

CSP Name: Yearbooks

## NOTICE TO BIDDERS

### **PASADENA INDEPENDENT SCHOOL DISTRICT A Texas Recognized District**

is requesting Competitive Sealed Proposals for:

### **YEARBOOKS CSP # 10-010**

to be used by multiple campuses and departments.

Direct technical questions to: Tanya Guel, Buyer  
PISD Purchasing Department  
[tguel@pasadenaisd.org](mailto:tguel@pasadenaisd.org)

Proposals will be received at: PISD Purchasing Department,  
Suite B-107,  
Attn: Bid Clerk  
1515 Cherrybrook Lane  
Pasadena, Texas 77502

Proposals will be received until: 2:00 P.M., Thursday, October 22, 2009  
Proposals received after closing time will be refused  
and returned to the vendor unopened.

PLANS AND SPECIFICATIONS MAY ALSO BE  
OBTAINED FROM THE ABOVE ADDRESS, OR ON OUR  
WEBSITE: [WWW.PASADENAISD.ORG/PURCHASING](http://WWW.PASADENAISD.ORG/PURCHASING).

Number of Copies

Submit the original signed proposal sheets,  
certifications, and supporting data in a sealed  
envelope marked as follows:

"Attn: Sealed Proposal For: YEARBOOKS", CSP  
**#10-010**

No Bid / Submission

Should you choose not to submit a proposal, please  
complete the "Notice of No Submission" Section and  
return to our attention.

Sealed proposals will be publicly opened in accordance with Texas Education Law  
44.031. However, the proposals will be "under evaluation," until final awards are  
determined. Results will become available for public review seven business days after  
approval by the Board of Trustees.



**Angela Eng**  
*Director of Purchasing*

**Tanya Guel**  
**Mary Charles**  
**Martha Maldonado**  
*Buyers*

**Shannon Burke**  
*Bid Clerk*

**Purchasing Department, Suite B-107  
1515 Cherrybrook Lane, • Pasadena, Texas • 77502  
(713) 740-0196 • Fax (713) 740-4033**

**PLEASE RETAIN FOR FUTURE REFERENCE**

CSP Name: Yearbooks  
**SPECIFICATIONS**

**SCOPE**

1. *The purpose of this invitation is to solicit Proposals from vendors wishing to furnish the following: **Yearbooks**.*

*Pasadena Independent School district has specific need for a Yearbook contract and vendor(s) to facilitate the annual processing of school yearbooks. The overall need is to obtain vendor(s) who can/will assist district employees and students from beginning to completion of school yearbook projects and to receive completed yearbooks by the contracted date (as agreed to by school adviser and or administration) of school year which this contract covers. The awarded vendor(s) will have thorough knowledge and expertise in specific areas of processing, implementing, proofing and producing quality yearbooks and services. Awarded vendor(s) will provide quality services, training and technology to assist district employees and students to produce yearbooks that meet school district standards. Awarded vendor(s) will provide detailed documentation of the entire yearbook process which include but not limited to, services, pricing, production, delivery and final payments.*

**SPECIAL TERMS AND CONDITIONS**  
**(Specific to Proposal)**

1. This contract will be effective for a one (1) year period beginning January 1, 2010 through December 31, 2010. The District reserves the option to renew annually for up to two (2) additional periods, as per the acceptance of the renewal option with the successful vendor(s).
- |             |   |                                           |
|-------------|---|-------------------------------------------|
| First Year  | - | January 1, 2010 through December 31, 2010 |
| Second Year | - | January 1, 2011 through December 31, 2011 |
| Third Year  | - | January 1, 2012 through December 31, 2012 |
2. In the event this proposal expires before another one is awarded, the vendor shall extend the contract on a month-to-month basis by mutual agreement.
3. **PRICE INCREASES** - Proposal pricing shall be firm for the original contract period. For purposes of ordering additional quantities specified and/or related commodity group items not specified herein, or renewal options. The District shall accept a maximum 3% price increase above the proposal price, with documented manufacturer's price increase. The district must be notified in writing 30 days prior to any price increase. Only one price increase (per contract period) will be authorized during the course of this contract.
4. **QUANTITIES** - Based on previous expenditures over the past twelve months for Yearbook Services, Pasadena I. S. D. estimates our spending to be approximately \$191,000.00. PLEASE NOTE THERE IS NO GUARANTEED ANNUAL VOLUMES.
5. **VENDOR COST, FEES AND OPTIONS** - Vendor shall provide a **Cost/Price Matrix** and/or **Tiered Pricing Schedule** (item by item cost report), to include all components such as increase/decrease in copy count, price for personalization, icons, etc. for district employees/students to select from? Attach Cost Matrix and Tier Pricing Schedule for review. Please include but do not limit the Cost Matrix to the following:
- What options are available for yearbook covers? What is the cost per option?
  - What options are available for yearbook trim size? What is the cost per option?
  - What options are available for yearbook paper stock?
  - What is the cost variance for color photos, pages compared to black and white documents?
  - What is the cost variance to have the student names/icons stamped on the cover?
  - What other special features selections are available? (ex: magazine inserts at the end of yearbooks for a year-in-review of world news, sports, music, etc.)

