

**IRVING INDEPENDENT SCHOOL DISTRICT  
PURCHASING DEPARTMENT**

2621 West Airport Freeway IRVING, TX 75062  
PHONE: (972) 215-5440 FAX: (972) 215-5442

This is NOT AN ORDER. It is an invitation to bid or propose.

**Request for Proposals - RFP #10-03  
Tier/5 Math**

Please RESPOND on the following not later than **2:00 PM, Sept 14, 2009.**

SUBMIT ONE ORIGINAL AND ONE COPY OF BID.

**Mark proposal RFP #10-03 Tier/5 Math**

This proposal will open at **2:00 PM, Sept 14, 2009** and deliver to the Purchasing Office address at the top of this form or mail to:

MAIL TO:  
Rick Powell, Director of Purchasing  
Irving ISD  
P.O. Box 152637  
Irving, TX 75015-2637

OR DELIVER TO:  
2621 West Airport Freeway  
Irving, TX 75062

Any submissions of information or documents to Irving ISD (District) pursuant to this bid or proposal is deemed public information by the District unless the Director of Purchasing of the District is otherwise noticed in writing and responds to vendor in writing receiving said notice. In determining the award of contracts, the District shall consider factors in accordance with Section 44 Texas Education Code. The right is reserved to accept or reject each item separately or as a whole.

Any reference within the following pages of this document to bid, Request for Proposal (RFP), Competitive Sealed Proposal (CSP) are used interchangeably as the legal method of procurement listed at the top of this page one of the document. It is the responsibility of the vendor to monitor the Irving ISD's website at <http://www.irvingisd.net/purchasing/bids.htm> for any addenda to the RFP.

**IRVING INDEPENDENT SCHOOL DISTRICT**

By: 

Richard Powell, Director of Purchasing  
[rpowell@irvingisd.net](mailto:rpowell@irvingisd.net)

You are representing to Irving ISD that you are authorized to submit this proposal by signing below.

Proposal submitted: (Circle one) YES OR NO BID

Company Name: \_\_\_\_\_

Signature of authorized representative \_\_\_\_\_ Date \_\_\_\_\_

Printed name \_\_\_\_\_ Email \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_

Vendors shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, or national origin. Bidder certifies that the company complies with Executive Order 11246, entitled "Equal Employment Opportunity", as amended by Executive Order 11375 and as supplemented in Department of Labor Regulations.

## **SCOPE AND SPECIFICATIONS OF PROPOSAL REQUEST**

Irving Independent School District (IISD) is located in Dallas County, Texas. Total student enrollment is approximately 33,000 students.

For more information, go to our website at <http://www.irvingisd.net/>

## **PURPOSE**

The Teaching and Learning department would like to purchase a Tier/3 math intervention program for students in Grades 2-11 who are working 2-3 years below grade level.

## **ANTICIPATED TERM OF CONTRACT**

Irving ISD wishes to contract for 3 years for the 2009-2010, 2010-2011, and 2011 -2012 school years with 3 additional optional renewal extension years subject to successful negotiation of terms by both parties at the time of renewal. Irving ISD reserves the right to cancel at any time and for any reason any contract resulting from this Request for Proposals with 80 days written notice to the other party. Irving ISD reserves any rights granted under Texas statute, including any cancellation rights.

## **RESPONSIVE PROPOSALS**

Proposals that do not affirmatively address (product or vendor must perform the required specifications) all the specification requirements under heading TGS WKTGF 'SPECIFICATIONS' of this RFP, shall be deemed non-responsive and not receive further evaluation. resulting in disqualification. Vendor must provide a response sheet that addresses each enumerated specified criteria numbered 1 through 16.

## **PRICING**

Pricing should be for the initial 3 year term. Vendor may quote the price for the 3 additional extension years beyond the initial 3 year term for a total number of potential contract years of 6. Otherwise, the pricing for the extension years must be agreed to by both parties prior to the extension contract becoming effective and subject to applicable statute and IISD policy. Be specific in your response proposal regarding the price you are offering and how it applies.

## **EVALUATION OF PROPOSALS**

IISD will identify the best value by rating the proposals submitted by the vendors, considering mandatory criteria listed under TEC sec. 44.031 as noted below:

- (1) The purchase price; 5% weight - (per prices quoted as related to information within the request for sealed proposals. 5 points for lowest cost of products meeting all requirements and the score will be scaled based on percentage difference in price of all responsive proposals)
- (2) The reputation of the vendor and of the vendor's goods or services; 5% weight (vendor must provide 3 school district references with phone numbers of contact person, preferably in the greater Dallas Fort Worth area. Positive responses will receive full credit; negative responses will receive no credit.)

