



TEXAS SOUTHERN UNIVERSITY

REQUEST FOR PROPOSALS

CAPITAL CAMPAIGN

RFP # 717-25-716

DEADLINE FOR SUBMITTAL:

11:00 a.m., Central Time, Thursday, March 6, 2025

(Proposals received after the date and time specified will not be accepted)

Texas Southern University
PROCUREMENT SERVICES

Attn: Sceffers Ward
3100 Cleburne Street
Mack O. Hannah Hall, Suite 333
Houston, Texas 77004 - 4598

GENERAL INFORMATION

- 1.1 **SCOPE.** The State of Texas, by and through Texas Southern University (TSU), seeks sealed proposals to provide professional capital campaign services for Texas Southern University's Centennial Campaign Fundraising Initiative in accordance with the specifications contained in this Request for Proposal (RFP). The awarded vendor will serve as a Texas Southern University approved vendor for all things related to capital campaign services.

Qualified respondents are invited to submit a written response outlining their qualifications, experience, and pricing for the services as described in the Scope of Services, and in accordance with the terms, conditions, and requirements set forth in the Request for Proposal (RFP). The successful proposer(s) will provide the scope of services in accordance with all applicable laws, regulations, and professional standards.

- 1.2 **CONTRACT TERM.** The lease term will be an initial two (2) year term with the option to renew annually upon mutual agreement. The contract may be extended in writing prior to the expiration date of the initial term.

- 1.3 **DEFINITIONS.** The following is a list of generic definitions to be used only if the terms appear in the RFP:

(a) **Acceptable Quality Level** - The level of performance of requested services below which the contract will not be paid or damages may be assessed

(b) **Addendum** - A modification of the specifications issued by TSU and distributed to prospective Respondents prior to the opening of responses

(c) **Best and Final Proposal (BAFO)** - A formal request made to selected Respondents for revisions to the originally submitted Proposal

(d) **Contract** – The contract awarded as a result of this RFP and all exhibits thereto. This RFP, any Addendum issued in conjunction with this RFP, the successful Respondent's Proposal, any BAFO, and subsequent submission by Respondent, shall all be fully incorporated therein as exhibits

(e) **Contractor** – Respondent whose proposal results in a contract with TSU

(f) **Electronic State Business Daily (ESBD)** – The Electronic State Business Daily, which is available on-line at <http://esbd.state.tx.us/>

(g) **Gov't Code** – Texas Government Code.

(h) **Proposal** – The response submitted by a vendor to TSU as a result of this solicitation.

(i) **Respondent** – Any person, firm or vendor who submits a Proposal in response to this solicitation.

(j) **RFP** – Request for Proposals, which is the type of solicitation embodied in this document.

(k) **TAC** – Texas Administrative Code, which is the publication for administrative rules.

- 1.4 **CONFLICTS OF INTEREST:**

A. Actual and Perceived Conflicts

By submitting a Proposal, the Respondent represents and warrants that neither it nor its employees and subcontractors have an actual or potential conflict of interest in entering a Contract with the TSU. The Respondent also represents

and warrants that entering a Contract with the TSU will not create the appearance of impropriety. In its Proposal, the Respondent shall disclose any existing or potential conflict of interest that it might have in contracting with the TSU. The requirement to disclose any actual or potential conflict of interest shall begin at initial request for bids and continue during the term of the contract and shall survive until the end of the recordkeeping requirement in Section 1.5. TSU will decide, in its sole discretion, whether an actual or perceived conflict should result in Proposal disqualification or Contract termination.

B. Current and Former TSU Employees

In addition to the disclosures required above, the Respondent shall also disclose any of its personnel who are current or former officers or employees of the TSU or who are related, within the third degree by consanguinity (as defined by §573.023, Gov't Code) or within the second degree by affinity (as defined by §573.025, Gov't Code), to any current or former officers or employees of the TSU.

Respondents must comply with all applicable Texas and federal laws and regulations relating to the hiring of former state employees (e.g., Texas Government Code Chapters 572 and 573). Such "revolving door" provisions generally restrict former agency heads from communicating with or appearing before the agency on certain matters for two years after leaving the agency. The revolving door provisions also restrict some former employees from representing clients on matters that the employee participated in during state service or matters that were in the employees' official responsibility. Respondent, by signing this solicitation, certifies that it has complied with all applicable laws and regulations regarding former state employees.

1.5 RECORDS RETENTION

The Respondent shall retain all financial records, supporting documents, statistical records, and any other records or books relating to the performance called for in the Contract. The Respondent shall retain all such records for a period of seven (7) years after the expiration of the Contract, or until TSU and/or State Auditor's Office is satisfied that all audit and litigation matters are resolved, whichever period is longer. The Respondent shall grant access to all books, records and documents pertinent to the Contract to TSU, the State Auditor of Texas, and any federal governmental entity that has authority to review records due to federal funds being spent under the Contract.

