



REQUEST FOR PROPOSAL #233

Blinn College District invites qualified firms to submit Competitive Sealed Proposals for:

Commerce Management Services

Proposals will close on:

May 22, 2025 @ 2:00 PM C.D.T.

Sealed Proposals must be submitted to the following location with the RFP # in the lower left corner of the envelope.

Vendors are encouraged to register and submit proposals through the Blinn College District E- procurement site: <https://blinn.ionwave.net/Login.aspx>

Faxed and e-mailed qualifications will not be accepted.

Mail Proposals to:

**Blinn College District Purchasing
902 College Avenue
Brenham, Texas 77833**

Deliver Proposals to:

**Blinn College District Purchasing
Old Main – 806 College Avenue, Room 207
Brenham, Texas 77833**

RFP # 230

Commerce Management Services

Proposals that arrive after the closing date and time will be rejected. Time/date stamp clock in the Purchasing Department shall be the official time of receipt. Responses received in the Purchasing Department after submission deadline shall be returned unopened and will be considered void and unacceptable. Mailing of a Proposal does not ensure that the RFP will be delivered on time or delivered at all. The proposer (not the college mail system) is solely responsible for ensuring the RFP is received prior to the closing date and time. **Delivery at any other campus location or any other department is unacceptable.**

Blinn College District reserves the right to reject any and/or all RFP's, to award contracts as may appear advantageous to the Blinn College District, and to waive all formalities in offering.

Ross Schroeder – Director of Purchasing

1. Response to Request for Competitive Sealed Proposals

Respondents are required to provide detailed written responses to this RFP no later than **May 22, 2025 @ 2:00 PM C.D.T.** Responses must be delivered to the Blinn College District, Purchasing Department, Old Main 806 College Avenue, Room 207 Brenham, Texas 77833. Responses may also be submitted through Blinn College's E-procurement site at <https://blinn.ionwave.net/Login.aspx>. Responses received after this date will not be considered or accepted.

Written responses shall address each requirement identified in this RFP. Failure to provide all requested information will be considered an incomplete response. Blinn College District reserves the right to reject any or all proposals and to accept any proposal deemed as providing the best value to the Blinn College District. Blinn College District shall rank the respondents in the order that they provide the "best value" for the College based on the published selection criteria and on the ranking evaluations. Interviews of selected firms may follow the Owner's option.

Respondents are required to either submit one (1) bound (8 1/2" x 11" format) copies and one (1) electronic copy (USB flash drive or Disk) of the proposal statement, or submit through Blinn College's E procurement site at <https://blinn.ionwave.net/Login.aspx>.

Questions regarding the project and this Request for Proposals are to be directed to:

Ross Schroeder
Blinn College District
Director of Purchasing
902 College Ave.
Brenham, Texas 77833
Phone: 979-830-4118
Email: Ross.Schroeder@Blinn.edu

RFP #233 Calendar

Date/Time	Action
April 15, 2025	Advertisement #1
April 22, 2025	Advertisement #2
April 30, 2025, 5:00 pm	Last day and time to submit email inquiries Submit to: Ross.Schroeder@Blinn.edu
May 5, 2025	Addenda issued, if any, communicated by e-mail and Ionwave
May 22, 2025, 2:00 p.m.	Deadline for Submission, RFP #233 In person submittal Blinn College District Purchasing Attn: Mr. Ross Schroeder, Director of Purchasing 902 College Ave. Brenham, Texas 77833 CLICK HERE FOR CAMPUS MAP Or on-line submittal https://blinn.ionwave.net/Login.aspx .
June 2025	Review proposals and Recommendation to Administration of Selected Software

2. Specifications:

The College is searching for a modern web-based user experience and interface design portal that provides staff, students, and authorized users with the ability to intuitively perform the features and functions outlined in the requirements within this RFP. The commerce management system will provide a payment platform, electronic refund capabilities, installment plans, a framework for eCommerce, third-party sponsor platform, and tax document processing (1098-T) that all integrate with Ellucian Banner. Information on products, add-ons, options, and/or services beyond the scope of this RFP is encouraged. However, these features must be clearly identified as such and presented separately with all the costs associated with that feature in the separate cost section. Pricing for each service should be listed separately and reflect any discounts for bundling multiple solutions.

