

TEXAS HIGHER EDUCATION COORDINATING BOARD
REQUEST FOR PROPOSALS

Venue to Host Leadership Conference

RFP No. 781-8-20056

ADDENDUM

The Texas Higher Education Coordinating Board is extending the RFP due date until Thursday April 5, 2018 at 12:00pm CT to allow more time **(nothing has changed in the RFP)**. **PLEASE review all the required documents** that need to be submitted with RFP. Please submit your response via email. Please see below all of the documents that need to be submitted.

- **The Transmittal Letter:**

This letter is a **REQUIRED** document.

The Transmittal Letter must be signed by a person legally authorized to bind the Respondent.

The letter must specifically identify that the Proposal is in reference to Venue to Host Leadership Conference.

The letter must state, *"The Proposal enclosed is binding and valid at the discretion of THECB."* Additionally, the Transmittal Letter shall indicate that the Proposal is good for 90 days.

The letter must also include *"full acceptance of the terms and conditions described in this Request for Proposal, including as detailed in the Anticipated Contract."* Any exceptions to this RFP and the Anticipated Contract must be specifically noted in the letter. However, any exceptions may disqualify the Proposal from further consideration. If Respondent takes any exceptions to any provision of this RFP or the Anticipated Contract, these exceptions must be specifically and clearly identified by Section and Respondent's proposed alternative must also be provided. Respondent cannot take a "blanket exception" to the entire RFP or the Anticipated Contract. If any Respondent takes a "blanket exception" to this entire RFP or the Anticipated Contract or does not provide proposed alternative language, the Proposal may be disqualified from further consideration. Any terms and conditions attached to a Proposal will not be considered unless specifically referred to in this RFP and Respondent's attachment of such terms and conditions to a Proposal may disqualify

the Proposal.

The Respondent shall provide a Transmittal Letter addressed to the Point of Contact that identifies the person or entity submitting the Proposal and includes a commitment by that person or entity to provide the services required by THECB through this RFP and the Anticipated Contract.

Respondents are strongly encouraged to submit written questions during the inquiry period regarding any terms and conditions of this RFP or the Anticipated Contract.

- **The Conflict of Interest Disclosure Statement**

Statement is **REQUIRED** and **MUST** be **NOTARIZED**

Respondents shall be neutral and impartial, shall not advocate specific positions to the THECB. Respondents shall identify the extent, nature, and length of these relationships or engagements. Entities having a conflict of interest, as determined by the THECB, will not be eligible for contract award.

If a respondent does not have any known or potential conflict of interest, the proposal should include such a statement. Failure to provide either a statement on potential conflicts of interest or a statement that no potential conflicts exist shall automatically disqualify the respondent.

This statement shall be signed before a notary public by the highest-ranking officer of respondent's entity having responsibility for vetting corporate conflicts of interest, e.g. a corporate Executive Vice President rather than the head of an operating or regional unit of the firm.

The THECB will determine whether a conflict of interest or the perception of a conflict of interest exists from the perspective of a reasonable person uninvolved in the matters covered by the resulting contract. The THECB is the sole arbiter of whether a conflict or the appearance of a conflict of interests exists. The THECB encourages respondents to provide complete disclosure of matters that might be considered a conflict of interest. Completeness of disclosure may be a factor in evaluating proposals.

Each respondent also must address how the respondent intends to ensure that no interest arising or potentially arising as a result of its activities or those of its parent, affiliate, or other related entity shall conflict with respondent's duty should it be selected to provide these services.

The THECB may not enter into a contract with a person who has been employed by the THECB within the past 12 months. Persons who have been employed by the

THECB or by another state agency in Texas more than 12 months but fewer than 24 months ago shall disclose in the proposal the nature of previous employment with the state agency and the date the employment ended.

NOTE: The THECB, as a state agency, is prevented by the Texas Constitution from indemnifying Respondents. The Respondent is discouraged from including a term in its Proposal that requires the THECB to indemnify it. Such a term may result in the Proposal being deemed non-responsive.

- **Attachment A: The Execution of Proposal:**

All information on Attachment A is **REQUIRED** to be completed.

- **Attachment B: Respondent Information Form:**

All information on Attachment C is **REQUIRED** to be completed.