment.
- 6.4.3. Make block lodging reservations, if required, when making arrangements for the conference meeting rooms and other support.
- 6.4.4. Ensure that evaluation forms provided by TxDOT are distributed to all workshop participants and completed forms are forwarded to the TxDOT CST-C within seven working days after the workshop. Failure to forward these completed forms promptly or tampering with the evaluations may result in the cancellation of the letters of agreement or the purchase order.
- 6.4.5. Furnish a report of the workshop results in booklet, binder, or electronic format to each workshop participant and to CST-C within seven working days after the workshop. Report format will be provided by TxDOT.
- 6.4.6. Provide follow-up and close-out meetings at the discretion of TxDOT.

6.5. TXDOT RESPONSIBILITIES: TXDOT will:

- 6.5.1. Provide the vendor with the date, location and anticipated number of participants a minimum of three weeks prior to the workshop.
- 6.5.2. Notify the vendor of the final number of participants 48 hours before the workshop.

6.6. WORKSHOP CANCELLATION: In the event a scheduled workshop is canceled:

- 6.6.1. The facilitator will only be compensated for approved expenses incurred and materials purchased prior to notification of cancellation.
- 6.6.2. TxDOT will reimburse the facilitator for any materials purchased by the facilitator prior to notification. A list of the materials and copies of the corresponding receipts must be included in the billing.
- 6.6.3. Labor will be paid at the hourly rate.

7. REMOVAL/REPLACEMENT OF PERSONNEL: A facilitator may be removed from the approved facilitator list for any of the following:
 - 7.1. The TxDOT contact, Contractor or workshop participants evaluate the performance of the facilitator as poor or below average during two or more workshops.
 - 7.2. A facilitator deviates significantly from the approved agenda on two or more workshops without previous approval by the TxDOT contact and the Contractor during the course of the workshop.
 - 7.3. Any facilitator not providing products and services on time and to the standards outlined herein during two or more workshops.
 - 7.4. Any facilitator who knowingly or unknowingly violates applicable confidentiality or professional ethics in matters related to a workshop which he or she conducted under the terms of this specification and subsequent letter of agreement or purchase order.
 - 7.5. Failure of the vendor or facilitator to remain neutral in any resulting disputes, claims, or litigation between TxDOT and the Contractor.
 - 7.6. The vendor agrees to ensure the continuity of the facilitator assigned to the workshop. The vendor represents and warrants that this individual be available for the entirety of the workshop and shall remain available throughout the term of the contract. TxDOT recognizes, however, the events beyond the control of the vendor such as the death, physical or mental incapacity, long-term illness, or the voluntary termination of employment of this individual. The vendor shall propose a replacement within ten working days from the date of notification. In the event that such a replacement is necessary, respondent agrees that no replacement person shall begin work without the prior written approval of TxDOT.
8. ACCEPTABILITY OF WORK: If the TxDOT contact or the Contractor finds errors in the completed work, the facilitator shall correct the errors at no additional cost to TxDOT. The TxDOT contact and the Contractor will determine the acceptability of work.
9. OWNERSHIP OF DOCUMENTS: All property rights, including publication rights to all products pertaining to TxDOT projects developed shall be retained by TxDOT, and such products shall not be duplicated without TxDOT permission. Finished products or results of workshops shall contain the statement "This report is the property of TxDOT and may not be reproduced without written permission from TxDOT".
10. TRAVEL EXPENSES: The location of the workshops may be anywhere in the state of Texas. All travel will be subject to prior approval by TxDOT.
 - 10.1. TxDOT will reimburse the vendor for actual approved travel expenses. These expenses shall be detailed and receipts attached to the invoice. Reimbursable travel expenses include; personal vehicle mileage, commercial transportation, hotel accommodations, parking and meals.
 - 10.2. Reimbursement will be for current legislated rates and comply with the current Texas Mileage Guide and Texas State Travel Guide. These guides can be located through the Window on State Government located at www.window.state.tx.us/comptrol/texastra.html and www.window.state.tx.us/comptrol/san/fm_manuals/tag_man/tag_cover.html

11. **INVOICING AND PAYMENT:** Workshop prices shall include all time spent before, during and after the workshop, including but not limited to coordinating meeting arrangements, pre-workshop interviews with partnering principals, if needed, and the preparation and distribution of final workshop results to all participants. All handouts and written reports specific to the workshop shall be included.
 - 11.1. The vendor shall bill the Contractor separately for each workshop. The invoice shall include the following:
 - 11.1.1. All the workshop expenses, including the facilitator's time, itemized expenses for the conference rooms, audio visual equipment and all other conference expenses.
 - 11.1.2. The invoice shall be numbered, include the workshop title and date(s), project identification, names of the TxDOT contact, Contractor, and facilitator.
 - 11.1.3. Receipts for lodging, rental car, and airline fares shall be attached.
 - 11.2. The vendor shall send a separate copy of the invoice to TxDOT.