1.6 INSURANCE AND OTHER SECURITY

Contractor represents and warrants that it will, within five (5) business days of executing this agreement, provide Texas Southern University with current certificates of insurance or other proof acceptable to Texas Southern University of the following insurance coverage:

Standard Workers Compensation Insurance covering all personnel who will provide services under this Contract;

Commercial General Liability Insurance, personal injury and advertising injury with, at a minimum, the following limits: \$500,000 minimum each occurrence; \$1,000,000 per general aggregate.

Contractor represents and warrants that all of the above coverage is with companies licensed in the state of Texas, with "A" rating from Best, and authorized to provide the corresponding coverage. Contractor also represents and warrants that all policies contain endorsements prohibiting cancellation except upon at least thirty (30) days prior written notice to Texas Southern University. Contractor represents and warrants that it shall maintain the above insurance coverage during the term of this Contract and shall provide Texas Southern University with an executed copy of the policies immediately upon request.

1.7 COMMODITY CODE

The NIGP / State of Texas commodity codes for this solicitation are 952-22, 962-34, 962-60.

1.8 BACKGROUND

Texas Southern University (“TSU”) is an elite, Carnegie R2 Institution and proud to be the premiere producer of diversity for building a talent strong Texas. The Owner one of the largest Historically Black College/University (“HBCU”) in the nation and destined to become the first HBCU with the coveted Carnegie R1 status.

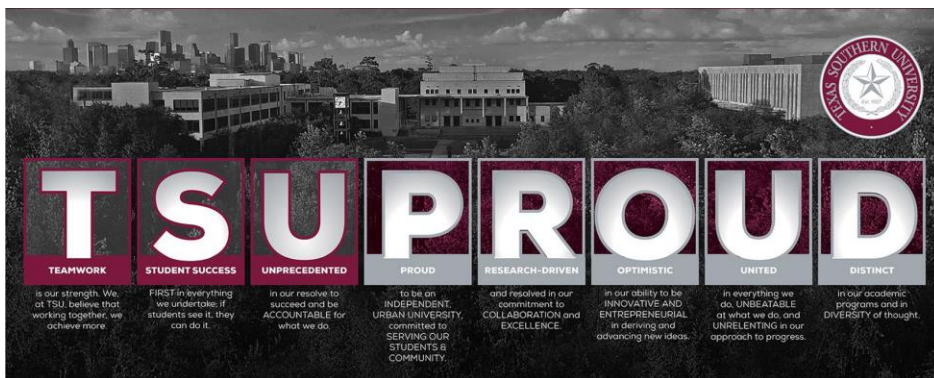
Since its founding in 1927, TSU has evolved from its origins as a small junior college into an elite, nationally competitive, Texas Southern is proud to be one of 11 HBCU’s designated as a Doctoral University of High Research Activity (R2) by The Carnegie Classification of Institutions of Higher Education. Recognized for not only its research, TSU has demonstrated a commitment in every facet of university life from academics to athletics. Texas Southern University currently offers more than 120 undergraduate and graduate programs and concentrations at the baccalaureate, graduate-master, graduate-doctoral, and professional level. These programs are organized into 11 colleges and the campus is situated on more than 150-acres of land in the heart of Houston’s historic Third Ward community.

As the institution celebrates 97 years of providing learners with social and upward mobility through education, the administration has paid tribute to its rich past, while celebrating its present state, and envisioning its future.

Our academic curriculum is organized into ten colleges and schools that continue to serve as cornerstones for developing the greatest potential in leaders from various socioeconomic, cultural, and ethnic backgrounds. Some of TSU’s well-known graduates include the late U.S. Congresswoman Barbara Jordan and U.S. Congressman George “Mickey” Leland, as well as television host and former NFL star Michael Strahan and rapper Megan Thee Stallion.

Texas Southern University is heralded as a pioneer and has distinguished itself by producing a significant number of African American students who have obtained post-secondary and advanced degrees. The university’s enrollment has grown from 2,303 students to more than 8,400 undergraduate and graduate students from across the world. Although initially established to educate African Americans, Texas Southern University has become one of the most diverse institutions in Texas.

Texas Southern University is committed to transforming lives and achieving unprecedented success at an accelerated pace. The Board of Regents, President, Administration, Faculty, and Staff live the mission of TSU everyday through their respective commitment to the students. Texas Southern University is PROUD to be the first public institution in Houston.



End of Section I

SECTION II

SCOPE OF WORK

2.1 SCOPE

Texas Southern University is a student-centered comprehensive doctoral university committed to ensuring equality, offering innovative programs that are responsive to its urban setting, and transforming diverse students into lifelong learners, engaged citizens, and creative leaders in their local, national, and global communities. This Request for Proposal (RFP) seeks proposals from interested and qualified companies in the Houston area to provide Capital Campaign services for Texas Southern University.