(3) The quality of the vendor's goods or services; 5% weight - (District will evaluate the quality and grade of products proposed. Vendor will be assigned a score of: Quality is acceptable = 5 points; Quality is unacceptable = 0 points.

(4) The extent to which the goods or services meet the district's needs; 70% weight - (District will evaluate 4 levels and assign a score between 1 and 70 that reflects the level that the district's needs are met: Range of gradient includes: Product and Services meet all the District's specifications and/or needs and vendor offers value added additional desired product or service; Product and Services meets all the District's specifications and/or needs; Product and Services meets most of the District's specifications and/or needs; Product and Services does not adequately meet the District's specifications and/or needs.

(5) The vendors past relationship with the district; 10% weight - (District will evaluate 5 levels and assign one of the 5 following scores in two point increments: excellent; satisfactory, none or neutral, unsatisfactory, or unacceptable. Only experience within the past 5 years will be evaluated.

(6) The impact on the ability of the district to comply with laws and rules relating to historically underutilized businesses; 1% weight - The District will evaluate whether or not the vendor hinders the District's ability to comply. A vendor either does or does not hinder the District in compliance. If a proposal of a vendor demonstrates a hindrance to compliance, the vendor will be assigned no points. If a proposal of a vendor does not demonstrate a hindrance to compliance, the vendor will be assigned full credit.

Irving ISD policy regarding this subject is as follows:

"The District shall include and encourage the participation by historically underutilized businesses (HUB) and minority/women business enterprises (M/WBE) in all phases of the District's procurement practices and provide them equal opportunities: 1. To have access to procedures for quotations and open purchase orders; and 2. To compete for contracts for provision of professional services, purchases of equipment and supplies, and provision of other goods and services required by the District. The terms HUB and M/WBE mean a business in which at least 51 percent of the ownership and management is by minority group members or women owned, or in the case of a publicly-owned business, at least 51 percent of the stock is owned and managed by minority group members or women. Minority groups shall include Black Americans, Hispanic Americans, Native Americans, Asian- Pacific Americans, and Asian-Indian Americans. The District accepts HUB certification from the Texas Building and Procurement commission and M/WBE from any established certification organization."

This policy may be found at <http://www.tasb.org/policy/pol/private/057912/pol.cfm?toc=C>  
(See Section C; CH (Local) pages 3 and 4)

(7) The total long-term cost to the district to acquire the vendor's goods or services; and maximum 1 point weight - The District will evaluate whether or not the vendor's proposal would create an unacceptable long term cost to the District due to factors proposed or not. If a proposal of a vendor creates an unacceptable long term cost to the District, the vendor will be assigned no

points. If a proposal of a vendor does not create an unacceptable long term cost to the District, the vendor will be assigned 1 point credit.

(8) Any other relevant factor specifically listed in the request for bids or proposals - Up to 5 points may, but not necessarily, be added or subtracted based on response to RFP requirements.

All purchases against this contract will be authorized through the use of an Irving ISD purchase order. Purchase order billings must be submitted on an invoice basis, and must reference the purchase order number, the current price of the items or services purchased as per this proposal awarded by Irving ISD.

**SPECIFICATIONS - Vendor must respond to each numbered item specifically on additional sheets in their response.**

**Example:**

**Response to Specification #1** - Our product is aligned to the Texas Essential Knowledge and Skills.

(Note: Vendor may, and when necessary, should add other explanatory language to the item but the responses should be enumerated and easy to follow for the evaluator of the proposal for all 16 item responses)

1. Aligned to the Texas Essential Knowledge and Skills
2. Designed to be used by teachers in small group settings
3. Provide pre-assessments and placement criteria in order to address individual needs of all students
4. Program must address the essential concepts and skills of the NCTM content strands, including Number Sense and Operations; Algebra; Geometry; Measurement; and Data Analysis, Probability, and Statistics.
5. Deliver staff development to program users in a timely manner
6. Provide web-based technology to be used by students to extend their learning opportunities
7. Must offer Spanish language edition for students in grades 2-5 to meet the needs of our bilingual elementary students.
8. Must demonstrate evidence of effectiveness in raising student math achievement over a minimum of two years.
9. Program must provide 30 - 45 minutes of daily instruction, using pre-test and post-test assessments to determine students' mastery of math knowledge and skills.
10. Teacher materials must provide detailed lesson plans or script so that professionals or paraprofessionals can deliver the program with fidelity.
11. Program must provide a blended learning solution that integrates explicit, teacher-led instruction with student-centered technology to target the needs of students with different learning modalities.
12. Student technology component must be web-based to enable students who have Internet access at home or in the community to continue to learn and engage in practice outside the school day.
13. Student technology component must provide online computer simulations, and a focus on math vocabulary.