Electronic Payment Processing

- The online payment solution will utilize a real-time balance function including pending financial aid.
- The online payment solution will allow single payments, of any amount, up to the full balance of the account.
- The online payment solution will provide to pay by individual terms.
- The online payment solution will accept all major credit cards (American Express, Discover, MasterCard, Visa) as well as debit cards, ACH, E-checks, and E-savings transactions.
- The online payment solution must have an administrative interface.

Installment Payment Plans

- The installment payment plan solution will offer flexibility in the setup and management of installment plan payments.
- The College will have the ability to create installment plan options within the payment plan solution without intervention of the proposer unless requested.
- The payment plan solution will provide the ability for the College to activate, terminate, or reinstate payment plans for students without intervention of the proposer unless requested.
- The payment plan solution will provide robust reporting including details on the number of payment plan options offered, enrollment in each plan, payment status, active/inactive plans, completed plans, etc.
- The payment plan solution will have the ability for roles to be established within the system so users outside of Business Services can access the system as a staff member or as the student to view activity to assist students when setting up plans, making payments, etc. without being able to make changes to the system themselves.

Non-AR Student Payments/Marketplace

- The online payment solution will provide a simple interface that allows non-student AR transactions to be processed with easy payment checkout options.
- The online payment solution for non-AR student payments will allow for payments to be fed to specified and multiple detail codes or general ledger accounts in Banner.
- The online payment solution will provide an administrative interface that is easy to implement, use, and maintain by both administrative and end-users.
- The online payment solution will accept all major credit cards (American Express, Discover, MasterCard, Visa) as well as debit cards, ACH, E-checks, and E-savings transactions.

Student Refund Management

- The student refund management solution will provide for the distribution of refund disbursements using methods which comply with the Department of Education Title IV refund delivery regulations. Every student will have the ability to choose which refund delivery method they desire.
- The proposer will electronically notify students of the distribution of financial aid refunds in a manner that meets all Title IV regulations. The proposer will provide real-time information on the status of refund disbursements to students. The proposer will provide automated email and/or text message notifications of refund availability, regardless of the refund method choice made by a student.
- The proposer will not charge a fee to any students regardless of the refund method selected.
- The proposer will handle exceptions with respect to refund payment delivery, including error resolution, lost/stolen checks, lost/stolen cards, incorrect or missing payments, undeliverable address or account/contact information, and any others as deemed necessary. The College requires the ability to reverse refund payments from the proposer's system online in case of changes in refund eligibility, error, or other reason.

E-Bills

- The e-bill solution will provide for the distribution of student account balance statements at periodic intervals with minimal manual intervention by staff.
- The e-bill solution should be customizable to meet the marketing standards of the College.
- The e-bill solution should provide flexibility in scheduling, customizing, messaging, and other features.

Requirements:

1. General

- a. Is proposer an Ellucian partner? Describe your organization's professional association with Ellucian.
- b. Is the system intuitive, easy-to-use, and easy to learn for all users of the system including students? Does it work on multiple device types?
- c. Are marketing materials provided for use on campus for student refund options, installment plan payment options, and other offerings?
- d. Provide details of customer service for both staff and students.
 - i. Is a dedicated account representative assigned to the College?
 - ii. What support level is provided?
 - iii. Provide details on the methods (call, text, email, live chat, etc.) available to students to contact customer service regarding payment support, installment plan support, student refund support.
 - iv. What are the support hours for both staff and student support?
- e. Describe training as necessary to implement and manage the proposed solution, to include but not limited to the College's technical staff and end users, training documents, technical support and hours of operation.
- f. All specifications will include set-up, installation, testing, training, customer and technical support and full documentation.

2. IT Needs

- a. Turnkey with installation, configuration, and support all originating from one source.

- b. The solution(s) must be PCI (Payment Card Industry) compliant. Provide the most recent PCI compliance audit.
- c. Solution(s) must be PCI-PA-DSS (PCI Payment Application Data Security Standard) certified. Provide evidence of certification.
- d. The solution(s) must be Texas Risk and Authorization Management Program (TX-RAMP) certified.
- e. Solution(s) must integrate with Banner. Provide references from other Texas community colleges with Banner who use the proposer's solution(s).
- f. Does the solution(s) support single sign-on through the College's student portal?
- g. Will a permanent testing environment be created and remain available to staff members for future training and testing? If so, how often is the test environment updated to the production environment?
- h. Describe any dual verification processes the solution incorporates to verify the identity of the student. If only one verification process is enabled, please describe how the student can verify their identity if the primary method has been disabled, lost, or is otherwise unavailable.
- i. Describe any issues with specific browsers on certain devices. List all browsers that your system supports.
- j. List a sample of third-party integrations currently used by other Texas community colleges with the proposed solution (e.g. T2 Parking, Adirondack, StarRez, etc.).

