Board of Trustees

Finance, Audit, and Human Resources Committee Meeting

August 14, 2018

5:30 p.m.

Ann Richards Administration Building,
Board Room-Pecan Campus-McAllen, TX

SOUTH TEXAS COLLEGE

South Texas College
Board of Trustees
Finance, Audit, and Human Resources Committee
Ann Richards Administration Building Board Room
Pecan Campus, McAllen, Texas
Tuesday, August 14, 2018 @ 5:30 p.m.

"At anytime during the course of this meeting, the Board of Trustees may retire to Executive Session under Texas Government Code 551.071(2) to confer with its legal counsel on any subject matter on this agenda in which the duty of the attorney to the Board of Trustees under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with Chapter 551 of the Texas Government Code. Further, at anytime during the course of this meeting, the Board of Trustees may retire to Executive Session to deliberate on any subject slated for discussion at this meeting, as may be permitted under one or more of the exceptions to the Open Meetings Act set forth in Title 5, Subtitle A, Chapter 551, Subchapter D of the Texas Government Code."

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Approval of July 10, 2018 Finance, Audit, and Human Resources Committee Minutes

The Minutes for the Finance, Audit, and Human Resources Committee Meeting of July 10, 2018 are presented for Committee approval.

South Texas College
Board of Trustees
Finance, Audit, and Human Resources Committee
Ann Richards Administration Building Board Room
Pecan Campus, McAllen, Texas
Tuesday, July 10, 2018 @ 5:30 p.m.

Minutes

The Finance, Audit, and Human Resources Committee Meeting was held on Tuesday, July 10, 2018 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:50 p.m. with Mr. Paul R. Rodriguez presiding.

Members present: Mr. Roy de León, Mr. Paul R. Rodriguez, Ms. Rose Benavidez, and Mr. Rene Guajardo

Other Trustees Present: Mrs. Victoria Cantú, Mr. Gary Gurwitz, and Dr. Alejo Salinas, Jr.

Members absent: None

Also present: Dr. Shirley A. Reed, Mrs. Mary Elizondo, Dr. David Plummer, Mr. Matthew Hebbard, Dr. Anahid Petrosian, Mr. George McCaleb, Mrs. Becky Cavazos, Mrs. Myriam Lopez, Mrs. Brenda Jo Balderaz, Mr. Khalil Abdullah, Dr. Jesus Campos, Dr. Pam Otto-Cox, and Mr. Andrew Fish

Announcement of New Committee Roster

Mr. de León announced that Board Chairman Paul R. Rodriguez had revised the Finance, Audit, and Human Resources Committee roster effective June 20, 2018 as follows:

Committee Chair:	Mr. Roy de León
Committee Members:	Mrs. Victoria Cantú, Mr. Gary Gurwitz, and Mr. Rene Guajardo

Approval of June 19, 2018 Finance, Audit, and Human Resources Committee Minutes

Upon a motion by Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., the Minutes for the Finance, Audit, and Human Resources Committee Meeting of June 19, 2018 were approved as written. The motion carried.

Review and Action as Necessary on Award of Proposals, Purchases, and Renewals (Non-Bond Proceeds)

Upon a motion by Mr. Paul R. Rodriguez and a second by Ms. Rose Benavidez, the Finance, Audit, and Human Resources Committee recommended Board approval of the award of proposals, purchases, and renewals (Non-Bond Proceeds) as listed below:

A. Awards

1) **Childcare Services (Award):** award the proposal for childcare services for the period beginning September 1, 2018 through August 31, 2019, at an estimated amount of $105,000.00 to the following seventy-four (74) qualifying vendors:

Vendors (City, State)		
Blessings Learning Academy of Alamo (Alamo, TX)	**iKids Academy** (Alamo, TX)	**Little Explorers Dev. & Learning Center II** (Alamo, TX)
Super Kids Academy, LLC. (Alamo, TX)	**Alpha Learning Center** (Alton, TX)	**Kid'z First Child Care Center, Inc.** (Alton, TX)
Little Angel's Learning Center (Alton, TX)	**Garza's Childcare and Development Center** (Donna, TX)	**Little Braves Child Care** (Donna, TX)
Stepping Stones Day Care II (Donna, TX)	**Monte Cristo Learning Center** (Edcouch, TX)	**Al's Toy Barn Learning Center** (Edinburg, TX)
Alma's Daycare Center (Edinburg, TX)	**Amando, Inc. dba/Genesis Learning Center** (Edinburg, TX)	**Brighter Future Learning Center** (Edinburg, TX)
Kolor the World Daycare & Learning Center (Edinburg, TX)	**Little U Learning Center** (Edinburg, TX)	**LPA Investments, LLC. dba/Little Paradise Academy** (Edinburg, TX)
Learning Path Day School (Edinburg, TX)	**Small Wonders Daycare** (Edinburg, TX)	**The Children's College Learning Center** (Edinburg, TX)
The Learning Journey Day School (Edinburg, TX)	**VIP Learning Center** (Edinburg, TX)	**Building My Future #2** (Hidalgo, TX)
Little Explorers Education Center (Hidalgo, TX)	**BMZ Child Care** (McAllen, TX)	**Brackenridge Children's Center, LLC.** (McAllen, TX)
Bright Beginnings (McAllen, TX)	**Easter Seals RGV** (McAllen, TX)	**Generations Academy, LLC.** (McAllen, TX)
Kids Being Kids Academy (McAllen, TX)	**Kids Cloud Academy** (McAllen, TX)	**Little Loves Educare** (McAllen, TX)
Little Paradise Academy, LLC. (McAllen, TX)	**Little Shining Stars Daycare I** (McAllen, TX)	**Loving Angels Child Development Center, LLC.** (McAllen, TX)

Vendors (City, State)		
Michelle's Playhouse (McAllen, TX)	**Mommyland Bilingual Academy** (McAllen, TX)	**Royal Education Center** (McAllen, TX)
Royal Piaget Academy (McAllen, TX)	**Star Kids Learning Center** (McAllen, TX)	**Tony's Playhouse** (McAllen, TX)
Valley Kidz Academy (McAllen, TX)	**Bright Beginnings Learning Center** (Mission, TX)	**Gingerbread House Learning Center Montessori** (Mission, TX)
Honey's Little Bee's Learning Center (Mission, TX)	**Las Palmas Montessori CCC #2** (Mission, TX)	**Little Crayons Institute, LLC.** (Mission, TX)
Little Einstein's Academy, LLC. (Mission, TX)	**Stepping Stones** (Mission, TX)	**Super Star Kids Learning Center, LLC.** (Mission, TX)
Fisher Kids Academy (Palmview, TX)	**Gingerbread House Learning Center** (Palmview, TX)	**Lily's Little Kids Daycare Center** (Palmview, TX)
Palmview Academy (Palmview, TX)	**Building My Future Learning Center** (Pharr, TX)	**Campanitas Day Care** (Pharr, TX)
Children's New Beginning Learning Academy, LLC. (Pharr, TX)	**Futuros Lideres Learning Center** (Pharr, TX)	**Kids Academy Daycare** (Pharr, TX)
Little Explorers Dev. & Learning Center (Pharr, TX)	**Little One's Discovery Center, Inc.** (Pharr, TX)	**Tweaty and Christy Day Care** (Pharr, TX)
Cutie Pies Children's Development Center (Rio Grande City, TX)	**Kami's Cuddling Center** (Rio Grande City, TX)	**Learning Zone** (Rio Grande City, TX)
Learning Zone II (Rio Grande City, TX)	**Miss Becky's School House** (Rio Grande City, TX)	**Childtime Academy** (San Juan, TX)
Immaculata Pre Primary (San Juan, TX)	**El Shaddai International Christian Day Care Ctr** (Weslaco, TX)	**Christian Day Care** (Weslaco, TX)
Stepping Stones Day Care (Weslaco, TX)	**Mid-Valley Early Childhood Education Center** (Weslaco, TX)	

2) Library Materials (Award): award the proposal for library materials for the period beginning September 1, 2018 through August 31, 2019 with two one-year options to renew, at an estimated amount of $234,080.40 to the following vendors:

Vendors (City, State)		
ABDO Publishing Company (Edina, MN)	**Apple Books** (Mankato, MN)	**Bearport Publishing** (New York, NY)

Vendors (City, State)		
Bound to Stay Bound Books, Inc. (Jacksonville, IL)	**Capstone** (N Mankato, MN)	**Cavendish Square Publishing, LLC.** (New York, NY)
CBM,LLC./dba Cherry Lake Publishing/dba Sleeping Bear Press (N Mankato, MN)	**Central Programs, Inc./dba Gumdrop Books** (Bethany, MO)	**Complete Book and Media Supply, LLC.** (Cedar Park, TX)
EBSCO Industries, Inc. (Ipswich, MA)	**Enslow Publishing** (New York, NY)	**Gareth Stevens Publishing, LLLP.** (New York, NY)
GOBI Library Solutions from EBSCO (Contoocook, NH)	**Greenhaven Publishing, LLC.** (New York, NY)	**Infobase** (New York, NY)
Ingram Library Services, Inc. (La Vergne, TN)	**J. Appleseed** (Mankato, MN)	**KAMICO Instructional Media, Inc.** (Salado, TX)
Lektro, Inc./dba Escue & Associates (Robstown, TX)	**Midwest Library Service** (Bridgeton, MO)	**Perma-Bound Books** (Jacksonville, IL)
ProQuest, LLC. (Ann Arbor, MI)	**Rittenhouse Book Distributors, Inc.** (King of Prussia, PA)	**Scholastic Library Publishing, Inc**. (Danbury, CT)
The Rosen Publishing Group, Inc. (New York, NY)		

3) **Mail Services (Award):** award the proposal for mail services to **Upper Valley Mail Services, LLC.** (McAllen, TX), for the period beginning September 1, 2018 through August 31, 2019 with two one-year options to renew, at an estimated amount of $73,000.00, which is based on prior year expenditures;
4) **Maintenance and Repair Parts, Materials, and Supplies (Award):** award the proposal for maintenance and repair parts, materials, and supplies for the period beginning August 30, 2018 through August 29, 2019 with two one-year options to renew, at an estimated amount of $160,000.00, which is based on prior year expenditures. The vendors are as follows:

Vendors (City, State)	
Burton Companies (Weslaco, TX)	**Bush Supply Company** (Edinburg, TX)
C.E.D. – Valmac Electrical Supply (Pharr, TX)	**Central Plumbing & Electric Supply** (Weslaco, TX)
Diaz Floors & Interior's, Inc. (Pharr, TX)	**Facilities Solutions Group** (Harlingen, TX)
Fairway Supply, Inc. (Austin, TX)	**Industrial Supplier Larey, Inc./dba International Industrial Supply, Co.** (Brownsville, TX)
Interline Brand, Inc./dba SupplyWorks (Jacksonville, FL)	**Lewis Electric Motors, Inc.** (Harlingen, TX)

Vendors (City, State)	
Luna Glass, LLC. (McAllen, TX)	**Morrison Supply Company** (McAllen, TX)
R. E. Friedrichs Company/dba REFCO (McAllen, TX)	**Sherwin Williams, Co.** (McAllen, TX)
Steve Lewis, LLC./dba Lewis Mechanical Sales (Corpus Christi, TX)	

5) **Nursing and Allied Health Equipment and Supplies (Award):** award the proposal for nursing and allied health equipment and supplies for the period beginning August 1, 2018 through July 31, 2019 with two one-year options to renew, at an estimated amount of $165,000.00 to the following vendors:
   - **Bound Tree Medical, LLC.** (Dublin, OH)
   - **Cynmar, LLC.** (Yulee, FL)
   - **Health Care Logistics, Inc.** (Circleville, OH)
   - **Henry Schein, Inc.** (Irmo, SC)
   - **Medline Industries** (Northfield, IL)
   - **Pocket Nurse Enterprises, Inc./dba Pocket Nurse** (Monaca, PA)
   - **QuadMed** (Jax, FL)

6) **Purchase of Audio Visual Equipment (Award):** award the proposal for the purchase of audio visual equipment at a total amount of $69,825.00 to the following vendors:
   - **Audio Visual Aids** (San Antonio, TX) $2,649.00
   - **SDF Professional Computers, Inc.** (Greenville, NC) $67,176.00

7) **Rental of Storage Facilities (Award):** award the proposal for the rental of storage facilities for the period beginning August 1, 2018 through July 31, 2019 with two one-year options to renew, at an estimated amount of $55,000.00, to the following vendors:
   - **Affordable Attic III, LP.** (Harlingen, TX/McAllen, TX)
   - **Affordable Attic V, LP.** (Harlingen, TX/Mission, TX)
   - **Affordable Attic IX, LP.** (Harlingen, TX/McAllen, TX)
   - **McAllen Foreign Trade Zone** (McAllen, TX)
   - **Move It Management, LLC.** (Dallas, TX/Mission, TX) (New)

8) **Science Laboratory Supplies (Award):** award the proposal for science laboratory supplies for the period beginning September 1, 2018 through August 31, 2019 with two one-year options to renew, at an estimated amount of $200,000.00, which is based on prior year expenditures. The vendors are as follows:

Vendors (City, State)	
Bio Corporation (Alexandria, MN)	**Carolina Biological Supply, Co.** (Burlington, NC)
Chemglass Life Sciences (Vineland, NJ)	**Cynmar, LLC.** (Yulee, CO)
Flinn Scientific, Inc. (Batavia, IL)	**Jameco Electronics** (Belmont, CA)
Midsci (Valley Park, MO)	**Nebraska Scientific** (Omaha, NE)
PASCO Scientific (Roseville, CA)	**VWR International, LLC.** (Radnor, PA)

B. Instructional Item

9) Welding Supplies (Renewal): renew the welding supplies contracts for the period beginning October 1, 2018 through September 30, 2019, at an estimated amount of $110,000.00, which is based on prior year expenditures. The vendors are as follows:

Vendors (City, State)			
a.	**Alamo Iron Works** (Brownsville, TX)	b.	**Matheson Trigas** (San Benito, TX)
c.	**Praxair Distribution Incorporated** (Pharr, TX)		

C. Non – Instructional Items

10) In-Store Purchases of Materials and Supplies (Renewal): renew the in-store purchases of materials and supplies contracts for the period beginning October 17, 2018 through October 16, 2019, at an estimated amount of $140,000.00, which is based on prior year expenditures. The vendors are as follows:

Vendors (City, State)			
a.	**HEB Grocery, Co.** (McAllen, TX)	b.	**Hobby Lobby Store's, Inc.** (McAllen, TX)
c.	**Sam's Club** (McAllen, TX)	d.	**Wal-Mart** (Mission, TX)

11) Truck Driver/Bus Driver Training (Renewal): renew the truck driver/bus driver training contract with **International Schools** (Dallas, TX), for the period beginning September 1, 2018 through August 31, 2019, at an 18% commission to the College retained from each student's tuition. This amount is the same for all the following trainings: Truck Driver, Bus Driver, and Truck Driver/Bus Driver Combination;

D. Technology

12) Computers, Laptops, and Printer (Purchase): purchase of computers, laptops, and printer from the State of Texas Department of Information Resources (DIR) approved vendor **Dell Marketing, LP**. (Dallas, TX) and **Technical Laboratory Systems** (Houston, TX) a Choice Partners Purchasing Cooperative approved vendor, at a total amount of $55,419.02;

13) Information Technology Software and Services (Purchase): purchase information technology software and services from **Strata Information Group** (SIG) (San Diego, CA), a State of Texas Department of Information Services (DIR) approved vendor, at an estimated amount of $56,900.00.

Recommend Action - The total for all award of proposals, purchases, and renewals (Non-Bond Proceeds) was $1,424,224.42.

The motion carried.

Review and Action as Necessary on Award of Proposal and Purchases for the 2013 Bond Construction Program Funded by Non-Bond Proceeds

Upon a motion by Mr. Paul R. Rodriguez and a second by Ms. Rose Benavidez, the Finance, Audit, and Human Resources Committee recommended Board approval of the award of proposal and purchases for the 2013 Bond Construction Program Funded by Non-Bond Proceeds as listed below:

A. Non-Bond Proceeds
-- Maintenance and Operation Property Taxes (M&O)
--Title V Grant, STC in FOCUS

A. Non-Bond Proceeds

1) **Active Learning Classrooms Audio Visual Upgrade (Award):** award the proposal for the active learning classrooms audio visual upgrade to **Audio Visual Aids** (San Antonio, TX), at an estimated cost of $80,261.00;
2) **Instructional Manikins (Purchase):** purchase instructional manikins from **Laerdal Medical Corporation** (Wappingers Falls, NY), a Texas Association of School Boards (TASB) – Buyboard approved vendor, at a total amount of $315,371.61;
3) **Outdoor Furniture (Purchase):** purchase outdoor furniture from **Landscape Forms** (Klamazoo, MI), a National Joint Power Alliance (NJPA) approved vendor, at a total amount of $310,518.25.

Recommend Action - The total for the award of proposal and purchases for the 2013 Bond Construction Program Funded by Non-Bond Proceeds was:

Non-Bond M&O Taxes:		**$679,321.86**
Title V Grant, STC in FOCUS		**26,829.00**
	Total:	**$706,150.86**

The motion carried.

Review and Action as Necessary on Award for Creative Agency Services

Action would be requested at the July 24, 2018 Board meeting to award the proposal for creative agency services to **Interact Communications** (La Crosse, WI) (New), for the period beginning August 1, 2018 through August 31, 2019 with two one-year options to renew, at an estimated annual amount of $1,010,000.00. This will include approximately $190,000 in brand campaign development and research, $165,000 in production and creative services, $105,000 in administrative fees and commission, and $550,000 in media buys.

Purpose – The Office of Public Relations and Marketing requested the purchase of creative agency services to seek a creative partner to provide professional services for the

enhancement and expansion of the South Texas College brand. This partner must be able to scan the marketplace, identify the competitive advantages, and then articulate and execute marketing strategies to launch and sustain initiatives to achieve institutional goals.

The breakdown of the associated costs included the following:

A. Brand Development & Research
This is the discovery phase for the brand and subsequent campaigns, including quantitative and qualitative research involving the South Texas community, faculty, staff and students. Following brand approval, Interact will generate a comprehensive brand style guide and sample creative treatments for a comprehensive campaign.

During this phase, Interact Communications also will perform an audit of South Texas' marketing materials, a student survey, a one-year marketing and media buying plan, and develop an editorial calendar to guide public relations activities for the year.

B. Production & Creative Services
In the production and creative services phase Interact Communications will work in consultation with South Texas College to create a variety of marketing and communications materials.

C. Planned Implementation of Media Buying
This section is the hard cost only of the media (advertising) spend allocated by the college for advertising. Centralizing the marketing through one agency of record is beneficial because it helps to streamline communication, brand image, products/services and the marketing of the College. Obtaining an agency of record also allows the College to:

- obtain better advertising rates with existing and new vendors;
- leverage advertising partnership/opportunities not currently available to the College;
- adjust advertising spending based on performance more easily;
- evaluate and utilize emerging advertising technologies; and
- leverage Interact Communications' in-house staff's expertise and experience from working with other higher educational institutions.

Obtaining an agency of record from outside of the region does not change the College's commitment to continue to work local. Existing local TV, radio, print, and out-of-home vendors will still be utilized. These costs reflect budget already allocated for annual advertising by the college. This phase will occur following the development of your one-year marketing and media relations plan and will include both digital and traditional marketing.

D. Administrative Fees & Media Buying
The final section is the administration of the project including project management, reporting and tracking of all campaigns, ROI analysis, the development of an online

dashboard and client site, administrative costs, travel expenses, and media buying commission (10% -five percent less than industry standard).

Interact Communications and South Texas College may agree to reallocate dollars among Production and Media budgets without affecting the commissions due to agency as long as the total budget is not exceeded.

Justification and Benefit – South Texas College was seeing an ever-increasing competitive environment at a time of increasingly stretched resources. National demographic changes, unique regional population shifts, resulting in increasing competition for shrinking numbers of traditional age college students, required very purposeful strategic positioning of the College, and highly targeted advertising tactics to deliver that messaging. South Texas College sought a partner to do just that.

Interact Communications brought 22 years of experience working solely with two year colleges. They specialized in research that uncovers and informs community colleges' unique brands/campaigns and have substantial experience working with Hispanic Serving Institutions. Interact Communications immediately brings a deep understanding of community college processes, original research on community college marketing efficacy, thorough plans, processes, efficacy and support, and academic quality research.

Background – Prior to this year, Richards/Carlberg had provided creative agency services and served as the College's agency of record. This contract was originally awarded in March 2013 and renewed in FY 2014, FY 2015, FY 2016, and FY 2017. An updated RFP was developed in early 2018 and proposal documents were advertised on March 8, 2018 and March 15, 2018 and issued to twenty (20) agencies (8 local and 12 out-of-area). Six (6) proposals (3 local and 3 out-of-area) were received on April 6, 2018 and reviewed by the Office of Public Relations and Marketing, Student Services, and Purchasing Department. This review included both a review of the proposal and an oral presentation by all submitting agencies. Agencies were scored and ranked after both rounds of review.

Funding Source - Expenditures were budgeted in the Public Relations and Marketing – Advertising budget for FY 2017 – 2018 and FY 2018 – 2019, pending Board approval of the budget.

Reviewers – The information was reviewed by the Office of Public Relations and Marketing staff, Student Services staff, and the Purchasing Department.

Enclosed Documents – A Summary of the Proposals, the Evaluation Summary, and the Scope of Work was provided in the packet for the Committee's information and review.

Mr. Daniel Ramirez, Director of Public Relations and Marketing, and Mrs. Cheryl Broom, President of Interact Communications, both attended the July 10, 2018 Finance, Audit, and Human Resources Committee Meeting to present and address any questions by the Trustees.

Upon a motion by Mr. Paul R. Rodriguez and a second by Ms. Rose Benavidez, the Finance, Audit, and Human Resources committee recommended Board approval to award the proposal for creative agency services to **Interact Communications** (La Crosse, WI) (New), for the period beginning August 1, 2018 through August 31, 2019 with two one-year options to renew, at an estimated annual amount of $1,010,000.00 as presented. This will include approximately $190,000 in brand campaign development and research, $165,000 in production and creative services, $105,000 in administrative fees and commission, and $550,000 in media buys. The motion carried.

Review and Recommend Action to Renew the Financial Advisor Services Agreement

Approval to renew the financial advisor services agreement with Hilltop Securities, Inc. for the period beginning September 1, 2018 through August 31, 2019, would be requested at the July 24, 2018 Board meeting.

Purpose – The financial advisor renders services to the College by providing independent and professional advice regarding the authorization and issuance of indebtedness in various amounts and forms, and in connection with the authorization, sale, issuance and delivery of such indebtedness, and other financial matters.

Justification – Continuation of financial advisory services on various financial matters from Hilltop Securities, Inc. to the College are proposed. The financial advisor is registered with the Securities Exchange Commission and Municipal Securities Rulemaking Board, as required by the Dodd-Frank Act.

Background – The College signed an agreement with First Southwest Company on March 25, 2004, for the period beginning April 1, 2004 and ending March 31, 2009. The College subsequently modified the renewal anniversary date to August 31, 2009 so that it may coincide with the College's fiscal year end. On February 26, 2013 the Board of Trustees approved the First Amendment to Financial Advisory Agreement which indicated that, effective April 1, 2013, the anniversary date for renewals would be September 1 of each year. On January 22, 2016, Hilltop Securities, Inc. assumed all rights and obligations per the merger with First Southwest Company, LLC. On June 27, 2017, a renewal of the agreement with Hilltop Securities, Inc. for the period beginning September 1, 2017 and ending August 31, 2018 was approved by the Board of Trustees.

Under the financial advisor services agreement, either party must notify the other party in writing at least thirty (30) days in advance of the applicable anniversary date if the agreement will not be renewed. Otherwise, the agreement will be automatically renewed on the fifth anniversary of the date thereof for an additional one (1) year period and thereafter will be automatically renewed on each anniversary date for successive one (1) year periods.

Funding Source – The fee schedule remained the same and fees would be payable only upon issuance of bonds as approved by the Board of Trustees. Otherwise, there was no annual charge to the College for financial advisory services.

Reviewers – Agreement was reviewed by the Vice President for Finance and Administrative Services, the Comptroller, and the Purchasing Department.

Enclosed Documents – A copy of the renewal letter and the amended and modified agreement was included in the packet for the Committee's information and review.

Dr. Shirley A. Reed, President, and Mary Elizondo, Vice President for Finance and Administrative Services, attended the July 10, 2018 Finance, Audit, and Human Resources Committee Meeting to address questions by the Trustees.

Upon a motion by Mr. Paul R. Rodriguez and a second by Ms. Rose Benavidez, the Finance, Audit, and Human Resources committee recommended Board approval of, to renew the financial advisor services agreement with Hilltop Securities, Inc. for the period beginning September 1, 2018 through August 31, 2019, as presented. The motion carried.

Review and Discussion of Proposed Budget for FY 2018 – 2019

The packet included the Proposed Budget for FY 2018 - 2019 for the Committee's information and review. The Budget and the Resolution Adopting the Budget for FY 2018 – 2019 would be presented at the July 24, 2018 Board meeting for approval.

Dr. Shirley A. Reed, President and Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, discussed the proposed budget for FY 2018 - 2019 with the Committee.

The revenues and expenditures for FY 2018 - 2019 were based on the following:

Revenues:

- State appropriation revenue was projected to remain at the FY 2017 – 2018 level since FY 2018 – 2019 was the second year of the biennium. An increase was projected in other state revenues consisting of Teacher Retirement System (TRS) and Optional Retirement Plan (ORP) for FY 2019, in the amount of $100,595. The state appropriation amount was based on the state allocation schedules and other state revenues were based on projected funding for eligible employees.

- Tuition for FY 2019 was based on projected enrollment of 20,085 traditional students, a 0% increase from Fall 2017, and 11,884 dual enrollment tuition free students for Fall 2018. The projections indicated an increase in tuition of approximately $49,151 in FY 2019 and included the Board approved increases of $5 per semester credit hour to the

Associate Degree Nursing, Emergency Medical Technology, Occupational Therapy Assistant, Patient Care Assistant, Pharmacy Technology, Physical Therapist Assistant, Radiologic Technology/Sonography, Respiratory Therapy, and Vocation Nursing differential tuition rates. The FY 2019 tuition increase also included the addition of differential tuitions for the following programs: Architectural and Engineering Design Technology; Automotive and Diesel Technology; Culinary Arts; Electronic Equipment and Computer; Electrician Assistant; Fire Science; Heating, Ventilation and Air Conditioning; Geology; Physical Science; and Engineering. An increase of $645,241 is also projected for Continuing Professional and Workforce Education tuition. In total, tuition was projected to increase approximately $694,392 in FY 2019.

- Fees for FY 2019 were based on projected enrollment of 20,085 traditional students, a 0% increase from Fall 2017, and 11,884 dual enrollment tuition free students for Fall 2018. The projections included the Board approved increase of $6 per credit hour for the Information Technology Fee, the decrease of $4 for the Learning Support Fee, the decrease of $5 per credit hour for the Electronic Distance Learning/VCT Course Fee, and the elimination of the Hybrid Course Fee. The projections indicated an increase in fees of approximately $246,944 in FY 2019.

- Other revenue was expected to increase $1,197,238 in FY 2019. The projected increase was mainly due to the increased interest revenue and additional revenues from Dual Enrollment Cost Reimbursements.

Other Revenues	**FY 2018**	**FY 2019**	**Increase/ (Decrease)**
Dual Credit Cost Reimbursement	$4,183,366	$4,498,863	$315,497
Dual Credit Academy Participation Fee	363,785	425,000	61,215
Interest	1,413,962	2,225,000	811,038
Leases	25,000	-	(25,000)
Book Royalties	2,000	200	(1,800)
Administrative Costs and Shuttle System Contribution	614,443	646,131	31,688
Testing Commissions	5,700	10,300	4,600
Conferences-Continuing Education	64,742	64,742	-
Total Other Revenues	**$6,672,998**	**$7,870,236**	**$1,197,238**

- Tax revenue for FY 2019 was expected to increase $1,825,424, due to an increase in tax appraised values and tax collections.

- Carryover Allocations was projected to decrease $15,336,710 in FY 2019. The decrease resulted from the decrease of $10,629,942 in the Prior Year M&O Tax Bond Program carryover funded from FY 2015, FY 2016, and FY 2017 M&O tax revenue, the decrease of $6,000,000 for the Unexpended Construction Plant Fund transfer, the decrease of $1,000,000 for the Renewals and Replacements Plant Fund transfer, the increase of $1,793,628 in the Capital Purchases carryover, the increase of $500,000 in

the Contingency Fund carryover, and the decrease of $396 in Instructional Book Royalties.

Carryover Allocations	FY 2018	FY 2019	Increase/ (Decrease)
Unexpended Construction Plant Transfer	$6,000,000	$ -	$(6,000,000)
Continuing Education	600,000	600,000	-
Capital Purchases	-	1,793,628	1,793,628
Contingency Fund	1,500,000	2,000,000	500,000
Instructional Book Royalties	11,278	10,882	(396)
Renewals & Replacements Plant Transfer	1,000,000	-	(1,000,000)
M&O Tax Bond Program 2013 - FFE	17,835,346	7,205,404	(10,629,942)
Total Carryover Allocations	**$26,946,624**	**$11,609,914**	**$(15,336,710)**

Expenditures:

- The Salary expenditures budget was proposed to increase by $3,589,822 in FY 2019 as follows:

	Changes to FY 2019 Salary Budget	Amount
1.	Approved Salary Percent Increases	
	a. Faculty	$926,280
	b. Non-Faculty Personnel	1,088,895
2.	Approved New Non-Faculty Staff Positions	666,831
3.	Approved Non-Faculty Salary Adjustments/Reclassifications	191,585
4.	Proposed Restoration of Positions Partially Funded	211,623
5.	Proposed Salary Pool Adjustments	50,000
6.	Adjustments for Changes in Position Occupancy and Educational Supplements	454,608
	Total	**$3,589,822**

- The Benefits expenditures budget for FY 2019 was proposed to increase by $1,079,774.

- The Operating expenditures budget for FY 2019 was proposed to decrease by $2,497,505.

  ⇒ The operating budget was proposed to increase by $587,887 based on the needs of the College's departments.
  ⇒ In addition, the operating budget was proposed to decrease by $3,085,392 for furniture and equipment for the new bond buildings funded from bond M&O tax revenue.

- The Travel expenditures budget for FY 2019 was proposed to increase by $157,948. Approximately 25 percent of the travel budget represents local mileage reimbursement for faculty.

- The Capital Outlay expenditures budget for FY 2019 was proposed to decrease by $7,223,541.

  ⇒ The capital budget was proposed to decrease by $230,342 based on the needs of the College's departments.
  ⇒ In addition, the capital budget was proposed to decrease by $6,993,199 for equipment for the new bond buildings funded from bond M&O tax revenue.

- The Transfers and Contingencies budget for FY 2019 was proposed to decrease by $6,378,615. The decrease was primarily due to the projected decrease of $6,000,000 for the Unexpended Construction Plant Fund transfer, the decrease of $1,000,000 for the Renewals and Replacements Plant Fund transfer, the increase of $620,985 for the Transfer to the Office of Industry Training and Economic Development, and the increase in the MTR Bond Series 2007 debt service of $400. This debt service is paid from maintenance and operations taxes.

Financial managers have submitted their anticipated expenditure budgets through the budget database for operating, travel, and capital. These expenditures were included in the Proposed Budget for FY 2018 - 2019.

The Summary of Projected Revenues and Expenditures and the Proposed Budget PowerPoint presentation was provided in the packet for the Committee's review and information. Copies of the Proposed Draft Budget for FY 2018 - 2019 were included under separate cover. Additional changes may be required to the budget revenue and expenditure projections prior to final presentation to the Board.

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, presented the Preliminary Summary of Proposed Budget for FY 2018 – 2019.

The Proposed Budget for Fiscal Year 2018 - 2019 was presented for information and review by the Committee. No action was required from the Committee.

Review and Discussion of the Texas Higher Education Coordinating Board Report on the Fiscal Year 2017 Financial Condition Analysis of Texas Public Community College Districts

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, reviewed the Texas Higher Education Coordinating Board Report on the Fiscal Year 2017 Financial Condition Analysis of Texas Public Community College Districts.

Purpose – South Texas College's financial information and key indicators as presented in the Financial Condition Analysis of Texas Public Community College Districts, were reviewed with the Finance Committee.

Background - The Texas Higher Education Coordinating Board collects financial documents for Texas Public Institutions of higher education, including community colleges. The Texas Higher Education Coordinating Board's annual report on the financial condition of the state's community colleges is required as referenced in the General Appropriations Act, House Bill 1 (H.B. 1), 84th Texas Legislature, Section 13 (page III-211). The rider states the following:

> "Each community college shall provide to the Texas Higher Education Coordinating Board financial data related to the operation of each community college using the specific content and format prescribed by the Coordinating Board. Each community college shall provide the report no later than January 1st of each year.
>
> The Coordinating Board shall provide an annual report due on May 1 to the Legislative Budget Board and Governor's Office about the financial condition of the state's community college districts."

Community college districts experienced a significant change in Accounting Principal in FY 2015 with the implementation of Governmental Accounting Standards Board (GASB) 68. According to the statement 68 summary,

> "The primary objective of this Statement is to improve accounting and financial reporting by state and local governments for pensions. It also improves information provided by state and local governmental employers about financial support for pensions that is provided by other entities. This Statement results from a comprehensive review of the effectiveness of existing standards of accounting and financial reporting for pensions with regard to providing decision-useful information, supporting assessments of accountability and interperiod equity, and creating additional transparency."

To create additional transparency, the GASB 68 implementation transferred pension liability from the state-level financial statements of the Teachers Retirement System (TRS) to the individual financial statements of the institutions. This transfer increased the visibility of pension liability at the community college district level. The overall effect to statewide financial ratios and financial condition of community college districts was substantial.

Justification - The objective of this report is to provide an assessment of the overall financial health of public community colleges and to identify institutions in which the potential for financial stress exists.

Enclosed Documents - The PowerPoint presentation and a copy of the report were provided in the packet for the Committee's review and discussion.

No action was required from the Committee. This item was presented for information and feedback to staff.

Review and Discussion of Internal Auditor's Entity-Wide Risk Assessment

Mr. Khalil Abdullah, Internal Auditor, presented the internal auditor's entity-wide risk assessment.

Purpose – IIA Standard 2010 – Planning – states "The Chief Audit Executive (CAE) must establish a risk based plan to determine the priorities of the internal audit activity, consistent with the organization's goals." Therefore, an Internal Auditor's Entity-wide Risk Assessment was prepared for the purposes of establishing the audit plan.

Justification – An entity-wide risk assessment was conducted by the Internal Auditor to evaluate each area based on current conditions, circumstances, and management concerns. Management feedback is essential to accurately assess the organization's risks. Input to the risk assessment was requested from the President, vice presidents, and other senior managers. Additionally, management was asked to provide feedback on any areas they felt could benefit from an audit. Based on management's input and the results of the risk assessment, a list of proposed audit projects for FY 2019 has been developed.

In addition, to the Internal Auditor's entity-wide risk assessment, College management is in the process of implementing an Enterprise Risk Management (ERM) plan. Each college department was developing a risk assessment with the goal of identifying, assessing, and controlling risks that may impact achieving the department's objectives. A comprehensive risk library would be developed using the information gathered from department's specific risk assessments.

ERM is the process of coordinated risk management that places an emphasis on cooperation among departments to manage the College's full range of risk as a whole. ERM provides a framework for risk management, which involves identifying particular events or circumstances relevant to the College's objectives (risks and opportunities), assessing them in terms of likelihood and magnitude of impact, determining a response strategy, and monitoring process.

Enclosed - The risk assessment heat map was provided in the packet for the Committee's review and discussion.

Khalil Abdullah, Internal Auditor, attended the July 10, 2018 Finance, Audit, and Human Resources Committee responded to questions by the committee.

No action was required from the Committee. This item was presented for information and feedback.

Review and Recommend Action on Proposed Projects for Internal Auditor for FY 2018 - 2019

Approval of proposed projects for the Internal Auditor for FY 2018 - 2019 would be requested at the July 24, 2018 Board meeting.