14. Program must include a minimum of four assessments designed to monitor progress.
15. Program must include a web-based data management system capable of analyzing and reporting progress at the student, classroom, campus, and district levels.
16. Vendor must offer initial and ongoing training and have available consultative support for teachers, math coaches, and other related staff.

The expiration date of the contract may also be extended for a period agreed to by both parties, not to exceed six months. All contracts, agreements or any other business affairs with the Irving Independent School District, Irving Texas shall be construed according to the laws of the State of Texas and have venue in a court of competent jurisdiction in Dallas County, Texas.

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**NON-COLLUSIVE BIDDING CERTIFICATE**

By submission of this bid or proposal, the Bidder certifies that:

- a) This bid or proposal has been independently arrived at without collusion with any other Bidder or with any Competitor;
- b) This bid or proposal has not been knowingly disclosed and will not be knowingly disclosed, prior to the opening of bids, or proposals for this project, to any other Bidder, Competitor or potential competitor;
- c) No attempt has been or will be made to induce any other person, partnership or corporation to submit or not to submit a bid or proposal;
- d) The person signing this bid or proposal certifies that he has fully informed himself regarding the accuracy of the statements contained in this certification, and under the penalties being applicable to the Bidder as well as to the person signing in its behalf.

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**Texas Education Code Section 44.034.**  
**Notification of Criminal History of Contractor**

a) A person or business entity that enters into a contract with a school district must give advance notice to the district if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony.

Vendor response (MUST initial): negative \_\_\_\_\_ or see attached information \_\_\_\_\_

b) A school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination of the contract.

c) **This section does not apply to a publicly held corporation.** Initial if (c) applies \_\_\_\_\_

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**If awarded under this document, vendor agrees to comply, in all relevant respects, with all Federal, State, and Local laws and regulations related to the performance of services or supply of goods to Irving ISD.    yes \_\_\_\_\_ no \_\_\_\_\_**

**Signature below certifies accuracy of answers to all sections on this page.**

Authorized Signature \_\_\_\_\_ Printed Name \_\_\_\_\_

Company Name \_\_\_\_\_

Telephone Number (            ) \_\_\_\_\_ Date \_\_\_\_\_

**PAYMENT TERMS**

Irving ISD pays net 30 or at point of sale and complies with the State of Texas payment law, Texas Government Code, Chapter 2251.

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**VISITOR REGISTRY SYSTEM**

Pursuant to Section 38.022 of the Texas Education code, vendors must present a valid state or government-issued photo ID before access into the school is granted. This ID will be scanned into a registered sex offender database; any vendor found to be an offender will be denied access into the school. Local law enforcement will be contacted should this occur.

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**EPCNT**

Irving ISD encourages vendors to check yes to the EPCNT clause because other schools can buy with our bid under the same terms. This streamlines the public purchasing process and cuts costs to the public. It also keeps vendors from having to answer multiple bids for many school districts for the same product(s) or services, thereby saving the vendors resources. Do not check yes if doing so would be detrimental to Irving ISD pricing, terms or conditions in your response.

Approximately 56 school districts in the area have formed, through an inter-local agreement, the Educational Purchasing Cooperative of North Texas (EPCNT). You may learn about EPCNT at <http://www.epcnt.com/>. Should any of these entities decide to participate in this bid, would you (the vendor) agree to extend your offer to all member school districts? Terms and conditions and pricing must be the same as for Irving ISD.

\_\_\_\_\_ NO, \_\_\_\_\_ YES

If vendor checks yes, the following will apply:

Terms and conditions and pricing will be the same as Irving ISD. Members and participants of the EPCNT will be eligible, but not obligated, to purchase materials/services under the contract awarded as a result of this solicitation. All purchases by members and participants other than the Irving ISD will be billed directly to that entity and paid by that entity. Irving ISD will not be responsible for another entity's debts. Each governmental entity will order its own materials/services as needed.