NOTE: A purchase order will be issued by TxDOT for workshops conducted for projects other than Construction projects. Invoices will be paid against the purchase order for those projects.
12. **RESPONSE SUBMISSION:** Respondent shall submit a signed original response (marked "Original") and three response copies (marked "Copy") (Ref. Attachment A). Only the original shall include pricing. Respondent shall not include pricing information on the response copies.
 - 12.1. **SECTION 1 – SCHEDULE 1– COMPANY REFERENCES:** Respondent shall submit with their response the name, address, telephone number and contact person of at least three firms for which the respondent has provided facilitation services within the last five years. References may be contacted prior to award. Not required if the vendor and facilitator are one in the same.
 - 12.2. **SECTION 2 – SCHEDULE 2 – FACILITATOR REFERENCES:** Respondent shall submit with their response at least three examples of the facilitator's most recent facilitation sessions within the last three years.
 - 12.2.1. Respondent shall submit not more than four facilitator resumes (resumes limited to not more than one page) with the solicitation.
 - 12.2.2. Respondent shall submit a summary for each resume on a separate page that details how the facilitator meets the minimum requirements.
 - 12.3. **SECTION 3:** Respondent shall submit a one to two page summary of the respondent's methodology approach to successful workshops including planning, conducting and follow-up.
 - 12.4. **SECTION 4 – PRICING:** Pricing is per facilitator, per workshop duration.
13. **RESPONSE EVALUATION PROCEDURE:** Only complete responses meeting the Minimum Response Requirements (Ref: Attachment A) as stated in this specification will be considered. Failure to meet the minimum requirements will result in a response being declared non-responsive. TxDOT has sole discretion and reserves the right to reject any or all responses. TxDOT will use a two-step process to evaluate all responses

- 13.1. STEP 1 – RESPONSE EVALUATION: A TxDOT evaluation committee will evaluate and score each response based on the best value criteria stated in this specification (Ref: Attachment B). All responses meeting the minimum requirements (Ref: Attachment A) will be evaluated according to the respondent's ability to best satisfy TxDOT's requirements.
 - 13.1.1. Response will be evaluated and scored based on the best value criteria listed in paragraph 13.1.2 and requirements listed on Attachment B. Evaluation of response information submission provided with the solicitation will be 60% of the evaluation total. Prices submitted will be 40% of the evaluation total.
 - 13.1.2. Best value criteria to be used is as follows:
 - 13.1.2.1. Responsiveness to the solicitation service requirements.
 - 13.1.2.2. Facilitator strengths, based on resumes submitted as they relate to workshop specifics.
 - 13.1.2.3. Past experience in successfully providing this service.
 - 13.1.2.4. Additional points shall be given based on experience (Ref: Attachment B).
- 13.2. STEP 2 – INTERVIEW: TxDOT reserves the right to conduct a formal interview with the top scoring respondents.
14. AWARD: TxDOT reserves the right to award on the basis of best value that meets the needs and requirements of this solicitation. TxDOT intends to issue multiple letters of agreement to the selected vendors for the construction and maintenance projects and a purchase order for other TxDOT projects. Each letter of agreement or purchase order will list the approved facilitators.
15. POST AWARD MEETING: TxDOT will conduct a post award meeting within 15 calendar days after award. The purpose of the meeting is to discuss the facilitation process, TxDOT vision, direction and philosophy in relationship to the workshops and any vendor questions or concerns.

**ATTACHMENT A
 MINIMUM RESPONSE REQUIREMENTS
 (PROVIDED FOR INFORMATION ONLY)**

Respondent Name _____

Reviewed Minimum Response Requirements: _____

QUALIFICATIONS	YES	NO
Respondent Qualifications		
Respondent is an established company regularly engaged in the business of providing facilitation services. (Ref. para. 4.1)		
Respondent has a minimum of three years experience in conducting facilitation services within the past five years. (Ref. para. 4.2)		
Respondent Personnel Qualifications		
One year experience in facilitating workshops in public or private industry within the last three years. (Ref. para. 5.1)		

RESPONSE INCLUDES	YES	NO
1. One original response (marked Original) and three response copies (marked copy). (Ref. para. 12)		
2. Schedule 1- Company References (Ref. para.12.1)		
3. Schedule 2- Facilitator References (Ref. para.12.2)		
4. Facilitator Resumes (Ref. para.12.2.1)		
5. Respondent's methodology approach summary (Ref. para.12.3)		

Respondent shall submit the minimum requirements listed with response submission. Failure to submit the minimum requirements will disqualify the respondent from further consideration.

ATTACHMENT B
EVALUATION CRITERIA
(Provided For Information Purposes Only)

Respondent: _____ Evaluator: _____

Facilitator: _____

FACTOR	WEIGHT	POINTS (CIRCLE ONE)	SCORE
Years experience in facilitating meetings in public or private industry. (para. 5.1) 6 months to 1 year = 1 points 2 to 5 years experience = 5 points over 5 years experience = 10 points	5 X	1 5 10	=
Years experience facilitating workshops within the last three years related projects. Twelve successful workshops are equivalent to one year's experience. (para. 5.2.1) 6 months to 1 year = 1 points 2 to 5 years experience = 5 points over 5 years experience = 10 points	5 X	1 5 10	=
One year experience working within the last three years working with a government transportation entity (i.e., federal, state, local) construction related organizations with emphasis on civil engineering (i.e., construction, project design, maintenance, materials and tests, and project contract management.) (para. 5.2.2) 6 months to 1 year = 1 points 2 to 5 years experience = 5 points over 5 years experience = 10 points	10 X	1 5 10	=
	Total Points		