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CSP Name: Yearbooks

**SPECIAL TERMS AND CONDITIONS (continued)**  
**(Specific to Proposal)**

6. **ESTIMATES/QUOTES** - Vendor shall provide estimate/quote and delivery time line directly to campus yearbook adviser and/or Principal prior to approval, processing, implementation, proofing of any/all yearbook project(s) associated with this proposal. Vendor shall not begin work on any campus yearbook project until above campus yearbook adviser/Principal has agreed in writing to the estimate/quote and delivery date. This approval process also applies to any applicable order forms or agreement forms used to execute Yearbook projects/agreements/contracts associated with this proposal. All vendor quotes, estimates, order forms, agreements and contracts submitted to approve and initiate Yearbook projects for campuses will reflect Cost/Price Matrix and Time Line required above. All vendor quotes, estimates, order forms, agreements and contracts will reflect and highlight specific dates of deadline(s) for total books ordered, and any fees associated with not meeting deadlines, any and all cost associated with producing yearbooks.
7. **PAYMENT TERMS AND CONDITIONS** - Campuses will process payment upon completion and receipt of yearbooks unless otherwise agreed by campus yearbook advisor/Principal.
8. **DELIVERIES** - Based upon Spring Delivery provide a **(Time-Line)** to include milestone events to ensure timely delivery, deadlines and confirm fixed cost of order(s). Deliveries will be made either to the Campus or as designated in the purchase order.
9. **AWARD** – This will be a multiple vendor award.
10. **QUESTIONS AND/OR CLARIFICATION** – Vendors needing clarification or finding errors, omissions, or correction in the specification shall contact the Purchasing Buyer, Tanya Guel by email no later than October 15, 2009 at 12:00 PM (local time). You may contact Ms. Guel by email: [tguel@pasadenaisd.org](mailto:tguel@pasadenaisd.org). Requests after this date and time may not be answered. Any information pertaining to any requests for clarification or corrections will be made by an addendum which will be listed on the District website [www.pasadenaisd.org/purchasing/Current%20bids.htm](http://www.pasadenaisd.org/purchasing/Current%20bids.htm) before the proposal is due.

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CSP Name: Yearbooks

**GENERAL TERMS AND CONDITIONS**

(Items listed below do not necessarily apply to this bid/proposal. They are general terms and conditions, unless otherwise superseded by any supplemental specifications and/or special conditions enclosed. The supplemental and/or special conditions will supersede the general terms and conditions. The word "Proposal" may be substituted for "bid" throughout this document.)

1. **TAX EXEMPT** - The Pasadena Independent School District hereby claims an exception from the payment of taxes under Chapter 20, Title 122A, Revised Civil Statutes of Texas for the purchase of tangible personal property described on the face hereto and purchased from the vendor shown and is exempt from all taxes. Pasadena Independent School District is a political subdivision of the State. Tax Identification Number is 1-74-6001850.
2. **APPLICABILITY** - These terms and conditions are applicable to and form a part of all contract documents, including purchase orders.
3. **STATUTES** - All contracts and agreements between merchants and Pasadena Independent School District shall strictly adhere to the statutes as set forth in the Uniform Commercial Code (UCC) as last amended.
4. **GOVERNING LAW** - The parties agree that the laws of the State of Texas and the County of Harris shall govern the rights of the parties and the validity and interpretation of any purchase order, contract, or service agreement that shall arise from this quotation and/or bid offer. The parties agree that venue for any dispute affecting this Agreement or the obligations thereunder shall be in Harris County, TX.
5. **PATENT RIGHTS** - The vendor shall indemnify and protect the District from any claim involving patent right or copyright infringement on goods supplied.
6. **APPROPRIATED FUNDS** - For any fiscal year beginning September 1<sup>st</sup>, the District's obligation under any purchase order, contract or service agreement is contingent upon the availability of appropriated funds from which payment for purchase orders, contracts or service agreements can be made. No legal liability on the part of the District nor any payment or continuation of any agreement may arise until funds are made available to the District for this purchase order, contract, or service agreement and until vendor receives notice of such availability.
7. **VENDOR RESPONSIBILITY** - The District will not be responsible for any material being delivered or services performed without a purchase order signed by the Director of Purchasing or an authorized representative of the District.
8. **SAMPLES** - Samples when required for submission, shall be delivered to the attention of the Director of Purchasing or designated representative, 1515 Cherrybrook Lane (or other specified street address), Pasadena, TX, 77502. Each sample MUST be clearly tagged showing the vendor name, address, product item number, and also must reference the Bid /CSP number if applicable, for which submitted. The District shall be the sole authority in evaluating and determining the suitability of all items. If requested, sample items shall be returned to the supplier. Supplier shall arrange and provide return transportation and prepay or accept return shipment, freight collect. Samples must be delivered free of charge, and those carelessly soiled in the process or spoiled by examination or testing will not be paid for by Pasadena Independent School District. The school district reserves the right to destroy samples when it is considered necessary for the purpose of testing. Samples not mutilated or destroyed will be returned to the bidder at their expense, if such return is requested.
9. **FREIGHT TERMS** - All pricing shall include Freight Prepaid, F.O.B. Destination (Inside Delivery), Pasadena Independent School District, Pasadena, TX unless otherwise specified herein. Pricing shall include all shipping, handling, freight, and/or delivery charges. Unless specifically stated otherwise, all shipments MUST include "inside delivery". The only exception is shipments to the Central Warehouse (3131 Westside Drive). Other than the Central Warehouse, the District has no facilities for off-loading deliveries. "Dock Side" deliveries and/or deliveries requiring buyer unloading, except to 3131 Westside Drive or if specifically stated on the purchase order(s), will be refused. The title and risk of loss of the goods shall not pass to buyer until buyer actually receives and takes possession of the goods at the point or points of delivery. TITLE DOES NOT TRANSFER TO THE SCHOOL DISTRICT UNTIL RECEIPT.