Purpose – Staff recommended projects for the Board's consideration for the Internal Auditor's review for Fiscal Year 2018 - 2019. The projects listed below were proposed as the assignments for the Internal Auditor.

- FY 2018 - 2019 (Scheduled)

1. Fraud Survey
2. Financial Aid – Third Party Programs (Carry forward)
3. Banner Computer System Security and Access (Carry forward)
4. Clery Act, Title IX, and Violence Against Women Act (VAWA) (Carry forward)
5. Accounts Payable Commercial Card Use (Carry forward – In process)
6. Fleet Fuel Card Use (Carry forward – In process)
7. Time Keeping System Compliance (Carry forward – In process)
8. Enrollment Audit (Traditional and Continuing Education) (Carry forward – In process)
9. Memorandum of Understanding (MOU's) for Early College High Schools and Dual Credit;
10. Blueprint Expectations for Early College High Schools;
11. Science Lab Safety and Storage Compliance
12. Human Resources Processes
13. Custodial Services Work Orders
14. Travel

Enclosed Documents - The list of Internal Audits conducted for FY 2003 - 2004 through FY 2018 - 2019 was provided in the packet for the Committee's information and review.

Dr. Shirley A. Reed, President, Mary Elizondo, Vice President for Finance and Administrative Services, and Khalil Abdullah, Internal Auditor, attended the July 10, 2018 Finance, Audit, and Human Resources Committee meeting to address any questions by the committee.

Upon a motion by Mr. Paul R. Rodriguez and a second by Mr. Rene Guajardo, the Finance, Audit, and Human Resources Committee recommended Board approval of the proposed projects for the Internal Auditor for FY 2018 - 2019 as presented. The motion carried.

Review and Recommend Action on Internal Audit Charter

Approval of the Internal Audit Charter for the period of September 1, 2018 through August 31, 2019 would be requested at the July 24, 2018 Board meeting.

Purpose – An Internal Audit Charter is required by the Institute of Internal Auditors (IIA) *Standards*. Specifically IIA Attribute Standard 1000 states that "The purpose, authority, and responsibility of the internal audit activity must be formally defined in an Internal Audit Charter, consistent with the Definition of Internal Auditing, the Code of Ethics, and the *Standards.* The chief audit executive must periodically review the Internal Audit Charter and present it to senior management and the board for approval."

Justification – Approval of the Internal Audit Charter aligns South Texas College's internal audit function with the IIA *Standards* as prescribed in Manual of Policy 5460.

Background – The Internal Audit Charter is a formal document that defines the internal audit activity's purpose, authority, and responsibility. The charter establishes the internal audit activity's position within the organization, including the nature of the internal auditor's functional reporting relationship with the board; authorizes access to records, personnel, and physical properties relevant to the performance of engagements; and defines the scope of internal audit activities. Final approval of the Internal Audit Charter resides with the board.

Enclosed Documents – The Internal Audit Charter was provided in the packet for the Committee's review and discussion.

Mr. Khalil Abdullah verified that the Charter had not been revised from the version previously approved by the Board.

Dr. Shirley A. Reed, President, Mary Elizondo, Vice President for Finance and Administrative Services, and Khalil Abdullah, Internal Auditor, attended the July 10, 2018 Finance, Audit, and Human Resources Committee meeting to address any questions by the committee.

Upon a motion by Mr. Paul R. Rodriguez and a second by Mr. Rene Guajardo, the Finance, Audit, and Human Resources Committee recommended Board approval of the Internal Audit Charter for the period of September 1, 2018 through August 31, 2019 as presented.

Review and Discussion of Position Vacancy Report for FY 2017 – 2018

The Staffing Plan Position Vacancy Report for FY 2017 - 2018 was provided in the packet for the Committee's information and review. Information is current as of July 5, 2018.

Dr. Shirley A. Reed, President, and Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, will be available to respond to questions from the Committee.

The position information listed below includes the Unrestricted Fund only and does not include positions for Auxiliary and Restricted Funds.

1) Positions Filled during Fiscal Year 2017 - 2018
(EXHIBIT A – HIRED)

- Two-hundred and thirty-two (232) vacant positions were carried over from FY 2016 – 2017; Seventy-three (73) new positions were Board approved for FY2017-2018. Three-hundred and five (305) Full Time Regular positions were vacant as of September 1, 2017.

- Two-hundred and thirteen (213) of the FY 2016 - 2017 positions have been filled and forty-seven (47) of the new FY 2017 - 2018 Full Time, Regular positions have been filled for a total of two-hundred and sixty (260) positions filled as of July 05, 2018.

	FY2016 - 2017	FY2017 - 2018	Total
Positions Carried over	232	-	232
New positions	-	73	73
Total Vacancies as of 9/1/2017	-	-	*305*
Filled	213	47	260
Total Vacancies as of 6/28/2018 excluding resignations	**19**	**26**	**45**
% of Vacancies Filled	**-**	**-**	**86%**

2) Vacancies at Beginning of Fiscal Year 2017 - 2018
(EXHIBIT B - VACANT POSITIONS - NEW)
(EXHIBIT C - VACANT POSITIONS - CONTINUING)
(EXHIBIT D - VACANT POSITIONS – WITHIN LAST THREE MONTHS)

Below is a detail of the Fiscal Year 2017 – 2018 Non-Faculty Vacancies by Division as of July 05, 2018.

	Academic Affairs	Finance & Admin. Services	Information Services, Planning, Perform. & Strategic Initiatives	President's Office	Student Affairs & Enrollment Management	Total
Continued	20	39	38	15	14	**126**
Cont-Bond	7	16	7	0	1	**31**
New	5	1	1	1	2	**10**
New- Bond	6	11	0	0	0	**17**
Total	**38**	**67**	**46**	**16**	**17**	**184**

3) <u>Position Turnover during Fiscal Year 2017 - 2018</u>

- Sixty-four (64) vacancies due to resignations, terminations, or retirements have been submitted for Full Time, Regular positions as of July 05, 2018.

Further details can be found in the Position Vacancy Report in the packet.

The Position Vacancy Report for Fiscal Year 2017 - 2018 and Positions Filled and Vacated Report were presented for information and review by the Committee. No action was required from the Committee.

Adjournment

There being no further business to discuss, the Finance, Audit, and Human Resources Committee Meeting of the South Texas College Board of Trustees adjourned at 7:23 p.m.

I certify that the foregoing are the true and correct Minutes of the July 10, 2018 Finance, Audit, and Human Resources Committee Meeting of the South Texas College Board of Trustees.

_____
Mr. Roy de León
Committee Chair

Review and Recommend Action as Necessary on Interlocal Agreement for Transportation Services between South Texas College and the Lower Rio Grande Valley Development Council

Approval of the Interlocal Agreement for the Jag Express Intercampus Transportation Services between South Texas College and the Lower Rio Grande Valley Development Council (LRGVDC) for a one year period of September 1, 2018 through August 31, 2019 will be requested at the August 28, 2018 Board meeting.

Background – The Interlocal Agreement for the Jag Express Intercampus Transportation Services was approved on August 22, 2017 for the period of September 1, 2017 through August 31, 2018.

The services include the Circulator (Yellow) and Park & Ride routes operated by the College. The Circulator route provides transportation between the College's Pecan Campus, Technology Campus and Nursing and Allied Health Campus. The Park & Ride routes provides transportation between the Park & Ride Facility directly to and from Pecan Campus and Pecan Plaza.

In addition, the services include the Mid Valley Campus (Purple Line) and Starr County Campus (Green Line), which is operated by the LRGVDC.

The annual operating costs for the services are as follows:

	Amount
Total Operating Cost for Services	**$1,221,040**
Contributions:	
State/Federal Operating	(616,607)
City of Weslaco and Weslaco EDC Contribution	(78,292)
Lower Rio Grande Valley Development Council Match	(40,000)
Total Contributions	**$734,899**
Total Net Cost to STC	**$486,141**
STC In-Kind and Direct Expenditures	358,882
STC Payment to LRGVDC	127,259
Total Net Cost to South Texas College	$486,141

Annual Costs by transportation routes are as follows:

Transportation Routes	Total Operating Cost for System	Contributions	STC In-Kind & Direct Expenditures	STC Payment to LRGVDC
Mid Valley (Purple)	$162,677	$149,625	$0	$13,052
Starr (Green)	447,993	236,966	96,820	114,207
Circulator (Yellow)	377,365	226,393	150,972	0
Park & Ride	233,005	121,915	111,090	0
Total	$1,221,040	$734,899	$358,882	$127,259

The State/Federal Contributions in the amount of $616,607 represent 50 percent of operating expenses, such as fuel, bus driver salaries and benefits, and vehicle insurance, and 80 percent of expenses related to capital expenses and preventive maintenance such as tire maintenance, full service oil changes, vehicle battery replacement, and yearly vehicle state inspection.

In Fiscal Year 2018, the cost to the College totaled $437,926 for the Jag Express Intercampus Transportation Services. The City of Weslaco and the Economic Development Corporation of Weslaco contributed the amounts of $39,236 and $39,000, respectively.

Justification - The Interlocal Agreement is intended to establish an intercampus bus route to serve all of the College's campuses. The bus routes will benefit students, faculty, and staff of South Texas College and thereby serve the goals of both organizations by facilitating access to the College and its educational programs and to increase use of public transportation in the area.

The bus routes will be free of charge to the students, faculty, and staff of South Texas College.

The responsibilities of South Texas College in this Agreement will be to:

1) To operate and maintain seven buses owned by the College and three buses leased from LRGVDC for the Circulator (yellow) and Park & Ride transportation routes during the College's business days and hours of service according to a schedule;

2) To promote ridership by College students, faculty and staff (promotion efforts will include publicizing the service through newsletters, email notifications, signage at special events and semester registration, and other means it determines would be beneficial to increase participation and raise awareness of the service); and

3) To designate boarding locations at each campus with appropriate signage at each of its campus stop locations.

Funding Source - Funds for this expenditure are budgeted in the Student Transportation Services budget for FY 2018 - 2019.

Reviewers – The Interlocal Agreement was reviewed by Mr. Tom Logan, Director of Valley Metro at the Lower Rio Grande Valley Development Council, Vice President for Finance and Administrative Services, Chief Administrator for Department of Public Safety, Comptroller, and by the College's Legal Counsel.

Enclosed Documents - A copy of the Interlocal Agreement and Ridership follows in the packet for the Committee's information and review.

Presenters – Ms. Maribel Contreras and Tom Logan from the Lower Rio Grande Development Council (LRGVDC) will present the information on this initiative. Mary Elizondo, Vice President for Finance and Administrative Services, will be present at the August 14, 2018 Finance and Human Resources committee meeting to address any questions by the committee.

It is requested that the Finance and Human Resources Committee recommend for Board approval at the August 28, 2018 Board meeting, the proposed Interlocal Agreement between South Texas College and the Lower Rio Grande Valley Development Council (LRGVDC) for a one year period of September 1, 2018 through August 31, 2019, as presented.

INTERLOCAL AGREEMENT FOR TRANSPORTATION SERVICES

I. INTRODUCTION

This Interlocal Agreement for Transportation Services ("Agreement") entered into to be effective as of **September 1, 2018**, is between South Texas College, a political subdivision of the State of Texas ("College"), and the Lower Rio Grande Valley Development Council, a voluntary association of local governments in Cameron, Hidalgo and Willacy Counties ("LRGVDC"). This agreement is made pursuant to chapter 791 of the Texas Government Code (the Interlocal Cooperation Act), as amended.

RECITALS

WHEREAS, the College currently owns seven transportation buses to serve its student's transportation needs to and from College campuses through the Circulator (Yellow) and Park & Ride transportation routes; and

WHEREAS, LRGVDC owns and operates a regional public transportation system;

WHEREAS, the College and LRGVDC wish to join efforts to establish a more efficient and economical bus transportation service which can connect the campuses of the College for the benefit of College students, staff and faculty; and

WHEREAS, the transportation service will advance the objective of improving access to the College's educational programs by increasing public transportation use in the Lower Rio Grande Valley;

NOW THEREFORE, in consideration of the promises and of the mutual covenants contained herein, the parties agree as follows:

II. ROLE OF THE LRGVDC (for Mid Valley (Purple) and Starr (Green) transportation routes)

LRGVDC shall have the following responsibilities:

1. To provide a bus route to serve the Mid Valley and Starr County campuses during the College's business days and hours of service according to the attached schedule on Exhibit A;
2. To operate and maintain its public transit system in compliance with regulations and guidelines of the Texas Department of Transportation ("TxDOT") and Federal Transit Administration ("FTA") (Attached Exhibit B for FTA Fiscal Year 2017 Certifications and Assurances);
3. To annually provide certifications and assurances that it will abide by all federal rules and regulations when using FTA funds for a project;
4. To assure that College students, faculty and staff board the buses free of charge upon presentation of an official identification card upon boarding;
5. To track all trips by College students, faculty and staff;
6. To provide College with monthly ridership participation reports within ten (10) working days after the last day of the prior month;
7. To develop initiatives in coordination with the College to ensure that all reasonable efforts are undertaken to increase use of the transportation services;
8. To lease three (3) buses to the College which will be operated and maintained by the College to perform its obligations under this Agreement; and
9. To maintain primary liability (within the limits of the Texas Tort Claims Act) and property insurance coverage on all its buses operating the Purple and Green Line routes, in compliance with TxDOT and FTA requirements; and upon request, to supply evidence of such to the College.

III. ROLE OF COLLEGE

The College shall have the following responsibilities:

1. To operate and maintain seven buses owned by the College and three buses leased from LRGVDC for the Circulator (Yellow) and Park & Ride transportation routes during the College's business days and hours of service according to the attached schedule on Exhibit A;
2. To promote ridership by College students, faculty and staff (promotion efforts will include publicizing the service through newsletters, email notifications, signage at special events and semester registration, and other means it determines would be beneficial to increase participation and raise awareness of the service); and
3. To designate boarding locations at each campus with appropriate signage at each of its campus stop locations.
4. To maintain primary liability (within the limits of the Texas Tort Claims Act) and property insurance coverage on all its buses, including buses being leased to the College, in compliance with TxDOT and FTA requirements; and upon request, to supply evidence of such to LRGVDC.
5. To operate and maintain its public transit system in compliance with regulations and guidelines of the Texas Department of Transportation ("TxDOT") and Federal Transit Administration ("FTA") (Attached Exhibit B for FTA Fiscal Year 2017 Certifications and Assurances);

IV. CONTRACT AMOUNT AND COMPENSATION

A. Expense Reimbursement and Payment

On a quarterly-annual basis, the College will submit to LRGVDC expense reimbursement vouchers with supporting documentation for its operations, maintenance, and capital expenses arising from operation of the Circulator (Yellow) and Park & Ride transportation routes. LRGVDC shall remit payment to the College for approximately $348,308.00 (50 percent of the operation and 80 percent of the maintenance and capital expenses).

As consideration for the services to be provided by LRGVDC under this agreement, the College will remit payment to LRGVDC in the amount of $63,629.62 for the Fall 2018 semester and $63,629.61 for the Spring 2019 semester.

LRGVDC will request contributions from the City of Weslaco in the amount of $39,292.00 and from the Economic Development Corporation of Weslaco in the amount of $39,000.00 for the Fall 2018 and Spring 2019 semesters.

"Capital expenditures" refers to:

(a) Direct costs, indirect costs and in-kind contributions such as replacement of buses, overhaul of buses, rebuilding of buses, expansion of bus fleets, purchase and installation of service and support equipment, accessory and miscellaneous equipment, construction and rehabilitation of maintenance facilities, the introduction of new technology, capital support equipment such as computer hardware, software, bus diagnostic equipment and other equipment that enhances operating efficiency.

B. Match/In-Kind Report

"Match/In-Kind Report" refers to:

(a) The personnel services provided by the College in performing its obligations under this Agreement. The amount of "in-kind" will be reported as the employee's gross hourly compensation multiplied by the actual hours dedicated by an employee to perform work essential to the implementation and operation of the transportation services hereunder, and

(b) The College's actual operation and maintenance expenses incurred in connection with operation of the transportation services.

The College will submit to LRGVDC Match/In-Kind reports and supporting documentation on or before the 10th day of each fiscal year quarter (November, February, May, and August). Each report will be on College letterhead, approved and signed by an individual with the authority to request payment, and will contain the following supporting documentation:

1. Documentation of any activity claimed as Match/In-Kind. All expenses claimed as Match/In-Kind must be incurred only after the effective date of this agreement.
2. For staff time, the College must provide signed documentation that the individual staff person worked the time that is stated in the report. All time must be matched to an officially signed or electronic College employee approved timesheet.
3. Documentation that the Match/In-Kind is drawn from local funds; the expenditure is not credited or allocated to any other program or project for which a matching expenditure is required and is eligible as match. The source must be identified.

V. TERM

The term of this Agreement begins on **September 1, 2018** and expires on **August 31, 2019**. This Agreement may be amended or extended by mutual agreement of the parties.

VI. TERMINATION

In the event of a material breach of this Agreement by one of the parties, the non-breaching party, without waiving any other remedy, may terminate this Agreement upon ten (10) days advance written notice of termination to the breaching party setting forth the nature of the material breach. The termination will not be effective if the material breach is fully cured prior to the ten (10) day period.

VII. AMENDMENT

This Agreement may be renewed for two additional one-year periods by mutual agreement of the parties.

VIII. COOPERATION

The parties understand and agree that the services described in this Agreement depend upon timely and open communications between the parties. In this regard, communication of issues, changes, or problems that arise should occur as early as possible. Each party agrees to work cooperatively and in good faith in a manner that ensures timely resolution of issues.

IX. NOTICES

Except as otherwise specifically provided in this Agreement, all notices, consents, approvals, demands, requests or other communications provided for or permitted under this Agreement will be in writing and will be deemed to have been duly given or served when delivered by hand delivery, email or fax or deposited in the U.S. Mail by registered or certified mail, return receipt requested, postage prepaid, and addressed as follows:

If to College: South Texas College
3201 W. Pecan Blvd.
McAllen, TX 78501
Attention: Paul Varville, Chief Administrator for Department of Public Safety
Phone: 956-872-6495
Email: pbvarvil@southtexascollege.edu

With copy to: South Texas College
3201 W. Pecan Blvd.
McAllen, TX 78501
Attention: Mary G. Elizondo, VP for Finance & Administrative Services
Phone: 956-872-3559
Email: marye@southtexascollege.edu

If to LRGVDC: Lower Rio Grande Valley Development Council
301 W. Railroad
Weslaco, TX 78596
Attention: Ron Garza, Executive Director for LRGVDC
Phone: 956-682-3481
Email: rongarza@lrgvdc.org

With copy to: Lower Rio Grande Valley Development Council
510 S Pleasantview Dr.
Weslaco, TX 78596
Attention: Tom Logan, Director for Valley Metro
Phone: 956-969-5761
Email: tlogan@lrgvdctransit.org

X. GENERAL PROVISIONS

A. Special Provisions

1. This Agreement shall be interpreted, construed and enforced in accordance with the laws of the State of Texas. Venue for any action under this Agreement shall be Hidalgo County, Texas.
2. This Agreement may not be assigned except upon written approval by LRGVDC and College.
3. In case any provision in this Agreement shall, for any reason, be held invalid or unenforceable in any respect, such invalidity or unenforceability shall not affect any other provision hereof, and this Agreement shall be construed as if such invalid or unenforceable provision had not been included herein.
4. No joint venture or partnership is formed as a result of this Agreement. No employees, agents, or subcontractors of one party shall be deemed, or represent themselves to be, employees or agents of the other party. All transportation services provided by LRGVDC are on an independent contractor basis.
5. This Agreement may be amended only by a written instrument executed by both parties.
6. This Agreement constitutes the entire agreement and understanding between the parties with respect to the subject matter hereof.
7. The College will maintain records of all documents and materials related to this project. The College agrees to allow LRGVDC to inspect and evaluate the work performed and any records under this agreement.
8. LRGVDC shall provide Mid Valley (Purple) and Starr (Green) shuttle buses preventive maintenance, fueling, and inspections.
9. The College shall provide Circulator (Yellow) and Park & Ride shuttle buses preventative maintenance, and shall provide preventative maintenance reports to LRGVDC, fueling, and inspections.
10. The College may place advertising wraps on buses; subject to their removal upon termination of the Agreement.
11. Valley Metro logo and the LRGVDC name will be included on the exterior of buses used in service and owned by Valley Metro and operated by the College for the Circulator (Yellow) and Park & Ride transportation routes.
12. The College may request Valley Metro to provide training to the College's staff regarding FTA and TXDOT requirements and expectations under this Agreement.
13. The College will designate a person as its lead representative for the project. An additional person will serve as the backup contact. Designated representatives will be expected to meet periodically for the purpose of exchanging project updates, requesting information, providing technical assistance, and engaging in project oversight.
14. LRGVDC will perform all grant management activities regarding this Agreement, including submission of a grant application to FTA for project funds, fiscal management, periodic reporting to FTA and triennial review reporting.
15. LRGVDC will perform periodic oversight and compliance of College activities for Circulator (Yellow) Line & Park and Ride transportation routes to ensure that the service is operated as public transportation and that all elements of this Agreement are followed. This will include inspections of buses, inspections of facilities, safety & security reviews, drug and alcohol reviews, annual reviews, report generation, and similar activities.
16. LRGVDC will claim the College's ridership, mileage, hours, and other statistical numbers in its reports and will publicize, market, and otherwise include the College services as part of its public transportation network.
17. LRGVDC will institute a complaint process to record and address customer complaints, including discrimination complaints.
18. The College will record and submit any complaints to LRGVDC representative person within 24 hours for documentation purpose.
19. For the duration of this Agreement, LRGVDC shall, at no separate cost to the College, lease three buses to the College to be operated in the Circulator (Yellow) and Park & Ride transportation routes. The maintenance and operation costs thereof are elsewhere provided for in this Agreement.

B. Circulator (Yellow) and Park & Ride Transportation Routes

1. The College will operate the Circulator (Yellow) and Park & Ride transportation routes as public transportation for the benefit of the College community. In this regard it is acknowledged that if space is available, a person who is not a College student, faculty or staff, may be provided ridership, but only from and to an official College campus location, consistent with 49 United States Code (USC), Chapter 53, as described in Exhibit A.
2. The College will use its own staff and buses to provide public transportation services for the Circulator (Yellow) and Park & Ride transportation routes. College staff will at all times remain employees of the College.
3. Buses must be parked in a safe and secure location. LRGVDC maintenance staff will have access to these buses and may drive them in order to operate the service and provide maintenance.
4. The College will provide service reports for Circulator (Yellow) and Park & Ride shuttles.
5. The College will maintain auto primary liability on all College owned buses and leased buses within the limits of the Texas Tort Claims Act.

C. Maintenance - Starr (Green) and Mid Valley (Purple) Transportation Routes

1. LRGVDC will provide maintenance services with its own staff for buses used in the project. These maintenance activities will adhere to the *LRGVDC Vehicle Maintenance Plan.* Activities will include:
    a. Responding to road calls;
    b. Providing routine preventive maintenance according to the manufacturer's specified maintenance schedule and FTA standards;
    c. Detailing/cleaning buses once a week;
    d. Providing tire replacement service according to the manufacturer's schedule;
    e. Providing brake maintenance according to the manufacturer's schedule;
    f. Providing out-of-cycle repairs as necessary;
    g. Coordinating warranty work according to manufacturer guidelines;
    h. Keeping an inventory of all tools, equipment, parts, materials, and supplies;
    i. Keeping maintenance records of all activities, including work orders;
    j. Ensuring that all maintenance activities are safe and secure; and
    k. Adhering to the maintenance plan.

    If a major repair or other repair is needed that will exceed the established maintenance budget, LRGVDC will present the College a plan of action to address the repair, including the cost and timeline for repair.
2. LRGVDC will perform periodic oversight of the College activities to ensure that the service is operated as public transportation and that all elements of this Agreement are followed. This will include inspections of buses, inspections of facilities, safety and security reviews, annual reviews, report generation, and similar activities.

D. Warranties

1. The College warrants that (a) the transportation services are necessary and authorized for activities that are properly within its statutory functions and programs; (b) it has the authority to contract for the services under authority granted in § 130.022, 130.010, and 130.084, *Texas Education Code*, and Chapter 791, *Texas Government Code*; (3) it has all necessary legal authority and has received all necessary approvals to execute and deliver this agreement; and (4) the officer signing this agreement on its behalf is authorized by its governing body to sign this agreement.
2. LRGVDC warrants that (1) it has authority to perform the services under authority granted in Chapter 791, *Texas Government Code*; (2) it has all necessary legal authority and has received all necessary approvals to execute and deliver this agreement; and (3) the officers signing this agreement on its behalf is authorized by its governing body to sign this agreement.

E. Capital

1. LRGVDC will initiate the process of procuring capital improvements under this contract upon request of the College.

The following parties attest to the contents of this document and agree to implement the provisions contained herein.

South Texas College	**Lower Rio Grande Valley Development Council**
Shirley A. Reed, M.B.A., Ed. D. **President**	**Ron Garza** **Executive Director**
Date	**Date**

South Texas College
FY 2017 and FY 2018 Ridership Report Comparison

FY2018

Routes	Description	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Connecting Service												
60	Greenline Roma	905	1,014	900	405	392	671	437	679	215	306	**5,924**
61	RGC West	237	303	197	170	171	211	189	270	194	77	**2,019**
62	RGC East	116	148	117	90	103	134	118	152	112	17	**1,107**
DR-RGC	Demand Response - RGC	235	17	77	5	-	-	-	-	-	-	**334**
STC Direct Service												
Routes	**Description**	**Sept**	**Oct**	**Nov**	**Dec**	**Jan**	**Feb**	**Mar**	**Apr**	**May**	**Jun**	**Total**
Purple Line	MidValley/Nursing	918	967	840	320	411	695	476	752	435	244	**6,058**
Green Line	Starr/Pecan	2,311	2,640	2,444	1,109	1,352	1,305	1,694	2,347	967	971	**17,140**
Yellow Line	Pecan/Tech/Nursing	3,055	3,262	2,719	1,075	1,606	2,533	1,795	2,373	762	399	**19,579**
Park & Ride	Park & Ride	3,399	3,424	2,396	717	1,299	1,603	917	1,173	288	-	**15,216**
Total		***11,176***	***11,775***	***9,690***	***3,891***	***5,334***	***7,152***	***5,626***	***7,746***	***2,973***	***2,014***	***67,377***

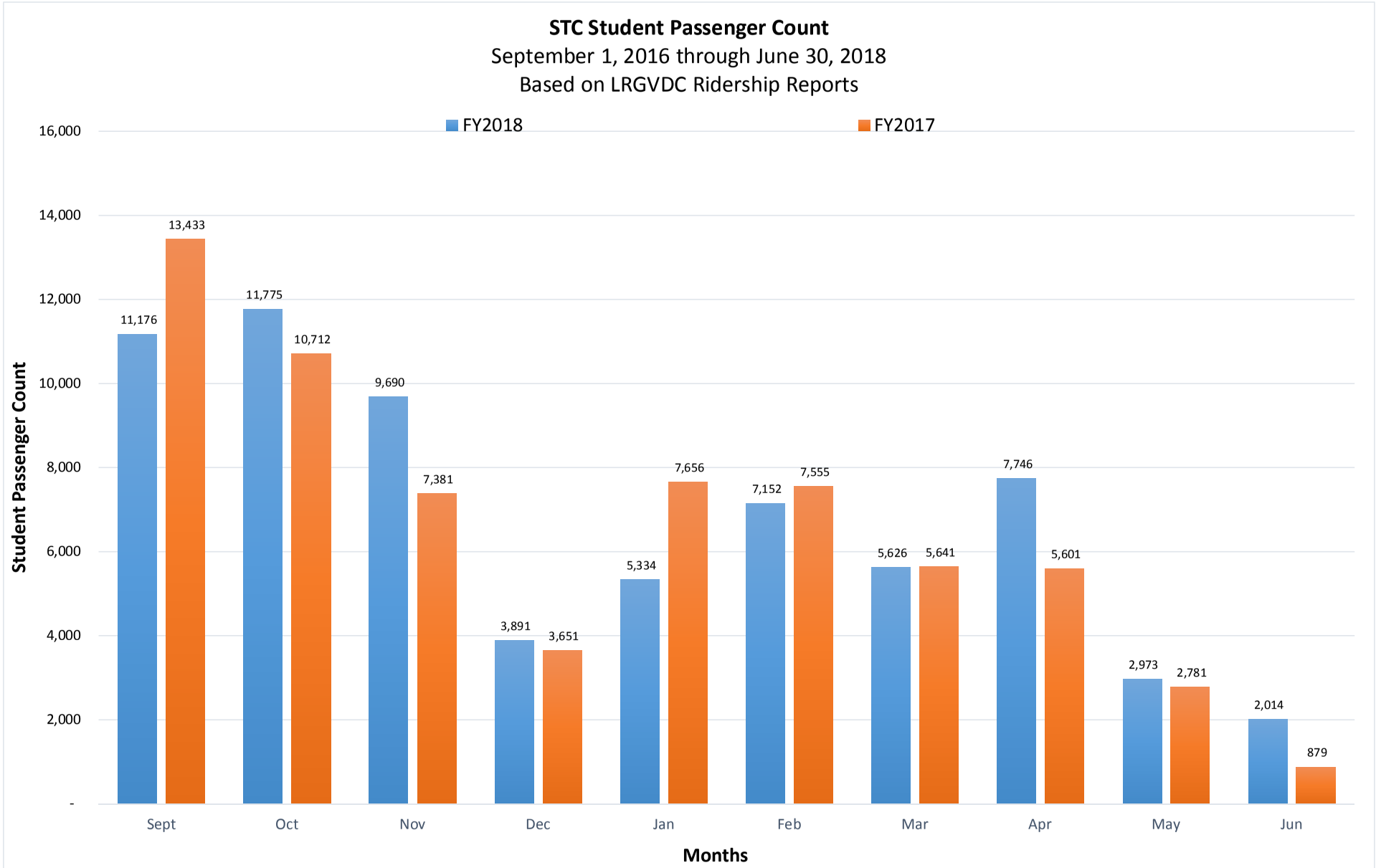
FY2017

Routes	Description	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Connecting Service												
60	Greenline Roma	537	687	-	-	417	606	512	486	260	261	**3,766**
61	RGC West	196	88	-	-	121	233	151	206	276	14	**1,285**
62	RGC East	196	87	-	-	121	261	65	86	82	3	**901**
DR-RGC	Demand Response - RGC	122	14	-	-	7	9	171	226	6	22	**577**
STC Direct Service												
Routes	**Description**	**Sept**	**Oct**	**Nov**	**Dec**	**Jan**	**Feb**	**Mar**	**Apr**	**May**	**Jun**	**Total**
Purple Line	MidValley/Nursing	698	692	599	266	313	527	481	536	269	0	**4,381**
Green Line	Starr/Pecan	1,771	2,147	1,959	1,053	1,000	1,642	1,372	1,433	773	387	**13,537**
Yellow Line	Pecan/Tech/Nursing	2,459	2,532	2,100	1,670	3,457	2,015	1,673	1,711	796	192	**18,605**
Park & Ride	Park & Ride	7,454	4,465	2,723	662	2,220	2,262	1,216	917	319	0	**22,238**
Total		***13,433***	***10,712***	***7,381***	***3,651***	***7,656***	***7,555***	***5,641***	***5,601***	***2,781***	***879***	***65,290***

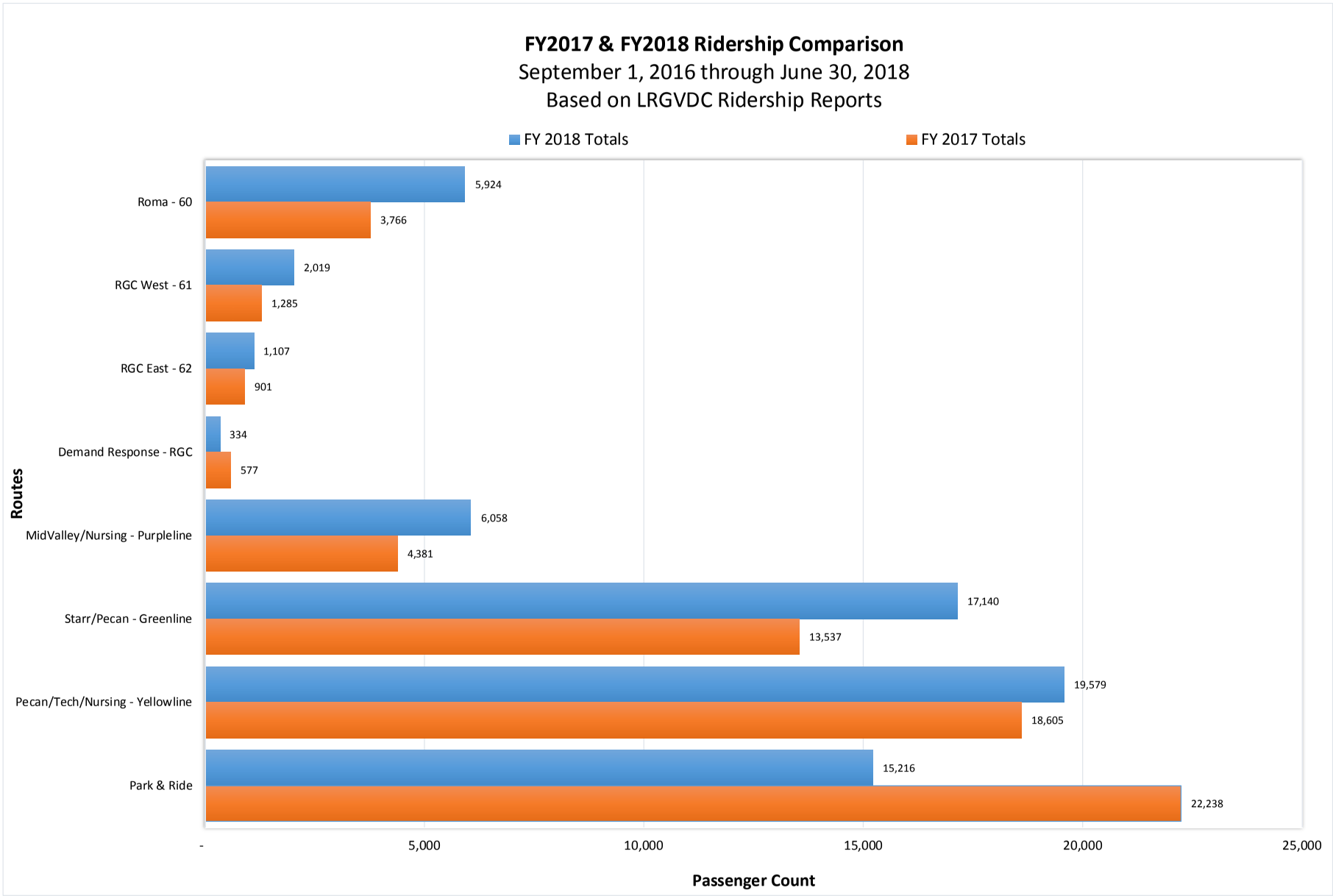
	Difference between FY17 & FY18	**2,257**	**(1,063)**	**(2,309)**	**(240)**	**2,322**	**403**	**15**	**(2,145)**	**(192)**	**(1,135)**	**(2,087)**

As of August 10, 2018

South Texas College
FY 2017 and FY 2018 Ridership Report Comparison



As of August 10, 2018



As of August 10, 2018

FY 2018 FTA & TxDOT Certifications and Assurances

Subrecipients,

The Federal Transit Administration (FTA) has released the FY 2018 Certifications and Assurances (C&A). PTN combines the FTA C&A with TxDOT specific C&A documents that must be signed by all subrecipients.

Requirement

Per 49 U.S.C. 5323, before FTA awards FY 2018 Federal funds to support a project, the authorized representative (TxDOT) and the project sponsor (subrecipient) must provide certain certifications and assurances required by Federal law or regulation. By signing these "certifications and assurances", all party(s) (e.g. TxDOT and subrecipient) agree to comply with all applicable rules and regulations in effect with respect to the periods for which grant funding is received.