SCHEDULE 1
COMPANY REFERENCES

1. Name of Organization: _____
Street Address: _____
City, State and Zip Code: _____
Name and Title of Person to Contact: _____
Telephone Number: _____
Service Provided: _____

2. Name of Organization: _____
Street Address: _____
City, State and Zip Code: _____
Name and Title of Person to Contact: _____
Telephone Number: _____
Service Provided: _____

3. Name of Organization: _____
Street Address: _____
City, State and Zip Code: _____
Name and Title of Person to Contact: _____
Telephone Number: _____
Service Provided: _____

4. Name of Organization: _____
Street Address: _____
City, State and Zip Code: _____
Name and Title of Person to Contact: _____
Telephone Number: _____
Service Provided: _____

This page or a reasonable facsimile shall be returned with the response. Failure to return the required items with the response will result in rejection of the response.

ANY NEGATIVE RESPONSE MAY RESULT IN DISQUALIFICATION OF THE RESPONSE.

SCHEDULE 2
FACILITATOR REFERENCES

SUBMIT A SEPARATE FORM FOR EACH FACILITATOR

FACILITATOR NAME: _____

1. Name of Organization: _____
Street Address: _____
City, State and Zip Code: _____
Name and Title of Person to Contact: _____
Telephone Number: _____
Service Provided: _____

2. Name of Organization: _____
Street Address: _____
City, State and Zip Code: _____
Name and Title of Person to Contact: _____
Telephone Number: _____
Service Provided: _____

3. Name of Organization: _____
Street Address: _____
City, State and Zip Code: _____
Name and Title of Person to Contact: _____
Telephone Number: _____
Service Provided: _____

4. Name of Organization: _____
Street Address: _____
City, State and Zip Code: _____
Name and Title of Person to Contact: _____
Telephone Number: _____
Service Provided: _____

This page or a reasonable facsimile shall be returned with the response. Failure to return the required items with the response will result in rejection of the response.

ANY NEGATIVE RESPONSE MAY RESULT IN THE DISQUALIFICATION OF THE RESPONSE.

**TEXAS DEPARTMENT OF TRANSPORTATION
TERMS AND CONDITIONS**

PART I

GENERAL TERMS AND CONDITIONS

Part I of the General Terms and Conditions shall apply to all solicitations [Request for Quote (RFQ), Invitation for Bids (IFB), Request for Offer (RFO) and Request for Proposal (RFP)] offered by TxDOT. Parts II and III are solicitation specific additions to Part I.

This procurement falls under the statutory authority of Texas Government Code, Title 10, Subtitle D, Section 2151, et seq. (commonly known as the "Purchasing Act"). The purchasing procedures include statutory requirements and those requirements established by rule of the Texas Building and Procurement Commission (TBPC) as contained in TBPC Rule 1TAC 113.1, et seq.

All purchases are on a firm, fixed price basis unless otherwise stated in the solicitation.

The purchase order may contain a "Total Cost Not to Exceed" statement. Vendor shall not perform any work that may exceed either the purchase order total or the not-to-exceed total without prior written authorization from the department.

1. REQUIREMENTS AND ADDITIONAL INFORMATION

- 1.1. Our system requires pricing per unit shown and extensions. Unit prices shall govern in the event of extension errors. If a trade discount is offered on the solicitation response, it should be deducted and net line extensions shown. Respondent guarantees product offered will meet or exceed specifications identified in this solicitation.
- 1.2. Response should be submitted on the solicitation form. If submitting multiple responses, each response should be placed in a separate envelope, correctly identified with the solicitation number and opening/closing date. Response must be time stamped in our Mail Room or hand delivered to the address on the solicitation before the hour and date specified for the solicitation opening/closing.
- 1.3. Late responses will not be considered under any circumstances. Correctly identified late responses will be returned to respondent unopened.
- 1.4. Documentation provided with the response should be complete and comprehensive. TxDOT will not be responsible for locating or securing information not included in the response. Failure to furnish required documentation with the response may result in the response being deemed incomplete and non-responsive, resulting in rejection. TxDOT will not be responsible for any expenses relating to responses or development of documentation that may result from this solicitation.
- 1.5. All prices shall be F.O.B. destination, freight prepaid and allowed. This means the vendor shall prepay and include the freight charges in the unit price.
- 1.6. All prices shall be firm for acceptance for 30 days from solicitation response date unless otherwise stated in the solicitation. "Discount from list" pricing is not acceptable unless requested. Cash discount will not be considered in determining the low response; however, all cash discounts offered will be taken if earned. Price(s) shall not increase during the term of the purchase order or the agreement unless otherwise stated in the specification. Vendor shall offer price reductions that result in reduced cost to the vendor during the term of the purchase order.
- 1.7. Failure to sign the solicitation manually in the required space will disqualify the response. The person signing the response shall have authorization to bind the company in contract. Solicitation response shall include Texas Identification Number (TIN), full firm name and address of company. The TIN is the taxpayer number assigned and used by the Comptroller of Public Accounts of Texas. Enter this TIN in the space provided on the solicitation.
- 1.8. Response cannot be altered or amended after opening/closing time. Any alterations made before opening/closing time should be initialed by respondent or authorized agent. Response may be withdrawn if requested in writing prior to the opening/closing date and time. No response can be withdrawn after opening/closing time without approval by TxDOT based on a written, acceptable reason.
- 1.9. At the time of opening/closing for negotiated solicitations, only the names of respondents will be announced. Prices will not be disclosed.

