

# TIPS VENDOR AGREEMENT

Between Spanish Solutions LLC and  
(Company Name)

**THE INTERLOCAL PURCHASING SYSTEM (TIPS),**  
a Department of Texas Education Service Center Region 8 for  
**211002 Interpreting, Translation, and Multi-Lingual Goods and Services**

## General Information

The Vendor Agreement (“Agreement”) made and entered into by and between The Interlocal Purchasing System (hereinafter “TIPS”) a government cooperative purchasing program authorized by the Region 8 Education Service Center, having its principal place of business at 4845 US Hwy 271 North, Pittsburg, Texas 75686 and the TIPS Vendor. This Agreement consists of the provisions set forth below, including provisions of all attachments referenced herein. In the event of a conflict between the provisions set forth below and those contained in any attachment, the provisions set forth shall control unless otherwise agreed by the parties in writing and by signature and date on the attachment.

A Purchase Order (“PO”), Agreement or Contract is the TIPS Member’s approval providing the authority to proceed with the negotiated delivery order under the Agreement. Special terms and conditions as agreed between the Vendor and TIPS Member should be added as addendums to the Purchase Order, Agreement or Contract. Items such as certificate of insurance, bonding requirements, small or disadvantaged business goals are some, but not all, of the possible addendums.

## Terms and Conditions

### Freight

All quotes to Members shall provide a line item for cost for freight or shipping regardless if there is a charge or not. If no charge for freight or shipping, indicate by stating “No Charge”, “\$0”, “included in price” or other similar indication. Otherwise, all shipping, freight or delivery charges shall be passed through to the TIPS Member at cost with no markup and said charges shall be agreed by the TIPS Member unless alternative shipping terms are agreed by TIPS as a result of the proposal award.

### Warranty Conditions

All new supplies equipment and services shall include ***manufacturer's minimum standard warranty*** unless otherwise agreed to in writing. Vendor shall be legally permitted to sell all products offered for sale to TIPS Members if the offering is included in the Request for Proposal (“RFP”) category. All goods proposed and sold shall be new unless clearly stated in writing.

### Customer Support

The Vendor shall provide timely and accurate customer support for orders to TIPS Members as agreed by the Parties. Vendors shall respond to such requests within a commercially reasonable time after receipt of the request. If support and/or training is a line item sold or packaged with a sale, support shall be as agreed with the TIPS Member.

## **Agreements**

Agreements for purchase will normally be put into effect by means of a contract, agreement, or purchase order(s) executed by authorized agents of the TIPS Member participating government entities, but other means of placing an order may be used at the Member's discretion. Vendor accepts and understands that when a purchase order or similar purchase document is sent from a customer through TIPS to the Vendor, TIPS is recording the purchase and verifying whether the purchase is within the parameters of the TIPS Contract only. Vendor agrees that TIPS is not a legal party to the purchase order or similar purchase document and TIPS is not responsible for identifying fraud, mistakes, or misrepresentations for the specific order. Vendor agrees that any purchase order or similar purchase document issued from a customer to Vendor, even when processed through TIPS, constitutes a legal contract between the customer and Vendor only. A Vendor that accepts a purchase order or similar purchase document and fulfills an order, even when processed through TIPS, is representing that the vendor has carefully reviewed the purchase order or similar purchase document for legality, authenticity, and accuracy.

## **Tax exempt status**

Most TIPS Members are tax exempt and the related laws and/or regulations of the controlling jurisdiction(s) of the TIPS Member shall apply.

## **Assignments of Agreements**

No assignment of this Agreement may be made without the prior notification of TIPS. Written approval of TIPS shall not be unreasonably withheld. Payment for delivered goods and services can only be made to the awarded Vendor, Vendor designated reseller or vendor assigned company.

## **Disclosures**

- Vendor and TIPS affirm that he/she, or any authorized employees or agents, has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor or service to a public servant in connection with this Agreement.
- Vendor shall attach, in writing, a complete description of any and all relationships that might be considered a conflict of interest in doing business with the TIPS program.
- The Vendor affirms that, to the best of his/her knowledge, the offer has been arrived at independently, and is submitted without collusion with anyone to obtain information or gain any favoritism that would in any way limit competition or give an unfair advantage over other vendors in the award of this Agreement.

## **Term of Agreement and Renewals**

The Agreement with TIPS is for approximately three (3) years with an option for renewal for an additional one (1) consecutive year. If TIPS offers the renewal extension year, the Vendor will be notified by email to the primary contact of the awarded Vendor and shall be deemed accepted by the Vendor unless the awarded Vendor notifies TIPS of its objection to the additional term. TIPS may or may not exercise the available extension(s) provided in the original solicitation beyond the base three-year term. Whether or not to offer the extension is at the sole discretion of TIPS.

**“Start Date” for Term Calculation Purposes Only:** Regardless of actual award/effective date of Contract, for Agreement “term” calculation purposes only, the Agreement “start date” is the last day of the month that Award Notifications are anticipated as published in the Solicitation

**Example:** *If the anticipated award date published in the Solicitation is May 22, 2020 but extended negotiations delay award until June 27, 2020 The end date of the resulting initial “three-year” term Agreement, (which is subject to an extension(s)) will still be May 31, 2023.*

**“Termination Date”:** The scheduled Agreement “termination date” shall be the last day of the month of the month of the Original Solicitation’s Anticipated Award Date plus three years.

**Example:** *If the original term is approximately three years, and the solicitation provides an anticipated award date of May 22, 2020, the expiration date of the original three-year term shall be May 31, 2023.*

**Extensions:** Any extensions of the original term shall begin on the next day after the day the original term expires.

**Example Following the Previous Example:** *If TIPS offers a one-year extension, the expiration of the extended term shall be May 31, 2024.*

TIPS may offer to extend Vendor Agreements to the fullest extent the original Solicitation permits.

**Automatic Renewal Clauses Incorporated in Awarded Vendor Agreements with TIPS Members Resulting from the Solicitation and with the Vendor Named in this Agreement.**

No Agreement for goods or services with a TIPS Member by the awarded vendor named in this Agreement that results from the solicitation award named in this Agreement, may incorporate an automatic renewal clause that exceeds month to month terms with which the TIPS Member must comply. All renewal terms incorporated in an Agreement by the vendor with the TIPS Member shall only be valid and enforceable when the vendor receives written confirmation by purchase order, executed Agreement or other written instruction issued by the TIPS Member for any renewal period. The purpose of this clause is to avoid a TIPS Member inadvertently renewing an Agreement during a period in which the governing body of the TIPS Member has not properly appropriated and budgeted the funds to satisfy the Agreement renewal. This term is not negotiable and any Agreement between a TIPS Member and a TIPS awarded vendor with an automatic renewal clause that conflicts with these terms is rendered void and unenforceable.

**Shipments**

The Vendor shall ship, deliver or provide ordered products or services within a commercially reasonable time after the receipt of the order from the TIPS Member. If a delay in said delivery is anticipated, the Vendor shall notify TIPS Member as to why delivery is delayed and shall provide an estimated time for completion of the order. TIPS or the requesting entity may cancel the order if estimated delivery time is not acceptable or not as agreed by the parties.

**Invoices**

Each invoice or pay request shall include the TIPS Member’s purchase order number or other identifying designation as provided in the order by the TIPS Member. If applicable, the shipment tracking number or pertinent information for verification of TIPS Member receipt shall be made available upon request.

**Payments**

The TIPS Member will make payments directly to the Vendor, the Vendor Assigned Dealer or as agreed by the Vendor and the TIPS Member after receiving invoice and in compliance with applicable payment statute(s), whichever is the greater time or as otherwise provided by an agreement of the parties.

## **Pricing**

Price increases will be honored according to the terms of the solicitation. All pricing submitted to TIPS shall include the participation fee, as provided in the solicitation, to be remitted to TIPS by the Vendor. Vendor will not show adding the fee to the invoice presented to TIPS Member customer.

## **Participation Fees and Reporting of Sales to TIPS by Vendor**

The Participation Fee that was published as part of the Solicitation and the fee published is the legally effective fee, along with any fee conditions stated in the Solicitation. Collection of the fees by TIPS is required under Texas Government Code §791.011 Et seq. Fees are due on all TIPS purchases reported by either Vendor or Member. Fees are due to TIPS upon payment by the Member to the Vendor, Reseller or Vendor Assigned Dealer. Vendor, Reseller or Vendor Assigned Dealer agrees that the participation fee is due to TIPS for all Agreement sales immediately upon receipt of payment including partial payment, from the Member Entity and must be paid to TIPS at least on a monthly basis, specifically within 31 calendar days of receipt of payment, if not more frequently, or as otherwise agreed by TIPS in writing and signed by an authorized signatory of TIPS. Thus, when an awarded Vendor, Reseller or Vendor Assigned Dealer receives any amount of payment, even partial payment, for a TIPS sale, the legally effective fee for that amount is immediately due to TIPS from the Vendor and fees due to TIPS should be paid at least on a monthly basis, specifically within 31 calendar days of receipt of payment, if not more frequently.

## **Reporting of Sales to TIPS by Vendor**

Vendor is required to report all sales under the TIPS contract to TIPS. When a public entity initiates a purchase with a TIPS Awarded Vendor, if the Member inquires verbally or in writing whether the Vendor holds a TIPS Contract, it is the duty of the Vendor to verify whether or not the Member is seeking a TIPS purchase. Once verified, the Vendor must include the TIPS Contract number on any communications and related sales documents exchanged with the TIPS Member entity. To report sales, the Vendor must login to the TIPS Vendor Portal online at [https://www.tips-usa.com/vendors\\_form.cfm](https://www.tips-usa.com/vendors_form.cfm) and click on the PO's and Payments tab. Pages 3-7 of the [Vendor Portal User Guide](#) will walk you through the process of reporting sales to TIPS. Please refer to the TIPS [Accounting FAQ's](#) for more information about reporting sales and if you have further questions, contact the Accounting Team at [accounting@tips-usa.com](mailto:accounting@tips-usa.com). The Vendor or vendor assigned dealers are responsible for keeping record of all sales that go through the TIPS Agreement and submitting same to TIPS. Failure to render the participation fee to TIPS shall constitute a breach of this agreement with our parent governmental entity, Texas Education Service Center Region 8, as established by the Texas legislature and shall be grounds for termination of this agreement and any other agreement held with TIPS and possible legal action. Any overpayment of participation fees to TIPS by a Vendor will be refunded to the Vendor within ninety (90) days of receipt of notification if TIPS receives written notification of the overpayment not later than the expiration of six (6) months from the date of overpayment and TIPS determines that the amount was not legally due to TIPS pursuant to this agreement and applicable law. It is the Vendor's responsibility to identify which sales are TIPS Agreement sales and pay the correct participation fee due for TIPS Agreement sales. Any notification of overpayment received by TIPS after the expiration of six (6) months from the date of overpayment will be non-refundable. Region 8 ESC and TIPS reserve the right to extend the six (6) month deadline to notify if approved by the Region 8 ESC Board of Directors. TIPS reserves all rights under the law to collect the fees due. Please contact TIPS at [tips@tips-usa.com](mailto:tips@tips-usa.com) or call (866) 839-8477 if you have questions about paying fees.

## **Indemnity**

The Vendor agrees to indemnify and hold harmless and defend TIPS, TIPS Member(s), officers and employees from and against all claims and suits by third parties for damages, injuries to persons (including death),

property damages, losses, and expenses including court costs and reasonable attorney's fees, arising out of, or resulting from, Vendor's performance under this Agreement, including all such causes of action based upon common, constitutional, or statutory law, or based in whole or in part, upon allegations of negligent or intentional acts on the part of the Vendor, its officers, employees, agents, subcontractors, licensees, or invitees. Parties found liable shall pay their proportionate share of damages as agreed by the parties or as ordered by a court of competent jurisdiction over the case. **NO LIMITATION OF LIABILITY FOR DAMAGES FOR PERSONAL INJURY OR PROPERTY DAMAGE ARE PERMITTED OR AGREED BY TIPS/ESC REGION 8.** Per Texas Education Code §44.032(f), and pursuant to its requirements only, reasonable Attorney's fees are recoverable by the prevailing party in any dispute resulting in litigation.

### **State of Texas Franchise Tax**

By signature hereon, the Vendor hereby certifies that he/she is not currently delinquent in the payment of any franchise taxes owed the State of Texas under Chapter 171, Tax Code.

### **Miscellaneous**

The Vendor acknowledges and agrees that continued participation in TIPS is subject to TIPS sole discretion and that any Vendor may be removed from the participation in the Program at any time with or without cause. Nothing in the Agreement or in any other communication between TIPS and the Vendor may be construed as a guarantee that TIPS or TIPS Members will submit any orders at any time. TIPS reserves the right to request additional proposals for items or services already on Agreement at any time.

### **Purchase Order Pricing/Product Deviation**

If a deviation of pricing/product on a Purchase Order or contract modification occurs between the Vendor and the TIPS Member, TIPS must be notified within five (5) business days of receipt of change order.

### **Termination for Convenience of TIPS Agreement Only**

TIPS reserves the right to terminate this agreement for cause or no cause for convenience with a thirty (30) days prior written notice. Termination for convenience is conditionally required under Federal Regulations 2 CFR part 200 if the customer is using federal funds for the procurement. All purchase orders presented to the Vendor, but not fulfilled by the Vendor, by a TIPS Member prior to the actual termination of this agreement shall be honored at the option of the TIPS Member. The awarded Vendor may terminate the agreement with ninety (90) days prior written notice to TIPS 4845 US Hwy North, Pittsburg, Texas 75686. The vendor will be paid for goods and services delivered prior to the termination provided that the goods and services were delivered in accordance with the terms and conditions of the terminated agreement. This termination clause does not affect the sales agreements executed by the Vendor and the TIPS Member customer pursuant to this agreement. TIPS Members may negotiate a termination for convenience clause that meets the needs of the transaction based on applicable factors, such as funding sources or other needs.

### **TIPS Member Purchasing Procedures**

Usually, purchase orders or their equal are issued by participating TIPS Member to the awarded vendor and should indicate on the order that the purchase is per the applicable TIPS Agreement Number. Orders are typically emailed to TIPS at tipspo@tips-usa.com.

- Awarded Vendor delivers goods/services directly to the participating member.
- Awarded Vendor invoices the participating TIPS Member directly.
- Awarded Vendor receives payment directly from the participating member.
- Fees are due to TIPS upon payment by the Member to the Vendor. Vendor agrees to pay the participation fee to TIPS for all Agreement sales upon receipt of payment including partial payment, from

the Member Entity or as otherwise agreed by TIPS in writing and signed by an authorized signatory of TIPS.

**Licenses**

Awarded Vendor shall maintain, in current status, all federal, state and local licenses, bonds and permits required for the operation of the business conducted by awarded Vendor. Awarded Vendor shall remain reasonably fully informed of and in compliance with all ordinances and regulations pertaining to the lawful provision of goods or services under the Agreement. TIPS and TIPS Members reserves the right to stop work and/or cancel an order or terminate this or any other sales Agreement of any awarded Vendor whose license(s) required for performance under this Agreement have expired, lapsed, are suspended or terminated subject to a 30-day cure period unless prohibited by applicable statute or regulation.

**Novation**

If awarded Vendor sells or transfers all assets, rights or the entire portion of the assets or rights required to perform this Agreement, a successor in interest must guarantee to perform all obligations under this Agreement. A simple change of name agreement will not change the Agreement obligations of awarded vendor. TIPS will consider Contract Assignments on a case by case basis. TIPS must be notified within five (5) business days of the transfer of assets or rights.

**Site Requirements (*only when applicable to service or job*)**

**Cleanup:** When performing work on site at a TIPS Member’s property, awarded Vendor shall clean up and remove all debris and rubbish resulting from their work as required or directed by TIPS Member or as agreed by the parties. Upon completion of work, the premises shall be left in good repair and an orderly, neat, clean and unobstructed condition.

**Preparation:** Awarded Vendor shall not begin a project for which TIPS Member has not prepared the site, unless awarded Vendor does the preparation work at no cost, or until TIPS Member includes the cost of site preparation in a purchase order. Site preparation includes, but is not limited to: moving furniture, installing wiring for networks or power, and similar pre-installation requirements.

**Registered sex offender restrictions:** For work to be performed at schools, awarded Vendor agrees that no employee of a subcontractor who has been adjudicated to be a registered sex offender will perform work at any time when students are, or reasonably expected to be, present unless otherwise agreed by the TIPS Member. Awarded Vendor agrees that a violation of this condition shall be considered a material breach and may result in the cancellation of the purchase order at the TIPS Member’s discretion. Awarded Vendor must identify any additional costs associated with compliance of this term. If no costs are specified, compliance with this term will be provided at no additional charge. **Safety measures:** Awarded Vendor shall take all reasonable precautions for the safety of employees on the worksite, and shall erect and properly maintain all necessary safeguards for protection of workers and the public. Awarded Vendor shall post warning signs against all hazards created by the operation and work in progress. Proper precautions shall be taken pursuant to state law and standard practices to protect workers, general public and existing structures from injury or damage.

**Safety Measures**

Awarded Vendor shall take all reasonable precautions for the safety of employees on the worksite, and shall erect and properly maintain all necessary safeguards for protection of workers and the public. Awarded vendor shall post warning signs against all hazards created by the operation and work in progress. Proper precautions shall be taken pursuant to state law and standard practices to protect workers, general public and existing structures from injury or damage.



**Smoking**

Persons working under Agreement shall adhere to the TIPS Member's or local smoking statutes, codes or policies.