**PLEASE RETAIN FOR FUTURE REFERENCE**

CSP Name: Yearbooks  
**GENERAL TERMS AND CONDITIONS (Continued)**

10. **DELIVERY ON SCHEDULE** - All deliveries shall be to the site(s) specified in this request for proposal. The terms of this agreement are "no arrival, no sale." The vendor shall take the necessary actions to assure that orders are shipped promptly, to include partial shipments where appropriate. Delivery on schedule is critical to the success of this purchase order/contract. It is understood and agreed that the delivery date and/or date of installation is the seller's best offer. In its acceptance of any quotation offer, the District is relying on the promised delivery date and/or installation of material/services, unless otherwise indicated.
11. **NOTIFICATION OF LATE DELIVERY** - Vendor(s) shall promptly notify the District's Purchasing Office when any single item/service cannot be delivered within the specified delivery time according to the purchase order/contract. If the Vendor is unable to provide the requested item/service within a mutually acceptable time, the District reserves the option to purchase the outstanding item(s)/service(s) from an alternate source. A vendor who fails to make delivery according to terms of the contract may be liable for actual damages suffered by the District.
12. **ORDER STATUS** - Vendors should keep the District advised of the status of orders, as failure to meet delivery dates may result in removal from the bidder's list and cancellation of orders.
13. **INSIDE DELIVERY** - Inside delivery shall be made during normal work hours (8:30 A.M. - 2:30 P.M.) unless prior approval has been obtained from the district, or otherwise specified under special terms and conditions. It is important that vendors understand that the district cannot and will not accept tailgate deliveries at district installation entrances, unless specified otherwise on the purchase order.
14. **INSPECTION** - All goods are subject to inspection and return at the expense of the vendor if found to be inferior to those specified or substituted without prior approval of the Receiving and the Purchasing Departments. Delivery of purchases in good condition will be the vendor's responsibility and no delay in receipt of replacement items will be contingent upon claim adjustment by carrier.
15. **ALTERNATES** - Brands of EQUAL quality or type are acceptable. Pasadena Independent School District reserves the right to make the final decisions as to comparable items listed. Be very certain that items upon which you bid are EQUAL to items listed. Materials which are not equal will be returned to the supplier transportation charges collect. Any "Equal To" bid must be clearly identified on the bid submitted and noted on the Deviation Form. If bidder takes no exception to specifications, the exact items specified must be supplied.
16. **CHANGES** - No substitution of materials or extra charges of any kind or change in, cancellation of, waiver of, or exception to any of the Terms or Specifications of any purchase order, contract, or service agreement will be recognized unless authorized, in writing, by the Director of Purchasing or other authorized representative of the District.
17. **WARRANTY** - Equipment shall be new and the latest model. Warranty period shall be a minimum of 12 months or manufacturer's maximum standard warranty, whichever is greater. Seller shall not limit or exclude any implied warranties and any attempt to do so shall render this contract void at the option of the Buyer. Seller warrants that the goods furnished will conform to the specifications, drawings and descriptions listed in the bid invitation, and to the samples furnished by seller, if any. In the event of a conflict between the specification, drawings, and descriptions, the specifications shall govern.
18. **SUPPLIER'S WARRANTY RESPONSIBILITY** - The successful vendor(s) is ultimately responsible for and must assure the District that any warranty service shall be performed to the satisfaction of the District, regardless of whether the successful vendor or his/her agent performs the warranty work. If there is a question of whether it is the responsibility of the successful vendor or the manufacturer to repair a given defect, then it shall automatically become the successful vendor's responsibility to see that the repair(s) is made to the satisfaction of the District.
19. **WARRANTY WORK AND GENERAL TERMS OF WARRANTIES** - The District's purchase order(s) will be issued to the successful vendor(s). The successful vendor(s) has the ultimate responsibility of insuring the delivery of complete, full functioning products that meet the District's specifications in all details and are free of defects in materials and workmanship. The products are warranted against defects in materials and workmanship by the manufacturing company(ies)/successful vendors.

**PLEASE RETAIN FOR FUTURE REFERENCE**

CSP Name: Yearbooks  
**GENERAL TERMS AND CONDITIONS (Continued)**

20. **DEFECTIVE WORKMANSHIP** - If defective workmanship and/or materials are found after acceptance and payment has been made, the supplier shall replace/repair the defective component(s), as required, at his/her own cost, within a reasonable amount of time (normally 10 working days), and at no extra cost to the District.
21. **PENALTIES** - Upon refusal of the successful vendor to make satisfactory and timely adjustment(s), the District reserves the right to claim and recover from said successful vendor, by due process of law, such sums as may be sufficient to correct the error or make good the defect in material and/or workmanship.
22. **PAYMENT TERMS** - The District shall pay all undisputed invoices for accepted merchandise and/or services within 30 days of delivery or acceptance and receipt of itemized invoice, whichever comes later. Delivery of all orders should be completed within 90 days from the purchase order issue date.
23. **INVOICING REQUIREMENTS** - All invoices shall include the following: Purchase Order Number; Invoice Date; Name of Company; Brief description of the item; quantity; unit price; extended price; complete mailing address and telephone number; any other substantiating documentation or information as required by the purchase order.
24. **PURCHASE ORDER NUMBERS** - The Purchase Order Number must be included on all invoices, packing slips, etc. Prices listed on invoice(s) must agree with signed bid document submitted by company.
25. **MATERIAL SAFETY DATA SHEETS (MSDS)** - The Federal Government requires that the District obtain current and accurate Material Safety Data Sheets for each product which may contain hazardous substances, create hazardous substances as a by-product, cause harmful physical effects, or otherwise be considered hazardous. The vendor must furnish these sheets on all applicable items with the initial delivery of each item to each delivery location and/or warehouse.
26. **ASBESTOS OR PCB'S** - No asbestos in any form or PCB's may be used in the manufacture or processing of any product purchased by this school district. If any product called for by name in this specification should contain any asbestos material or PCB's, the supplier must notify the Director of Purchasing immediately for the name of a suitable substitute asbestos free product.
27. **SAFETY WARRANTY** - Seller warrants that the product sold to Buyer shall conform to the standards promulgated by the U.S. Department of Labor under the Occupational Safety and Health Act (OSHA) of 1970. In the event the product does not conform to OSHA standards, Buyer may return the product for correction or replacement at the Seller's expense. In the event Seller fails to make the appropriate correction within a reasonable number of days, correction(s) will be made by the Buyer at Seller's expense.
28. **NON-WAIVER** - Failure of the District to insist upon strict performance of any of the terms and conditions hereof, or failure or delay to exercise any rights or remedies provided herein or by Law or to properly notify successful vendor in the event of breach, or the acceptance of or payment for any goods hereunder shall not release successful vendor from any of the warranties or obligations or any purchase order, contract or service agreement, and shall not be deemed to waive any right of the District to insist upon strict performance hereof or any of its rights or remedies as to any such goods, regardless of when shipped, received or accepted, or as to any prior or subsequent default hereunder; nor shall any purported oral modification or rescission of a purchase order, contract or service agreement by the District operate as a waiver of any of the terms hereof.
29. **PACKAGED GOODS** - Vendor will package goods in accordance with good commercial practice. Each shipping container shall be clearly and permanently packed as follows: (a) Seller's name and address; (b) Consignee's name, address and purchase order number; (c) Container number and total number of containers, e.g. 1 of 4 boxes; and (d) the number of the container bearing the packing slip. Seller shall bear cost of packaging unless otherwise provided. Goods shall be suitably packed to secure lowest transportation costs and to conform with requirements of common carriers and any applicable specifications. Buyer's count or weight shall be final and conclusive on shipments not accompanied by packing lists.
30. **SHIPMENT UNDER RESERVATION PROHIBITED** - Seller is not authorized to ship the goods under reservation and no tender of a bill of lading will operate as a tender of goods.