**Signature below certifies authorizes EPCNT participation for this offer by the responding vendor.**

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Company Name \_\_\_\_\_ Date \_\_\_\_\_

**TO BE SIGNED AND RETURNED**

**CERTIFICATE OF RESIDENCY**

The State of Texas has passed a law concerning non-resident contractors. This law can be found in Texas Government Code under Chapter 2252, Subchapter A. This law makes it necessary for the Irving ISD to determine the residency of its offerors. In part, this law reads as follows:

Section: 2252.001

- (3) 'Non-resident bidder' refers to a person who is not a resident.
- (4) 'Resident bidder' refers to a person whose principal place of business is in this state, including a contractor whose ultimate parent company or majority owner has its principal place of business in this state.

Section: 2252.002

A governmental entity may not award a governmental contract to a nonresident bidder unless the nonresident underbids the lowest bid submitted by a responsible resident bidder by an amount that is not less than the amount by which a resident bidder would be required to underbid the nonresident bidder to obtain a comparable contract in the state in which the nonresident's principal place of business is located."

I certify that \_\_\_\_\_  
(Name of Company Bidding)

is, under Section: 2252.001 (3) and (4), a

\_\_\_\_\_ Resident Bidder      \_\_\_\_\_ Non-resident Bidder

My principal place of business under Tex. Gov't Code, Section: 2252.001 (3) and (4), is in the city of \_\_\_\_\_ in the state of \_\_\_\_\_

\_\_\_\_\_  
Signature of Authorized Company Representative

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**Texas Education Code Chapter 22 Contractor Certification for Contractor Employees**

**Introduction:** Texas Education Code Chapter 22 requires entities that contract with school districts to provide services to obtain criminal history record information regarding covered employees. Contractors must certify to the district that they have complied. Covered employees with disqualifying criminal histories are prohibited from serving at a school district.

**Definitions: Covered employees:** Employees of a contractor or subcontractor who have or will have continuing duties related to the service to be performed at the District and have or will have direct contact with students. The District will be the final arbiter of what constitutes direct contact with students.

**Disqualifying criminal history:** Any conviction or other criminal history information designated by the District, or one of the following offenses, if at the time of the offense, the victim was under 18 or enrolled in a public school: (a) a felony offense under Title 5, Texas Penal Code; (b) an offense for which a defendant is required to register as a sex offender under Chapter 62, Texas Code of Criminal Procedure; or (c) an equivalent offense under federal law or the laws of another state.

On behalf of \_\_\_\_\_ ("Contractor"), I certify that

[check one]:

None of the employees of Contractor and any subcontractors are *covered employees*, as defined above. If this box is checked, I further certify that Contractor has taken precautions or imposed conditions to ensure that the employees of Contractor and any subcontractor will not become *covered employees*. Contractor will maintain these precautions or conditions throughout the time the contracted services are provided.

**Or**

Some or all of the employees of Contractor and any subcontractor are *covered employees*. If this box is checked, I further certify that:

(1) Contractor has obtained all required criminal history record information regarding its covered employees. None of the covered employees has a disqualifying criminal history.

(2) If Contractor receives information that a covered employee subsequently has a reported criminal history, Contractor will immediately remove the covered employee from contract duties and notify the District in writing within 3 business days.

(3) Upon request, Contractor will provide the District with the name and any other requested information of covered employees so that the District may obtain criminal history record information on the covered employees.

(4) If the District objects to the assignment of a covered employee on the basis of the covered employee's criminal history record information, Contractor agrees to discontinue using that covered employee to provide services at the District.

Noncompliance or misrepresentation regarding this certification may be grounds for contract termination.

Company name \_\_\_\_\_

Printed name of Company Representative: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Irving Independent School District Purchasing Department  
2621 West Airport Freeway - Irving, Texas 75062 972-215-5440**

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**SUSPENSION OR DEBARMENT CERTIFICATE**

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**Non-Federal entities are prohibited from contracting with or making sub-awards under covered transactions to parties that are suspended or debarred or whose principals are suspended or debarred. Covered transactions include procurement for goods or services equal to or in excess of \$100,000.00. Contractors receiving individual awards for \$100,000.00 or more and all sub-recipients must certify that the organization and its principals are not suspended or debarred.**

By submitting this offer and signing this certificate, this bidder:

Certifies that no suspension or disbarment is in place, which would preclude receiving a federally funded contract under the Federal OMB, A-102, common rules

**Vendor Name:** \_\_\_\_\_

**Vendor Address:** \_\_\_\_\_

**Vendor E-mail Address:** \_\_\_\_\_

**Vendor Telephone:** \_\_\_\_\_

**Fax Number:** \_\_\_\_\_

**Authorized Company Official's Name:** \_\_\_\_\_  
(Printed)

**Signature of Company Official:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Disclosure of Lobbying Activities**

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

(See next page for public burden disclosure)