**Marketing**

Awarded Vendor agrees to allow TIPS to use their name and logo within TIPS website, marketing materials and advertisement subject to any reasonable restrictions provided to TIPS in the Proposal to the Solicitation. The Vendor may submit an acceptable use directive for Vendor's names and logos with which TIPS agrees to comply. Any use of TIPS name and logo or any form of publicity, inclusive of press release, regarding this Agreement by awarded vendor must have prior approval from TIPS which will not be unreasonably withheld. Request may be made by email to TIPS@TIPS-USA.COM.

**Supplemental Agreements**

The TIPS Member entity participating in the TIPS Agreement and awarded Vendor may enter into a separate Supplemental Agreement or contract to further define the level of service requirements over and above the minimum defined in this Agreement such as but not limited to, invoice requirements, ordering requirements, specialized delivery, etc. Any Supplemental Agreement or contract developed as a result of this Agreement is exclusively between the TIPS Member entity customer and the Vendor. TIPS, its agents, TIPS Members and employees not a party to the Supplemental Agreement with the TIPS Member customer, shall not be made party to any claim for breach of such agreement unless named and agreed by the Party in question in writing in the agreement. If a Vendor submitting a Proposal requires TIPS and/or TIPS Member to sign an additional agreement, those agreements shall comply with the award made by TIPS to the Vendor. Supplemental Vendor's Agreement documents may not become part of TIPS' Agreement with Vendor unless and until an authorized representative of TIPS reviews and approves it. TIPS review and approval may be at any time during the life of this Vendor Agreement. TIPS permits TIPS Members to negotiate additional terms and conditions with the Vendor for the provision of goods or services under the Vendor's TIPS Agreement so long as they do not materially conflict with this Agreement.

**Survival Clause**

All applicable sales, leases, Supplemental Agreements, contracts, software license agreements, warranties or service agreements that were entered into between Vendor and TIPS or the TIPS Member Customer under the terms and conditions of this Agreement shall survive the expiration or termination of this Agreement. All Orders, Purchase Orders issued or contracts executed by TIPS or a TIPS Member and accepted by the Vendor prior to the expiration or termination of this agreement, shall survive expiration or termination of the Agreement, subject to previously agreed terms and conditions agreed by the parties or as otherwise specified herein relating to termination of this agreement.

**Legal obligations**

It is the responding Vendor's responsibility to be aware of and comply with all local, state and federal laws governing the sale of products/services identified in the applicable Solicitation that resulted in this Vendor Agreement and any awarded Agreement thereof. Applicable laws and regulations must be followed even if not specifically identified herein.

**Audit rights**

Due to transparency statutes and public accountability requirements of TIPS and TIPS Members', the awarded Vendor shall, at their sole expense, maintain appropriate due diligence of all purchases made by TIPS Member that utilizes this Agreement. TIPS and Region 8 ESC each reserve the right to audit the accounting of TIPS related purchases for a period of three (3) years from the time such purchases are made.

This audit right shall survive termination of this Agreement for a period of one (1) year from the effective date of termination. In order to ensure and confirm compliance with this agreement, TIPS shall have authority to conduct audits of Awarded Vendor's pricing or TIPS transaction documentation with TIPS Members with 30 days' notice unless the audit is ordered by a Court Order or by a Government Agency with authority to do so without notice. Notwithstanding the foregoing, in the event that TIPS is made aware of any pricing being offered to eligible entities that is materially inconsistent with the pricing under this agreement, TIPS shall have the ability to conduct the audit internally or may engage a third- party auditing firm to investigate any possible non- compliant conduct or may terminate the Agreement according to the terms of this Agreement. In the event of an audit, the requested materials shall be reasonably provided in the time, format and at the location acceptable to Region 8 ESC or TIPS. TIPS agrees not to perform a random audit the TIPS transaction documentation more than once per calendar year, but reserves the right to audit for just cause or as required by any governmental agency or court with regulatory authority over TIPS or the TIPS Member.

### **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.

### **Choice of Law**

The Agreement between the Vendor and TIPS/ESC Region 8 and any addenda or other additions resulting from this procurement process, however described, shall be governed by, construed and enforced in accordance with the laws of the State of Texas, regardless of any conflict of laws principles.

### **Venue, Jurisdiction and Service of Process**

Any Proceeding arising out of or relating to this procurement process or any contract issued by TIPS resulting from or any contemplated transaction shall be brought in a court of competent jurisdiction in Camp County, Texas and each of the parties irrevocably submits to the exclusive jurisdiction of said court in any such proceeding, waives any objection it may now or hereafter have to venue or to convenience of forum, agrees that all claims in respect of the Proceeding shall be heard and determined only in any such court, and agrees not to bring any proceeding arising out of or relating to this procurement process or any contract resulting from or any contemplated transaction in any other court. The parties agree that either or both of them may file a copy of this paragraph with any court as written evidence of the knowing, voluntary and freely bargained for agreement between the parties irrevocably to waive any objections to venue or to convenience of forum. Process in any Proceeding referred to in the first sentence of this Section may be served on any party anywhere in the world. Venue for any dispute resolution process, other than litigation, between TIPS and the Vendor shall be located in Camp or Titus County, Texas.

### **Project Delivery Order Procedures**

The TIPS Member having approved and signed an interlocal agreement, or other TIPS Membership document, may make a request of the awarded Vendor under this Agreement when the TIPS Member desires goods or services awarded to the Vendor. Notification may occur via phone, the web, courier, email, fax, or in person. Upon notification of a pending request, the awarded Vendor shall acknowledge the TIPS Member's request as soon as possible, but must make contact with the TIPS Member within two working



days.

**Status of TIPS Members as Related to This Agreement**

TIPS Members stand in the place of TIPS as related to this agreement and have the same access to the proposal information and all related documents. TIPS Members have all the same rights under the awarded Agreement as TIPS.

**Vendor’s Resellers as Related to This Agreement**

Vendor’s Named Resellers (“Resellers”) under this Agreement shall comply with all terms and conditions of this agreement and all addenda or incorporated documents. All actions related to sales by Authorized Vendor’s Resellers under this Agreement are the responsibility of the awarded Vendor. If Resellers fail to report sales to TIPS under your Agreement, the awarded Vendor is responsible for their contractual failures and shall be billed for the fees. The awarded Vendor may then recover the fees from their named reseller.

**Support Requirements**

If there is a dispute between the awarded Vendor and TIPS Member, TIPS or its representatives may, at TIPS sole discretion, assist in conflict resolution if requested by either party. TIPS, or its representatives, reserves the right to inspect any project and audit the awarded Vendor’s TIPS project files, documentation and correspondence related to the requesting TIPS Member’s order. If there are confidentiality requirements by either party, TIPS shall comply to the extent permitted by law.

**Incorporation of Solicitation**

The TIPS Solicitation which resulted in this Vendor Agreement, whether a Request for Proposals, the Request for Competitive Sealed Proposals or Request for Qualifications solicitation, or other, the Vendor’s response to same and all associated documents and forms made part of the solicitation process, including any addenda, are hereby incorporated by reference into this Agreement as if copied verbatim.

**SECTION HEADERS OR TITLES**

THE SECTION HEADERS OR TITLES WITHIN THIS DOCUMENT ARE MERELY GUIDES FOR CONVENIENCE AND ARE NOT FOR CLASSIFICATION OR LIMITING OF THE RESPONSIBILITIES OF THE PARTIES TO THIS DOCUMENT.

**STATUTORY REQUIREMENTS**

Texas governmental entities are prohibited from doing business with companies that fail to certify to this condition as required by Texas Government Code Sec. 2270.

By executing this agreement, you certify that you are authorized to bind the undersigned Vendor and that your company (1) does not boycott Israel; and (2) will not boycott Israel during the term of the Agreement.

You certify that your company is not listed on and does not and will not do business with companies that are on the Texas Comptroller of Public Accounts list of Designated Foreign Terrorists Organizations per Texas Gov’t Code 2270.0153 found at <https://comptroller.texas.gov/purchasing/docs/foreign-terrorist.pdf>

You certify that if the certified statements above become untrue at any time during the life of this Agreement that the Vendor will notify TIPS within three (3) business day of the change by a letter on Vendor’s letterhead from and signed by an authorized representative of the Vendor stating the non-compliance decision and the TIPS Agreement number and description at:

Attention: General Counsel  
ESC Region 8/The Interlocal Purchasing System (TIPS)  
4845 Highway 271 North  
Pittsburg, TX,75686  
And by an email sent to [bids@tips-usa.com](mailto:bids@tips-usa.com)

### Insurance Requirements

The undersigned Vendor agrees to maintain the below minimum insurance requirements for TIPS Contract Holders:

<b>General Liability</b>	\$1,000,000 each Occurrence/ Aggregate
<b>Automobile Liability</b>	\$300,000 Includes owned, hired & non-owned
<b>Workers' Compensation</b>	Statutory limits for the jurisdiction in which the Vendor performs under this Agreement.
<b>Umbrella Liability</b>	\$1,000,000

When the Vendor or its subcontractors are liable for any damages or claims, the Vendor's policy, when the Vendor is responsible for the claim, must be primary over any other valid and collectible insurance carried by the Member. Any immunity available to TIPS or TIPS Members shall not be used as a defense by the contractor's insurance policy. The coverages and limits are to be considered minimum requirements and in no way limit the liability of the Vendor(s). Insurance shall be written by a carrier with an A-; VII or better rating in accordance with current A.M. Best Key Rating Guide. Only deductibles applicable to property damage are acceptable, unless proof of retention funds to cover said deductibles is provided. "Claims made" policies will not be accepted. Vendor's required minimum coverage shall not be suspended, voided, cancelled, non-renewed or reduced in coverage or in limits unless replaced by a policy that provides the minimum required coverage except after thirty (30) days prior written notice by certified mail, return receipt requested has been given to TIPS or the TIPS Member if a project or pending delivery of an order is ongoing. Upon request, certified copies of all insurance policies shall be furnished to the TIPS or the TIPS Member.

## Special Terms and Conditions

- **Orders:** All Vendor orders received from TIPS Members must be emailed to TIPS at [tipspo@tips-usa.com](mailto:tipspo@tips-usa.com). Should a TIPS Member send an order directly to the Vendor, it is the Vendor's responsibility to forward a copy of the order to TIPS at the email above within 3 business days and confirm its receipt with TIPS.
- **Vendor Encouraging Members to bypass TIPS agreement:** Encouraging TIPS Members to purchase directly from the Vendor or through another agreement, when the Member has requested using the TIPS cooperative Agreement or price, and thereby bypassing the TIPS Agreement is a violation of the terms and conditions of this Agreement and will result in removal of the Vendor from the TIPS Program.
- **Order Confirmation:** All TIPS Member Agreement orders are approved daily by TIPS and sent to the Vendor. The Vendor should confirm receipt of orders to the TIPS Member (customer) within 3 business days.
- **Vendor custom website for TIPS:** If Vendor is hosting a custom TIPS website, updated pricing when effective. TIPS shall be notified when prices change in accordance with the award.

- **Back Ordered Products:** If product is not expected to ship within the time provided to the TIPS Member by the Vendor, the Member is to be notified within 3 business days and appropriate action taken based on customer request.

The TIPS Vendor Agreement Signature Page is inserted here.

A handwritten signature in black ink, appearing to read "Marcela Hóñez". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Spanish Solutions - CEO

# TIPS Vendor Agreement Signature Form

211002 Interpreting, Translation, and Multi-Lingual Goods and Services

Company Name Spanish Solutions LLC

Address 9480 2nd Avenue

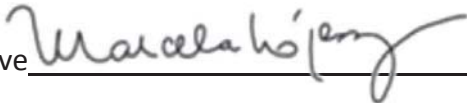
City Miami Shores State FL Zip 33138

Phone 305-891-4141 Fax 305-4004188

Email of Authorized Representative marcela@spanishsolutionsus.com

Name of Authorized Representative Marcela Lopez

Title CEO

Signature of Authorized Representative 

Date 11/19/2021

TIPS Authorized Representative Name David Fitts

Title Executive Director

TIPS Authorized Representative Signature 

Approved by ESC Region 8 

Date 1-27-2022

## **NOTICE TO MEMBERS REGARDING ATTRIBUTE RESPONSES**

TIPS VENDORS RESPOND TO ATTRIBUTE QUESTIONS AS PART OF TIPS COMPETITIVE SOLICITATION PROCESS. THE VENDOR'S RESPONSES TO ATTRIBUTE QUESTIONS ARE INCLUDED HEREIN AS "SUPPLIER RESPONSE." PLEASE BE ADVISED THAT DEVIATIONS, IF ANY, IN VENDOR'S RESPONSE TO ATTRIBUTE QUESTIONS MAY NOT REFLECT VENDOR'S FINAL ATTRIBUTE RESPONSE, WHICH IS SUBJECT TO NEGOTIATIONS PRIOR TO AWARD. PLEASE CONTACT THE TIPS OFFICE AT 866-839-8477 WITH QUESTIONS OR CONCERNS REGARDING VENDOR ATTRIBUTE RESPONSE DEVIATIONS. PLEASE KEEP IN MIND THAT TIPS DOES NOT PROVIDE LEGAL COUNSEL TO MEMBERS. TIPS RECOMMENDS THAT YOU CONSULT YOUR LEGAL COUNSEL WHEN EXECUTING CONTRACTS WITH OR MAKING PURCHASES FROM TIPS VENDORS.



**211002**

**Spanish Solutions  
Spanish Solutions LLC  
Supplier Response**

**Event Information**

Number: 211002  
Title: Interpreting, Translation, and Multi-Lingual Goods and Services  
Type: Request for Proposal  
Issue Date: 10/7/2021  
Deadline: 11/22/2021 03:00 PM (CT)

**Contact Information**

Address: Region 8 Education Service Center  
4845 US Highway 271 North  
Pittsburg, TX 75686  
Phone: +1 (866) 839-8477  
Email: [bids@tips-usa.com](mailto:bids@tips-usa.com)



## Spanish Solutions Information

Contact: Marcela Lopez  
Address: 9480 2nd Avenue  
Miami Shores, FL 33138  
Phone: (305) 891-4141  
Email: info@spanishsolutionsus.com  
Web Address: www.spanishsolutionsus.com

By submitting your response, you certify that you are authorized to represent and bind your company.

Marcela Lopez

Signature

Submitted at 11/19/2021 2:49:49 PM

marcela@spanishsolutionsus.com

Email

## Requested Attachments

### Agreement Signature Form

Agreement Signature Form 211002.pdf

If you have not taken exception or deviation to the agreement language in the solicitation attributes, download the AGREEMENT SIGNATURE FORM from the "ATTACHMENTS" tab. This PDF document is a fillable form. Download the document to your computer, fill in the requested company information, print the file, SIGN the form, SCAN the completed and signed AGREEMENT SIGNATURE FORM, and upload here.

If you have taken exception to any of the agreement language and noted the exception in the deviations section of the attributes for the agreement, complete the AGREEMENT SIGNATURE FORM, but DO NOT SIGN until those deviations have been negotiated and resolved with TIPS management. Upload the unsigned form here, because this is a required document.

### All Other Certificates

No response

All Other Certificates (if applicable) must be scanned and uploaded. If vendor has more than one other certification scan into one document. (PDF Format ONLY)  
DO NOT UPLOAD encrypted or password protected files.

### Pricing Form 2

8. 211002 Pricing Form 2.xlsx

The vendor must download the PRICING SPREADSHEET SHEET from the attachment tab, fill in the requested information and upload the completed spreadsheet.  
DO NOT UPLOAD encrypted or password protected files.

### Reference Form

9. Reference\_Form.xls

The vendor must download the References spreadsheet from the attachment tab, fill in the requested information and upload the completed spreadsheet. DO NOT UPLOAD encrypted or password protected files.

### Conflict of Interest Form CIQ- ONLY REQUIRED IF A CONFLICT EXISTS PER THE INSTRUCTIONS

No response

ONLY REQUIRED IF A CONFLICT EXISTS PER THE INSTRUCTIONS

Conflict of Interest Form for Vendors that are required to submit the form. The Conflict of Interest Form is included in the Base documents or can be found at <https://www.tips-usa.com/assets/documents/docs/CIQ.pdf>.

### Proposed Goods and Services

Tips - Spanish Solutions Proposal.docx

Please upload one or more documents or sheets describing your offerings, line cards, catalogs, links to offerings OR list links to your offerings that illustrate the catalog of proposed lines of goods and or services you carry and offer under this proposal. It does not have to be exhaustive but should, at a minimum tell us what you are offering. It could be as simple as a sheet with your link to your online catalog of goods and services.

**D/M/WBE Certification OPTIONAL**

No response

D/M/WBE Certification documentation may be scanned and uploaded if you desire to claim your status as one of the identified enterprises. (Disadvantaged Business Enterprise, Minority Business Enterprise and/or Woman Business Enterprise) If vendor has more than one certification scan into one document. (PDF Format ONLY)  
DO NOT UPLOAD encrypted or password protected files.

**Warranty**

No response

Warranty information (if applicable) must be scanned and uploaded. (PDF Format ONLY)  
DO NOT UPLOAD encrypted or password protected files.

**Vendor Agreement**

4. Vendor Agreement 211002.pdf

The vendor must download the Vendor Agreement from the attachment tab, fill in the requested information and upload the completed agreement.  
DO NOT UPLOAD encrypted or password protected files.

**Pricing Form 1**

6. 211002 Pricing Form 1.xlsx

The vendor must download the PRICING SPREADSHEET SHEET from the attachment tab, fill in the requested information and upload the completed spreadsheet.  
DO NOT UPLOAD encrypted or password protected files.

**Supplementary**

No response

Supplementary information may be scanned and uploaded. (Company information, brochures, catalogs, etc.) (PDF Format ONLY)  
DO NOT UPLOAD encrypted or password protected files.

