

# REQUEST FOR PROPOSAL DOCUMENT



## The Interlocal Purchasing System (TIPS/TAPS)

A Purchasing Support Group available for memberships by Government Entities and Schools in Alabama, Alaska, Arizona, Arkansas, California, Colorado, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Louisiana, Kansas, Kentucky, Maryland, Massachusetts, Michigan, Minnesota, (Mississippi – can only use contracts approved by state purchasing department) Missouri, Montana, Nebraska, Nevada, New Jersey, New Mexico, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, Wisconsin and Wyoming. **NOTE: This contract award is not available to public schools participating in the National School Lunch Program.**

*Authorized By*



**Region VIII Education Service Center**

**US Post Office Address:**

**P.O. Box 1894**

**Mt. Pleasant, TX 75456-1894**

**Ship To Address:**

**NEW→**

**ADDRESS**

**4845 North US Hwy. 271**

**Pittsburg, Texas 75686**

**Toll-free (866) 839-8477 Fax (866) 839-8472**

**website: [www.tips-usa.com](http://www.tips-usa.com) E-mail: [tips@reg8.net](mailto:tips@reg8.net)**

## **NOTICE TO BIDDERS**

Sealed proposals must be addressed to The Interlocal Purchasing System (TIPS/TAPS) and will be received in the TIPS/TAPS Office located at **4845 North US Hwy 271, Pittsburg, TX 75686** (Note: For All Ground Deliveries bidder must send proposal 3 days prior to the deadline to guarantee delivery by 3:00 p.m. on the designated date.) or by US Mail to PO Box 1894 Mt. Pleasant, Texas 75456-1894

**NO PROPOSALS WILL BE ACCEPTED AFTER 3:00 p.m. NO EXCEPTIONS!**

**DEADLINE DATE FOR ALL PROPOSALS TO BE RECEIVED:**

**Thursday, September 20, 2012 at 3:00 p.m.**

**FOR THE COMMODITY CATEGORY–**

**Food Service Management Sales, Service and Catering**

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**RFP- Food Service Management Sales, Service and Catering Due September 20, 2012 at 3:00 p.m.**

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# Scope of the Proposal

Proposals are to include the information requested in the sequence and format prescribed herein.

NOTE: Proposals are scored on bidder's ability to follow the requested format. Elaborate brochures or other presentations beyond those sufficient to present a complete and effective response to this solicitation are not desired. Any proposal received later than the specified time, whether delivered in person or mailed, will be disqualified. **Faxed or electronically submitted proposals will not be accepted.**

Proposal envelopes must be plainly marked with

**TIPS/TAPS COMMODITY CATEGORY**  
**Food Service Management Sales, Service and Catering**

**RFP-CONTRACT #FC01-092712**

**OPENING DATE and TIME: Thursday, September 20, 2012 at 3:00 p.m.**

TIPS/TAPS will publicly receive, open, and read aloud the names and cities of proposing vendors. TIPS/TAPS reserves the right to waive any informality and/or reject any or all proposals.

It is the intention of TIPS/TAPS to establish annual vendor awarded contracts to satisfy the procurement needs of participating member entities in this particular commodity category. These awarded contracts will enable member entities to purchase on an "as needed" basis from competitively awarded contracts with high performance vendors. Bidders are requested to submit a proposal for offering their total line of available products that are commonly purchased by government entities and school districts.

- Awards will be made to the successful bidder(s) for the total line of products submitted. (Unless bidder has submitted inappropriate items for the commodity category. Those items will not be awarded to the vendor.)
- Awarded contracts will be automatically renewed on the annual contract award date for two (2) consecutive terms, if sales have been successfully reported to TIPS/TAPS and if both parties agree. (**Exception**: There is one commodity category: Trades, Temporary Labor and Materials that will not have an automatic 12 month renewals as this commodity category will be rebid every 12 months and will not be subject to a renewal.)
- TIPS/TAPS reserves the right to award multiple vendors if vendors offer items that are unique or serve different geographic regions and have best value to TIPS/TAPS participating entities.
- This proposal is requested for the benefit of the attached list of members and other new members as they execute Interlocal Agreements.

# About TIPS/TAPS

TIPS/TAPS is available for use by all public and private schools, colleges, universities, cities, counties and other government entities in the States of **Alabama, Alaska, Arizona, Arkansas, California, Colorado, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Louisiana, Kansas, Kentucky, Louisiana, Maryland, Massachusetts, Michigan, Minnesota, Mississippi (may only use contracts individually approved by state purchasing department), Missouri, Montana, Nebraska, Nevada, New Jersey, New Mexico, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, Wisconsin and Wyoming.** Participation of eligible entities will provide legally required competition for contracts for commonly purchased items, whereby saving the individual government agency the expenses of coordinating the competitive process as required by law.

## Benefits of TIPS/TAPS

- Provide government entities opportunities for greater efficiency and economy in acquiring goods and services through competitively bid vendor contracts.
- Provide comprehensive purchasing practices with the insurance of the most competitive contracts.
- Provide competitive priced solicitation and bulk purchasing for multiple government entities that yields economic benefits unobtainable by the individual entity.
- Provide quick and efficient delivery of goods and services by contracting with “high performance” vendors.
- Equalized purchasing power for smaller entities.
- Assist government entities in maintaining the essential controls for budget and accounting purposes.
- Maintain credibility and confidence in business procedures by maintaining open competition for purchases and by complying with purchasing laws and ethical business practices.
- Provide document retention for competitively bid process for all TIPS/TAPS Awarded Contracts.

## Customer Service

- TIPS/TAPS staff is available to members for assistance in viewing/contacting awarded vendors for commodity categories to make purchases and contract decisions.
- TIPS/TAPS provides a way for government entities to avoid the time and expense of seeking competition for purchases on an agency-by-agency basis.
- TIPS/TAPS enables vendors to become more efficient and competitive by reducing the number of bids and proposals that require responses to be made to individual districts.

## Financing of TIPS/TAPS

- The total cost of the TIPS/TAPS program is funded through a Two Percent (2%) participation fee paid to TIPS/TAPS by the participating vendors. The fee is based on actual vendor invoiced sales.
- TIPS/TAPS does not charge any fees to participating school districts or government entities.

## Purchasing Procedures

- Contracts are established through open competition as described by the laws of the States listed for membership. Purchase orders are issued by participating governmental entities directly to the Vendor or vendor assigned dealer. Purchase orders are sent to the TIPS/TAPS office where they are reviewed and edited by the TIPS/TAPS staff and forwarded to the Vendor within one working day.
- Vendors deliver goods/services directly to the participating agency and then invoice the participating agency. The Vendor receives payment directly from the participating agency.

# Instructions to Bidders

## A. TIPS/TAPS RFP Documents and Potential Bidder Filing

TIPS/TAPS RFP documents are available to any company for submission of a proposal. However, it is the responsibility of the vendor company to make certain that the bidder submitting a proposal, along with appropriate contact information is on file with TIPS/TAPS for the purpose of receiving addenda. (Go to [www.tips-usa.com](http://www.tips-usa.com) click on bidders then Potential Bidders to submit information to receive notification of RFP's and Addenda's)

## B. Submission of Proposals

1. Only sealed proposals are accepted. Faxed proposals will not be accepted because the fax process does not provide for the delivery of a sealed proposal.
2. Proposals may be submitted on any or all items, unless stated otherwise. TIPS/TAPS reserves the right to reject any or all proposals and to accept any proposal deemed most advantageous to the participants in TIPS/TAPS and to waive any informality in the proposal process.
3. Proposals shall be submitted as stated in the Instructions to Bidders. Deviations to any Terms, Conditions and/or Specifications shall be conspicuously noted in writing by the vendor and shall be included with the proposal.
4. Withdrawal of proposals will not be allowed for a period of 90 days following the opening unless approved by TIPS/TAPS.
5. Addenda, if required, will be issued by TIPS/TAPS to all those known to have received a complete set of RFP documents at least five working days prior to the opening. The vendor shall acknowledge on the Signature Form any addenda that have been received.
6. Vendors not submitting proposals are requested to notify TIPS/TAPS if they wish to receive RFP's in the future. Failure to do so may result in being deleted from the TIPS/TAPS prospective bidder list.

## C. Evaluation of Proposal: Criteria and Relative Weights

A committee will review and evaluate all proposals and make a recommendation to the Region VIII Education Service Center for award of contracts. TIPS/TAPS will base a recommendation for contract award on several factors. The factors which will be equally considered in the award are weighted points each and are as follows:

1. **Purchase price.** (Pricing factors as determined by TIPS/TAPS using a market basket study of randomly selected items.) (20%)
2. **Reputation** of the vendor and the vendor's goods or services. References may be contacted. (10%)
3. **Quality** of the vendor's goods or services. (Including quantity of line items available that are commonly purchased by the entity and electronic on-line catalog, order entry use by and suitability for the entity's needs and quality of catalog(s) for use by entity's employees that do not have electronic access.) (10%)
4. Extent to which the goods or services **meet criteria** outlined in RFP category submitted. (10%)
5. Vendor's **past relationship** with TIPS/TAPS. (10%)
6. Impact on the ability of TIPS/TAPS to comply with laws and rules relating to historically underutilized businesses. **HUB/M-WBE** (10%)
7. The total **long-term cost** to TIPS/TAPS to acquire the vendor's goods or services. Length of price guaranty. (10%)
8. **Delivery time** to the governmental entity. (10%)
9. **Proposal format.** (Be sure to follow instructions for Proposal Submission) (10%)

**BIDDERS FALLING BELOW AN 80% THRESHOLD WILL NOT BE CONSIDERED FOR AN AWARD.**

# SCORING GRID

## The Interlocal Purchasing System (TIPS) & Texas Arkansas Purchasing System (TAPS) Bid Criteria and Relative Weights

**BID CATEGORY: Food Service Management Sales, Service and Catering**

**(NOTE: THIS PAGE WILL BE COMPLETED BY TIPS REVIEW COMMITTEE)**

Company Name	Purchase Price	Vendor References	Quality of Goods	Meets Needs	Past Relationship	HUB Impact	Contract TERM	Delivery Time	Proposal Format	Total Points Scored
1.										
2.										
3.										
4.										
5.										
6.										
7.										
8.										
9.										
10.										

\_\_\_\_\_  
TIPS/TAPS Authorized Review Representative Signature

\_\_\_\_\_  
Date

Approved by Region VIII ESC Board of Directors

\_\_\_\_\_  
Date

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#### D. Specifications and Pricing

Specifications may be those developed by TIPS/TAPS and its participants or by the Manufacturer to represent items of regularly manufactured products. TIPS/TAPS specifications have been developed by TIPS/TAPS to indicate minimal standards as to the usage, materials, and contents based on their needs. Manufacturer's specifications (Design Guides), when used by TIPS/TAPS, are to be considered informative to give the vendor information as to the type and kind requested. Proposals on any reputable manufacturer's regularly produced product of such items similar and substantially equivalent will be considered. Below is a template for submission of information needed.

**Specific customer requested services will be determined at the time of signing the individual contracts between proposing vendors and participating members. Potential bidders submitting proposals should submit services offered, pricing, listings of supplies and equipment, catering services, hourly wages (if applicable) and any other related service considered appropriate for this commodity category. Other related customized services will be allowed at the time of contract negotiations.**

**DISCOUNTS offered by vendors for services will be considered as of the SCORING process.**

#### Value Added Pricing

Value added services should be explained in detail. If bidder can offer greater quantities at lower pricing, these "value added" prices should be submitted in this section.