> Note: Section 5307 Urbanized and MTAs are direct recipients and thus submit C&A's to FTA; **however, if the recipient participates in one of TxDOT's federally managed programs -- Section 5304, 5310, 5311 ICB, 5339 etc., and Subrecipients who receive State funding, and TDCs, are required to complete an FY18 FTA & TxDOT C&A document.**

ALL FY18 CERTIFICATIONS AND ASSURANCES MUST BE ON FILE WITH TXDOT PTN IN eGRANTS PRIOR TO THE EXECUTION OF A PROJECT GRANT AGREEMENT

Subrecipient Signatures

1. Download the "Current Fiscal Year Federal Transit Administration (FTA) and TxDOT Certifications and Assurances" document from PTN's Publications web page located at http://www.txdot.gov/inside-txdot/forms-publications/publications/public-transportation.html
2. Complete and/or sign and date pages 43, 44, 49, 50, 52, 53, 55 (see yellow highlights on each page):
3. Hard copy/wet signatures only (no digital signatures)
4. **Due in eGrants on or before close of business Friday, April 6, 2018.**

eGrants Certs & Assurance information (see eGrants User Manual, page 36)

1. Log on to eGrants. Go to Supplementals tab and choose "Supplementals Types: Certifications and Assurances: All Years, click on the Search button.
2. Under the Name column, click on the web link that starts with "C&A - 2018..."
3. Choose View, Edit and Compete Forms, click on View Forms
4. MGA/Certs and Assurances Menu – Forms, under "Page Name" choose the "Certifications and Assurances" hyper link.
5. After reviewing completing and signing the required pages (see list below), the agency must upload all pages 1-55 into eGrants.

Subrecipient Checklist

- Applicable to subrecipients who receive Federal Funds: 5304, 5339, 5310, 5311, *and*
- Applicable to subrecipients who receive State funding and TDCs
- Sign and date the following pages (see yellow highlights on each page)

☐ **All pages submitted (1-55)**

FTA form, list of applicable Categories selected– Required of ALL Subrecipients

**FTA recommends that you submit all twenty-one (21) Categories of Certifications and Assurances. The provisions of the Certifications and Assurances that do not apply to your Applicant or its Award will not be enforced*

Page 43: ☑ Name of Applicant (agency name)
☑ Check box for ALL categories *or* an X by each applicable category (1-21)

Affirmation of Applicant – Required of ALL Subrecipients

Page 44: ☑ Name of Applicant (agency name) ☑ Name and Relationship of the Authorized Representative
☐ Signature ☐ Date ☑ Name of Authorized Representative of Applicant

Optional: Attorney section ☐ NA
☐ Name of the Applicant ☐ Signature ☐ Date ☐ printed "Name" (Attorney for Applicant)

State Subrecipient Service Area Information - Required of ALL Subrecipients

Page 49: ☑ Subrecipient Name ☑ Contact Name ☐ Date
☑ Area code & Phone Number ☑ Email Address
☑ Description of subrecipient's service area ☑ Public or Private
☐ Labor Organizations (or NA) ☐ List of other providers in service area ☐ Printed Name ☐ Signature

Lobbying Certification– Required of ALL Subrecipients

Page 50: ☑ printed Legal Name of the Applicant ☐ Signature of Certifying Official
☑ Title ☐ Date

Disclosure of Lobbying Activities – Lobbying Subrecipients only

Page 52: ☑ NA *or*
☐ Lobbying activities complete questions 1-11;
☐ Signature ☐ Printed Name ☐ Title ☐ Telephone number ☐ Date

Debarment and Suspension (Non Procurement) – Required of ALL Subrecipients

Page 53: ☐ Exceptions (if applicable)
☐ Signature of Certifying Official ☐ Title ☐ Date

Internal compliance Program Certification – Required of ALL Subrecipients ☐ January 2017 doc

Page 55: ☑ Organization Name ☑ Printed Name ☑ Title ☐ Date ☐ Signature

Questions or assistance contact Becky Ligon at 512-486-5962 or via email at Rebecca.Ligon@txdot.gov

FTA FISCAL YEAR 2018 CERTIFICATIONS AND ASSURANCES

PREFACE

Before the Federal Transit Administration (FTA or We) may award federal assistance for public transportation in the form of a federal grant, cooperative agreement, loan, line of credit, loan guarantee, master credit agreement, or State Infrastructure Bank (SIB) cooperative agreement, certain pre-award Certifications and Assurances are required, except as FTA determines otherwise in writing. The Applicant must authorize a representative (Authorized Representative) to select and sign its Certifications and Assurances and bind the Applicant's compliance. You, as your Applicant's Authorized Representative, must select and sign all Certifications and Assurances that your Applicant must provide to support each application it submits to FTA for federal assistance during federal fiscal year (FY) 2018.

We request that you read each Certification and Assurance and select those that will apply to any application for which your Applicant might seek FTA assistance during FY 2018. As provided by federal laws, regulations, and requirements, FTA may award federal assistance only if the Applicant's Authorized Representative selects adequate Certifications and Assurances.

We have consolidated our Certifications and Assurances into twenty-one (21) Categories.

We encourage you to make a single selection that will encompass all twenty-one (21) Categories of Certifications and Assurances that apply to our various programs. FTA, the Applicant, and the Applicant's Authorized Representative, understand and agree that not every provision of these twenty-one (21) Categories of Certifications and Assurances will apply to every Applicant or every Award or Project included in an Award, even if you make a single selection encompassing all twenty-one (21) Categories. Nor will every provision of each Certification or Assurance within a single Category apply if that provision does not apply to your Applicant or the Award it seeks. The type of Applicant and its application will determine which Certifications and Assurances apply.

In the alternative:

- *All Applicants must select the Assurances in Category 01, "Required Certifications and Assurances for each Applicant.*
- *If your Applicant requests or intends to request more than $100,000 in federal assistance during FY2018, you must select the "Lobbying" Certification in Category 02, except if your Applicant is an Indian tribe, Indian organization, or an Indian tribal organization.*
- *Depending on the nature of your Applicant and the Award it seeks, you may also need to select one or more Certifications and Assurances in Categories 03 through 21.*

Your Applicant is ultimately responsible for compliance with the Certifications and Assurances selected that apply to its Award, itself, any Subrecipient, or any other Third

Party Participant in its Award, except as FTA determines otherwise in writing. For this reason, we strongly encourage your Applicant to take appropriate measures, including, but not limited to, obtaining sufficient documentation from each Subrecipient and any other Third Party Participant as necessary to assure your Applicant's compliance with the applicable Certifications and Assurances selected on its behalf.

Except as FTA determines otherwise in writing, if your Applicant is a team, consortium, joint venture, or partnership, it understands and agrees that you must identify the activities that each member will perform and the extent to which each member will be responsible for compliance with the selected Certifications and Assurances. You also must identify each member's role in the Award, whether as a Recipient, Subrecipient, Third Party Contractor, or other Third Party Participant.

It is important that you and your Applicant also understand that these Certifications and Assurances are pre-award requirements, generally imposed by federal law or regulation, and do not include all federal requirements that may apply to it or its Award. We expect you to submit your Applicant's FY 2018 Certifications and Assurances and its applications for federal assistance in FTA's Transit Award Management System (TrAMS). You must be registered in TrAMS to submit your Applicant's FY 2018 Certifications and Assurances. TrAMS contains fields for selecting among the twenty-one (21) Categories of Certifications and Assurances and a designated field for selecting all twenty-one (21) Categories of Certifications and Assurances. If FTA agrees that you are unable to submit your Applicant's FY 2018 Certifications and Assurances electronically, you must submit the Signature Pages at the end of this document, as FTA directs, marked to show the Categories of Certifications and Assurances that you are submitting.

Be aware that these Certifications and Assurances have been prepared in light of:

- *The Fixing America's Surface Transportation (FAST) Act, Public Law No. 114-94, December 4, 2015, and other authorizing legislation to be enacted,*
- *The Moving Ahead for Progress in the 21st Century Act (MAP-21), Public Law No. 112-141, July 6, 2012, as amended by the Surface Transportation and Veterans Health Care Choice Improvement Act of 2015, Public Law No. 114-41, July 31, 2015,*
- *Previous enabling legislation that remains in effect, and*
- *Appropriations Acts or Continuing Resolutions funding the U.S. Department of Transportation during Fiscal Year 2018.*

FTA FISCAL YEAR 2018 CERTIFICATIONS AND ASSURANCES

CATEGORY 01. REQUIRED CERTIFICATIONS AND ASSURANCES FOR EACH APPLICANT.

Before FTA may provide federal assistance for your Applicant's Award, you must select the Certifications and Assurances in Category 01 in addition to any other applicable Certifications and Assurances, except as FTA determines otherwise in writing.

Any provision of the Certifications and Assurances in Category 01 that does not apply will not be enforced.

01.A. Certifications and Assurances of Authority of the Applicant and Its Authorized Representative.

You certify and affirm that in signing these Certifications, Assurances, and Agreements, both you, as your Applicant's Authorized Representative, and your Applicant's attorney who is authorized to represent your Applicant in legal matters, may undertake the following activities on your Applicant's behalf, in compliance with applicable state, local, or Indian tribal laws, regulations, and requirements and your Applicant's by-laws or internal rules:

1. Execute and file its application for federal assistance,
2. Execute and file its Certifications, Assurances, Charter Service Agreement, and School Bus Agreement, as applicable, binding its compliance,
3. Execute its Grant Agreement, Cooperative Agreement, Loan, Loan Guarantee, Line of Credit, Master Credit Agreement, or State Infrastructure Bank (SIB) Cooperative Agreement for which the Applicant is seeking federal assistance from FTA,
4. Comply with applicable federal laws, regulations, and requirements, and
5. Follow applicable federal guidance.

01.B. Standard Assurances.

On behalf of your Applicant, you assure that it understands and agrees to the following:

1. It will comply with all applicable federal laws, regulations, and requirements in implementing its Award.
2. It is under a continuing obligation to comply with the terms and conditions of its Grant Agreement or Cooperative Agreement with FTA for each Award, including the FTA Master Agreement and other documents incorporated by reference and made part of its Grant Agreement or Cooperative Agreement, or latest amendment thereto.
3. It recognizes that federal laws, regulations, and requirements may be amended from time to time and those amendments may affect the implementation of its Award.
4. It understands that Presidential executive orders and federal guidance, including federal policies and program guidance, may be issued concerning matters affecting it or its Award.
5. It agrees that the most recent federal laws, regulations, requirements, and guidance will apply to its Award, except as FTA determines otherwise in writing.
6. Except as FTA determines otherwise in writing, it agrees that requirements for FTA programs may vary depending on the fiscal year for which the federal assistance for those programs was appropriated or made available.

01.C. Intergovernmental Review Assurance.

(This assurance in this Category 01.C does not apply to an Indian tribe, an Indian organization, or an Indian tribal organization that applies for federal assistance made available under 49 U.S.C. § 5311(c)(1), which authorizes FTA's Tribal Transit Programs.)

As required by U.S. Department of Transportation (U.S. DOT) regulations, "Intergovernmental Review of Department of Transportation Programs and Activities," 49 CFR part 17, on behalf of your Applicant, you assure that it has submitted or will submit each application for federal assistance to the appropriate state and local agencies for intergovernmental review.

01.D. Nondiscrimination Assurance.

On behalf of your Applicant, you assure that:

1. It will comply with the following laws, regulations, and requirements so that no person in the United States will be denied the benefits of, or otherwise be subjected to discrimination in, any U.S. DOT or FTA assisted program or activity (particularly in the level and quality of transportation services and transportation-related benefits) based on race, color, national origin, religion, sex, disability, or age including:
   a. Federal transit laws, specifically 49 U.S.C. § 5332 (prohibiting discrimination based on race, color, religion, national origin, sex (including gender identity), disability, age, employment, or business opportunity),
   b. Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000d,
   c. Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000e *et seq.* (prohibiting discrimination based on race, color, religion, sex, (including gender identity and sexual orientation) or national origin,
   d. Executive Order No. 11246, "Equal Employment Opportunity" September 24, 1965, 42 U.S.C. § 2000e note, as amended by any later Executive Order that amends or supersedes it in part and is applicable to federal assistance programs,
   e. Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. § 1681 *et seq.*,
   f. U.S. DOT regulations, "Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance," 49 CFR part 25,
   g. The Rehabilitation Act of 1973, as amended, 29 U.S.C. § 794, *et seq.*,
   h. The Americans with Disabilities Act of 1990, as amended, 42 U.S.C. § 12101 *et seq.*,
   i. U.S. DOT regulations, "Nondiscrimination in Federally-Assisted Programs of the Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964," 49 CFR part 21,
   j. U.S. DOT regulations, specifically 49 CFR parts 27, 37, 38, and 39, and
   k. Any other applicable federal statutes that may be signed into law, federal regulations that may be issued, or federal requirements that may be imposed.
2. It will comply with federal guidance implementing federal nondiscrimination laws, regulations, or requirements, except as FTA determines otherwise in writing.
3. As required by 49 CFR § 21.7:

a. It will comply with 49 U.S.C. § 5332, 42 U.S.C. § 2000d, and 49 CFR part 21 in the manner that:
   (1) It implements its Award,
   (2) It undertakes property acquisitions, and
   (3) It operates all parts of its facilities, as well as its facilities operated in connection with its Award.
b. This assurance applies to its Award and to all parts of its facilities, as well as its facilities used to implement its Award.
c. It will promptly take the necessary actions to carry out this assurance, including the following:
   (1) Notifying the public that discrimination complaints about transportation-related services or benefits may be filed with U.S. DOT or FTA Headquarters Office of Civil Rights, and
   (2) Submitting information about its compliance with these provisions to U.S. DOT or FTA upon their request.
d. If it transfers U.S. DOT or FTA assisted real property, structures, or improvements to another party, any deeds and instruments recording that transfer will contain a covenant running with the land assuring nondiscrimination:
   (1) While the property is used for the purpose that the federal assistance is extended, or
   (2) While the property is used for another purpose involving the provision of similar services or benefits.
e. The United States has a right to seek judicial enforcement of any matter arising under:
   (1) Title VI of the Civil Rights Act, 42 U.S.C. § 2000d,
   (2) U.S. DOT regulations, 49 CFR part 21, or
   (3) This assurance.
f. It will make any changes in its Title VI implementing procedures, as U.S. DOT or FTA may request, to comply with:
   (1) Title VI of the Civil Rights Act, 42 U.S.C. § 2000d,
   (2) U.S. DOT regulations, 49 CFR part 21, and
   (3) Federal transit law, 49 U.S.C. § 5332.
g. It will comply with applicable federal guidance issued to implement federal nondiscrimination requirements, except as FTA determines otherwise in writing.
h. It will extend the requirements of 49 U.S.C. § 5332, 42 U.S.C. § 2000d, and 49 CFR part 21 to each Third Party Participant, including any:
   (1) Subrecipient,
   (2) Transferee,
   (3) Third Party Contractor or Subcontractor at any tier,
   (4) Successor in Interest,
   (5) Lessee, or
   (6) Other Participant in its Award, except FTA and the Applicant (and later, the Recipient).
i. It will include adequate provisions to extend the requirements of 49 U.S.C. § 5332, 42 U.S.C. § 2000d, and 49 CFR part 21 to each third party agreement, including each:
   (1) Subagreement at any tier,
   (2) Property transfer agreement,

(3) Third party contract or subcontract at any tier,
(4) Lease, or
(5) Participation agreement.

j. The assurances you have made on your Applicant's behalf remain in effect as long as FTA determines appropriate, including, for example, as long as:
(1) Federal assistance is provided for its Award,
(2) Its property acquired or improved with federal assistance is used for a purpose for which the federal assistance is extended, or for a purpose involving similar services or benefits,
(3) It retains ownership or possession of its property acquired or improved with federal assistance provided for its Award,
(4) It transfers property acquired or improved with federal assistance, for the period during which the real property is used for a purpose for which the financial assistance is extended or for another purpose involving the provision of similar services or benefits, or
(5) FTA may otherwise determine in writing.

4. As required by U.S. DOT regulations, "Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving or Benefiting from Federal Financial Assistance," 49 CFR part 27, specifically 49 CFR § 27.9, and consistent with 49 U.S.C. § 5332, you assure that:
a. It will comply with the following prohibitions against discrimination based on disability listed below in subsection 4.b of this Category 01.D Assurance, of which compliance is a condition of approval or extension of any FTA assistance awarded to:
(1) Construct any facility,
(2) Obtain any rolling stock or other equipment,
(3) Undertake studies,
(4) Conduct research, or
(5) Participate in any benefit or obtain any benefit from any FTA administered program.
b. In any program or activity receiving or benefiting from federal assistance that U.S. DOT administers, no qualified individual with a disability will, because of his or her disability, be:
(1) Excluded from participation,
(2) Denied benefits, or
(3) Otherwise subjected to discrimination.

01.E Procurement Certification.

The Applicant agrees to comply with:
a. U.S. DOT regulations, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards," 2 CFR part 1201, which incorporates by reference U.S. OMB regulatory guidance, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards," 2 CFR part 200, particularly 2 CFR §200.317-26 "Procurement Standards;
b. Federal laws, regulations, and requirements applicable to FTA procurements; and
c. The latest edition of FTA Circular 4220.1 and other applicable federal guidance.

FTA FISCAL YEAR 2018 CERTIFICATIONS AND ASSURANCES

01.F. Suspension and Debarment, Tax Liability, and Felony Convictions Certifications.

01.F.1 Suspension and Debarment.

On behalf of your Applicant, you certify that:

a. It will comply and facilitate compliance with U.S. DOT regulations, "Nonprocurement Suspension and Debarment," 2 CFR part 1200, which adopts and supplements the U.S. Office of Management and Budget (U.S. OMB) "Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement)," 2 CFR part 180.

b. To the best of its knowledge and belief, that its Principals and Subrecipients at the first tier:
   (1) Are eligible to participate in covered transactions of any federal department or agency and are not presently:
      (a) Debarred,
      (b) Suspended,
      (c) Proposed for debarment,
      (d) Declared ineligible,
      (e) Voluntarily excluded, or
      (f) Disqualified.
   (2) Within a three-year period preceding its latest application or proposal, its management has not been convicted of or had a civil judgment rendered against any of them for:
      (a) Commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction, or contract under a public transaction,
      (b) Violation of any federal or state antitrust statute, or
      (c) Commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making any false statement, or receiving stolen property.
   (3) It is not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses listed in the preceding subsection b(2) of this Certification.
   (4) It has not had one or more public transactions (federal, state, or local) terminated for cause or default within a three-year period preceding this Certification.
   (5) If, at a later time, it receives any information that contradicts the preceding statements of subsections a or b of this Category 01.F Certification, it will promptly provide that information to FTA.
   (6) It will treat each lower tier contract or subcontract under its Award as a covered lower tier contract for purposes of 2 CFR part 1200 and 2 CFR part 180 if it:
      (a) Equals or exceeds $25,000,
      (b) Is for audit services, or
      (c) Requires the consent of a federal official.
   (7) It will require that each covered lower tier contractor and subcontractor:
      (a) Comply and facilitate compliance with the federal requirements of 2 CFR parts 180 and 1200, and
      (b) Assure that each lower tier participant in its Award is not presently declared by any federal department or agency to be:

1 Debarred from participation in any federally assisted Award,
2 Suspended from participation in any federally assisted Award,
3 Proposed for debarment from participation in any federally assisted Award,
4 Declared ineligible to participate in any federally assisted Award,
5 Voluntarily excluded from participation in any federally assisted Award, or
6 Disqualified from participation in any federally assisted Award.

c. It will provide a written explanation if it or any of its principals, including any of its first tier Subrecipients or its Third Party Participants at a lower tier, is unable to certify compliance with the preceding statements in this Category 01.F.1 Certification.

01.F.2. Tax Liability.

If your Applicant is a private corporation, partnership, trust, joint-stock company, sole proprietorship, or other business association, on behalf of your Applicant, you certify that:

a. Your Applicant and its prospective Subrecipients have no unpaid federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability.
b. Your Applicant and its Subrecipients will follow applicable U.S. DOT guidance when issued.

01.F.3. Felony Convictions.

If your Applicant is a private corporation, partnership, trust, joint-stock company, sole proprietorship, or other business association, on behalf of your Applicant, you certify that:

a. Your Applicant and its prospective Subrecipients have not been convicted of a felony criminal violation under any federal law within the preceding 24 months.
b. Your Applicant and its Subrecipients will follow applicable U.S. DOT guidance when it is issued.

01.G. U.S. OMB Assurances in SF-424B and SF-424D.

The assurances in this Category 01.G are consistent with the U.S. OMB assurances required in the U.S. OMB SF-424B and SF-424D, and updated as necessary to reflect changes in federal laws, regulations, and requirements.

1. *Administrative Activities*. On behalf of your Applicant, you assure that:
   a. For any application it submits for federal assistance, it has adequate resources to plan, manage, and properly complete the tasks to implement its Award, including:
      (1) The legal authority to apply for federal assistance,
      (2) The institutional capability,
      (3) The managerial capability, and
      (4) The financial capability (including funds sufficient to pay the non-federal share of the cost of incurred under its Award).
   b. As required, it will give access and the right to examine materials related to its Award to the following entities or individuals, including, but not limited to:

(1) FTA,
(2) The Comptroller General of the United States, and
(3) The State, through an appropriate authorized representative.

c. It will establish a proper accounting system in accordance with generally accepted accounting standards or FTA guidance.
d. It will establish safeguards to prohibit employees from using their positions for a purpose that results in:
(1) A personal or organizational conflict of interest or personal gain, or
(2) An appearance of a personal or organizational conflict of interest or personal gain.

2. *Specifics of the Award.* On behalf of your Applicant, you assure that:
a. It will begin and complete work within the period of performance that applies following receipt of an FTA Award.
b. For FTA assisted construction Awards:
(1) It will comply with FTA provisions concerning the drafting, review, and approval of construction plans and specifications,
(2) It will provide and maintain competent and adequate engineering supervision at the construction site to assure that the completed work conforms to the approved plans and specifications,
(3) It will include a covenant to assure nondiscrimination during the useful life of the real property financed under its Award in its title to that real property, and it will include such covenant in any transfer of such property,
(4) To the extent FTA requires, it will record the federal interest in the title to FTA assisted real property or interests in real property, and
(5) It will not alter the site of the FTA assisted construction or facilities without permission or instructions from FTA by:
(a) Disposing of the underlying real property or other interest in the site and facilities,
(b) Modifying the use of the underlying real property or other interest in the site and facilities, or
(c) Changing the terms of the underlying real property title or other interest in the site and facilities.
c. It will furnish progress reports and other information as FTA or the state may require.

3. *Statutory and Regulatory Requirements.* On behalf of your Applicant, you assure that:
a. Your Applicant will comply with all federal laws, regulations, and requirements relating to nondiscrimination that apply, including, but not limited to:
(1) The prohibitions against discrimination based on race, color, or national origin, as provided in Title VI of the Civil Rights Act, 42 U.S.C. § 2000d.
(2) The prohibitions against discrimination based on sex, as provided in:
(a) Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. §§ 1681 – 1683, and 1685 – 1687, and
(b) U.S. DOT regulations, "Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance," 49 CFR part 25.

(3) The prohibitions against discrimination based on age in federally assisted programs, as provided in the Age Discrimination Act of 1975, as amended, 42 U.S.C. §§ 6101 – 6107.
(4) The prohibitions against discrimination based on disability in federally assisted programs, as provided in section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. § 794.
(5) The prohibitions against discrimination based on disability, as provided in the Americans with Disabilities Act of 1990, as amended, 42 U.S.C. § 12101.
(6) The prohibitions against discrimination in the sale, rental, or financing of housing, as provided in Title VIII of the Civil Rights Act, 42 U.S.C. § 3601 *et seq.*
(7) The prohibitions against discrimination based on drug abuse, as provided in the Drug Abuse Office and Treatment Act of 1972, as amended, 21 U.S.C. § 1101 *et seq.*
(8) The prohibitions against discrimination based on alcohol abuse, as provided in the Comprehensive Alcohol Abuse and Alcoholism Prevention Act of 1970, as amended, 42 U.S.C. § 4541 *et seq.*
(9) The confidentiality requirements for records of alcohol and drug abuse patients, as provided in the Public Health Service Act, as amended, 42 U.S.C. § 290dd – 290dd-2.
(10) The prohibitions against discrimination in employment as provided in Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000e *et seq.*,
(11) The nondiscrimination provisions of any other statute(s) that may apply to its Award.

b. As provided by the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (Uniform Relocation Act), 42 U.S.C. § 4601 *et seq.*, and 49 U.S.C. § 5323(b), regardless of whether federal assistance has been provided for any real property acquired or improved for purposes of its Award:
(1) It will provide for fair and equitable treatment of any displaced persons or any persons whose property is acquired or improved as a result of federally assisted programs.
(2) It has the necessary legal authority under state and local laws, regulations, and requirements to comply with:
(a) The Uniform Relocation Act. 42 U.S.C. § 4601 *et seq.*, as specified by 42 U.S.C. §§ 4630 and 4655, and
(b) U.S. DOT regulations, "Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally Assisted Programs," 49 CFR part 24, specifically 49 CFR § 24.4.
(3) It has complied with or will comply with the Uniform Relocation Act and implementing U.S. DOT regulations because:
(a) It will adequately inform each affected person of the benefits, policies, and procedures provided for in 49 CFR part 24.
(b) As provided by 42 U.S.C. §§ 4622, 4623, and 4624, and 49 CFR part 24, if its Award results in displacement, it will provide fair and reasonable relocation payments and assistance to:
1 Displaced families or individuals, and
2 Displaced corporations, associations, or partnerships.

(c) As provided by 42 U.S.C. § 4625 and 49 CFR part 24, it will provide relocation assistance programs offering the services described in the U.S. DOT regulations to such:
   1 Displaced families and individuals, and
   2 Displaced corporations, associations, or partnerships.

(d) As provided by 42 U.S.C. § 4625(c)(3), within a reasonable time before displacement, it will make available comparable replacement dwellings to families and individuals.

(e) It will do the following:
   1 Carry out the relocation process to provide displaced persons with uniform and consistent services, and
   2 Make available replacement housing in the same range of choices with respect to such housing to all displaced persons regardless of race, color, religion, or national origin.

(f) It will be guided by the real property acquisition policies of 42 U.S.C. §§ 4651 and 4652.

(g) It will pay or reimburse property owners for their necessary expenses as specified in 42 U.S.C. §§ 4653 and 4654, understanding that FTA will provide federal assistance for its eligible costs of providing payments for those expenses, as required by 42 U.S.C. § 4631.

(h) It will execute the necessary implementing amendments to FTA assisted third party contracts and subagreements.

(i) It will execute, furnish, and be bound by such additional documents as FTA may determine necessary to effectuate or implement these assurances.

(j) It will incorporate these assurances by reference into and make them a part of any third party contract or subagreement, or any amendments thereto, related to its Award that involves relocation or land acquisition.

(k) It will provide in any affected document that these relocation and land acquisition provisions must supersede any conflicting provisions.

c. It will comply with the Lead-Based Paint Poisoning Prevention Act, specifically 42 U.S.C. § 4831(b), which prohibits the use of lead-based paint in the construction or rehabilitation of residence structures.

d. It will, to the extent applicable, comply with the protections for human subjects involved in research, development, and related activities supported by federal assistance of:
   (1) The National Research Act, as amended, 42 U.S.C. § 289 *et seq.*, and
   (2) U.S. DOT regulations, "Protection of Human Subjects," 49 CFR part 11.

e. It will, to the extent applicable, comply with the labor standards and protections for federally assisted Awards of:
   (1) The Davis-Bacon Act, as amended, 40 U.S.C. §§ 3141 – 3144, 3146, and 3147,
   (2) Sections 1 and 2 of the Copeland "Anti-Kickback" Act, as amended, 18 U.S.C. § 874, and 40 U.S.C. § 3145, respectively, and
   (3) The Contract Work Hours and Safety Standards Act, as amended, 40 U.S.C. § 3701 *et seq.*

f. It will comply with any applicable environmental standards prescribed to implement federal laws and executive orders, including, but not limited to:

(l) Complying with the institution of environmental quality control measures under the National Environmental Policy Act of 1969, as amended, 42 U.S.C. §§ 4321 – 4335 and following Executive Order No. 11514, as amended, 42 U.S.C. § 4321 note.
(2) Following the notification of violating facilities provisions of Executive Order No. 11738, 42 U.S.C. § 7606 note.
(3) Following the protection of wetlands provisions of Executive Order No. 11990, 42 U.S.C. § 4321 note.
(4) Following the evaluation of flood hazards in the floodplains provisions of Executive Order No. 11988, May 24, 1977, as amended, 42 U.S.C. § 4321 note.
(5) Complying with the assurance of consistency with the approved state management program developed pursuant to the Coastal Zone Management Act of 1972, as amended, 16 U.S.C. §§ 1451 – 1465.
(6) Complying with the Conformity of Federal Actions to State (Clean Air) Implementation Plans requirements under section 176(c) of the Clean Air Act of 1970, as amended, 42 U.S.C. §§ 7401 – 7671q.
(7) Complying with protections for underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, 42 U.S.C. § 300f – 300j-6.
(8) Complying with the protections for endangered species under the Endangered Species Act of 1973, as amended, 16 U.S.C. §§ 1531 – 1544.
(9) Complying with the environmental protections for federal transportation programs, including, but not limited to, protections for parks, recreation areas, or wildlife or waterfowl refuges of national, state, or local significance or any land from a historic site of national, state, or local significance to be used in a transportation Award, as required by 49 U.S.C. § 303 (also known as "Section 4f").
(10) Complying with the protections for national wild and scenic rivers systems, as required under the Wild and Scenic Rivers Act of 1968, as amended, 16 U.S.C. §§ 1271 – 1287.
(11) Complying with and facilitating compliance with:
  (a) Section 106 of the National Historic Preservation Act of 1966, as amended, 54 U.S.C. § 300108,
  (b) The Archaeological and Historic Preservation Act of 1974, as amended, 54 U.S.C. § 312501 *et seq.*, and
  (c) Executive Order No. 11593 (identification and protection of historic properties), 54 U.S.C. § 300101.

g. To the extent applicable, it will comply with the following federal requirements for the care, handling, and treatment of warm-blooded animals held or used for research, teaching, or other activities supported with federal assistance:
  (1) The Animal Welfare Act, as amended, 7 U.S.C. § 2131 *et seq.*, and
  (2) U.S. Department of Agriculture regulations, "Animal Welfare," 9 CFR subchapter A, parts 1, 2, 3, and 4.
h. To the extent applicable, it will obtain a certificate of compliance with the seismic design and construction requirements of U.S. DOT regulations, "Seismic Safety," 49 CFR part 41, specifically 49 CFR § 41.117(d), before accepting delivery of any FTA assisted buildings.

i. It will comply with and assure that each of its Subrecipients located in special flood hazard areas will comply with section 102(a) of the Flood Disaster Protection Act of 1973, as amended, 42 U.S.C. § 4012a(a), by:
   (1) Participating in the federal flood insurance program, and
   (2) Purchasing flood insurance if the total cost of insurable construction and acquisition is $10,000 or more.

j. It will comply with:
   (1) The Hatch Act, 5 U.S.C. §§ 1501 – 1508, 7324 – 7326, which limits the political activities of state and local agencies and their officers and employees whose primary employment activities are financed in whole or part with federal assistance, including a federal loan, grant agreement, or cooperative agreement, and
   (2) 49 U.S.C. § 5323(l)(2) and 23 U.S.C. § 142(g), which provide an exception from Hatch Act restrictions for a nonsupervisory employee of a public transportation system (or of any other agency or entity performing related functions) receiving federal assistance appropriated or made available under 49 U.S.C. chapter 53 and 23 U.S.C. § 142(a)(2) to whom the Hatch Act does not otherwise apply.

k. It will perform the financial and compliance audits as required by the:
   (1) Single Audit Act Amendments of 1996, 31 U.S.C. § 7501 *et seq.*,
   (2) U.S. DOT regulations, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards," 2 CFR part 1201, which incorporates by reference U.S. OMB regulatory guidance, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards," 2 CFR part 200, and
   (3) Most recent applicable U.S. OMB Compliance Supplement, 2 CFR part 200, appendix XI (previously known as the U.S. OMB Circular A-133 Compliance Supplement).

l. It will comply with all other federal laws, regulations, and requirements that apply.

m. It will follow federal guidance governing it and its Award, except as FTA has expressly approved otherwise in writing.

CATEGORY 02. LOBBYING.

Before FTA may provide federal assistance for a grant or cooperative agreement exceeding $100,000 or a loan, line of credit, loan guarantee, or loan insurance exceeding $150,000, you must select the Lobbying Certifications in Category 02, unless your Applicant is an Indian Tribe, Indian organization, or an Indian tribal organization exempt from the requirements of 31 U.S.C. § 1352, and/or except as FTA determines otherwise in writing.

Any provision of the Certifications in Category 02 that does not apply will not be enforced.

On behalf of your Applicant, you certify that:

1. As required by 31 U.S.C. § 1352 and U.S. DOT regulations, "New Restrictions on Lobbying," specifically 49 CFR § 20.110:
   a. The lobbying restrictions of this Certification apply to its requests:
      (1) For $100,000 or more in federal assistance for a grant or cooperative agreement, and

(2) For $150,000 or more in federal assistance for a loan, line of credit, loan guarantee, or loan insurance, and

b. Your Certification on your Applicant's behalf applies to the lobbying activities of:
   (1) The Applicant,
   (2) Its Principals, and
   (3) Its Subrecipients at the first tier.

2. To the best of your knowledge and belief:
   a. No federal appropriated funds have been or will be paid by your Applicant or on its behalf to any person to influence or attempt to influence:
      (1) An officer or employee of any federal agency regarding the award of a:
         (a) Federal grant or cooperative agreement, or
         (b) Federal loan, line of credit, loan guarantee, or loan insurance, or
      (2) A Member of Congress, an employee of a member of Congress, or an officer or employee of Congress regarding the award of a:
         (a) Federal grant or cooperative agreement, or
         (b) Federal loan, line of credit, loan guarantee, or loan insurance.
   b. Your Applicant will submit a complete OMB Standard Form LLL (Rev. 7-97), "Disclosure of Lobbying Activities," consistent with the instructions on that form, if any funds other than federal appropriated funds have been or will be paid to any person to influence or attempt to influence:
      (1) An officer or employee of any federal agency regarding the award of a:
         (a) Federal grant or cooperative agreement, or
         (b) Federal loan, line of credit, loan guarantee, or loan insurance, or
      (2) A Member of Congress, an employee of a member of Congress, or an officer or employee of Congress regarding the award of a:
         (a) Federal grant or cooperative agreement, or
         (b) Federal loan, line of credit, loan guarantee, or loan insurance.
   c. Your Applicant will include the language of this Certification in its Award documents under a federal grant, cooperative agreement, loan, line of credit, or loan insurance including, but not limited to:
      (1) Each third party contract,
      (2) Each third party subcontract,
      (3) Each subagreement, and
      (4) Each third party agreement.

3. Your Applicant understands that:
   a. This Certification is a material representation of fact that the Federal Government relies on, and
   b. It must submit this Certification before the Federal Government may award federal assistance for a transaction covered by 31 U.S.C. § 1352, including a:
      (1) Federal grant or cooperative agreement, or
      (2) Federal loan, line of credit, loan guarantee, or loan insurance.

4. Your Applicant understands that any person who does not file a required Certification will incur a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

FTA FISCAL YEAR 2018 CERTIFICATIONS AND ASSURANCES

CATEGORY 03. PRIVATE SECTOR PROTECTIONS.

Before FTA may provide federal assistance for an Award that involves the acquisition of public transportation property or the operation of public transportation facilities or equipment, you must select the Private Property Protections Assurances in Category 03.A and enter into the Agreements in Category 03.B and Category 03.C on behalf of your Applicant, except as FTA determines otherwise in writing.

Any provision of the Assurances and Agreements in Category 03 that does not apply will not be enforced.

03.A. Private Property Protections.