**Logo and Other Company Marks**

No response

If you desire, please upload your company logo to be added to your individual profile page on the TIPS website. If any particular specifications are required for use of your company logo, please upload that information under the Supplementary section or another non-required section under the "Response Attachment" tab. Preferred Logo Format: 300 x 225 px - .png, .eps, .jpeg preferred

**Certification of Corporate Offerer Form- COMPLETE ONLY IF OFFERER IS A CORPORATION**

No response

COMPLETE AND UPLOAD FORM IN ATTACHMENTS SECTION ONLY IF OFFERER IS A CORPORATION

**Disclosure of Lobbying Activities Standard Form LLL**

No response

ONLY IF you answered "I HAVE Lobbied per above" to attribute #66, please download and complete and upload the Standard Form-LLL, "disclosure Form to Report Lobbying," in the Response attachments section.

**Confidentiality Claim Form**

10. CONFIDENTIALITY CLAIM FORM 211002-Signed.pdf

REQUIRED CONFIDENTIALITY FORM. Complete the form according to your company requirements, make any desired attachments and upload to the appropriate section under "Response Attachments" THIS FORM DETERMINES HOW ESC8/TIPS RESPONDS TO LEGAL PUBLIC INFORMATION REQUESTS.

**Current W-9 Tax Form**

W9 Spanish Solutions LLC\_new.pdf

You are required by TIPS to upload a current W-9 Internal Revenue Service (IRS) Tax Form for your entity. This form will be utilized by TIPS to properly identify your entity.

**Bid Attributes**

<b>1</b>	<p><b>Yes - No</b></p> <p>Disadvantaged/Minority/Women Business Enterprise - D/M/WBE/Federal HUBZone (Required by some participating governmental entities). Vendor certifies that their firm is a D/M/WBE or HUBZone? Vendor must upload proof of certification to the "Response Attachments" D/M/WBE CERTIFICATES section.</p> <p><input type="text" value="NO"/></p>
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**2 Yes - No**  
Historically Underutilized Business - HUB (Required by some participating governmental entities) Vendor certifies that their firm is a HUB as defined by the State of Texas at <https://comptroller.texas.gov/purchasing/vendor/hub/>.  
Proof may be submitted. Vendor must upload proof of certification to the "Response Attachments" HUB CERTIFICATES section.

**3 Yes - No**  
The Vendor can provide services and/or products to all 50 US States?

**4 States Served:**  
If answer is NO to question #3, please list which states can be served. (Example: AR, OK, TX)

**5 Company and/or Product Description:**  
This information will appear on the TIPS website in the company profile section, if awarded a TIPS contract. (Limit 750 characters.)

**6 Primary Contact Name**  
Primary Contact Name

**7 Primary Contact Title**  
Primary Contact Title

**8 Primary Contact Email**  
Primary Contact Email

**9 Primary Contact Phone**  
Enter 10 digit phone number. (No dashes or extensions)  
Example: 8668398477

**10 Primary Contact Fax**  
Enter 10 digit phone number. (No dashes or extensions)  
Example: 8668398477

<b>1</b> <b>1</b>	<b>Primary Contact Mobile</b> Enter 10 digit phone number. (No dashes or extensions) Example: 8668398477 <input type="text" value="3058914141"/>
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<b>1</b> <b>2</b>	<b>Secondary Contact Name</b> Secondary Contact Name <input type="text" value="Martin Lopez"/>
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<b>1</b> <b>3</b>	<b>Secondary Contact Title</b> Secondary Contact Title <input type="text" value="Contracting Office"/>
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<b>1</b> <b>4</b>	<b>Secondary Contact Email</b> Secondary Contact Email <input type="text" value="operations@spanishsolutions.com"/>
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<b>1</b> <b>5</b>	<b>Secondary Contact Phone</b> Enter 10 digit phone number. (No dashes or extensions) Example: 8668398477 <input type="text" value="3058914141"/>
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<b>1</b> <b>6</b>	<b>Secondary Contact Fax</b> Enter 10 digit phone number. (No dashes or extensions) Example: 8668398477 <input type="text" value="3054004188"/>
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<b>1</b> <b>7</b>	<b>Secondary Contact Mobile</b> Enter 10 digit phone number. (No dashes or extensions) Example: 8668398477 <input type="text" value="3058914141"/>
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<b>1</b> <b>8</b>	<b>Admin Fee Contact Name</b> Admin Fee Contact Name. This person is responsible for paying the admin fee to TIPS. <input type="text" value="NO"/>
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<b>1</b> <b>9</b>	<b>Admin Fee Contact Email</b> Admin Fee Contact Email <input type="text" value="marcela@spanishsolutionsus.com"/>
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<b>2</b> <b>0</b>	<b>Admin Fee Contact Phone</b> Enter 10 digit phone number. (No dashes or extensions) Example: 8668398477 <input type="text" value="3058914141"/>
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<b>2</b> <b>1</b>	<b>Purchase Order Contact Name</b> Purchase Order Contact Name. This person is responsible for receiving Purchase Orders from TIPS. <input type="text" value="Maribel Palmieri"/>
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<b>2</b> <b>2</b>	<b>Purchase Order Contact Email</b> Purchase Order Contact Email <input type="text" value="operations@spanishsolutionsus.com"/>
<b>2</b> <b>3</b>	<b>Purchase Order Contact Phone</b> Enter 10 digit phone number. (No dashes or extensions) Example: 8668398477 <input type="text" value="3058914141"/>
<b>2</b> <b>4</b>	<b>Company Website</b> Company Website (Format - www.company.com) <input type="text" value="https://www.spanishsolutionsus.com/"/>
<b>2</b> <b>5</b>	<b>Entity D/B/A's and Assumed Names</b> Please identify all of your entity's assumed names and D/B/A's. Please note that you will be identified publicly by the legal name under which you responded to this solicitation unless you organize otherwise with TIPS after award. <input type="text" value="No response"/>
<b>2</b> <b>6</b>	<b>Primary Address</b> Primary Address <input type="text" value="9480 2nd Avenue"/>
<b>2</b> <b>7</b>	<b>Primary Address City</b> Primary Address City <input type="text" value="Miami Shores"/>
<b>2</b> <b>8</b>	<b>Primary Address State</b> Primary Address State (2 Digit Abbreviation) <input type="text" value="FL"/>
<b>2</b> <b>9</b>	<b>Primary Address Zip</b> Primary Address Zip <input type="text" value="33138"/>
<b>3</b> <b>0</b>	<b>Search Words:</b> Please list search words to be posted in the TIPS database about your company that TIPS website users might search. Words may be product names, manufacturers, or other words associated with the category of award. YOU MAY NOT LIST NON-CATEGORY ITEMS. (Limit 500 words) (Format: product, paper, construction, manufacturer name, etc.) <input type="text" value="Spanish solutions, interpreting traslating cat translating-equipment goverment contractors"/>

<b>3</b> <b>1</b>	<b>Do you want TIPS Members to be able to spend Federal grant funds with you if awarded? Is it your intent to be able to sell to our members regardless of the fund source, whether it be local, state or federal?</b> <p>Most of our members receive Federal Government grants or other funding and they make up a significant portion of their budgets. The Members need to know if your company is willing to sell to them when they spend federal budget funds on their purchase. There are attributes that follow that include provisions from the federal regulations in 2 CFR part 200, etc. Your answers will determine if your award will be designated as eligible for TIPS Members to utilize federal funds with your company.</p> <p>Do you want TIPS Members to be able to spend Federal funds, at the Member's discretion, with you?</p> <input type="text" value="Yes"/>
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<b>3</b> <b>2</b>	<b>Yes - No</b> <p>Certification of Residency (Required by the State of Texas) The vendor's ultimate parent company or majority owner:</p> <p>(A) has its principal place of business in Texas;</p> <p>OR</p> <p>(B) employs at least 500 persons in Texas?</p> <p>This question is required as a data gathering function for information to our members making purchases with awarded vendors. It does not affect scoring with TIPS.</p> <input type="text" value="No"/>
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<b>3</b> <b>3</b>	<b>Company Residence (City)</b> <p>Vendor's principal place of business is in the city of?</p> <input type="text" value="Miami"/>
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<b>3</b> <b>4</b>	<b>Company Residence (State)</b> <p>Vendor's principal place of business is in the state of?</p> <input type="text" value="Florida"/>
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**3 5 Discount Offered - CAUTION READ CAREFULLY BECAUSE VENDORS FREQUENTLY MAKE MISTAKES ON THIS ATTRIBUTE QUESTION**

Remember this is a **MINIMUM** discount percentage. So, be sure that the discount percentage inserted here can be applied to ANY OFFERING OF GOODS OR SERVICES THROUGHOUT THE LIFE OF THE CONTRACT.

CAUTION: BE CERTAIN YOU CAN HONOR THIS **MINIMUM** DISCOUNT PERCENTAGE ON ANY OFFERED SERVICE OR GOOD NOW OR DURING THE LIFE OF THE CONTRACT.

What is the **MINIMUM** percentage discount off of any item or service you offer to TIPS Members that is in your regular catalog (as defined in the solicitation specifications document), website, store or shelf pricing or when adding new goods or services to your offerings during the life of the contract? The resulting price of any goods or services Catalog list prices after this discount is applied is a ceiling on your pricing and not a floor because, in order to be more competitive in the individual circumstance, you may offer a larger discount depending on the items or services purchased and the quantity at time of sale. Please note that any specific greater discount offered for a particular product, brand, or service listed in Vendor's proposal will control and Vendor will be required to honor that greater specific discount, in excess of the minimum discount, for that particular product, brand, or service for the life of the contract.

Must answer with a number between 0% and 100%.

**3 6 MINIMUM Discount Term**

Does the vendor agree to at least offer, for the life of the Agreement, the Minimum Discount Percentage off list or catalog proposed by Vendor in response to the Attribute entitled "Discount Offered - CAUTION READ CAREFULLY BECAUSE VENDORS FREQUENTLY MAKE MISTAKES ON THIS ATTRIBUTE QUESTION"? TIPS will utilize this response to satisfy the Long Term Cost scoring evaluation criteria. A "YES" answer will be awarded the maximum 10 points for this criterion out of the 100 total points and a "NO" answer is awarded 0 points.

**3 7 Catalog or list pricing of vendor**

For the duration of the Contract, Vendor agrees to provide catalog pricing, as defined in the solicitation and below, to TIPS upon request for any goods and services offered on the Vendor's TIPS Contract.

"Catalog" means the available list of tangible personal property or services, in the most current listing, regardless of date, during the life of the contract, that takes the form of a catalog, price list, schedule, shelf price or other form that:

- A. is regularly maintained by the manufacturer or Vendor of an item; and
- B. is either published or otherwise available for inspection by a customer during the purchase process;
- C. to which the minimum discount proposed by the proposing Vendor may be applied.

**3 8 TIPS Administration Fee**

By submitting a proposal, I agree that all pricing submitted to TIPS shall include the Administration Fee, as designated in the solicitation or as otherwise agreed in writing which shall be remitted to TIPS by the Vendor, or the vendor's named resellers, and as agreed to in the Vendor Agreement. I agree that the fee shall not and will not be added by the Vendor as a separate line item on a TIPS member invoice, quote, proposal or any other written communications with the TIPS member.

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**Yes - No**

Vendor agrees to remit to TIPS the required administration fee or, if resellers are named, Vendor agrees to guarantee the fee remittance by or for the reseller named by the vendor?

TIPS/ESC Region 8 is required by Texas Government Code § 791 to be compensated for its work and thus, failure to agree shall render your response void and it will not be considered.

4  
0

**Additional Discounts?**

Do you offer additional discounts to TIPS members for large order quantities or large scope of work?

4  
1

**Years in Business as Proposing Company**

Years in business as proposing company?

4  
2

**Resellers:**

Does the vendor have resellers that it will name under this contract? Resellers are defined as other companies that sell your products under an agreement with you, the awarded vendor of TIPS.

EXAMPLE: BIGmart is a reseller of ACME brand televisions. If ACME were a TIPS awarded vendor, then ACME would list BIGmart as a reseller.

(If applicable, Vendor should add all Authorized Resellers within the TIPS Vendor Portal upon award).

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**Right of Refusal**

The proposing vendor has the right not to sell under the awarded agreement with a TIPS member at vendor's discretion unless required by law.

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**NON-COLLUSIVE BIDDING CERTIFICATE**

By submission of this bid or proposal, the Bidder certifies that:

- 1) This bid or proposal has been independently arrived at without collusion with any other Bidder or with any Competitor;
- 2) This bid or proposal has not been knowingly disclosed and will not be knowingly disclosed, prior to the opening of bids, or proposals for this project, to any other Bidder, Competitor or potential competitor;
- 3) 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;
- 4) The person signing this bid or proposal certifies that he has fully informed himself regarding the accuracy of the statements contained in this certification, and under the penalties being applicable to the Bidder as well as to the person signing in its behalf.

Not a negotiable term. Failure to agree will render your proposal non-responsive and it will not be considered.

**4  
5 CONFLICT OF INTEREST QUESTIONNAIRE - FORM CIQ - Do you have any CONFLICT OF INTEREST TO REPORT OR DISCLOSE under this statutory requirement?**

Do you have any CONFLICT OF INTEREST TO REPORT OR DISCLOSE under this statutory requirement? YES or NO

If you have a conflict of interest as described in this form or the Local Government Code Chapter 176, cited therein- you are required to complete and file with TIPS.  
The Form CIQ is one of the attachments to this solicitation.

There is an optional upload for this form provided if you have a conflict and must file the form

**4  
6 Filing of Form CIQ**

If yes (above), have you filed a form CIQ by uploading the form to this RFP as directed above?

**4  
7 Regulatory Standing**

I certify to TIPS for the proposal attached that my company is in good standing with all governmental agencies Federal or state that regulate any part of our business operations. If not, please explain in the next attribute question.

**4  
8 Regulatory Standing**

Regulatory Standing explanation of no answer on previous question.

**4  
9 Antitrust Certification Statements (Tex. Government Code § 2155.005)**

By submission of this bid or proposal, the Bidder certifies that:

I affirm under penalty of perjury of the laws of the State of Texas that:

(1) I am duly authorized to execute this contract on my own behalf or on behalf of the company, corporation, firm, partnership or individual (Company) listed below;

(2) In connection with this bid, neither I nor any representative of the Company has violated any provision of the Texas Free Enterprise and Antitrust Act, Tex. Bus. & Comm. Code Chapter 15;

(3) In connection with this bid, neither I nor any representative of the Company has violated any federal antitrust law;

(4) Neither I nor any representative of the Company has directly or indirectly communicated any of the contents of this bid to a competitor of the Company or any other company, corporation, firm, partnership or individual engaged in the same line of business as the Company.

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### Suspension or Debarment Instructions

Instructions for Certification:

1. By answering yes to the next Attribute question below, the vendor and prospective lower tier participant is providing the certification set out herein 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,” “ineligible,” “lower tier covered transaction,” “participants,” “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.

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### Suspension or Debarment Certification

By answering yes, you certify that no federal suspension or debarment is in place, which would preclude receiving a federally funded contract as described above.

Yes

**5** **Non-Discrimination Statement and Certification**

**2** In accordance with Federal civil rights law, all U.S. Departments, including the U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at How to File a Program Discrimination Complaint and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

(Title VI of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; Title 7 CFR Parts 15, 15a, and 15b; the Americans with Disabilities Act; and FNS Instruction 113-1, Civil Rights Compliance and Enforcement – Nutrition Programs and Activities)

All U.S. Departments, including the USDA are equal opportunity provider, employer, and lender.

Not a negotiable term. Failure to agree by answering YES will render your proposal non-responsive and it will not be considered. I certify that in the performance of a contract with TIPS or its members, that our company will conform to the foregoing anti-discrimination statement and comply with the cited and all other applicable laws and regulations.

Yes, I certify (Yes)

**5** **2 CFR PART 200 Contract Provisions Explanation**

**3** Required Federal contract provisions of Federal Regulations for Contracts for contracts with ESC Region 8 and TIPS Members:

The following provisions are required to be in place and agreed if the procurement is funded in any part with federal funds.

The ESC Region 8 and TIPS Members are the subgrantee or Subrecipient by definition. Most of the provisions are located in 2 CFR PART 200 - Appendix II to Part 200—Contract Provisions for Non-Federal Entity Contracts Under Federal Awards at 2 CFR PART 200. Others are included within 2 CFR part 200 et al.

In addition to other provisions required by the Federal agency or non-Federal entity, all contracts made by the non-Federal entity under the Federal award must contain provisions covering the following, as applicable.

**5 4 2 CFR PART 200 Contracts**

Contracts for more than the simplified acquisition threshold currently set at \$250,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

Notice: Pursuant to the above, when federal funds are expended by ESC Region 8 and TIPS Members, ESC Region 8 and TIPS Members reserves all rights and privileges under the applicable laws and regulations with respect to this procurement in the event of breach of contract by either party.

Does vendor agree?

**5 5 2 CFR PART 200 Termination**

Termination for cause and for convenience by the grantee or subgrantee including the manner by which it will be effected and the basis for settlement. (All contracts in excess of \$10,000)

Pursuant to the above, when federal funds are expended by ESC Region 8 and TIPS Members, ESC Region 8 and TIPS Members reserves the right to terminate any agreement in excess of \$10,000 resulting from this procurement process for cause after giving the vendor an appropriate opportunity and up to 30 days, to cure the causal breach of terms and conditions. ESC Region 8 and TIPS Members reserves the right to terminate any agreement in excess of \$10,000 resulting from this procurement process for convenience with 30 days notice in writing to the awarded vendor. The vendor would be compensated for work performed and goods procured as of the termination date if for convenience of the ESC Region 8 and TIPS Members. Any award under this procurement process is not exclusive and the ESC Region 8 and TIPS reserves the right to purchase goods and services from other vendors when it is in the best interest of the ESC Region 8 and TIPS.