**AWARD OF CONTRACT TO NONRESIDENT BIDDER. "A governmental entity may not award a governmental contract to a nonresident bidder unless the nonresident underbids the lowest bid submitted by a responsible resident bidder by an amount that is not less than the amount by which a resident bidder would be required to underbid the nonresident bidder to obtain a comparable contract in the state in which the nonresident's principal place of business is located." Texas Government Code § 2252.002.**

#### E. Felony Conviction Notice (Required in Texas)

**Notification of Criminal History** "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. 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 or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination of the contract." This notice is not required of a publicly held corporation. Texas Education Code § 44.034.

#### F. Proposal Format – VERY IMPORTANT – BIDDERS PAY CLOSE ATTENTION TO DETAILS LISTED.

Bidders shall submit written proposals in a three ring binder using the following format. Proposals not received in a 3-ring binder could receive -0- points for *proposal format*. (See bottom of page 4 for complete scoring list) All responses should be direct, concise, complete, and unambiguous. In regard to those items that cannot be answered in the affirmative, clearly explain the precise portion to which you disagree and why you disagree. Proposals are to be categorized within the binder with dividers according to the following organization:

<b>Section</b>	<b>Tab Divider Title</b>	<b>Reference Pages or Instructions</b>
1.	Signature Form	RFP Page 17 (insert)
2.	Special Terms & Conditions	RFP Page 12 (insert)
3.	Vendor Profile	RFP Pages 13-16 (insert)
4.	Pricing	Reference Instructions RFP Page 6 Sect. D
5.	References	Reference Instructions RFP Page 7 Sect. G

6.	Warranty Information	Reference Instructions RFP Page 8 Sect. 1.2
7.	Vendor Certificates	Reference Instructions RFP Page 7 Sect. H
8.	Supplementary catalogs and information	As available or applicable (insert)

### G. References

The proposal response should contain a minimum of Three (3) references of customers you have served that would be considered eligible for membership in TIPS/TAPS (i.e. K-12 School Districts, College/Universities, and/or City/County Government Entities). In addition to the name of the entity, a contact name and phone number shall be included.

### H. Vendor Certifications

Vendor certifications will include applicable M/WBE and manufacturer certifications for sales and service (if applicable).

### SCHEDULE OF RFP AND AWARD OF CONTRACT EVENTS:

<b>Proposal Deadline</b>	<b>Thursday, September 20, 2012 at 3:00 p.m.</b>
<b>Proposal Opening</b>	<b>Thursday, September 20, 2012 beginning at 3:01 p.m.</b>
<b>Proposals Review/Scoring</b>	<b>Friday, September 21, 2012 through Wednesday, September 26, 2012</b>
<b>Proposals Award</b>	<b>Thursday, September 27, 2012</b>
<b>Award Notifications</b>	<b>Begin posting to TIPS/TAPS Website 9/28/12.</b>
	<b>Vendor may call for results after 9/28/12.</b>
	<b>Award letters will be mailed to all Awarded Vendors.</b>
	<b>Non Award letters will be mailed to vendors with No Awards.</b>

# VENDOR CONTRACT

Between \_\_\_\_\_ and  
(List Vendor or Company Name)

## THE INTERLOCAL PURCHASING SYSTEM (TIPS/TAPS)

For

## Food Service Management Sales, Service and Catering

The following pages will constitute the contract between the successful vendors(s) and TIPS/TAPS. Bidders shall state, in a separate writing, and include with their proposal response, any required exceptions or deviations from these terms, conditions, and specifications. If agreed to by TIPS/TAPS, they will be incorporated into the final contract. NOTE: The award of this contract to vendor is made following all requirements to meet the Competitively Bid Procurement Laws.

The Vendor Contract ("Contract") made and entered into by and between The Interlocal Purchasing System (hereinafter referred to as "TIPS/TAPS" respectfully) a government cooperative purchasing program authorized by the Region VIII Education Service Center, having its principal place of residence at 4845 North US Hwy 271, Pittsburg, Texas 75686. This contract 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.

### 1. General Terms and Conditions

#### 1.1. Freight

All deliveries shall be freight prepaid, F.O.B. destination and shall be included in all pricing offered unless otherwise clearly stated in writing.

#### 1.2. Warranty conditions

All supplies equipment and services shall include manufacturer's minimum standard warranty unless otherwise agreed to in writing. Vendor shall be an authorized dealer, distributor or manufacturer for all products. All equipment proposed shall be new unless clearly stated in writing. (Or for commodity category appropriate for refurbished equipment, products may be "refurbished" but must be clearly represented as refurbished.)

#### 1.3. Customer support

The Vendor shall provide timely and accurate technical advice and sales support to TIPS/TAPS staff and TIPS/TAPS participants. The Vendor shall respond to such requests within one (1) working day after receipt of the request. The Vendor shall provide free training to TIPS/TAPS staff regarding products and services supplied by the Vendor unless otherwise clearly stated in writing. (Unless training is a line item sold or packaged and must be purchased with product.)

#### 1.4. Contracts

**All contracts and agreements** between Vendors and TIPS/TAPS Members shall strictly adhere to the statutes that are set forth in the Uniform Commercial Code as most recently revised.

**Contracts for purchase** will normally be put into effect by means of a purchase order(s) executed by authorized agents of the participating government entities.

**Davis Bacon Act** requirements will be met when Federal Funds are used for construction and/or repair of buildings.

#### 1.5. Tax exempt status

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A taxable item sold, leased, or rented to, or stored, used, or consumed by, any of the following governmental entities is exempted from the taxes imposed by this chapter: (1) the United States; (2) an unincorporated instrumentality of the United States; (3) a corporation that is an agency or instrumentality of the United States and is wholly owned by the United States or by another corporation wholly owned by the United States; (4) the State of Texas; (5) a Texas county, city, special district, or other political subdivision; or (6) a state, or a governmental unit of a state that borders Texas, but only to the extent that the other state or governmental unit exempts or does not impose a tax on similar sales of items to this state or a political subdivision of this state. Texas Tax Code § 151.309.

#### **1.6. Assignments of contracts**

No assignment of contract may be made without the prior written approval of TIPS/TAPS. Payment can only be made to the awarded Vendor or vendor assigned dealer.

#### **1.7. Disclosures**

- 1.7.1. Vendor affirms that he/she 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 contract.
- 1.7.2. 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 participants in the TIPS/TAPS program.
- 1.7.3. 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 contract.

#### **1.8. Renewal of Contracts**

All contracts are for a period of one (1) year with an option for renewal for 2 consecutive years before this category is subject to public bid. (Except the Commodity Category of Trades, Temporary Labor and Materials will be a 12 month contract with No Option for Renewal. Trades, Temporary Labor and Materials will go to public bid every 12 months.)

#### **1.9. Shipments**

The Vendor shall ship ordered products within five (5) working days after the receipt of the order. If a product cannot be shipped within that time, the Vendor shall notify TIPS/TAPS and the requesting entity as to why the product has not shipped and shall provide an estimated shipping date, if applicable. TIPS/TAPS or the requesting entity may cancel the order if estimated shipping time is not acceptable.

#### **1.10. Invoices**

The Vendor or vendor assigned dealer shall submit invoices, to the TIPS/TAPS participant. Each invoice shall include the TIPS/TAPS participant's purchase order number. The shipment tracking number or pertinent information for verification of TIPS/TAPS participant receipt shall be made available upon request. The Vendor or vendor assigned dealer shall not invoice for partial shipments unless agreed to in writing in advance by TIPS/TAPS and the TIPS/TAPS participant.

#### **1.11. Payments**

The TIPS/TAPS participant will make payments directly to the Vendor or vendor assigned dealer at net 30 days after receiving invoice.

#### **1.12. Pricing**

The Vendor contracts to provide pricing to TIPS/TAPS and its participating governmental entities that are the lowest pricing available to like cooperative purchasing customers and the pricing shall remain so throughout the duration of the contract. The Vendor agrees to not sell to TIPS/TAPS members at a price lower than can be obtained thru the TIPS/TAPS contract.

The Vendor agrees to promptly lower the cost of any product purchased through TIPS/TAPS following a reduction in the manufacturer or publisher's direct cost to the Vendor. Price increases will be honored. However, the Vendor shall honor previous prices for thirty (30) days after written notification to TIPS/TAPS of an increase.

All pricing submitted to TIPS/TAPS shall include the Two Percent (2%) participation fee to be remitted to TIPS/TAPS by the Vendor. Vendor will not show adding the 2% to the invoice presented to customer.

### **1.13. Participation Fees**

Vendor or vendor assigned dealer contracts to pay 2% of all sales to TIPS/TAPS on a bi-monthly scheduled report. (Vendor may submit sales monthly on their own. TIPS/TAPS will email a Bi-Monthly Submission Report to each vendor on November, January, March, May, July and September. The Vendor or vendor assigned dealer is responsible for keeping record of all sales that go through the TIPS/TAPS contract. Report may be sent to TIPS/TAPS electronically while check for 2% is mailed. Failure to pay 2% participation fee will result in termination of contract.

### **1.14. Indemnity**

**Indemnity for Personality Contracts.** Vendor agrees to indemnify and hold harmless and defend TIPS/TAPS, its member(s), officers and employees, from and against all claims and suits for damages, injuries to persons (including death), property damages, losses, and expenses including court costs and attorney's fees, arising out of, or resulting from, Vendor's performance of this contract, 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, invitees, whether or not such claims are based in whole or in part upon the negligent acts or omissions of the TIPS/TAPS, member(s), officers, employees, or agents.

**Indemnity for Performance Contracts.** The Vendor agrees to indemnify and hold harmless and defend TIPS/TAPS, its member(s), officers and employees from and against all claims and suits for damages, injuries to persons (including death), property damages, losses, and expenses including court costs and attorney's fees, arising out of, or resulting from, Vendor's work under this contract, 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. Vendor further agrees to indemnify and hold harmless and defend TIPS/TAPS, its member(s), officers and employees, from and against all claims and suits for injuries (including death) to an officer, employee, agent, subcontractor, supplier or equipment lessee of the Vendor, arising out of, or resulting from, Vendor's work under this contract whether or not such claims are based in whole or in part upon the negligent acts or omissions of the TIPS/TAPS, its member(s), officers, employees, or agents.

### **Attorney's Fees--Texas Local Government Code § 271.159 is expressly referenced.**

Pursuant to §271.159, TEXAS LOC. GOV'T CODE, in the event that any one of the Parties is required to obtain the services of an attorney to enforce this Agreement, the prevailing party, in addition to other remedies available, shall be entitled to recover reasonable attorney's fees and costs of court.

### **1.15. Multiple Vendor Awards**

TIPS/TAPS reserves the right to award multiple vendor contracts for commodity categories when deemed in the best interest of the membership. Bidders scoring 80 % or above will be considered for an award. Commodity categories are established at the discretion of TIPS/TAPS.

### **1.16. State of Texas Franchise Tax**

By signature hereon, the bidder 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.