2.2 Project Overview

Texas Southern University (TSU) is embarking on an ambitious capital campaign to raise \$250 million in celebration of its Centennial. This campaign aims to strengthen academic programs, enhance infrastructure, and foster community engagement, thereby securing TSU's position as a leading institution. TSU seeks a professional capital campaign firm with expertise in higher education fundraising to execute an effective, data-driven strategy that meets these goals.

2.3 General Project Requirements

Proposers shall provide appropriate and necessary management and supervision for all proposer's employees and shall be solely responsible for instituting and invoking disciplinary action of employees not in compliance with proposer's rules and regulations, as well as any other policy established by the contracting parties.

2.4 Term

Two (2) years, contingent upon delivery of the premises. The term may be extended or renewed for an addition one (1) one-year term, If agreed upon between both parties.

2.5 Vision

The TSU Board of Regents announced a 10-year vision and TSU PROUD initiative to articulate the university's core values. It is through those core values, which the Board adopted at its February meeting, that the Regents believes Texas Southern University can reach both short- and long-term goals. "Focusing on these core values that all point back to a student-centered approach to success in all areas of academics, research, and growth will enable us to position the University as one of the best universities in Texas and the country." Those short-term goals include growth in student enrollment to 10,000, a \$125 million endowment, and \$50 million in research awards by 2025. "As we focus on the core values represented in TSU PROUD, we believe our University will continue to attract the best and brightest students and faculty," added Regent James Benham. "We are excited for the work that it will take for us to ensure these values are infused into the daily culture and mindset of every member of our university community." The long-term goals include a \$250 million endowment, \$100 million in research awards, and three branch campuses by the year 2032

2.6 Project Overview

Texas Southern University (TSU) is embarking on an ambitious capital campaign to raise \$250 million in celebration of its Centennial. This campaign aims to strengthen academic programs, enhance infrastructure, and foster community engagement, thereby securing TSU's position as a leading institution. TSU seeks a professional capital campaign firm with expertise in higher education fundraising to execute an effective, data-driven strategy that meets these goals.

2.7 **SCOPE OF WORK:**

Campaign Planning and Development

- Needs Assessment and Feasibility Study
- Conduct qualitative and quantitative assessments of TSU's current fundraising landscape.
- Deliverable: Comprehensive needs assessment and feasibility study report submitted within 60 days, including a SWOT analysis (Strengths, Weaknesses, Opportunities, Threats).

Define Campaign Goals

- Set clear, measurable campaign objectives (e.g., number of major gifts, donor retention rates).
- Deliverable: Campaign goals document with specific targets (e.g., 25 major new gifts \geq \$1 million by December 2025).

Donor Identification and Segmentation

Prospect Research

- Identify at least 500 potential major gift prospects, utilizing databases and wealth screening tools.
- Deliverable: Donor prospect list with segmentation criteria and potential gift amounts.

Segmentation Strategy

- Create a strategic approach to categorize prospects into tiers (e.g., major donors, mid-level donors, small donors).
- Measurable Behavior: By the end of the 90-day period, present a detailed segmentation strategy that aligns prospects with tailored engagement strategies.

Campaign Communications and Messaging

Brand Development and Communications Strategy

- Develop a consistent campaign brand and messaging framework.
- Deliverable: Comprehensive campaign communication strategy document including timelines for communications via newsletters, press releases, social media, and direct outreach.

Digital Campaign Launch

- Plan and launch a digital campaign that includes emails, social media posts, and a dedicated campaign website.
- Measurable Behavior: Achieve a minimum engagement rate of 20% on digital communications within six months.

Campaign Structure and Leadership Engagement

Campaign Leadership

- Aid in finding and recruiting the campaign leadership team, including a campaign chair and committee members.
- Measurable Behavior: Secure campaign chairs and committee members who commit to a minimum of 8 hours per month of volunteer engagement.

Training

- Conduct workshops/training sessions for campaign leaders and volunteers to enhance their fundraising skills.
- Deliverable: At least two training workshops by month four with feedback mechanisms in place for continuous improvement.

Designated Campaign Lead

- Assign a designated campaign lead from the firm to oversee all activities, serving as the primary point of contact with TSU.
- Deliverable: A monthly status report from the campaign lead detailing activities, milestones, and progress toward goals.

Fundraising Strategies and Events

Major Gifts Strategy

- Develop and implement a plan for soliciting major gifts, with individualized approaches for top 50 prospects.
- Measurable Behavior: Engage with at least 20 of these top prospects within the first six months of the campaign for personalized solicitations.