If your Applicant is a state, local government, or Indian tribal government and seeks federal assistance from FTA to acquire the property of a private transit operator or operate public transportation in competition with or in addition to a public transportation operator, the Private Property Protections Assurances in Category 03.A apply to your Applicant, except as FTA determines otherwise in writing.

To facilitate FTA's ability to make the findings required by 49 U.S.C. § 5323(a)(1), on behalf of your Applicant, you assure that:

1. Your Applicant has or will have:
   a. Determined that the federal assistance it has requested is essential to carrying out its Program of Projects as required by 49 U.S.C. §§ 5303, 5304, and 5306,
   b. Provided for the participation of private companies engaged in public transportation to the maximum extent feasible, and
   c. Paid just compensation under state or local laws to the company for any franchise or property acquired.
2. Your Applicant has completed the actions described in the preceding section 1 of this Category 03.A Certification before:
   a. It acquires the property or an interest in the property of a private provider of public transportation, or
   b. It operates public transportation equipment or facilities:
      (1) In competition with transportation service provided by an existing public transportation operator, or
      (2) In addition to transportation service provided by an existing public transportation operator.

03.B. Charter Service Agreement.

If your Applicant seeks federal assistance from FTA to acquire or operate transit facilities or equipment, the Charter Service Agreement in Category 03.B applies to your Applicant, except as FTA determines otherwise in writing.

FTA FISCAL YEAR 2018 CERTIFICATIONS AND ASSURANCES

To comply with 49 U.S.C. § 5323(d) and (g) and FTA regulations, "Charter Service, 49 CFR part 604, specifically 49 CFR § 604.4, on behalf of your Applicant, you are entering into the following Charter Service Agreement:

1. FTA's "Charter Service" regulations apply as follows:
   a. FTA's Charter Service regulations restrict transportation by charter service using facilities and equipment acquired or improved under an Award derived from:
      (1) Federal transit laws, 49 U.S.C. chapter 53,
      (2) 23 U.S.C. §§ 133 or 142, or
      (3) Any other Act that provides federal public transportation assistance, unless otherwise excepted.
   b. FTA's charter service restrictions extend to:
      (1) Your Applicant, when it receives federal assistance appropriated or made available for:
         (a) Federal transit laws, 49 U.S.C. chapter 53,
         (b) 23 U.S.C. §§ 133 or 142, or
         (c) Any other Act that provides federal public transportation assistance, unless otherwise excepted.
      (2) Any Third Party Participant that receives federal assistance derived from:
         (a) Federal transit laws, 49 U.S.C. chapter 53,
         (b) 23 U.S.C. §§ 133 or 142, or
         (c) Any other Act that provides federal public transportation assistance, unless otherwise excepted.
   c. A Third Party Participant includes any:
      (1) Subrecipient at any tier,
      (2) Lessee,
      (3) Third Party Contractor or Subcontractor at any tier, and
      (4) Other Third Party Participant in its Award.
   d. You and your Applicant agree that neither it nor any governmental authority or publicly owned operator that receives federal public transportation assistance appropriated or made available for its Award will engage in charter service operations, except as permitted under:
      (1) Federal transit laws, specifically 49 U.S.C. § 5323(d) and (g),
      (2) FTA regulations, "Charter Service," 49 CFR part 604, to the extent consistent with 49 U.S.C. § 5323(d) and (g),
      (3) Any other federal Charter Service regulations, or
      (4) Federal guidance, except as FTA determines otherwise in writing.
   e. You and your Applicant agree that the latest Charter Service Agreement selected in its latest annual Certifications and Assurances is incorporated by reference and made part of the Underlying Agreement accompanying its Award of federal assistance from FTA.
   f. You and your Applicant agree that:
      (1) FTA may require corrective measures or impose remedies on it or any governmental authority or publicly owned operator that receives federal assistance from FTA that has demonstrated a pattern of violating of FTA's Charter Service regulations by:
         (a) Conducting charter operations prohibited by federal transit laws and FTA's Charter Service regulations, or

(b) Otherwise violating its Charter Service Agreement selected in its latest annual Certifications and Assurances.

(2) These corrective measures and remedies may include:

(a) Barring your Applicant or any Third Party Participant operating public transportation under its Award that has provided prohibited charter service from receiving federal assistance from FTA,

(b) Withholding an amount of federal assistance as provided by Appendix D to FTA's Charter Service regulations, or

(c) Any other appropriate remedy that may apply.

2. In addition to the exceptions to the restrictions in FTA's Charter Service regulations, FTA has established the following additional exceptions to those restrictions:
   a. FTA's Charter Service restrictions do not apply to your Applicant if it seeks federal assistance appropriated or made available under 49 U.S.C. §§ 5307 or 5311 to be used for Job Access and Reverse Commute (JARC) activities that would have been eligible for assistance under former 49 U.S.C. § 5316 in effect in FY 2012 or a previous fiscal year, provided that it uses that federal assistance from FTA for those program purposes only.
   b. FTA's Charter Service restrictions do not apply to your Applicant if it seeks federal assistance appropriated or made available under 49 U.S.C. § 5310 to be used for New Freedom activities that would have been eligible for assistance under former 49 U.S.C. § 5317 in effect in FY 2012 or a previous fiscal year, provided it uses that federal assistance from FTA for those program purposes only.
   c. An Applicant for assistance under 49 U.S.C. chapter 53 will not be determined to have violated the FTA Charter Service regulations if that Applicant provides a private intercity or charter transportation operator reasonable access to that Applicant's federally assisted public transportation facilities, including intermodal facilities, park and ride lots, and bus-only highway lanes, as provided in 49 U.S.C. § 5323(r).

03.C. School Bus Agreement.

If your Applicant seeks federal assistance from FTA to acquire or operate transit facilities or equipment, the School Bus Agreement in Category 03.C applies to your Applicant, except as FTA determines otherwise in writing.

To comply with 49 U.S.C. § 5323(f) and (g) and FTA regulations, "School Bus Operations," 49 CFR part 605, to the extent consistent with 49 U.S.C. § 5323(f) and (g), your Applicant agrees to enter into the following School Bus Agreement:

1. FTA's "School Bus Operations" regulations at 49 CFR part 605 restricts school bus operations using facilities and equipment acquired or improved with federal assistance derived from:
   a. Federal transit laws, 49 U.S.C. chapter 53,
   b. 23 U.S.C. §§ 133 or 142, or
   c. Any other Act that provides federal public transportation assistance, unless otherwise excepted.
2. FTA's school bus operations restrictions extend to:
   a. Your Applicant, when it receives federal assistance appropriated or made available for:

(1) Federal transit laws, 49 U.S.C. chapter 53,
(2) 23 U.S.C. §§ 133 or 142, or
(3) Any other Act that provides federal public transportation assistance, unless otherwise excepted.

b. Any Third Party Participant that receives federal assistance derived from:
(1) Federal transit laws, 49 U.S.C. chapter 53,
(2) 23 U.S.C. §§ 133 or 142, or
(3) Any other Act that provides federal public transportation assistance, unless otherwise excepted.

3. A Third Party Participant includes any:
   a. Subrecipient at any tier,
   b. Lessee,
   c. Third Party Contractor or Subcontractor at any tier, and
   d. Any other Third Party Participant in the Award.
4. You and your Applicant agree, and will obtain the agreement of any Third Party Participant, that it will not engage in school bus operations in competition with private operators of school buses, except as permitted under:
   a. Federal transit laws, specifically 49 U.S.C. § 5323(f) and (g),
   b. FTA regulations, "School Bus Operations," 49 CFR part 605, to the extent consistent with 49 U.S.C. § 5323(f) and (g),
   c. Any other federal School Bus regulations, or
   d. Federal guidance, except as FTA determines otherwise in writing.
5. You and your Applicant agree that the latest School Bus Agreement selected on its behalf in FTA's latest annual Certifications and Assurances is incorporated by reference and made part of the Underlying Agreement accompanying its Award of federal assistance.
6. You and your Applicant agree that after it is a Recipient, if it or any Third Party Participant has violated this School Bus Agreement, FTA may:
   a. Bar your Applicant or Third Party Participant from receiving further federal assistance for public transportation, or
   b. Require the Applicant or Third Party Participant to take such remedial measures as FTA considers appropriate.

CATEGORY 04. ROLLING STOCK REVIEWS AND BUS TESTING.

Before FTA may provide federal assistance for an Award to acquire rolling stock for use in revenue service or to acquire a new bus model, you must select the Rolling Stock Reviews and Bus Testing Certifications in Category 04, except as FTA determines otherwise in writing.

Any provision of the Certifications in Category 04 that does not apply will not be enforced.

04.A. Rolling Stock Reviews.

If your Applicant seeks federal assistance from FTA to acquire rolling stock for use in revenue service, the Rolling Stock Reviews Certifications in Category 04.A apply to your Applicant, except as FTA determines otherwise in writing.

On behalf of your Applicant, you certify that, when procuring rolling stock for use in revenue service:

1. Your Applicant will comply with:
   a. Federal transit laws, specifically 49 U.S.C. § 5323(m), and
   b. FTA regulations, "Pre-Award and Post-Delivery Audits of Rolling Stock Purchases," 49 CFR part 663, and
2. As provided in 49 CFR § 663.7:
   a. Your Applicant will conduct or cause to be conducted the required pre-award and post-delivery reviews of that rolling stock, and
   b. It will maintain on file the Certifications required by 49 CFR part 663, subparts B, C, and D.

04.B. Bus Testing.

If your Applicant seeks federal assistance from FTA to acquire a new bus model, the Bus Testing Certifications in Category 04.B apply to your Applicant, except as FTA determines otherwise in writing.

On behalf of your Applicant, you certify that:

1. FTA's bus testing requirements apply to all acquisitions of new buses and new bus models that require bus testing as defined in FTA's Bus Testing regulations, and it will comply with:
   a. 49 U.S.C. § 5318, and
   b. FTA regulations, "Bus Testing," 49 CFR part 665.
2. As required by 49 CFR § 665.7, when acquiring the first bus of any new bus model or a bus model with a major change in components or configuration, your Applicant will not spend any federal assistance appropriated under 49 U.S.C. chapter 53 to acquire that new bus or new bus model until:
   a. That new bus or new bus model has been tested at FTA's bus testing facility, and
   b. It has received a copy of the test report prepared for that new bus or new bus model.
3. It will ensure that the new bus or new bus model that is tested has met the performance standards consistent with those regulations, including the:
   a. Performance standards for:
      (1) Maintainability,
      (2) Reliability,
      (3) Performance (including braking performance),
      (4) Structural integrity,
      (5) Fuel economy,
      (6) Emissions, and
      (7) Noise, and
   b. Minimum safety performance standards established under 49 U.S.C. § 5329, when issued.
4. It will ensure that the new bus or new bus model that is tested has received a passing aggregate test score under the "Pass/Fail" standard established by regulation.

CATEGORY 05. DEMAND RESPONSIVE SERVICE.

Before FTA may provide federal assistance to a public entity that operates demand responsive service for an Award to acquire a non-rail vehicle that is not accessible, you must select the Demand Responsive Service Certifications in Category 05, except as FTA determines otherwise in writing.

Any provision of the Certifications in Category 05 that does not apply will not be enforced.

As required by U.S. DOT regulations, "Transportation Services for Individuals with Disabilities (ADA)," 49 CFR part 37, specifically 49 CFR § 37.77(d), on behalf of your Applicant, you certify that:

1. Your Applicant offers public transportation services equivalent in level and quality of service to:
   a. Individuals with disabilities, including individuals who use wheelchairs, and
   b. Individuals without disabilities.
2. Viewed in its entirety, your Applicant's service for individuals with disabilities is:
   a. Provided in the most integrated setting feasible, and
   b. Equivalent to the service it offers individuals without disabilities with respect to:
      (1) Response time,
      (2) Fares,
      (3) Geographic service area,
      (4) Hours and days of service,
      (5) Restrictions on priorities based on trip purpose,
      (6) Availability of information and reservation capability, and
      (7) Constraints on capacity or service availability.

CATEGORY 06. INTELLIGENT TRANSPORTATION SYSTEMS.

Before FTA may provide federal assistance for an Award in support of an Intelligent Transportation System (ITS), you must select the Intelligent Transportation Systems Assurances in Category 06, except as FTA determines otherwise in writing.

Any provision of the Assurances in Category 06 that does not apply will not be enforced.

On behalf of your Applicant, you and your Applicant:

1. Understand that, as used in this Assurance, the term Intelligent Transportation System is defined to include technologies or systems of technologies that provide or significantly contribute to the provision of one or more Intelligent Transportation System (ITS) user services as defined in the "National ITS Architecture."
2. Assure that, as provided in 23 U.S.C. § 517(d), any Award that includes an ITS or related activity financed with appropriations made available from the Highway Trust Fund, including amounts made available to deploy ITS facilities or equipment, will conform to the appropriate regional ITS architecture, applicable standards, and protocols developed under 23 U.S.C. § 517(a) or (c), unless it obtains a waiver as provided in 23 U.S.C. § 517(d)(2).

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CATEGORY 07. INTEREST AND FINANCING COSTS AND ACQUISITION OF CAPITAL ASSETS BY LEASE.

Before FTA may award federal assistance appropriated or made available under 49 U.S.C. chapter 53 to support the interest, financing, or leasing costs of any Award financed under the Urbanized Area Formula Grants Program, Fixed Guideway Capital Investment Grants Program, any program to which the requirements of 49 U.S.C. § 5307 apply, or any other program as FTA may specify, you must select the Certifications in Category 07, except as FTA may determine otherwise in writing.

Any provision of the Certifications and Assurances in Category 07 that does not apply will not be enforced.

07.A. Interest and Financing Costs.

If your Applicant intends to use federal assistance to support the interest or any other financing costs for an Award financed under the Urbanized Area Formula Grants Program, the Fixed Guideway Capital Investment Grants Program, the New Starts, Small Starts, and Core Capacity Programs, any program that must comply with the requirements of 49 U.S.C. § 5307, or any other program as FTA may specify, the Interest and Financing Costs Certifications in Category 07.A apply to your Applicant, except as FTA determines otherwise in writing.

On behalf of your Applicant, you certify that:

1. It will not seek reimbursement for interest or any other financing costs unless:
   a. It is eligible to receive federal assistance for those costs, and
   b. Its records demonstrate that it has shown reasonable diligence in seeking the most favorable financing terms, as FTA may require.
2. It will comply with the same favorable financing cost provisions for Awards financed under:
   a. The Urbanized Area Formula Grants Program,
   b. A Full Funding Grant Agreement,
   c. An Early Systems Work Agreement,
   d. The Fixed Guideway Capital Investment Program financed by previous FTA enabling legislation,
   e. Any program that must comply with the requirements of 49 U.S.C. § 5307, or
   f. Any other program as FTA may specify.

07.B. Acquisition of Capital Assets by Lease.

If your Applicant seeks federal assistance from FTA to acquire capital assets (other than rolling stock or related equipment) through a lease, the Acquisition of Capital Assets by Lease Certifications and Assurances in Category 07.B apply to your Applicant, except as FTA determines otherwise in writing.

On behalf of your Applicant, you certify and assure that, as required by FTA regulations, "Capital Leases," 49 CFR part 639, to the extent consistent with the FAST Act. If your

Applicant acquires any capital asset (other than rolling stock or related equipment) through a lease financed with federal assistance appropriated or made available under 49 U.S.C. chapter 53, it will not enter into a capital lease for which FTA can provide only incremental federal assistance unless it has adequate financial resources to meet its future lease obligations if federal assistance is not available.

CATEGORY 08. TRANSIT ASSET MANAGEMENT PLAN, PUBLIC TRANSPORTATION AGENCY SAFETY PLAN, AND STATE SAFETY OVERSIGHT REQUIREMENTS.

Before FTA may provide federal assistance appropriated or made available under 49 U.S.C. chapter 53 to support an Award, you must select the Certifications in Category 08, except as FTA determines otherwise in writing.

Any provision of the Certifications in Category 08 that does not apply will not be enforced.

08.A. Transit Asset Management Plan.

If your Applicant applies for funding appropriated or made available for 49 U.S.C. chapter 53, the Transit Asset Management Certifications in Category 08.A apply to your Applicant, except as FTA determines otherwise in writing.

On behalf of your Applicant, you certify that it and each of its Subrecipients will:
1. Comply with FTA regulations, "Transit Asset Management," 49 CFR part 625, and
2. Follow federal guidance that will implement the regulations at 49 CFR part 625.

08.B. Public Transportation Safety Program.

If your Applicant applies for funding under 49 U.S.C. chapter 53 and it is a State, local government authority, or any other operator of a public transportation system, the particular provisions under the Public Transportation Safety Program in Category 08.B apply to your Applicant, except as FTA determines otherwise in writing.

On behalf of your Applicant, you certify that it will comply with applicable regulations, and follow federal guidance, and directives that implement the Public Transportation Safety Program provisions of 49 U.S.C. § 5329(b)-(d), except as FTA determines otherwise in writing.

08.C. State Safety Oversight Requirements.

If your Applicant applies for funding under 49 U.S.C. chapter 53 and is in a state with a rail fixed guideway public transportation system, Category 08.C applies to your Applicant, except as FTA determines otherwise in writing.

On behalf of your Applicant, if it is a state and has a rail fixed guideway public transportation system, you certify that:

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1. The Applicant will comply with FTA regulations, "State Safety Oversight," 49 CFR part 659, until the Applicant has a certified State Safety Oversight Program under the regulations at 49 CFR part 674.
2. For those Applicants that do have a certified State Safety Oversight Program, the Applicant will comply with the regulations at 49 CFR part 674.
3. For those Applicants that do not have a certified State Safety Oversight Program, the Applicant will make progress towards meeting the April 15, 2019, State Safety Oversight Program certification deadline.

CATEGORY 09. ALCOHOL AND CONTROLLED SUBSTANCES TESTING.

If your Applicant must comply with the alcohol and controlled substance testing requirements of 49 U.S.C. § 5331 and its implementing regulations, before FTA may provide federal assistance for an Award, you must select the Certifications in Category 09, except as FTA may determine otherwise in writing.

Any provision of the Certifications in Category 09 that does not apply will not be enforced.

As required by 49 U.S.C. § 5331, and FTA regulations, "Prevention of Alcohol Misuse and Prohibited Drug Use in Transit Operations," 49 CFR part 655, subpart I, specifically 49 CFR § 655.83, on behalf of your Applicant, including an Applicant that is a state, and on behalf of its Subrecipients and Third Party Contractors, you certify that:

1. Your Applicant, its Subrecipients, and Third Party Contractors to which these testing requirements apply have established and implemented:
   a. An alcohol misuse testing program, and
   b. A controlled substance testing program.
2. Your Applicant, its Subrecipients, and its Third Party Contractors to which these testing requirements apply have complied or will comply with all applicable requirements of 49 CFR part 655 to the extent those regulations are consistent with 49 U.S.C. § 5331.
3. Consistent with U.S. DOT Office of Drug and Alcohol Policy and Compliance Notice, issued October 22, 2009, if your Applicant, its Subrecipients, or its Third Party Contractors to which these testing requirements apply reside in a state that permits marijuana use for medical or recreational purposes, your Applicant, its Subrecipients, and its Third Party Contractors to which these testing requirements apply have complied or will comply with the federal controlled substance testing requirements of 49 CFR part 655.

CATEGORY 10. FIXED GUIDEWAY CAPITAL INVESTMENT GRANTS PROGRAM (NEW STARTS, SMALL STARTS, AND CORE CAPACITY IMPROVEMENT).

Before FTA may provide federal assistance for an Award financed under the New Starts, Small Starts, or Core Capacity Improvement Program authorized under 49 U.S.C. § 5309, you must select the Certifications in Category 10, except as FTA may determine otherwise in writing.

Any provision of the Certifications in Category 10 that does not apply will not be enforced.

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Except as FTA determines otherwise in writing, on behalf of your Applicant, you certify that:

1. It has or will have the legal, financial, and technical capacity to carry out its Award, including the safety and security aspects of that Award,
2. It has or will have satisfactory continuing control over the use of its equipment and facilities acquired or improved under its Award.
3. It will maintain its equipment and facilities acquired or improved under its Award in accordance with its transit asset management plan and consistent with FTA regulations, "Transit Asset Management," 49 CFR part 625,
4. It will comply with:
   a. The metropolitan transportation planning requirements of 49 U.S.C. § 5303, and
   b. The statewide and nonmetropolitan transportation planning requirements of 49 U.S.C. § 5304, and
5. It will comply with FTA guidance, "Final Interim Policy Guidance, Federal Transit Administration Capital Investment Grant Program," June 2016.

CATEGORY 11. STATE OF GOOD REPAIR PROGRAM.

Before FTA may provide federal assistance for an Award financed under the State of Good Repair Program authorized under 49 U.S.C. § 5337, you must select the Certifications in Category 11, except as FTA determines otherwise in writing.

Any provision of the Assurance in Category 11 that does not apply will not be enforced.

On behalf of your Applicant, you certify that:

1. It has or will have the legal, financial, and technical capacity to carry out its Award, including the safety and security aspects of that Award,
2. It has or will have satisfactory continuing control over the use of its equipment and facilities acquired or improved under its Award,
3. It will maintain its equipment and facilities acquired or improved under its Award, in accordance with the Applicant's transit asset management plan and consistent with FTA regulations, "Transit Asset Management," 49 CFR part 625, and
4. It will comply with:
   a. The metropolitan transportation planning requirements of 49 U.S.C. § 5303, and
   b. The statewide and nonmetropolitan transportation planning requirements of 49 U.S.C. § 5304.

CATEGORY 12. GRANTS FOR BUSES AND BUS FACILITIES AND LOW OR NO EMISSION VEHICLE DEPLOYMENT GRANT PROGRAMS

Before FTA may provide federal assistance for an Award under the Buses and Bus Facilities Program authorized under 49 U.S.C. § 5339, as amended by the FAST Act, which authorizes grants for formula and competitive Bus and Bus Facilities and Low or No Emission buses or an award under the Low or No Emission Vehicle Development Program authorized under former 49 U.S.C. § 5312(d)(5), you must select the Certifications in Category 12, except as FTA determines otherwise in writing.

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Any provision of the Certifications in Category 12 that does not apply will not be enforced.

12.A. Grants for Buses and Bus Facilities Program

The following Certifications for the Grants for Buses and Bus Facilities Program and Low or No Emission Buses are required by 49 U.S.C. § 5339, as amended by the FAST Act, which provides that the requirements of 49 U.S.C. § 5307 shall apply to Recipients of grants made in urbanized areas and under the Low or No Emission Bus Program, 49 U.S.C. § 5339(c) The requirements of 49 U.S.C. § 5311 shall apply to Recipients of Bus and Bus Facilities grants made in rural areas. Therefore:

1. If your Applicant is in an urbanized area, except as FTA determines otherwise in writing, on behalf of your Applicant, you certify that:
   a. It has or will have the legal, financial, and technical capacity to carry out its Award, including the safety and security aspects of that Award.
   b. It has or will have satisfactory continuing control over the use of its equipment and facilities acquired or improved under its Award.
   c. It will maintain its equipment and facilities acquired or improved under its Award, in accordance with its transit asset management plan and consistent with FTA regulations, "Transit Asset Management," 49 CFR part 625.
   d. When using or involving a facility or equipment acquired or improved with federal assistance under 49 U.S.C. § 5339 during non-peak hours for transportation, Applicants in an urbanized area will charge a fare not exceeding fifty (50) percent of the peak hour fare to the following individuals:
      (1) Any senior,
      (2) Any individual who, because of illness, injury, age, congenital malfunction, or any other incapacity or temporary or permanent disability (including an individual who is a wheelchair user or has semi-ambulatory capability), is unable to use a public transportation service or a public transportation facility effectively without special facilities, planning, or design,
      (3) Any individual presenting a Medicare card issued to that individual under title II of the Social Security Act, 42 U.S.C. § 401 *et seq.*, and
      (4) Any individual presenting a Medicare card issued to that individual under title XVIII of the Social Security Act, 42 U.S.C. § 1395 *et seq.*.
   e. When carrying out a procurement under 49 U.S.C. § 5339, it will comply with:
      (1) The applicable general provisions of 49 U.S.C. § 5323, and
      (2) The applicable third party contract provisions of 49 U.S.C. § 5325.
   f. It has complied with or will comply with 49 U.S.C. § 5307(b).
   g. As required by 49 U.S.C. § 5307(d):
      (1) It has or will have the amount of funds required for the non-federal share,
      (2) It will provide the non-federal share from sources approved by FTA, and
      (3) It will provide the non-federal share when needed.
   h. It will comply with:
      (1) The metropolitan transportation planning requirements of 49 U.S.C. § 5303, and

(2) The statewide and nonmetropolitan transportation planning requirements of 49 U.S.C. § 5304.

i. It has a locally developed process to solicit and consider public comment before:
   (1) Raising a fare, or
   (2) Implementing a major reduction of public transportation service.

j. It will comply with applicable regulations, guidance, and directives that implement the Public Transportation Safety Program provisions of 49 U.S.C. § 5329(b)-(d), except as FTA determines otherwise in writing.

2. Except as FTA determines otherwise in writing, if your Applicant is in a rural area, you certify, on behalf of your Applicant, that:
   a. It has or will have and require each Subrecipient to have the legal, financial, and technical capacity to carry out its Award, including the safety and security aspects of that Award.
   b. It has or will have and require each Subrecipient to have satisfactory continuing control over the use of its equipment and facilities acquired or improved under its Award.
   c. It will maintain and require each Subrecipient to maintain its equipment and facilities acquired or improved under its Award, in accordance with its transit asset management plan and consistent with FTA regulations, "Transit Asset Management," 49 CFR part 625.
   d. Its state program has provided for a fair distribution of federal assistance appropriated or made available under 49 U.S.C. § 5311(b) within the state to eligible entities, including Indian reservations.
   e. Its program provides or will provide the maximum feasible coordination of federal assistance for public transportation service with transportation service financed by other federal sources.
   f. Its Awards and Subawards in its Formula Grants for the Rural Areas Program are included in:
      (1) The statewide transportation improvement program, and
      (2) To the extent applicable, a metropolitan transportation improvement program.
   g. With respect to the non-federal share:
      (1) It has or will have and, as necessary, will require each Subrecipient to have the amount of funds required for the non-federal share, as required by 49 U.S.C. § 5311(g),
      (2) It will provide and, as necessary, will require each Subrecipient to provide the non-federal share from sources approved by FTA, and
      (3) It will provide and, as necessary, will require each Subrecipient to provide the non-federal share when needed.
   h. It may transfer a facility or equipment acquired or improved under its Award to any other entity eligible to receive assistance under 49 U.S.C. chapter 53, if:
      (1) The Recipient possessing the facility or equipment consents to the transfer, and
      (2) The facility or equipment will continue to be used as required under 49 U.S.C. § 5311.

12.B. Low or No Emission Vehicle Deployment.

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If your Applicant seeks federal assistance from FTA for an Award financed under the Low or No Emission Vehicle Development Program authorized under former 49 U.S.C. § 5312(d)(5), the Certifications and Assurances in Category 12.B apply to your Applicant, except as FTA determines otherwise in writing.

Former section 5312(d)(5)(C)(i) of title 49, United States Code, requires the following Certifications for Low or No Emission Vehicle Deployment Program before awarding federal assistance appropriated or made available under MAP-21. Therefore, except as FTA determines otherwise in writing, on behalf of your Applicant, you certify and assure that:

1. It has or will have the legal, financial, and technical capacity to carry out its Award, including the safety and security aspects of that Award.
2. It has or will have satisfactory continuing control over the use of equipment and facilities acquired or improved under its Award.
3. It will maintain its equipment and facilities acquired or improved under its Award in accordance with its transit management plan and consistent with FTA regulations, "Transit Asset Management," 49 CFR part 625.
4. When using or involving a facility or equipment acquired or improved with federal assistance under former 49 U.S.C. § 5312(d)(5) during non-peak hours for transportation, it will charge a fare not exceeding fifty (50) percent of the peak hour to the following individuals:
   a. Any senior,
   b. Any individual who, because of illness, injury, age, a congenital malfunction, or any other incapacity or temporary or permanent disability (including an individual who is a wheelchair user or who has semi-ambulatory capability) and is unable to use a public transportation service or a public transportation facility effectively without special facilities, special planning, or special design,
   c. Any individual presenting a Medicare card issued to that individual under title II of the Social Security Act, 42 U.S.C. § 401 *et seq.*, and
   d. Any individual presenting a Medicare card issued to that individual under title XVIII of the Social Security Act, 42 U.S.C. § 1395 *et seq.*.
5. When carrying out a procurement under this Program, it will comply with:
   a. The applicable general provisions of 49 U.S.C. § 5323, and
   b. The applicable third party contract provisions of 49 U.S.C. § 5325.
6. It has complied with or will comply with 49 U.S.C. § 5307(b) because:
   a. It has informed or will inform the public of the amounts of its federal assistance available under this Program,
   b. It has developed or will develop, in consultation with interested parties including private transportation providers, its proposed Program of Projects for activities to be financed,
   c. It has published or will publish its proposed Program of Projects in a way that affected individuals, private transportation providers, and local elected officials will have an opportunity to examine and submit comments on the proposed Projects and its performance as an Applicant,
   d. It has provided or will provide an opportunity for a public hearing to obtain the views of individuals on its proposed Program of Projects,
   e. It has assured or will assure that its proposed Program of Projects provides for coordination of public transportation services assisted under 49 U.S.C. § 5336, as

amended by the FAST Act, with federally assisted transportation services supported by other federal sources,

f. It has considered or will consider the comments and views received, especially those of private transportation providers, in preparing its final list of Projects, and
g. It has made or will make the final list of Projects for which an Award is sought available to the public.

7. With respect to the non-federal share:
   a. It has or will have the amount of funds required for the non-federal share,
   b. It will provide the non-federal share from sources approved by FTA, and
   c. It will provide the non-federal share when needed.
8. It will comply with:
   a. The metropolitan transportation planning requirements of 49 U.S.C. § 5303, and
   b. The statewide and nonmetropolitan planning requirements of 49 U.S.C. § 5304.
9. It has a locally developed process to solicit and consider public comment before:
   a. Raising a fare, or
   b. Implementing a major reduction of public transportation service.
10. It will comply with applicable regulations, guidance, and directives that implement the Public Transportation Safety Program provisions of 49 U.S.C. § 5329(b)-(d), except as FTA determines otherwise in writing.

CATEGORY 13. URBANIZED AREA FORMULA GRANTS PROGRAMS AND PASSENGER FERRY GRANT PROGRAM.

Before FTA may provide federal assistance for an Award financed under the Urbanized Area Formula Grants Program authorized under 49 U.S.C. § 5307, as amended by the FAST Act, which authorizes federal assistance for Job Access and Reverse Commute (JARC) activities, and the Passenger Ferry Grant Program authorized under 49 U.S.C. § 5307(h), you must select the Certifications in Category 13, except as FTA determines otherwise in writing.

Any provision of the Certifications in Category 13 that does not apply will not be enforced.

13.A. Urbanized Area Formula Grants Program under the FAST Act.

If your Applicant seeks federal assistance from FTA for an Award financed under the Urbanized Area Formula Grants Program authorized under 49 U.S.C. § 5307, as amended by the FAST Act, the Certifications in Category 13.A apply to your Applicant, except as FTA determines otherwise in writing.

The following Certifications for the Urbanized Area Formula Grants Program under 49 U.S.C. § 5307, as amended by the FAST Act, are required by 49 U.S.C. § 5307(c)(1). Therefore, except as FTA determines otherwise in writing, on behalf of your Applicant, you certify that:

1. It has or will have the legal, financial, and technical capacity to carry out its Award, including the safety and security aspects of that Award.
2. It has or will have satisfactory continuing control over the use of its equipment and facilities acquired or improved under its Award.

3. It will maintain its equipment and facilities acquired or improved under its Award, in accordance with its transit asset management plan and consistent with FTA regulations, "Transit Asset Management," 49 CFR part 625,
4. When using or involving a facility or equipment acquired or improved with federal assistance under 49 U.S.C. § 5307 during non-peak hours for transportation, it will charge a fare not exceeding fifty (50) percent of the peak hour fare to the following individuals:
   a. Any senior,
   b. Any individual who, because of illness, injury, age, congenital malfunction, or any other incapacity or temporary or permanent disability (including an individual who is a wheelchair user or has semi-ambulatory capability), is unable to use a public transportation service or a public transportation facility effectively without special facilities, planning, or design,
   c. Any individual presenting a Medicare card issued to that individual under title II of the Social Security Act, 42 U.S.C. § 401 *et seq.*, and
   d. Any individual presenting a Medicare card issued to that individual under title XVIII of the Social Security Act, 42 U.S.C. § 1395 *et seq.*.
5. When carrying out a procurement under 49 U.S.C. § 5307, it will comply with:
   a. The applicable general provisions of 49 U.S.C. § 5323, and
   b. The applicable third party contract provisions of 49 U.S.C. § 5325.
6. It has complied with or will comply with 49 U.S.C. § 5307(b) because:
   a. It has made or will make available to the public information on the amounts of federal assistance available to it under 49 U.S.C. § 5307,
   b. It has developed or will develop, in consultation with interested parties including private transportation providers, its proposed Program of Projects for activities for which federal assistance is sought,
   c. It has published or will publish its proposed Program of Projects in a way that affected individuals, private transportation providers, and local elected officials will have an opportunity to examine and submit comments on its proposed Program of Projects and its performance as an Applicant or Recipient,
   d. It has provided or will provide an opportunity for a public hearing to obtain the views of individuals on its proposed Program of Projects,
   e. It has ensured or will ensure that its proposed Program of Projects provides for coordination of transportation services financed by FTA under 49 U.S.C. § 5336, as amended by the FAST Act, with transportation services supported by other Federal Government sources,
   f. It has considered or will consider the comments and views received, especially those of private transportation providers, in preparing its final Program of Projects, and
   g. It has made or will make its final Program of Projects available to the public.
7. As required by 49 U.S.C. § 5307(d):
   a. It has or will have the amount of funds required for the non-federal share,
   b. It will provide the non-federal share from sources approved by FTA, and
   c. It will provide the non-federal share when needed.
8. As required by 49 U.S.C. § 5307(c)(1)(H), it will comply with:
   a. The metropolitan transportation planning requirements of 49 U.S.C. § 5303, and

b. The statewide and nonmetropolitan transportation planning requirements of 49 U.S.C. § 5304.

9. As required by 49 U.S.C. § 5307(c)(1)(I), it has a locally developed process to solicit and consider public comment before:
   a. Raising a fare, or
   b. Implementing a major reduction of public transportation.
10. Each fiscal year:
   a. It will assure that at least one (1) percent of the amount of federal assistance under 49 U.S.C. § 5307 apportioned to its urbanized area must be expended for Public Transportation Security activities as described in 49 U.S.C. § 5307(c)(1)(J)(i) including:
      (1) Increased lighting in or adjacent to a public transportation system (including bus stops, subway stations, parking lots, and garages),
      (2) Increased camera surveillance of an area in or adjacent to that system,
      (3) Emergency telephone line or lines to contact law enforcement or security personnel in an area in or adjacent to that system, and
      (4) Any other activity intended to increase the security and safety of an existing or planned public transportation system, or
   b. The Designated Recipients in its urbanized area certify that such expenditures for Public Transportation Security activities are not necessary.
11. If it serves an urbanized area with a population of at least 200,000 individuals, as determined by the Bureau of the Census:
   a. It will provide a report by the end of the fourth quarter of the preceding federal fiscal year that lists projects carried out in the preceding fiscal year under this section for associated transit improvements as defined in 49 U.S.C. § 5302, and
   b. The report of its Associated Transit Improvements or related activities is or will be incorporated by reference and made part of its Certifications and Assurances.
12. It will comply with applicable regulations, guidance, and directives that implement the Public Transportation Safety Program provisions of 49 U.S.C. § 5329(b)-(d), except as FTA determines otherwise in writing.

13.B. Passenger Ferry Grant Program.

If your Applicant seeks federal assistance from FTA for an Award financed under the Passenger Ferry Grant Program authorized under 49 U.S.C. § 5307(h), as amended by the FAST Act, the Certifications in Category 13.B apply to your Applicant, except as FTA determines otherwise in writing.