Does vendor agree?

**5 6 2 CFR PART 200 Clean Air Act**

Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended—Contracts and subgrants of amounts in excess of \$250,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

Pursuant to the Clean Air Act, et al above, when federal funds are expended by ESC Region 8 and TIPS Members, ESC Region 8 and TIPS Members requires that the proposer certify that during the term of an award by the ESC Region 8 and TIPS Members resulting from this procurement process the vendor agrees to comply with all of the above regulations, including all of the terms listed and referenced therein.

Does vendor agree?



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### 2 CFR PART 200 Byrd Anti-Lobbying Amendment

Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

Pursuant to the above, when federal funds are expended by ESC Region 8 and TIPS Members, ESC Region 8 and TIPS Members requires the proposer certify that during the term and during the life of any contract with ESC Region 8 and TIPS Members resulting from this procurement process the vendor certifies to the terms included or referenced herein.

Does vendor agree?

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### 2 CFR PART 200 Federal Rule

Compliance with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. 1857(h)), section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15). (Contracts, subcontracts, and subgrants of amounts in excess of \$250,000)

Pursuant to the above, when federal funds are expended by ESC Region 8 and TIPS Members, ESC Region 8 and TIPS Members requires the proposer certify that in performance of the contracts, subcontracts, and subgrants of amounts in excess of \$250,000, the vendor will be in compliance with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. 1857(h)), section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15).

Does vendor certify that it is in compliance with the Clean Air Act?

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### 2 CFR PART 200 Procurement of Recovered Materials

A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

Does vendor certify that it is in compliance with the Solid Waste Disposal Act as described above?

**6 2 CFR PART 200 Rights to Inventions**

If the Federal award meets the definition of “funding agreement” under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

Pursuant to the above, when the foregoing applies to ESC Region 8 and TIPS Members, Vendor certifies that during the term of an award resulting from this procurement process, Vendor agrees to comply with all applicable requirements as referenced in the Federal rule above.

Does vendor agree?

**6 2 CFR PART 200 Domestic Preferences for Procurements**

As appropriate and to the extent consistent with law, the non-Federal entity should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award. For purposes of 2 CFR Part 200.322, “Produced in the United States” means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States. Moreover, for purposes of 2 CFR Part 200.322, “Manufactured products” means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum, plastics and polymer-based products such as polyvinyl chloride pipe, aggregates such as concrete, class, including optical fiber, and lumber.

Pursuant to the above, when federal funds are expended by ESC Region 8 and TIPS Members, Vendor certifies that to the greatest extent practicable Vendor will provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products).

Does vendor agree?

**6 2 CFR PART 200 Ban on Foreign Telecommunications**

Federal grant funds may not be used to purchase equipment, services, or systems that use “covered telecommunications” equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. “Covered telecommunications” means purchases from Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities), and video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).

Pursuant to the above, when federal funds are expended by ESC Region 8 and TIPS Members, Vendor certifies that Vendor will not purchase equipment, services, or systems that use “covered telecommunications”, as defined by 2 CFR §200.216 equipment or services as a substantial or essential component of any system, or as critical technology as part of any system.

Does vendor agree?

**6  
3** **Certification Regarding Lobbying**

Applicable to Grants, Subgrants, Cooperative Agreements, and Contracts Exceeding \$100,000 in Federal Funds

Submission of this certification is 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.

The undersigned certifies, to the best of his or her knowledge and belief, that:

(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.

(2) 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 Standard Form-LLL, "disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require 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 subrecipients shall certify and disclose accordingly.

**6  
4** **If you answered "I HAVE lobbied" to the above Attribute Question**

If you answered "I HAVE lobbied" to the above Attribute question, you must download the Lobbying Report "Standard From LLL, disclosure Form to Report Lobbying" which includes instruction on completing the form, complete and submit it in the Response Attachments section as a report of the lobbying activities you performed or paid others to perform.

**6  
5** **Subcontracting with Small and Minority Businesses, Women's Business Enterprises, and Labor Surplus Area Firms.**

Do you ever anticipate the possibility of subcontracting any of your work under this award if you are successful?

IF NO, DO NOT ANSWER THE NEXT ATTRIBUTE QUESTION. . IF YES, and ONLY IF YES, you must answer the next question YES if you want a TIPS Member to be authorized to spend Federal Grant Funds for Procurement.

**6 6 ONLY IF YES TO THE PREVIOUS QUESTION OR if you ever do subcontract any part of your performance under the TIPS Agreement, do you agree to comply with the following federal requirements?**

ONLY IF YES TO THE PREVIOUS QUESTION OR if you ever do subcontract any part of your performance under the TIPS Agreement,

do you agree to comply with the following federal requirements?

Federal Regulation 2 CFR §200.321 Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms. (a)The non-Federal entity must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

(b) Affirmative steps must include:

(1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;

(2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;

(3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;

(4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;

(5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce ; and

(6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs(1) through (5) of this section.

**6 7 Indemnification**

The ESC Region 8 and TIPS is a Texas Political Subdivision and a local governmental entity; therefore, is prohibited from

indemnifying third parties pursuant to the Texas Constitution (Article 3, Section 52) except as specifically provided by law or as

ordered by a court of competent jurisdiction. A provision in a contract to indemnify or hold a party harmless is a promise to pay for

any expenses the indemnified party incurs, if a specified event occurs, such as breaching the terms of the contract or negligently

performing duties under the contract. Article III, Section 49 of the Texas Constitution states that "no debt shall be created by or on

behalf of the State ... " The Attorney General has counseled that a contractually imposed obligation of indemnity creates a "debt" in

the constitutional sense. Tex. Att'y Gen. Op. No. MW-475 (1982). Contract clauses which require the System or institutions to

indemnify must be deleted or qualified with "to the extent permitted by the Constitution and Laws of the State of Texas." Liquidated

damages, attorney's fees, waiver of vendor's liability, and waiver of statutes of limitations clauses should also be deleted or qualified

with "to the extent permitted by the Constitution and laws of State of Texas."

Not a negotiable term. Failure to agree will render your proposal non-responsive and it will not be considered. Do you agree

to these terms?

Yes, I Agree (Yes)

**6  
8 Remedies**

The parties shall be entitled to exercise any right or remedy available to it either at law or in equity, subject to the choice of law, venue and service of process clauses limitations agreed herein. Nothing in this agreement shall commit the TIPS to an arbitration resolution of any disagreement under any circumstances. Any Claim arising out of or related to the Contract, except for those specifically waived under the terms of the Contract, may, after denial of the Board of Directors, be subject to mediation at the request of either party. Any issues not resolved hereunder MAY be referred to non-binding mediation to be conducted by a mutually agreed upon mediator as a prerequisite to the filing of any lawsuit over such issue(s). The parties shall share the mediator's fee and any associated filing fee equally. Mediation shall be held in Camp or Titus County, Texas. Agreements reached in mediation shall be reduced to writing, and will be subject to the approval by the District's Board of Directors, signed by the Parties if approved by the Board of Directors, and, if signed, shall thereafter be enforceable as provided by the laws of the State of Texas.

Do you agree to these terms?

**6  
9 Remedies Explanation of No Answer**

**7  
0 Choice of Law**

The agreement between the Vendor and TIPS/ESC Region 8 and any addenda or other additions resulting from this procurement process, however described, shall be governed by, construed and enforced in accordance with the laws of the State of Texas, regardless of any conflict of laws principles. THIS DOES NOT APPLY to a vendor's agreement entered into with a TIPS Member, as the Member may be located outside Texas.

Do you agree to these terms?

**7  
1 Venue, Jurisdiction and Service of Process**

Any proceeding, involving Region 8 ESC or TIPS, arising out of or relating to this procurement process or any contract issued by TIPS resulting from or any contemplated transaction shall be brought in a court of competent jurisdiction in Camp County, Texas and each of the parties irrevocably submits to the exclusive jurisdiction of said court in any such proceeding, waives any objection it may now or hereafter have to venue or to convenience of forum, agrees that all claims in respect of the Proceeding shall be heard and determined only in any such court, and agrees not to bring any proceeding arising out of or relating to this procurement process or any contract resulting from or any contemplated transaction in any other court. The parties agree that either or both of them may file a copy of this paragraph with any court as written evidence of the knowing, voluntary and freely bargained for agreement between the parties irrevocably to waive any objections to venue or to convenience of forum. Process in any Proceeding referred to in the first sentence of this Section may be served on any party anywhere in the world. Any dispute resolution process other than litigation shall have venue in Camp County or Titus County Texas.

Do you agree to these terms?

**7  
2** **Infringement(s)**

The successful vendor will be expected to indemnify and hold harmless the TIPS and its employees, officers, agents, representatives, contractors, assignees and designees from any and all third party claims and judgments involving infringement of patent, copyright, trade secrets, trade or service marks, and any other intellectual or intangible property rights attributed to or claims based on the Vendor's proposal or Vendor's performance of contracts awarded and approved.

Do you agree to these terms?

Yes, I Agree

**7  
3** **Infringement(s) Explanation of No Answer**

*No response*

**7  
4** **Contract Governance**

Any contract made or entered into by the TIPS is subject to and is to be governed by Section 271.151 et seq, Tex Loc Gov't Code. Otherwise, TIPS does not waive its governmental immunities from suit or liability except to the extent expressly waived by other applicable laws in clear and unambiguous language.

Yes, I Agree (Yes)

**7  
5** **Payment Terms and Funding Out Clause**

Payment Terms:

TIPS or TIPS Members shall not be liable for interest or late payment fees on past-due balances at a rate higher than permitted by the laws or regulations of the jurisdiction of the TIPS Member.

Funding Out Clause:

Vendor agrees to abide by the laws and regulations, including Texas Local Government Code § 271.903, or any statutory or regulatory limitations of the jurisdiction of any TIPS Member which governs contracts entered into by the Vendor and TIPS or a TIPS Member that requires all contracts approved by TIPS or a TIPS Member are subject to the budgeting and appropriation of currently available funds by the entity or its governing body.

See statute(s) for specifics or consult your legal counsel.

Not a negotiable term. Failure to agree will render your proposal non-responsive and it will not be considered.

Do you agree to these terms?

Yes, I Agree (Yes)

**7 Insurance and Fingerprint Requirements Information**

**6 Insurance**

If applicable and your staff will be on TIPS member premises for delivery, training or installation etc. and/or with an automobile, you must carry automobile insurance as required by law. You may be asked to provide proof of insurance.

**Fingerprint**

It is possible that a vendor may be subject to Chapter 22 of the Texas Education Code. The Texas Education Code, Chapter 22, Section 22.0834 & 22.08341. Statutory language may be found at: <http://www.statutes.legis.state.tx.us/>

If the vendor has staff that meet both of these criterion:

- (1) will have continuing duties related to the contracted services; and
- (2) has or will have direct contact with students

Then you have "covered" employees for purposes of completing the attached form.

TIPS recommends all vendors consult their legal counsel for guidance in compliance with this law. If you have questions on how to comply, see below. If you have questions on compliance with this code section, contact the Texas Department of Public Safety Non-Criminal Justice Unit, Access and Dissemination Bureau, FAST-FACT at [NCJU@txdps.state.tx.us](mailto:NCJU@txdps.state.tx.us) and you should send an email identifying you as a contractor to a Texas Independent School District or ESC Region 8 and TIPS. Texas DPS phone number is (512) 424-2474.

See form in the next attribute to complete entitled:  
Texas Education Code Chapter 22 Contractor Certification for Contractor Employees

## Texas Education Code Chapter 22 Contractor Certification for Contractor Employees

Introduction: Texas Education Code Chapter 22 requires entities that contract with school districts to provide services to obtain criminal history record information regarding covered employees. Contractors must certify to the district that they have complied. Covered employees with disqualifying criminal histories are prohibited from serving at a school district.

Definitions: Covered employees: Employees of a contractor or subcontractor who have or will have continuing duties related to the service to be performed at the District and have or will have direct contact with students. The District will be the final arbiter of what constitutes direct contact with students. Disqualifying criminal history: Any conviction or other criminal history information designated by the District, or one of the following offenses, if at the time of the offense, the victim was under 18 or enrolled in a public school:

(a) a felony offense under Title 5, Texas Penal Code; (b) an offense for which a defendant is required to register as a sex offender under Chapter 62, Texas Code of Criminal Procedure; or (c) an equivalent offense under federal law or the laws of another state.

I certify that:

**NONE (Section A)** of the employees of Contractor and any subcontractors are covered employees, as defined above. If this box is checked, I further certify that Contractor has taken precautions or imposed conditions to ensure that the employees of Contractor and any subcontractor will not become covered employees. Contractor will maintain these precautions or conditions throughout the time the contracted services are provided.

**OR**

**SOME (Section B)** or all of the employees of Contractor and any subcontractor are covered employees. If this box is checked, I further certify that:

(1) Contractor has obtained all required criminal history record information regarding its covered employees. None of the covered employees has a disqualifying criminal history.

(2) If Contractor receives information that a covered employee subsequently has a reported criminal history, Contractor will immediately remove the covered employee from contract duties and notify the District in writing within 3 business days.

(3) Upon request, Contractor will provide the District with the name and any other requested information of covered employees so that the District may obtain criminal history record information on the covered employees.

(4) If the District objects to the assignment of a covered employee on the basis of the covered employee's criminal history record information, Contractor agrees to discontinue using that covered employee to provide services at the District.

Noncompliance or misrepresentation regarding this certification may be grounds for contract termination.

Some



**7**  
**8** **Texas Business and Commerce Code § 272 Requirements as of 9-1-2017**

SB 807 prohibits construction contracts to have provisions requiring the contract to be subject to the laws of another state, to be required to litigate the contract in another state, or to require arbitration in another state. A contract with such provisions is voidable. Under this new statute, a "construction contract" includes contracts, subcontracts, or agreements with (among others) architects, engineers, contractors, construction managers, equipment lessors, or materials suppliers. "Construction contracts" are for the design, construction, alteration, renovation, remodeling, or repair of any building or improvement to real property, or for furnishing materials or equipment for the project. The term also includes moving, demolition, or excavation. BY RESPONDING TO THIS SOLICITATION, AND WHEN APPLICABLE, THE PROPOSER AGREES TO COMPLY WITH THE TEXAS BUSINESS AND COMMERCE CODE § 272 WHEN EXECUTING CONTRACTS WITH TIPS MEMBERS THAT ARE TEXAS GOVERNMENT ENTITIES.

**7**  
**9** **Texas Government Code 2270 & 2271 Verification Form**

Texas Government Code 2270 & 2271 Verification Form

If (a) Vendor is not a sole proprietorship; (b) Vendor has ten (10) or more full-time employees; and (c) this Agreement has a value of \$100,000 or more, the following certification shall apply; otherwise, this certification is not required. Pursuant to Chapter 2271 of the Texas Government Code, the Vendor hereby certifies and verifies that neither the Vendor, nor any affiliate, subsidiary, or parent company of the Vendor, if any (the "Vendor Companies"), boycotts Israel, and the Vendor agrees that the Vendor and Vendor Companies will not boycott Israel during the term of this Agreement. For purposes of this Agreement, the term "boycott" shall mean and include refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes.

Our entity further certifies that it is is not listed on and we do not do business with companies prohibited by Texas Government Code 2270 or that are on the Texas Comptroller of Public Accounts list of Designated Foreign Terrorists Organizations per Texas Gov't Code 2270.0153 found at <https://comptroller.texas.gov/purchasing/docs/foreign-terrorist.pdf>

I swear and affirm that the above is true and correct.

**8**  
**0** **Logos and other company marks**

Please upload your company logo to be added to your individual profile page on the TIPS website. If any particular specifications are required for use of your company logo, please upload that information under the "Logo and Other Company Marks" section under the "Response Attachment" tab. Preferred Logo Format: 300 x 225 px - .png, .eps, .jpeg preferred

Potential uses of company logo:

- \* Your Vendor Profile Page of TIPS website
- \* Potentially on TIPS website scroll bar for Top Performing Vendors
- \* TIPS Quarterly eNewsletter sent to TIPS Members
- \* Co-branding Flyers and or email blasts to our TIPS Members (Permission and approval will be obtained before publishing)

**8**  
**1 Solicitation Deviation/Compliance**

Does the vendor agree with the General Conditions Standard Terms and Conditions or Item Specifications listed in this proposal invitation?

Yes

**8**  
**2 Solicitation Exceptions/Deviations Explanation**

If the bidder intends to deviate from the General Conditions Standard Terms and Conditions or Item Specifications listed in this proposal invitation, all such deviations must be listed on this attribute, with complete and detailed conditions and information included or attached.

TIPS will consider any deviations in its proposal award decisions, and TIPS reserves the right to accept or reject any bid based upon any deviations indicated below or in any attachments or inclusions.

In the absence of any deviation entry on this attribute, the proposer assures TIPS of their full compliance with the Standard Terms and Conditions, Item Specifications, and all other information contained in this Solicitation.

No response

**8**  
**3 Agreement Deviation/Compliance**

Does the vendor agree with the language in the Vendor Agreement?

Yes

**8**  
**4 Agreement Exceptions/Deviations Explanation**

If the proposing Vendor desires to deviate from the Vendor Agreement language, all such deviations must be listed on this attribute, with complete and detailed conditions and information included. TIPS will consider any deviations in its proposal award decisions, and TIPS reserves the right to accept or reject any proposal based upon any deviations indicated below. In the absence of any deviation entry on this attribute, the proposer assures TIPS of their full compliance with the Vendor Agreement.

No response

**8**  
**5 Felony Conviction Notice**

Texas Education Code, 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." (c) This section does not apply to a publicly held corporation. The person completing this proposal certifies that they are authorized to provide the answer to this question.