3. Electronic Payment Processing

- a. Describe the solution's integration with Ellucian Banner.
- b. Does the system support single sign-on?
- c. Describe how the system integrates in real-time with Banner and any restrictions that may exist to real-time processing.
- d. Describe how access to the system from multiple device types including desktop, laptop, tablet and mobile devices appear to the student or end user.
- e. Describe the credit card authorization and settlement process. Are credit cards authorized in real-time?
- f. Describe how the system incorporates pending financial aid into the real-time balance function.
- g. Does the system allow students to give third-party users (parents, grandparents, guardians, etc.) access to the student account? If so, is the authorized user functionality compliant with FERPA? Can students limit access rights for each authorized user? If so, explain.
- h. Are authorized users given separate logins and passwords or must they use their student's ID to access billing and account information?
- i. Can authorized users maintain separate payment methods (credit cards, checking accounts, etc.) from their students?
- j. Can authorized users make payments for more than one student at the same time?
- k. Are students notified if an authorized user makes a payment on their account?
- l. Does the system allow the student to use multiple payment methods in the same transaction?
- m. Describe the mobile application available for students and if all functionality is available with the mobile app.
- n. Describe any additional value-added opportunities related to electronic payment processing such as the ability to provide merchant services to reduce credit card processing fees. If applicable,
 - i. Provide credit card processing fee rates.
 - ii. Describe the refund and chargeback processes for rejected transactions and/or disputed transactions.
 - iii. Explain the timing and method of transferring funds to the College.
- o. Is there a transaction processing fee for the student?

- i. If so, what is the fee percentage or amount?
- p. Describe the proposer's compliance with PCI DSS, PA-DSS, Point-to-Point Encryption (P2PE) and any other applicable PCI standards.
- q. Is hardware (credit card terminals and other accessories) included in the proposed solution? If so, please provide details of hardware, technical requirements, and costs.
- r. Does the solution provide for any third-party electronic billing or payment capabilities. If so, please describe it in detail.
- s. Does the solution provide for payments from international students in their local currency? If so, please explain.
- t. Does the proposer's solution enable payers to make payments directly from a 529 account? If so, please describe it in detail.
- u. Describe availability of technology or procedures to minimize NSF/bad account payments.
- v. Does the solution provide the ability to limit or refuse payment from a student for a certain number of NSF checks? Ex: Can a student bank account be blocked or a specific credit/debit card be blocked from future use for NSF/bad account activity?
- w. How does the solution account for credit balances on the student account? How is this reflected to the student when they attempt to make a payment?
- x. How does the system reflect balances in multiple terms? What will the students see if they owe a balance for both Fall and Spring?
- y. Describe the reporting system capabilities. Are reports able to be customized by end users? Does the system provide scheduled reports? What is the delivery mechanism for reports?
- z. Describe the audit and security features.
- aa. Describe any reconciling features.
- bb. Describe any automated or manual processes required to maintain the system.

4. Installment Payment Plans

- a. Describe the online installment payment plan.
- b. Describe the process for administrators to create and manage tuition payment plans.
- c. Does the proposed solution provide the option for students to set up scheduled payments for automatically paying plan installments?
- d. Explain how the solution provides for real-time integration and synchronization with the student's Banner account.
- e. How is pending financial aid included in the real-time balance for installment plans?
- f. Describe how the solution provides clear instructions to the student for the setup and operation of an installment plan.
- g. Are user payment profiles created for payment plan software also accessible in electronic and billing and refunding software?
- h. Does the proposed solution allow students to electronically agree to their payment plan agreement and other compliance items? Are the agreements stored within the system and readily available to be retrieved by staff when needed?
- i. Does the proposed solution allow the setting up of multiple plans in the same term? Does it allow the student to enroll in multiple plans (i.e. Tuition and Housing)?
- j. Provide details of installment plan requirements and options.
 - i. Are installment plan options static or will the College have the flexibility to create installment plan options as needed?
 - ii. Is the College able to set up installment plans independently, or will intervention be required by the proposer?
 - iii. List any fees for installment plans.