The following Certifications for the Passenger Ferry Grant Program are required by 49 U.S.C. § 5307(c)(1) or (h). Therefore, except as FTA determines otherwise in writing, on behalf of your Applicant, you certify that:

1. It has or will have the legal, financial, and technical capacity to carry out its Award, including the safety and security aspects of that Award.
2. It has or will have satisfactory continuing control over the use of its equipment and facilities acquired or improved under its Award.

3. It will maintain its equipment and facilities acquired or improved under its Award, in accordance with its transit asset management plan and consistent with FTA regulations, "Transit Asset Management," 49 CFR part 625.
4. When using or involving a facility or equipment acquired or improved with federal assistance under 49 U.S.C. § 5307(h) during non-peak hours for transportation, it will charge a fare not exceeding fifty (50) percent of the peak hour fare to the following individuals:
   a. Any senior,
   b. Any individual who, because of illness, injury, age, congenital malfunction, or any other incapacity or temporary or permanent disability (including an individual who is a wheelchair user or has semi-ambulatory capability), is unable to use a public transportation service or a public transportation facility effectively without special facilities, planning, or design,
   c. Any individual presenting a Medicare card issued to that individual under title II of the Social Security Act, 42 U.S.C. § 401 *et seq.*, and
   d. Any individual presenting a Medicare card issued to that individual under title XVIII of the Social Security Act, 42 U.S.C. § 1395 *et seq.*.
5. When carrying out a procurement under 49 U.S.C. § 5307(h), it will comply with:
   a. The applicable general provisions of 49 U.S.C. § 5323, and
   b. The applicable third party contract provisions of 49 U.S.C. § 5325.
6. As required by 49 U.S.C. § 5307(d):
   a. It has or will have the amount of funds required for the non-federal share,
   b. It will provide the non-federal share from sources approved by FTA, and
   c. It will provide the non-federal share when needed.
7. As required by 49 U.S.C. § 5307(c)(1)(H), it will comply with:
   a. The metropolitan transportation planning requirements of 49 U.S.C. § 5303, and
   b. The statewide and nonmetropolitan transportation planning requirements of 49 U.S.C. § 5304.
8. As required by 49 U.S.C. § 5307(c)(1)(I), it has a locally developed process to solicit and consider public comment before:
   a. Raising a fare, or
   b. Implementing a major reduction of public transportation service.
9. It will comply with applicable regulations, guidance, and directives that implement the Public Transportation Safety Program provisions of 49 U.S.C. § 5329(b)-(d), except as FTA determines otherwise in writing.

CATEGORY 14. ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES PROGRAMS.

Before FTA may provide federal assistance for an Award financed under the Formula Grants for the Enhanced Mobility of Seniors and Individuals with Disabilities Program authorized under 49 U.S.C. § 5310, as amended by the FAST Act, or the Pilot Program for Innovative Coordinated Access and Mobility under Section 3006(b) of the FAST Act, you must select the Certifications in Category 14, except as FTA determines otherwise in writing.

Any provision of the Certifications in Category 14 that does not apply will not be enforced.

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1. The following Certifications for the Formula Grants for the Enhanced Mobility of Seniors and Individuals with Disabilities Program are required by 49 U.S.C. § 5310. Therefore, except as FTA determines otherwise in writing, on behalf of your Applicant, you certify that:
   a. Each Subrecipient is:
      (1) A private nonprofit organization, or
      (2) A state or local governmental authority that:
         (a) Is approved by a state to coordinate services for seniors and individuals with disabilities, or
         (b) Certifies that there are no private nonprofit organizations readily available in the area to provide the services authorized for support under the Formula Grants for the Enhanced Mobility of Seniors and Individuals with Disabilities Program.
   b. Your Applicant will comply with the following selection and planning requirements:
      (1) The Projects it has selected or will select for an Award or Subaward of federal assistance appropriated or made available under 49 U.S.C. § 5310 are included in a public transit-human services transportation plan that has been:
         (a) Locally developed, and
         (b) Coordinated.
      (2) The public transit-human services transportation plan was developed and approved through a process that included participation by:
         (a) Seniors,
         (b) Individuals with disabilities,
         (c) Representatives of public, private, and nonprofit transportation providers,
         (d) Representatives of public, private, and nonprofit human services providers, and
         (e) Other members of the public.
      (3) Within its Award, the Projects selected to receive federal assistance will assist in providing transportation services for seniors and individuals with disabilities are included in its Program of Projects submitted to FTA annually.
      (4) To the maximum extent feasible, the services financed by 49 U.S.C. § 5310 will be coordinated with transportation services financed by other federal departments and agencies, including any transportation activities carried out by a Recipient of federal assistance from the Department of Health and Human Services.
   c. As required by 49 U.S.C. § 5310(e)(2)(B), it certifies that if it allocates federal assistance received under 49 U.S.C. § 5310 to any Subrecipient, it will have allocated that federal assistance on a fair and equitable basis.
   d. It will not transfer a facility or equipment acquired or improved with federal assistance appropriated or made available for a grant under 49 U.S.C. § 5310 to any other Recipient eligible to receive assistance under 49 U.S.C. chapter 53, unless:
      (1) The Recipient possessing the facility or equipment consents to the transfer, and
      (2) The facility or equipment will continue to be used as required under 49 U.S.C. § 5310.
   e. As required by 49 U.S.C. § 5310(b)(2), it will use at least fifty-five (55) percent of the federal assistance it receives for Capital Projects to meet the special needs of seniors and individuals with disabilities.

f. The requirements of 49 U.S.C. § 5307, as determined by FTA, will apply to the Formula Grants for the Enhanced Mobility of Seniors and Individuals with Disabilities Program authorized by 49 U.S.C. § 5310.

2. FTA has determined that certain requirements of 49 U.S.C. § 5307 are appropriate for the Formula Grants for the Enhanced Mobility of Seniors and Individuals with Disabilities Program, some of which require Certifications. Therefore, as specified under 49 U.S.C. § 5307(c)(1), your Applicant certifies that:
   a. It has or will have and will require each Subrecipient to have the legal, financial, and technical capacity to carry out its Award, including the safety and security aspects of that Award.
   b. It has or will have and will require each Subrecipient to have satisfactory continuing control over the use of its equipment and facilities acquired or improved under its Award or Subaward.
   c. It will maintain and will require each Subrecipient to maintain its equipment and facilities acquired or improved under its Award or Subaward, in accordance with its transit asset management plan and consistent with FTA regulations, "Transit Asset Management," 49 CFR part 625.
   d. When carrying out a procurement under the Formula Grants for the Enhanced Mobility of Seniors and Individuals with Disabilities Program, it will require each Subrecipient to comply with:
      (1) The applicable general provisions of 49 U.S.C. § 5323, and
      (2) The applicable third party contract provisions of 49 U.S.C. § 5325.
   e. With respect to the non-federal share:
      (1) It has or will have and, as necessary, will require each Subrecipient to have the amount of funds required for the non-federal share, as required by 49 U.S.C. § 5310,
      (2) It will provide and, as necessary, will require each Subrecipient to provide the non-federal share from sources approved by FTA, and
      (3) It will provide and, as necessary, will require each Subrecipient to provide the non-federal share when needed.
   f. It has complied or will comply and will require each Subrecipient to comply with:
      (1) The metropolitan transportation planning requirements of 49 U.S.C. § 5303, and
      (2) The statewide and nonmetropolitan transportation planning requirements of 49 U.S.C. § 5304.

g. To the extent applicable, it will and will require its Subrecipients to comply with applicable regulations, guidance, and directives that implement the Public Transportation Safety Program provisions of 49 U.S.C. § 5329(b)-(d), except as FTA determines otherwise in writing.

CATEGORY 15. RURAL AREAS AND APPALACHIAN DEVELOPMENT PROGRAMS.

Before FTA may provide federal assistance for an Award financed under the Formula Grants for Rural Areas Program authorized under 49 U.S.C. § 5311(b), as amended by FAST Act, and the Appalachian Development Public Transportation Assistance Program authorized under

FTA FISCAL YEAR 2018 CERTIFICATIONS AND ASSURANCES

49 U.S.C. § 5311(c)(2), as amended by FAST Act, you must select the Certifications in Category 15, except as FTA determines otherwise in writing.

Any provision of the Certifications and Assurances in Category 15 that does not apply will not be enforced.

15.A. Formula Grants for Rural Areas Program.

If your Applicant seeks federal assistance from FTA for an Award financed under the Formula Grants for the
Rural Areas Program authorized under 49 U.S.C. § 5311, the Certifications in Category 15.A apply to your Applicant, except as FTA determines otherwise in writing.

The following Certifications apply to each state or state organization serving as your Applicant for federal assistance appropriated or made available for the Rural Areas Formula Program financed under 49 U.S.C. § 5311(b), as amended by FAST Act. On its behalf, you certify and assure that:

1. It has or will have and require each Subrecipient to have the legal, financial, and technical capacity to carry out its Award, including the safety and security aspects of that Award.
2. It has or will have and require each Subrecipient to have satisfactory continuing control over the use of its equipment and facilities acquired or improved under its Award.
3. It will maintain and require each Subrecipient to maintain its equipment and facilities acquired or improved under its Award, in accordance with its transit asset management plan and consistent with FTA regulations, "Transit Asset Management," 49 CFR part 625.
4. It will and will require each Subrecipient to comply with applicable regulations and guidance that implement the Public Transportation Safety Program provisions of 49 U.S.C. § 5329(b)-(d), except as FTA determines otherwise in writing.
5. Its state program has provided for a fair distribution of federal assistance appropriated or made available under 49 U.S.C. § 5311(b) within the state to eligible entities, including Indian reservations.
6. Its program provides or will provide the maximum feasible coordination of federal assistance for public transportation service authorized by 49 U.S.C. § 5311(b) with transportation service financed by other federal sources.
7. Its Awards and Subawards in its Formula Grants for the Rural Areas Program are included in:
   a. The statewide transportation improvement program, and
   b. To the extent applicable, a metropolitan transportation improvement program.
8. With respect to the non-federal share:
   a. It has or will have and, as necessary, will require each Subrecipient to have the amount of funds required for the non-federal share, as required by former 49 U.S.C. § 5311(g),
   b. It will provide and, as necessary, will require each Subrecipient to provide the non-federal share from sources approved by FTA, and
   c. It will provide and, as necessary, will require each Subrecipient to provide the non-federal share when needed.

9. It may transfer a facility or equipment acquired or improved under its Award to any other Recipient eligible to receive assistance under 49 U.S.C. chapter 53, if:
   a. The Recipient possessing the facility or equipment consents to the transfer, and
   b. The facility or equipment will continue to be used as required under 49 U.S.C. § 5311.
10. Each fiscal year:
   a. It will spend at least fifteen (15) percent of its federal assistance authorized under 49 U.S.C. § 5311 and available that fiscal year for eligible activities to develop and support intercity bus transportation within the state including:
      (1) Planning and marketing for intercity bus transportation,
      (2) Capital grants for intercity bus facilities.
   b. If it will spend less than fifteen (15) percent of its federal assistance authorized under 49 U.S.C. § 5311 and available that fiscal year for eligible activities to develop and support intercity bus transportation within the state, it will provide to FTA a Certification from the governor of the state that:
      (1) It has consulted with the affected intercity bus service providers about the intercity bus needs of the state, and
      (2) The state's intercity bus service needs are being met adequately.

15.B. Appalachian Development Public Transportation Assistance Program.

If your Applicant seeks federal assistance from FTA for an Award financed under the Appalachian Development Public Transportation Assistance Program authorized under 49 U.S.C. § 5311(c)(2), the Certifications in Category 15.B apply to your Applicant, except as FTA determines otherwise in writing.

On behalf of your Applicant, you certify and assure that, if it is unable to use its federal assistance made available or appropriated for public transportation operating assistance, in accordance with 49 U.S.C. § 5311(c)(2)(D), it may use the federal assistance for a Highway Project only after:
1. It provides notice and an opportunity for comment and appeal to affected public transportation providers,
2. It approves such use in writing, and
3. In approving the use, it determines that local transit needs are being addressed.

CATEGORY 16. TRIBAL TRANSIT PROGRAMS (PUBLIC TRANSPORTATION ON INDIAN RESERVATIONS PROGRAMS).

Before FTA may provide federal assistance for an Award financed under either the Public Transportation on Indian Reservations Formula or Discretionary Program authorized under 49 U.S.C. § 5311(c)(1), as amended by the FAST Act, (Tribal Transit Programs), you must select the Certifications in Category 16, except as FTA determines otherwise in writing.

Any provision of the Certifications in Category 16 that does not apply will not be enforced.

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FTA has established terms and conditions for Tribal Transit Program grants financed with federal assistance appropriated or made available under 49 U.S.C. § 5311(c)(1). On behalf of your Applicant, you certify and assure that:

1. It has or will have the legal, financial, and technical capacity to carry out its Award, including the safety and security aspects of that Award.
2. It has or will have satisfactory continuing control over the use of its equipment and facilities acquired or improved under its Award.
3. It will maintain its equipment and facilities acquired or improved under its Award, in accordance with its transit asset management plan and consistent with FTA regulations, "Transit Asset Management," 49 CFR part 625. Its Award will achieve maximum feasible coordination with transportation service financed by other federal sources.
4. With respect to its procurement system:
   a. It will have a procurement system that complies with U.S. DOT regulations, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards," 2 CFR part 1201, which incorporates by reference U.S. OMB regulatory guidance, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards," 2 CFR part 200, for Awards made on or after December 26, 2014,
   b. It will have a procurement system that complies with U.S. DOT regulations, "Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments," 49 CFR part 18, specifically former 49 CFR § 18.36, for Awards made before December 26, 2014, or
   c. It will inform FTA promptly if its procurement system does not comply with either of those U.S. DOT regulations.
5. It will comply with the Certifications, Assurances, and Agreements in:
   a. Category 03.B and 03.C (Charter Service Agreement and School Bus Agreement),
   b. Category 04.A and 04.B (Rolling Stock Reviews and Bus Testing),
   c. Category 05 (Demand Responsive Service),
   d. Category 06 (Intelligent Transportation Systems),
   e. Category 08.A and 08.B (Transit Asset Management Plan and Public Transportation Safety Program), and
   f. Category 09 (Alcohol and Controlled Substances Testing).

CATEGORY 17. STATE SAFETY OVERSIGHT GRANT PROGRAM.

Before FTA may provide federal assistance for an Award financed under the State Safety Oversight Grant Program authorized under 49 U.S.C. § 5329(e)(6), you must select the Certifications in Category 17, except as FTA determines otherwise in writing.

Any provision of the Certifications in Category 17 that does not apply will not be enforced.

On behalf of your Applicant, you certify that:

1. It has or will have the legal, financial, and technical capacity to carry out its Award, including the safety and security aspects of that Award.

2. It has or will have satisfactory continuing control over the use of equipment and facilities acquired or improved under its Award.
3. It will maintain its equipment and facilities acquired or improved under its Award in accordance with the its transit asset management plan and consistent with FTA regulations, "Transit Asset Management," 49 CFR part 625.
4. When carrying out a procurement under its Award, it will comply with:
   a. The applicable general provisions of 49 U.S.C. § 5323, and
   b. The applicable third party contract provisions of 49 U.S.C. § 5325.
5. As required by 49 U.S.C. § 5329(e)(6)(C):
   a. It has or will have the amount of funds required for the non-federal share,
   b. It will provide the non-federal share only from sources approved by FTA, and will not be met by:
      (1) Any federal assistance,
      (2) Any funds received from a public transportation agency, or
      (3) Any revenues earned by a public transportation agency, and
   c. Will provide the non-federal share when needed.
6. Depending on how far your Applicant has progressed in developing a certified State Safety Oversight program under 49 CFR part 674, the following FTA regulations will apply:
   a. States With a Certified Program. Your Applicant agrees that FTA regulations, "State Safety Oversight," 49 CFR part 674, will apply;
   b. States Without a Certified Program. Your Applicant agrees that FTA regulations, "Rail Fixed Guideway Systems; State Safety Oversight," 49 CFR part 659, will continue to apply to those states that do not have a certified Program as required by 49 U.S.C. § 5329(e) and 49 CFR part 674.

CATEGORY 18. PUBLIC TRANSPORTATION EMERGENCY RELIEF PROGRAM.

Before FTA may provide federal assistance for an Award financed under the Public Transportation Emergency Relief Program authorized under 49 U.S.C. § 5324, you must select the Certifications in Category 18, except as FTA determines otherwise in writing.

Any provision of the Assurance in Category 18 that does not apply will not be enforced.

As required by 49 U.S.C. § 5324(d), on behalf of your Applicant, you assure that it will:
1. Comply with the requirements of the Certifications and Assurances as FTA determines will apply to an Applicant for federal assistance appropriated or made available for the Public Transportation Emergency Relief Program, and
2. Comply with FTA regulations, "Emergency Relief," 49 CFR part 602.

CATEGORY 19. EXPEDITED PROJECT DELIVERY PILOT PROGRAM.

Before FTA may provide federal assistance for an Award financed under the Expedited Project Delivery Pilot Program authorized under section 3005(b) of the FAST Act, you must select the Certifications in Category 19, except as FTA determines otherwise in writing.

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To the extent that any Certification in Category 19 does not apply, it will not be enforced.

As required by section 3005(b)(3)(B) of the FAST Act, except as FTA determines otherwise in writing, on behalf of your Applicant, you certify that:

1. It has or will have the legal, financial, and technical capacity to carry out its Award, including the safety and security aspects of that Award.
2. It has or will have satisfactory continuing control over the use of its equipment and facilities acquired or improved under its Award.
3. It will maintain its equipment and facilities acquired or improved under its Award in accordance with its transit asset management plan and consistent with FTA regulations, "Transit Asset Management," 49 CFR part 625.
4. It will comply with:
   a. The metropolitan transportation planning requirements of 49 U.S.C. § 5303, and
   b. The statewide and nonmetropolitan transportation planning requirements of 49 U.S.C. § 5304.

CATEGORY 20. INFRASTRUCTURE FINANCE PROGRAMS.

Before FTA may provide credit assistance for an Award that also is or will be financed under the Transportation Infrastructure Finance and Innovation Act (TIFIA) Program authorized under 23 U.S.C. §§ 601 – 609, or the State Infrastructure Banks (SIB) Program authorized under 23 U.S.C. § 610, you must select the Certifications in Category 20.

If the Applicant does not receive credit assistance under the TIFIA or SIB programs, the Certifications and Assurances in Category 20 will not be enforced.

20.A. Transportation Infrastructure Finance and Innovation Act (TIFIA) Program.

If your Applicant seeks federal assistance from FTA for an Award that also is or will be financed under the TIFIA Program authorized under 23 U.S.C. §§ 601 – 609 the Certifications and Assurances in Category 20.A apply to your Applicant. In administering this Program, the FAST Act cross-cutting requirements supersede inconsistent former requirements.

On behalf of your Applicant, you certify and assure, as required by 49 U.S.C. § 5323(o), that federal transit laws, specifically 49 U.S.C. § 5307, 49 U.S.C. § 5309, and 49 U.S.C. § 5337, apply to any Project under 49 U.S.C. chapter 53 that receives TIFIA credit assistance under 23 U.S.C. §§ 601 – 609.

1. To comply with 49 U.S.C. §5307, specifically 49 U.S.C. § 5307(c)(1), on your Applicant's behalf, you certify that:
   a. It has or will have the legal, financial, and technical capacity to carry out its Award, including the safety and security aspects of that Award.
   b. It has or will have satisfactory continuing control over the use of equipment and facilities acquired or improved under its Award.

c. It will maintain its equipment and facilities acquired or improved under its Award, in accordance with its transit asset management plan and consistent with FTA regulations, "Transit Asset Management," 49 CFR part 625.
d. For transportation during non-peak hours and using or involving a facility or equipment of an Award financed using 49 U.S.C. § 5307 funds, it will charge a fare not exceeding fifty (50) percent of the peak hour fare to the following individuals:
   (1) Any senior,
   (2) Any individual who, because of illness, injury, age, congenital malfunction, or other incapacity or temporary or permanent disability (including an individual who is a wheelchair user or has semi-ambulatory capability), is unable to use a public transportation service or a public transportation facility effectively without special facilities, planning, or design,
   (3) Any individual presenting a Medicare card issued to that individual under title II of the Social Security Act, 42 U.S.C. § 401 *et seq.*, and
   (4) Any individual presenting a Medicare card issued to that individual under title XVIII of the Social Security Act, 42 U.S.C. § 1395 *et seq.*.
e. When carrying out a TIFIA-financed procurement, the Applicant will comply with:
   (1) The applicable provisions of 49 U.S.C. § 5323, and
   (2) The applicable provisions of 49 U.S.C. § 5325.
f. It has complied with or will comply with 49 U.S.C. § 5307(b).
g. (1) It has or will have no more than 80 percent of the Total Award Budget as the sum of all federal grants and any TIFIA-financed awards,
   (2) It will provide the non-federal share from sources approved by FTA, and
   (3) It will provide the non-federal share when needed.
h. It will comply with:
   (1) The metropolitan transportation planning requirements of 49 U.S.C. § 5303, and
   (2) The statewide and nonmetropolitan planning requirements of 49 U.S.C. § 5304.
i. It has a locally developed process to solicit and consider public comment before:
   (1) Raising a fare, or
   (2) Implementing a major reduction of public transportation.
j. It will comply with applicable regulations, guidance, and directives that implement the Public Transportation Safety Program provisions of 49 U.S.C. § 5329(b)-(d), except as FTA determines otherwise in writing.

2. To comply with the interest and financing costs restrictions of 49 U.S.C. chapter 53, it agrees that it will not seek reimbursement for interest or any other financing costs incurred in connection with its Award that must be in compliance with those requirements unless:
   a. It is eligible to receive federal assistance for those expenses, and
   b. Its records demonstrate that it has used reasonable diligence in seeking the most favorable financing terms underlying those costs, to the extent FTA may require.
3. It will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*).
4. Pursuant to the National Environmental Policy Act of 1969 (NEPA), 42 U.S.C. § 5321 *et seq.*, the Project will qualify for an environmental categorical exclusion or receive a finding of no significant impact or a record of decision under NEPA before the Applicant undertakes activities for which it expects to receive federal assistance.

5. It agrees that it will adopt a transit asset management plan that complies with regulations implementing 49 U.S.C. § 5326(d).

20.B. State Infrastructure Banks (SIB) Program.

If your Applicant is a state and seeks federal assistance from FTA for a project that also is or will be financed under the SIB Program authorized under 23 U.S.C. § 610, the Certifications and Assurances in Category 20.B apply to your state and its Award, except as the Secretary determines in writing. In administering this Program, the FAST Act cross-cutting requirements supersede inconsistent former requirements.

On behalf of the state Applicant for federal assistance for its SIB Program, you certify and assure that:

1. It will comply with the following applicable federal laws establishing the various SIB Programs since 1995:
   a. 23 U.S.C. § 610,
   b. Section 1511 of TEA-21, 23 U.S.C. § 181 note, or
   c. Section 350 of the National Highway System Designation Act of 1995, as amended, 23 U.S.C. § 181.
2. It will comply with or follow the Grant Agreement between it and FTA that provides federal assistance to the SIB, including the FTA Master Agreement, which is incorporated by reference into the Grant Agreement, except that, unless FTA determines otherwise in writing, a provision of the FTA Master Agreement incorporated by reference into that Grant Agreement will not apply if it conflicts with any provision of:
   a. 23 U.S.C. § 610, as amended by the FAST Act,
   b. 23 U.S.C. § 610 or its predecessor before the FAST Act was signed into law,
   c. Section 1511 of TEA-21, 23 U.S.C. § 181 note, or section 350 of the National Highway System Designation Act of 1995, as amended, 23 U.S.C. § 181 note,
   d. Federal guidance pertaining to the SIB Program,
   e. The SIB Cooperative Agreement establishing the state's SIB Program,
   f. The Grant Agreement with FTA.
3. As required by 49 U.S.C. § 5323(o), federal transit laws, specifically 49 U.S.C. § 5307, 49 U.S.C. § 5309, and 49 U.S.C. § 5337, as amended by the FAST Act, apply to any Award under 49 U.S.C. chapter 53 that receives SIB support or financing under title 23, United States Code.
4. As required by 49 U.S.C. § 5323(o) and 49 U.S.C. § 5307(c)(1):
   a. It has or will have the legal, financial, and technical capacity to carry out its Award, including the safety and security aspects of that Award.
   b. It has or will have satisfactory continuing control over the use of equipment and facilities acquired or improved under its Award.
   c. It will maintain its equipment and facilities acquired or improved under its Award, in accordance with its transit asset management plan and consistent with FTA regulations, "Transit Asset Management," 49 CFR part 625.
   d. When using or involving a facility or equipment acquired or improved with federal assistance under a SIB-financed Award during non-peak hours for transportation, it will

charge a fare not exceeding fifty (50) percent of the peak hour fare to the following individuals:
(1) Any senior,
(2) Any individual who, because of illness, injury, age, congenital malfunction, or any other incapacity or temporary or permanent disability (including an individual who is a wheelchair user or has semi-ambulatory capability), is unable to use a public transportation service or a public transportation facility effectively without special facilities, planning, or design,
(3) Any individual presenting a Medicare card issued to that individual under title II of the Social Security Act, 42 U.S.C. § 401 *et seq.*, and
(4) Any individual presenting a Medicare card issued to that individual under title XVIII of the Social Security Act, 42 U.S.C. § 1395 *et seq.*.

e. When carrying out a procurement under a SIB-financed Award, it will comply with:
(1) The applicable general provisions of 49 U.S.C. § 5323, and
(2) The applicable third party contract provisions of 49 U.S.C. § 5325.
f. It has complied with or will comply with 49 U.S.C. § 5307(b).
g. It has or will have or provide:
(1) The amount of funds required for the non-federal share by the SIB Program, but not less than twenty-five (25) percent of each capitalization grant,
(2) The non-federal share from sources approved by FTA, and
(3) The non-federal share when needed.
h. It will comply with:
(1) The metropolitan transportation planning requirements of 49 U.S.C. § 5303, and
(2) The statewide and nonmetropolitan planning requirements of 49 U.S.C. § 5304.
i. It has a locally developed process to solicit and consider public comment before:
(1) Raising a fare, or
(2) Implementing a major reduction of public transportation.
j. It will comply with applicable regulations, a guidance, and directives that implement the Public Transportation Safety Program provisions of § 5329(b)-(d), except as FTA determines otherwise in writing.

5. As required by 49 U.S.C. chapter 53, it certifies that it will not seek reimbursement for interest or any other financing costs incurred in connection with its Award unless:
a. It is eligible to receive federal assistance for those expenses, and
b. Its records demonstrate that it has used reasonable diligence in seeking the most favorable financing terms underlying those costs, as FTA may require.
6. It agrees that it will adopt a transit asset management plan that complies with FTA regulations, "Transit Asset Management," 49 CFR part 625.

CATEGORY 21. CONSTRUCTION HIRING PREFERENCES.

Before FTA may provide federal assistance for a third party contract for construction hiring financed under title 49 U.S.C. or title 23 U.S.C. using a geographic, economic, or any other hiring preference not otherwise authorized by federal law or regulation, you must select the

FTA FISCAL YEAR 2018 CERTIFICATIONS AND ASSURANCES

Certifications in Category 21 on behalf of your Applicant, except as FTA determines otherwise in writing.

Any provision of the Certifications in Category 21 that does not apply will not be enforced.

As provided by section 192 of division L, title I of the Consolidated Appropriations Act, 2017, Public Law No. 114-113, on behalf of your Applicant, you certify that if, in connection with any third party contract for construction hiring financed under title 49 U.S.C. or title 23 U.S.C., it uses a geographic, economic, or any other hiring preference not otherwise authorized by law or prohibited under 2 CFR § 200.319(b):

1. Except with respect to apprentices or trainees, a pool of readily available but unemployed individuals possessing the knowledge, skill, and ability to perform the work that the third party contract requires resides in the jurisdiction where the work will be performed,
2. It will include appropriate provisions in its bid document ensuring that its third party contractor(s) do not displace any of its existing employees in order to satisfy such hiring preference, and
3. That any increase in the cost of labor, training, or delays resulting from the use of such hiring preference does not delay or displace any transportation project in the applicable Statewide Transportation Improvement Program or Transportation Improvement Program.

Selection and Signature Page(s) follow.

FTA FISCAL YEAR 2018 CERTIFICATIONS AND ASSURANCES

FEDERAL FISCAL YEAR 2018 CERTIFICATIONS AND ASSURANCES FOR FEDERAL TRANSIT ADMINISTRATION ASSISTANCE PROGRAMS

(Signature pages alternative to providing Certifications and Assurances in TrAMS)

Name of Applicant: Lower Rio Grande Valley Development Council

The Applicant agrees to comply with applicable provisions of Categories 01 – 21. ✓

OR

The Applicant agrees to comply with applicable provisions of the Categories it has selected:

Category	Description	
01.	Required Certifications and Assurances for Each Applicant.	_____
02.	Lobbying.	_____
03.	Private Sector Protections.	_____
04.	Rolling Stock Reviews and Bus Testing.	_____
05.	Demand Responsive Service.	_____
06.	Intelligent Transportation Systems.	_____
07.	Interest and Financing Costs and Acquisition of Capital Assets by Lease.	_____
08.	Transit Asset Management Plan, Public Transportation Safety Program, and State Safety Oversight Requirements.	_____
09.	Alcohol and Controlled Substances Testing.	_____
10.	Fixed Guideway Capital Investment Grants Program (New Starts, Small Starts, and Core Capacity Improvement).	_____
11.	State of Good Repair Program.	_____
12.	Grants for Buses and Bus Facilities and Low or No Emission Vehicle Deployment Grant Programs.	_____
13.	Urbanized Area Formula Grants Programs and Passenger Ferry Grant Program.	_____
14.	Enhanced Mobility of Seniors and Individuals with Disabilities Programs.	_____
15.	Rural Areas and Appalachian Development Programs.	_____
16.	Tribal Transit Programs (Public Transportation on Indian Reservations Programs).	_____
17.	State Safety Oversight Grant Program.	_____
18.	Public Transportation Emergency Relief Program.	_____
19.	Expedited Project Delivery Pilot Program.	_____
20.	Infrastructure Finance Programs.	_____
21.	Construction Hiring Preferences.	_____

FTA FISCAL YEAR 2018 CERTIFICATIONS AND ASSURANCES

FEDERAL FISCAL YEAR 2018 FTA CERTIFICATIONS AND ASSURANCES SIGNATURE PAGE

(Required of all Applicants for federal assistance to be awarded by FTA in FY 2018)

AFFIRMATION OF APPLICANT

Name of the Applicant: **Lower Rio Grande Valley Development Council**

Name and Relationship of the Authorized Representative: **Ron Garza, Executive Director**

BY SIGNING BELOW, on behalf of the Applicant, I declare that it has duly authorized me to make these Certifications and Assurances and bind its compliance. Thus, it agrees to comply with all federal laws, regulations, and requirements, follow applicable federal guidance, and comply with the Certifications and Assurances as indicated on the foregoing page applicable to each application its Authorized Representative makes to the Federal Transit Administration (FTA) in federal fiscal year 2018, irrespective of whether the individual that acted on his or her Applicant's behalf continues to represent it.

FTA intends that the Certifications and Assurances the Applicant selects on the other side of this document should apply to each Award for which it now seeks, or may later seek federal assistance to be awarded during federal fiscal year 2018.

The Applicant affirms the truthfulness and accuracy of the Certifications and Assurances it has selected in the statements submitted with this document and any other submission made to FTA, and acknowledges that the Program Fraud Civil Remedies Act of 1986, 31 U.S.C. § 3801 *et seq.*, and implementing U.S. DOT regulations, "Program Fraud Civil Remedies," 49 CFR part 31, apply to any certification, assurance or submission made to FTA. The criminal provisions of 18 U.S.C. § 1001 apply to any certification, assurance, or submission made in connection with a federal public transportation program authorized by 49 U.S.C. chapter 53 or any other statute

In signing this document, I declare under penalties of perjury that the foregoing Certifications and Assurances, and any other statements made by me on behalf of the Applicant are true and accurate.

Signature _____ Date: 3/23/18

Name **Ron Garza**
Authorized Representative of Applicant

AFFIRMATION OF APPLICANT'S ATTORNEY

For (Name of Applicant): Lower Rio Grande Valley Development Council

As the undersigned Attorney for the above-named Applicant, I hereby affirm to the Applicant that it has authority under state, local, or tribal government law, as applicable, to make and comply with the Certifications and Assurances as indicated on the foregoing pages. I further affirm that, in my opinion, the Certifications and Assurances have been legally made and constitute legal and binding obligations on it.

I further affirm that, to the best of my knowledge, there is no legislation or litigation pending or imminent that might adversely affect the validity of these Certifications and Assurances, or of the performance of its FTA assisted Award.

Signature _____ Date: 4-2-18

Name Juan J. Hinojosa
Attorney for Applicant

Each Applicant for federal assistance to be awarded by FTA must provide an Affirmation of Applicant's Attorney pertaining to the Applicant's legal capacity. The Applicant may enter its electronic signature in lieu of the Attorney's signature within TrAMS, provided the Applicant has on file and uploaded to TrAMS this hard-copy Affirmation, signed by the attorney and dated this federal fiscal year.

U.S. DEPARTMENT OF LABOR
SPECIAL SECTION 5333(B) WARRANTY CERTIFICATION

(TxDOT requires this form to be completed by ALL §5311, §5311 and §5339 Subrecipients)

The following language shall be made part of the contract of assistance with the State or other public body charged with allocation and administration of funds provided under 49 U.S.C. 5333(b):

A. General Application

The Public Body agrees that, in the absence of waiver by the Department of Labor, the terms and conditions of this warranty, as set forth below, shall apply for the protection of the transportation related employees of any employer providing transportation services assisted by the Project ("Recipient"), and the transportation related employees of any other surface public transportation providers in the transportation service area of the Project.

The Public Body shall provide to the Department of Labor and maintain at all times during the Project an accurate, up-to-date listing of all existing transportation providers which are eligible Recipients of transportation assistance funded by the Project, in the transportation service area of the Project, and any labor organizations representing the employees of such providers.

Certification by the Public Body to the Department of Labor that the designated Recipients have indicated in writing acceptance of the terms and conditions of the warranty arrangement will be sufficient to permit the flow of Section 5311 funding in the absence of a finding of non-compliance by the Department of Labor.

B. Standard Terms and Conditions

(1) The Project shall be carried out in such a manner and upon such terms and conditions as will not adversely affect employees of the Recipient and of any other surface public transportation provider in the transportation service area of the Project. It shall be an obligation of the Recipient and any other legally responsible party designated by the Public Body to assure that any and all transportation services assisted by the Project are contracted for and operated in such a manner that they do not impair the rights and interests of affected employees. The term "Project," as used herein, shall not be limited to the particular facility, service or operation assisted by Federal funds, but shall include any changes, whether organizational, or otherwise, which are a result of the assistance provided. The phrase "as a result of the Project," shall when used in this arrangement, include events related to the Project occurring in anticipation of, during, and subsequent to the Project and any program of efficiencies or economies related thereto; provided, however, that volume rises and falls of business, or changes in volume and character of employment brought about by causes other than the Project (including any economies or efficiencies unrelated to the Project) are not within the purview of this arrangement.

An employee covered by this arrangement, who is not dismissed, displaced or otherwise worsened in his position with regard to his employment as a result of the Project, but who is dismissed, displaced or otherwise worsened solely because of the total or partial termination of the Project, discontinuance of Project services, or exhaustion of Project funding shall not be deemed eligible for a dismissal or displacement allowance within the meaning of paragraphs (6) and (7) of the Model agreement or applicable provisions of substitute comparable arrangements.

(2)(a) Where employees of a Recipient are represented for collective bargaining purposes, all Project services provided by that Recipient shall be provided under and in accordance with any collective bargaining agreement applicable to such employees which is then in effect.