### **1.17. Miscellaneous**

The Vendor acknowledges and agrees that continued participation in TIPS/TAPS is subject to TIPS/TAPS 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 contract or in any other communication between TIPS/TAPS and the Vendor may be construed as a guarantee that TIPS/TAPS participants will submit any orders at any time. TIPS/TAPS reserves the right to request additional proposals for items already on contract at any time.

**1.18. Purchase Order Pricing/Product Deviation**

If a deviation of pricing/product on a purchase order occurs, TIPS/TAPS is to be notified within 24 hours of receipt of order.



# Vendor Profile

## 1.1. Minority/Women Business Enterprise (Required by some participating governmental entities)

Vendor certifies that his firm is a M/WBE  Yes  No

## 1.2. Certification of Residency (Required by the State of Texas)

Company submitting bid is a resident bidder.  Yes  No

Vendor's principal place of business is in the city of \_\_\_\_\_ State of \_\_\_\_\_

## 1.3. Felony Conviction Notice (Required by the State of Texas)

My firm is, as outlined in the Instructions to Bidders:

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

Is not owned or operated by anyone who has been convicted of a felony.

Is owned or operated by the following individual(s) who has/have been convicted of a felony:

If the 3<sup>rd</sup> box is checked, a detailed explanation of the names and convictions must be attached.

## 1.4. Pricing Information

1.4.1. In addition to the typical unit pricing furnished herein, the Vendor agrees to furnish all current and future products at prices that are proportionate to Dealer Pricing.  Yes  No

If answer is no, attach a statement detailing how pricing for TIPS/TAPS participants would be calculated.

1.4.2. Pricing submitted includes the 2% TIPS/TAPS participation fee.  Yes  No

1.4.3. Vendor agrees to remit to TIPS/TAPS the required 2% participation fee.  Yes  No

1.4.4. Additional discounts to TIPS/TAPS members for bulk quantities?  Yes  No

## 1.5. Company billing address where the invoice for the 2% participation fee will be sent by TIPS/TAPS:

Contact person: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

## 1.6. Vendor Service

1.6.1. Average shipping time after receipt of customer order is \_\_\_\_\_ working days.

1.6.2. Vendor currently has a government-to-business e-commerce site  Yes  No

1.6.3. Which description best describes your company's position in the distribution channel?

1.6.4.

Manufacturer direct

Certified education/government reseller

Authorized distributor

Manufacturer marketing thru reseller

Value-added reseller

Other \_\_\_\_\_

1.6.5. Company experience in this commodity/category. \_\_\_\_\_ Years

1.6.6. The Vendor can supply all areas of the following states currently served TIPS/TAPS:

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**Dealer Name** \_\_\_\_\_ Tel \_\_\_\_\_

Address \_\_\_\_\_ Fax \_\_\_\_\_

Primary Contact \_\_\_\_\_ Email \_\_\_\_\_

**Dealer Name** \_\_\_\_\_ Tel \_\_\_\_\_

Address \_\_\_\_\_ Fax \_\_\_\_\_

Primary Contact \_\_\_\_\_ Email \_\_\_\_\_

**Dealer Name** \_\_\_\_\_ Tel \_\_\_\_\_

Address \_\_\_\_\_ Fax \_\_\_\_\_

Primary Contact \_\_\_\_\_ Email \_\_\_\_\_

**Dealer Name** \_\_\_\_\_ Tel \_\_\_\_\_

Address \_\_\_\_\_ Fax \_\_\_\_\_

Primary Contact \_\_\_\_\_ Email \_\_\_\_\_

**Dealer Name** \_\_\_\_\_ Tel \_\_\_\_\_

Address \_\_\_\_\_ Fax \_\_\_\_\_

Primary Contact \_\_\_\_\_ Email \_\_\_\_\_

**Dealer Name** \_\_\_\_\_ Tel \_\_\_\_\_

Address \_\_\_\_\_ Fax \_\_\_\_\_

Primary Contact \_\_\_\_\_ Email \_\_\_\_\_

**Dealer Name** \_\_\_\_\_ Tel \_\_\_\_\_

Address \_\_\_\_\_ Fax \_\_\_\_\_

Primary Contact \_\_\_\_\_ Email \_\_\_\_\_

(Page may be duplicated if necessary.)

Each Awarded Vendor will have 2 contacts listed on the Vendor Profile page of the TIPS/TAPS website. These 2 contacts will answer all sales and general information calls from TIPS/TAPS members and direct them to the

appropriate sales person. If vendor is awarded, these 2 contacts must be completely knowledgeable about the TIPS/TAPS contract. Online training by the TIPS/TAPS administration may be required of the 2 contacts listed below.

**Main Contact:**

**Alternate Contact:**

**Name:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**Mobile:** \_\_\_\_\_

**Mobile:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City:** \_\_\_\_\_

**City:** \_\_\_\_\_

**State/Zip:** \_\_\_\_\_

**State/Zip:** \_\_\_\_\_

**WORDS FOR "SEARCH ENGINE"** - Please list words to be posted on your company's page on the TIPS website (if you receive an award from this proposal). Words may be product names, manufacturers, or other words that are associated with the commodity award that you are submitting a proposal for. Words to be included in the Search Engine for my Company are: \_\_\_\_\_

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

**2% Contact for TIPS/TAPS Contract**

Vendor must list the person who will be responsible for submitting the 2% payment and supportive documentation of sales to TIPS/TAPS on the bi-monthly reporting schedule.

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Email \_\_\_\_\_ Telephone: \_\_\_\_\_



# CONTRACT Signature Form

The undersigned hereby proposes and agrees to furnish goods and/or services in strict compliance with the terms, specifications and conditions at the prices quoted unless noted in writing. The undersigned further certifies that he or she is an authorized agent of the company and has authority to negotiate and contract for the company named below.

If addenda to this RFP are released, indicate the receipt of addenda by entering the number of addenda here: \_\_\_\_\_

Company name \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Telephone No. \_\_\_\_\_  
Fax No. \_\_\_\_\_  
E-mail address \_\_\_\_\_  
Authorized signature \_\_\_\_\_  
Printed name \_\_\_\_\_  
Position with company \_\_\_\_\_  
Web site URL \_\_\_\_\_

Accepted by The Interlocal Purchasing System:

**Term of contract September 27, 2012 through September 26, 2013**

Unless otherwise stated, all contracts are for a period of one year with an option to renew annually for an additional two years if agreed to by TIPS/TAPS and the awarded Vendor. Vendors shall honor the Two Percent (2%) participation fee for any sales made based on a TIPS/TAPS contract whether the Vendor is awarded a renewal or not.

\_\_\_\_\_  
TIPS/TAPS Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved by Region VIII ESC

\_\_\_\_\_  
Date



## 2. TO BE FILLED IN BY OFFEROR AND SUBMITTED WITH PROPOSAL

Is this proposal in conformance with the enclosed specifications?

Yes \_\_\_\_\_ No \_\_\_\_\_

If the answer is no, offeror must identify and explain each exception taken, with reference to each page and paragraph to which the exception will apply.

It should be understood that if no exception is taken the offeror shall supply all items as specified. Failure to indicate any difference in products offered in this proposal may be deemed sufficient grounds for rejection of a vendor's proposal.

Comments:

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## 3. CONSIDERATIONS TO AWARD THE CONTRACT

It is the intent of these specifications to secure proposals for:

**Region 8 ESC TIPS FPC**

**(US Mail to -PO Box 1894, Mount Pleasant, Texas 75456)**

**(or ground delivery to 4845 Highway 271 North, Pittsburg, Texas 75686)**

**on or before 3:00 pm, Thursday, September 20, 2012**

For further information, Please submit questions in writing to:

Donna Hornbuckle  
REG 8 TIPS FPC Manager  
Region 8 Education Service Center  
**PO Box 1894**  
Mt. Pleasant, Texas 75456  
**Physical 4845 Highway 271 North**  
**Pittsburg, Texas 75686**  
Phone (903) 575-2612

According to the Texas Education Code, Subchapter B, Section 44.031(b), in determining to whom to award a contract, the Region 8 ESC must consider the following:

- (1) The cost to REG 8 TIPS FPC member districts;
- (2) The reputation of the vendor, and vendor experience.
- (3) The quality of the vendor's service(s)/product(s);
- (4) The extent to which the services meet Region REG 8 TIPS FPC member district's needs;
- (5) The vendor's past relationship with REG 8 TIPS FPC member districts, if any;
- (6) The impact on REG 8 TIPS FPC member district's ability to comply with laws and rules pertaining to historically underutilized businesses;
- (7) The total long-term cost to REG 8 TIPS FPC member districts to acquire the vendor's service(s)/product(s); and
- (8) Any other relevant factor that REG 8 TIPS FPC member districts would consider in selecting a vendor.

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**RFP- Food Service Management Sales, Service and Catering Due September 20, 2012 at 3:00 p.m.**

The Interlocal Purchasing System (TIPS/TAPS)

CERTIFICATE OF RESIDENCY

The State of Texas has passed a law concerning non-resident contractors. This law can be found in Texas Government Code under Chapter 2252, Subchapter A. <http://www.capitol.state.tx.us/statutes/gv.toc.htm> This law makes it necessary for the Region One ESC to determine the residency of its bidders. In part, this law reads as follows:

“Section: 2252.001

- (3) ‘Non-resident bidder’ refers to a person who is not a resident.
- (4) ‘Resident bidder’ refers to a person whose principal place of business is in this state, including a contractor whose ultimate parent company or majority owner has its principal place of business in this state.

Section: 2252.002

A governmental entity may not award a governmental contract to a nonresident bidder unless the nonresident underbids the lowest proposal submitted by a responsible resident bidder by an amount that is not less than the amount by which a resident bidder would be required to underbid the nonresident bidder to obtain a comparable contract in the state in which the nonresident’s principal place of business is located.”

I certify that \_\_\_\_\_  
Name of Company Bidding

is, under Section: 2252.001 (3) and (4), a

\_\_\_\_\_ Resident Bidder      \_\_\_\_\_ Non-resident Bidder

My or Our principal place of business under Section: 2252.001 (3) and (4), is in the city of \_\_\_\_\_  
in the state of \_\_\_\_\_.

\_\_\_\_\_  
Signature of Authorized Company Representative

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

4. FELONY CONVICTION NOTICE

State of Texas Education Code, Section 44.034, Notification of Criminal History of Contractor, Subsection (a), states “a person or business entity that enters into a contract with a school district must give advance notice to the district if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony.”

Subsection (b) states “a school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination of the contract.”

THIS NOTICE IS NOT REQUIRED OF A PUBLICLY-HELD CORPORATION

***Please check off one box and sign the form in the appropriate space(s)***

***I, the undersigned agent for the firm named below, certify that the information concerning notification of felony convictions has been reviewed by me and the information furnished is true and to the best of my knowledge.***

**VENDOR’S NAME:** \_\_\_\_\_

**AUTHORIZED COMPANY OFFICIAL’S NAME (PRINTED):** \_\_\_\_\_

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

Signature of Company Official: \_\_\_\_\_

- B. My firm is not owned or operated by anyone who has been convicted of a felony.

Signature of Company Official: \_\_\_\_\_

- C. My firm is owned and operated by the following individual(s) who has/have been convicted of a felony.

