

To: Consultant for Pasadena ISD

From: Karen Gibson, Ed.D.
Executive Director of Curriculum and Staff Development

Re: Procedures for Consultants to be considered as someone that provides a Professional Service for Pasadena ISD

Because of new guidelines, all outside consultants must provide the Pasadena Independent School District with either

- Evidence of license/certification/registration by the state of Texas and will use that certification in the services provided to Pasadena Independent School District. Services must be provided by an individual, entity, or firm that has an Assumed Name Certificate (DBA—Doing Business As). Proof of business could also include a copy of your yellow pages advertisement or web page advertisement.
- a Sole Source Affidavit (attached).

If this information cannot be provided, then this service will have to be bid according to State of Texas bid laws.

Please return the appropriate form to the person listed below:

Linda Fletcher – Director of Fine Arts
Pasadena ISD
1515 Cherrybrook
Pasadena, TX 77502

Statement of Licensure/Certification

I am licensed, registered, or certified by the state of Texas and will use this expertise in the services provided to Pasadena Independent School District.

Type of license _____

Evidence of License attached (see previous page)

Signature

Date