(2)(b) The Recipient or legally responsible party shall provide to all affected employees sixty (60) days' notice of intended actions which may result in displacements or dismissals or rearrangements of the working

forces. In the case of employees represented by a union, such notice shall be provided by certified mail through their representatives. The notice shall contain a full and adequate statement of the proposed changes, and an estimate of the number of employees affected by the intended changes, and the number and classifications of any jobs in the Recipient's employment available to be filled by such affected employees.

(2)(c) The procedures of this subparagraph shall apply to cases where notices involve employees represented by a union for collective bargaining purposes. At the request of either the Recipient or the representatives of such employees negotiations for the purposes of reaching agreement with respect to the applications of the terms and conditions of this arrangement shall commence immediately. If no agreement is reached within twenty (20) days from the commencement of negotiations, any party to the dispute may submit the matter to dispute settlement procedures in accordance with paragraph (4) of this warranty. The foregoing procedures shall be complied with and carried out prior to the institution of the intended action.

(3) For the purpose of providing the statutory required protections including those specifically mandated by 49 U.S.C. Section 5333(b)[1], the public Body will assure as a condition of the release of funds that the Recipient agrees to be bound by the terms and conditions of the National (Model) Section 5333(b) Agreement executed July 23, 1975, identified below[2], provided that other comparable arrangements may be substituted therefore, if approved by the Secretary of Labor and certified for inclusion in these conditions.

(4) Any dispute or controversy arising regarding the application, interpretation, or enforcement of any of the provisions of this arrangement which cannot be settled by and between the parties at interest within thirty (30) days after the dispute or controversy first arises, may be referred by any such party to any final and binding disputes settlement procedure acceptable to the parties, or in the event they cannot agree upon such procedure, to the Department of Labor or an impartial third party designated by the Department of Labor for final and binding determination. The compensation and expenses of the impartial third party, and any other jointly incurred expenses, shall be borne equally by the parties to the proceeding and all other expenses shall be paid by the party incurring them.

In the event of any dispute as to whether or not a particular employee was affected by the Project, it shall be his obligation to identify the Project and specify the pertinent facts of the Project relied upon. It shall then be the burden of either the Recipient or other party legally responsible for the application of these conditions to prove that factors other than the Project affected the employees. The claiming employee shall prevail if it is established that the Project had an effect upon the employee even if other factors may also have affected the employee.

(5) The Recipient or other legally responsible party designated by the Public Body will be financially responsible for the application of these conditions and will make the necessary arrangements so that any employee covered by these arrangements, or the union representative of such employee, may file claim of violation of these arrangements with the Recipient within sixty (60) days of the date he is terminated or laid off as a result of the Project, or within eighteen (18) months of the date his position with respect to his employment is otherwise worsened as a result of the Project. In the latter case, if the events giving rise to the claim have occurred over an extended period, the 18-month limitation shall be measured from the last such event. No benefits shall be payable for any period prior to six (6) months from the date of the filing of any claim.

(6) Nothing in this arrangement shall be construed as depriving any employee of any rights or benefits which such employee may have under existing employment or collective bargaining agreements, nor shall this arrangement be deemed a waiver of any rights or any union or of any represented employee derived from any other agreement or provision of federal, state or local law.

(7) In the event any employee covered by these arrangements is terminated or laid off as a result of the Project, he shall be granted priority of employment or reemployment to fill any vacant position within the control of the Recipient for which he is, or by training or retraining within a reasonable period, can become qualified. In the event training or retraining is required by such employment or reemployment, the Recipient or other legally responsible party designated by the Public Body shall provide or provide for such training or retraining at no cost to the employee.

(8) The Recipient will post, in a prominent and accessible place, a notice stating that the Recipient has received federal assistance under 49 U.S.C. Chapter 53 and has agreed to comply with the provisions of 49 U.S.C. Section 5333(b). This notice shall also specify the terms and conditions set forth herein for the protection of employees. The Recipient shall maintain and keep on file all relevant books and records in sufficient detail as to provide the basic information necessary to the proper application, administration, and enforcement of these arrangements and to the proper determination of any claims arising thereunder.

(9) Any labor organization which is the collective bargaining representative of employees covered by these arrangements, may become a party to these arrangements by serving written notice of its desire to do so upon the Recipient and the Department of Labor. In the event of any disagreement that such labor organization represents covered employees, or is otherwise eligible to become a party to these arrangements, as applied to the Project, the dispute as to whether such organization shall participate shall be determined by the Secretary of Labor.

(10) In the event the Project is approved for assistance under 49 U.S.C. Chapter 53, the foregoing terms and conditions shall be made part of the contract of assistance between the federal government and the Public Body or Recipient of federal funds; provided, however, that this arrangement shall not merge into the contract of assistance, but shall be independently binding and enforceable by an upon the parties thereto, and by any covered employee or his representative, in accordance with its terms, nor shall any other employee protective agreement merge into this arrangement, but each shall be independently binding and enforceable by and upon the parties thereto, in accordance with its terms.

C. Waiver

As part of the grant approval process, either the Recipient or other legally responsible party designated by the Public Body may in writing seek from the Secretary of Labor a waiver of the statutory required protections. The Secretary will waive these protections in cases, where at the time of the requested waiver, the Secretary determines that there are no employees of the Recipient or of any other surface public transportation providers in the transportation service area who could be potentially affected by the Project. A 30-day notice of proposed waiver will be given by the Department of Labor and in the absence of timely objection, the waiver will become final at the end of the 30-day notice period. In the event of timely objection, the Department of Labor will review the matter and determine whether a waiver shall be granted. In the absence of waiver, these protections shall apply to the Project.

[1] Such protective arrangements shall include, without being limited to, such provisions as may be necessary for (1) the preservation of rights, privileges, and benefits (including continuation of pension rights and benefits) under existing collective bargaining agreements or otherwise; (2) the continuation of collective bargaining rights; (3) the protection of individual employees against a worsening of their positions with respect to their employment; (4) assurances of employment to employees of acquired mass transportation systems and priority of reemployment of employees terminated or laid off; and (5) paid training and retraining programs. Such arrangements shall include provisions protecting individual employees against a worsening of their positions with respect to their employments which shall in no event provide benefits less than those established pursuant to 49 U.S.C. Section 11347 [the codified citation of Section 5(2)(f) of the Act of February 4, 1887 (24 Stat. 379), as amended].

[2] For purposes of this warranty agreement, paragraphs (1); (2); (5); (15); (22); (23); (24); (26); (27); (28); and (29) of the Model Section 5333(b) Agreement, executed July 23, 1975 are to be omitted.

Office of Labor-Management Standards (OLMS)

Public Transit Employee Protections
49 U.S.C. 5333(b) (also known as Section 13(c) of the Federal Transit Act)

(1) As a condition of financial assistance under sections 5307-5312, 5316, 5318, 5323(a)(1), 5323(b), 5323(d), 5328, 5337, and 5338(b) of this title, the interests of employees affected by the assistance shall be protected under arrangements the Secretary of Labor concludes are fair and equitable. The agreement granting the assistance under sections 5307-5312, 5316, 5318, 5323(a)(1), 5323(b), 5323(d), 5328, 5337, and 5338(b) shall specify the arrangements.

(2) Arrangements under this subsection shall include provisions that may be necessary for--

a. the preservation of rights, privileges, and benefits (including continuation of pension rights and benefits) under existing collective bargaining agreements or otherwise;
b. the continuation of collective bargaining rights;
c. the protection of individual employees against a worsening of their positions related to employment;
d. assurances of employment to employees of acquired public transportation systems;
e. assurances of priority of reemployment of employees whose employment is ended or who are laid off; and
f. paid training or retraining programs.

(3) Arrangements under this subsection shall provide benefits at least equal to benefits established under section 11326 of this title.

(4) Fair and equitable arrangements to protect the interests of employees utilized by the Secretary of Labor for assistance to purchase like-kind equipment or facilities, and grant amendments which do not materially revise or amend existing assistance agreements, shall be certified without referral.

(5) When the Secretary is called upon to issue fair and equitable determinations involving assurances of employment when one private transit bus service contractor replaces another through competitive bidding, such decisions shall be based on the principles set forth in the Department of Labor's decision of September 21, 1994 (HTML) (PDF), as clarified by the supplemental ruling of November 7, 1994 (HTML) (PDF), with respect to grant NV-90-X021. This paragraph shall not serve as a basis for objections under section 215.3(d) of title 29, Code of Federal Regulations.

https://www.dol.gov/olms/regs/compliance/statute-sect5333b.htm

TxDOT FISCAL YEAR 2018 CERTIFICATIONS AND ASSURANCES

49 U.S.C 5333(b) (also known as Section 13C of the Federal Transit)

STATE SUBRECIPIENT SERVICE AREA INFORMATION

Subrecipient Name: **Lower Rio Grande Valley Development Council**	
Contact Name: **Tom Logan**	Date: 03/23/2018
Area Code & Phone Number: **956-969-5761**	Email Address: **tlogan@lrgvdctransit.org**

Description of subrecipient's service area:

Valley Metro, a department of the Lower Rio Grande Valley Development Council, services Cameron, Hidalgo, Willacy, Starr, and Zapata counties, including the Harlingen and McAllen Urbanized areas and rural communities. Valley Metro utilizes a combination of flex, commuter, and demand response to serve the entire Rio Grande Valley region.

Are the Subrecipient's Transit Employees Private or Public? ○ Private or ◉ Public

Identify the Labor Organization(s) which represent the Subrecipient's or its Contractor's Employees or check NA for no labor organizations

NA ☑

List OTHER Public Transit Providers in the service area of the subrecipient (commuter, paratransit, fixed route...etc.) and their associated labor organization(s) or check NA, no other services providers in the Subrecipient's area

NA ☑

Printed Name: **Ron Garza**

Signature

TxDOT FISCAL YEAR 2018 CERTIFICATIONS AND ASSURANCES

LOBBYING CERTIFICATION REQUIRED FOR EACH APPLICATION EXCEEDING $100,000

(TxDOT requires this form to be completed by all Applicants)

An Applicant that submits, or intends to submit this fiscal year, an application for Federal assistance exceeding $100,000 **from all Federal sources** must provide the following certification. FTA may not provide Federal assistance for an application exceeding $100,000 until the Applicant provides this certification by selecting Category II on the Signature Page.

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

A. As required by U.S. DOT regulations, "New Restrictions on Lobbying," at 49 CFR 20.110, the Applicant's authorized representative certifies to the best of his or her knowledge and belief that for each application for a Federal assistance exceeding $100,000:

(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 federal 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 any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement; and

(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 contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Lobbying Certification", in accordance with its instructions; and

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclosure accordingly.

B. The Applicant understands that this certification is a material representation of fact upon which reliance is placed and that submission of this certification is a prerequisite for providing Federal assistance for a transaction covered by 31 U.S.C. 13 52. The Applicant also understands that any person who fails to file a 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.

Lower Rio Grande Valley Develop

Legal Name of Applicant

Signature of Certifying Official

Title: **Executive Director**

Date: 3/23/18

Approved by
OMB0348-0046

TxDOT FISCAL YEAR 2018 CERTIFICATIONS AND ASSURANCES

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

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

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.

2. Identify the status of the covered Federal action.

3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.

4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.

5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.

6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.

7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.

8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."

9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.

10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

    (b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).

11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.

☑ NA

DISCLOSURE OF LOBBYING ACTIVITIES

Approved by OMB
0348-0046

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

(See reverse for public burden disclosure.)

1. Type of Federal Action:	2. Status of Federal Action:	3. Report Type:
☐ a. contract b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	☐ a. bid/offer/application b. initial award c. post-award	☐ a. initial filing b. material change **For Material Change Only:** year _____ quarter _____ date of last report _____

4. Name and Address of Reporting Entity:	5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime:
☐ Prime ☐ Subawardee Tier _____, *if known*: **Congressional District**, *if known*: 4c	 **Congressional District**, *if known*:
6. Federal Department/Agency:	**7. Federal Program Name/Description:** CFDA Number, *if applicable*: _____
8. Federal Action Number, *if known*:	**9. Award Amount**, *if known*: $
10. a. Name and Address of Lobbying Registrant (*if individual, last name, first name, MI*):	**b. Individuals Performing Services** (*including address if different from No. 10a*) (*last name, first name, MI*):
11. Information requested through this form is authorized by title 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 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.	Signature: _____ Print Name: _____ Title: _____ Telephone No.: _____ Date: _____
Federal Use Only:	Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)

TxDOT FISCAL YEAR 2018 CERTIFICATIONS AND ASSURANCES

DEBARMENT AND SUSPENSION (NONPROCUREMENT)

(TxDOT requires this form to be completed by all Applicants)

Applicability to Contracts

2 CFR Part 180 and Part 1200, prohibits FTA recipients and sub-recipients from contracting for goods and services from organizations that have been suspended or debarred from receiving Federally-assisted contracts. As part of their applications each year, recipients are required to submit a certification to the effect that they will not enter into contracts $25,000 and over with suspended or debarred contractors and that they will require their contractors (and their subcontractors) to make the same certification to them.

(1) The Subrecipient certifies to the best of its knowledge and belief, that it and its principals, including its first tier subrecipients:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded or disqualified from covered transactions by any Federal department or agency;
(b) Have not within a three-year period preceding its latest application or proposal been convicted of or had a civil judgment rendered against any of them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction, or contract under a public transaction; violation of any Federal or State antitrust statute; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making any false statement, or receiving stolen property;
(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local);
(d) Have not within a three-year period preceding this certification had one or more public transactions (Federal, State, or local) terminated for cause or default.

(2) The Subrecipient certifies that it and its principals, including its first tier subrecipients will assure that each lower tier participant involved in the Project is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded or disqualified from participation in this transaction by any Federal department or agency;

(3) The Subrecipient certifies that if, later, it or its principals, including any of its first tier subrecipients, become aware of any information contradicting the statements of subparagraphs (1)(2), it will promptly provide any necessary information to FTA;

(4) Where the Subrecipient is unable to certify to any of the statements in this certification, such Subrecipient shall attach an explanation to this certification.

EXCEPTIONS:

Signature of Certifying Official: _____ Title: Executive Director

Date: 3/23/18

Internal Compliance Program Certification

BACKGROUND

Title 43 of the Texas Administrative Code requires specific state and federal funds recipients to adopt and enforce an internal ethics and compliance program that satisfies the requirements of 43 Texas Administrative Code §10.51. The department may, at its discretion, request that the entity provide the department with written evidence of the entity's internal ethics and compliance program

MINIMUM REQUIREMENTS SET FORTH IN TITLE 43 TEXAS ADMINISTRATIVE CODE §10.51:

1. High level personnel are responsible for oversight of compliance with the standards and procedures.
   - *High level personnel shall be knowledgeable about the content and operation of the entity's internal ethics and compliance program and shall promote an organizational culture that encourages ethical conduct and a commitment to compliance with all applicable laws and regulations.*
2. Appropriate care is being taken to avoid the delegation of substantial discretionary authority to individuals whom the entity knows, or should know, have a propensity to engage in illegal activities
   - *The entity shall have a consistent process to vet the background of current and future employees in high level positions and those involved in the handling of financial and/or highly confidential information.*
3. Ensure that compliance standards and procedures are effectively communicated to all of the entity's employees, including members of the governing board if the entity has a governing board, by requiring them to participate in periodic training in ethics and in the requirements of the program.
   - *The entity shall ensure that employees and the governing board (if applicable) are made aware of all internal ethics and compliance policies, procedures, and practices by requiring them to participate in periodic ethics and compliance training. A record of those participating in training shall be kept.*
4. Ensure that compliance standards and procedures are effectively communicated to all of the entity's agents
   - *The entity shall notify and require its partners doing business on its behalf to comply with the entity's internal ethics and compliance policies, procedures, and practices through written or verbal communication.*
5. Ensure that reasonable steps are being taken to achieve compliance with the compliance standards and procedures by using monitoring and auditing systems that are designed to reasonably detect non-compliance and providing and publicizing a system for the entity's employees and agents to report suspected non-compliance without fear of retaliation
   - *The entity shall have in place a reporting system, which may include mechanisms for anonymity or confidentiality, that allows employees, the governing board and entity agents to report suspected incidents of non-compliances without fear of retaliation.*
   - *The entity shall have an established process for assessing compliance with its code of conduct as well as policies and procedures adopted to promote adherence with laws and regulations.*
6. Ensure consistent enforcement of compliance standards and procedures is administered through appropriate disciplinary mechanisms
   - *The entity shall respond to incidents of non-compliance by following an established internal disciplinary process.*

7. Ensure reasonable steps are being taken to respond appropriately to detected offenses and to prevent future similar offenses

   - *The entity shall have established protocols and processes for monitoring and responding to risk that could potentially result in violations.*
   - *The entity shall act appropriately to prevent similar conduct by implementing a plan remedying past non-compliance, preventing future non-compliance and making modifications as necessary to the entity's policies to ensure effective compliance.*

8. Have in place a written employee code of conduct that, at a minimum, addresses record retention, fraud, equal opportunity employment, sexual harassment, conflicts of interest, personal use of the entity's property, and gifts honoraria

   - *The entity shall adopt a code of conduct that, at a minimum, addresses each element of this requirement.*

CERTIFICATION

The undersigned organization would like to be eligible to receive state or federal funds from or through the Texas Department of Transportation.

To comply with the requirements set forth in the Texas Administrative Code, the undersigned entity certifies that:

1. the entity has a written internal ethics and compliance program that provides compliance standards and procedures that are designed to detect and prevent violations of the law, and ethical standards;
2. the entity enforces employee compliance with its internal ethics and compliance program; and
3. the entity's internal ethics and compliance program specifically includes, at a minimum, the items contained in 43 Tex. Admin. Code §10.51.

Any other requirements by any state, federal, or local law, rule, regulation, ordinance or otherwise is not included in these requirements and it is the sole responsibility of the undersigned to comply with such laws. This is not intended to provide legal advice or representation to the undersigned.

The department may, at its discretion, request that the entity provide the department with written evidence of the entity's internal ethics and compliance program (43 Tex. Admin. Code §10.51(c)).

Lower Rio Grande Valley Development Council

Organization Name

Signed by: **Ron Garza**

Printed Name

Executive Director

Title

3/23/17

Date

Signature

Review and Action as Necessary on Award of Proposals, Purchases, Renewals, and Interlocal Agreement (Non-Bond Proceeds)

Approval of the following award of proposals, purchases, renewals, and interlocal agreement (Non-Bond Proceeds) will be requested at the August 28, 2018 Board meeting as follows:

A. Awards
B. Instructional Items
C. Non - Instructional Items
D. Technology Items
E. Interlocal Agreement

A. Awards

1) Custodial Supplies (Award)

Award the proposal for custodial supplies for the period beginning August 18, 2018 through August 17, 2019 with two one-year options to renew, at an estimated amount of $250,000.00, which is based on prior year expenditures. The vendors are as follows:

- Primary: **Gulf Coast Paper, Co.** (Brownsville, TX)
- Secondary: **Rio Paper & Supply, LLC.** (Pharr, TX)

Primary and Secondary vendors are needed to ensure that needed items are readily available and to obtain the best price on commonly ordered items. If the Primary vendor does not have certain items, or if it does not have the best pricing, the Purchasing Department has the secondary vendors as a ready resource for those items.

Purpose – Facilities Operations and Maintenance – Custodial Department is requesting the purchase of custodial supplies which will be used throughout the district for the day to day cleaning and maintenance of all South Texas College facilities.

Justification and Benefit – The custodial supplies will include some of the following items: cleaners, hand towels, tissues, mops, brooms, gloves, trash bags, and other miscellaneous supplies. Prior to ordering from the primary or the secondary vendors, the Purchasing Department takes into consideration the pricing, the availability of items, and the delivery time.

Background – Proposal documents were advertised on June 26, 2018 and July 3, 2018 and issued to twenty-nine (29) vendors. Eleven (11) responses were received on July 11, 2018 and reviewed by Facilities Operations and Maintenance, Custodial Department, and the Purchasing Department.

Funds for this expenditure are budgeted in the Custodial budget for FY 2017 - 2018 and FY 2018 - 2019.

2) Pest Control Services (Award)
Award the proposal for pest control services to **Bug Works Termite & Pest Control, Co.** (McAllen, TX), for the period beginning September 1, 2018 through August 31, 2019 with two one-year options to renew, at an estimated amount of $18,719.00.

Purpose – Facilities Operations and Maintenance is requesting district wide pest control services, which will be scheduled throughout the year for all South Texas College campuses and facilities.

Justification and Benefit – The pest control services include monthly service at all six (6) cafeterias and warehouse, quarterly pest control service, and annual termites/fleas service for all buildings throughout the district.

Background – Proposal documents were advertised on July 10, 2018 and July 17, 2018 and issued to eighteen (18) vendors. Four (4) responses were received on July 25, 2018 and reviewed by Facilities Operations and Maintenance and the Purchasing Department.

Funds for this expenditure are budgeted in the Facilities Maintenance budget for FY 2018 – 2019.

3) Printing Projects and General Purpose Printing (Award)
Award the proposal for printing projects and general purpose printing, for the period beginning September 1, 2018 through August 31, 2019, at an estimated amount of $216,747.64.

Purpose: The Office of Public Relations and Marketing is requesting services for printing of publications and general purpose printing for the new fiscal year. In additional to Public Relations and Marketing, various support services departments and academic programs will use the general purpose printing services as needed.

Justification – The printing services are needed for various projects that are completed and distributed to faculty, staff, students, and the community to provide information related to upcoming events, past events, registration, course schedules, graduation programs, etc.

a. Printing Projects – At an estimated amount of $116,747.64 to the following vendors in the amounts listed below:

Publications	Vendor	Estimated Amount
Division Brochures FY 2018 - 2019	**Gateway Printing & Office Supply, Inc.** (Edinburg, TX)	$2,714.75
Program of Study Brochures FY 2018 - 2019	**Gateway Printing & Office Supply, Inc.** (Edinburg, TX)	$3,477.90
Class Schedules FY 2018 - 2019 Summer/Fall 2019	**Valley Town Crier** (McAllen, TX)	$26,583.65
Class Schedules FY 2018 - 2019 Spring 2019	**Valley Town Crier** (McAllen, TX)	$9,300.54

Publications	Vendor	Estimated Amount
Official Stationery	**CBS Print/dba Copy Zone** (McAllen, TX)	$13,674.00
Business Cards	**FedEx Office** (McAllen, TX)	$19,990.00
Student Catalog FY 2018 - 2019	**EP Graphics, Inc.** (Berne, IN)	$17,620.00
View Book with Mailer FY 2018 - 2019	**Copy Plus** (McAllen, TX)	$3,571.20
Graduation Programs FY 2018 - 2019	**Capital Spectrum, Inc.** (Austin, TX)	$17,870.00
CPWE Brochures FY 2018 - 2019	**Copy Plus** (McAllen, TX)	$1,945.60

b. General Purpose Printing – At an estimated amount of $100,000.00 to the following nine (9) vendors:

Vendors (City, State)	Vendors (City, State)
ASAP Printing Solutions (McAllen, TX)	**Copy Plus** (McAllen, TX)
CBS Print/ dba Copy Zone (McAllen, TX)	**FedEx Office** (McAllen, TX)
Gateway Printing & Office Supply, Inc. (Edinburg, TX)	**Grunwald Printing, Co.** (Corpus Christi, TX)
Parra's Printing, Inc. (McAllen, TX) (New)	**Promo Universal, LLC.** (Corpus Christi, TX)
San Antonio Printing (McAllen, TX)	

Vendors submitting proposals for the general purpose printing projects provide quotes dependent on the number of copies, types of paper (weight and color), single or double-sided copying, hole punched, bound, glued, and any other vehicles that might impact a particular project. The proposal award to each vendor will be based upon the services they provide, their pricing, and their availability (delivery timeline).

Background – Proposal documents were advertised on June 26, 2018 and July 3, 2018 and issued to thirty-two (32) vendors. Twelve (12) responses were received on July 11, 2018 and reviewed by the Office of Public Relations and Marketing and Purchasing Department.

Funds for this expenditure are budgeted in the Public Relations and Marketing budget and various requesting department budgets for FY 2018 - 2019.

4) Professional Recruitment Services (Award)
Award the proposal for professional recruitment services for the period beginning September 1, 2018 through August 31, 2019 with two one-year options to renew, at an estimated amount of an average search cost of $63,000 per position. The vendors are as follows:

- **Myers McRae, Inc.** (Macon, GA)
- **Gold Hill Associates** (Jackson, MS)
- **Greenwood/Asher & Associates, Inc.** (Miramar Beach, FL)

Purpose – The Office of Human Resources, Vice Presidents, and the Office of the President are requesting professional recruitment services to assist the College with recruitment efforts to fill current and anticipated vacancies for various mid to high level management positions and/or difficult to recruit specialized positions.

Justification and Benefit –The College seeks to retain the services of qualified talent search firms with experience in recruitment of high level executive positions in higher education. These firms have access to databases of available talent and maintain contact with a nationwide network of potential candidates. This gives them the ability to expedite the identification of talent the College seeks and will supplement the recruiting the efforts of the College's Human Resources. The selected firms will be requested to perform the following services:

- Meet with search committee to develop position profile, recruitment criteria and recruitment brochure;
- Assist in identifying, recruiting, pre-screening, interviewing, and assessing the qualifications of a pool of qualified candidates;
- Assist in the design of interview questions;
- Conduct open forums with campus community;
- Conduct nationwide searches;
- Conduct a thorough, in-depth background and reference investigation on all candidates;
- Provide recommendation of semi-finalists to search committee or President for further consideration and interviews;
- Assist during final interviews;
- Provide guidance and direction throughout the process.

Background – Proposal documents were advertised on April 30, 2018 and May 7, 2018 and issued to fifteen (15) vendors. Nine (9) responses were received on May 24, 2018 and reviewed by the President, Vice President's, Human Resources, and Purchasing Department.

Funds for this expenditure are budgeted in the Human Resources budget for FY 2018 - 2019.

B. Instructional Items

5) Forensic Hardware and Software (Purchase)
Purchase forensic hardware and software from **Digital Intelligence, Inc.** (New Berlin, WI), a sole source vendor, at a total amount of $262,206.00.

Purpose – The Division of Technology Cybersecurity program is requesting the purchase of forensic hardware and software for student instruction at the Technology and Pecan campuses.

Justification and Benefit – The Forensic Recovery Evidence Device (FRED) workstations are a high-powered workstation used to process evidence used in the classroom to complete activities. The workstations include an Ultrabay which is a built-in write blocker needed to

maintain the integrity of evidence collected from a suspect drive. The GPU PowerStation is needed to decrypt passwords and has been specifically designed to work to its peak performance when used with the FRED workstation. These items will be installed and setup at the Technology and Pecan Campus Labs.

Funds for this expenditure are budgeted in the Texas Workforce Commission The Jobs and Education for Texas (JET) grant and Information Technology Program budgets for FY 2018 – 2019.

6) Science Equipment and Supplies (Purchase)
Purchase science equipment and supplies from **Thermo Fisher Science/dba Fisher Science Education** (Hanover Park, IL), a U. S. Communities Purchasing Cooperative approved vendor, for the period beginning September 1, 2018 through August 31, 2019, at an estimated amount of $50,000.00, which is based on prior year expenditures.

Purpose – The Biology Program in the Division of Math and Science is requesting to purchase science equipment and supplies for student instruction at the Pecan, Mid Valley, and Starr County campuses.

Justification and Benefit – The science lab equipment and supplies will include beakers, flasks, glass bottles, glass funnels, and lab chemicals. These supplies are needed for the Fall 2018, Spring 2019, and Summer 2019 courses and labs.

Funds for this expenditure are budgeted in the Biology budget for FY 2018 – 2019.

C. Non – Instructional Items

7) Furniture (Purchase)
Purchase furniture from the National Cooperative Purchasing Alliance (NCPA), National Intergovernmental Purchasing Alliance (NIPA), National Joint Powers Alliance (NJPA), Texas Association of School Boards – Buyboard, TIPS Purchasing Cooperative, and the State of Texas Multiple Award Schedule (TXMAS) approved vendors, at a total amount of $101,850.62.

#	Vendor	Amount
A	**Allsteel Inc./Gateway Printing and Office Supply, Inc.** (Muscatine, IA/Edinburg, TX)	$8,499.52
B	**Computer Comforts, Inc.** (Kemah, TX)	$3,259.88
C	**Datum Filing Systems, Inc./Gateway Printing and Office Supply, Inc.** (Emigsville, PA/Edinburg, TX)	$2,188.02
D	**Exemplis Corporation/Gateway Printing and Office Supply, Inc.** (Cypress, CA/Edinburg, TX)	$6,011.98
E	**Inscape Corporation/Gateway Printing and Office Supply, Inc.** (Falconer, NY/Edinburg, TX)	$6,588.52

#	Vendor	Amount
F	**The Hon Company/Gateway Printing and Office Supply, Inc.** (Muscatine, IA/Edinburg, TX)	$7,062.22
G	**Krueger International, Inc./Gateway Printing and Office Supply, Inc.** (Green Bay, WI/Edinburg, TX)	$34,958.32
H	**Versteel/Gateway Printing and Office Supply, Inc.** (Jasper, IN/Edinburg, TX)	$12,365.52
I	**Watson/Gateway Printing and Office Supply, Inc.** (Poulsbo, WA/Edinburg, TX)	$20,916.64
	Furniture Total	$101,850.62

The purchases can be summarized as follows:

- Allsteel, Inc./Gateway Printing and Office Supply, Inc. (Edinburg, TX)
  - Pecan Campus
    - 16 Conference Chairs for Pecan Campus Bldg. A
- Computer Comforts, Inc. (Kemah, TX)
  - Nursing Allied Health Campus
    - 2 Tables for the Centers for Learning Excellence
- Datum Filing Systems, Inc./Gateway Printing and Office Supply, Inc. (Edinburg, TX)
  - Pecan Campus
    - 6 Open Shelving Units for Pecan Campus Bldg. A
- Exemplis Corporation/Gateway Printing and Office Supply, Inc. (Edinburg, TX)
  - Pecan Campus
    - 13 Faculty/Staff Office Chairs for Pecan Campus Bldg. A
- Inscape Corporation/Gateway Printing and Office Supply, Inc. (Edinburg, TX)
  - Nursing and Allied Health
    - 2 Portable Walls for the Center for Learning Excellence
- The Hon Company/Gateway Printing and Office Supply, Inc. (Edinburg, TX)
  - Pecan Campus
    - 12 Bookcases and 13 Vertical Files for Pecan Campus Bldg. A
- Krueger International, Inc./Gateway Printing and Office Supply, Inc. (Edinburg, TX)
  - Pecan Campus
    - 14 Faculty/Staff Desk, 16 Guest Chairs, and 6 Conference Tables for Pecan Campus Bldg. A
- Versteel/Gateway Printing and Office Supply, Inc. (Edinburg, TX)
  - Nursing Allied Health Campus
    - 24 Tables for the Centers for Learning Excellence
- Watson/Gateway Printing and Office Supply, Inc. (Edinburg, TX)
  - Nursing Allied Health Campus
    - 3 Tables for the Centers for Learning Excellence

Fund for these expenditures are budgeted in the requesting department budgets for FY 2018 - 2019 as follows: Center for Learning Excellence and Pecan Building A Re-Purpose – FFE.

8) Beverage Products (Renewal)
Renew the beverage products contract with **PepsiCo** (Hidalgo, TX), for the period beginning October 13, 2018 through October 12, 2019, at an estimated amount of $50,000.00, which is based on prior year expenditures. PepsiCo will also include a $20,000.00 annual discretionary payment to the College.

Purpose – The Food Services Department is requesting to renew the contract for beverage products, which will be sold at the cafeterias operated by South Texas College.

Justification and Benefit – The beverage products will be purchased for the South Texas College cafeterias located at the Pecan, Technology, Mid Valley, and Nursing and Allied Health campuses to provide fountain drinks for students, faculty, and staff. This also includes the selling of 20 oz. carbonated drinks, 20 oz. water, 20 oz. Gatorade, 20 oz. tea, 16 oz. energy drinks, and 15.2 oz. juices.

Background – The Board awarded the contract for beverage products at the August 22, 2017 Board of Trustees meeting for one year with two one-year annual renewals. The first renewal period begins October 13, 2018 and ends October 12, 2019.

Award	Board Meeting Date	Original Term	Renewal Term
Original	8/22/17	10/13/17 – 10/12/18	2 – one year options
1st Renewal	8/28/18		10/13/18 – 10/12/19

The vendor has complied with all the terms and conditions of the contract and services have been satisfactory.

Funds for this expenditure are budgeted in the Food Service budget for FY 2018 - 2019.

9) Commercial Card Services (Renewal)
Renew the commercial card services contract with **BBVA Compass** (McAllen, TX), for the period beginning September 1, 2018 through August 31, 2019, at no charge to the College.

Purpose – The Business Office is requesting to renew the commercial card services, which can be used to expedite vendor payments for goods and services that are requested from instructional programs and support services departments. This is an option for those merchants that accept cards as a method of payment.

Justification – The Accounts Payable (AP) card serves as an accounts payable department vendor payment solution. It allows the Business Office to expedite payments to vendors and reduce payment processing and statement reconciliation costs and time for the College. In addition, the program offers the College the potential to earn revenue share on payments made using the AP card. The revenue share is based on the rebate schedule set forth below:

Monthly Charge Volume		Rebate Percentage
Low	High	
$1	$250,000	1.00%
250,001	500,000	1.30%
500,001	750,000	1.40%
750,001	1,000,000	1.50%
1,000,001	+	1.60%
Large Ticket/Reduced Interchange Transaction Rebate 0.70%		

The AP card solution is provided by BBVA Compass as a service to the College.

Background – The contract for commercial card services for the period of April 1, 2013 through August 31, 2014 was awarded to BBVA Compass at the March 26, 2013 Board of Trustees meeting. The Board of Trustees has approved contract extensions as follows:

Award	Board Meeting Date	Original Term	Renewal Term
Original	3/26/13	4/1/13 – 8/31/14	one year
1st Renewal	8/26/14	9/1/14 – 8/31/15	one year
2nd Renewal	8/25/15	9/1/15 – 8/31/16	one year
3rd Renewal	8/23/16	9/1/16 – 8/31/17	one year
4th Renewal	8/22/17	9/1/17 – 8/31/18	one year

The total rebate received for the period of September 2015 – May 2018 was as follows:

Fiscal Year	Rebate Amount
FY 2015	$38,976.69
FY 2016	$53,275.14
FY 2017	$86,235.21
FY 2018	$94,813.58
Total	$273,300.62

The vendor has complied with all the terms and conditions of the contract and services have been satisfactory.

10) Office Supplies (Renewal)
Renew the office supplies contracts for the period beginning October 1, 2018 through September 30, 2019, at an estimated amount of $475,000.00, which is based on prior year expenditures. The vendors are as follows:

- Primary: **Gateway Printing & Office Supply, Inc.** (Edinburg, TX)
- Secondary: **Cielo Office Products** (McAllen, TX) and **Copy Plus, LLC.** (McAllen, TX)

Primary and Secondary vendors are needed to ensure that needed items are readily available and to obtain the best price on commonly ordered items. If the Primary vendor does not have certain items, or if it does not have the best pricing, the Purchasing Department has the secondary vendors as a ready resource for those items.

Purpose – It is requested to renew the contracts for office supplies, which will include but not limited to paper, pens, markers, folders, indexes, batteries, binders, labels, dividers, post it notes, and tape.

Justification and Benefit – The office supplies are needed for the day to day operation of the College's instructional programs and support services. Prior to ordering from the primary or the secondary vendors, the Purchasing Department takes into consideration the pricing, the availability of items, and the delivery time.

Background – The Board awarded the contracts for office supplies at the September 19, 2017 Board of Trustees meeting for one year with two one-year annual renewals. The first renewal period begins October 1, 2018 and ends September 30, 2019.

Award	Board Meeting Date	Original Term	Renewal Term
Original	9/19/17	10/1/17 – 9/30/18	2 – one year options
1st Renewal	8/28/18		10/1/18 – 9/30/19

The vendors have complied with all the terms and conditions of the contract and services have been satisfactory.

Funds for this expenditure are budgeted in various requesting department budgets for FY 2018 – 2019.