Select A., B. or C.

A. My firm is a publicly held corporation; therefore, this reporting requirement is not applicable.

OR B. My firm is not owned nor operated by anyone who has been convicted of a felony, OR

C. My firm is owned or operated by the following individual(s) who has/have been convicted of a felony. (if you answer C below, you are required to provide information in the next attribute.

B. Firm not owned nor operated by felon; per above

**86** If you answered C. My Firm is owned or operated by a felon to the previous question, you are **REQUIRED TO ANSWER THE FOLLOWING QUESTIONS.**

If you answered C. My Firm is owned or operated by a felon to the previous question, you must provide the following information.

1. Name of Felon(s)
2. The named person's role in the firm, and
3. Details of Conviction(s).

**87** **Required Confidentiality Claim Form**

Required Confidentiality Claim Form

This completed form is required by TIPS. By submitting a response to this solicitation you agree to download from the "Attachments" section, complete according to the instructions on the form, then upload the completed form, with any confidential attachments, if applicable, to the "Response Attachments" section titled "Confidentiality Form" in order to provide to TIPS the completed form titled, "CONFIDENTIALITY CLAIM FORM". **THIS REQUIRED PROCESS IS THE ONLY WAY TO DEEM PROPOSAL DOCUMENTATION CONFIDENTIAL ANY OTHER CONFIDENTIAL DESIGNATION WILL BE DISREGARDED UNLESS THE DOCUMENT IS IDENTIFIED BY AND ATTACHED TO THE REQUIRED FORM.** By completing this process, you provide us with the information we require to comply with the open record laws of the State of Texas as they may apply to your proposal submission. If you do not provide the form with your proposal, an award will not be made if your proposal is qualified for an award, until TIPS has an accurate, completed form from you.

Read the form carefully before completing and if you have any questions, email bids@tips-usa.com.

**88** **Choice of Law clauses with TIPS Members**

If the vendor is awarded a contract with TIPS under this solicitation, the vendor agrees to make any Choice of Law clauses in any contract or agreement entered into between the awarded vendor and with a TIPS member entity to read as follows: "Choice of law shall be the laws of the state where the customer resides" or words to that effect.

**89** **Venue of dispute resolution with a TIPS Member**

In the event of litigation or use of any dispute resolution model when resolving disputes with a TIPS member entity as a result of a transaction between the vendor and TIPS or the TIPS member entity, the Venue for any litigation or other agreed upon model shall be in the state and county where the customer resides unless otherwise agreed by the parties at the time the dispute resolution model is decided by the parties.

**90** **Automatic renewal of contracts or agreements with TIPS or a TIPS member entity**

This clause **DOES NOT** prohibit multiyear contracts or agreements with TIPS member entities.

Because TIPS and TIPS members are governmental entities subject to laws that control appropriations of funds during their fiscal years for contracts and agreements to provide goods and services, does the Vendor agree to limit any automatic renewal clauses of a contract or agreement executed as a result of this TIPS solicitation award to not longer than "month to month" and at the TIPS contracted rate.

**9 1 Indemnity Limitation with TIPS Members**

Texas and other states restrict by law or state Constitution the ability of a governmental entity to indemnify others. TIPS requires that any contract entered into between a vendor and TIPS or a TIPS Member as a result of an award under this Solicitation limit the requirement that the Customer indemnify the Vendor by either eliminating any such indemnity requirement clauses in any agreements, contracts or other binding documents **OR** by prefacing all indemnity clauses required of TIPS or the TIPS Member entity with the following: "To the extent permitted by the laws or the Constitution of the state where the customer resides, ".

**Agreement is a required condition to award of a contract resulting from this Solicitation.**

**9 2 Arbitration Clauses**

Except for certain circumstances, TIPS forbids a mandatory arbitration clause in any contract or agreement entered into between the awarded vendor with TIPS or a TIPS member entity. Does the vendor agree to exclude any arbitration requirement in any contracts or agreement entered into between TIPS or a TIPS member entity through an awarded contract with TIPS?

**9 3 Required Vendor Sales Reporting**

By responding to this Solicitation, you agree to report to TIPS all sales made under any awarded Agreement with TIPS. Vendor is required to report all sales under the TIPS contract to TIPS. If the TIPS Member entity requesting a price from the awarded Vendor requests the TIPS contract, Vendor must include the TIPS Contract number on any communications with the TIPS Member entity. If awarded, you will be provided access to the Vendor Portal. To report sales, login to the TIPS Vendor Portal and click on the PO's and Payments tab. Pages 3-7 of the **Vendor Portal User Guide** will walk you through the process of reporting sales to TIPS. Please refer to the TIPS **Accounting FAQ's** for more information about reporting sales and if you have further questions, contact the Accounting Team at [accounting@tips-usa.com](mailto:accounting@tips-usa.com). The Vendor or vendor assigned dealers are responsible for keeping record of all sales that go through the TIPS Agreement and submitting same to TIPS.

**9 4 Upload of Current W-9 Required**

Please note that you are required by TIPS to upload a current W-9 Internal Revenue Service (IRS) Tax Form for your entity. This form will be utilized by TIPS to properly identify your entity.

**9 5 CERTIFICATION REGARDING BOYCOTTING CERTAIN ENERGY COMPANIES (Texas law as of September 1, 2021)**

**By submitting a proposal to this Solicitation, you certify that you agree, when it is applicable, to the following required by Texas law as of September 1, 2021:**

If (a) company is not a sole proprietorship; (b) company has ten (10) or more full-time employees; and (c) this contract has a value of \$100,000 or more that is to be paid wholly or partly from public funds, the following certification shall apply; otherwise, this certification is not required. Pursuant to Tex. Gov't Code Ch. 2274 of SB 13 (87<sup>th</sup> session), the company hereby certifies and verifies that the company, or any wholly owned subsidiary, majority-owned subsidiary, parent company, or affiliate of these entities or business associations, if any, does not boycott energy companies and will not boycott energy companies during the term of the contract. For purposes of this contract, the term "company" shall mean an organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or limited liability company, that exists to make a profit. The term "boycott energy company" shall mean "without an ordinary business purpose, refusing to deal with, terminating business activities with, or otherwise taking any action intended to penalize, inflict economic harm on, or limit commercial relations with a company because the company (a) engages in the exploration, production, utilization, transportation, sale, or manufacturing of fossil fuel-based energy and does not commit or pledge to meet environmental standards beyond applicable federal and state law, or (b) does business with a company described by paragraph (a)." See Tex. Gov't Code § 809.001(1).

**9  
6 CERTIFICATION PROHIBITING DISCRIMINATION AGAINST FIREARM AND AMMUNITION INDUSTRIES  
(Texas law as of September 1, 2021)**

**By submitting a proposal to this Solicitation, you certify that you agree, when it is applicable, to the following required by Texas law as of September 1, 2021:**

If (a) company is not a sole proprietorship; (b) company has at least ten (10) full-time employees; (c) this contract has a value of at least \$100,000 that is paid wholly or partly from public funds; (d) the contract is not excepted under Tex. Gov't Code § 2274.003 of SB 19 (87<sup>th</sup> leg.); and (e) governmental entity has determined that company is not a sole-source provider or governmental entity has not received any bids from a company that is able to provide this written verification, the following certification shall apply; otherwise, this certification is not required.

Pursuant to Tex. Gov't Code Ch. 2274 of SB 19 (87<sup>th</sup> session), the company hereby certifies and verifies that the company, or association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or limited liability company, including a wholly owned subsidiary, majority-owned subsidiary parent company, or affiliate of these entities or associations, that exists to make a profit, does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association and will not discriminate during the term of this contract against a firearm entity or firearm trade association. For purposes of this contract, "discriminate against a firearm entity or firearm trade association" shall mean, with respect to the entity or association, to: "(1) refuse to engage in the trade of any goods or services with the entity or association based solely on its status as a firearm entity or firearm trade association; (2) refrain from continuing an existing business relationship with the entity or association based solely on its status as a firearm entity or firearm trade association; or (3) terminate an existing business relationship with the entity or association based solely on its status as a firearm entity or firearm trade association. See Tex. Gov't Code § 2274.001(3) of SB 19. "Discrimination against a firearm entity or firearm trade association" does not include: "(1) the established policies of a merchant, retail seller, or platform that restrict or prohibit the listing or selling of ammunition, firearms, or firearm accessories; and (2) a company's refusal to engage in the trade of any goods or services, decision to refrain from continuing an existing business relationship, or decision to terminate an existing business relationship to comply with federal, state, or local law, policy, or regulations or a directive by a regulatory agency, or for any traditional business reason that is specific to the customer or potential customer and not based solely on an entity's or association's status as a firearm entity or firearm trade association." See Tex. Gov't Code § 2274.001(3) of SB 19.

**9  
7 CERTIFICATION REGARDING CERTAIN FOREIGN-OWNED COMPANIES IN CONNECTION WITH  
CRITICAL INFRASTRUCTURE (Texas law as of September 1, 2021)**

**By submitting a proposal to this Solicitation, you certify that you agree to the following required by Texas law as of September 1, 2021:**

Proposing Company is prohibited from entering into a contract or other agreement relating to critical infrastructure that would grant to the company direct or remote access to or control of critical infrastructure in this state, excluding access specifically allowed by the Proposing Company for product warranty and support purposes. Company, certifies that neither it nor its parent company nor any affiliate of company or its parent company, is (1) owned by or the majority of stock or other ownership interest of the company is held or controlled by individuals who are citizens of China, Iran, North Korea, Russia, or a designated country; (2) a company or other entity, including governmental entity, that is owned or controlled by citizens of or is directly controlled by the government of China, Iran, North Korea, Russia, or a designated country; or (3) headquartered in China, Iran, North Korea, Russia, or a designated country. For purposes of this contract, "critical infrastructure" means "a communication infrastructure system, cybersecurity system, electric grid, hazardous waste treatment system, or water treatment facility." See Tex. Gov't Code § 2274.0101(2) of SB 1226 (87<sup>th</sup> leg.). The company verifies and certifies that company will not grant direct or remote access to or control of critical infrastructure, except for product warranty and support purposes, to prohibited individuals, companies, or entities, including governmental entities, owned, controlled, or headquartered in China, Iran, North Korea, Russia, or a designated country, as determined by the Governor.

REFERENCES
------------

**ALL INFORMATION MUST BE TYPED AND FORM MUST BE UPLOADED IN EXCEL FORMAT. DO NOT HANDWRITE REFERENCES AND DO NOT CONVERT EXCEL SHEET TO ANY OTHER FORMAT.**

Please provide three (3) references, preferably from school districts or other governmental entities who have used your the last three years. Additional references may be required. DO NOT INCLUDE TIPS EMPLOYEES AS A REFERENCE.

You may provide more than three (3) references.

Entity Name	Contact Person	<b>VALID EMAIL IS REQUIRED</b>	Phone
USARSOUTH	Jose Figueroa	jose.l.figueroa.civ@mail.mil	(210) 365-7729
USARSOUTH	Hubert Cacho	hubert.m.cacho.civ@mail.mil	(210) 295-6545
William J. Perry Center for Hemispheric Defense Studies	Linda K. Denning	DenningL@ndu.edu	(202) 685-2248
Department of Veteran Affairs	Laura Cooks	Laura.Cooks@va.gov	(785) 350-1975
Caribbean Football Union	Mickel Brann-Challenger	mbrann@cfufootball.org	+1 268-736-6068
ACSDA	Bruce Butterill	bbutterill@acsda.org	+57 (1) 616 6749
Pryor Cashman	Kandice Suarez	ksuarez@pryorcashman.com	(786) 582-3006
Jackson Lewis P.C	Paul Penichet	paul.penichet@jacksonlewis.com	(305) 794-9497
Department of Veteran Affairs	Shirnetha Washington	Shirnetha.Washington@va.gov	(727) 575-8067



**Required Confidential Information Status Form**

Spanish Solutions LLC

Name of company

Marcela Lopez

Printed Name and Title of authorized company officer declaring below the confidential status of material

9480 2nd Avenue

Miami Shores

FL 33138

305-891-4141

Address

City

State

ZIP

Phone

**ALL VENDORS MUST COMPLETE THE ABOVE SECTION**

CONFIDENTIAL INFORMATION SUBMITTED IN RESPONSE TO COMPETITIVE PROCUREMENT REQUESTS OF EDUCATION SERVICE CENTER REGION 8 AND TIPS (ESC8) IS GOVERNED BY TEXAS GOVERNMENT CODE, CHAPTER 552

If you consider any portion of your proposal to be confidential information and not subject to public disclosure pursuant to Chapter 552 Texas Gov't Code or other law(s), you **must attach a copy of all claimed confidential materials within your proposal and put this COMPLETED form as a cover sheet to said materials then scan, name "CONFIDENTIAL" and upload with your proposal submission.** (You must include all the confidential information in the submitted proposal. The copy uploaded is to indicate which material in your proposal, if any, you deem confidential in the event the receives a Public Information Request.) ESC8 and TIPS will follow procedures of controlling statute(s) regarding any claim of confidentiality and shall not be liable for any release of information required by law. Upon your claim and your defense to the Office of Texas Attorney General is required to make the final determination whether the information submitted by you and held by ESC8 and TIPS is confidential and exempt from public disclosure.

**ALL VENDORS MUST COMPLETE ONE OF THE TWO OPTIONS BELOW.**

**OPTION 1:**

**I DO CLAIM** parts of my proposal to be confidential and **DO NOT** desire to expressly waive a claim of confidentiality of all information contained within our response to the solicitation. The attached contains material from our proposal that I classify and deem confidential under Texas Gov't Code Sec. 552 or other law(s) and I invoke my statutory rights to confidential treatment of the enclosed materials.

**IF CLAIMING PARTS OF YOUR PROPOSAL CONFIDENTIAL, YOU MUST ATTACH THE SHEETS TO THIS FORM AND LIST THE NUMBER OF TOTAL PAGES THAT ARE CONFIDENTIAL.**

**ATTACHED** ARE COPIES OF \_\_\_\_\_ PAGES OF CLAIMED CONFIDENTIAL MATERIAL FROM OUR PROPOSAL THAT WE DEEM TO BE NOT PUBLIC INFORMATION AND WILL DEFEND THAT CLAIM TO THE TEXAS ATTORNEY GENERAL IF REQUESTED WHEN A PUBLIC INFORMATION REQUEST IS MADE FOR OUR PROPOSAL.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**OR**

**OPTION 2:**

**I DO NOT CLAIM** any of my proposal to be confidential, complete the section below.

**Express Waiver:** I desire to expressly waive any claim of confidentiality as to any and all information contained within our response to the competitive procurement process (e.g. RFP, CSP, Bid, RFQ, etc.) by completing the following and submitting this sheet with our response to Education Service Center Region 8 and TIPS.

Signature Marcela Lopez Digitally signed by Marcela Lopez Date: 2021.11.13 13:35:58 -05'00' Date 11/13/2021

TOLL FREE: 888-496-4455



# spanish solutions

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language services

SIMULTANEOUS  
INTERPRETING  
EQUIPMENT

ON-SITE  
PROJECT  
MANAGEMENT

REAL-TIME  
TRANSLATION

MILITARY INTERP  
RETURNS RECRUITING  
AND DEPLOYMENT

OVER-THE-PHONE  
INTERPRETING FOR THE  
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spanish solutions

language services

Spanish Solutions Language Services  
Proposal in Response to  
RFP – TIPS Interpreting, Translation, and Multi-Lingual Goods and  
Services

Company Name: Spanish Solutions, LLC  
Cage Code Number: 62RU2  
POC: Marcela Lopez, President  
Address: 9480 2nd Avenue, Miami Shores, FL 33138  
Tel: 305-891-4141  
E-Mail: [info@SpanishSolutionsUS.com](mailto:info@SpanishSolutionsUS.com)  
Website: [www.spanishsolutionus.com](http://www.spanishsolutionus.com)  
Tax ID#: 26-2251168  
DUNS # 00-705-8031  
NAICS: 541930  
PSC: R608  
Business type: Woman-Owned Small Business (WOSB)

**ORCA:** our representations and certifications are registered in the ORCA website. The ORCA record has been updated in the last 12 months and it is current, accurate, complete and applicable to this solicitation.

Marcela Lopez  
Certified SP-EN Translator/Interpreter  
President



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## Capabilities Statement

### Points

**Primary POC: Mrs. Marcela Lopez**  
[marcela@spanishsolutionsus.com](mailto:marcela@spanishsolutionsus.com) - (305) 891-4141

**Secondary POC: Mr. Martin Lopez**  
[contracting@spanishsolutionsus.com](mailto:contracting@spanishsolutionsus.com) - (305) 600-2353

It is our purpose to help nations communicate seamlessly CONUS and OCONUS (CENTAM, CARIB, LATAM). We are the Federal Government's partner of choice on numerous projects involving foreign languages, specialized personnel, audio equipment, technical support and complex logistics. We take comprehensive responsibility for all elements of the process and guarantee an uninterrupted flow of communication in all languages so our clients can stay focused on the success of both, their individual and collective missions.

### Core Competencies

English/Spanish/Portuguese/HaitianCR/French/Arabic/Japanese/  
Russian/Dari/Pashto/ Other Middle East and Asian Languages:

- Human Translation and MT Post-Editing.
- Conference Interpreting and Site-visit Cultural Support
- AV and Interpreting Equipment Rental and Sales
- On-Site Project Management
- National and International Event Planning Capabilities
- Telephonic interpreting of over 100 languages

### Differentiators

15 years in business, over 200 contracts awarded! Vast experience managing projects with short lead-time, and a proven track-record of mission accomplishment. Our unsurpassed capabilities include:

- Recruiting and Training professional teams.
- Handling projects entailing complex logistics.
- Managing multiple translation teams in real time.
- Assigning consummate Project Managers to each event.
- Financing large projects involving personnel deployment.
- Capable of deploying a large inventory of AV/SI & Mic Systems rooms
- Trained Military Translators using Translation Memories and the WHINSEC Glossary for precision and speed.