Approved by OMB

0348-0046

<p>1. Type of Federal Action:</p> <ul style="list-style-type: none"> <li>a. Contract</li> <li>b. Grant</li> <li>c. Cooperative agreement</li> <li>d. Loan</li> <li>e. Loan guarantee</li> <li>f. Loan insurance</li> </ul>	<p>2. Status of Federal Action:</p> <ul style="list-style-type: none"> <li>a. Bid/offer/application</li> <li>b. Initial award</li> <li>c. Post-award</li> </ul>	<p>3. Report Type:</p> <ul style="list-style-type: none"> <li>a. Initial filing</li> <li>b. Material change For Material Change Only:  Year _____ quarter _____  Date of last report _____</li> </ul>
<p>4. Name and Address of Reporting Entity:</p> <p><input type="checkbox"/> Prime                      <input type="checkbox"/> Subawardee  Tier _____, if known:</p> <p>Congressional District, if known?</p>		<p>5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime:</p> <p>Congressional District, if known:</p>
<p>6. Federal Department / Agency:</p>	<p>7. Federal Program Name / Description:</p> <p>CFDA Number, if applicable: _____</p>	
<p>8. Federal Action Number, if known:</p>	<p>9. Award Amount, if known:</p> <p>\$ _____</p>	
<p>10. a. Name and Address of Lobbying Entity  (if individual, last name, first name, MI):</p> <p>(attach Continuation Sheet(s))</p>	<p>b. Individuals Performing Services  (including address if different from No. 10a) (last name, first name, MI)</p> <p>SF-LLL-A, if necessary)</p>	
<p>11. Amount of Payment (check all that apply):  \$ _____ actual ___ planned ___</p>	<p>13. Type of Payment (check all that apply):</p> <ul style="list-style-type: none"> <li>___ a. retainer</li> <li>___ b. one-time fee</li> <li>___ c. commission</li> <li>___ d. contingent fee</li> <li>___ e. deferred</li> <li>___ f. other; specify: _____</li> </ul>	
<p>12. Form of Payment (check all that apply):</p> <ul style="list-style-type: none"> <li>___ a. cash</li> <li>___ b. in-kind; specify: nature _____  value _____</li> </ul>	<p>14. Brief Description of Services Performed or to be Performed and Date(s) of Service, including officer(s), employee(s), or Member(s) contacted, for Payment Indicated in Item 11.</p> <p>(attach Continuation Sheet(s) SF-LLL-A, if necessary)</p>	
<p>15. Continuation Sheet(s) SF-LLL-A attached: ___ Yes ___ No</p>		
<p>16. Information requested through this form is authorized by article 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the congress semiannually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.</p>	<p>Signature: _____</p> <p>Print Name: _____</p> <p>Title: _____</p> <p>Telephone No: _____</p> <p>Date: _____</p>	

## **PROCUREMENT**

### **Instructions for Completion of SF-LLL, Disclosure of lobbying Activities**

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an offer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Use the SF-LLL-A Continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and / or has been secured to influence the outcome of a covered Federal Action.
2. Identify the status of the covered Federal Action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal Action.
4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or sub award recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1<sup>st</sup> tier. Sub awards include but are not limited to subcontracts, sub grants, and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal Agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number, the application proposal control number assigned by the Federal agency). Include prefixes, e.g. "RFP-DE-90-001.
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount to the award / loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal Action. (b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
12. Check the appropriate box (es). Check all boxes that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
13. Check the appropriate box (es). Check all boxes that apply. If other, specify nature.
14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal official(s) or employee(s) contacted or the officer(s), employee(s), or Member(s) of Congress that were contacted.
15. Check whether or not a SF-LLL-A Continuation Sheet(s) is attached.
16. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestion for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0342-0046), Washington, D.C. 20503.

**COMPLETE AND RETURN WITH BID**

**Certification Regarding Lobbying**

**Applicable to Grants, Subgrants, Cooperative Agreements, and Contracts Exceeding  
\$100,000 in Federal Funds**

Submission of this certification is a prerequisite for making or entering into this transaction and is imposed by section 1352, Title 31, U.S. Code. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "disclosure Form to Report Lobbing," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all covered subawards exceeding \$100,000 in Federal funds at all appropriate tiers and that all subrecipients shall certify and disclose accordingly.

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Name of Organization

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Address of Organization

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Name / Title of Submitting Official

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Signature of Submitting Official

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Signature Date