- k. Installment plan payment solution must automatically recalculate installments based upon changes in enrollment status or new charges and credits on the student's account. Describe this functionality.
 - i. How often does recalculation run?
 - ii. Are students notified of changes to the plan and the impact on future plan payments? Must any action be taken by the student to update the future plan payment amount due to changes in enrollment? (e.g. Does the student have to log in to their payment plan and acknowledge the adjustments before they are applied?)
 - iii. If so, how and when are they notified?
 - iv. Does the solution allow payment plans to be "frozen" at a certain date so enrollment changes will not update future plan payment amounts?
 - v. Can a second down payment be applied for students who add courses after initially setting up a payment plan?
- l. How are the charges related to the payment plan (enrollment fees, late fees) applied to the student account? Are fees paid upfront or split amongst the scheduled payments?
- m. Does the proposed solution have the option of a College administrator enrolling a student in a payment plan?
- n. Does the proposed solution have the ability to place a hold in Banner on the student's account if the student payment plan payments are delinquent?
- o. Describe how email addresses are loaded and maintained in the proposed solutions payment plan system.
- p. Describe how mobile phone numbers are obtained.
- q. Describe how students opt-in or opt-out of receiving notifications.
- r. Specify if alternate email addresses are managed by the student.
- s. Specify what types of notifications are available (text, email), if the College has the ability to edit notifications to reflect its business policies, and if the College has the ability to generate custom notifications that can be sent within the system.
- t. Describe the mobile application available for students and if all functionality is available with the mobile app.
- u. Explain the timing and method of transferring funds to the College.
- v. Does the solution provide an option to offer past-due payment plan options?
- w. Provide any value-added opportunities that may enhance the installment plan feature including automated communications with students, notifications (upcoming payments due; payments past due; etc.), etc.
- x. Describe availability of technology or procedures to minimize NSF/bad account payments.
- y. Explain what occurs if an installment plan payment is returned. Is there a retry? If so, how many and over what timeframe.
- z. Is there an installment payment plan option for international students allowing them to pay in their local currency?
- aa. Describe the ease with which students can make changes to personal information including contact details and banking details.
- bb. Are staff members able to review late payments and terminate or remove students from a payment plan for non-payment? Can this be completed automatically or only manually?
- cc. Describe the audit and security features.
- dd. Describe any reconciling features.
- ee. Describe the reporting system capabilities. Are reports able to be customized by end users? Does the system provide scheduled reports? What is the delivery mechanism for reports?
- ff. Describe any automated or manual processes required to maintain the system.

5. Non-AR Student Payments/Marketplace

- a. Does the proposer have an online payment solution for payments not posted to the student accounts? Example: fundraising payments for student clubs (t-shirt sales, direct link to make donation, etc.). If so, please describe it in detail.
- b. Is there a limit to the number of users the solution allows?
- c. Explain in detail if the solution can perform the following:
 - i. Allow the addition of multiple users with appropriate access controls to limit what users can perform in the solution (e.g. administrative access; view only access; reports; etc.).
 - ii. Allow payments to be fed to specified and multiple detail and/or account codes in Banner.
 - iii. Provide reports of transactional data including payment details.
- d. Explain the timing and method of transferring funds to the College.
- e. Describe the audit and security features.
- f. Describe any reconciling features.
- g. Describe the reporting system capabilities. Are reports able to be customized by end users? Does the system provide scheduled reports? What is the delivery mechanism for reports?
- h. Describe any automated or manual processes required to maintain the system.