**PLEASE RETAIN FOR FUTURE REFERENCE**

CSP Name: Yearbooks  
**GENERAL TERMS AND CONDITIONS (Continued)**

31. **FORCE MAJEURE** - If by reason of Force Majeure, either party hereto shall be rendered unable wholly or in part to carry out its obligations under this Agreement then such party shall give notice and full particulars of Force Majeure in writing to the other party within a reasonable time after occurrence of the event or cause relied upon, and the obligation of the party giving such notice, so far as it is affected by such Force Majeure, shall be suspended during the continuance of the inability then claimed, except as hereinafter provided, but for no longer period, and such party shall endeavor to remove or overcome such inability with all reasonable dispatch. (The term Force Majeure as employed herein, shall mean acts of God, strikes, lockouts, or other industrial disturbances, act of public enemy, orders of any kind of government of the United States or the State of Texas or any civil or military authority; insurrections; riots; epidemics; landslides; land sinkage; lighting; earthquake; fires; hurricanes; storms; floods; washouts; droughts; arrests; restraint of government and people; civil disturbances; explosions, breakage or accidents to machinery, pipelines or canals, or other causes not reasonably within the control of the party claiming such inability.)
32. **ASSIGNMENT DELEGATION** - The Contractor shall not sub-contract, sell or in any way transfer or assign its rights and responsibilities under this contract to any person or Corporation without prior written approval of Pasadena Independent School District.
33. **ADVERTISING** - Seller shall not advertise or publish, without Buyer's prior consent, the fact that Buyer has entered into this contract, except to the extent necessary to comply with proper requests for information from an authorized representative of the federal, state or local government.
34. **NEW PRODUCTS** - New products or products in the same commodity class, not covered in the original bid, may be added to this contract under equal pricing terms and conditions at the discretion of the District by means of a written addendum, negotiated and signed by the District and the successful Vendor. In the event the successful Vendor and the District cannot agree on an addendum, the District shall have the option to purchase items not listed from alternate sources.
35. **AUDIT** - The District reserves the right to audit any sales transaction pertaining to any Purchase Order(s) arising from this proposal at the successful vendor's place of business during normal business hours. The District shall have access to any/all records, books, files, etc., relative to any order(s) arising from this proposal.
36. **PROPOSAL FORMAT** - Proposals shall be submitted on the forms and in the format provided. PROPOSALS SUBMITTED, NOT IN THE DISTRICT'S FORMAT, WITHOUT ALL REQUIRED SUBMISSIONS AND/OR WITHOUT REQUIRED SIGNATURES ARE SUBJECT TO DISQUALIFICATION. Supplemental information and/or pages may be attached where necessary for clarification.
37. **AWARDS** - This proposal shall be awarded to the successful Vendor(s) by confirmation letter. Contracts for purchase shall be put into effect by means of purchase order(s) executed by the District's Purchasing Office after this proposal has been awarded. **NOTE:** The District reserves the right to award contracts for any, all, or none of the parts and/or items of this proposal request.
38. **EVALUATION CRITERIA** - In evaluating qualified proposals the following considerations shall be taken into account for award recommendations: price; long term cost; quality; vendor reputation; the needs of the school district; past relationship with vendor; impact on the district's ability to comply with laws and rules relating to historically under-utilized businesses; and any other relevant factor specifically listed in this bid request. Some of these factors are: past experience with vendor; estimated time of completion of purchase orders; vendor's ability to deliver goods ordered by district in a timely manner with minimum substitutions or cancellations as demonstrated on previous orders; vendor's billing discrepancies with terms and conditions as specified in bid documents on previous orders. **THE DISTRICT DOES NOT PURCHASE ON PRICE ALONE.**
39. **PROPOSAL VALIDITY PERIOD** - Unless specifically noted as an exception, proposals must be valid for acceptance for a minimum of ninety (90) days from the bid opening date, and pricing must be firm through delivery.