Events Planning

- Organize campaign-related events, including a large gala, donor appreciation nights, and alumni engagement events.
- Deliverable: Event plan detailing at least four fundraising events with targeted outcomes and engagement strategies.

Peer-to-Peer Fundraising

- Launch grassroots fundraising initiatives that enable alumni and supporters to raise funds through personal networks.
- Measurable Behavior: Engage at least 100 alumni in peer-to-peer fundraising efforts generating at least \$1 million within the campaign period.

Donor Stewardship and Relationship Management

- Develop a comprehensive stewardship plan that tracks donor engagement post-gift.
- Deliverable: Monthly stewardship activity reports highlighting personal outreach to major donors, acknowledgments, and engagement metrics.

Engagement Metrics

- Establish KPIs to monitor interaction with donors, including frequency of communication, event participation, and feedback collection.
- Measurable Behavior: Increase individual donor engagement rates by 25% by the end of the campaign.

Campaign Management and Reporting

- Implement project management tools to track progress against goals and timelines.
- Deliverable: Quarterly progress reports and updated project timelines shared with TSU leadership.

Post-Campaign Evaluation

- Conduct a thorough evaluation of campaign performance against initial goals and objectives, identifying lessons learned.
- Deliverable: A final report summarizing outcomes, successes, challenges, and recommendations for future fundraising efforts.

Deliverables Timeline:

- Month 1-2: Needs Assessment Report, Donor Prospect List
- Month 3: Campaign Communication Strategy Document
- Month 4: First Training Workshop and Campaign Kick-off Event
- Month 6: Major Gifts Engagement Report
- Month 12: Comprehensive Campaign Evaluation Report

Budget and Payment

- The budget will be defined based on the project scope, deliverables, and engagement structures. A detailed budget document, including payment terms and expected milestones, will be established upon agreement.

Conclusion:

This scope of work outlines a structured, metric-driven approach to achieving TSU's fundraising goal of \$250 million for its Centennial Campaign. The campaign firm's dedicated engagement, led by a designated campaign lead, ensures a focused and strategic effort to bolster TSU's future.

End of Section II

SECTION III

CRITERIA

3.1 CRITERIA

Respondents are expected to submit a Proposal that considers and is responsive to the terms and conditions, specifications, the scope of services, requirements, etc.; as well as the evaluation criteria set out in this document. The criteria in which your response will be evaluated are as follows:

- Criterion 1 – Experience
- Criterion 2 – Qualifications
- Criterion 3 – Methodology of the Process
- Criterion 4 – Price List/Cost
- Criterion 5 – References

3.2 CRITERION 1 – EXPERIENCE

- 3.2.1 Please thoroughly address the history of your firm; including but not limited to number of employees, years in business, organizational chart, etc.; as well as a narrative of your firm's experience in providing such security services.
- 3.2.3 Provide a detailed list of clients (beginning with colleges and universities). Please include contact information for each client / customer so that references can be checked.

3.3 CRITERION 2 – QUALIFICATIONS

- 3.3.1 Please address any/all awards, acclaims, publications, memberships, certifications, that your company has attained.
- 3.3.2 Please thoroughly address the qualifications of those personnel in the Houston office who will service the TSU account.

3.4 CRITERION 3 – METHODOLOGY OF THE PROCESS

- 3.4.1 This section should describe and discuss your proposed approach and methodology in providing the processes of the type and kind required in the RFP. By reading the proposed approach and methodology overview, Texas Southern University must be able to gain a comfortable grasp and clear understanding of the level of approach to be provided and the methods proposed to provide them. A detailed explanation shall be included to understand how the methods comply with the requirements of this RFP.
- 3.4.2 Capabilities and Capacity: Respondent shall clearly define its in-house capability and capacity to perform the work identified in the Scope of Work of this RFP. Your response must describe the

various technologies, tools, methods, and technical expertise that you will provide to Texas Southern University and/or that will be used in the delivery of the scope and how that will be of benefit in the delivery of approach to Texas Southern University.

3.5 CRITERION 4 – PRICE LIST

- 3.5.1 Please thoroughly address all costs associated with your RFP response and with all deliverables and solutions you propose.
- 3.5.2 All costs should be detailed and itemized, as well as providing a “grand total” so that a score can be assigned. Include any associated travel expenditures.
- 3.5.3 All expected costs must be shown as you will not be able to bill the University for additional and/or hidden costs not directly addressed in your proposal response.

The fee proposal shall be a detailed fee proposal as outlined below. Failure to provide a fee proposal that addresses each of the items listed below may result in disqualification from the RFP process.

Failure to provide a singular grand total when requested could be grounds for dismissal and/or disqualification of your response.

3.6 CRITERION 5: REFERENCES

Respondent’s Organization Name: _____

INSTRUCTIONS: Provide a minimum of three (3) current professional references who may be contacted for verification of the Respondent’s professional qualifications to meet the requirements set forth herein. We strongly prefer references from higher education institutions similar in size and requirements to the Texas Southern University.