6. Student Refund Management

- a. Does the solution offer secure electronic processing for student refunds to student designated accounts via direct deposit?
- b. Does refund functionality allow funds to be returned to the original source of payments (i.e. a debit/credit card)?
- c. Describe the self-service interface for selecting refund options and managing direct deposit settings.
- d. Does the proposed solution interact real-time with Banner or must electronic files containing information on pending refunds be sent?
- e. Describe the general process flow for refunding students. How does the system determine which students are eligible for an electronic refund? What steps are required to generate refunds? How does the proposed solution update Banner to reflect the fact that an electronic deposit has been made?
- f. Do students have access to their electronic refund history?
- g. Does the solution provide automatic disbursement notifications via email and/or SMS text message?
- h. How does the proposed solution comply with regulations such as PA-DSS, Red Flags, and Title IV?
- i. What measures does the proposed solution provide to combat fraud?
- j. What tools do the proposed solution offer to encourage students to choose a refund method and to help increase direct deposit refund adoption?
- k. Describe the ease with which students can make changes to personal information including contact details and banking details. Describe any limitations related to identity verification if original or prime method is compromised, no longer available, lost, etc.
- l. Describe the mobile application available for students and if all functionality is available with the mobile app.
- m. Describe the audit and security features.
- n. Describe any reconciling features.
- o. Describe the reporting system capabilities. Are reports able to be customized by end users? Does the system provide scheduled reports? What is the delivery mechanism for reports?
- p. Describe any automated or manual processes required to maintain the system.

7. E-Bills

- a. Describe the process of transmitting and loading billing statements into proposed solution billing software.
- b. Can the proposed solution billing statement presentation be customized to match the College's standards?
- c. Describe the options available to send e-bills.
- d. Is manual intervention required to send e-bills or is the process fully automated?
- e. Once a schedule is determined, what is the delay time between the student's real-time account balance and issuance of the student's e-bill?
- f. Can staff members customize e-bills with student specific or generic messaging?
- g. Does the proposed solution have the ability to send communications only to specific student populations (i.e. housing students, all students except dual credit)?
- h. Describe reporting capabilities available to campus staff.
- i. Describe the audit and security features.
- j. Describe any reconciling features.
- k. Describe the reporting system capabilities. Are reports able to be customized by end users? Does the system provide scheduled reports? What is the delivery mechanism for reports?
- l. Describe any automated or manual processes required to maintain the system.

8. Tax Documents

- a. Can the proposer's solution create and present 1098-T statements?
- b. Can students opt out of receiving paper 1098-T statements and elect to receive only an electronic statement?
- c. Can students authorize parents or other users to view their 1098-T statements?
- d. Describe how 1098-T data is transmitted to the IRS including corrections.
- e. Describe the audit and security features.
- f. Describe any reconciling features.
- g. Describe the reporting system capabilities. Are reports able to be customized by end users? Does the system provide scheduled reports? What is the delivery mechanism for reports?
- h. Describe any automated or manual processes required to maintain the system.

3. Evaluation Criteria

Proposal Evaluation Criteria and Requirements

Proposal Price	20%
Reputation of the supplier, their products, and their services	10%
Scope of work provided to the District	25%
Extent to which the products/services meet the District's needs	25%
Supplier's past relationship with the District	5%
Long term costs to the District to acquire the supplier's products & services	10%
Other relevant factors or features of the product/services	5%
Total	100%

4. TERMS, CONDITIONS AND AGREEMENTS

1.000 ANNULMENTS AND RESERVATIONS:

- 1.001 Blinn College District reserves the right to reject any and all bids and waive any and all formalities and conditions. The College reserves the right to retain all bids received for 30 days prior to taking any action and vendors shall not withdraw their bid at any time thereafter. Blinn College shall accept the bid determined by the College to be in its best interest. It is not the intent of any condition or specification in the RFB to prohibit any responsible vendor from submitting a bid.
- 1.002 This Request for Bid is not construed as a CONTRACT or a COMMITMENT of any kind. The request for bid does not commit Blinn College to pay for any costs incurred in the preparation and submission of specifications or for any costs incurred prior to the execution of a final offer.
- 1.003 Blinn is not obligated to purchase any item or service, if funds are not allocated by the Grant, legislative session, or the Board of Trustees.

2.000 VENDOR'S OBLIGATIONS:

- 2.001 Substitutions will not be allowed after a bid has been submitted for review and will not be delivered instead of the item bid, unless the item is of a higher quality than the item specified and approved by the Director of Purchasing.
- 2.002 Any item that does not perform or meet the specifications or warranty, or as claimed by the vendor, will be replaced at no cost to the College.
- 2.003 Any specification a vendor may not agree with must be submitted in writing to the Purchasing Office four (4) days in advance of the bid closing date.
- 2.004 Prompt payment discounts shall be listed on the bid form.
- 2.005 In bidding, give complete information in spaces provided; otherwise, your bid offer may not be given consideration. All bid offers must be signed to be considered.