- 1.10. Purchases made for State use are exempt from the State Sales tax and Federal Excise tax. Do not include tax in response unless otherwise specified in the solicitation. Excise Tax Exemption Certificate will be furnished by TxDOT on request.
- 1.11. TxDOT reserves the right to accept or reject all or any part of any response, waive minor technicalities and make award to best serve the interests of the State. TxDOT reserves the right to reject any response not prepared and submitted in accordance with the solicitation requirements.
- 1.12. Consistent and continued tie response pricing may lead to rejection of the response by TxDOT and/or investigation for antitrust violations.
- 1.13. Facsimile (FAX) responses may be submitted to the FAX number provided in the solicitation for procurements less than \$25,000, unless otherwise stated in the solicitation. For procurements \$25,000 and greater, FAX responses will not be considered unless otherwise stated in the solicitation. All FAX responses must be signed in space provided in the solicitation. TxDOT will not be responsible for failure of electronic equipment or operator error. Responses that are late, illegible, incomplete or otherwise non-responsive will not be considered.
- 1.14. It is the intent of TxDOT to purchase goods, equipment and services having the least adverse environmental impact within the constraints of statutory purchasing requirements, departmental need, availability and sound economical considerations. TxDOT encourages suggested changes and environmental enhancements for possible inclusion in future revisions of this specification.
- 1.15. TxDOT is committed to maintaining an alcohol- and drug-free workplace. Possession, use, or being under the influence of alcohol or controlled substances by vendor's employees while in the performance of any service is prohibited. Violation of this requirement shall constitute grounds for cancellation of the purchase order. Vendor's employees shall comply with TxDOT's policy prohibiting smoking in TxDOT buildings.
- 1.16. All work by the vendor shall be performed between the hours of 8:00 a.m. and 5:00 p.m., unless otherwise specified, only on working days observed by TxDOT. Working days are usually Monday through Friday of each week.
- 1.17. If the department receives an open records request and a bidder or the awarded vendor has identified restrictive material in the original bid, the department will use best efforts to give the bidder **or the awarded vendor** an opportunity to present its arguments to the Office of the Attorney General for why such trade secrets should not be disclosed.

2. SPECIFICATIONS

- 2.1. The goods furnished or service performed shall be in accordance with the purchase specifications. TxDOT will decide all questions, which may arise as to the interpretation of the specifications and the quality, or acceptability of goods furnished or work performed. If the solicitation is for a service, TxDOT will decide the manner of performance and the rate of progress of the work and the acceptable fulfillment of the service on the part of the vendor.
- 2.2. Any catalog, brand name or manufacturer's reference used in the solicitation is descriptive only (not restrictive), and is used to indicate type and quality desired. Responses on brands of like nature and quality will be considered unless advertised as proprietary or sole source under Texas Government Code (TGC), Title 10, Subtitle D, Section 2155.067. Show manufacturer, brand or trade name, and other description of product offered on response. If offer is for other than example(s) shown, include illustrations and complete description of product in the solicitation response. If respondent takes no exception to specifications or reference data in the response, the vendor will be required to furnish brand names, numbers, etc., as specified.
- 2.3. Unless otherwise specified, all items offered shall be new and in first class condition, including shipping and storage containers. Verbal agreements to the contrary will not be recognized.
- 2.4. Samples, when requested, must be furnished free of expense to TxDOT. If not destroyed in examination, samples will be returned upon request, at respondent's expense. Each sample should be marked with respondent's name and address, and TxDOT solicitation number. Do not enclose in or attach response to sample.
- 2.5. TxDOT will not be bound by any oral statement or representation contrary to the written specifications of this solicitation. All addenda to and interpretations of this solicitation shall be in writing. Any addenda or interpretation that is not in writing will not legally bind TxDOT.
- 2.6. Manufacturer's standard warranty shall apply unless otherwise stated in this solicitation.
- 2.7. All electrical items shall meet all applicable OSHA standards and regulations, and bear the appropriate listing from UL, FMRC or NEMA.

3. **TIE RESPONSES:** Award will be made in accordance with RULE 1 Texas Administrative Code (TAC) Section 113.6(b)(3) and 113.8 (Preferences).
4. **PREFERENCES** A respondent may claim a preference under Rule 1TAC 113.8. To claim a preference, a respondent shall identify the preference, on the face of the solicitation. If the appropriate area on the solicitation is not marked, a preference will not be granted unless other documents included in the bid show a right to the preference.

