



EDINBURG CONSOLIDATED INDEPENDENT SCHOOL DISTRICT

Purchasing Department
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EDINBURG, TX 78541
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Gilbert Garza, Jr., Interim Superintendent

Dr. Rebecca Morrison, Deputy Superintendent

ADDENDUM 2
RFQ 21-43
2021 CTE PROJECT MANAGEMENT SERVICES
February 3, 2021

I. INSTRUCTIONS:

1. This addendum to Request for Proposals is issued after the receipt of bids. All changes covered in this addendum shall be included in your bid, and the addendum will be considered as one of the contract documents.
2. Proposers shall acknowledge receipt of this ADDENDUM as a signed attachment included with your bid if you haven't sent the bid.

II. PLEASE CHANGE:

Replace page 29 with attached page 29.

Addition of the Reference Check Questionnaire.

Respectfully Submitted,

Amaro Tijerina
Director of Purchasing

(Signature of authorized officer)

Date

Company Name

Nondiscrimination Statement

It is the policy of Edinburg CISD not to discriminate on the basis of gender, age, handicap, religion, race, color, or national origin in its educational programs.

Es poliza del Distrito Escolar de Edinburg el no discriminar por razones con base en genero, edad, religion, raza, color origen nacional, ni discapacidad dentro de sus programas educacionales.



7. **PROJECT TEAM:** Provide in this TAB, the following:
 - a). Provide an organizational chart showing the roles of the prime firm and each team firm or individual.
 - b). For each team firm or individual that the prime firm proposes, if applicable:
 - c). Identify the firm and provide a brief history about the firm, and years in existence.
 - d). Describe the firm's proposed role in the project and its related project experience
 - e). List projects that prime firm and the team have worked on together
 - f). Provide resumes giving the experience and expertise of principals and key professional team members who will be assigned to the project

8. **LITIGATION AND DISPUTES:** Provide in this TAB, the following:
 - a). Describe any litigation or disputes between the respondent and owners involving claims in excess of \$50,000 in connection with program management services during the last five years.
 - b). Respondent may submit this information in a separate envelope marked "Confidential Information".

9. **CONTRACT SAMPLE:** Provide in this TAB, a sample of the Service Contract that will be used if selected.

10. **ECISD REQUIRED FORMS:** Provide in this TAB, Standards Terms & Conditions, Felony Conviction Notification, Conflict of Interest Questionnaire, and Deviation Form, Reference Check Questionnaire.

D. EVALUATION PROCESS

1. In procuring the Project Management Firm services, the School District will:
 - a). First select the most highly qualified provider of those services on the basis of demonstrated competence and qualifications; and
 - b). Then attempt to negotiate with that provider a contract at a fair and reasonable price.
 - c). If a satisfactory contract cannot be negotiated with the most highly qualified provider, the School District will formally end negotiations with that provider; select the next most highly qualified provider; and attempt to negotiate a contract with that provider at a fair and reasonable price.
 - d). The School District will continue the process until a contract is entered into.

2. A District Evaluation Committee will be convened to review and rank all firms on the basis of qualifications using the Evaluation Criteria listed below, but will not be limited to. The highest ranked respondents will be invited to participate in interviews with the District Evaluation Committee. The respondent's key staff must be present at the interview.

E. EVALUATION CRITERIA

CRITERIA	DESCRIPTION	MAXIMUM POINTS
1	Project Management Experience & Qualifications	30
2	References	20
3	Management Plan Implementation	20
4	Prime Firm	10
5	Project Team	10
6	Litigation and Disputes	10
7	Interview	10
	TOTAL MAXIMUM POINTS	110

REFERENCE CHECK QUESTIONNAIRE

Reference for: _____

Reference Name: _____
(Firm name)

(Person Contacted)

We request your responses to the below questions. Contractor is to submit this questionnaire to 3 references. Upon completion, email questionnaire to ClauDina E. Longoria to d.longoria@ecisd.us.

1. How do you rate the quality of the firm's work?

Comments:

2. Do they have knowledgeable and qualified staff? Please explain.

Comments:

3. How responsive was the firm in addressing any concerns or issues that came up?

Comments:

4. How well did the project's design meet the budget?

Comments:

5. How well did the firm meet the schedule?

Comments:

6. Did the firm staff communicate well with your staff? Please explain.

Comments:

7. How well did the firm fulfill contractual obligations from beginning to end of the project?

Comments:

8. Would you recommend them?

Comments:

For ECISD Use:

Person conducting reference check: _____

Date reference questionnaire was conducted or sent: _____