3.000 AWARD DETERMINATION / OBLIGATIONS BY THE COLLEGE:

- 3.001 Blinn College will award this service to the vendor providing the best value as it deems to be in the best interest of the college.
- 3.002 In determining to whom to award a contract, the district shall consider:
- A. the price(s) bid.
 - B. the quality of the vendor's goods or services.
 - C. delivery of services in a timely manner.
 - D. the reputation of the vendor and of the vendor's goods or warranty services.
 - E. the extent to which the goods or services meet the district's needs.
 - F. the vendor's past relationship with the district.
 - G. the total long-term cost to the district to acquire the vendor's goods or services; and
 - H. any other relevant factor that a private business entity would consider in selecting a vendor.
- 3.003 The College may make such investigations, as it deems necessary, to determine the ability of the

vendor to provide satisfactory performance in accordance with the specifications. The vendor shall furnish to the College all such information and data for this purpose as the College may request.

4.000 **INTERPRETATIONS OF THE SPECIFICATIONS:**

4.001 Only the interpretation or correction so given by the College, in writing, shall be binding and prospective vendors are advised that no other source, outside of the college, is authorized to give information concerning, explain or interpret, the bid document.

4.002 Every request for such interpretation or correction must be in writing to the Director of Purchasing. All such interpretation and supplemental instructions will be in the form of written addenda to the bidding documents prior to the bid opening. Your questions concerning the bid specifications must be submitted in writing. We will return a written answer to your company.

5.000 **DELIVERY:**

5.001 Delivery of equipment and services must be made by the successful vendor to:

Blinn College District
902 College Avenue
Brenham, Texas 77833

5.002 No allowance for loss, breakage, damage, or difficulties shall be made.

6.000 **BILLING AND PAYMENT/DISCOUNTING:**

6.001 All invoices are to be submitted and mailed to:

Blinn College District
902 College Avenue
Brenham, Texas 77833

6.002 Unless otherwise stated on the purchase order, payment will be net thirty (30) days after receipt of a correct invoice. If a cash discount is allowed for prompt payment, please indicate on the invoice. Partial payments may be paid if partial shipments have been made. Any penalty for delayed payment must be stated on the invoice.

7.000 **TAX EXEMPTIONS:**

7.001 Prices Bid SHALL NOT INCLUDE FEDERAL EXCISE OR STATE SALES AND USE TAXES as the COLLEGE is exempt from the payment of these taxes. Exemption Certificates for the Federal Excise Tax and State of Texas Sales Tax will be furnished upon request.

8.000 **PRICE QUOTATIONS:**

8.001 Lump sum price. The unit price shall include all costs of labor, profit, insurance, FOB freight, etc. to make operational and cover all work outlined in the specifications of this project.

8.002 Bids must be submitted on the forms provided to insure complete uniformity of wording of all bids. Bids may be rejected if they show any omissions, alterations in wording, conditional clauses, or irregularities of any kind.

9.000 **RIGHT OF VENDOR SELECTION:**

9.001 You are notified that although the College is required to submit purchases of all contracts of \$50,000 to competitive bidding, it is not required to accept the lowest bid. In such purchasing the lowest bid may be rejected if the College, in the exercise of its best judgment, feels that the bid of one other than the low bidder will best serve the interest of the College.

9.002 Blinn College District reserves the right to accept or reject any or all bids in its entirety and/or waive all formalities. This inquiry implies no obligation on the part of the buyer, nor does the buyer's silence imply any acceptance or rejection of any quotation offer.

10.000 **REFERENCES:**

10.001 Please provide educational references in addition to non-educational references.

11.000 **CONFLICT OF INTEREST:**

11.001 No public official shall have interest in this contract, in accordance with Vernon's Texas Codes Annotated, Local Government Code Title 5, Subtitled C, Chapter 171 and Chapter 176.

12.000 **ETHICS:**

12.001 The vendor shall not accept or propose gifts or anything of value nor enter any business arrangement with any employee, official or agent of Blinn.