Preferences may be claimed for the following:

Tie-Bid Preferences

- ◆ Supplies, materials or equipment produced in Texas or offered by a Texas bidder
- ◆ Agricultural products grown in Texas
- ◆ Agricultural products offered by Texas bidder
- ◆ USA produced supplies, material or equipment
- ◆ Products produced at facilities located on formerly contaminated property
- ◆ Products and services from economically depressed or blighted areas

Source Preference

- ◆ Products of persons with mental or physical disabilities

Specification Preferences

- ◆ Products made of recycled materials
- ◆ Energy efficient products
- ◆ Rubberized asphalt paving materials
- ◆ Recycled motor oil and lubricants

5. **DELIVERY**

- 5.1. Response should show number of *days* required to place material, or begin service (if required), at TxDOT's designated location under normal conditions. Failure to state delivery time obligates vendor to complete delivery in 14 calendar days. Unrealistic delivery promises may cause response to be rejected.
- 5.2. If delay is foreseen, vendor shall give written notice to TxDOT. TxDOT has the right to extend delivery date if reasons appear valid. Vendor shall keep TxDOT advised at all times of status of order. Default in promised delivery (without accepted reasons) or failure to meet specifications, authorizes TxDOT to purchase goods or services elsewhere and charge full increase, if any, in cost and handling to defaulting vendor.
- 5.3. No substitutions or cancellations permitted without written approval of TxDOT.
- 5.4. Delivery shall be made during normal working hours only, unless prior approval has been obtained from TxDOT or otherwise stated in solicitation.
- 5.5. Receipt of goods does not constitute acceptance.

6. **INSPECTIONS AND TESTS:** Goods and services will be subject to inspection and test by TxDOT to the extent practicable at all times and places. Tests will be performed on samples submitted with the response or on samples taken from regular shipment. In the event samples tested fail to meet or exceed all conditions and requirements of the specification, the cost of the sample used and the cost of the testing shall be borne by the vendor. Goods which have been delivered and rejected in whole or in part may at TxDOT's option, be returned to the vendor or held for disposition at vendor's risk and expense. Authorized TxDOT personnel shall have access to any vendor's place of business for the purpose of inspecting goods and services. Latent defects may result in revocation of acceptance.

7. **AWARD OF PURCHASE ORDER:** A response to a solicitation is an offer to contract with TxDOT based upon the terms, conditions and specifications contained in the solicitation. Responses do not become contracts unless and until they are accepted through an authorized TxDOT designee by issuance of a purchase order.

- 7.1. Any purchase order resulting from this solicitation is subject to cancellation without penalty, either in whole or in part, if funds are not appropriated by the Texas Legislature. The purchase order for this procurement shall be governed, construed and interpreted under the laws of the State of Texas.

- 7.2. **BEST VALUE CRITERIA FOR PURCHASE OF GOODS OR SERVICES** – When specified in the solicitation, the factors listed in Texas Government Code, Title 10, Subtitle D, Section 2155.074 will also be considered in making a *best value* award. This section allows TxDOT to develop and apply award evaluation criteria for a procurement in order to obtain goods and services that provide the *best value* for TxDOT.

In determining *best value*, other relevant factors may be considered in addition to purchase price and whether the product meets specifications. Those factors are:

- installation costs; life cycle costs;
- the quality and reliability of goods and services;
- the delivery terms;
- indicators of probable vendor performance;
- cost of employee training associated with a purchase;
- the effect of a purchase on agency productivity; and
- other factors relevant to determining best value for the state in the context of a particular purchase.

Under these guidelines, a vendor is not automatically awarded a purchase order simply because they submit the lowest bid response.

- 7.3. The purchase order is void if sold or assigned to another company without written approval of TxDOT. Written notification of changes to company name, address, telephone number, etc. shall be provided to TxDOT as soon as possible but not later than 30 days from the date of change.

8. **PAYMENT:** Payment will be made in accordance with the Texas Prompt Payment Law, TGC, Subtitle F, Chapter 2251. Vendor shall submit two copies of a correct itemized invoice showing the purchase order number, payee I.D., remit to address, and phone number on all copies. TxDOT will incur no penalty for late payment if payment is made in 30 days or less from receipt of goods or services and a correct invoice, whichever is later.

NOTE: Warrants will not be issued to a vendor without a current Texas Identification Number and will be held by the State Comptroller if there is a tax liability.

9. **PATENTS OR COPYRIGHTS:** The vendor agrees to protect TxDOT and the State from claims involving infringement of patent or copyrights.
10. **VENDOR ASSIGNMENTS:** Vendor hereby assigns purchaser any and all claims for overcharges associated with this contract which arise under the antitrust laws of the United States (15 U.S.C.A. Section 1, et seq. [1973]), and which arise under the antitrust laws of the State of Texas, Tex. Bus. & Comm. Code Ann. Sec. 15.01, et seq. (1967). Inquiries pertaining to this solicitation must give solicitation number and opening/closing date.
11. **RESPONDENT AFFIRMATION:** Signing this solicitation with a false statement is a material breach of contract and shall void the submitted response or any resulting contracts, and the respondent shall be removed from all solicitation lists. By signature hereon affixed, the respondent hereby certifies that:
- 11.1. The respondent has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted response.
- 11.2. Under TGC, Title 10, Subtitle D, Section 2155.004, the respondent certifies that the individual or business entity named in this response is eligible to receive the specified contract and acknowledges that this contract may be terminated and/or payment withheld if this certification is inaccurate.
- 11.3. Neither the respondent nor the firm, corporation, partnership, or institution represented by the respondent, or anyone acting for such firm, corporation or institution has violated the antitrust laws of this state, codified in Section 15.01, et seq., Texas Business and Commerce Code, or the Federal Antitrust Laws, nor communicated directly or indirectly the solicitation made to any competitor or any other person engaged in such line of business.
- 11.4. The respondent has not received compensation for participation in the preparation of the specifications for this solicitation.
- 11.5. Under TGC, Title 5, Subtitle D, Section 231.006, Family Code (relating to child support), the individual or business entity named in this solicitation is eligible to receive the specified payment and acknowledges that this contract may be terminated and payment may be withheld if this certification is inaccurate.