Name of Felon(s): \_\_\_\_\_

Detail of Conviction(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Company Official: \_\_\_\_\_

**CONFLICT OF INTEREST QUESTIONNAIRE****FORM CIQ**

For vendor or other person doing business with local governmental entity

This questionnaire is being filed in accordance with chapter 176 of the Local Government Code by a person doing business with the governmental entity.

By law, this questionnaire must be filed with the records administrator of the local government not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.

A person commits an offense if the person violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

**OFFICE USE ONLY**

Date Received

1

Name of person doing business with local governmental entity.

2

Check this box if you are filing an update to a previously filed questionnaire.

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than September 1 of the year for which an activity described in Section 176.006(a), Local Government Code, is pending and not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3

Name each employee or contractor of the local governmental entity who makes recommendations to a local government officer of the governmental entity with respect to expenditures of money AND describe the affiliation or business relationship.

4

Name each local government officer who appoints or employs local government officers of the governmental entity for which this questionnaire is filed AND describe the affiliation or business relationship.

**CONFLICT OF INTEREST QUESTIONNAIRE****FORM CIQ**

For vendor or other person doing business with local governmental entity,

Page 2

**5 Name of local government officer with whom filer has affiliation or business relationship.  
(Complete this section only if the answer to A, B, or C is YES.)**

This section, item 5 including subparts A, B, C & D, must be completed for each officer with whom the filer has affiliation or other relationship. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income from the filer of the questionnaire?

Yes       No

B. Is the filer of the questionnaire receiving or likely to receive taxable income from or at the direction of the local government officer named in this section AND the taxable income is not from the local governmental entity?

Yes       No

C. Is the filer of this questionnaire affiliated with a corporation or other business entity that the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

Yes       No

D. Describe each affiliation or business relationship.

**6 Describe any other affiliation or business relationship that might cause a conflict of interest.**

\_\_\_\_\_  
**Signature of person doing business with the governmental entity**

\_\_\_\_\_  
**Date**

**5. NON-COLLUSION STATEMENT**

The undersigned Bidder, by signing and executing this bid, certifies and represents to the Region 8 Education Service Center that Bidder has not offered, conferred or agreed to confer any pecuniary benefit, as defined by Section 1.07 (a)(6) of the Texas Penal Code, or any other thing of value, as consideration for the receipt of information or any special treatment or advantage relating to this bid;

the Bidder also certifies and represents that Bidder has not offered, conferred or agreed to confer any pecuniary benefit or other things of value as consideration for the recipient's decision, opinion, recommendation, vote or other exercise of discretion concerning this bid;

the Bidder certifies and represents that Bidder has neither coerced nor attempted to influence the exercise of discretion by any officer, trustee, agent or employee of the Region 8 Education Service Center concerning this bid on the basis of any consideration not authorized by law;

The Bidder also certifies and represents that Bidder has not received any information not available to other Bidders so as to give the undersigned an advantage with respect to this bid;

the Bidder further certifies and represents that Bidder has not violated any state, federal or local law, regulation or ordinance relating to bribery, improper influence, collusion or the like and that Bidder will not in the future, offer, confer, or agree to confer any pecuniary benefit or other thing of value of any officer, trustee, agent or employee of the Region 8 Education Service Center in return for the person having exercised the person's official discretion, power or duty with respect to this bid;

the Bidder certifies and represents that it has not now and will not in the future offer, confer, or agree to confer a pecuniary benefit or other thing of value to any office, trustee, agent or employee of the Region 8 Education Service Center in connection with information regarding this bid, the submission of this bid, the award of this bid or the performance, delivery or sale pursuant to this bid;

the Bidder certifies that the Bidder has not prepared this bid and will not prepare any future bids arising from this Invitation to Bid in collusion with any other respondent, and that the content of any future bids arising out of this Bid will not be communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the Service Center's selection of a contractor for this Bid.

\_\_\_\_\_  
FIRM NAME

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY/STATE/ZIP

\_\_\_\_\_  
TYPED NAME OF REPRESENTATIVE(S)

\_\_\_\_\_  
SIGNATURE OF REPRESENTATIVE(S)

\_\_\_\_\_  
DATE

## 6. SIGNATURE SHEET

The undersigned affirms that he/she is duly authorized to execute this contract, that this company, corporation, firm, partnership or individual has not prepared this proposal in collusion with any other offeror, and that the contents of this proposal as to prices, terms or conditions of said proposal have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business or any individual affiliated with Region 8 ESC prior to the official opening of this proposal.

I further affirm that the contents of this proposal will not be discussed with any individual other than the Compliance Auditor (or his designee) prior to the approval of this proposal by the Board. Failure to observe this procedure may be cause for rejection of the proposal.

I, \_\_\_\_\_, have read the standard terms and conditions.  
(Print/Type Name of Company Officer)

I fully understand them, and will fully execute them if I am awarded this proposal.

I have represented the truth concerning the felony conviction notification. I have checked off one of the three statements on page 25.



I fully understand the proposal specifications.

COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE, ZIP CODE \_\_\_\_\_

(AREA CODE) TELEPHONE ( \_\_\_\_\_ ) \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE                      DATE                      TITLE

\_\_\_\_\_  
PRINTED NAME OF ABOVE

**The signing of this page indicates understanding and acceptance of this proposal's terms and conditions.**

**7. BIDDER PREFERENCE/TEXAS FAMILY CODE CERTIFICATION**

\_\_\_\_\_  
**BIDDER PREFERENCE CERTIFICATION**  
\_\_\_\_\_

ANSWER THE FOLLOWING QUESTIONS:

1. Is your principle place of business in TEXAS? YES NO
2. If NO, in which state is your principle place of business? \_\_\_\_\_
3. If NO, does your state favor resident Bidders by a dollar increment or percentage?  
YES \_\_\_\_\_ NO \_\_\_\_\_
4. If yes, what is the dollar increment or percentage? \_\_\_\_\_

For information these questions, see Article 601g of the Texas Civil Statues.

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**CERTIFICATION REGARDING TEXAS FAMILY CODE**

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As per Section 14.52 of the Texas Family Code, added by S.B. 84, Acts, 73<sup>rd</sup> Legislature, R.S. (1993), all bidders must complete and submit with the bid the following affidavit:

I, the undersigned vendor, do hereby acknowledge that NO sole proprietor, partner, majority shareholder of a corporation, or an owner of 10% or more of another business entity is 30 days or more delinquent in paying child support under a court order or a written repayment agreement. I understand that under this doe, a sole proprietorship, partnership, corporation or other entity in which a sole proprietor, partner, majority shareholder or a corporation, or an owner of 10% or more of another entity is 30 days or more delinquent in paying child support under a court order or a written repayment agreement is NOT eligible to bid or receive a state contract.

COMPANY \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY, STATE, ZIP CODE \_\_\_\_\_  
(AREA CODE) TELEPHONE ( \_\_\_\_\_ ) \_\_\_\_\_

---

SIGNATURE	DATE	TITLE
_____		
PRINTED NAME OF ABOVE		

**VENDOR ACKNOWLEDGEMENT FORM**

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**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION – LOWER TIER COVERED TRANSACTIONS**

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This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7CFR Part 3017, Section 3017.510, Participants’ responsibilities. The regulations were published as Part IV of the January 30, 1989, Federal Register (pages 4722-4733). Copies of the regulations may be obtained by contracting the Department of Agriculture agency with which this transaction originated. (Before completing certification, read attached instructions)

The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

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**APPLICABLE TO GRANTS, SUBGRANTS, COOPERATIVE AGREEMENTS, AND CONTRACTS EXCEEDING \$100,000 IN FEDERAL FUNDS**

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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 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/her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid 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





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COMPANY NAME

---

AUTHORIZED SIGNATURE

---

AUTHORIZED SIGNATURE **PRINT**

---

ADDRESS

---

CITY/STATE/ZIP

---

1.2. TELEPHONE NUMBER

FAX NUMBER

---

1.3. EMAIL

COMPANY WEBSITE

---

Customer service representative

---

TELEPHONE NUMBER

FAX NUMBER

---

EMAIL

PHYSICAL ADDRESS

---

BILLING REPRESENTATIVE

---

TELEPHONE NUMBER

FAX NUMBER

---

EMAIL

PHYSICAL ADDRESS

## 9. VENDOR REFERENCES

The Proposer is to submit three (3) references that have contracted with their company to provide like products and/or services. It is recommended that the Vendor show school districts or other local government organizations equal to Region One ESC in size and structure, if possible. To expedite the contract award, e-

mail is the preferred method of contact. Note: Failure to supply complete reference information may be grounds for Proposal disqualification.

1

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

Company Name \_\_\_\_\_  
Business Address \_\_\_\_\_  
Email address \_\_\_\_\_

2

Company Name \_\_\_\_\_  
Business Address \_\_\_\_\_  
Email address \_\_\_\_\_

3

Company Name \_\_\_\_\_  
Business Address \_\_\_\_\_  
Email address \_\_\_\_\_

Attach additional sheets for Awards in Market served.

**17.25**      **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.

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Name/Address of Organization

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Name/Title of Submitting Official

District	State
A.W. BROWN FELLOWSHIP CHARTER SCHOOL	TX
ABERNATHY ISD	TX
ABILENE ISD	TX
ACADEMY ISD	TX
ADA CITY SCHOOLS	OK
ADAIR CO R-1 SCHOOL DISTRICT	MO
ADAIR COUNTY R-II SCHOOL DISTRICT	MO
ADRIAN R-III SCHOOL DISTRICT	MO
ALBA-GOLDEN ISD	TX
ALBANY SCHOOL DISTRICT	TX
ALDINE ISD	TX
ALEDO ISD	TX
ALIEF ISD	TX
ALLEN ISD	TX
ALLEN PUBLIC SCHOOLS	OK
ALVARADO ISD	TX
ALVIN ISD	TX
ALVORD ISD	TX
AMARILLO ISD	TX
AMHERST ISD	TX
ANAHUAC ISD	TX
ANGLETON ISD	TX
ANNA ISD	TX
ANNA, CITY OF	TX
ANSON ISD	TX
ANTON ISD	TX
AQUILLA ISD	TX
ARANSAS COUNTY ISD	TX
ARCHER CITY ISD	TX
ARCHIE R-V SCHOOL DISTRICT	MO
ARGYLE ISD	TX
ARKADELPHIA SCHOOL DISTRICT	AR
ARKANSAS DEPARTMENT OF PARKS & TOURISM	AR
ARKANSAS SCHOOL BOARD ASSOCIATION	AR
ARKANSAS STATE UNIVERSITY	AR
ARKANSAS TECH UNIVERSITY	AR
ARLINGTON CLASSICS ACADEMY	TX
ARLINGTON ISD	TX
ARMOREL SCHOOL DISTRICT	AR
ASHDOWN SCHOOL DISTRICT	AR