We request that the references include one long-standing customer (minimum of 3-year engagement) and one new customer (one who has been engaged with Respondent for less than one year).

REFERENCE #1	
Institution/Company Name	
Contact Name	
Contact Title	
Contact Phone Number	
Contact Email Address	
Relationship Length	

REFERENCE #2	
Institution/Company Name	
Contact Name	
Contact Title	
Contact Phone Number	
Contact Email Address	
Relationship Length	

REFERENCE #3	
Institution/Company Name	
Contact Name	
Contact Title	
Contact Phone Number	
Contact Email Address	
Relationship Length	

End of Section III

SECTION IV

PROPOSAL INFORMATION

5.1 SCHEDULE OF EVENTS

The solicitation process for this RFP will proceed according to the following schedule:

<u>EVENT</u>	<u>DATE</u>
Issue RFP	February 12, 2025
Deadline for Submission of Questions	February 18, 2025
Deadline for Submission of Proposals	March 6, 2025

5.2 REVISIONS TO SCHEDULE

TSU reserves the right to change the dates in the schedule of events above upon written notification through a posting on the Electronic State Business Daily (ESBD) and the TSU Purchasing website. It is the responsibility of interested parties to periodically check either website for updates to the RFP prior to submitting a Proposal. The Respondent's failure to check the website will in no way release the selected Contractor from the requirements of addenda or additional information; nor will any resulting additional costs to meet the requirements be allowed after award(s).

5.3 PRE-PROPOSAL MEETING

NO pre-bid meeting will be held.

5.4 PROPOSAL REQUIREMENTS

5.4.1 Submissions of your Proposal: Respondents shall submit one (1) paper copies of the Proposal. Proposal pages should be numbered and contain an organized, paginated table of contents corresponding to the section and pages of the Proposal.

5.4.2 Please **submit a flash drive version** as well. Please ensure that your entire bid response is on the flash drive as this will be the official version of your bid response, and it will be the only copy we keep on file.

5.4.3 Format of Proposals - Respondents will be expected to provide the following information in the order and detail prescribed below. Each section should be tabbed accordingly:
Introduction Letter (2-page maximum)

Table of Contents

Tab 1: Criterion 1

Tab 2: Criterion 2

Tab 3: Criterion 3

Tab 4: Criterion 4

Tab 4: Criterion 5

Tab 6: TSU Terms and Conditions

Tab 7: Exhibit A: Execution of Proposal

Tab 8: 1295 Form

Tab 9: Addenda

- 5.4.4 Cost of Preparation: TSU will not reimburse the Respondent for any cost related to its Proposal. The Respondent is responsible for any expense related to the preparation and submission of its Proposal.
- 5.4.5 TSU will not consider any Proposal that bears a copyright. Proposals will be subject to the Texas Public Information Act (PIA), Tex. Government Code, Chapter 552, and may be disclosed to the public upon request. The Proposal and other submitted information shall be presumed to be subject to disclosure unless a specific exception to disclosure under the PIA applies. If it is necessary for the Respondent to include proprietary or otherwise confidential information in its Proposal or other submitted information, the Respondent must clearly label that proprietary or confidential information and identify the specific exception to disclosure in the PIA. Merely making a blanket claim the entire Proposal is protected from disclosure because it contains some proprietary information is not acceptable and shall make the entire Proposal subject to release under the PIA. In order to initiate the process of seeking an Attorney General opinion on the release of proprietary or confidential information, the specific provisions of the Proposal that are considered by the Respondent to be proprietary or confidential must be clearly labeled as described below. Any information which is not clearly identified as proprietary or confidential shall be deemed to be subject to disclosure pursuant to the PIA. Subject to the Act, Respondents may protect trade and confidential information from public release. Trade secrets or other confidential information, submitted as part of a Proposal, shall be clearly marked at each page it appears. Such marking shall be in boldface type at least 14-point font.
- 5.4.6 **HISTORICALLY UNDERUTILIZED BUSINESSES SUBMITTAL REQUIREMENTS:** It is the policy of Texas Southern University to promote and encourage contracting and subcontracting opportunities for Historically Underutilized Businesses (“HUB”) in all contracts. Accordingly, Texas Southern University has adopted Section 5.2 Policy on Utilization of Historically Underutilized Businesses. This policy applies to all contracts with an expected value of \$100,000 or more. If Texas Southern University determines those subcontracting opportunities are probable, then a HUB subcontracting plan is a required element of the Proposal. Failure to submit a required HUB Subcontracting plan will result in rejection of the Proposal.
- 5.4.6.1 Statement of Probability: Owner has determined that subcontracting opportunities are probable in connection with this procurement solicitation. Therefore, an HSP is required as a part of an offeror's Proposal.
- 5.4.6.2 The minimum HUB Subcontracting goal for the RFP is 22% participation, but the higher the percentage the better. Offerors are expected to make a good faith effort to meet and/or exceed this goal. The HSP must be prepared by the Offeror with all of the subcontractors.
- 5.4.6.3 Refer to the Owner’s Policy on the Utilization of Historically Underutilized Businesses (“HUB Policy”), for a detailed list of attachments required with the Proposal.
- 5.4.6.4 The “Statement of Probability” determines the probability for subcontracting opportunities. This determination will clarify which statements, detailed in Figure 1, will be required to be completed and returned.
- 5.4.6.5 For information regarding Texas Southern University’s HUB Program and HUB Subcontracting opportunities, please contact Mr. Sceffers Ward, HUB Coordinator, sceffers.ward@tsu.edu.