- 11.6. Under Section 669.003 of the Texas Government Code, TxDOT may not enter into a contract with an individual who was the executive director of TxDOT during the four years before the date of the contract, or with anyone who employs a current or former TxDOT executive director, unless the Transportation Commission approves the contract in an open meeting.

If Section 669.003 applies, respondent must provide the following information as an attachment to this solicitation response: Name of former TxDOT executive director, date of separation from TxDOT, position with respondent, and date of employment with respondent.

- 11.7. The response includes the names and Social Security Numbers of each person with a minimum of 25% ownership of the business entity submitting the response. Respondents that have pre-registered this information on the TBPC Centralized Master Bidders List have satisfied this requirement. If not pre-registered, provide the names and Social Security Numbers on the face of the solicitation response.
- 11.8. Respondent agrees that any payments due under this contract will be applied towards any debt, including but not limited to delinquent taxes and child support that is owed to the State of Texas.
- 11.9. Respondent agrees to comply with TGC, Title 10, Subtitle D, Section 2155.4441, pertaining to service contract use of products produced in the state of Texas.
12. **SUBCONTRACTING REQUIREMENTS:** In accordance with Texas Government Code, Title 10, Subtitle D, Sections 2161.181-182 and Texas Administrative Code (TAC), Title 1, Section 111.11 and pursuant to the Texas Building and Procurement Commission's (TBPC) HUB Rules, TAC, Title 1, Section 111.13 and 111.14, all state agencies entering into a contract with an expected value of \$100,000 or more shall, before the agency solicits bids, proposals, offers, or other applicable expressions of interest, determine if it is probable for subcontracting opportunities under the contract. If subcontracting opportunities are probable the state agency will state such probability in its bids, proposals, offers, or other applicable expression of interest and require the submission of a Historically Underutilized Business (HUB) Subcontracting Plan (HSP). The HSP, if acceptable to the agency, will be a provision of the contract. The HSP, if required, may be found at: <http://www.dot.state.tx.us/gsd/purchasing/purchasing.htm>.
13. **VENDOR EXCEPTIONS OR CONDITIONED RESPONSES:** Vendor exceptions and/or terms and conditions attached to a response will not be considered unless specifically referred to and clearly identified as such within the response.

NOTE: Such exceptions and/or terms and conditions may result in disqualification of the response (e.g., response with the laws of a state other than Texas, requirements for prepayment, limitations on remedies, etc.).
14. **DISPUTE RESOLUTION:** TxDOT has established a dispute resolution process under 43 TAC § 9.1 to attempt to resolve all disputes that may arise between the department and the vendor under any purchase order resulting from this solicitation. The dispute resolution process provided for in TGC, Title 10, Subtitle F, Chapter 2260 must be used by TxDOT and the vendor to attempt to resolve all disputes arising under this contract.
15. **VENDOR PERFORMANCE:** Vendors are advised that performance will be reported to the TBPC. In accordance with TGC, Title 10, Subtitle D, Chapters 2155.074 and 2155.075, vendor performance may be used as a factor in the award of a future solicitation.

16. VENDOR RESPONSIBILITIES

- 16.1. The vendor shall comply with all federal, state, and local laws, statutes, ordinances, rules and regulations, and the orders and decrees of any court or administrative bodies or tribunals in any matter affecting the performance of the purchase order, including if applicable, workers' compensation laws, minimum and maximum salary and wage statutes and regulations, and licensing laws and regulations. When required, the vendor shall furnish TxDOT with satisfactory proof of its compliance.
- 16.2. The vendor shall be responsible for damage to TxDOT's equipment, and/or the workplace and its contents, by its work, its negligence in work, its personnel, or its equipment. The vendor shall be responsible and liable for the safety, injury, and health of its working personnel while its employees are performing work for TxDOT.
- 16.3. The vendor shall provide all labor and equipment necessary to furnish the goods or perform the service. All employees of the vendor shall be a minimum of 17 years of age and experienced in the type of work to be performed. No visitors, wives, husbands, children or other relatives of the vendor's employees will be allowed on state property during working hours, unless they are bona fide employees of the vendor.
- 16.4. The vendor shall at all times have a minimum of one English-speaking employee on the job. All employees shall be well-groomed and appropriately dressed when on TxDOT property.