12.002 House Bill 1295

Effective January 1, 2016, Blinn College shall comply with the "Disclosure of Interested Parties" requirements mandated by HB 1295, as implemented by the Texas Ethics Commission. Briefly stated, contracts for goods or services which require an action vote by Blinn's governing body may not be executed by the college until the awarded vendor presents a signed and notarized form disclosing the interested parties to the contract. The awarded vendor will be required to complete the form prior to execution of the contract. If the awarded vendor does not comply, the award may be revoked. The filing application and information can be accessed at:

https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm

13.000 **STATE LAW REQUIREMENTS:**

13.001 This agreement will be governed and construed according to the laws of the State of Texas.

VENUE The parties agree that regarding any dispute or litigation that may arise in the execution and performance of this contract, that venue for all proceedings, judicial or otherwise shall be in "Washington County", Texas

13.002 All equipment and services furnished under this contract shall comply with applicable laws, ordinances, and regulations. The bidder shall give all notices and comply with all laws, ordinances, rules, and regulations, and without such notice to the authorized Owner's representative, the bidder shall bear all costs arising there from.

13.003 On May 30, 1995, Governor, George Bush, signed Senate Bill 1. It became effective on the day he signed it. The following is a requirement included in this law. It is mandatory that the College must include this in all Bids. Each vendor must respond to this section of the law.

Section 44.034 TEC. Notification of Criminal History of Contractor. (This section does not

apply to a publicly held corporation).

(a) A person or business entity that enters 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 school district must have advance notice that a person, 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.

(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.

13.004 **State of Texas Government Code Chapter 176 –**

Vendors submitting a response to a Blinn College RFB/RFP are responsible for complying with all applicable laws, ordinances and regulations including the provisions of the State of Texas Government Code Chapter 176. As applicable, the person submitting a response to a RFB/RFP must complete and submit a Conflict of Interest Questionnaire form CIQ, in a format approved by the Texas Ethics Commission. This form is to be included with your bid. A copy of the CIQ form can be found at the Texas Ethics Commission Web site.

14.000 **UNIFORM & COMMERCIAL CODE:**

14.001 This writing and subsequent interview information given and forward to the College shall be a sole and final expression of the agreement between the College and the vendor and is intended also as a complete an exclusive statement of the terms of their agreement. Whenever a term defined by the Uniform Commercial Code is used in this agreement, the definition contained in the Code is controlling.

14.002 This agreement shall be governed by the laws of the State of Texas. By submitting a signed bid, the vendor certifies that the company does not discriminate against any employee or applicant for employment because of race, religion, color, sex, or national origin, and certifies that the company complies with equal employment opportunity regulations.

15.000 **ENTIRE AGREEMENT**

15.001 This bid document, the authorized purchase order, and/or a signed contract constitute the entire agreement. No other document will prevail.

16.000 **CANCELLATION**

16.001 Blinn College District shall have the right to cancel for default all or any part of the undelivered portion of this contract if the Awarded Vendor breaches any of the terms hereof including warranties as bid or if the Awarded Vendor becomes insolvent or commits acts of bankruptcy. Such right of cancellation is in addition to and not in lieu of any remedies which Blinn College District may have in law or equity.

Bidding questions should be referred to:

Ross Schroeder, Director of Purchasing

Blinn College District

902 College Ave

Brenham, TX 77833

(979) 830 4118

e-mail: ross.schroeder@blinn.edu

Felony Conviction Notification

State of Texas Legislative Senate Bill No. 1, Section 44,034, Notification of Criminal History, Subsection (a), states a person or business entity that enters into a contract with a College must give advance notice to the College 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.

(I) (We), the undersigned agent for the firm named below, certify that the information concerning notification of felony convictions has been reviewed by me and the following information furnished is true to the best of my knowledge.

COMPANY NAME: _____

AUTHORIZED PRINTED NAME: _____

Title: _____

Check the appropriate box and sign the form.

My firm is a publicly held corporation, therefore, this reporting requirement is not applicable.

AUTHORIZED SIGNATURE:

My firm is not owned nor operated by anyone who has been convicted of a felony.

AUTHORIZED SIGNATURE:

My firm is owned or operated by the following individual(s) who has/have been convicted of a felony.

