



HOUSTON INDEPENDENT SCHOOL DISTRICT

HATTIE MAE WHITE EDUCATIONAL SUPPORT CENTER
4400 WEST 18th STREET • HOUSTON, TEXAS 77092-8501

August 15, 2019

NOTICE OF PROJECT AWARD/EXECUTION OF OFFER

Houston ISD Project Number: 19-04-28-01/Co-Op Instructional Materials and Classroom Teaching Supplies and Equipment
Corresponding Cooperative Contract Number: Instructional Materials and Classroom Teaching Supplies and Equipment,
Proposal Number 573-18 by BuyBoard.

Dear Vendor,

It is my pleasure to notify you that on August 8, 2019 the Board of Education of the Houston Independent School District ("HISD") elected to award your company as one of multiple suppliers for the referenced project. The initial term of this award is from the contract term is from August 9, 2019, through August 8, 2020, followed by two annual renewals, if BuyBoard executes its contract renewal option, not to extend beyond October 31, 2021.

HISD has selected your firm to provide selected items which are listed with this project award letter and any alternative items that are approved by district personnel on an as needed basis. *Please be advised that, in accordance with the notification previously provided to you during the initial solicitation of this project, HISD has chosen to award this project to multiple suppliers.*

The contractual terms and conditions set forth in the Request for Proposal for the project referenced above are the governing terms and conditions of our agreement with your company. In the event there is a conflict between any other documents, including, but not limited to your proposal, the language of the referenced Request for Proposal shall take precedence.

All responses should be **emailed to:** adeola.otukoya@houstonisd.org . Please confirm your acceptance of award by submitting the following required documents as soon as possible:

- Signed 'Notice of Project Award/Execution of Offer'
- **New vendors** for the district must complete and submit the accompanying document "Request for New Supplier Number"

The undersigned Proposer has carefully examined all instructions, requirements, specifications, terms, and conditions of the RFP and Contract and certifies:

1. It is a reputable company regularly engaged in providing goods and/or services necessary to meet the requirements, specifications, terms, and conditions of the RFP and Contract.
2. It has the necessary experience, knowledge, abilities, skills, and resources to satisfactorily perform the requirements, specifications, terms, and conditions of the RFP and the Contract. Further, if awarded, Proposer agrees to perform the requirements, specifications, terms, and conditions of the RFP and Contract.
3. All statements, information, and representations prepared and submitted in response to the RFP are current, complete, true, and accurate. Proposer acknowledges that HISD will rely on such statements, information, and representations in selecting the successful proposer(s).
4. That the prices quoted shall be HISD's pricing for the product and/or service.
5. It is not currently barred or suspended from doing business with the Federal government or any of their respective agencies.
6. It shall be bound by all statements, representations, warranties, and guarantees made in its Proposal.
7. Submission of Proposal indicates the Proposer's acceptance of the evaluation technique and the Proposer's recognition that some subjective judgments may be made by HISD as part of the evaluation.
8. That all of the requirements of the RFP and Contract have been read and understood. In addition, HISD will assume Proposer's compliance with all requirements, terms, and conditions if not otherwise noted in Form G, Exceptions.
9. The individual signing below has authority to enter into the Execution of Offer on behalf of Vendor.
10. Proposer acknowledges that the Contract may be canceled if any conflict of interest or appearance of a conflict of interest is discovered by HISD, in its sole discretion.
11. All purchase orders must be duly authorized and executed by HISD and subject to the terms and condition of the RFP and Contract.

Should you have any questions or concerns; please do not hesitate to contact me via email at adeola.otukoya@houstonisd.org .



Adeola Otukoya

Adeola Otukoya
Category Specialist
Houston I.S.D.

Demetria Thomas
Sr. Category Manager, Purchasing Services
Houston I.S.D.

VENDOR ACCEPTANCE:

Vendor Name

Authorized Signature

Date

Contact Name

Contact Title

Contact Email

Contact Phone

This section to be completed by HISD:

Houston ISD Contract Number: 19-04-28-01/Co-Op Instructional Materials and Classroom Teaching Supplies and Equipment

Corresponding Cooperative Contract Number:

Houston ISD Contract term: The initial term of this award is from the contract term is from August 9, 2019, through August 8, 2020, followed by two annual renewals, if BuyBoard executes its contract renewal option, not to extend beyond October 31, 2021.

Awarded Commodities: HISD has selected your firm to provide the following goods: (See Attached Tabulation)

Payment Terms: Net 30 Days

Date of Houston ISD Board Approval: August 8, 2019,

Approved by Houston Independent School District:

Alexis Licata

Officer, Business Logistics & Purchasing Services