District	State
LOCKNEY ISD	TX
LOMETA ISD	TX
LONE OAK ISD	TX
LONGVIEW ISD	TX
LONOKE SCHOOL DISTRICT	AR
LOOP ISD	TX
LORAIN ISD	TX
LORENA ISD	TX
LORENZO ISD	TX
LOUISIANA R-11 SCHOOL DISTRICT	MO
LOVEJOY ISD	TX
LOWREY SCHOOL DISTRICT C-010	OK
LUBBOCK ISD	TX
LUBBOCK-COOPER ISD	TX
LUEDERS-AVOCA ISD	TX
LUMBERTON ISD	TX
LYFORD CISD	TX
LYTLE ISD	TX
MABANK ISD	TX
MACKS CREEK R-V SCHOOL DISTRICT	MO
MADILL PUBLIC SCHOOL	OK
MADISON C-3 SCHOOL DISTRICT	MO
MAGAZINE SCHOOL DISTRICT	AR
MAGNET COVE SCHOOL DISTRICT	AR
MALAKOFF ISD	TX
MALTA ISD	TX
MALVERN SCHOOL DISTRICT	AR
MAMMOTH SPRING SCHOOL DISTRICT	AR
Manor ISD	TX
MANSFIELD ISD	TX
MANSFIELD R-IV SCHOOL DISTRICT	MO
MANSFIELD SCHOOL DISTRICT	AR
MARBLE FALLS ISD	TX
MARE	MO
MARION C.EARLY R-5 SCHOOL DISTRICT	MO
MARION COUNTY R-II	MO
MARION SCHOOL DISTRICT	AR
MARKED TREE SCHOOL DISTRICT	AR
MARLIN ISD	TX
MARMADUKE SCHOOL DISTRICT	AR
MARSHALL ISD	TX
MARSHFIELD R-1 SCHOOL DISTRICT	MO



ASHER PUBLIC SCHOOLS	OK	MART ISD	TX
ASPERMONT ISD	TX	MASON ISD	TX
ATKINS SCHOOL DISTRICT	AR	MAUD ISD	TX
ATLANTA ISD	TX	May ISD	TX
AUBREY ISD	TX	MAYNARD SCHOOL DISTRICT	AR
AVALON ISD	TX	MAYPEARL ISD	TX
AVENUE CITY R-IX SCHOOL DISTRICT	MO	MAYSVILLE R-I SCHOOL DISTRICT	MO
AVERY ISD	TX	MCALESTER PUBLIC SCHOOLS	OK
AVINGER ISD	TX	MCCALLEN ISD	TX
AZLE ISD	TX	MCCAMEY ISD	TX
AZLEWAY CHARTER SCHOOL	TX	McCRORY SCHOOL DISTRICT	AR
BAIRD ISD	TX	MCKINNEY ISD	TX
BALLINGER ISD	TX	MCKINNEY, CITY OF	TX
BANGS ISD	TX	MCLENNAN COUNTY JUNIOR COLLEGE	TX
BANQUETE ISD	TX	MCLEOD ISD	TX
BARTON-LEXA SCHOOL DISTRICT	AR	MEADOW HEIGHTS R-II SCHOOL DISTRICT	MO
BASTROP ISD	TX	MEADOW ISD	TX
BATESVILLE SCHOOL DISTRICT	AR	MELBOURNE SCHOOL DISTRICT	AR
BAUXITE SCHOOL DISTRICT	AR	MELISSA ISD	TX
BAY SCHOOL DISTRICT	AR	MEMPHIS ISD	TX
BEARDEN SCHOOL DISTRICT	AR	MENA SCHOOL DISTRICT	AR
BEAUMONT ISD	TX	MERCEDES ISD	TX
BECKVILLE ISD	TX	MERKEL ISD	TX
BEEBE SCHOOL DISTRICT	AR	MESQUITE ISD	TX
BEGGS SCHOOLS	OK	METRO CHARTER ACADEMY	TX
BELL COUNTY	TX	METRO MATH & SCIENCE	TX
BELLEVUE ISD	TX	MIAMI R-1 SCHOOL	MO
BELLS ISD	TX	MIAMI R-1 SCHOOL (MIAMI)	MO
BELLVILLE ISD	TX	MIDLAND SCHOOL DISTRICT	AR
BENJAMIN ISD	TX	MIDLOTHIAN ISD	TX
BENNINGTON PUBLIC SCHOOLS	OK	MID-SOUTH COMMUNITY COLLEGE	AR
BENTON COUNTY SCHOOL OF THE ARTS	AR	MIDWAY ISD	TX
BENTON SCHOOL DISTRICT	AR	MIDWESTERN STATE UNIVERSITY	TX
BERNIE R-XIII SCHOOLS	MO	MILFORD ISD	TX
BERRYVILLE SCHOOL DISTRICT	AR	MILLER GROVE ISD	TX
BEVIER C-4 SCHOOL DISTRICT	MO	MILLSAP ISD	TX
BEXAR COUNTY	TX	MINERAL WELLS ISD	TX
BIG SANDY ISD	TX	MISSION CISD	TX
BIRDVILLE ISD	TX	MONITEAU R-V SCHOOL DISTRICT	MO
BISMARCK SCHOOL DISTRICT	AR	MONTAGUE ISD	TX
BLACK ROCK SCHOOL DISTRICT	AR	MONTGOMERY COUNTY	TX
BLACKWELL ISD	TX	MONTGOMERY ISD	TX
BLANCO ISD	TX	MONTICELLO SCHOOL DISTRICT	AR

BLAND ISD	TX	MONTROSE R-XIV SCHOOL DISTRICT	MO
BLEVINS SCHOOL DISTRICT	AR	MOORELAND PUBLIC SCHOOL	OK
BLOOMBURG ISD	TX	MORAN ISD	TX
BLUE RIDGE ISD	TX	MORGAN ISD	TX
BLUFF DALE ISD	TX	MORGAN MILL ISD	TX
BLUM ISD	TX	MORTON ISD	TX
BLYTHEVILLE SCHOOL DISTRICT	AR	MOTLEY COUNTY	TX
BOERNE ISD	TX	MOTLEY COUNTY ISD	TX
BOLES ISD	TX	MOUNT IDA SCHOOL DISTRICT	AR
BOLING ISD	TX	MOUNT PLEASANT CHRISTIAN SCHOOL	TX
BOLIVAR R-1 SCHOOL DISTRICT	MO	MOUNT PLEASANT ISD	TX
BONCL R-X SCHOOL	MO	MOUNT VERNON - ENOLA SCHOOL DISTRICT	AR
BONHAM ISD	TX	MOUNT VERNON ISD	TX
BOOKER ISD	TX	MOUNTAIN HOME SCHOOL DISTRICT	AR
BOONEVILLE SCHOOL DISTRICT	AR	MOUNTAIN PINE SCHOOL DISTRICT	AR
BORDEN COUNTY ISD	TX	MOUNTAIN VIEW SCHOOL DISTRICT	AR
BORGER ISD	TX		
BOWIE COUNTY	TX	MOUNTAIN VIEW-GOTEBO SCHOOL DISTRICT	OK
BOWIE ISD	TX	MOUNTAINBURG PUBLIC SCHOOL	AR
BOWLING GREEN R-I SCHOOL DISTRICT	MO	MUENSTER ISD	TX
BOYD ISD	TX	MULESHOE ISD	TX
BOYS RANCH ISD	TX	MULLIN ISD	TX
BRADFORD SCHOOL DISTRICT	AR	MUNDAY ISD	TX
BRADLEY SCHOOL DISTRICT	AR	MURFREESBORO SCHOOL DISTRICT	AR
BRADY ISD	TX	NEA CO-OP	AR
BRAZOS RIVER CHARTER SCHOOL	TX	NEDERLAND ISD	TX
BRECKENRIDGE ISD	TX	NEMO VISTA SCHOOL DISTRICT	AR
BRIDGE CITY ISD	TX	NETTLETON SCHOOL DISTRICT	AR
BRIDGEPORT ISD	TX	NEVADA SCHOOL DISTRICT	AR
BRINKLEY SCHOOL DISTRICT	AR	NEW BOSTON ISD	TX
BROCK ISD	TX	NEW BRAUNFELS ISD	TX
BRONTE ISD	TX	NEW CANEY ISD	TX
BROOKELAND ISD	TX	NEW DEAL ISD	TX
BROOKESMITH ISD	TX	NEW DIANA ISD	TX
BROOKLAND SCHOOL DISTRICT	AR	NEW HOME ISD	TX
BROWNFIELD ISD	TX	NEW SUMMERFIELD ISD	TX
BROWNSBORO	TX	NEWCASTLE ISD	TX
BROWNSVILLE ISD	TX	NEWPORT SPECIAL SCHOOL DISTRICT	AR
BRUCEVILLE-EDDY ISD	TX	NEWTON ISD	TX
BRUNO-PYATT SCHOOL DISTRICT	AR	NIXON-SMILEY CONS ISD	TX
BRYAN INDEPENDENT SCHOOL DISTRICT	TX	NOCONA ISD	TX
BRYANT SCHOOL DISTRICT	AR	NORBORNE R-VIII SCHOOL DISTRICT	MO
BRYANT SCHOOL DISTRICT	AR	NORTH ARKANSAS COLLEGE	AR

BRYSON ISD	TX	NORTH DAVIESS R-III SCHOOL DISTRICT	MO
BUNA ISD	TX	NORTH HARRISON R-III SCHOOL DISTRICT	MO
BURKBURNETT ISD	TX	NORTH HOPKINS ISD	TX
BURKEVILLE ISD	TX	NORTH LAMAR ISD	TX
BURLESON ISD	TX	NORTH LITTLE ROCK SCHOOL DISTRICT	AR
BURNET CONS ISD	TX	NORTH PLATTE R-I SCHOOL DISTRICT	MO
BUTLER R-V SCHOOL DISTRICT	MO	NORTH SIDE ISD	TX
BYERS ISD	TX		
CABOT SCHOOL DISTRICT	AR	NORTH ST. FRANCOIS COUNTY R-I SCHOOL DISTRICT	MO
CADDO HILLS SCHOOL DISTRICT	AR		
CADDO MILLS ISD	TX	NORTHEAST INDEPENDENT SCHOOL DISTRICT	TX
CADDO PUBLIC SCHOOLS	OK	NORTHEAST TEXAS COMMUNITY COLLEGE-MT. PLEASEANT	TX
CAINSVILLE R-1 SCHOOL	MO		
CALERA PUBLIC SCHOOL	OK	NORTHEAST VERNON COUNTY R-I SCHOOL DISTRICT	MO
CALLISBURG ISD	TX	Northside ISD	TX
CAMERON COUNTY	TX		
CAMPBELL ISD	TX	NORTHWEST ARKANSAS COMMUNITY COLLEGE	AR
CAMPBELL R-II SCHOOL DISTRICT	MO		
CANADIAN ISD	TX	Northwest Arkansas Education Service Center	AR
CANADIAN SCHOOL DISTRICT I-002	OK	NORTHWEST ISD	TX
CANTON ISD	TX	NORTHWESTERN R-1 SCHOOL DISTRICT	MO
CANUTILLO ISD	TX	NORTHWOOD R-IV SCHOOL DISTRICT	MO
CARRIZO SPRINGS CONS ISD	TX	NOTRE DAME CATHOLIC SCHOOL	TX
CARROLL ISD	TX	NOVA OAK CLIFF SCHOOL	TX
CARROLLTON-FARMERS BRANCH ISD	TX	NOVICE ISD	TX
CARTHAGE ISD	TX	O.U.R. EDUCATIONAL COOPERATIVE	AR
CASTLE HILLS FIRST BAPTIST SCHOOL	TX	O'DONNELL ISD	TX
CASTLEBERRY ISD	TX	OGLESBY ISD	TX
CATOOSA PUBLIC SCHOOL DISTRICT I-002	OK	OLNEY ISD	TX
CAVE CITY SCHOOL DISTRICT	AR	OLTON ISD	TX
CAYUGA ISD	TX	OMAHA SCHOOL DISTRICT	AR
CEDAR HILL ISD	TX	ORAN R-3 SCHOOL DISTRICT	MO
CEDAR RIDGE CHARTER- "CLOSED"	TX	ORANGEFIELD ISD	TX
CEDAR RIDGE SCHOOL DISTRICT	AR	ORENDA CHARTER SCHOOLS	TX
CELESTE ISD	TX	OROS	OK
CELINA ISD	TX	OSAGE COUNTY R-II SCHOOL DISTRICT	MO
CENTERPOINT SCHOOL DISTRICT	AR		
CENTERVILLE ISD	TX	OSCEOLA COMMUNICATION, ART & BUSINESS	AR
CENTRAL ISD	OK	OSCEOLA SCHOOL DISTRICT (AR)	AR
CHAPEL HILL ISD	TX	OSCEOLA SCHOOL DISTRICT (MO)	MO
CHAPEL HILL ISD-TYLER	TX	OTTERVILLE R-VI SCHOOL DISTRICT	MO
CHARLESTON SCHOOL DISTRICT	AR	OUACHITA RIVER SCHOOL DISTRICT	AR
CHECOTAH ISD #19	OK		