17. **DAMAGE CLAIMS:** The vendor shall defend, indemnify, and hold harmless the state of Texas, all of its officers, agents and employees from and against all claims, actions, suits, demands, proceedings costs, damages, and liabilities, arising out of, connected with, or resulting from any acts or omissions of contractor or any agent, employee, subcontractor, or supplier of contractor in the execution or performance of this contract.
18. **ABANDONMENT OR DEFAULT:** If the vendor defaults on the purchase order, TxDOT reserves the right to cancel the purchase order without notice and either re-solicit or re-award the purchase order to the next lowest responsive and responsible respondent. The defaulting vendor will not be considered in the re-solicitation and may not be considered in future solicitations for the same type of work unless the specification or scope of work is significantly changed.
19. **FORCE MAJEURE:** TxDOT may grant relief from performance of the purchase order if the vendor is prevented from and/or performance by an act of war, order of legal authority, act of God, or other unavoidable cause not attributable to the fault or negligence of the vendor. The burden of proof for the need of such relief shall rest upon the vendor. To obtain release based on force majeure, the vendor shall file a written request with TxDOT.
20. **RIGHT TO AUDIT**
 - 20.1. The state auditor may conduct an audit or investigation of any entity receiving funds from the state directly under this purchase order or indirectly through a subcontract under this purchase order. Acceptance of funds directly under this purchase order or indirectly through a subcontract under this purchase order acts as acceptance of the authority of the state auditor, under the direction of the legislative audit committee, to conduct an audit or investigation in connection with those funds.
 - 20.2. TxDOT has the right to audit the vendor's books and records pertaining to the service during the hours of the normal workday.

PART II

PURCHASE OF SERVICES SPECIFIC TERMS AND CONDITIONS

1. **GENERAL:** The following applies to a solicitation for the purchase of services. These terms and conditions are in addition to those in Part I.
 - 1.1. If applicable to the service, TxDOT recommends that the respondent visit the site and examine the space and/or equipment to be serviced. The respondent shall carefully examine these specifications and, if necessary, secure additional information from the TxDOT purchaser that may be requisite to a clear and full understanding of the work.
 - 1.2. If products and/or materials are used in the performance of the service, the vendor shall buy Texas products and/or materials when they are available at a comparable price and delivery schedule.
2. **COMPETENCE OF VENDOR:** To be entitled to consideration, the vendor shall have available, the necessary organization and facilities to fulfill all the services required under the purchase order. Only personnel trained in services of this type shall be employed under and for the purchase order. Vendor shall obtain any licenses/permits required for the performance of the service.
3. **RENEWAL OF SERVICES:** The purchase order may be renewed for up to two additional periods of time, or as otherwise stated in the solicitation, provided both parties agree in writing to do so prior to the expiration of the purchase order. A purchase order in its final renewal period may be further extended for a period up to 90 days at the option of TxDOT. The renewed purchase order shall be for the original price, terms and conditions, and any approved changes.
4. **CANCELLATION:** The purchase order may be cancelled, without penalty, by either party by providing 30 days written notice to the other party. TxDOT will pay the vendor the purchase order price prorated for acceptable service performed up to the date specified in the notice of cancellation. Termination under this paragraph shall not relieve the vendor of any obligation or liability that has occurred prior to cancellation. The vendor shall refund any balance of unused prepaid funds.
5. **PAYMENT:** Payment will be made in accordance with Part I, Para. 8 using one of the following methods as specified on the solicitation.
 - 5.1. The service was completed to the satisfaction of TxDOT, and within 30 days from receipt of a correct invoice or billing statement.
 - 5.2. On a monthly basis and within 30 days from receipt of a correct invoice or billing statement.
 - 5.3. As otherwise stated in the specifications or on the solicitation document.

6. **INSURANCE:** Prior to beginning work, the vendor shall provide TxDOT with a completed TxDOT Certificate of Insurance Form 20.102 or Form 1950 (only TxDOT forms are acceptable) providing the below listed coverage. TxDOT shall be included as an Additional Insured by Endorsement to policies issued for coverage listed in 6.3 and 6.4.

Waiver of Subrogation Endorsement in favor of TxDOT shall be a part of each policy for coverage listed. TxDOT will allow deductible policies. The vendor shall pay the deductible amount. Such coverage shall remain in effect during the full term of service. Required insurance coverage is specified on the solicitation document.

6.1. **WORKERS' COMPENSATION INSURANCE:** Amount – Statutory, Texas

- 6.1.1. The vendor is responsible for both Federal and State Unemployment Insurance coverage and Standard Workers' Compensation Insurance coverage. Vendor shall comply with all federal and state tax laws and withholding requirements.

6.2. **ACCIDENT INSURANCE:** This is acceptable, in lieu of Workers' Compensation Insurance, for services that are NOT provided on the highway right of way, and are NOT building or construction services. The successful bidder shall notify the purchaser responsible for the procurement to use this type of insurance and request the appropriate Form 1950. Required coverage shall be inclusive of the following:

- \$300,000 for medical expenses and coverage for at least 104 weeks;
- \$100,000 for accidental death and dismemberment, 70% of employee's pre-injury income for not less than 104 weeks when compensating for loss of income; and
- \$500 for maximum weekly benefit.