D. Technology Items

11) Banner Travel and Expense System (Purchase)
Purchase a Banner travel and expense system from Ellucian, Inc. through **Texas A&M University – Corpus Christi** (Corpus Christi, TX), acting by and through the State of Texas Department of Information Resources (DIR) for the Texas Connection Consortium, the annual subscription is for the period beginning September 1, 2018 through August 31, 2019, at a cost of $37,000.00, which includes 5,000 expense reports per year, and a fixed fee of $19,980 for implementation, at a total amount of $56,980.00.

Purpose – The Business Office is requesting to purchase the annual subscription and implementation services for the Ellucian cloud platform for travel and expense system. This system will be used to process travel documents for college employees district-wide. It will facilitate the submission of travel documents, reduce human error, minimize repetitive processes and strengthen controls. It also allows for creation of checks and limits to ensure increased compliance with established guidelines.

Justification and Benefit – This system will replace the current Banner Travel and Expense System, which is no longer supported by Ellucian. The new system will interface with Banner Finance and will automate and standardize travel processes and reporting.

System feature/functionality includes:

- Customizable approval processing with e-mail capability for notification and approval
- Ability to calculate mileage using Google Maps
- Ability to attach receipts at the item level
- Ability to approve expenses on a per item basis
- Responsive design to the mobile phone
- Embedded reporting and search capability
- OCR capability to automatically populate expense report data from receipt
- Delivered through the cloud
- Intuitive, modern, configurable user experience

Background – Each fiscal year the Business Office processes approximately 5,600 travel documents consisting of 2,500 travel authorizations and 3,600 travel vouchers (reimbursements). Each travel authorization requires several payments, such as per diem, airfare, registration fees, lodging and on occasion payments for rental cars, and incidentals such as parking. On average, there are approximately six (6) payments per travel authorization for a total of approximately 15,000 (2,500 x 6 = 15,000) travel related payments per year.

Funds for this expenditure are budgeted in the Business Office budget for FY 2018 -2019.

12) Student Enrollment Management System Agreement (Purchase)
Purchase a student enrollment management system agreement from **Admissions US, LLC., a wholly owned subsidiary of Campus Management, Corp.** (Boca Raton, FL), a sole source vendor, for the period beginning September 28, 2018 through September 27, 2019, at a total amount of $51,250.00.

Purpose - The Division of Student Services and Enrollment Management is requesting the purchase of Radius® Constituent Relationship Management (CRM) along with professional services to assist with implementing additional functionality.

Justification and Benefit - The College currently utilizes a Constituent Relationship Management system. The CRM system provides the tools needed to support students at all stages of their student lifecycle from recruitment, enrollment, and admissions through graduation.

Background - EDUCAUSE, a nonprofit association committed to advancing higher education, invited South Texas College to apply for funding of projects that improve on current Integrated Planning and Advising Services and related technologies referred to as IPAS2. South Texas College was awarded a grant for a three-year period to offset the cost of purchase and implementation of the Campus Management CRM products over that period. The grant is now over and the Campus Management Radius® Customer Relationship Management (CRM) has now been implemented and in use for several years.

The CRM is not only used by the Student Affairs and Enrollment Management for communication to both prospective and current students, but it is also used by the Dual Enrollment Academy students to apply to the program.

Funds for this expenditure are budgeted in the Division for Student Affairs and Enrollment Management budget for FY 2018 - 2019.

13) Banner Application Maintenance Agreement (Renewal)
Renew the Banner application maintenance agreement with Ellucian, Inc. through **Texas A&M University – Corpus Christi** (Corpus Christi, TX) acting by and through the State of Texas Department of Information Resources (DIR) for the Texas Connection Consortium (TCC), for the period beginning September 1, 2018 through August 31, 2019, at an estimated amount of $378,140.49.

Purpose – Information Technology is requesting to renew the maintenance and support for the Banner applications and existing third party applications that work with the Banner System.

Justification and Benefit – The applications included in the renewal agreement are Banner Financial Aid, Banner Finance, Banner Finance Self-Service, Banner HR, Banner Employee Self-Service, Banner Student, Banner Student Self-Service, Banner Faculty Self-Service, EDI Smart, Banner Workflow, Campus Loan Manager, Operational Data Store, Luminis Basic, Enterprise Data Warehouse, Enrollment Management Recruiting, Banner Recruiting and Admission Performance, Banner Travel & Expense Management, Degree Works, Degree Works Transfer Equivalency, Financial Aid FM Need Analysis, Xtender Solutions, Application Xtender, AppWorx, Document Management Suite, Application Xtender Test Bundle, Banner Enterprise Job Scheduler, Application Xtender Web Services, and Banner Document Management Suite.

The agreement is a standing maintenance agreement with Ellucian, a sole source vendor. The contract is purchased through the Texas Connection Consortium (TCC) in order to purchase at a substantially discounted rate.

Funds for this expenditure are budgeted in the Applications Development budget for FY 2018 - 2019.

14) Data Hosting and Maintenance Agreement (Renewal)
Renew the data hosting and maintenance agreement with **TouchNet Information Systems, Inc.** (Lenexa, KS), a sole source vendor, for the period beginning September 1, 2018 through August 31, 2019, at a total amount of $215,664.38.

Purpose – Information Technology is requesting to renew the annual hosting and maintenance services for the College's cashiering system.

Justification and Benefit – The data hosting services provide a data secure environment for all payments received at the College. All personal, bank, and credit card information must be stored in a PCI-certified data center to prevent fraud. The maintenance covers support

issues for the cashiering system including online payments by credit cards and checks and for the equipment used by South Texas College staff.

Funds for this expenditure are budgeted in the Applications Development budget for FY 2018 - 2019.

15) Email Security Software License Agreement (Renewal)
Renew the email security software license agreement with **SHI Government Solutions** (Austin, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 30, 2018 through September 29, 2019, at a total amount of $45,171.20.

Purpose – Information Security is requesting to renew the email security software license agreement which protects email users from malware, spam, and phishing attempts. It also provides secure messaging capabilities to be able to send sensitive data through email.

Justification and Benefit – Email is widely used as a method to deliver malware, trick people into providing login credentials, and is constantly targeted by spammers. We need to protect the service with a tool that provides protection against these threats. It will protect and provide a service for sharing sensitive information securely with trusted parties. The software provides a service that can greatly reduce the probability of a successful phishing attempt.

Funds for this expenditure are budgeted in the Information Security budget for FY 2018 - 2019.

16) Enterprise Software Licenses and Maintenance Agreements (Renewal)
Renew the enterprise software licenses and maintenance agreements with **SHI Government Solutions** (Austin, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning August 30, 2018 through September 20, 2019, at a total amount of $111,827.40.

Purpose – Information Technology (IT) is requesting to renew various enterprise software licenses and maintenance agreements used on computers at all campuses, ticketing system licenses used by the Information Services & Planning (IS&P) Help Desk, monitoring and alert system, and the College's data backup storage systems.

Justification and Benefit – The software licenses are installed on the student lab computers and classroom computers throughout all of the college's campuses and remote sites. The software retains the computer's original settings and configurations in order to keep them running efficiently and to prevent hardware failures or downtime.

The ticketing system is used by the IT help desk to keep track of any technical support issues called in by the South Texas College faculty, staff, and students using the support ticketing system licenses.

IT uses the monitoring and alert system to continuously monitor all systems (servers and switches) to prevent any service interruptions for the faculty, staff, and students.

The data backup storage systems license agreement supports the backup system for critical data from Banner, Jagnet, E-mails, and other critical applications, and stores it in a digital format for easier recovery. The agreement provides twenty-four (24) hour year round support for the system software.

Funds for this expenditure are budgeted in the Applications Development budget for FY 2018 - 2019.

17) Hardware and Software Maintenance and Support Agreements (Renewal)
Renew the hardware and software maintenance and support agreements with **Dell Marketing, LP.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2018 through August 31, 2019, at a total amount of $143,462.09.

Purpose – Information Technology is requesting to renew the hardware and software maintenance and support agreements, systems application maintenance, and VMware maintenance which will cover the College's servers, switches, and licenses that provide services district-wide.

Justification and Benefit – The renewal will include extended services for the servers, switches, and software licenses which are needed for support and maintenance services. The hardware and software support provides many services for the F5 system applications and the College's virtual server infrastructure of the College district.

Funds for this expenditure are budgeted in the Applications Development and Systems and Networking budgets for FY 2018 - 2019.

18) Internet Service – Pecan Campus (Renewal)
Renew the internet service – Pecan Campus with Time Warner Cable/Spectrum, through the State of Texas **Department of Information Resources (DIR)** (Austin, TX), for the period beginning September 1, 2018 through August 31, 2019, at a monthly amount of $11,003.33 and annual amount of $132,039.96.

Purpose – Information Technology is requesting to renew internet service for the Pecan Campus.

Justification and Benefit – The service will be utilized by students, faculty, and staff to access the Internet for use in classrooms, labs, and offices at the Pecan Campus.

Funds for this expenditure are budgeted in the Systems and Networking budget for FY 2018 - 2019.

19) Network Hardware and Software Maintenance Agreement (Renewal)
Renew the network hardware and software maintenance agreement with **Insight Public Sector** (Tempe, AZ/McAllen, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2018 through August 31, 2019, at a total amount of $175,670.17.

Purpose – Information Technology is requesting to renew the network hardware and software maintenance agreement for the College's network hardware and software.

Justification and Benefit – The network equipment and software maintenance agreement will provide online phone support and software upgrades for all Cisco network equipment. It will cover equipment failure by providing equipment replacements within the next business day. This equipment is critical to the network infrastructure, which provides faculty, staff, and student connectivity to the internet and intranet applications and services such as Blackboard and Banner.

Funds for this expenditure are budgeted in the Systems and Networking budget for FY 2018 - 2019.

20) Oracle License Maintenance Agreement (Renewal)
Renew the Oracle license maintenance agreement with **Oracle America, Inc.** (Dallas TX), a State of Texas Department of Information Services (DIR) approved vendor, for the period beginning September 1, 2018 through August 31, 2019, at a total amount of $442,092.30.

Purpose – Information Technology is requesting the support renewal of 24,241 database licenses and 24,241 database security licenses used for the College's administrative computing system.

Justification and Benefit – The support services include maintenance and upgrades to the database licenses. The upgrades are needed so that the College stays up to date with the latest version of the software that supports the Banner system as well as other enterprise level software throughout the College.

Funds for this expenditure are budgeted in the Applications Development budget for FY 2018 - 2019.

21) Public Website Hosting Services (Renewal)
Renew the public website hosting services with **Rackspace Hosting, Inc**. (San Antonio, TX), a sole source vendor, for the period beginning September 1, 2018 through August 31, 2019, at a total amount of $78,348.96.

Purpose – Information Technology is requesting to renew the maintenance agreement for the College's website hosting service.

Justification and Benefit – The public website hosting service hosts the South Texas College public and library websites in a secure off-site location. The maintenance agreement provides 24 x 7 technical support and the ability to keep the websites running during events

such as hurricanes or routine systems maintenance. The service also provides redundancy to the College's public website in the event of a shutdown of computing resources at the College.

Funds for this expenditure are budgeted in the Distance Education Technology budget for FY 2018 - 2019.

E. Interlocal Agreement

22) Professional Development Services (Interlocal Agreement/Renewal)

Renew the professional development services with **Region One Education Service Center** (Edinburg, TX), through an interlocal agreement, for the period beginning September 1, 2018 through August 31, 2019, at a total amount of $14,237.50.

Purpose – The Office of Professional Development is requesting the renewal of professional development services in the area of software and database storage for tracking current or past trainings, academies, workshops, meetings, conferences and participants.

Justification and Benefit – The information for all professional development trainings conducted by the Office of Professional Development, Human Resources, Library Services, and Distance Learning is stored and available online for South Texas College faculty and staff as needed. The participants are able to print their participation certificates as needed and upload additional internal or external trainings. It also stores training evaluations, attendance logs, and contract information for presenters and participants.

Funds for this expenditure are budgeted in the Office of Professional Development budget for FY 2018 - 2019

Recommendation:

It is requested that the Finance, Audit, and Human Resources Committee recommend for Board approval at the August 28, 2018 Board meeting the award of proposals, purchases, renewals, and interlocal agreement (Non-Bond Proceeds) as listed below:

A. ***Awards***
B. ***Instructional Items***
C. ***Non - Instructional Items***
D. ***Technology Items***
E. ***Interlocal Agreement***

A. Awards

1) **Custodial Supplies (Award):** award the proposal for custodial supplies for the period beginning August 18, 2018 through August 17, 2019 with two one-year options to renew, at an estimated amount of $250,000.00, which is based on prior year expenditures. The vendors are as follows:
   - Primary: **Gulf Coast Paper, Co.** (Brownsville, TX)
   - Secondary: **Rio Paper & Supply, LLC.** (Pharr, TX)

2) **Pest Control Services (Award):** award the proposal for pest control services to **Bug Works Termite & Pest Control, Co.** (McAllen, TX), for the period beginning September 1, 2018 through August 31, 2019, at an estimated amount of $18,719.00;
3) **Printing Projects and General Purpose Printing (Award):** award the proposal for printing projects and general purpose printing, for the period beginning September 1, 2018 through August 31, 2019, at an estimated amount of $216,747.64;
   a. **Printing Projects** – At an estimated amount of $116,747.64 to the following vendors in the amounts listed below:

Publications	Vendor	Estimated Amount
Division Brochures FY 2018 - 2019	**Gateway Printing & Office Supply, Inc.** (Edinburg, TX)	$2,714.75
Program of Study Brochures FY 2018 - 2019	**Gateway Printing & Office Supply, Inc.** (Edinburg, TX)	$3,477.90
Class Schedules FY 2018 - 2019 Summer/Fall 2019	**Valley Town Crier** (McAllen, TX)	$26,583.65
Class Schedules FY 2018 - 2019 Spring 2019	**Valley Town Crier** (McAllen, TX)	$9,300.54
Official Stationery	**CBS Print/dba Copy Zone** (McAllen, TX)	$13,674.00
Business Cards	**FedEx Office** (McAllen, TX)	$19,990.00
Student Catalog FY 2018 - 2019	**EP Graphics, Inc.** (Berne, IN)	$17,620.00
View Book with Mailer FY 2018 - 2019	**Copy Plus** (McAllen, TX)	$3,571.20
Graduation Programs FY 2018 - 2019	**Capital Spectrum, Inc.** (Austin, TX)	$17,870.00
CPWE Brochures FY 2018 - 2019	**Copy Plus** (McAllen, TX)	$1,945.60

   b. **General Purpose Printing** – At an estimated amount of $100,000.00 to the following nine (9) vendors:

Vendors (City, State)	Vendors (City, State)
ASAP Printing Solutions (McAllen, TX)	**Copy Plus** (McAllen, TX)
CBS Print/ dba Copy Zone (McAllen, TX)	**FedEx Office** (McAllen, TX)
Gateway Printing & Office Supply, Inc. (Edinburg, TX)	**Grunwald Printing, Co.** (Corpus Christi, TX)
Parra's Printing, Inc. (McAllen, TX) (New)	**Promo Universal, LLC.** (Corpus Christi, TX)
San Antonio Printing (McAllen, TX)	

4) **Professional Recruitment Services (Award):** award the proposal for professional recruitment services for the period beginning September 1, 2018 through August 31,

2019 with two one-year options to renew, at an estimated amount of an average search cost of $63,000 per position. The vendors are as follows:

- **Myers McRae, Inc.** (Macon, GA)
- **Gold Hill Associates** (Jackson, MS)
- **Greenwood/Asher & Associates, Inc.** (Miramar Beach, FL)

B. Instructional Items

5) Forensic Hardware and Software (Purchase): purchase forensic hardware and software from **Digital Intelligence, Inc.** (New Berlin, WI), a sole source vendor, at a total amount of $262,206.00;

6) Science Equipment and Supplies (Purchase): purchase science equipment and supplies from **Thermo Fisher Science/dba Fisher Science Education** (Hanover Park, IL), a U. S. Communities Purchasing Cooperative approved vendor, for the period beginning September 1, 2018 through August 31, 2019, at an estimated amount $50,000.00, which is based on prior year expenditures;

C. Non – Instructional Items

7) **Furniture (Purchase):** purchase furniture from the National Cooperative Purchasing Alliance (NCPA), National Intergovernmental Purchasing Alliance (NIPA), National Joint Powers Alliance (NJPA), Texas Association of School Boards – Buyboard, TIPS Purchasing Cooperative, and the State of Texas Multiple Award Schedule (TXMAS) approved vendors, at a total amount of $101,850.62;

#	Vendor	Amount
A	**Allsteel Inc./Gateway Printing and Office Supply, Inc.** (Muscatine, IA/Edinburg, TX)	$8,499.52
B	**Computer Comforts, Inc.** (Kemah, TX)	$3,259.88
C	**Datum Filing Systems, Inc./Gateway Printing and Office Supply, Inc.** (Emigsville, PA/Edinburg, TX)	$2,188.02
D	**Exemplis Corporation/Gateway Printing and Office Supply, Inc.** (Cypress, CA/Edinburg, TX)	$6,011.98
E	**Inscape Corporation/Gateway Printing and Office Supply, Inc.** (Falconer, NY/Edinburg, TX)	$6,588.52
F	**The Hon Company/Gateway Printing and Office Supply, Inc.** (Muscatine, IA/Edinburg, TX)	$7,062.22
G	**Krueger International, Inc./Gateway Printing and Office Supply, Inc.** (Green Bay, WI/Edinburg, TX)	$34,958.32
H	**Versteel/Gateway Printing and Office Supply, Inc.** (Jasper, IN/Edinburg, TX)	$12,365.52
I	**Watson/Gateway Printing and Office Supply, Inc.** (Poulsbo, WA/Edinburg, TX)	$20,916.64
	Furniture Total	$101,850.62

8) **Beverage Products (Renewal):** renew the beverage products contract with **PepsiCo** (Hidalgo, TX), for the period beginning October 13, 2018 through October 12, 2019, at an estimated amount of $50,000.00, which is based on prior year expenditures. PepsiCo will also include a $20,000.00 annual discretionary payment to the College;
9) **Commercial Card Services (Renewal):** renew the commercial card services with **BBVA Compass** (McAllen, TX), for the period beginning September 1, 2018 through August 31, 2018, at no charge to the College;
10) **Office Supplies (Renewal):** renew the office supplies contracts for the period beginning October 1, 2018 through September 30, 2019, at an estimated amount of $475,000.00 with the following vendors:
    - **Primary: Gateway Printing & Office Supply, Inc.** (Edinburg, TX)
    - **Secondary: Cielo Office Products** (McAllen, TX) and **Copy Plus, LLC.** (McAllen, TX)

D. Technology

11) **Banner Travel and Expense System (Purchase):** purchase a Banner travel and expense system from Ellucian, Inc. through **Texas A&M University – Corpus Christi** (Corpus Christi, TX) acting by and through the State of Texas Department of Information Resources (DIR) for the Texas Connection Consortium, the annual subscription is for the period beginning September 1, 2018 through August 31, 2019, at a cost of $37,000.00, which includes 5,000 expense reports per year and a fixed fee of $19,980.00 for implementation, at a total amount of $56,980.00;
12) **Student Enrollment Management System Agreement (Purchase):** purchase a student enrollment management system agreement with **Admissions US, LLC., a wholly owned subsidiary of Campus Management, Corp.** (Boca Raton, FL), a sole source vendor, for the period beginning September 28, 2018 through September 27, 2019, at a total amount of $51,250.00;
13) **Banner Application Maintenance Agreement (Renewal):** renew the Banner application maintenance agreement with Ellucian, Inc. through **Texas A&M University – Corpus Christi** (Corpus Christi, TX) acting by and through the State of Texas Department of Information Resources (DIR) for the Texas Connection Consortium (TCC), for the period beginning September 1, 2018 through August 31, 2019, at an estimated amount of $378,140.49;
14) **Data Hosting and Maintenance Agreement (Renewal):** renew the data hosting and maintenance agreement with **TouchNet Information Systems, Inc.** (Lenexa, KS), a sole source vendor, for the period beginning September 1, 2018 through August 31, 2019, at a total amount of $215,664.38;
15) **Email Security Software License Agreement (Renewal):** renew the email security software license agreement with **SHI Government Solutions** (Austin, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 30, 2018 through September 29, 2019, at a total amount of $45,171.20;
16) **Enterprise Software Licenses and Maintenance Agreements (Renewal):** renew the enterprise software licenses and maintenance agreements with **SHI Government Solutions** (Austin, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning August 30, 2018 through September 20, 2019, at a total amount of $111,827.40;

17) **Hardware and Software Maintenance and Support Agreements (Renewal):** renew the hardware and software maintenance and support agreements with **Dell Marketing, LP.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2018 through August 31, 2019, at a total amount of $143,462.09;
18) **Internet Service – Pecan Campus (Renewal):** renew the internet service – Pecan Campus with Time Warner Cable/Spectrum, through the State of Texas **Department of Information Resources** (DIR) (Austin, TX), for the period beginning September 1, 2018 through August 31, 2019, at a monthly amount of $11,003.33 and annual amount of $132,039.96;
19) **Network Hardware and Software Maintenance Agreement (Renewal):** renew the network hardware and software maintenance agreement with **Insight Public Sector** (Tempe, AZ/McAllen, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2018 through August 31, 2019, at a total amount of $175,670.17;
20) **Oracle License Maintenance Agreement (Renewal):** renew the Oracle license maintenance agreement with **Oracle America, Inc.** (Dallas, TX), a State of Texas Department of Information Services (DIR) approved vendor, for the period beginning September 1, 2018 through August 31, 2019, at a total amount of $442,092.30;
21) **Public Website Hosting Services (Renewal):** renew the public website hosting services with **Rackspace Hosting, Inc.** (San Antonio, TX), a sole source vendor, for the period beginning September 1, 2018 through August 31, 2019, at a total amount of $78,348.96;

E. **Interlocal Agreement**

22) **Professional Development Services (Interlocal Agreement/Renewal):** renew the professional development services with **Region One Education Service Center** (Edinburg, TX), through an interlocal agreement, for the period beginning September 1, 2018 through August 31, 2019, at a total amount of $14,237.50.

Recommend Action - The total for all award of proposals, purchases, renewals, and interlocal agreement (Non-Bond Proceeds) is $3,269,407.71.

SOUTH TEXAS COLLEGE
1. CUSTODIAL SUPPLIES
PROJECT NO. 18-19-1008

							Primary				**Secondary**	
		VENDOR	Central Poly-Bag, Corp.	Copy Plus, LLC.	Devin Distributing & Packaging, Inc.	Dispose N Save	Gateway Printing & Office Supply, Inc.	Gulf Coast Paper, Co.	Interboro Packaging, Corp.	Interline Brands, Inc./dba SupplyWorks	Medek, LLC.	Rio Paper & Supply, LLC.	Yanitor Paper and Supplies, LLC.
		ADDRESS	2400 Bedle Place	4500 N 10th Ste 240	4109 N Conway	5 Getzil Berger	315 S Closner	635 Billy Mitchell Blvd	114 Bracken Rd	701 San Marco Blvd	315 E Business 83	1800 Mozelle	5420 N Athol St
		CITY/STATE/ZIP	Linden, NJ 07036	McAllen, TX 78504	Palmhurst, TX 78573	Monroe, NY 10950	Edinburg, TX 78539	Brownsville, TX 78521	Montgomery, NY 12549	Jacksonville, FL 32207	Alamo, TX 78516	Pharr, TX 78577	Pharr, TX 78577
		PHONE	908-862-7570	956-668-7587	956-424-3660	845-781-7800	956-383-3861	956-541-2281	845-782-6800	800-476-5830	956-800-4366	956-782-5111	956-843-2006
		FAX	908-862-9019	956-668-7590	956-424-7055	845-781-2455	956-316-0253	956-541-2018	845-781-2450		855-633-3577	956-782-5127	956-843-2008
		CONTACT	Andrew Hoffer	Michael J. Flemate	David Gutierrez	Toby Fried	Chris Diaz	Jorge A. Guerra	Chanie Holfer	Ran Garver	Dennis Garcia	Jesus A. Sanchez	Carlos Franco
#	**UOM**	**Description**	**Unit Price**	**Unit Price**	**Unit Price**	**Unit Price**	**Unit Price**	**Unit Price**	**Unit Price**	**Unit Price**	**Unit Price**	**Unit Price**	**Unit Price**
1	CS	Jumbo Toilet Tissue	$21.18	$52.74	$18.86		$42.69	$26.70		$31.67	$17.00	$21.16	$20.00
2	CS	Roll Paper Towels	$20.18	$24.98	$16.49		$26.00	$21.00		$21.75	$19.00	$19.70	$16.00
3	CS	Can Liners, 40" X 48"	$16.90	$62.89	$26.43	$21.84/250	$20.50	$22.41	$19.34	$26.37	$19.25	$19.42	$26.00
4	CS	Can Liners, 24" X 33"	$13.10	$30.90	$37.99	$13.48/1,000	$14.45	$16.82	$13.34	$18.41	$15.00	$14.30	$17.30
5	CS	Large Powder-Free Nitrile Gloves	$41.89	$62.05	$35.68	$31.50/1,000	$45.00	$52.00	$31.40	$6.36 per box $63.60 case	$29.70	$4.00 box $40.00 case	$42.50
6	CS	Medium Powder-Free Nitrile Gloves	$41.89	$65.50	$35.68	$31.50/1,000	$45.00	$52.00	$31.40	$6.55 per box $65.50 case	$29.70	$4.00 box $40.00 case	$42.50
7	CS	Alcohol InstantFoam Hand Sanitizer		$57.10	$41.97		$89.00	$71.00		$77.82		$53.04	
8	CS	All Purpose Wipes		$52.50	$37.91		$37.65	$37.50		$39.28		$38.75	
9	CS	Air Freshener			$88.63			$129.00		$164.88		$67.63	
10	CS	Neutral Floor Cleaner		$60.70	$93.85			$20.50		$26.28		$36.07	
11	CS	All-Purpose Cleaner		$36.25	$90.49			$56.00		$71.64		$59.87	
12	CS	Disinfectant		$33.95	$104.09			$83.00		$106.24		$69.26	
13	CS	Lemon Furniture Polish		$59.85	$28.91		$45.75	$39.00		$40.80		$36.20	
14	CS	Angle Broom		$128.50	$4.01		$73.59	$52.80		$11.12ea $133.44 case		$80.10	
15	DZ	Mop Head		$130.70	$46.81		$89.20	$71.36		$66.72		$94.88	
16	GAL	Dry Erase Surface Cleaner		$20.75			$24.50	$22.85		$45.98		$27.39	
17	CA	Liquid Cream Cleaner		$53.77	$21.40			$25.00		$34.44		$31.87	
18	PK	Vacuum Bags for Nilfisk Advance						$16.72		$7.63		$15.89	
19	CS	Neutral Floor Cleaner		$119.80	$18.59		$35.08	$22.90		$24.52		$36.07	
20	CS	All Purpose Cleaner		$33.60	$44.71			$52.70		$61.60		$59.87	
21	CS	Carpet Cleaner		$55.45	$26.85			$28.20		$32.88		$61.98	
22	CS	Carpet Cleaner Prespray/Spot		$32.05	$27.56			$23.50		$27.44		$58.96	
23	CS	Floor Finisher Restorer		$44.80	$39.20			$46.80		$55.04		$89.49	
24	EA	Dry Erase Surface Cleaner		$6.57			$9.99	$7.80		$11.38		$10.44	
25	CS	Floor Finish Wax		$103.67	$52.00					$70.19		$64.22	
26	CS	Floor Finish Stripper		$90.60	$47.91					$55.30		$70.40	

SOUTH TEXAS COLLEGE
1. CUSTODIAL SUPPLIES
PROJECT NO. 18-19-1008

								Primary				**Secondary**	
		VENDOR	Central Poly-Bag, Corp.	Copy Plus, LLC.	Devin Distributing & Packaging, Inc.	Dispose N Save	Gateway Printing & Office Supply, Inc.	Gulf Coast Paper, Co.	Interboro Packaging, Corp.	Interline Brands, Inc./dba SupplyWorks	Medek, LLC.	Rio Paper & Supply, LLC.	Yanitor Paper and Supplies, LLC.
#	**UOM**	**Description**	**Unit Price**	**Unit Price**	**Unit Price**	**Unit Price**	**Unit Price**	**Unit Price**	**Unit Price**	**Unit Price**	**Unit Price**	**Unit Price**	**Unit Price**
27	EA	Brushless Mechanical Sweeper		$109.15			$104.00	$89.00		$81.21		$96.23	
28	CS	Floor Stripping Pads		$17.93	$18.48		$18.50	$19.10		$24.50		$5.05 ea $25.25 case	
29	CS	Multilingual "Caution" Floor Safety Sign		$112.57	$30.14		$11.65	$5.90		$69.54	$54.50	$4.99 ea $29.94 case	$7.00
30	BX	Urinal Screens		$20.45	$14.54		$14.59	$17.70		$117.00		$18.30	
31	CS	Dust Pan		$174.74	$38.53		$83.34	$7.90		$79.20	$106.25	$9.00 ea $54.00 case	$16.00
32	CS	Extra Large Blue powder-Free Nitrile Gloves	$41.89	$68.90	$35.68	$31.50/1,000	$45.00	$52.00	$31.40	$58.70	$29.70	$4.00 ea $40.00 case	$42.50
33	CS	Feminine Hygiene Receptacle Liners		$37.55	$14.53		$20.85	$14.60		$15.32		$18.50	
34	CS	Natural Multifold Towel	$18.70	$15.60	$15.15		$16.25	$16.50		$19.18	$15.50	$16.70	$15.00
35	CS	Air Freshener Refill		$31.20			$69.00	$57.00		$18.79 ea $112.74 case		$66.85	
36	CS	Lotion Foam Soap		$57.15	$29.19		$51.00	$42.00		$42.96		$43.98	
Catalog/Product Listing Discount			0%	1-90%	5-10%	50%	Up to 74.9%	50% TASB	50%	15%	0%	20-30%	0%
Delivery Upon Receipt of PO			Within 30 Days	2-3 Days		14 Days ARO	1-2 Days	1 Day	10-14 Days ARO	3-5 Days ARO Stock, 7-14 Days ARO Non-Stock	5 Business Days	7-10 Business Days	3-5 Business Days
Escalation													
2nd Year			8%		5-10% (if manufacture has price increase)	15%	If MFG Increases	1-10% (only if market goes up can provide MFG letters)	15%	0% - Price increases at the time of renewal will be evaluated during the renewal period to ensure maximum value to our customer.	5%	4-8% If MFG Increases	0%
3rd Year			8%		5-10% (if manufacture has price increase)	15%	If MFG Increases	1-10% (only if market goes up can provide MFG letters)	15%	0% - Price increases at the time of renewal will be evaluated during the renewal period to ensure maximum value to our customer.	5%	4-8% If MFG Increases	5%
Total Evaluation Points			74.75	76.75	59	66.25	80.75	95	70	81.5	72.5	90.25	67.75
Ranking			6	5	11	10	4	1	8	3	7	2	9

SOUTH TEXAS COLLEGE
1. CUSTODIAL SUPPLIES
PROJECT NO. 18-19-1008
EVALUATION SUMMARY

	VENDOR	Central Poly-Bag, Corp.		Copy Plus, LLC.		Devin Distributing & Packaging, Inc.		Dispose N Save		Gateway Printing & Office Supply, Inc.		Gulf Coast Paper, Co.		Interboro Packaging, Corp.		Interline Brands, Inc./ dba SupplyWorks		Medek, LLC.		Rio Paper & Supply, LLC.		Yanitor Paper and Supplies, LLC.	
	ADDRESS	2400 Bedle Place		4500 N 10th Ste 240		4109 N Conway		5 Getzil Berger		315 S Closner		635 Billy Mitchell Blvd		114 Bracken Rd		701 San Marco Blvd		315 E Bus Hwy 83		1800 Mozelle		5420 N Athol St	
	CITY/STATE/ZIP	Linden, NJ 07036		McAllen, TX 78504		Palmhurst, TX 78573		Monroe, NY 10950		Edinburg, TX 78539		Brownsville, TX 78521		Montgomery, NY 12549		Jacksonville, FL 32207		Alamo, TX 78516		Pharr, TX 78577		Pharr, TX 78577	
	PHONE	908-862-7570		956-668-7587		956-424-3660		845-781-7800		956-383-3861		956-541-2281		845-782-6800		800-476-5830		956-800-4366		956-782-5111		956-843-2006	
	FAX	908-862-9019		956-668-7590		956-424-7055		845-781-2455		956-316-0253		956-541-2018		845-781-2450				855-633-3577		956-782-5127		956-843-2008	
	CONTACT	Andrew Hoffer		Michael J. Flemate		David Gutierrez		Toby Fried		Chris Diaz		Jorge A. Guerra		Chanie Holfer		Ran Garver		Dennis Garcia		Jesus A. Sanchez		Carlos Franco	
1	The purchase price. (up to 50 points)	48	47.5	44	44	42	42	40	40	46	46	50	50	46	46	46	46	46	46	48	48	46	46
		48		44		42		40		46		50		46		46		46		48		46	
		48		44		42		40		46		50		46		46		46		48		46	
		46		44		42		40		46		50		46		46		46		48		46	
2	The reputation of the vendor and the vendor's goods and/or services. (up to 10 points)	6	6.75	7	7	4	3.75	5	5.5	8	8	9	9.25	7	7	8	8	6	6.25	8	8.5	5	6
		7		7		7		7		7		9		7		8		7		8		7	
		6		7		2		5		8		10		6		8		5		9		7	
		8		7		2		5		9		9		8		8		7		9		5	
3	The quality of the vendor's goods and/or services. (up to 18 points)	13	12	12	11.75	7	6.25	10	10.5	13	12.75	17	16.5	8	8.25	12	12.5	11	11.75	16	15.5	7	7.5
		12		12		9		9		10		16		9		15		12		15		10	
		9		9		4		9		14		16		3		9		10		14		5	
		14		14		5		14		14		17		13		14		14		17		8	
4	The extent to which the vendor's goods and/or services meet the College's needs. (up to 18 points)	6	6.5	13	12	4	4.5	8	8.25	11	11.5	16	16.5	8	7.25	12	13	6	6.5	14	15.5	6	6.25
		5		12		10		5		11		16		5		13		5		15		5	
		6		9		2		8		9		17		8		13		8		16		7	
		9		14		2		12		15		17		8		14		7		17		7	
5	The vendor's past relationship with the College. (up to 3 points)	2	2	2	2	2	2.5	2	2	2	2.5	2	2.75	2	1.5	2	2	2	2	3	2.75	2	2
		2		2		2		2		2		2		2		2		2		2		2	
		2		2		3		2		3		3		1		2		2		3		3	
		2		2		3		2		3		3		1		2		2		3		1	
6	The impact on the ability of the College to comply with laws and rules relating to Historically Underutilized Business. (up to 1 point)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		0		0		0		0		0		0		0		0		0		0		0	
		0		0		0		0		0		0		0		0		0		0		0	
		0		0		0		0		0		0		0		0		0		0		0	
TOTAL EVALUATION POINTS		74.75		76.75		59		66.25		80.75		95		70		81.5		72.5		90.25		67.75	
RANKING		6		5		11		10		4		1		8		3		7		2		9	