Historically Underutilized Businesses: In accordance with *Texas Government Code* Sections 2161.181-182 and Section 111.11 – 111.28 of the *Texas Administrative Code* (“**TAC**”), Owner is required to make a good faith effort to utilize Historically Underutilized Businesses (“**HUBs**”) in contracts for construction services with an expected value of \$100,000 or more. A copy of the HUB plan can be downloaded from the Comptroller’s website. Owner is committed to sponsoring mentor-protégé relationships for HUBs as outlined

in *Texas Government Code* Section 2161.065 and TAC Title 34, Part 1, Chapter 20, Subchapter B, §20.28, and has been performing outreach to support this important effort.

The Hub Sub-Contracting Plan may be located at the following link:
<https://comptroller.texas.gov/purchasing/vendor/hub/forms.php>

***** A State of Texas HUB plan is required for this solicitation. *****

5.5 INQUIRIES / QUESTIONS

- 5.5.1 All inquiries and questions shall be submitted in writing (in Word format) via email to Mr. Sceffers Ward at sceffers.ward@tsu.edu by **12:00 noon Central on Tuesday, February 18, 2025**; the date listed as the deadline for submission of questions as specified in Section 5.1 above.
- 5.5.2 All inquiries will result in written responses with copies posted to the State of Texas Electronic State Business Daily and the TSU Purchasing website. If a Respondent does not have Internet access, a copy of all written responses may be obtained through the point of contact listed above.
- 5.5.3 Except as otherwise provided in this Section, upon issuance of this RFP, other employees and representatives of TSU will not answer questions or otherwise discuss the contents of the RFP with any potential Respondent or its representatives. Failure to observe this restriction may result in disqualification of any subsequent response. This restriction does not preclude discussions unrelated to this RFP.
- 5.5.4 If Respondent takes any exceptions to any provisions of this RFP, these exceptions must be specifically and clearly identified by Section in Respondent's Proposal in response to this RFP and Respondent's proposed alternative must also be provided in the Proposal. Respondents cannot take a 'blanket exception' to this entire RFP. If any Respondent takes a blanket exception to this entire RFP or does not provide proposed alternative language, the Respondent's Proposal may be disqualified from further consideration. Any exception may result in the Contract not being awarded to the Respondent.

5.6 PROPOSAL SUBMISSION

- 5.6.1 All Proposals shall be received and documented in the Purchasing Office at TSU prior to the stated deadline date specified in the Schedule of Events above. TSU reserves the right to reject late submittals.
- 5.6.2 Proposals should be placed in a separate envelope or package and correctly identified with the RFP number and submittal deadline/RFP opening date and time. It is Respondent's responsibility to appropriately mark and deliver their Proposal response to Greg Williams in the Purchasing Office located in Hannah Hall, suite 333, by the specified date and time. A U.S. Postal Service (USPS) postmark or round validation stamp; a mail receipt with the date of mailing, stamped by the USPS; a dated shipping label, invoice, or receipt from a commercial carrier; or any other documentation in lieu of the on-site time stamp WILL NOT be accepted.
- 5.6.3 Telephone, email and facsimile Proposal responses will not be accepted.
- 5.6.4 Receipt of all addenda to this RFP should be acknowledged by returning a signed copy of each addendum with the submitted Proposal.
- 5.6.5 The TSU Standard Terms and Conditions is included in this solicitation for your convenience with the thought that you can present it to your legal department, and they can begin reviewing them, in order to speed up possible negotiations.

5.7 DELIVERY OF PROPOSALS

Proposals are commonly shipped to TSU by one of the following methods: U.S. Postal Service, Fed Ex Overnight / Express Mail, or Hand Delivery (recommended).