6.3. **COMMERCIAL GENERAL LIABILITY INSURANCE:** Bodily Injury/Property Damage each occurrence and in the aggregate:

- 6.3.1. \$325,000 **OR**
 6.3.2. \$150,000

6.4. **TEXAS BUSINESS AUTOMOBILE POLICY**

- 6.4.1. Amounts – Bodily Injury \$100,000 each person
 \$300,000 each occurrence
- 6.4.2. Property Damage \$ 25,000 each occurrence

7. **MINIMUM WAGE RATE REQUIREMENTS:** (Applies only for services performed on the highway right of way) Notwithstanding any other provision of the order, the vendor hereby covenants and agrees that the vendor and its subcontractors shall pay to each of their employees and contract labor engaged in any way in work hereunder, a wage not less than what is generally known as the Federal Minimum Wage as set out in 29 U.S.C., Paragraph 206, and any amendments thereto. Furthermore, the vendor shall produce proof of compliance with this provision by the vendor and its subcontractors to the state. TxDOT will withhold payments due to the vendor until the vendor has complied with this provision.

Prior to any payment being made for work satisfactorily completed and accepted, the vendor shall submit a Wage Rate Affidavit (on TxDOT's standard Wage Rate Affidavit Form) with the billing document, affirming that all employees and contract labor have been paid not less than the Federal Minimum Wage as set forth in 29 U.S.C., Paragraph 206, and any amendments thereto. The vendor shall keep a copy of each payroll showing the name, number of hours worked each day, and wage rate paid each employee and contract laborer together with a complete record of all deductions made from such wages. These payroll records shall be available for inspection at all reasonable hours of the normal workday by any authorized representative of the state.

PART III

CATALOG PURCHASE SPECIFIC TERMS AND CONDITIONS

1. **GENERAL:** The following terms and conditions apply to solicitations advertised under the Catalog Information Systems Vendor (CISV) Catalog Purchasing Program governed by TGC, Title 10, Subtitle D, Section 2157 and TBPC rule 1TAC 113.19. These terms and conditions supersede those in the CISV Catalog and are in addition to those in Part I and Part II as applicable.

1.1. **DEFINITIONS**

- 1.1.1. **Request for Offer (RFO):** This term is used to identify a solicitation issued to a CISV in order to obtain an offer and facilitate negotiations for prices, terms and conditions through the Catalog purchasing program.
- 1.1.2. **Catalog Information Systems Vendor (CISV):** A vendor that has been approved and Catalog to sell automated information systems type products and/or services to eligible entities in the state of Texas.

- 1.1.3. **Best Value:** The lowest overall cost for Automated Information System (AIS) equipment or services will be based on the following factors including, but not limited to:
- purchase price
 - compatibility to facilitate exchange of existing data
 - capacity for expansion and upgrading to more advanced levels of technology
 - quantitative reliability factors
 - level of training required to bring end-users to a stated level of proficiency
 - technical support requirements for maintenance of data across a network platform and management of the networks hardware and software
 - compliance with applicable Department of Information Resources (DIR) statewide standards validated by criteria adapted by the department by rule TAC (1 TAC 113.9).

1.2. VENDOR REQUIREMENTS

- 1.2.1. Vendors that are not approved CISV, may respond to the RFO. However, vendors must seek CISV status and vendor shall be an approved CISV no later than the date TxDOT awards a purchase order. Vendors may check their status with the TBPC by calling 512-463-3459 or at <http://www.tbpc.state.tx.us/cmb/cmbhub.html>
- 1.2.2. The respondent shall submit the required number of responses specified on the solicitation. Responses should be unbound. Ring binders or excessive information are not preferred. Responses may be tab indexed.

1.3. BEST VALUE CRITERIA: Best value criteria will be used on all Catalog purchases.

- 1.3.1. For purposes of determining the best value available, TxDOT will consider items, features, etc., which are in addition to requirements listed, as well as factors which, in TxDOT's opinion, add value to the product/service but are not specifically required within the specification.
- 1.3.2. Negotiations for "best value" will occur with Catalog vendors, instead of making selections for goods and services based solely on the published prices, terms and conditions in the Catalogs.
- 1.3.3. TxDOT will be the sole judge as to which offer is the most advantageous and in the best interest of TxDOT.
- 1.3.4. During the evaluation phase, TxDOT reserves the right to conduct formal negotiations pertaining to a respondent's initial responses, specifications, and prices.
- 1.3.5. Negotiations will be conducted only with responsive respondents who submitted sealed responses and were judged to be the best offers.

1.4. TECHNOLOGY ACCESS CLAUSE: "The Vendor expressly acknowledges that state funds may not be expended in connection with the purchase of an automated information system unless that system meets certain statutory requirements relating to accessibility by persons with visual impairments. Accordingly, the Vendor represents and warrants to the Texas Department of Transportation that the technology provided to the Texas Department of Transportation for purchase is capable, either by virtue of features included within the technology or because it is readily adaptable by use with other technology, of:

- 1.4.1. providing equivalent access for effective use by both visual and non-visual means;
- 1.4.2. presenting information, including prompts used for interactive communications, in formats intended for non-visual use; and
- 1.4.3. being integrated into networks for obtaining, retrieving, and disseminating information used by individuals who are not blind or visually impaired.
- 1.4.4. For purposes of this paragraph, the phrase "equivalent access" means a substantially similar ability to communicate with or make use of the technology, either directly by features incorporated within the technology or by other reasonable means such as assistive devices or services which would constitute reasonable accommodations under the Americans with Disabilities Act or similar state or federal laws. Examples of methods by which equivalent access may be provided include, but are not limited to, keyboard alternatives to mouse commands and other means of navigating graphical displays, and customizable display appearance."