### NAICS Codes

- 541930 Translation and Interpretation Services
- 541611 Administrative Management and General Management Consulting Services
- 541690 Other Scientific and Technical Consulting Services
- 541990 All Other Professional, Scientific and Technical Services
- 561110 Office Administrative Services
- 561210 Facilities Support Services
- 561320 Temporary Help Services
- 561330 Professional Employer Organizations
- 561410 Document Preparation Services
- 561492 Court Reporting and Stenotype Services
- 561920 Convention and Trade Show Organizers
- 561990 All Other Support Services

### Company Snapshot

CAGE Code: 62RU2  
DUNS Number: 007-05-8031  
Company Size: Woman-Owned Small Business  
Annual Revenue: \$1.5M  
Core Management: 12 PMs and Admin Personnel  
Recruiting Capability: 200 freelancers  
AOR: CONUS, LATAM, CENTAM, CARIB  
Services: Real Time Language Interpretation/Translation  
Personnel Recruiting & Management

### Past Performance



Department of the Army  
33 Total Contracting Actions  
Details on FPDS.gov: [US Army Contracting History](#)



Department of Defense  
1 Total Contracting Actions  
Details on FPDS.gov: [DOD Contracting History](#)



Department of State  
12 Total Contracting Actions  
Details on FPDS.gov: [DOS Contracting History](#)



Department of the Air Force  
1 Total Contracting Actions  
Details on FPDS.gov: [USAF Contracting History](#)



US Embassy in Mexico  
3 Total Contracting Actions  
Details on FPDS.gov: [US Embassy Contracting History](#)



Department of Commerce  
1 Total Contracting Actions  
Details on FPDS.gov: [DOC Contracting History](#)



Florida Dept. of Agriculture  
6 Total Contracting Actions  
Details on FPDS.gov: [FLDOA Contracting History](#)



Department of the NAVY  
1 Total Contracting Actions  
Details on FPDS.gov: [US Navy Contracting History](#)

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RFP – TIPS Interpreting, Translation, and Multi-Lingual Goods and Services



## Executive Summary and Company Profile

Spanish Solutions LLC is honored to respond to **RFP Interpreting, Translation, and Multi-Lingual Goods and Services** to provide **Interpreting and translation** in support of the TEXAS REGION 8 EDUCATION SERVICE CENTER (Region 8 ESC). Spanish Solutions LLC is a minority; EDWOB Miami, Florida based company, owned and operated by a woman with over 15 years dedicated to providing language support to a full spectrum of DoD and DoS operations. Spanish Solutions relies on a team which consists not only of linguists and language specialists but also of consummate managers who possess experience in supporting different branches of the Armed Forces and Law Enforcement Agencies in services such as translation, consecutive and conference interpreting with the use of a vast range of state-of-the-art equipment and Computer Assisted Translation Tools (CAT tools). Spanish Solutions is known as a leader in advisory and language consulting services and it is recognized for innovation, excellence in performance, and its ability to quickly respond and fulfill requirements with very short to no prior notice both, in the US and throughout Latin America. The Spanish Solutions organizational structure consists of professional team members who are dedicated to support those who serve their nation with great pride and distinction as do military, law enforcement and correctional officers as well as high-ranking diplomats, dignitaries, and government officials. Having fulfilled over 100 government contracts involving key interpreting/translation roles at every level of command including strategic, operational and tactical, the Spanish Solutions' teams have first-hand experience in a variety of settings such as military combat operations, policing and correctional training and classroom activities, live interpreting of diplomats and dignitaries' speeches, government officials' radio and TV broadcasting, conferences, seminars, and bargaining tables, among many other. The skills, knowledge, expertise and experience possessed by the Spanish Solutions team members are simply unequalled. At Spanish Solutions we are devoted to providing unparalleled service to our clients, so that they can achieve and exceed their business goals. Our objective is to develop long-term relationships with government agencies and private businesses that are focused, led, managed and driven toward service excellence within their respective industries.

Spanish Solutions provides innovative foreign language solutions, organizational training, professional support services and personnel, and equipment rental and sales for government and privately owned companies. Our excellent business practices are founded on our values and principles of "training and empowering" all team members. That is, we constantly provide them with training and education on linguistic matters as well as on management practices, CAT tools and audio equipment handling. Therefore, we rely on a team that is able to solve any issues that may arise during the generally hectic and variable days of an event or training session. Spanish Solutions focuses on integrity, cost effective strategies, simplified but high quality interpreting equipment and CAT tools, and the best quality performance-based language professionals in specific fields of expertise. Our mission is to deliver top-notch quality performance to our customers while we maintain high standards and levels of professionalism throughout our time together working on the individual contract opportunities. Spanish Solutions forms real and dedicated professional relationships with its clients and takes great pride in assisting and supporting its customers to achieve excellence in their mission requirements. We look forward to providing the very best support services available on the market today and establishing long-term professional relationships.



## Introduction

Spanish Solutions Languages Services specializes in diplomatic, military, law enforcement and correctional translation and interpretation, both on and off-site. We cater for the communication needs of the U.S. Departments of Defense, State, Corrections, Agriculture, Veterans Affairs and Environment both, in the USA and throughout the Americas. Therefore, we mainly provide professional experienced linguists and language specialists in the following languages: English, Spanish, Portuguese, French and Haitian Creole. However, due to demand from our customers we have also successfully provided services in Russian, Dutch, Arabic, Chinese and Japanese.

All our team members have demonstrated proficiency levels either by their university educational backgrounds or certifications obtained in the US (Court Certification, ATA, NAJIT, AICC, DOS and DOD credentials, etc.) When the project is in the U.S., we only recruit and train professional linguists who are United States citizens to perform our services, but when this is not a requirement we take advantage of the incredible pool of talent in Latin America where Translation and Interpretation are college programs with a duration of as long as 7 years. Our team members include experienced consecutive and conference interpreters, and the best available translators able to work real-time, and proficiently handle computer assisted tools to maximize their productivity.

When it comes to off-site Translation projects, our quality assurance system is provided by our pre and post-translation process such as Terminology Analysis, Glossary Creation, Editing, Proofreading, Formatting and Quality Control. We involve as many Project Managers (PM) as necessary to comfortably handle projects' analysis reports, word counting, file allocation, retrieval, compilation and assembly, as well as to assist linguists with vocabulary and computer tools. Our four-point check system guarantees that no meaning is lost in translation, no text segments are omitted, no punctuation errors and misspellings go undetected, and no layers of formatting are misaligned in the final copy.

## Benefits for the Government

Translation Services are a game of precision in which “**expertise**” in considering and overseeing all the processes involved in large-scale events of the same scope and magnitude—from identifying challenges to devising action plans, and from providing appropriate technology to hiring personnel able to perform in highly dynamic environments—becomes an essential component of the equation. The short-lead time between award and deployment calls for uniquely-trained coordination teams to secure and mobilize specialized linguists nationwide able to succeed in this high-change, multi-variable, technology-reliant exercise which demands communication in three languages almost 24 hours-a-day in unusual environments, various locations, and with the support of trained technical staff to cater for participating nations in need to effectively communicate among themselves and make decisions in real time.

It would therefore be a great benefit for the government to rely on a company like Spanish Solutions which possesses not only full understanding but also familiarity with this project since it has been successfully providing language services to the US Government for several years. Furthermore, Spanish Solutions with the assistance of United Nations professors and former staff members, annually conducts several linguists training workshops and therefore it is the only company with access to a pool of talented interpreters and translators highly trained in military and diplomatic subject matters including acronyms pertaining to the Panamax Command Post Exercise as well as other armed forces related vocabulary and military operations in general.





Our latest on boarded linguists-- with a proven track record in all modes of interpreting--undergo a strict hiring process which requires both, the study of extensive subject matter materials /glossaries, as well as the on-site supervision and guidance of our experienced personnel. They are at first inducted with presentations, podcasts, phone calls and emails in preparation to perform initially at smaller military events in the capacity of supporting interpreters to gradually rise to the level of a full-fledged military interpreter able to proficiently work on any medium, at any venue and in any mode—consecutively in front of an audience, simultaneously in a booth and/or broadcasting from a computer or VTC--all of this while being supervised and mentored by one of our Project Director and/or seasoned linguists.

The Spanish Solutions team takes pride in serving the US Department of State by fulfilling our commitment to assisting partner nations and the United States communicate efficiently and effectively at each and every in which we partake, both CONUS and OCONUS.

## Management Capabilities

Providing language support to Government Departments and their conferences, events, training sessions, mission readiness and military exercises is a specialty within the translation business. It takes more than just qualified linguists to handle changing requirements and adjust to the constantly moving variables in this type of environment. Therefore, we believe that Creative and Responsive Management is the key to success, and that one of our main strengths at Spanish Solutions is that our CEO holds a master's degree in Linguistics and Translation and vast training in new translation technologies, so she is savvy in every step of the translation process as well as on the use of equipment, and that has enabled us to put in place unparalleled quality control mechanisms throughout our entire operation. We rely on the quality assurance of our Experienced Interpreters, Translators and Senior Editors in Spanish, Portuguese, French, Haitian Creole, Russian, Arabic and Japanese. Whenever possible, we use the same teams for our projects, so most of our team members have been trained and exposed to military and law enforcement translation and interpreting for over the past 10 years. We will designate as many Project Managers and Supervisors as necessary to successfully handle the workload before, during and after the event and will ensure our deliverables are accurate, meaningful, and error-free. We consider that talent is something rare and whenever we find it we exploit and perfect it. One city is not enough to find the kind of talent a military or law enforcement project requires, and that is why we fly our translators and interpreters from different parts of the USA and Latin America regardless of the additional logistics effort and cost it entails to move, lodge, transport and feed personnel.

## Organizational Structure

### OPERATIONAL PLANNING

1. **Coordination Team (SSCT):** hiring process, PLANNER/POC meetings, contact with client's POC.
2. **Logistics Personnel:** secures lodging, airfares, transportation, and services necessary to sustain the team deployed.
3. **Planners and Project Managers:** review the entire process from award to execution, team demobilization, equipment preparing, front to back and back to front. They are also responsible for reviewing the service agenda with the PLANNER/POC and allocating necessary.



4. **Warehouse Supervisor:** determines equipment need and prepares it considering not only the PWS but also the accomplishment of the mission; oversees equipment packed considering shipping limitations and customs restrictions, carrier's requirements, among other.
5. **Purchasing Officer:** buys products that are essential for our company's rental and E-commerce departments; reviews prices and quality and ensures optimal stock levels; evaluates vendors, negotiates contracts and deals with imports; combines market research with solid analytical skills to identify manufacturers able to provide equipment options capable to integrate to our existing brands and parts while always keeping in mind "portability, durability, practicality of use"; creates and maintains good relationships with key suppliers to ensure merchandise is high quality and delivered on time.
6. **Staff Accountant:** prepares estimated costs reports for all projects during the bidding process, after award converts that calculation into project reports with actual costs, reviews contracts and invoices to prepare payments and submits regular as well as WAWF invoices. Prepares budget projections and loans that might be necessary to finance large contracts.

#### TACTICAL PLANNING (on-site)

7. **Project Director:** oversees large project with a holistic approach focusing on challenges our personnel may encounter in the provision of services or use of equipment, and/or unforeseen difficulties participants may be experiencing during the event. It is responsible for devising solutions in real time to accommodate any unanticipated changes or modifications to contract that may involve additional personnel, equipment or other.
8. **On-Site Manager:** manages equipment installations and runs all sound tests, coordinates interpreters on-site, reports to the SSCT whenever possible and communicates face-to-face with the Government PLANNER/POC in representation of Spanish Solutions; works as liaison between the Government and the on-site team to translate Government needs into tasks and instructions.
9. **Real-Time Translation Manager:** receives files for translation, coordinates the translation team and maintains all translation resources and tools up to date to ensure accuracy, coherence and efficiency; prepares glossaries of new terms and acronyms on the spot with the help of the Government PLANNER/POC and feeds all translation material to the interpreting team in real time.
10. **Team Sustainment and Support Personnel:** provide technical assistance in real time to solve issues on the spot and help track and retrieve equipment IOT prevent losses while working alongside the facility personnel; help the on-site team with any needs they may have (team sustainment) so each subcontractor can focus on the role they need to perform; ensure supplies don't run out and provide logistics assistance to out-of-town team members so these can feel as if they were working in their hometown.
11. **Linguists:** serve as cultural bridges by providing meaningful multilingual communication during a conference or training event; review translated texts and new glossaries to keep updated on military terminology, language usage and Panamax-specific language requirements.



## STRATEGIC PLANNING

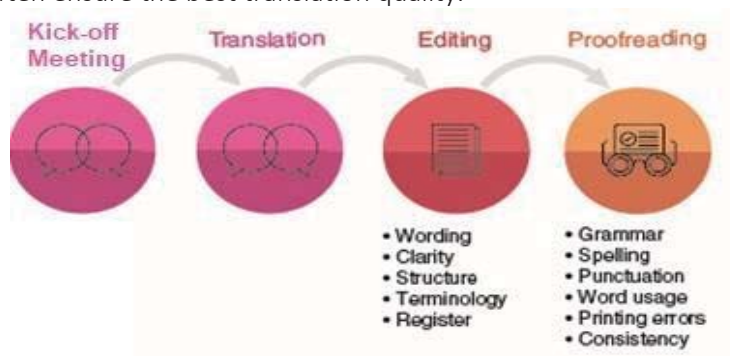
Over the past years and after providing translations support to a vast variety of clients from the public and private sector; and after translating over 3 million words for Government Agencies Specifically, Spanish Solutions has developed a Strategic Plan to improve the workflow and better fulfill the client's requests.

1. **Business Development Officers (BDOs):** follow the trends of the language industry to find niches such as federal and military agencies which require multilingual services and unique equipment designed for real time events IOT accomplish their goals and missions. They take responsibility for developing new solutions and management models for events that may pose unusual challenges including complex variables such as, among other, short-to-no lead time, complexity of venue/s, remote location, difficulty to secure talents, and so forth, therefore requiring a specialized team with vast knowledge and expertise in event production, personnel training and deployment, equipment shipping and handling both nationally and internationally.
2. **Contracting Team:** receives RFQs from the BDOs; analyze each RFQ and after extensive benchmarking, research, and first-hand analysis of linguists' availability and demands, creates a customized proposal offering the best alternatives available to the client in terms of mission accomplishment, equipment options, teams of linguists and costs, and an action plan for each event phase. They oversee the entire contracting process from analyzing RFQs, to preparing proposals, and from following up with KOs to preparing checklist with requirements for our Operations Department. They also generate and maintain statistics of all contracts awarded to determine fair pricing and competitors' strengths and weaknesses.

Once the projects are confirmed Spanish Solutions' TEP Internal Process begins:

### TEP Internal Processes

Translation, editing, and proofreading (TEP) are the main stages of the translation process. These three consecutive steps often ensure the best translation quality.







It is important to remember about the main steps of the translation process:

1. Kick-off meeting
2. Translation,
3. Editing
4. Proofreading (TEP).

#### TEP: Kick-off Meeting







During an initial meeting with the client or End User, the client shares specific instructions, glossaries and translation memories indicating their vocabulary preferences and providing some explanations to be used as guidelines. During that meeting certain methodologies are devised or adjusted, background material such as PowerPoint presentations, documents, websites, among other, may also be provided for the purposes of adding "Intertextuality" to the texts for translation. End User and LSP may also agree on POCs for each entity, turnaround time and translation systems to be used.

Revision or editing is the phase that follows translation. Editors check the target-language content against the original, and ensure that the message from the source text delivers the intended idea accurately. After this bilingual check, they make sure that the paragraphs read smoothly and are clear. Proofreaders work only with the target text, checking that the translation does not have any spelling, grammar, or punctuation errors.

#### TEP: translation editing

Readers want to be able to grasp the subject matter easily, without having to go over a sentence several times to get the point. Editors smooth the text and polish sentences. They establish a clear structure that ensures consistent information flow and focus.

To adjust vocabulary and sentences to fit readers' needs, editors need to be able to get relevant information about the readers and the purpose of the text, such as:

-  Is the text for professionals in the field or for laypeople?
-  What is the level of readers' education?
-  Are the readers native speakers?
-  Is the text a newsletter for employees or a brochure for prospects?
-  What is the purpose of the text?
-  Where will the text appear (for example, on a mobile app, in a newspaper, on a signboard, or in presentation slides)?

Answers to all these questions are essential in order to make reasonable corrections to translated texts.

#### TEP: translation proofreading

Proofreaders check grammar, syntax, spelling, punctuation, and consistency. These specialists also review typographical and layout features, such as style of headings and paragraphs.



Misspellings and typos might seem minor and unimportant, but they can make a negative impression on the readers, who may subconsciously lose confidence in the content of the work. Typos may even affect the meaning (compare *confirmation* and *conformation*).

Correct punctuation is a vital component of a successful translation project. Punctuation rules differ between languages, so translators may inadvertently use commas, periods, or quotation marks incorrectly. Proofreaders have to pay special attention to small details, such as the different lengths of a dash and a hyphen.

*Consistent terminology and style need special attention, especially if several translators are working on one project. Some organizations even prepare style and terminology guides. These documents give instructions on spelling, capitalization, hyphenation, numerals (2,000 units or 2 000 units), acronyms, quotations, and much more. They can also provide information on how to address the readers of the text—in the second or third person, and in the passive or active voice.*

### Equipment and Support Services

Spanish Solutions has always strived to apply leading edge technology to each one of its project.