**PLEASE RETAIN FOR FUTURE REFERENCE**

CSP Name: Yearbooks

**GENERAL TERMS AND CONDITIONS (Continued)**

40. **NON-EXCLUSIVE AWARD** - Except as noted in SPECIAL TERMS AND CONDITIONS, proposal award(s) resulting from this request is (are) **NOT EXCLUSIVE AGREEMENTS** to purchase. The District reserves the right and option, without penalty, to purchase like materials and services from other sources when and if such purchases, in the opinion of the District, are necessary and in the best interest of the District.
41. **TIE PROPOSALS** - Consistent and continued tie proposals on any commodity may be cause for rejection by the District of all proposals and/or investigation by the Attorney General of Texas for possible violation of anti-trust statutes.
42. **EXCEPTIONS** - Any exceptions taken to the terms and conditions of this proposal request must be clearly stated, in writing, and **MUST BE LISTED ON THE DEVIATION FORM**.
43. **PROGRESS REPORTS** - When applicable and as requested by the District, successful Vendors will provide regular periodic detailed forecasts and progress reports to include unpriced copies of purchase orders to sub-suppliers for materials, equipment and/or services covered by the terms and conditions of this proposal request or any purchase order arising therefrom.
44. **CERTIFICATIONS** - **VENDOR INFORMATION SHEET/NOTICE OF NO SUBMISSION, RESIDENT/NON-RESIDENT CERTIFICATION, FELONY CONVICTION NOTIFICATION CERTIFICATE, NON-COLLUSIVE PROPOSAL CERTIFICATE, REFERENCES, CLEAN AIR AND WATER ACT, U.S DEPARTMENT OF AGRICULTURE, DEBARMENT AND SUSPENSION, DISCLOSURE OF LOBBYING ACTIVITIES, and DEVIATION FORM** are required submissions by all Vendors. Failure to complete and submit all of these documents shall make the vendor's submission subject to less favorable consideration or disqualification.
45. **PLEASE NOTE CAREFULLY** - In quoting, give complete information in space(s) provided, otherwise your quotation and/or bid offer may be given **NO CONSIDERATION**. Failure to manually sign bid will disqualify bid. Person signing bid should show title and authority to bind their firm to a contract. Obligations assumed by such signature must be fulfilled.
46. **INDEMNIFICATION** - Successful Vendor(s) shall indemnify and save harmless Pasadena Independent School District from and against any and all claims, demands, damages, lawsuits, expenses, costs, liabilities, injuries, liens, and causes of action of any and every nature whatsoever, arising out of, resulting from, or in any manner connected with or concerning the performance of the work hereunder, and the contractor hereby agrees to defend any and all such actions brought against Pasadena Independent School District for any and all expenditures, or expenses, including, but not limited to, court costs and attorney's fees, made or incurred by Pasadena Independent School District, and/or by reason of any such suit or suits.
47. **EQUAL EMPLOYMENT OPPORTUNITY** - All Vendors shall be in compliance with Executive Order 11246, entitled "Equal Employment Opportunity" as amended by Executive Order 11375, and as supplemented in the Department of Labor Regulations (41CFR Part 60). No individual shall be excluded from participating in, denied the benefit of, subjected to discrimination under, or denied employment in the administration of, or in connection with, any such program because of race, color, religion, gender, national origin, age, handicap, or political application or belief.
48. **CANCELLATION** - Cancellation of this contract may take place if any of the following conditions are observed:
  - The Successful vendor proceeds in a manner that does not comply with the contract.
  - The Successful vendor does not carry out the provisions of this contract in its true intent and meaning as indicated in the scope of work.
  - Prior to contract cancellation, the Successful Vendor will be served written notice to provide satisfactory compliance with the contract without penalty. If the vendor neglects or refuses to follow such notice within thirty (30) days, the District may cancel the contract and Successful Vendor may be held liable for any loss or expense sustained by the District as a result of Successful Vendor's failure to conform to this contract. If at any time during the term of the contract it is cancelled, the District reserves the right to offer award of the remainder of the contract to the next lowest qualified Vendor(s) meeting specifications.
  - The successful vendor breaches any of the terms hereof including warranties of vendor or if the vendor becomes insolvent or commits acts of bankruptcy. Such right of cancellation is in addition to and not in lieu of any other remedies which Buyer may have lawfully or in equity.

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**GENERAL TERMS AND CONDITIONS (Continued)**

**49. DISTRICT OPTIONS:**

- The District reserves the right to cancel a contract with thirty (30) days written notice if the vendor's products and/or services do not perform satisfactorily and/or in accordance with the contractual terms, or in cases of unacceptable price escalation.

**50. MANUFACTURER'S REFERENCE OR BRAND NAMES** - Manufacturer's reference or brand name used in this bid request is descriptive not restrictive. It is intended to indicate type, function, minimum standard of design, efficiency and quality desired. Bidders shall indicate the manufacturer's brand, product number, and catalog number of the item (along with the page number it can be found on) that is being bid.

**51. PRICING DISCREPANCIES** - Sums of money shall be indicated both by Unit Price and Total Extended Amount. In case of discrepancy, the Unit Price will govern.

**52. PLEASE NOTE CAREFULLY**- Bids submitted must be sealed and plainly marked with the Bidder's Name, Address, City, State, and Zip Code, BID NUMBER, Opening Date and Time. Faxed Bids will not meet this requirement and will NOT be accepted.

**53. LATE BID** - Bids received later than the time and date specified, whether delivered in person or mailed, shall be returned unopened.

**54. BID OPENING LOCATION** - Bidders are invited to be present at the opening of the bids on the date and time specified herein:

Purchasing Department  
Pasadena Independent School District  
1515 Cherrybrook Lane, Suite B-107  
Pasadena, TX 77502


**55. BID SUBMISSION** - ALL BIDS SHALL BE DEEMED FINAL, CONCLUSIVE, AND IRREVOCABLE. NO BIDS SHALL BE SUBJECT TO CORRECTION OR AMENDMENT FOR ERRORS OR MISCALCULATIONS BY THE BIDDER. ANY SPECIAL CONDITIONS OR QUALIFICATIONS CONCERNING PRICE, DELIVERY, ETC. OF BID ITEMS MUST BE NOTED ON THE DEVIATION FORM.

**56. RIGHTS OF THE DISTRICT** - Pasadena Independent School District reserves the right to accept or reject any or all quotations and/or bids, and waive all informalities and irregularities and to accept or reject each item separately or as a whole, whatever is deemed most advantageous to the District. This inquiry implies no obligation on the part of the buyer, nor does the buyer's silence imply any acceptance or rejection of any offer. By submitting a bid, the vendor agrees to waive any claim that it might have against the District regarding any claim made in connection with the administration, evaluation, or recommendation of any bid.

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**FAILURE TO COMPLETE THE FOLLOWING INFORMATION MAY RESULT IN PROPOSAL DISQUALIFICATION.**

<p><b>COMPLETE USING TYPEWRITER OR BALLPOINT PEN ONLY.</b></p> <p>(All changes must be crossed out and initialed in ink)</p>	 <p>1515 Cherrybrook Lane Pasadena, Texas 77502 PHONE: 713-740-0196 FAX: 713-740-4033</p>	<p>Direct All Inquiries to: Pasadena Independent School District Purchasing Department.</p> <p>BUYER NAME <u>Tanya Guel</u> PHONE <u>tguel@pasadenaisd.org</u></p>
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**VENDOR INFORMATION & NOTICE OF NO-SUBMISSION**

TYPE OF PROCUREMENT: **CSP #10-010** TITLE: **YEARBOOKS**. PROPOSALS WILL BE ACCEPTED UNTIL: **2:00 PM ON OCTOBER 22, 2009** at the Central Administration Building, B-107, Purchasing Department, Attn: Bid Clerk, 1515 Cherrybrook Lane, Pasadena, Texas 77502, at which time they will be publicly opened and read. Proposals may not be withdrawn after opening. Procurement results will become available seven business days after approval by the Board of Trustees.