Name of Felony: _____

Details of Conviction(s) _____

AUTHORIZED SIGNATURE: _____

VENDOR CERTIFICATION FORM

1. Vendor hereby acknowledges that it is unlawful to offer, give, agree to give to any person, or solicit, demand, accept, or agree to accept from another person, a bribe, or unlawful gift, benefit, advantage, gratuity, payment, or an offer of employment in connection with or arising from this RFP or subsequent contract.
2. Persons submitting a response to this RFP must comply with all applicable laws, ordinances and regulations including the provisions of the State of Texas "Local Government Code Chapter 176. As applicable, the person submitting a response to this RFP must complete and submit a Conflict of Interest Questionnaire form CIQ, in a format approved by the Texas Ethics Commission. A copy of the form can be found below or at the Texas Ethics Commission web site <http://www.ethics.state.tx.us/forms/CIQ.pdf>
3. Texas Resident Information: Chapter 2252, Subchapter A, of the Texas Government Code, establishes certain requirement applicable to proposers who are not Texas Residents. Under the Statute, a "Resident" vendor is one whose principal place of business is in Texas, including one whose ultimate parent company or majority owner has its principal place of business in Texas or employs at least 500 persons in the State of Texas:

Location of Principal Place of Business (City / State) and or Number of employees based in Texas:
Address _____

Or Number of Employees that reside in Texas: _____

4. **Debarment Certification:** Vendor certifies neither the owner or principal owner has been debarred, suspended, or otherwise made ineligible for participation in Federal Assistance programs under Executive Order 12549 "Debarment and Suspension" as described in the Federal Register and Rules and Regulations:

 No, Vendor is not currently debarred, suspended or otherwise ineligible.
 Yes, Vendor is currently debarred, suspended or otherwise ineligible.
5. In accordance with Chapter 2270 of the Texas Government Code, by accepting this contract, you verify that your firm does not Boycott Israel, and agree that during the term of this agreement will not Boycott Israel as that term is defined in the Texas Government Code, Section 808.001 as amended.
6. Texas Government Code, Subchapter F, Prohibition on Contracts with Certain Companies, Section 2252.152, Vendor certifies they do not do business with companies engaged in business with Iran, Sudan, or Foreign Terrorist Organization that is identified on a list prepared and maintained under Section 806.051, 807.051, or 2252.153.

VENDOR CERTIFICATION. The undersigned, on behalf of Vendor, certifies that this proposal is made without previous understanding, agreement or connection with any person, firm, or corporation submitting a proposal on the same project, and is in all respects fair and without collusion, fraud, or unlawful acts.

It is further certified that the person whose signature appears below is legally empowered to bind the Company in whose name the proposal is entered.

Submitted this _____ day of _____, 2024 by and for the Company identified as follows:

Signature: _____

Printed Name: _____

CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

2 **Check this box if you are filing an update to a previously filed questionnaire.** (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

6 Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7

Signature of vendor doing business with the governmental entity

Date

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

OFFICE USE ONLY

Complete Nos. 1 - 4 and 6 if there are interested parties. Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.

4 Name of Interested Party	City, State, Country (place of business)	Nature of Interest (check applicable)	
		Controlling	Intermediary

6 UNSWORN DECLARATION

My name is _____, and my date of birth is _____.

My address is _____
 (street) (city) (state) (zip code) (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in _____ County, State of _____, on the _____ day of _____, 20____.
 (month) (year)

 Signature of authorized agent of contracting business entity (Declarat)

Must file online at www.ethics.state.tx.us/File

Certification of Compliance with Executive Order GA-48

Pursuant to **Executive Order GA-48**, issued by Governor Greg Abbott on **November 19, 2024**, the Supplier certifies that neither the company, nor any of its **holding companies, subsidiaries, or affiliates**, is:

- A. Listed in [Section 889](#) of the **2019 National Defense Authorization Act (NDAA)**;
or
- B. Listed in [Section 1260H](#) of the **2021 National Defense Authorization Act (NDAA)**; or
- C. **Owned by** the government of a country on the **U.S. Department of Commerce's foreign adversaries list** under [15 C.F.R. § 791.4](#); or
- D. **Controlled by** any governing or regulatory body located in a country on the **U.S. Department of Commerce's foreign adversaries list** under [15 C.F.R. § 791.4](#).

The Supplier further certifies that it does not engage in any **contractual, business, or operational** activities that would otherwise **grant access, control, or influence** to an entity meeting any of the above-listed criteria.

If at any time during the term of the contract, the Supplier becomes aware of any such affiliation or activity, it shall immediately notify Grayson College. The contract may be subject to termination, and the Supplier may face legal action as deemed necessary by the College.

By signing below, the Supplier **acknowledges and certifies compliance** with this requirement:

Company Name

Signature of Authorized Official

Title of Authorized Official

Date