CHEROKEE ISD	TX	OUACHITA SCHOOL DISTRICT	AR
CHESTER ISD	TX	OUACHITA TECHNICAL COLLEGE	AR
CHICKASHA SCHOOL DISTRICT 26 I-001	OK	OVERTON ISD	TX
CHICO ISD	TX	OZARK SCHOOL DISTRICT	AR
CHILDRESS ISD	TX	OZARKA COLLEGE	AR
CHILHOWEE R-IV SCHOOL DISTRICT	MO	PADUCAH ISD	TX
CHILLICOTHE ISD	TX	PAINT CREEK ISD	TX
CHINA SPRING ISD	TX	PAINT ROCK ISD	TX
CHISUM ISD	TX	PALESTINE-WHEATLEY SCHOOL DISTRICT	AR
CISCO ISD	TX	PALMER ISD	TX
CITY OF TEXAS CITY	TX	PALO PINTO ISD	TX
CITY VIEW ISD	TX	PAMPA ISD	TX
CLARKSVILLE ISD	TX	PAMPA, CITY OF	TX
CLAUDE ISD	TX	PANHANDLE ISD	TX
CLEAR CREEK ISD	TX	PARADIGM ACCELERATED SCHOOL	TX
CLEBURNE ISD	TX	PARADISE ISD	TX
CLIFTON ISD	TX	PARAGOULD SCHOOL DISTRICT	AR
CLINT ISD	TX	PARIS ISD	TX
CLINT ISD	TX	PARIS JUNIOR COLLEGE	TX
CLYDE SCHOOL DISTRICT	TX	PARIS R-II SCHOOL DISTRICT	MO
COLBERT PUBLIC SCHOOLS	OK	PARIS SCHOOL DISTRICT	AR
COLDSRING-OAKHURST CISD	TX	PARKERS CHAPEL SCHOOL DISTRICT	AR
COLEMAN ISD	TX	PASADENA ISD	TX
COLLEGE OF THE MAINLAND	TX	PATTON SPRINGS ISD	TX
COLLIN COUNTY	TX	PEA RIDGE SCHOOL DISTRICT	AR
COLLINSVILLE ISD	TX	PEASTER ISD	TX
COLORADO ISD	TX	PEMISCOT COUNTY R-3 SCHOOL DISTRICT	MO
COLUMBIA-BRAZORIA ISD	TX	PERRIN-WHITT CISD	TX
COLUMBUS ISD	TX	PERRYVILLE SCHOOL DISTRICT	AR
COMANCHE ISD	TX	PETERSBURG ISD	TX
COMMERCE ISD	TX	Petrolia ISD	TX
COMMERCE SCHOOL DISTRICT	OK	PEWITT ISD	TX
COMMUNITY ISD	TX	PHARR, CITY OF	TX
COMMUNITY R-VI SCHOOL DISTRICT	MO	Pharr-San Juan-Alamo ISD	TX
COMO-PICKTON CISD	TX	PHELPS COUNTY R-3 SCHOOL DISTRICT	MO
COMSTOCK ISD	TX	PIGGOTT SCHOOL DISTRICT	AR
CONCORD SCHOOL DISTRICT	AR	PILOT POINT ISD	TX
CONCORDIA R-2 SCHOOL DISTRICT	MO	PINE BLUFF SCHOOL DISTRICT	AR
CONWAY SCHOOL DISTRICT	AR	PINE TREE ISD	TX
COOPER COUNTY R-IV SCHOOL DISTRICT	MO	PITTSBURG ISD	TX
COOPER ISD	TX	PITTSBURG SCHOOL DISTRICT I-063	OK
COPPELL ISD	TX	PLAINS ISD	TX
COPPERAS COVE ISD	TX	PLAINVIEW ISD	TX

CORDELL SCHOOL DISTRICT I-78	OK	PLANO ISD	TX
CORNING SCHOOL DISTRICT	AR	PLANO, CITY OF	TX
COTTER SCHOOL DISTRICT	AR	PLATO R-V SCHOOL DISTRICT	MO
COTTON CENTER ISD	TX	PLEASANT GROVE ISD	TX
COTULLA ISD	TX	PLEASANT HOPE R-1 SCHOOL DISTRICT	MO
COUNTY LINE SCHOOL	AR	POCAHONTAS SCHOOL DISTRICT	AR
COUPLAND ISD	TX	POINSETT SCHOOL DISTRICT	AR
COVENANT KEEPERS COLLEGE	AR	PONDER ISD	TX
COVINGTON ISD	TX	POOLVILLE ISD	TX
CRANDALL ISD	TX	PORT ARTHUR ISD	TX
CRAWFORD ISD	TX	PORT NECHES-GROVES ISD	TX
CROCKETT Co. CCSD	TX	POST ISD	TX
CROSBYTON CISD	TX	POTTER, COUNTY OF	TX
CROSS COUNTY SCHOOL DISTRICT	AR	POTTSBORO ISD	TX
CROSS PLAINS ISD	TX	POTTSVILLE SCHOOL DISTRICT	AR
CROSSETT SCHOOL DISTRICT	AR	POYEN SCHOOL DISTRICT	AR
CROWELL ISD	TX	PRAIRIE LEA ISD	TX
CROWLEY ISD	TX	PRAIRIE VALLEY ISD	TX
CROWLEY'S RIDGE EDUCATIONAL CO-OP	AR	PRAIRILAND ISD	TX
CUMBY ISD	TX	PRESCOTT SCHOOL DISTRICT	AR
CUSHMAN SCHOOL DISTRICT	AR	PRINCETON ISD	TX
CUTTER MORNING STAR SCHOOL DISTRICT	AR	PROSPER ISD	TX
CYRIL SCHOOL DISTRICT I-064	OK	PULASKI COUNTY SPECIAL SCHOOL DISTRICT	AR
DAINGERFIELD-LONE STAR ISD	TX	QUANAHA ISD	TX
DALLAS CAN ACADEMY CHARTER SCHOOL	TX	QUEEN CITY ISD	TX
DALLAS COMMUNITY CHARTER SCHOOL	TX	QUINLAN ISD	TX
DALLAS COUNTY JUVENILE JUSTICE CHARTER SCHOOL	TX	QUITMAN ISD - TX	TX
DALLAS COUNTY R-I SCHOOL DISTRICT	MO	QUITMAN SCHOOL DISTRICT	AR
DALLAS COUNTY SCHOOLS	TX	RAINS ISD	TX
DALLAS ISD	TX	RALLS ISD	TX
DANVILLE SCHOOL DISTRICT	AR	RANDOLPH FIELD ISD	TX
DARDANELLE SCHOOL DISTRICT	AR	RANGER ISD	TX
DAWSON EDUCATION CO-OP	AR	RATTAN PUBLIC SCHOOLS	OK
DAWSON ISD	TX	RAYMONDVILLE ISD	TX
DECATUR ISD	TX	RECTOR SCHOOL DISTRICT	AR
DECATUR SCHOOL DISTRICT	AR	RED LICK ISD	TX
DEER PARK ISD	TX	RED OAK ISD	TX
DEKALB ISD	TX	REDWATER ISD	TX
DEL RIO, CITY OF	TX	RICE ISD	TX
DEL VALLE ISD	TX	RICH HILL R-IV SCHOOL DISTRICT	MO
DeLeon ISD	TX	RICHARD MILBURN ACADEMY	TX
DELIGHT SCHOOL DISTRICT	AR	RICHARDSON ISD	TX
		RICHLAND SPRINGS ISD	TX

DELTA C-7 SCHOOL DISTRICT	MO	Rio Brazos Education Cooperative	TX
DENISON ISD	TX	RIO HONDO ISD	TX
DENTON ISD	TX	RIO VISTA ISD	TX
DENTON, COUNTY OF	TX	RISING STAR ISD	TX
DENVER CITY ISD	TX	RIVERCREST ISD	TX
DEQUEEN SCHOOL DISTRICT	AR	RIVERSIDE SCHOOL DISTRICT	AR
DEQUEEN-MENA EDUCATION COOP	AR	ROBERT LEE ISD	TX
DERMOTT SCHOOL DISTRICT	AR	ROBY CISD	TX
DESOTO ISD	TX	ROCK CREED PUBLIC SCHOOLS	OK
DETROIT ISD	TX	ROCKDALE ISD	TX
DEW ISD	TX	ROCKSPRINGS ISD	TX
DEWEYVILLE ISD	TX	ROCKWALL COUNTY OF	TX
DICKINSON ISD	TX	ROCKWALL ISD	TX
DIERKS SCHOOL DISTRICT	AR	ROCKWALL, CITY OF	TX
DIME BOX ISD	TX	ROFF PUBLIC SCHOOL	OK
DODD CITY ISD	TX	ROGERS INDEPENDENT SCHOOL DISTRICT	TX
DREW CENTRAL SCHOOL DISTRICT	AR	ROGERS SCHOOL DISTRICT	AR
DRIPPING SPRINGS ISD	TX	ROLAND PUBLIC SCHOOLS	OK
DRISCOLL ISD	TX	ROLLA, CITY OF	MO
DUBLIN ISD	TX	ROOSEVELT ISD	TX
DUMAS SCHOOL DISTRICT	AR	ROPES ISD	TX
DUNCANVILLE ISD	TX	ROSCOE ISD	TX
EAGLE ADVANTAGE SCHOOL	TX	ROTAN ISD	TX
EAGLE MT-SAGINAW ISD	TX	ROXTON ISD	TX
EAGLE PROJECT	TX	ROYSE CITY ISD	TX
EARLE SCHOOL DISTRICT	AR	RULE ISD	TX
EAST CHAMBERS ISD	TX	RUSK ISD	TX
EAST END SCHOOL DISTRICT	AR	RUSSELLVILLE SCHOOL DISTRICT	AR
EAST FORT WORTH MONTESSORI ACADEMY	TX	RYLIE ACADEMY CHARTER SCHOOL	TX
EAST POINSETT CO. SCHOOL DISTRICT	AR	S AND S CONS ISD	TX
EASTLAND ISD	TX	SABINE ISD	TX
ECTOR COUNTY ISD	TX	SABINE PASS ISD	TX
ECTOR ISD	TX	SACHSE, CITY OF	TX
EDEN PARK ACADEMY	TX	SAINT JO ISD	TX
EDGEWOOD ISD	TX	SALEM PUBLIC SCHOOLS	AR
EDUCATION SERVICE CENTER, III	TX	SALEM R-80 SCHOOL DISTRICT	MO
EDUCATION SERVICE CENTER, REGION I	TX	SALISBURY R-IV SCHOOL DISTRICT	MO
EDUCATION SERVICE CENTER, REGION V	TX	SALTILLO ISD	TX
EDUCATION SERVICE CENTER, REGION VIII	TX	SAM RAYBURN ISD	TX
EDUCATION SERVICE CENTER, REGION X	TX	SAN ANGELO ISD	TX
EDUCATION SERVICE CENTER, REGION XI	TX	SAN FELIPE DEL RIO CISD	TX
EDUCATION SERVICE CENTER, REGION XII	TX	SAN JACINTO COMMUNITY COLLEGE	TX
EDUCATION SERVICE CENTER, REGION XIII	TX	SANDS CISD	TX