Vendor Offers (original and one copy) must be in a sealed envelope, plainly marked on the outside with PROPOSAL NAME, PROPOSAL NUMBER, AND DATE. Faxed proposals will NOT be accepted. Offer received after the specified time shall not be considered. Late mail deliveries will be returned unopened. U.S. Mail is not delivered to the District until after 11:00 a.m. daily.

**PLEASE TYPE OR PRINT VENDOR IDENTIFICATION DATA**

LEGAL NAME OF VENDOR \_\_\_\_\_

NAME OF AUTHORIZED REPRESENTATIVE \_\_\_\_\_ TITLE \_\_\_\_\_

REPRESENTATIVE E-MAIL ADDRESS \_\_\_\_\_ COMPANY WEBSITE ADDRESS \_\_\_\_\_

TYPE OF BUSINESS (CHECK ALL THAT APPLY):

<input type="checkbox"/> Manufacturing,	<input type="checkbox"/> Distributor,	<input type="checkbox"/> Wholesale,
<input type="checkbox"/> Broker,	<input type="checkbox"/> Retail,	<input type="checkbox"/> Service
<input type="checkbox"/> Franchise,	<input type="checkbox"/> Construction,	<input type="checkbox"/> Other: _____

**ORDER PLACEMENT/BID REQUEST ADDRESS:**

ADDRESS: \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_

ZIP CODE \_\_\_\_\_ PHONE # \_\_\_\_\_ FAX # \_\_\_\_\_

**PAYMENT REMITTANCE/MAILING ADDRESS:**

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_

ZIP CODE \_\_\_\_\_ PHONE # \_\_\_\_\_ FAX # \_\_\_\_\_

**VENDOR CERTIFICATION AND IDENTIFICATION**

I certify that I have carefully examined the Notice to Bidders, Scope of Proposal, Specifications, Conditions, General Terms and Conditions, Certifications, Proposal Sheets, and attachments. I agree to furnish supplies and/or services in strict compliance with the specifications and conditions contained in this document.

SIGNATURE OF AUTHORIZED REPRESENTATIVE: \_\_\_\_\_ DATE: \_\_\_\_\_

**THIS PAGE MUST BE RETURNED WITH PROPOSAL**

CSP Name: Yearbooks

FAILURE TO COMPLETE THE FOLLOWING INFORMATION MAY RESULT IN PROPOSAL DISQUALIFICATION.

**PISD HAS INTERLOCAL AGREEMENTS WITH THE FOLLOWING AGENCIES AND REQUESTS LOWEST BEST VALUE PRICING EXTENDED THROUGH THOSE AFFILIATIONS. IF QUOTING THROUGH ANY AGENCY(IES) YOU MUST CIRCLE THE AGENCY(IES) YOUR COMPANY IS QUOTING THROUGH. YOU SHALL INCLUDE THE AGENCY(IES) PROPOSAL/BID #, AND THE EXPIRATION DATE OF THE CONTRACT BEING USED. IF SUBMITTING PRICING THROUGH MORE THAN ONE AGENCY, USE A DIFFERENT SET OF PROPOSAL DOCUMENTS FOR EACH.**

**NOTE:** IF THIS SECTION IS NOT APPLICABLE TO YOUR COMPANY, PLEASE DISREGARD THIS PORTION OF THE PROPOSAL AND PROCEED.

<b>AGENCY</b>	<b>PROPOSAL/BID #</b>	<b>EXPIRATION DATE</b>
TASB/BUYBOARD		
HGAC		
HCDE		
TBPC		
REGION IV		
REGION V		
OTHER		

<b>Organization Name</b>	
<b>Name and Title of Authorized Representative</b>	
<b>Original Signature</b>	<b>Date</b>

**THIS PAGE MUST BE RETURNED WITH PROPOSAL**

CSP Name: Yearbooks

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### PROPOSAL SHEET

Please answer the questions on this form completely. If any section requires additional explanation, the vendor should list any and all exceptions/deviations on the deviation form

#### SECTION I – VENDOR QUESTIONNAIRE

Pasadena Independent School District is hereby requesting Proposals to provide Yearbook Services, based upon the following specifications/questions:

1 Does your firm provide workshops and training for district employees responsible for producing yearbooks?  YES  NO

2 Where is the workshop/training held (on campus or separate location)? If separate location provide address and estimated mileage from district.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3 Is there a cost per workshop, class, session? (If yes, indicate cost):  YES  NO Cost: \_\_\_\_\_

4 Is there a limit to how many individuals can attend a workshop/training session? (If yes, indicate how many)  YES  NO How many: \_\_\_\_\_

5 Who can attend (Advisors/Students)?

\_\_\_\_\_

6 Does your firm provide a representative to assist each campus? If yes, please provide their name(s) and a toll free number below:  YES  NO

\_\_\_\_\_

7 Will this representative be able to come to a district campus within a 24 hour notice? If no, how much notice is required?  YES  NO Indicate hrs/days: \_\_\_\_\_

8 Does your firm require campuses to enter into one, two, or three year agreements?  YES  NO

<b>Organization Name</b>	
<b>Name and Title of Authorized Representative</b>	
<b>Original Signature</b>	<b>Date</b>

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**PROPOSAL SHEET (Continued)**

Please answer the questions on this form completely. If any section requires additional explanation, the vendor should list any and all exceptions/deviations on the deviation form

**SECTION I – VENDOR QUESTIONNAIRE (continued)**

9 What software or web-based program(s), if any, does your firm provide district employees/students to create specialized yearbook concepts, themes and implementation?