**** Please instruct your delivery service to avoid delivering your submittal to the University’s Post Office nor our Warehouse / Central Receiving as this will delay delivery and could ultimately result in your response being late; and consequently rejected. All solicitation responses must be delivered to the TSU Purchasing Office located in room 333 in Hannah Hall, our main administration building.**

5.8 PROPOSAL OPENING

- 5.8.1 Proposals will be opened by the assigned buyer in their office or their department conference room, whichever is most appropriate and available.
- 5.8.2 All submitted Proposals become the property of TSU after the RFP submittal deadline. The submitted Proposals and accompanying documentation will not be returned.
- 5.8.3 Proposals submitted shall constitute a Proposal for a period of ninety (90) days or until selection is made by TSU, whichever occurs earlier.

5.9 PROPOSAL EVALUATION AND AWARD

- 5.9.1 TSU shall award a contract to a Respondent whose Proposal is considered to provide the best value to the State of Texas and Texas Southern University, as defined by Tex. Government Code, Section 2155.074.
- 5.9.2 A committee will be established to evaluate the Proposals. The committee will include employees of TSU and other persons invited by TSU to participate.
- 5.9.3 TSU reserves the right to award contract(s) without any negotiations, without a BAFO, and/or TSU reserves the right to not make an award at all.
- 5.9.4 The Respondent is strongly encouraged to provide its best price in its Proposal because TSU makes absolutely no guarantee that there will be any opportunity to negotiate or provide alternative pricing at any point during the RFP process.
- 5.9.5 The evaluation committee will determine best value by applying the following criteria and assigned weighted values:

<u>Criteria</u>	<u>Weight</u>
Criterion 1: Experience	15%
Criterion 2: Qualifications	25%
Criterion 3: Management of Security Staff	25%
Criterion 4: Price List	30%
Criterion 5: References	5%

- 5.9.6 The evaluation committee will determine if Best and Final Proposal (BAFO) are necessary. Award of a contract may be made without a BAFO, so you are encouraged to submit your best Proposal initially. A request for a BAFO is at the sole discretion of TSU and if requested, will be extended in writing.

5.9.7 TSU reserves the right to award to multiple vendors and/or make a split award if deemed in the best interest of the University.

End of Section V

EXHIBIT A

EXECUTION OF PROPOSAL

NOTE: THIS EXHIBIT MUST BE SIGNED AND RETURNED WITH THE PROPOSAL. PROPOSALS THAT DO NOT INCLUDE THIS EXHIBIT WILL BE DISQUALIFIED. THE PROPOSAL SHALL BE VOID IF FALSE STATEMENTS ARE CONTAINED IN THIS EXHIBIT.

By signature hereon, Respondent certifies that:

All statements and information prepared and submitted in the response to this RFP are current, complete, and accurate.

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.

Neither Respondent nor the corporation, partnership, or institution represented by Respondent or anyone acting for such respondent, corporation, or institution has (1) violated the antitrust laws of the State of Texas under Texas Business & Commerce Code, Chapter 15, or the federal antitrust laws; or (2) communicated the contents of this Proposal either directly or indirectly to any competitor or any other person engaged in the same line of business during the procurement process for this RFP.

When a Texas business address shown hereon that address is, in fact, the legal business address of Respondent and Respondent qualifies as a Texas Resident Bidder under 1 TAC § 111.2.

Under Government Code § 2155.004, no person who prepared the specifications or this RFP has any financial interest in Respondent's Proposal. If Respondent is not eligible, then any contract resulting from this RFP shall be immediately terminated. Furthermore, "under Section 2155.004, Government Code, the vendor [Respondent] certifies that the individual or business entity named in this Proposal or contract is not ineligible to receive the specified contract and acknowledges that this contract May be terminated and payment withheld if this certification is inaccurate."

Under Family Code § 231.006, relating to child support obligations, Respondent and any other individual or business entity named in this solicitation are eligible to receive the specified payment and acknowledge that this contract May be terminated and payment withheld if this certification is inaccurate.

Under *Government Code* § 669.003, relating to contracting with an executive of a state agency, Respondent represents that no person who, in the past four years, served as an executive of the Texas Comptroller of Public Accounts, Texas Southern University or any other state agency, was involved with or has any interest in this Proposal or any contract resulting from this RFP. If Respondent employs or has used the services of a former executive head of *Texas Southern University* or other state agency, then Respondent shall provide the following information: Name of former executive, name of state agency, date of separation from state agency, position with Respondent, and date of employment with Respondent. 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

Texas Southern University is federally mandated to adhere to the directions provided in the President's Executive Order (EO) 13224, Executive Order on Terrorist Financing – Blocking Property and Prohibiting Transactions With Persons Who Commit, Threaten to Commit, or Support Terrorism, effective 9/24/2001 and any subsequent changes made to it via cross-referencing respondents/vendors with the Federal General Services Administration's System for Award Management (SAM), <https://www.sam.gov/SAM/>, which is inclusive of the United States Treasury's Office of Foreign Assets Control (OFAC) Specially Designated National (SDN) list.