EDUCATION SERVICE CENTER, REGION XIV	TX	SANGER ISD	TX
EDUCATION SERVICE CENTER, REGION XIX	TX	SANTO ISD	TX
EDUCATION SERVICE CENTER, REGION XV	TX	SAVOY ISD	TX
EDUCATION SERVICE CENTER, REGION XVI	TX	SCHERTZ-CIBOLO-U CITY ISD	TX
EDUCATION SERVICE CENTER, REGION XVII	TX	SCHULENBURG ISD	TX
EDUCATION SERVICE CENTER, VI	TX	SCHUYLER R-1 SCHOOL DISTRICT	MO
EDUCATION SERVICE CENTER, XX	TX	SCOTLAND COUNTY R-1 SCHOOL DISTRICT	MO
EDUCATION SERVICE CENTER, REGION IX	TX	SCURRY-ROSSER ISD	TX
EL DORADO SCHOOL DISTRICT	AR	SEAGRAVES ISD	TX
EL DORADO SPRINGS R-II	MO	SEARC ESC	AR
EL SHADDAI WORLD OUTREACH CENTER	TX	SEARCY SPECIAL SCHOOL	AR
ELAINE SCHOOL DISTRICT	AR	SEDALIA SCHOOL DISTRICT #200	MO
ELECTRA ISD	TX	SEILING PUBLIC SCHOOLS	OK
ELGIN ISD	TX	SEMINOLE ISD	TX
ENNIS ISD	TX	SENATH-HORNERSVILLE C-8	MO
ERA ISD	TX	SEYMOUR ISD	TX
ERATH EXCELS ACADEMY INC	TX	SHALLOWATER ISD	TX
EULA ISD	TX	SHELDON ISD	TX
EVADALE ISD	TX	SHERIDAN SCHOOL DISTRICT	AR
EVANT ISD	TX	SHERMAN ISD	TX
EVERMAN ISD	TX	SHIRLEY SCHOOL DISTRICT	AR
EXCEL ACADEMY	TX	SIDNEY ISD	TX
FAIR GROVE R-10 SCHOOL DISTRICT	MO	SILSBEE ISD	TX
FAIRFIELD ISD	TX	SIMMS ISD	TX
FANNIN, COUNTY OF	TX	SIVELLS BEND ISD	TX
FANNINDEL ISD	TX	SLATON ISD	TX
FARGO PUBLIC SCHOOLS	OK	SLIDELL ISD	TX
FARMERSVILLE ISD	TX	SMACKOVER SCHOOL DISTRICT	AR
FARMINGTON R-7 SCHOOL DISTRICT	MO	SMITHTON RVI SCHOOL DISTRICT	MO
FARMINGTON SCHOOL DISTRICT	AR	SMYER ISD	TX
FERRIS ISD	TX	SNYDER ISD	TX
FIRST LUTHERAN CHRISTIAN SCHOOL (AR)	AR	SOMERSET ISD	TX
FLATONIA ISD	TX	SONORA ISD	TX
FLIPPIN SCHOOL DISTRICT	AR		
FLORESVILLE ISD	TX	SOUTH MISSISSIPPI COUNTY SCHOOL DISTRICT	AR
FLOYDADA ISD	TX	SOUTH NODAWAY R-IV SCHOOLS	MO
FORDYCE SCHOOL DISTRICT	AR	SOUTH SAN ANTONIO ISD	TX
FOREMAN SCHOOL DISTRICT	AR	SOUTH SIDE BEE BRANCH SCHOOL DISTRICT	AR
FORESTBURG ISD	TX	SOUTHEAST ARKANSAS COLLEGE	AR
FORNEY ISD	TX	SOUTHEAST ARKANSAS EDUCATION CO-OP	AR
FORREST CITY SCHOOL DISTRICT	AR	SOUTHERN REYNOLDS R-II ELLINGTON	MO
FORT SMITH SCHOOL DISTRICT	AR	SOUTHLAND ISD	TX
FORT WORTH ACADEMY OF FINE ARTS	TX	SOUTHSIDE ISD	TX

FORT WORTH CAN ACADEMY	TX	SOUTHSIDE SCHOOL DISTRICT	AR
FORT WORTH ISD	TX	SOUTHWEST ARKANSAS EDUCATION CO-OP	AR
FOUKE SCHOOL DISTRICT	AR	Southwest ISD	TX
FOUNTAIN LAKE SCHOOL DISTRICT	AR	SPIRO PUBLIC SCHOOLS	OK
FREDERICK PUBLIC SCHOOL	OK	SPLENDORA ISD	TX
FRENSHIP ISD	TX	SPRING BRANCH ISD	TX
FRISCO ISD	TX	SPRING HILL ISD	TX
FRISCO, CITY OF	TX	SPRING HILL SCHOOL DISTRICT	AR
FRIUTVALE ISD	TX	SPRINGLAKE-EARTH ISD	TX
FROST ISD	TX	SPRINGTOWN ISD	TX
FT.COBB-BROXTON SCHOOL DISTRICTS	OK	SPUR ISD	TX
GAINESVILLE ISD	TX	ST. JOSEPH, THE SCHOOL DISTRICT OF	MO
GALENA PARK ISD	TX	ST. LOUIS COUNTY LIBRARY DISTRICT	MO
GALVESTON ISD	TX	ST.ELIZABETH ANN SETON SCHOOL DISTRICT	OK
GARBER PUBLIC SCHOOL I-047	OK	ST.FRANCIS DE SALES SCHOOL	TX
GARLAND ISD	TX	STAFFORD MSD	TX
GARNER ISD	TX	STAMFORD ISD	TX
GARRISON ISD	TX	STANBERRY R-II SCHOOL DISTRICT	MO
GARY ISD	TX	STAR CITY SCHOOL DISTRICT	AR
GASCONADE C-4	MO	STEPHENVILLE ISD	TX
GATESVILLE ISD	TX	STEWARTSVILLE C-2 SCHOOL	MO
GENOA CENTRAL SCHOOL DISTRICT	AR	STOCKTON R-1 SCHOOL DISTRICT	MO
GENTRY PUBLIC SCHOOL DISTRICT	AR	STOUTLAND R-11 SCHOOL DISTRICT	MO
GEORGETOWN ISD	TX	STRATFORD I-002	OK
GHOLSON ISD	TX	STRATFORD ISD	TX
Giddings ISD	TX	STRAWN ISD	TX
GILMER ISD	TX	STRONG-HUTTIG SCHOOL DISTRICT	AR
GLADEWATER ISD	TX	STUTTIGART SCHOOL DISTRICT	AR
GLEN ROSE ISD	TX	SUDAN ISD	TX
GLEN ROSE SCHOOL DISTRICT (Hot Spring Co.)	AR	SULLIVAN SCHOOL DISTRICT	MO
GODLEY ISD	TX	SULPHUR BLUFF ISD	TX
GOLD BURG ISD	TX	SULPHUR SCHOOL DISTRICT I-001	OK
GOLDTHWAITE ISD	TX	SULPHUR SPRINGS ISD	TX
GONZALES ISD	TX	SUNDOWN ISD	TX
GOOSE CREEK CISD	TX	SUNNYVALE ISD	TX
GORDON ISD	TX	SWEET SPRINGS R-7 SCHOOL DISTRICT	MO
GORMAN ISD	TX	SWEETWATER ISD	TX
GOSNELL SCHOOL DISTRICT	AR	TAHOKA ISD	TX
GRAFORD ISD	TX	TANEYVILLE R-11 SCHOOL DISTRICT	MO
GRAHAM ISD	TX	TARLETON STATE UNIVERSITY	TX
GRANBURY ISD	TX	TARRANT COUNTY	TX
GRAND PRAIRIE ISD	TX	TARRANT COUNTY COLLEGE	TX
		TATUM ISD	TX



GRAND PRAIRIE, CITY OF	TX	TAYLOR ISD	TX
GRAND SALINE ISD	TX	TEAGUE ISD	TX
GRANDVIEW ISD	TX	TEMPLE COLLEGE	TX
GRAPE CREEK ISD	TX	TEMPLE ISD	TX
GRAPEVINE-COLLEYVILLE ISD	TX	TERRELL ISD	TX
GREAT PLAINS TECHNOLOGY CENTER	OK	TEXARKANA ARKANSAS SCHOOL DISTRICT	AR
GREEN CITY R-I SCHOOL DISTRICT	MO	TEXARKANA COLLEGE	TX
GREEN FOREST R-11 SCHOOL DISTRICT	MO	TEXARKANA ISD	TX
GREEN FOREST SCHOOL DISTRICT	AR	TEXARKANA, CITY OF	TX
GREENE COUNTY TECH SCHOOL DISTRICT	AR	TEXARKANA, CITY OF	AR
GREENVILLE ISD	TX	TEXAS A & M - COMMERCE	TX
GREENVILLE R-II	MO	TEXAS A & M INTERNATIONAL UNIVERSITY	TX
GREENWOOD SCHOOL DISTRICT	AR	TEXAS A & M UNIVERSITY-TEXARKANA	TX
GROESBECK ISD	TX	TEXAS CITY ISD	TX
GROVETON ISD	TX	TEXAS SOTHMOST COLLEGE	TX
GUNTER ISD	TX	TEXAS STATE UNIVERSITY-SAN MARCOS	TX
GUSTINE ISD	TX	TEXAS TECH UNIVERSITY	TX
GUTHRIE CSD	TX	TEXAS WOMAN'S UNIVERSITY-Denton	TX
HACKETT SCHOOL DISTRICT	AR	TEXLINE ISD	TX
HALE CENTER ISD	TX	Thackerville Public Schools	OK
HALLSBURG ISD	TX	THE EDUCATION CENTER	TX
HAMBURG SCHOOL DISTRICT	AR	THE WOODLANDS CHRISTIAN ACADEMY	TX
HAMILTON ISD	TX	THERESA B LEE ACADEMY	TX
HAMLIN ISD	TX	THRALL ISD	TX
HAMSHIRE-FANNETT ISD	TX	THREE WAY ISD	TX
HARDIN-JEFFERSON ISD	TX	THROCKMORTON ISD	TX
HARLETON ISD	TX	TINA-AVALON RII SCHOOL	MO
HARMONY GROVE SCHOOL DISTRICT (Ouachita Co.)	AR	TIOGA ISD	TX
HARMONY GROVE SCHOOL DISTRICT (Saline Co.)	AR	TOLAR ISD	TX
HARMONY ISD	TX	TOM BEAN ISD	TX
HARRIS COUNTY DEPT OF EDUCATION	TX	TONKAWA SCHOOLS	OK
HARRIS COUNTY EMERGENCY SERVICE	TX	TORAH GIRLS ACADEMY OF TEXAS	TX
HARRISBURG R-VIII SCHOOL DISTRICT	MO	TRAVIS ACADEMY OF FINE ARTS	TX
HARRISBURG SCHOOL DISTRICT	AR	TREETOPS SCHOOL INTERNATIONAL	TX
HARRISON SCHOOL DISTRICT	AR	TRENT ISD	TX
HARROLD ISD	TX	TRENTON ISD	TX
HART ISD	TX	TRINIDAD ISD	TX
HARTS BLUFF ISD	TX	TRINITY ISD	TX
HARTSHORNE SCHOOL DISTRICT	OK	TRINITY VALLEY SCHOOL	TX
HASKELL ISD	TX	TROUP ISD	TX
HAWKINS ISD	TX	TROY ISD	TX
		TULIA ISD	TX
		TWIN RIVERS R-X	MO