To accomplish that it has included in the workflow several cloud-based computing services and distributed work. This allows Spanish Solutions to better distribute the workload amongst collaborators around the world which results in an improvement on the service availability and response time for each one of its projects.

### Computer Assisted Translation



Spanish Solutions has recently signed a cooperation agreement with SmartCAT, one of the leading companies in the translation platforms industry.

Spanish Solutions is now managing all its translation project through SmartCAT's philosophy Connected Translation, which is made up of five key concepts:

- Connectivity: interconnecting the content production and translation environments,
- Translation: actually, executing the translation job,
- Scalability: sourcing new translation vendors when the need arises,
- Management: having control over the process by tracking progress, reassigning vendors, etc.
- Automated payments: sending bulk payments via a single invoice to any number of vendors in any location.

This cooperation agreement also allows Spanish Solutions the possibility to access leading edge technology on automated translation, creation of translations memories and automated glossaries.



## Digital Storage – Google Drive File Stream and Google Cloud



Drive File Stream



Google Cloud

Spanish Solutions relies on a long-term business relationship with Google and its Cloud computing services. All files are being stored on our Google DFS drive.

## Physical Storage of Digital Data

Our IT department perform weekly and monthly back-ups which are stored on Company-owned physical storage drives (mechanic and solid-state drives are used for redundancy purposes)







### PROJECT MANAGER



### MARCELA LOPEZ

President & Founder of  
**SPANISH SOLUTIONS**  
[www.spanishsolutionsUS.com](http://www.spanishsolutionsUS.com)

Text and Whatsapp: 305.490.1140

[Marcela@SpanishSolutionsUS.com](mailto:Marcela@SpanishSolutionsUS.com)

[http://branchout.com/Marcela\\_Lopez\\_1](http://branchout.com/Marcela_Lopez_1)

<http://www.linkedin.com/in/spanishsolutions/es>

<http://www.proz.com/profile/1081558>

**INTERNATIONAL EVENTS MANAGER • INTERPRETER • TRANSLATOR • LECTURER**  
*Conferences • AV & SI Equipment Rental • Focus Groups • Trials • All Texts • Interpreter Training*  
**SPANISH A • ENGLISH B • PORTUGUESE C**

#### EDUCATION

- *Conference Interpreter Training Portuguese C*, AICC, University of Lisboa, Portugal 2016
- *Hands-on training in Portuguese Grammar and Phonetics*, Visseu/Guarda/Lisbon, Portugal 2015
- *Advanced Portuguese Immersion Classes* – Prof. Rosaura Kader de Oliveira, Florianopolis, Brazil 2014•2015
- *Voice Training and Public Speaking* – Future Stars Academy, Doral, FL 2013•2014
- *Postgraduate Diploma in Simultaneous Interpreting*  
Facultad de Lenguas – Universidad Nacional de Córdoba, Argentina 1996•1997
- *Certified Spanish-English Translator/Interpreter* (five-year curriculum – M.A. equivalent) 1990 •1996  
School of Languages - Universidad Nacional de Córdoba (UNC), Argentina

#### Memberships and Certifications

American Translators Association (ATA) / National Association of Judiciary Interpreters (NAJIT)  
Membership and Conference Committees / Federal Court Interpreter Certification (FCICE): written exam approved.  
Language Consultant for the National Language Service Corps (NLSC)

#### Conferences and Workshops

- Grant Writing 102 Certification Program 2000 • 2019
- Symposium on "Freedom of the Press in the Middle East" - Harvard, Boston, MA
- Conference Interpretation Seminar (30 hrs., 20 CIE credits) - Miami, FL
- Int'l Translation & Conference Project Mgmt. Conference - Warsaw, Poland
- Simultaneous Interpreting Practical Training (40 hrs.) - Parkland, FL
- Federal Examination Training
- Legal Terminology and the Art of Sight Translation
- Techniques of Legal and Commercial Interpreting
- Contrastive Linguistics Applied to Translation
- Translation Standards in EU and USA

#### PROFESSIONAL EXPERIENCE

*Simultaneous Interpreter specializing in Military/Political/Diplomatic/Governmental/Environmental/Financial/IT* 1996 • Present

#### Conferences and Seminars

Coordinating and providing conference interpreting services for the Armed Forces, various Federal and State government agencies, Transnational Companies, Financial Associations, Union Bargaining Tables, Religious Services (U.S., CARIB, CENT & LATAM)

#### Broadcast Interpreting

Providing live interpreting for Press conferences, TV and Radio shows, Political/Presidential debates, Celebrity interviews, etc. (America TV, Telemundo, Univision, MegaTV, MGM, among other)

#### Focus Groups

Political campaigns, Brand Names, Medical Associations, Non-profit organizations – (Miami Market Research/ Ask Miami)

#### Consecutive Interpreter

##### Legal Setting

State/Federal Trials, Arbitrations, Depositions, EUO's, Mediations, IME's, Immigration, Audits, Psychological Tests, etc.

##### Telephonic

Private Meetings, Medical Appointments, Hearings for WA Administrative Hearings Office, Insurance companies, Law Firms.

#### Translator • Editor • Project Manager

Military, Diplomatic, Governmental, Legal, Financial, Educational, Medical (focus in real time on-site translation management)

Over 20 years of experience as an in-house and freelance translator, editor and project manager.

- ✓ CAT Tools, Design/presentation programs, Subtitling software, Tape transcription, and voiceover equipment.
- ✓ On-site real time translation services for military and diplomatic conferences.
- ✓ Production and deliverables file management (MT and Automated Translation with human Post-Editing)

#### Linguists' Trainer on Military Assignments

Glossary updates, particularities of military settings & work dynamics, team management, project analysis & execution, AAR.

*Conference Lecturer* "Contracting with the government: Assess your Company's Capabilities and 'Get it Contract Ready'!

NAJIT Annual Conference 2012.



## Relevant Past Performance 2011-2021

Military, Law Enforcement, Legal, Governmental & Technology related Contracts Awarded to SPANISH SOLUTIONS to Coordinate Multilingual Events and Provide Foreign Language Support Services and Personnel:

- ECON, ALAPSI, CISA Meeting, DOS/ US Embassy in Mexico, Zoom (Aug 26-27, 2021)
- CFU Executive Committee Meeting, Caribbean Football Union, Zoom (Aug 08, 2021)
- Webinar “China Engagement in Latin America”, William J. Perry Center, National Defense University, Zoom for Government (Aug 12, 2021)
- TSA visit to Tamaulipas International Airport, DOS/US Embassy in Mexico, Tampico, Tamaulipas, MX (Aug 10-12, 2021)
- Positive Coaching for University Sport Coaches, Anáhuac College Mexico, Zoom (Jul 20, 2021)
- USMCA Environmental Meetings in Mexico City, DOS/US Embassy in Mexico, CDMX (Jul 21-23, 2021)
- WG2 Laboratory Collaboration Meeting, DOS/ US Embassy in Mexico, Zoom (Jul 20 2021)
- Cybersecurity Policies and Strategy in the Americas, William J. Perry Center, National Defense University, Zoom for Government (Jul 14-22, 2021)
- Southern Vanguard ’22 MPC, USARSO/SOUTHCOM, San Antonio, TX (Jul 12-16, 2021)
- ANAB - ISO 17025 Accreditation Program (Hidalgo), DOS/ US Embassy in Mexico, Zoom (Jun 28-30, 2021)
- Homeland Security Investigations, DOS/ US Embassy in Mexico, CDMX (Jun 21-25 2021)
- Panamax ’21 TTX/SLS, USARSO/SOUTHCOM, Miami, FL (June 18, 2021)
- History Changing Policies, DOS/ US Embassy in Mexico, Zoom (Jun 04 2021)
- US Department of Agriculture Bilateral Meeting, DOS/ US Embassy in Mexico, Zoom (Jun 03 2021)
- ANAB - ISO 17025 Accreditation Program, DOS/ US Embassy in Mexico, Zoom ( May 31 Jun 01 2021)
- CFU Executive Committee Meeting, Caribbean Football Union, Zoom (May 28, 2021)
- US Embassy in Mexico Interpretation Services, DOS/ US Embassy in Mexico ( Jun 2021 – May 2026)
- Panamax 21 Planning In Crisis, USARSO/SOUTHCOM, Miami, FL (June 11-17, 2021)
- Panama SFAB, USARSO/SOUTHCOM, Panama (May 20 – Aug 31, 2021)
- CFU Legends League Presentation Meeting, Caribbean Football Union, Zoom (Apr 28, 2021)
- NDU CTTN Course, William J. Perry Center, National Defense University, Zoom for Government (Apr 26, 2021)
- CFU Executive Committee Meeting, Caribbean Football Union, Zoom (Apr 22, 2021)
- CORE21 – Southern Vanguard ’22 MPC, USARSO/SOUTHCOM, Sao Paulo, BR (Apr 19-23, 2021)
- A Conversation with ADM Faller, William J. Perry Center, NDU & SOUTHCOM, Zoom for Government (Mar 24, 2021)
- CORE21 – Southern Vanguard ’22 IPC, USARSO/SOUTHCOM, Sao Paulo, BR (Mar 08-12, 2021)
- CFU Strategic Plan Meeting, Caribbean Football Union, Zoom (Mar 12, 2021)
- CFU + Catapult Commercial Webinar, Caribbean Football Union, Zoom (Feb 23, 2021)
- Virtual Forum on Latin America Issues, William J. Perry Center, NDU, Zoom for Government (Feb 25, 2021)
- CFU President’s Forum, Caribbean Football Union, Zoom (Feb 16, 2021)
- Conference of the American Armies (CAA) Meeting, USARSO/SOUTHCOM, San Antonio, TX (Jan 9-11, 2021)
- CFU Executive Committee Meeting, Caribbean Football Union, Zoom (Jan 29, 2021)
- Interpreting Services for Telemundo, President Joe Biden Inauguration, Telemundo (Jan 20, 2021)
- Chile-US Army Staff Talks, USARSO/SOUTHCOM, San Antonio, TX (Nov 16-18, 2020) - Awarded
- Homeland Defense Discussion Boards, William J. Perry Center, NDU, Zoom for Government (Nov 12, 2020) - Awarded
- CFU Executive Committee Meeting, Caribbean Football Union, Zoom (Nov 5, 2020)
- Interpreting Services for Telemundo, General Elections Day, Telemundo (Nov 03, 2020)
- Interpreting Services for Telemundo – “Al Rojo Vivo” interview with Jill Biden, Telemundo (Oct 28, 2020)
- CFU Executive Committee Meeting, Caribbean Football Union, Zoom (Oct 29, 2020)
- Book Presentation “Women in Peace and Security”, William J. Perry Center, NDU, Zoom for Government (Oct 29, 2020)
- Cybersecurity Governance, William J. Perry Center, NDU, Zoom for Government (Oct 21, 2020)
- Over-The-Phone and Video Remote Interpreting Services for the Phoenix Veterans Health System, DVA (Oct 2020-Sep 2025)
- Interpreting Services for the Amy Coney Barrett’s Supreme Court Confirmation Hearing, Telemundo (Oct 12-13, 2020)
- Interpreting Services for the VP Debate, candidate Kamala Harris, Telemundo (Oct 7, 2020)
- Interpreting Services for the National Republican Convention, Telemundo (Aug 24-27, 2020)
- Interpreting Services for candidate Kamala Harris, Telemundo (Aug 2020)
- Interpreting Services for candidate Monique Barley, “Ahora con Oscar Haza”, MegaTV (Jun 2020)
- Coalition for Humane Immigrant Rights of Los Angeles with Kamala Harris, Telemundo (Aug 2019)
- Interpreting Services for candidate Donna Shalala, “Ahora con Oscar Haza”, MegaTV (Oct 2018)
- CFU Referee Development Meeting, Caribbean Football Union, Online (Jun 23, 2020)





- **CFU – AFA Video Conference**, Caribbean Football Union – Association Argentina of Football, Online (May 15, 2020)
- **CFU Executive Committee Meeting**, Caribbean Football Union, Online (May 14, 2020)
- **Over-The-Phone Interpreting Services for the Office of Community Care**, DVA (Apr 2020-Mar 2021)
- **Over-The-Phone and Video Remote Interpreting Services for the South Texas Veterans Health System**, DVA (Apr 2020-Mar2024)
- **Make Happen – Western Digital Workshops**, Make Happen UK, Miami, FL (Mar 03, 2020)
- **GCG HR Conference 2020**, Goddard Catering Group, Bridgetown, Barbados (Mar 03-05,2020)
- **Over-The-Phone Interpreting Services for the North Florida/South Georgia Veterans Health System**, DVA (Jan 2020-Jan 2025)
- **CFU Extraordinary Meeting**, Caribbean Football Union, Miami, FL (Jan 18, 2020)
- **FA-HUM 2020 MPC**, USARSO, CEO, San José, Costa Rica (Jan 28-30, 2020)
- **Brazil-US Army Staff Talks**, USARSO/SOUTHCOM, San Antonio, TX (Dec 02-06, 2019)
- **CFU Extraordinary Meeting**, Caribbean Football Union, Miami, FL (Nov 02, 2019)
- **Perry Awards Ceremony**, William J. Perry Center, NDU, Washington, DC (Sep 25, 2019)
- **Defense Governance & Cyber Courses**, William J. Perry Center, NDU, Washington, DC (Sep 16-26, 2019)
- **Interpreting Equipment for WHINSEC**, Fort Benning, GA (Aug 28, 2019)
- **Panamax 20 Main Planning Conference**, USARSO/SOUTHCOM, Miami, FL. (Sep 17-20, 2019)
- **SOUTHCOM Commander and Defense Attaches from Latin America – Round Table Conversation**. William J. Perry Center, NDU, Washington, DC (Jul 31, 2019)
- **Panamax 20 Initial Planning Conference**, USARSO/SOUTHCOM, Miami, FL. (Jul. 22-26, 2019)
- **Chile-US Army Staff Talks**, USARSO/SOUTHCOM, San Antonio, TX (Jun 26-27, 2019)
- **Operation Martillo + CITOCI**, USSOUTHCOM, Miami, FL (June 04-06, 2019)
- **Western Hemisphere Exchange Symposium USARSO/USAF**, San Antonio, TX (May 21-23, 2019)
- **FA-HUM 2019 EXE**, USARSO, CEO, Santo Domingo, Dominican Republic (May 05-17, 2019)
- **U.S. / Brazil Command and Control Interoperability Board (CCIB) Conference**, USARSO/SOUTHCOM, (Apr 30 – May 2, 2019)
- **Over-The-Phone Interpreting Services for the Office of Community Care**, DVA (May 2019-Mar 2020)
- **Over-The-Phone Interpreting Services for the Veterans Health Administration**, DVA (Apr 2019-Mar 2024)
- **Zero Based Budgeting Training**, Goddard Catering Group, Miami, FL (Apr 12, 2019)
- **Financial Controllers Conference**, Goddard Catering Group, Miami, FL (Apr 03-05, 2019)
- **FA-HUM 2019 FPC**, USARSO, CEO, Santo Domingo, Dominican Republic (Apr 01-05, 2019)
- **Forum on Security in the Western Hemisphere**, William J. Perry Center, NDU, Washington, DC (Mar 26, 2019)
- **HRROL & CTTN Courses**, William J. Perry Center, NDU, Washington, DC (Mar 18-29, 2019)
- **Conference of American Armies**, USARSO/SOUTHCOM, Chile (Mar 14- Apr 13, 2019)
- **3rd World Happiness Summit**, WOHASU, Miami, FL (Mar 15-17, 2019)
- **Keynote + Workshops**, Eastern Region Association of Forest and Nature Schools, Miami, FL (Mar 15-16, 2019)
- **Conference of American Armies**, USARSO/SOUTHCOM, San Antonio, TX (Feb 05-07, 2019)
- **Translation Services for the State of Delaware**, State of Delaware (Apr 01, 2019-Mar 31, 2020)
- **IAAFA Guest Instructor Program MoU**, USAF, San Antonio, TX (Jan 17, 2019)
- **FA-HUM 2019 MPC**, USARSO, CEO, Santo Domingo, Dominican Republic (Jan 14-18, 2019)
- **ACSDA (America’s Central Securities Depositories Association) Cyber Conference**, Miami, FL (Nov 29-30, 2018)
- **FA-HUM 2019 IPC**, USARSO, CEO, Santo Domingo, Dominican Republic (Nov 26-29, 2018)
- **8th U.S. / Chile Command and Control Interoperability Board (CCIB) Conference**, USARSO/SOUTHCOM, San Diego, CA (Nov 06-08, 2018)
- **US-Colombia High Level Round-table Discussions**, Perry J. Center, NDU, Doral, FL (Sep 28, 2018)
- **Euromoney Conference LATAM**, Euromoney Trading Ltd, Miami Beach, FL (Sep 27-28, 2018)
- **Interpreting Equipment for Joint Special Operations University**, JSOU, Tampa, FL (Sep 25, 2018)
- **Instructor Certification and Driver Instructor Course**, INL/DOS, Forsyth, GA (Aug 31-Sep21, 2018)
- **NESA Executive Seminar 03-18**, DOD/NDU/DSCA, Washington DC (Aug 10-21, 2018)
- **Panamax 18 Execution Exercise**, USARSO/SOUTHCOM, Suffolk, VA (Aug. 2-10, 2018)
- **El Salvador – US Army Staff Talks**, USARSO/SOUTHCOM, San Antonio, TX (June 18-19, 2018)
- **Operation Martillo CITOCI**, USSOUTHCOM, Miami, FL (June 12-14, 2018)
- **Panamax 2018 CAP**, USARSO/SOUTHCOM, San Antonio, TX (June 10-15, 2018)
- **Religion Matters-South**, SOUTHCOM, Montego Bay, Jamaica (June 5-7, 2018)
- **Brazil Staff Talks**, USARSO/SOUTHCOM, San Antonio, TX (May 23, 2018)
- **ICOT 18**, Florida International University, Miami, FL (May 16-20, 2018)
- **PISAJE 9**, USARSO/SOUTHCOM, San Antonio, TX (May 14-24, 2018)
- **FA-HUM 2018 CPX**, USARSO, CONRED, Guatemala City, Guatemala. (Apr. 16-27, 2018)
- **ACSDA (America’s Central Securities Depositories Association) General Assembly**, Nassau, Bahamas (Apr 11-13, 2018)