Respondent certifies that the responding entity and its principals are eligible to participate in this transaction and have not been subjected to suspension, debarment, or similar ineligibility determined by any federal, state or local governmental entity and that Respondent is in compliance with the State of Texas statutes and rules relating to procurement and that Respondent is not listed on the federal government's terrorism watch list as described in Executive Order 13224. Entities ineligible for federal procurement are listed at <https://www.sam.gov/SAM/>

Under Section 2155.006(b) of the Texas Government Code, a state agency May not accept a Proposal or award a contract, including a contract for which purchasing authority is delegated to a state agency, that includes proposed financial participation by a person who, during the five-year period preceding the date of the Proposal or award, has been: (1) convicted of violating a federal law in connection with a contract awarded by the federal government for relief, recovery, or reconstruction efforts as a result of Hurricane Rita, as defined by Section 39.459, Utilities Code, Hurricane Katrina, or any other disaster occurring after September 24, 2005; or (2) assessed a penalty in a federal civil or administrative enforcement action in connection with a contract awarded by the federal government for relief, recovery, or reconstruction efforts as a result of Hurricane Rita, as defined by Section 39.459, Utilities Code, Hurricane Katrina, or any other disaster occurring after September 24, 2005. Under Section 2155.006 of the Texas Government Code, the respondent certifies that the individual or business entity named in this Proposal is not ineligible to receive the specified contract and acknowledges that any contract resulting from this RFP May be terminated and payment withheld if this certification is inaccurate.

Pursuant to Section 2262.003 of the Texas Government Code, the state auditor May conduct an audit or investigation of the vendor or any other entity or person receiving funds from the state directly under this contract or indirectly through a subcontract under this contract. The acceptance of funds by the Respondent or any other entity or person directly under this contract or indirectly through a subcontract under this contract 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. Under the direction of the legislative audit committee, the Respondent or other entity that is the subject of an audit or investigation by the state auditor must provide the state auditor with access to any information the state auditor considers relevant to the investigation or audit. Respondent will ensure that this clause concerning the authority to audit funds received indirectly by subcontractors through the vendor and the requirement to cooperate is included in any subcontract it awards.

The Respondent represents that, to the extent this Solicitation constitutes a contract for goods or services within the meaning of Section 2270.002 of the Texas Government Code, as amended, solely for purposes of compliance with Chapter 2270 of the Texas Government Code, and subject to applicable Federal law, Respondent (1) does not boycott Israel; and (2) will not boycott Israel during the term of this Agreement. The term "boycott Israel" as used in this paragraph has the meaning assigned to it in Section 808.001 of the Texas Government Code, as amended.

PREFERENCES

See Section 2.38 of the State of Texas Procurement Manual regarding preferences. Check below to claim a preference under 34 TAC Rule 20.38

- Supplies, materials, or equipment produced in TX or offered by TX bidder or TX bidder that is owned by a service-disabled veteran *
- Agricultural products produced or grown in TX
- Agricultural products and services offered by TX bidders*
- USA produced supplies, materials, or equipment
- Products of persons with mental or physical disabilities
- Products made of recycled, remanufactured, or environmentally sensitive materials including recycled steel
- Energy Efficient Products
- Rubberized Asphalt paving material
- Recycled motor oil and lubricants
- Products produced at facilities located on formerly contaminated property
- Products and services from economically depressed or blighted areas
- Vendors that meet or exceed air quality standards
- Recycled or Reused Computer Equipment of Other Manufacturers
- Foods of Higher Nutritional Value

Respondent represents and warrants that the individual signing this Execution of Offer is authorized to sign this document on behalf of Respondent and to bind Respondent under any contract resulting from this Proposal.

RESPONDENT (COMPANY):

SIGNATURE

NAME (TYPED/PRINTED)

TITLE:

EMAIL ADDRESS:

PHYSICAL ADDRESS:

CITY/STATE/ZIP:

TELEPHONE:

FAX:

TAX IDENTIFICATION NUMBER:

DATE:

End of Exhibit A

HOUSE BILL 1295 (CERTIFICATE OF INTERESTED PARTIES)

In 2015, the Texas Legislature adopted House Bill 1295, which added section 2252.908 of the Government Code. The law states that a governmental entity or state agency may not enter into certain contracts with a business entity unless the business entity submits a disclosure of interested parties (Form 1295) to the governmental entity or state agency at the time the business entity submits the signed contract to the governmental entity or state agency. The Texas Ethics Commission has adopted rules requiring the business entity to file Form 1295 electronically with the Commission.

Complete filing instructions are included in this bid, in which this form must be submitted. The link to the form can be located at the following link: <https://www.ethics.state.tx.us/filinginfo/1295/>.

End of the solicitation