\_\_\_\_\_  
\_\_\_\_\_

10 What assistance does your firm provide district employees/students to download and implement pages into yearbook(s)?

\_\_\_\_\_  
\_\_\_\_\_

11 Does your firm assist district employees/students to submit pages, photos and documentation to implement into yearbook proof electronically, web based, desktop? If yes to any and all, explain process in detail.  YES  NO

\_\_\_\_\_  
\_\_\_\_\_

12 Does your firm provide proofing of pages, photos, documentation and other material before implementation into yearbook(s)? If yes, explain process in detail.  YES  NO

\_\_\_\_\_  
\_\_\_\_\_

13 Does your firm provide discounts for number of books ordered or sold or both? If so please indicate discount and/or explain below.  YES  NO

\_\_\_\_\_  
\_\_\_\_\_

<b>Organization Name</b>	
<b>Name and Title of Authorized Representative</b>	
<b>Original Signature</b>	<b>Date</b>

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CSP Name: Yearbooks

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**PROPOSAL SHEET (Continued)**

Please answer the questions on this form completely. If any section requires additional explanation, the vendor should list any and all exceptions/deviations on the deviation form

**SECTION I – VENDOR QUESTIONNAIRE (continued)**

14 How does your firm address over-runs? What options are available?

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15 Does your firm offer direct purchasing program? If yes, please explain.  YES  NO

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16 Is there a fee for the direct purchasing program?  YES  NO

17 Is your entity a Historically Underutilized Business (HUB)?  YES  NO

**SECTION II – EVALUATION ITEMS**

These items will not be awarded – they are for proposal evaluation/price comparison only!! This section must be completely filled out and returned with proposal.

ITEM #	QUANTITY	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
1	200 each	Elementary School Yearbook, soft cover, size 8 ½ x 11, 68 black and white pages.		
2	400 each	Intermediate/Middle School Yearbook, with standard company hard cover, size 8 ½ x 11, 90 black and white pages.		
3	600 each	High School Yearbook, company standard hard cover, Size 9 x 12, with 16 colored pages and 176 black and white pages, for a total of 192 pages.		

<b>Organization Name</b>	
<b>Name and Title of Authorized Representative</b>	
<b>Original Signature</b>	<b>Date</b>

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CSP Name: Yearbooks

FAILURE TO COMPLETE THE FOLLOWING INFORMATION MAY RESULT IN PROPOSAL DISQUALIFICATION.

**CERTIFICATIONS**

1. **RESIDENT / NONRESIDENT CERTIFICATION**

**RESIDENT VENDOR** - I certify that my company is a "resident vendor."  YES  NO

**NONRESIDENT VENDOR** - As defined by Texas Government Code 2252.001, a "nonresident vendor" means a vendor whose principal place of business is not in Texas, but excludes a contractor whose ultimate parent company or majority owner has its principal place of business in Texas.

2. **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 school district must give advance notice to the district if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony." Subsection (b) states "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". This Notice Is Not Required of a Publicly Held Corporation. **Check the appropriate box and sign in the space provided below.**

<input type="checkbox"/>	My firm is a Publicly Held Corporation; therefore, this reporting requirement is not applicable.
<input type="checkbox"/>	My firm is not owned or operated by anyone who has been convicted of a felony.
<input type="checkbox"/>	My firm is owned or operated by the following individual(s) who has/have been convicted of a felony:
<input type="checkbox"/>	Name of Felon: _____
<input type="checkbox"/>	Brief Details of Conviction(s) _____

3. **NON-COLLUSIVE BID/PROPOSAL CERTIFICATE**

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

**I (WE) THE UNDERSIGNED, AGENT FOR THE FIRM, NAMED BELOW CERTIFY THAT ALL OF THE ABOVE INFORMATION IS TRUE TO THE BEST OF MY KNOWLEDGE.**

<b>Organization Name</b>	
<b>Name and Title of Authorized Representative</b>	
<b>Original Signature</b>	<b>Date</b>

**THIS PAGE MUST BE RETURNED WITH PROPOSAL**

CSP Name: Yearbooks

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**CERTIFICATIONS (CONTINUED)**

4. **REFERENCES**

List references of schools and businesses that have utilized your company and can address your performance. All references shall have current addresses, phone numbers and names of contact people.

NAME	CITY / STATE	PHONE NUMBER	CONTACT PERSON
•			
•			
•			

5. **QUESTIONNAIRE**

- a) Is there any litigation pending against your organization? If yes, explain.
- \_\_\_\_\_
- b) List other trade names by which your company has been known (DBA / AKA).
- \_\_\_\_\_
- \_\_\_\_\_

6. **CLEAN AIR & WATER ACT CERTIFICATION**

I certify that my company is in compliance with all applicable standards, orders or regulations issued pursuant to the Clean Air Act of 1970, as amended ( 42 U.S.C. 1857(h), Section 508 of the Clean Water Act, as amended (33 U.S.C. 1368), Executive Order 117389 and Environmental Protection Agency Regulation, 40 CFR Part 15 as required under OMB Circular A-102, Attachment O, Paragraph 14 (1) regarding reporting violations to the grantor agency and to the United States Environmental Protection Agency Assistant Administrator for the Enforcement.

<b>Organization Name</b>	
<b>Name and Title of Authorized Representative</b>	
<b>Original Signature</b>	<b>Date</b>

CSP Name: Yearbooks

Instructions For Certification Regarding Debarment Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

- 1. By signing and submitting the form on the attached page, the prospective lower tier participant is providing the certification set out on the form in accordance with these instructions.
- 2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
- 3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- 4. The terms "covered transaction," "debarred," "suspended," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal" and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
- 5. The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
- 6. The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction" without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
- 7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
- 8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- 9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