- CENTAM Working Groups, USARSO/SOUTHCOM, San Antonio, TX (Mar 19-22, 2018)
- 2nd World Happiness Summit, WOHASU, Miami, FL (Mar 16-18, 2018)
- Western Hemisphere Symposium USARSO/USAF, San Antonio, TX (Mar 14-16, 2018)
- Invest Ecuador, ProTrade Florida, Miami, FL (Mar 15, 2018)
- Panamax IPC, SOUTHCOM, Doral, FL (Feb 13-15, 2018)
- 1st Annual Cyberspace Conference SOUTHCOM, Doral, FL (Jan 17-18, 2018)
- N.A.D.A. Seminar, SIOMAA/ACARA, Miami Beach, FL (Oct. 09-12, 2017)
- Faena Media Day, Playground Events/A+E, Miami Beach, FL (Sep. 20, 2017)
- Chile-US Army Staff Talks – Steering Committee, USARSO/SOUTHCOM, San Antonio, TX (Aug 28-31, 2017)
- Southern Spears 2017, USSOUTHCOM, Homestead, FL (Aug. 14-18, 2017)
- Panamax 2017 Homestead, USSOUTHCOM, Homestead, FL (Aug. 07-16, 2017)
- Panamax 2017 CPX, USARSO/SOUTHCOM, San Antonio, TX (Aug. 06-16, 2017)
- SwissJust National Conference 2017, LatinLink LLC, Fort Lauderdale, FL (Jul. 28-30, 2017)
- Panamax 2017 CAP, USARSO/SOUTHCOM, San Antonio, TX (Jun. 11-16, 2017)
- N.A.D.A. Seminar, SIOMAA/ACARA, Miami Beach, FL (Jun. 05-08, 2017)
- Colombia-US Army Staff Talks, USARSO/SOUTHCOM, San Antonio, TX (Jun. 05-09, 2017)
- Cyber Libertad TTX, SOUTHCOM, Doral, FL (May 17-19, 2017)
- CENTAM Logistics Interoperability Forum (S/N-CLIF), SOUTHCOM, Doral, FL (May 09-11, 2017)
- Chile-US Army Staff Talks – Steering Committee, USARSO/SOUTHCOM, San Antonio, TX (Apr 25-28, 2017)
- Preventive Police Linkage to Women’s Justice Centers 2, DOS, Washington, DC/Milwaukee, WI (Apr 22-May 01, 2017)
- American Association of Police Polygraphist 2017, DOS, Houston, TX (Apr 23-28, 2017)
- PNCSS, USSOUTHCOM, Miami, FL (Apr 18-19, 2017)
- CALEA Conference, DOS, Int’l Narcotics Law Bureau, Mobile, AL (Mar 22-25, 2017)
- ISO World Conference, DOS, Int’l Narcotics Law Bureau, Nashville, TN (Mar 27-28, 2017)
- First World Happiness Summit, WOHASU, Miami, FL (Mar. 17-19, 2017)
- Gangs Courses, DOS, Int’l Narcotics Law Bureau, Various locations in the U.S. (Feb. 2017 – Jan 2018)
- Corrections Courses, DOS, Int’l Narcotics Law Bureau, Various locations in the U.S. (Feb. 2017 – Jan 2018)
- Law Addictions and Health Courses, DOS, Int’l Narcotics Law Bureau, Various locations in the U.S. (Feb. 2017 – Jan 2018)
- Police and Law Enforcement Courses, DOS, Int’l Narcotics Law Bureau, Various locations in the U.S. (Feb. 2017 – Jan 2018)
- Comando Superior de Educacion del Ejercito (COSEDE) Visit, USARSO/SOUTHCOM, Doral, FL (Dec. 2, 2016)
- International Compliance Training Workshop, Peckar & Abranson Law Firm, Miami, FL (Nov. 28-29, 2016)
- Peru-US Army Staff Talks, USARSO/SOUTHCOM, San Antonio, TX (Nov. 06-10, 2016)
- Cyber Libertad-A CDC/IPC, USARSO/SOUTHCOM, Doral, FL (Oct. 25-27, 2016)
- ACSDA (America’s Central Securities Depositories Association) Senior Summit 2016, Miami, FL (Oct. 27-28, 2016)
- FA-HUM 17 ISS, USARSO, Guatemala City, Guatemala. (Sep 19-21, 2016)
- Interagency HA/DR Workshop, USARSO, Port of Spain, Trinidad and Tobago (Sep 12-16, 2016)
- Specialized Inter-American Naval Conference-Naval Control of Shipping, US Navy, Jacksonville, FL (Jul. 31-Aug. 05, 2016)
- Panamax 2016 SLS, USARSO/SOUTHCOM, Doral, FL (Jul. 25, 2016)
- Panamax 2016 CPX, USARSO/SOUTHCOM, San Antonio, TX (Jul. 24-Aug. 04, 2016)
- ISO PMX-A 16 EXE, USARSO, Panama City, Panama (Jun. 01-10, 2016)
- Panamax2016 MNSF CAP, USARSO/SOUTHCOM, San Antonio, TX (May 23-27, 2016)
- COJUMA 2016, USARSO/SOUTHCOM, Montevideo, Uruguay (May 23-26, 2016)
- BPA Panamax16 Final Planning Conference, USARSO/SOUTHCOM, Doral, FL (May 16-18, 2016)
- PMX-A 16 FPC, USARSO, Panama City, Panama (May 10-12, 2016)
- NORTHCOM-SOUTHCOM Meeting. USNORAD, Doral, FL (Apr 26-28, 2016)
- FA-HUM 16 EXE, USARSO, COPECO, CEPREDENAC, Tegucigalpa, Honduras. (Apr 11-29, 2016)
- ISO PMX-A 16 MPC, USARSO, Panama City, Panama (Apr. 05-07, 2016)
- BPA Panamax16 Main Planning Conference, USARSO/SOUTHCOM, Doral, FL (Mar. 15-17, 2016)
- BPA Panamax16 Initial Planning Conference, USARSO/SOUTHCOM, Doral, FL (Jan. 26-28, 2016)
- FA-HUM 2016 MPC, USARSO, Tegucigalpa, Honduras. (Jan. 11-15, 2016)
- FA-HUM 2016 IPC, USARSO, Tegucigalpa, Honduras. (Dec. 07-08, 2015)
- ISO PMX-A 16, USARSO, Panama City, Panama (Nov 17-19, 2015)
- Professional Development Study Tour DOS/INL, Wash. DC, Boston, MA, New York, NY, Philadelphia, PA (Nov. 3-13, 2015)
- CBSCN (Cross Border Security Communications Network) Meeting, DOS/INL, San Diego, CA (Sep. 22, 2015)



- 57th International Conference of Young People in Alcoholics Anonymous, ICYPAA, Miami, FL (Sept. 03-06, 2015)
- ACER Latin America Partner Summit 2015, ACER/FROSCHE, Miami, FL (Sept. 3, 2015)
- FA-HUM 2015 Exercise, USARSO, Tegucigalpa, Honduras. (August 26-September 4, 2015)
- Int'l Latino Gangs Investigators Association (XIII Annual Conference) & Study Tour, DOS, Las Vegas, NV (Aug. 10-14, 2015)
- Heroin Bilateral Seminar, DOS, El Paso, TX (July 28th-30th, 2015)
- Illinois Study Tour, DOS, Chicago and Springfield, IL (July 19th-24th, 2015)
- Panamax Alpha USARSO/SOUTHCOM, Panama City, Panama (July 06th-17th, 2015)
- Panamax 2015 Exercise, USARSO/SOUTHCOM, San Antonio, TX (June 20th-26th and July 27th-August 04th, 2015)
- U.S. – Chile Bilateral Meeting, NOAA/NMFS La Jolla, CA (June 16th-18th, 2015)
- Operation Martillo Lessons Learned Workshop and Counter Illicit Trafficking, Operations Centers Interoperability (CITOCI) Regional Workshop (BPA), USARSO/SOUTHCOM, Miami, FL (June 16th-18th, 2015)
- Correctional Institution Management Course, DOS Canon City, CO (May 25th to June 05th, 2015)
- Panamax 15 Final Planning Conference, USARSO/SOUTHCOM, Doral, FL (May 19-21, 2015)
- Partner Nation Chaplains/Senior Leadership Symposium "RELIGION MATTERS II", SOUTHCOM, Doral, FL (April 20-23, 2015)
- Blanket Purchase Agreements (BPA), SOUTHCOM, Miami, FL (March 12, 2015 to March 11, 2020)
- Prisoner Transport Course, DOS, Canon City, CO (Apr. 6-17, 2015)
- Panamax 15 Main Planning Conference, USARSO/SOUTHCOM, Doral, FL (Mar. 17-19, 2015)
- Human Trafficking Conference, DOS, Milwaukee, WI (Feb. 24-26, 2015)
- Panamax 15 Initial Planning Conference, USARSO/SOUTHCOM, Doral, FL (Jan. 27-28, 2015)
- ACSDA (America's Central Securities Depositories Association) Senior Summit 2014, Miami, FL (Dec. 4-5, 2014)
- ACSS - Next Generation of Military African Leaders, DOD/NDU, Washington DC (Oct. 18 to Nov. 7, 2014)
- CBSCN (Cross Border Security Communications Network) Meeting, DOS/INL, S. Antonio, TX (Oct. 15-16)
- FA-HUM 15 Concept Development Conference, USARSO/SOUTHCOM, Doral, FL (Sept 11-26, 2014)
- ACER Consumer Electronic Devices Ecosystem, ACER/FROSCHE, Fort Lauderdale, FL (Sept. 18-19, 2014)
- Environmental Sustainability and Contingency Bases, USARSO/USACE, San Antonio, TX (August 11-29, 14)
- Armed Transport Class, DOS/INL/US Embassy in Mexico, Canon City, CO (August 07-20, 2014)
- National Technical Investigators' Association Conference, DOS/INL, San Diego, CA (August 04-08, 2014)
- Best Practices in Policing Study Tour, DOS/INL/USEMB MEX, Los Angeles, CA (June 23-27, 2014)
- Political Live Broadcast, America TV, CHANNEL 41, Doral, FL (June 16-18, 2014)
- Colombian Land Restitution Program, AECOM, Miami, FL (November 2013-June 2014)
- International In-Service Training Conference, Int'l Assoc. of Bomb Techs & Investigators, NV (June 9-13, 2014)
- Annual Western Hemisphere Information Operations SMEE, SOUTH & NORTHCOM, FL (April 22-25, 2014)
- Conference of American Armies, Defense Challenges in the 21st Century, Columbus, GA (April 17-20, 14)
- COJUMA (Comité Jurídico Militar de las Américas), USSOUTHCOM, Doral, FL (April 12-16, 2014)
- Brama Bulls of Florida and Breeding for Latin America, STATE OF FLORIDA, Miami, FL (April 11, 2014)
- United States-Colombia Cyber SMEE III, SOUTHCOM/CCA, Doral, FL (March 25-27, 2014)
- Police Academy Graduation Ceremony, FLETC/INL/USEMB MX, Glynco, GA (March 21, 2014)
- ACA Annual Conference, DOS/INL/USEMB MX, Sacramento, CA (March 19-20, 2014)
- Police Applicant Background Investigation, DOS/INL/USEMB MX, IPTM, Jacksonville, FL (Feb 10-14, 2014)
- American Correctional Association Conference, DOS/INL/USEMB MX, Tampa, FL (Feb 2-4, 2014)
- Interrogation and Polygraph Techniques, DOS/INL/USEMB in Mexico and FLETC, Glynco, GA (Jan 21-24, 2014)
- Corrections Management Course, DOS/INL/USEMB in Mexico, Canon City, CO (Jan 06-17, 2013)
- ACSDA, Association of Central Security Depositories Annual Conference, Miami, FL (Dec 05-06, 2013)
- HAPCOA, Hisp-Am Police Command Officers Assoc. Symposium, DOS/INL SA, TX (Nov. 19-20, 2013)
- Police Internal Affairs Course, DOS/INL/US Embassy in Mexico, Altamonte, FL (Nov 18-22, 2013)
- FA-HUM 2013 Main Planning Conf., USSOUTHCOM/USARSO, El Salvador (November 11-21, 2013)
- ACER TECHNOLOGIES Latin American Summit, Miami Beach, FL (September 20th-24th, 2013)
- FA-HUM 2013 Initial Planning Conf., USSOUTHCOM/USARSO, Doral, FL (September 09-19, 2013)
- Panamax Command Post Exercise-13, USSOUTHCOM/USARSO, Doral, FL (August 12-16, 2013)
- Leadership Training, DOS/INL/US Embassy in Mexico, Safford, AZ (August 12-16, 2013)
- Nat'l Org Black Law Enforcement Executives Annual Conf., DOS/INL, Pittsburgh, PA (Aug 4-7, 13)
- Armed Transport Class, DOS/US Embassy in Mexico, Canon City, CO (July 15-August 02, 2013)
- California Gangs Investigators Assoc. Annual Conference, DOS/INL (July 9-12, 2013)
- FA-HUM 14 (Allied Humanitarian Forces) Mid Planning Conf., SOUTHCOM, FL (July 9-10, 2013)





- Contingency Bases and Sustainability II, USARSO/USACE, El Paso, TX (June 12-28, 2013)
- Mexican Delegation visit to CO Correctional Industries, DOS, Cannon City, CO (June 17-18, 2013)
- Panamax 13 Final Planning Conference, USARSO/SOUTHCOM, Doral, FL (May 20-23, 2013)
- Armed Transport Class, DOS/US Embassy in Mexico, Canon City, CO (April 01-12, 2013)
- Correctional Leadership Training, DOS/ US Embassy in Mexico, Safford, AZ (February 2013)
- Veterans Medical Center, Baton Rouge, LA (February 22-25, 2013)
- Department of Homeland Security, DHS, West Palm Beach, FL (February 5-9, 2013)
- Panamax 13 Initial Planning Conference, USARSO/SOUTHCOM, Doral, FL (January 14-19, 2013)
- Senior Leader Training, DOS/CA Correctional Facilities, Herlong, CA Dec. 3-7, 2012)
- HIV/Gender Based Violence DIMO Conference 2012, USAF, San Antonio, TX (October 26-November 10, 2012)
- Inmate Classification, DOS/US Embassy in Mexico, Homestead, FL (September 23-28, 2013)
- FA-HUM 2013 Exercise, Initial Planning Conference, USARSO, Miami, FL (Sept.11-13, 2012)
- Mexican Delegation Visit to Federal Penitentiaries, DOS/US Embassy, Oakdale, LA (Aug 27-31, 12)
- Caribbean Basic Security Initiative (CBSI) Maritime Domain Awareness (MDA) Technical Working Group Conference, USSOUTHCOM CCA, Miami, FL (Aug 28-30, 2012 Postponed)
- Engineers and Environmental Conference 2012 - Variability and Sustainability: Challenges for Military Resiliency and Readiness, USSOUTHCOM, Miami, FL (August 21-23, 2012)
- XV South American Strategic Intelligence Congress, USSOUTHCOM/COMIL (Aug 13-16, 2012)
- Federal Corrections Classification System, DOS/Bureau of Narcotics, Florence, CO (Aug 5-10, 12)
- Military Support to Civil Authority & Policing Strategies, USSOUTHCOM (July 31-August 2, 12)
- Senior Leader Training, DOS/US Embassy in Mexico, Denver, Colorado (July 30-August 5, 2012)
- Classification System Training, DOS/CO Correctional Industries, Canon City, CO (July 9-27, 2012)
- Green Building Practices, DEIC- USARSO /Chilean Army, Chile (June16-20, 2012)
- Command & Control Interoperability Board/Chile12-1, SOUTHCOM (June 13-14, Postponed)
- PKO Americas 2012 CPX, USARSO/Chilean Joint Staff, Chile (April 26-May 11, 2012)
- PKO Final Planning Conference, USARSO/Chilean Joint Staff, Chile (March 04-09, 2012)
- Information Operations Partner Nation Conference, USSOUTHCOM (Feb 27- Mar 2, 2012)
- Science, Technology and Experimentation (ST&E), SAIC/SOUTHCOM (February 21-22, 2012)
- XIV South American Strategic Intelligence, JIATFS/SOUTHCOM, Key West (Dec 05-09, 2011)
- Brazil Civil Defense Delegation, USACE, New Orleans (Sept. 29-30, 2011)
- Colombian Information Operations - DIPOI/USSOUTHCOM, Miami, FL (Aug. 07-08, 2011)
- Bilateral Strategic Plan - ICE/CBP - Dpt. Homeland Security, Miami, FL (August 06-07, 2011)
- PANAMAX 2011 CPX – USARSO, Ft. Sam Houston, San Antonio, Texas (July 09-26, 2011)
- Engineers and Environmental 2011, SOUTHCOM/USACE, Miami, FL (July 25-28, 2011)
- CGACC Counter Illicit Narcotics Conference, JIATF South, Miami, Florida (July 11-15, 2011)
- Panamax Main Planning Conference, USARSO, Miami, Florida (April 5-7, 2011)