HAWLEY ISD	TX	TWO RIVERS SCHOOL DISTRICT	AR
HAYS CONS ISD	TX	UNION GROVE ISD	TX
HAYTI R-II SCHOOL DISTRICT	MO	UNION HILL ISD	TX
HEBER SPRINGS SCHOOL DISTRICT	AR	UNIVERSAL ACADEMY CHARTER SCHOOL	TX
HECTOR SCHOOL DISTRICT	AR	UNIVERSITY OF ARKANSAS	AR
HENDERSON ISD	TX	UNIVERSITY OF ARKANSAS AT LITTLE ROCK	AR
HENDERSON STATE UNIVERSITY	AR		
HENRIETTA ISD	TX	UNIVERSITY OF ARKANSAS COMMUNITY COLLEGE	AR
HENRY COUNTY R-I SCHOOL DISTRICT	MO	UNIVERSITY OF ARKANSAS, FORT SMITH	AR
HERMITAGE SCHOOL DISTRICT	AR	UNIVERSITY OF NORTH TEXAS	TX
HERMLEIGH ISD	TX		
HICO ISD	TX	UNIVERSITY OF NORTH TEXAS HEALTH SCIENCE CENTER	TX
HIDALGO COUNTY	TX	UNIVERSITY OF TEXAS AT AUSTIN	TX
HIGGINS ISD	TX	UNIVERSITY OF TEXAS AT BROWNSVILLE	TX
HIGH ISLAND ISD	TX	VALLEY MILLS ISD	TX
HIGHLAND ISD	TX	VALLEY SPRINGS SCHOOL DISTRICT	AR
HIGHLAND PARK ISD	TX	VALLEY VIEW ISD	TX
HIGHLAND PARK ISD-R16	TX	VALLEY VIEW ISD	TX
HIGHLAND SCHOOL DISTRICT	AR	VALLEY VIEW SCHOOL DISTRICT	AR
HOLLIDAY ISD	TX	VAN ALSTYNE ISD	TX
HONEY GROVE ISD	TX	VAN BUREN SCHOOL DISTRICT	AR
HOOKS ISD	TX	VAN ISD	TX
HOPE SCHOOL DISTRICT	AR	VAN-COVE SCHOOL DISTRICT	AR
HOPKINS COUNTY SPECIAL EDUCATION	TX	VENUS ISD	TX
HOT SPRINGS SCHOOL DISTRICT	AR	VERNON ISD	TX
HOWE ISD	TX	VERONA R-VII SCHOOL DISTRICT	MO
HUBBARD ISD	TX	VIAN SCHOOL DISTRICT	OK
HUBBARD ISD - R12	TX	VICI PUBLIC SCHOOLS	OK
HUCKABAY ISD	TX	VICTORY FIELD SCHOOL	TX
HUFFMAN ISD	TX	VIDOR ISD	TX
HUGHES SPRINGS ISD	TX	VILONIA SCHOOL DISTRICT	AR
HULL-DAISETTA ISD	TX	VIOLA SCHOOL DISTRICT	AR
HUMBLE, CITY OF	TX	WACO ISD	TX
HUNTSVILLE ISD	TX	WAELDER ISD	TX
HURLEY R-I SCHOOL DISTRICT	MO	WALDRON SCHOOL DISTRICT	AR
HURST, CITY OF	TX	WALL ISD	TX
HURST-EULESS-BEDFORD ISD	TX	WALLER ISD	TX
HUTTO ISD	TX	WALNUT BEND ISD	TX
I D E A ACADEMY	TX	WALNUT RIDGE SCHOOL DISTRICT	AR
IDALOU ISD	TX	WARREN ISD	TX
IOWA PARK CISD	TX	WARREN SCHOOL DISTRICT	AR
IRA ISD	TX	WATER VALLEY ISD	TX
IREDELL ISD	TX	WATSON CHAPEL SCHOOL DISTRICT	AR

IRVING ISD	TX	WAXAHACHIE ISD	TX
ITALY ISD	TX	WEATHERFORD ISD	TX
JACKSBORO ISD	TX	WELLMAN-UNION CONS ISD	TX
JARRELL ISD	TX	WELLSVILLE-MIDDLETOWN R-1 SCHOOL	MO
JASPER CO. R-V SCHOOL DISTRICT	MO	WEST HARDIN COUNTY CONS ISD	TX
JASPER ISD	TX	WEST MEMPHIS CHRISTIAN SCHOOL	AR
JASPER SCHOOL DISTRICT	AR	WEST MEMPHIS SCHOOL DISTRICT	AR
JAYTON-GIRARD ISD	TX	WEST ORANGE-COVE CONS ISD	TX
JEAN MASSIEU ACADEMY	TX	WESTBROOK ISD	TX
JEFFERSON ISD	TX	WESTLAKE ACADEMY	TX
JESSIEVILLE SCHOOL DISTRICT	AR	WESTPHALIA ISD	TX
JIM NED ISD	TX	WESTSIDE CONSOLIDATED SCHOOL DISTRICT	AR
JOHNSON COUNTY AMBULANCE DISTRICT	MO	WESTSIDE SCHOOL DISTRICT	AR
JOHNSON COUNTY R-VIII SCHOOL DISTRICT	MO	WESTVIEW C-6 SCHOOL DISTRICT	MO
JONESBORO ISD	AR	WHEATON R-III SCHOOL DISTRICT	MO
JOSHUA ISD	TX	WHITE CO. CENTRAL SCHOOL	AR
JUBILEE ACADEMIC CENTER, INC.	TX	WHITE HALL SCHOOL DISTRICT	AR
JUNCTION CITY SCHOOL DISTRICT	AR	WHITE OAK ISD	TX
JUNCTION ISD	TX	WHITE SETTLEMENT ISD	TX
KATY ISD	TX	WHITEFACE CONS ISD	TX
KAUFMAN ISD	TX	WHITEHOUSE ISD	TX
KEENE ISD	TX	WHITESBORO ISD	TX
KELLER ISD	TX	WHITELIGHT ISD	TX
KELLER, CITY OF	TX	WHITHARRAL ISD	TX
KEMP ISD	TX	WICHITA FALLS ISD	TX
KENNEDALE ISD	TX	WICKES SCHOOL DISTRICT	AR
KILGORE ISD	TX	WILDORADO ISD	TX
KILGORE, CITY OF	TX	WILLIS ISD	TX
KINGSTON PUBLIC SCHOOL	OK	WILLS POINT ISD	TX
KINGSVILLE R-1	MO	WILSON ISD	TX
KIOWA ISD	OK	WINDTHORST ISD	TX
KIRBY SCHOOL DISTRICT	AR	WINFIELD ISD	TX
KIRBYVILLE CISD	TX	WINFIELD R-IV SCHOOL DISTRICT	MO
KIRBYVILLE R-VI SCHOOL DISTRICT	MO	WINFREE ACADEMY - GRAPEVINE	TX
KLEIN ISD	TX	WINFREE ACADEMY - LEWISVILLE	TX
KLONDIKE ISD	TX	WINNSBORO ISD	TX
KNOX CITY CISD	TX	WINTERS ISD	TX
KOPPERL ISD	TX	WOLFE CITY ISD	TX
KOUNTZE ISD	TX	WONDERVIEW SCHOOL DISTRICT	AR
KRESS ISD	TX	WOODLAWN SCHOOL DISTRICT	AR
KRUM ISD	TX	WOODSON ISD	TX
LA JOYA ISD	TX	WOODVILLE ISD	TX
LA PORTE INDEPENDENT SCHOOL DISTRICT	TX	WOODWARD PUBLIC SCHOOLS	OK

LAFAYETTE COUNTY SCHOOL DISTRICT	AR	WORTHAM ISD	TX
LAGRANGE ISD	TX	WYLIE ISD-R10	TX
LAKE DALLAS ISD	TX	WYLIE ISD-R14	TX
LAKE HAMILTON SCHOOL DISTRICT	AR	WYNNE SCHOOL DISTRICT	AR
LAKE TRAVIS ISD	TX	YANTIS ISD	TX
LAKE WORTH ISD	TX	YELLVILLE-SUMMIT SCHOOL DISTRICT	AR
LAKELAND R-3 SCHOOL DISTRICT	MO	YOUNG COUNTY	TX
LAKESIDE SCHOOL DISTRICT	AR	YOUTH WAVE HIGH	TX
LAMAR SCHOOL DISTRICT - AR	AR		
LAMESA ISD	TX		
LANCASTER ISD	TX		
LANCASTER, CITY OF	TX		
LATTA SCHOOL	OK		
LAZBUDDIE ISD	TX		
LEADHILL SCHOOL DISTRICT	AR		
LEARY ISD	TX		
LEE A. TOLBERT COMMUNITY ACADEMY	MO		
Lee A. Tolbert community Academy	MO		
LEE COLLEGE	TX		
LEE COUNTY SCHOOL DISTRICT	AR		
LEONARD ISD	TX		
LEVELLAND ISD	TX		
LEWISVILLE ISD	TX		
LIBERTY HILL ISD	TX		
LIBERTY-EYLAU ISD	TX		
LINDEN-KILDARE CONS ISD	TX		
LINDSAY ISD	TX		
LINDSAY SCHOOL DISTRICT I-009	OK		
LINGLEVILLE ISD	TX		
LINN COUNTY R-I SCHOOL DISTRICT	MO		
LIPAN ISD	TX		
LITTLE ELM ISD	TX		
LITTLE ROCK SCHOOL DISTRICT	AR		
LITTLEFIELD ISD	TX		
LIVINGSTON ISD	TX		
LLANO ISD	TX		
LOCKESBURG SCHOOL DISTRICT	AR		
LOCKHART ISD	TX		