PLEASE RETAIN FOR FUTURE REFERENCE

CSP Name: Yearbooks

**FAILURE TO COMPLETE THE FOLLOWING INFORMATION MAY RESULT IN DISQUALIFICATION OF PROPOSAL.**

<b>7. U. S. DEPARTMENT OF AGRICULTURE</b>	
<b><u>Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transactions</u></b>	
<p>This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7 CFR Part 3017, Section 3017.510, Participants' responsibilities. The regulations were published as Part IV of the January 30, 1989, <i>Federal Register</i> (pages 4722-4733). Copies of the regulations may be obtained by contacting the Department of Agriculture agency with which this transaction originated. (Before completing certification, read attached instructions.)</p>	
<p>(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.</p>	
<p>(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.</p>	
<u>Organization Name</u>	<u>PR/Award Number or Project Name</u>
<u>Name and Title of Authorized Representative</u>	
<u>Signature</u>	<u>Date</u>

<b>8. CERTIFICATION REGARDING LOBBYING</b>	
<b>Applicable to grants, Subgrants, Cooperative Agreements, and Contracts Exceeding \$100,000 in Federal Funds.</b>	
<p>Submission of this certifications a prerequisite for making or entering into this transaction and is imposed by section 1352, Title 31, U.S. Code. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.</p> <p>The undersigned certifies, to the best of his or her knowledge and belief, that:</p>	
<p>(1) No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.</p>	
<p>(2) <u>If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement the undersigned shall complete and submit <b>Standard Form-LLL, SF-LLL "Disclosure of Lobbying Activities" Form</b> in accordance with its instructions (see following page).</u></p>	
<p>(3) <i>The undersigned shall required that the language of this certification be included in the award documents for all covered subawards exceeding \$100,000 in Federal funds at all appropriate tiers and that all sub recipients shall certify and disclose accordingly.</i></p>	
<u>Name/Address of Organization</u>	
<u>Name/Title of Submitting Official</u>	
<u>Signature</u>	<u>Date</u>

**THIS PAGE MUST BE RETURNED WITH PROPOSAL**

CSP Name: Yearbooks

**Instructions for Completion of SF-LLL, Disclosure of Lobbying Activities**

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

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

**Public reporting burden** for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, D.C 20503.

**PLEASE RETAIN FOR FUTURE REFERENCE**

CSP Name: Yearbooks

**FAILURE TO COMPLETE THE FOLLOWING INFORMATION WILL RESULT IN PROPOSAL DISQUALIFICATION.**

<b>9. DISCLOSURE OF LOBBYING ACTIVITIES</b>	
<p><b>Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352</b>  <i>(See previous page for disclosure regarding public reporting burden)</i></p> <p style="text-align: right;">Approved by OMB 0348-0046</p>	
<p>1. Types of Federal Action:</p> <p><input type="checkbox"/> a. contract grant</p> <p>c. cooperative agreement</p> <p>d. loan</p> <p>e. loan guarantee</p> <p>f. loan insurance</p>	<p>2. Status of Federal Action:</p> <p><input type="checkbox"/> a. bid / offer / application</p> <p>b. initial award</p> <p>c. post-award</p>
<p>3. Report Type:</p> <p><input type="checkbox"/> a. initial filing</p> <p>b. material change</p> <p>For Material Change Only:</p> <p>year ____ quarter ____</p> <p>date of last report _____</p>	
<p>4. Name and Address of Reporting Entity</p> <p><input type="checkbox"/> Prime    <input type="checkbox"/> Subawardee</p> <p style="padding-left: 40px;">Tier _____, <i>if known</i></p> <p>Congressional District, <i>if known</i>:</p>	<p>5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:</p> <p>Congressional District, <i>if known</i>:</p>
<p>6. Federal Department/Agency:</p>	<p>7. Federal Program Name/Description:</p> <p>CFDA Number, <i>if applicable</i>:</p>
<p>8. Federal Action Number, <i>if known</i>:</p>	<p>9. Award Amount, <i>if known</i>:</p> <p>\$ _____</p>
<p>10. a. Name and Address of Lobbying Entity (<i>if individual, last name, first name, MI</i>):</p> <p style="text-align: center;">(attach Continuation Sheet(s) SF-LLL-A, if necessary)</p>	<p>b. Individuals Performing Services (<i>including address if different from No. 10a</i>) (<i>last name, first name, MI</i>):</p>
<p>11. Amount of Payment (<i>check all that apply</i>):</p> <p>\$ _____    <input type="checkbox"/> actual    <input type="checkbox"/> planned</p>	<p>13. Type of Payment (<i>check all that apply</i>):</p> <p><input type="checkbox"/> a. retainer</p> <p><input type="checkbox"/> b. one-time fee</p> <p><input type="checkbox"/> c. commission</p> <p><input type="checkbox"/> d. contingent fee</p> <p><input type="checkbox"/> e. deferred</p> <p><input type="checkbox"/> f. other; specify: _____</p>
<p>12. Form of payment (<i>check all that apply</i>):</p> <p><input type="checkbox"/> a. cash</p> <p><input type="checkbox"/> b. in-kind; specify: nature _____</p>	
<p>14. Brief Description of Services Performed or to be Performed and Date(s) of Service, including officer(s), or Member(s) contacted, for Payment Indicated in Item 11:</p> <p style="text-align: center;">(attach Continuation Sheet(s) SF-LLL-A, if necessary)</p>	
<p>15. Continuation Sheet(s) SF-LLL-A:    <input type="checkbox"/> Yes    <input type="checkbox"/> No</p>	
<p>16. Information requested through this form is authorized by article 31 U.S.C. Section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.</p>	<p>Signature: _____</p> <p>Print Name: _____</p> <p>Title: _____</p> <p>Telephone No.: _____</p> <p>Date: _____</p>
<p>Federal Use Only:</p>	<p>Authorized for Local Reproduction Standard Form - LLL</p>

**THIS PAGE MUST BE RETURNED WITH PROPOSAL**



CSP Name: Yearbooks

**NOTICE OF NO-SUBMISSION**

VENDOR NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY / STATE: \_\_\_\_\_

**ACKNOWLEDGMENT**

**If you do not wish to submit a bid/proposal at this time, please return this page acknowledging receipt of our bid/proposal request. Please list the reasons for your no bid in the spaces provided.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PLEASE NOTE:**

**If your company DOES NOT respond to our bid/proposal, please return this acknowledgment to avoid being removed from our bid list.**

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
TITLE