SOUTH TEXAS COLLEGE
2. PEST CONTROL SERVICES
PROJECT NO. 18-19-1009

VENDOR			Bug Off Pest Control		Bug Works Termite & Pest Control, Co.		Del Valle Termite and Pest Control Specialists, LLC.		Pest Master Pest Control	
ADDRESS			1609 Mozelle St		715 W Pecan		1510 W Dove Ave Ste B		2441 Nacogdoches	
CITY/STATE/ZIP			Pharr, TX 78577		McAllen, TX 78501		McAllen, TX 78504		San Antonio, TX 78217	
PHONE			956-782-7378		956-687-2645		956-433-3348		210-452-7087	
FAX			956-782-1149		956-687-2646		956-627-3487		855-466-7378	
CONTACT			Tommy Cantu		Mark Sullivan		Raymond Mendez		John Arbuckle	
#	**Qty**	**Description**	**Unit Price**	**Extension**	**Unit Price**	**Extension**	**Unit Price**	**Extension**	**Unit Price**	**Extension**
Monthly Pest Control Service (For Cafeterias and Shipping and Receiving Warehouse only)										
1	12	Pecan Campus Cafeteria (3 Bldgs)	$ 160.00	$ 1,920.00	$ 195.00	$ 2,340.00	$ 95.00	$ 1,140.00	$ 135.00	$ 1,620.00
2	12	Technology Center Cafeteria	$ 49.00	$ 588.00	$ 65.00	$ 780.00	$ 65.00	$ 780.00	$ 45.00	$ 540.00
3	12	Starr County Campus Cafeteria	$ 60.00	$ 720.00	$ 65.00	$ 780.00	$ 45.00	$ 540.00	$ 45.00	$ 540.00
4	12	Mid Valley Campus Cafeteria (2 Bldgs)	$ 89.00	$ 1,068.00	$ 130.00	$ 1,560.00	$ 45.00	$ 540.00	$ 90.00	$ 1,080.00
5	12	Nursing Allied Health Cafeteria (2 Bldgs)	$ 89.00	$ 1,068.00	$ 130.00	$ 1,560.00	$ 45.00	$ 540.00	$ 90.00	$ 1,080.00
6	12	Shipping and Receiving Warehouse	$ 89.00	$ 1,068.00	$ 65.00	$ 780.00	$ 95.00	$ 1,140.00	$ 50.00	$ 600.00
MONTHLY TOTAL				$ 6,432.00		$ 7,800.00		$ 4,680.00		$ 5,460.00
Quarterly Pest Control Service (For all Buildings, Lawns and Gardens)										
7	4	Pecan Campus	$ 2,400.00	$ 9,600.00	$ 895.00	$ 3,580.00	$ 800.00	$ 3,200.00	$ 170.00	$ 680.00
8	4	Technology Center	$ 440.00	$ 1,760.00	$ 380.00	$ 1,520.00	$ 300.00	$ 1,200.00	$ 170.00	$ 680.00
9	4	Starr County Campus	$ 625.00	$ 2,500.00	$ 180.00	$ 720.00	$ 95.00	$ 380.00	$ 170.00	$ 680.00
10	4	Mid Valley Campus	$ 610.00	$ 2,440.00	$ 350.00	$ 1,400.00	$ 125.00	$ 500.00	$ 170.00	$ 680.00
11	4	Nursing Allied Health	$ 460.00	$ 1,840.00	$ 140.00	$ 560.00	$ 125.00	$ 500.00	$ 170.00	$ 680.00
12	4	Pecan Plaza	$ 375.00	$ 1,500.00	$ 150.00	$ 600.00	$ 125.00	$ 500.00	$ 170.00	$ 680.00
13	4	Regional Center for Public Safety Excellence	$ 185.00	$ 740.00	$ 120.00	$ 480.00	$ 35.00	$ 140.00	$ 170.00	$ 680.00
QUARTERLY TOTAL				$ 20,380.00		$ 8,860.00		$ 6,420.00		$ 4,760.00
Annual Service (Termites and Fleas)										
14	1	Pecan Campus	$ 1,180.00	$ 1,180.00	$ 895.00	$ 895.00	$ 800.00	$ 800.00	$ 170.00	$ 170.00
15	1	Technology Center	$ 495.00	$ 495.00	$ 422.00	$ 422.00	$ 500.00	$ 500.00	$ 170.00	$ 170.00
16	1	Starr County Campus	$ 495.00	$ 495.00	$ 154.00	$ 154.00	$ 350.00	$ 350.00	$ 170.00	$ 170.00
17	1	Mid Valley Campus	$ 820.00	$ 820.00	$ 178.00	$ 178.00	$ 500.00	$ 500.00	$ 170.00	$ 170.00
18	1	Nursing Allied Health	$ 495.00	$ 495.00	$ 140.00	$ 140.00	$ 350.00	$ 350.00	$ 170.00	$ 170.00
19	1	Pecan Plaza	$ 275.00	$ 275.00	$ 150.00	$ 150.00	$ 250.00	$ 250.00	$ 170.00	$ 170.00
20	1	Regional Center for Public Safety Excellence	$ 275.00	$ 275.00	$ 120.00	$ 120.00	$ 150.00	$ 150.00	$ 170.00	$ 170.00
ANNUAL TOTAL				$ 4,035.00		$ 2,059.00		$ 2,900.00		$ 1,190.00
TOTAL BID AMOUNT				$ 30,847.00		$ 18,719.00		$ 14,000.00		$ 11,410.00
Price Escalation 2nd Year				0%		Reduce by 1%		3%		0%
Price Escalation 3rd Year				3.50%		Reduce by 1%		5%		0%
TOTAL EVALUATION POINTS				70.64		85.66		67.65		80.64
RANKING				3		1		4		2

SOUTH TEXAS COLLEGE
2. PEST CONTROL SERVICES
PROJECT NO. 18-19-1009
EVALUATION SUMMARY

	VENDOR	Bug Off Pest Control		Bug Works Termite & Pest Control, Co.		Del Valle Termite and Pest Control Specialists, LLC.		Pest Master Pest Control	
	ADDRESS	1609 Mozelle St		715 W Pecan		1510 W Dove Ave Ste B		2441 Nacogdoches	
	CITY/STATE/ZIP	Pharr, TX 78577		McAllen, TX 78501		McAllen, TX 78504		San Antonio, TX 78217	
	PHONE	956-782-7378		956-687-2645		956-433-3348		210-452-7087	
	FAX	956-782-1149		956-687-2646		956-627-3487		855-466-7378	
	CONTACT	Tommy Cantu		Mark Sullivan		Raymond Mendez		John Arbuckle	
1	The purchase price. (up to 40 points)	25 25 25	25	30 30 30	30	35 35 35	35	40 40 40	40
2	The reputation of the vendor and the vendor's goods and/or services. (up to 18 points)	10 16 17	14.33	15 17 17	16.33	5 10 10	8.33	10 14 14	12.66
3	The quality of the vendor's goods or services. (up to 18 points)	10 17 17	14.66	15 17 17	16.33	10 10 15	11.66	10 13 15	12.66
4	The extent to which the vendor's goods or services meet the College's needs. (up to 15 points)	7 14 14	11.66	15 15 15	15	7 7 11	8.33	7 10 12	9.66
5	The vendor's past relationship with the College. (up to 3 points)	2 3 3	2.66	3 3 3	3	2 2 2	2	2 2 2	2
6	The impact on the ability of the College to comply with laws and rules relating to Historically Underutilized Business. (up to 1 point)	0 0 0	0	0 0 0	0	1 1 1	1	0 0 0	0
7	The total long-term cost to the College to acquire the vendor's goods or services. (up to 5 points)	2 2 3	2.33	5 5 5	5	1 2 1	1.33	3 4 4	3.66
TOTAL EVALUATION POINTS		70.64		85.66		67.65		80.64	
RANKING		3		1		4		2	

SOUTH TEXAS COLLEGE
3. PRINTING PROJECTS
PROJECT NO. 18-19-1010

	NAME	ASAP Printing Solutions	Capital Spectrum, Inc.	Copy Plus	CBS Print/ dba Copy Zone	EP Graphics, Inc.	FedEx Office	Gateway Printing & Office Supply, Inc.	Grunwald Printing, Co.	Parra's Printing, Inc.	Promo Universal, LLC.	San Antonio Printing	Valley Town Crier
	ADDRESS	310 S 23rd	PO Box 17936	4500 N 10th St	4131 N 10th St	169 S Jefferson St	2812 N 10th St	315 S Closner Blvd	1418 Morgan Ave	201 N. McColl Rd Ste C	2741 Swantner St	2909 W US Hwy 83	1811 N 23rd
	CITY/STATE/ZIP	McAllen, TX 78501	Austin, TX 78760	McAllen, TX 78504	McAllen, TX 78504	Berne, IN 46711	McAllen, TX 78501	Edinburg, TX 78539	Corpus Christi, TX 78404	McAllen, TX 78501	Corpus Christi, TX 78404	McAllen, TX 78501	McAllen, TX 78501
	PHONE	956-630-6116	512-478-3448	956-668-7587	956-668-9600	877-589-2145	956-682-4040	956-383-3861	361-882-5654	956-414-2906	800-221-7419	956-605-0088	956-682-2423
	FAX	956-668-1669	512-478-3863	956-668-7590	956-668-7818	260-589-2810	956-682-4013	956-383-1037	361-882-7394		361-884-8015		
	CONTACT	Sean O' Connor	James F. Adame	Leonel Cantu	Pily Stevens	Lori Schoenlein	Humberto Barberena	Kelly Huerta	Jennifer Alfano	Paulina Parra	Anthony Anzaldua	Antonio Delgado	Gerard Delaney
#	**Description**	**Proposed**	**Proposed**	**Proposed**	**Proposed**	**Proposed**	**Proposed**	**Proposed**	**Proposed**	**Proposed**	**Proposed**	**Proposed**	**Proposed**
DIVISION BROCHURES FY 2018-2019													
	One (1) issue per year (5 Different Division brochures (7,000 for each)												
1	35,000 Prints	$ 5,495.00	$ 6,132.00		$ 5,824.20		$ 8,322.65	$ 2,714.75	$ 2,883.90	$ 8,090.00	$ 5,475.00		
PROGRAM OF STUDY BROCHURES FY 2018-2019													
1	30,000 Prints	$ 6,621.00	$ 7,444.00		$ 5,493.75		$ 5,315.32	$ 3,477.90	$ 3,993.44	$ 6,628.00	$ 5,675.00		
STAYING CONNECTED SPECIAL EDITION TABLOIDS FY 2018-2019													
1	200,000 Prints		$ 285,865.00										
CLASS SCHEDULES FY 2018-2019 SUMMER/FALL 2019													
	One (1) issue per year												
1	46,000 Summer/ 46,000 Fall; 92,000 Total												$ 17,283.11
2	52,000 Fall Schedule Only												$ 9,300.54
	Total												**$ 26,583.65**
CLASS SCHEDULES FY 2018-2019 - SPRING 2019													
1	52,000 prints @ 32 pages												$ 9,300.54
OFFICIAL STATIONERY FY 2018-2019													
1	**Letterhead**												
	1 Ream	$ 165.00		$ 29.78	$ 26.87		$ 163.61	$73.80		$92.85		$77.00	
2	**Envelopes**												
	1 Box	$ 208.00		$ 44.00	$ 41.50		$ 177.95	$130.00		$142.00		$92.00	
3	**Second Sheets**												
	1 Ream	$ 38.00		$ 30.40	$ 20.06		$ 15.00	$18.75		$24.90		$18.00	
4	**Business Cards Double Sided**												
	1 Box (500 cards)	$ 36.00		$ 24.00	$ 21.07		$ 19.99	$42.20		$45.00		$23.00	
FINAL COST PER COMPLETED ORDERS													
5	**Letterhead**												
	200 Reams (500 sheets) Online				$ 5,374.00			$14,760.00					
	200 Reams (500 sheets) Camera Ready	$ 33,000.00		$ 5,956.00	**$ 5,374.00**		$ 32,722.00	$14,760.00		$18,570.00		$15,400.00	
6	**Envelopes**												
	200 Boxes (500 envelopes) Online				$ 8,300.00			$26,000.00					
	200 Boxes (500 envelopes) Camera Ready	$ 41,600.00		$ 8,800.00	**$ 8,300.00**		$ 35,590.00	$26,000.00		$28,400.00		$18,400.00	
7	**Second Sheets**												
	500 Reams (500 sheets)	$ 19,000.00		$ 15,200.00	**$ 10,030.00**		$ 7,500.00	$9,375.00		$12,450.00		$9,000.00	
8	**Business Cards Double Sided**												
	1,000 Boxes (500 cards) Online				$ 21,070.00			$42,200.00					
	1,000 Boxes (500 cards) Camera Ready	$ 36,000.00		$ 24,000.00	$ 21,070.00		**$ 19,990.00**	$42,200.00		$45,000.00		$23,000.00	
STUDENT CATALOG FY 2018-2019													
	One (1) issue per year												
1	6,500 Prints 500 Pages + Cover		$ 19,357.00			$17,620.00 496pgs + Cover							

SOUTH TEXAS COLLEGE
3. PRINTING PROJECTS
PROJECT NO. 18-19-1010

#	NAME / Description	ASAP Printing Solutions	Capital Spectrum, Inc.	Copy Plus	CBS Print/ dba Copy Zone	EP Graphics, Inc.	FedEx Office	Gateway Printing & Office Supply, Inc.	Grunwald Printing, Co.	Parra's Printing, Inc.	Promo Universal, LLC.	San Antonio Printing	Valley Town Crier
		Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed
VIEWBOOK W/MAILER FY 2018-2019													
	One (1) issue per year												
1	10,000 Prints		$ 5,104.00	$ 3,571.20			$ 4,996.00	$ 4,048.00	$ 3,686.11				
GRADUATION PROGRAMS FY 2018-2019													
December 2018 Graduation Ceremony Programs													
1	8,000 Programs		$ 6,414.00									$ 7,100.00	
May 2019 Graduation Ceremony Programs													
1	14,000 Programs		$ 11,456.00									$ 11,100.00	
	Graduation Programs Total		**$ 17,870.00**									$ 18,200.00	
CPWE BROCHURES FY 2018-2019													
1	10,000 Prints	$ 2,699.00	$ 4,308.00	$ 1,945.60	$ 2,794.50		$ 2,508.89	$ 1,964.50	$ 1,993.16	$ 3,807.00	$ 2,189.00		
Summary of Projects													
	Division Brochures FY 2018-2019							**$ 2,714.75**					
	Program of Study Brochures FY 2018-2019							**$ 3,477.90**					
	Class Schedules FY 2018-2019 Summer/Fall 2019												**$ 26,583.65**
	Class Schedules FY 2018-2019 Spring 2019												**$ 9,300.54**
	Official Stationery FY 2018-2019				**$ 13,674.00**								
	Business Cards Double Sided						**$ 19,990.00**						
	Student Catalog FY 2018-2019					**$ 17,620.00**							
	Viewbook w/ Mailer FY 2018-2019			**$ 3,571.20**									
	Graduation Programs FY 2018-2019		**$ 17,870.00**										
	CPWE Brochures FY 2018-2019			**$ 1,945.60**									
TOTAL EVALUATION POINTS		71.65	92.66	87.66	93.99	90.65	92.99	88.66	90.66	69.65	78.65	80.66	91.32
RANKING		11	3	8	1	6	2	7	5	12	10	9	4

SOUTH TEXAS COLLEGE
3. PRINTING PROJECTS - GENERAL PURPOSE PRINTING
PROJECT NO. 18-19-1010

	NAME	ASAP Printing Solutions	Copy Plus	CBS Print/ dba Copy Zone	FedEx Office	Gateway Printing & Office Supply, Inc.	Grunwald Printing, Co.	Parra's Printing, Inc.	Promo Universal, LLC.	San Antonio Printing
	ADDRESS	310 S 23rd	4500 N 10th St	4131 N 10th St	2812 N 10th St	315 S Closner Blvd	1418 Morgan Ave	201 N McColl Rd Ste C	2741 Swantner St	2909 W US Hwy 83
	CITY/STATE/ZIP	McAllen, TX 78501	McAllen, TX 78504	McAllen, TX 78504	McAllen, TX 78501	Edinburg, TX 78539	Corpus Christi, TX 78404	McAllen, TX 78501	Corpus Christi, TX 78404	McAllen, TX 78501
	PHONE	956-630-6116	956-668-7587	956-668-9600	956-682-4040	956-383-3861	361-882-5654	956-414-2906	800-221-7419	956-605-0088
	FAX	956-668-1669	956-668-7590	956-668-7818	956-682-4013	956-383-1037	361-882-7394		361-884-8015	
	CONTACT	Sean O' Connor	Leonel Cantu	Pily Stevens	Humberto Barberena	Kelly Huerta	Jennifer Alfano	Paulina Parra	Anthony Anzaldua	Antonio Delgado
#	Description	Unit Price	Unit Price	Unit Price	Unit Price	Unit Price	Unit Price	Unit Price	Unit Price	Unit Price
1.	**FLIERS (SINGLE SIDED)**									
	8.5 x 11 24# Text White or similar, 4 Color Process, Full Bleed, No Folds									
	Cost per 250	$ 75.00	$ 45.18	$ 57.60	$ 198.22	$ 29.20	$ 80.32	$ 114.00	$ 135.00	$ 106.25
	Cost per 1,000	$ 220.00	$ 159.00	$ 182.45	$ 223.02	$ 96.25	$ 169.99	$ 329.00	$ 165.00	$ 375.00
	Cost per 2,000	$ 515.00	$ 302.00	$ 334.63	$ 320.44	$ 185.70	$ 252.77	$ 527.00	$ 250.00	$ 550.00
2.	**BROCHURES**									
	8.5 x 11 80#, Gloss Text White, 4 Color Process, Double-Sided Printing, Full Bleed Both Sides, Tri-fold									
	Cost per 500	$ 195.00	$ 197.00	$ 104.31	$ 255.90	$ 141.30	$ 181.14	$ 218.00	$ 155.00	$ 425.00
	Cost per 1,000	$ 235.00	$ 362.10	$ 188.58	$ 291.22	$ 280.90	$ 261.57	$ 353.00	$ 180.00	$ 750.00
	Cost per 2,000	$ 345.00	$ 681.90	$ 347.38	$ 424.92	$ 375.00	$ 315.06	$ 565.00	$ 515.00	$ 1,300.00
3.	**POSTCARDS**									
	5 x 7 10 PT White Cover Gloss or similar, (4/1), Double-Sided, Full Bleed									
	Cost per 3,000	$ 250.00	$ 413.25	$ 238.59	$ 371.56	$ 258.80	$ 353.42	$ 531.00	$ 200.00	$ 1,125.00
	Cost per 5,000	$ 335.00	$ 634.75	$ 377.12	$ 417.45	$ 401.95	$ 445.22	$ 705.00	$ 320.00	$ 1,630.00
	Cost per 7,000	$ 620.00	$ 880.25	$ 520.64	$ 679.34	$ 544.90	$ 523.17	$ 998.00	$ 500.00	$ 1,920.00
4.	**NCR FORMS**									
4a	**Based on a 2-part NCR form**									
	8.5 x 11, Single Sided, Black Ink									
	Cost per 100	$ 60.00	$ 21.74	$ 32.22	$ 40.00	$ 20.05	$ 90.46	$ 75.00	$ 68.00	$ 30.00
	Cost per 500	$ 170.00	$ 108.70	$ 74.28	$ 125.00	$ 67.45	$ 232.18	$ 139.00	$ 85.00	$ 75.00
4b	**Based on a 3-part NCR form**									
	8.5 x 11, Single Sided, Black Ink									
	Cost per 100	$ 79.00	$ 32.61	$ 40.67	$ 50.00	$ 25.65	$ 106.46	$ 99.00	$ 92.00	$ 40.00
	Cost per 500	$ 249.00	$ 148.05	$ 133.11	$ 175.00	$ 95.25	$ 302.18	$ 169.00	$ 116.00	$ 125.00

SOUTH TEXAS COLLEGE
3. PRINTING PROJECTS
PROJECT NO. 18-19-1010
EVALUATION SUMMARY

	NAME	ASAP Printing Solutions		Capital Spectrum, Inc.		Copy Plus		CBS Print/ dba Copy Zone		EP Graphics, Inc.		Fed Ex Office	
	ADDRESS	310 S 23rd		P O Box 17936		4500 N 10th St		4131 N 10th St		169 S Jefferson St.		2812 N 10th St	
	CITY/STATE/ZIP	McAllen, TX 78501		Austin, TX 78760		McAllen, TX 78504		McAllen, TX 78504		Berne, IN 46711		McAllen, TX 78501	
	PHONE	956-630-6116		512-478-3448		956-668-7587		956-668-9600		877-589-2145		956-682-4040	
	FAX	956-668-1669		512-478-3863		956-668-7590		956-668-7818		260-589-2810		956-682-4013	
	CONTACT	Sean O' Connor		James F. Adame		Leonel Cantu		Pily Stevens		Lori Schoenlein		Humberto Barberena	
1	The purchase price. (up to 40 points)	34 34 34	34	38 38 38	38	36 36 36	36	40 40 40	40	38 38 38	38	36 36 36	36
2	The reputation of the vendor and of the vendor's goods and/or services. (up to 15 points)	12 8 9	9.66	14 14 14	14	13 13 13	13	14 14 13	13.66	14 13 13	13.33	14 14 15	14.33
3	The quality of vendor's goods or services. (up to 16 points)	12 8 8	9.33	15 15 14	14.66	15 13 13	13.66	15 15 13	14.33	15 13 13	13.66	15 15 16	15.33
4	The extent to which the goods or services meet the College's needs. (up to 20 points)	16 11 11	12.66	19 19 16	18	19 16 16	17	19 19 16	18	19 18 16	17.66	19 19 20	19.33
5	The vendor's past relationship with the College. (up to 3 points)	2 2 2	2	3 3 3	3	3 3 3	3	3 3 3	3	3 3 3	3	3 3 3	3
6	The impact on the ability of the College to comply with laws and rules relating to Historically Underutilized Business. (up to 1 point)	0 0 0	0	0 0 0	0	0 0 0	0	0 0 0	0	0 0 0	0	0 0 0	0
7	The vendor's delivery schedule. (up to 5 points)	4 4 4	4	5 5 5	5	5 5 5	5	5 5 5	5	5 5 5	5	5 5 5	5
	TOTAL EVALUATION POINTS	71.65		92.66		87.66		93.99		90.65		92.99	
	RANKING	11		3		8		1		6		2	

SOUTH TEXAS COLLEGE
3. PRINTING PROJECTS
PROJECT NO. 18-19-1010
EVALUATION SUMMARY

	NAME	Gateway Printing & Office Supply, Inc.		Grunwald Printing, Co.		Parra's Printing, Inc.		Promo Universal, LLC.		San Antonio Printing		Valley Town Crier	
	ADDRESS	315 S Closner Blvd		1418 Morgan Ave		201 N. McColl Rd Ste C		2741 Swantner St		2909 W US Hwy 83		1811 N 23rd	
	CITY/STATE/ZIP	Edinburg, TX 78539		Corpus Christi, TX 78404		McAllen, TX 78501		Corpus Christi, TX 78404		McAllen, TX 78501		McAllen, TX 78501	
	PHONE	956-383-3861		361-882-5654		956-414-2906		800-221-7419		956-605-0088		956-682-2423	
	FAX	956-383-1037		361-882-7394				361-884-8015					
	CONTACT	Kelly Huerta		Jennifer Alfano		Paulina Parra		Anthony Anzaldua		Antonio Delgado		Gerard Delaney	
1	The purchase price. (up to 40 points)	36 36 36	36	36 36 36	36	32 32 32	32	34 34 34	34	34 34 34	34	38 38 38	38
2	The reputation of the vendor and of the vendor's goods and/or services. (up to 15 points)	13 14 14	13.66	14 14 14	14	12 8 8	9.33	12 12 12	12	12 12 12	12	13 14 14	13.66
3	The quality of vendor's goods or services. (up to 16 points)	13 14 15	14	15 15 14	14.66	13 8 8	9.66	12 12 10	11.33	12 12 12	12	14 15 14	14.33
4	The extent to which the goods or services meet the College's needs. (up to 20 points)	16 18 17	17	19 17 18	18	16 11 11	12.66	16 15 13	14.66	16 16 16	16	17 19 16	17.33
5	The vendor's past relationship with the College. (up to 3 points)	3 3 3	3	3 3 3	3	2 2 2	2	3 2 2	2.33	3 3 2	2.66	3 3 3	3
6	The impact on the ability of the College to comply with laws and rules relating to Historically Underutilized Business. (up to 1 point)	0 0 0	0	0 0 0	0	0 0 0	0	0 0 0	0	0 0 0	0	0 0 0	0
7	The vendor's delivery schedule. (up to 5 points)	5 5 5	5	5 5 5	5	4 4 4	4	4 4 5	4.33	4 4 4	4	5 5 5	5
	TOTAL EVALUATION POINTS	88.66		90.66		69.65		78.65		80.66		91.32	
	RANKING	7		5		12		10		9		4	

SOUTH TEXAS COLLEGE
4. PROFESSIONAL RECRUITMENT SERVICES
PROJECT NO. 17-18-1033

VENDOR		Academic Keys, LLC.	Academic Search, Inc.	AGB Search, LLC.	Association of Community College (ACCT)	Diversified Search, LLC.	Gold Hill Associates	Greenwood/Asher & Associates, Inc.	Myers McRae, Inc.	Storbeck/Pimentel & Associates
ADDRESS		1066 Storrs Rd	1015 18th St NW Ste 510	1133 20th St NW Ste 300	1101 17th St NW Ste 300	1201 New Hampshire Ave NW Ste 820	1066 Stigger Rd	42 Business Ctr Dr Ste 206	516 Mulberry St Ste 200	6512 Painter Ave
CITY/STATE/ZIP		Storrs, CT 06268	Washington, DC 20036	Washington, DC 20036	Washington, DC 20036	Washington, DC 20036	Jackson, MI 39209	Miramar Beach, FL 32550	Macon, GA 31201	Whittier, CA 90601
PHONE		203-693-1101	202-332-4049	202-776-0856	202-384-5816	404-942-6311	503-704-3425	850-650-2277	478-330-6222	737-203-8857
FAX		860-429-5183	202-234-7640	202-223-7053	202-452-7845	305-577-3837	503-704-3425	850-650-2272	478-330-5611	562-360-1353
CONTACT		Thomas Anderson	Shawn M. Hartman	Melissa K. Trotta	Tonya Harley	Gene E. Head, Jr.	Preston Pulliams	Jan Greenwood	Emily Parker Myers	Ryan Crawford
#	**Description**	**Proposed**	**Proposed**	**Proposed**	**Proposed**	**Proposed**	**Proposed**	**Proposed**	**Proposed**	**Proposed**
1	Professional Recruitment Services	Key Search $32,000.00 flat fee. Costs outside of flat fee include consultant travel, lodging and related expenses. Background checks are billed as additional cost. Billing is 60% up front and 40% upon completion. Custom Search $12,950.00 flat fee. Costs outside of flat fee include consultant travel, lodging and related expenses. Background checks are billed as additional cost. Billing is 100% up front. Cluster Hire $13,950.00 flat fee. Costs outside of flat fee include consultant travel, lodging and related expenses. Background checks are billed as additional cost. Billing is 100% up front.	31% of the annual salary of the hired candidate with a minimum fee of $42,500. Consultant travel, advertising, and background investigation costs are billed directly to the client, at actual cost. Estimated Reimbursable search-related expenses: Consultant Travel (assuming 2-3 visits to campus) $3,000.00 Advertising (includes online only) $2,500.00 Finalists' Background Checks (assuming 3 finalists) $1,500.00	Retained AGB Search fee structure (includes administration, research, background checks for finalists and clerical services) - President $85,000 - Provost/Executive Vice President $80,000 - Vice President and/or Dean $75,000 - Assistant/Associate Vice President $70,000 - Other Positions $60,000 3% increase in search fees for each renewal year of the retained services contract Reimbursement for ABG Search Expenses (estimate per search) Consultant travel, food, and lodging: $5,000 Advertising - online and print: $5,000 All consultant travel-related expenses and advertising costs are billed at actual cost.	Search Fee $47,000.00 plus consultant(s) travel expenses and shipping costs for a full-service search. This search fee includes advertising expenses. Lead Search consultant on-site visits beyond the three identified will be billed at an additional $3,000.00 per visit, plus travel expenses. Possible additional search expenses: - Profile Brochure Mailing $1,000.00 - Semifinal Candidate Travel (6 to 8 Semifinal Candidates) $3,000.00 - $7,000.00 - Final Candidate Travel (3 to 4 final Candidates/Spouses) $1,500.00 - $3,500.00 - Refreshments/Meeting, etc. $500.00 - Travel Reimbursement $200.00 - Hotel Meeting Space for Candidate Interviews $700.00 - Visit to Final Candidate's Current Institution $700.00	Professional Fee: 33 1/3% of the successful candidate's first year's total targeted cash compensation. Engagement Expenses: Company is reimbursed for direct and indirect expenses. - Direct expenses include, but not limited to, candidate travel, consultant travel, advertising and mailing costs. - Indirect expenses include general office services, computer usage, telephone charges, reproduction, and delivery charges. They are 3% of the Retainer Fee.	Consultant flat fee for an executive search $37,500 Clerical, reference, and research assistance (up to) $2,500 Estimated travel expenses (for three campus visits) $6,000 Background/degree checks per final candidate: four at up to $300.00 (if requested) $1,200 Estimated Total Consultant Expenses for an Executive Search $47,200 STC's Estimated Search Expenses: Advertising/brochure costs (up to) $5,000 Campus visit of finalists (and their spouses/partners) $6,000 - $8,000 Finalist's home campus visit by search team (if desired) $1,500 Miscellaneous Expenses $1,500 Estimated Total College Search Expenses $14,000.00 - $16,000.00	1/3 of the Total First Year's estimated cash compensation for the individual employed with a minimum of $60,000, whichever is higher. Should other placements occur within one year, from the conclusion of these searches, a fee of 25% of the first year's compensation will be assessed based on those hired position(s). Indirect Expenses: 12% fee for indirect expenses on the search for engagement and administrative assistance. We bill all direct expenses with receipts separately for items such as travel, report reproduction, copying and supplies, research, express mail, and phone/video/telecommunications. Client Expenses: Candidates: $500 - $1,000 per person per trip Advertisements Background Checks: $1,000 - $7,000 per candidate Research: $200 per search	Professional fee for each search - 26% of the starting salary ($23,000 minimum) Administrative Fee for each search $1,500 Search Expenses (All expenses are invoiced at cost without markup) STC will be responsible for these direct expenses: - Advertising Average $1,800 - $2,900 - Consultant Travel and Lodging Average cost $700 $1,100 per trip, per consultant - Candidate Travel and Lodging average cost $700.00 - $1,100.00	- Professional Fee: 1/3 of total first year's cash compensation with minimum of $50,000 '- Indirect Expenses/Engagement Support Fee: 12% of Professional Fee'-Out of Pocket Expenses: for consultant and candidate travel (transportation, meals, lodging). Are billed to client - Advertising Costs: Responsibility of client - Candidate Travel Expenses: responsibility of client - Consultant Travel Expenses: responsibility of client - Background Investigations: Client responsible for costs incurred. These average $300 - $500 per candidate
Company Profile										
A	Number of years in Business	16 years	42 years	8 years	46 years	44 years	28 years	14 years	30+ years	11 years
B	Type of Operation	Partnership	Corporation	Corporation	Corporation	Partnership	Individual	Corporation	Corporation	Corporation
C	Number of Employees	7 Employees	10 Full-Time Employees 28 Part-Time Employees	66 Employees	21 Employees	130 Employees	8 Employees (including our search consultants)	20 Employees	15 Employees	50+ Employees
D	Annual Sales Volume	$ 1,402,000.00	$ 6,000,000.00	$ 5,200,000.00	$ 6,731,902.00	$ 45,000,000.00	$ 500,000.00	Our sales in the last three years average $6,995,676.00	$1,500,000 - $2,000,000	$ 5,000,000.00
E	Brief history of firm	-Founded in 2002 -Office is located in Connecticut -Since 2013, they have successfully completed 85 searches-ranging from President, Chancellors, Vice Presidents, etc.	-Founded in 1976 as Presidential Search Consultation Service, and in 1988 changed its name to Academic Search Consultation Service. In 2006, changed it name to Academic Search, Inc. - Indicated they are dedicated to serving higher education institutions and related organizations and is the only search firm in the nation with a formal relationship to a premier, higher education leadership development program	-Founded in 2010 -More than 90% of our consultants are former Presidents or Senior Administrators of Public and Private Colleges four-year institutions, State Systems, and Community Colleges -Over the past three years alone, we have conducted and completed approx. 215 successful searches for a wide variety of executive positions in higher education.	-Founded in 1972 -Indicated that they have successfully completed ove 500 searches for Chief Executive Officers, including Chancellors and Presidents. -Stated that they are prepared and available to immediately begin providing Executive Search Services to STC.	-Founded in 1974 -135 employees, with 55 consultants who conduct more than 225 successful searches each year	-Founded in 1990 -Indicated they are dedicated to community and technical college presidential and executive level leadership searches.	Indicated that they are a global executive search and consulting firm which has extensive experience in higher education. Pointed out that the founders served as university presidents and full professors. Stated that their consultants have a history of 97% repeat business.	-Founded in 1969 -Each year, conducts an average of 50 - 65 searches-those we feel to be a good match for both institution and our firm.	-Incorporated in April 2007 -Offices in California, Maryland, New Jersey, Pennsylvania, Texas, Vermont, and Virginia
F	Customer Reference list of at least (5) organizations	-Missouri State University -Eastern Connecticut State University -Connecticut State Colleges and Universities -Bunker Hill Community College -University of Bridgeport	-Southern Methodist University -Suffolk County Community College -CUNY Borough of Manhattan Community College - Texas A&M University-Texarkana -Harford Community College	-Clarion University -Louisiana State University -Southern Connecticut State University -Texas A&M University Kingsville -University of Wisconsin System -University of Wisconsin Colleges	-College of the Mainland -Laredo Community College -Victoria College -Lamar Institute of Technology -New Mexico Junior College	-Samford University -California State University Maritime Academy -University of Mobile -TLL Temple Foundation -University of Alabama at Birmingham	-Central Oregon Community College -Lane Community College -Lone Star College System -Kentucky Community and Technical College System -Alamo College District	-Dallas County Community College District -Tennessee Board of Regents -Montgomery College -Lehigh Carbon Community College	-Northwest Florida State College -Piedmont College -University of Texas Health Science Center at San Antonio -Columbus State University -University of South Carolina Upstate	-Indiana State University -Texas A&M University-Corpus Christi -Texas State University -University of North Carolina System -University of North Texas System
G	List (3) candidates your firm has assisted in placing within the last two years	-Duke School of Nursing -Associate Dean Academic Affairs -University of Toledo - Dean of Libraries - Eastern Connecticut State University - Director of Athletics	-Quinsigamond Community College - President -Texas A&M University - Texarkana - Dean, College of Business -Executive Dean/Campus CEO - Suffolk County Community College	- Texas Woman's University - Vice President of Finance and Administration -University of Dallas - Provost -West Texas A&M University - President -Wiley College - President -Texas A&M University Kingsville - Dean of the College of Arts and Sciences	-College of the Mainland - President -Southeast Arkansas College - President -North Idaho College - President	-UC Riverside - Dean of the University -University of Mobile - Chief Financial Officer -Samford University - Dean of Arts & Sciences	-Umpqua Community College - President -Clackamas Community College - President -Dodge City Community College - President	-Century College - President -Montgomery County Community College - President -Chattanooga State Community College - President	-Northwest Florida State College - President -Georgia Southern University - Provost and Vice President -Lake-Sumter State College - President	-The University of Tennessee at Chattanooga - Associate Dean, College of Engineering and Computer Science -University of Washington Tacoma - Vice Chancellor for Student and Enrollment Services -Texas A&M University- Corpus Christi -Vice President for Institutional Advancement
H	Is your company involved in any litigation or claims against your company?	No	No	No	No	No	No	No	No	No
I	Is your company a certified as a Historically Underutilized Business?	No	No	No	No	Yes (PA)	No	Yes (FL)	Indicated that, as per Federal guidelines, Myers McRae is classified as a Small Business. Did not include any certification document.	No
J	Resume of individual who would be assigned to perform work under a contract with STC	- Dr. Thomas Anderson, Founder -Andree Brisson, Vice President of Marketing & Sales for Executive Searches -Valerie Woodruff, Manager of Executive Searches -Shelby Fuerst, Vice President of Operations -Keith Palmer, Vice President of Technology Services -Tim Gorin, Manager of Client Services -Nick Frogley, Manager of Technology & Applications	-Jay Lemons, Ph.D., President and Senior Consultant -Andrea Warren Hamos, Ph.D., Vice President for Consulting Operations and Senior Consultant -William F. Howard, Esq., Vice President and Senior Consultant -Rick Artman, Ph.D., Senior Consultant -Pamela Balch, Ph.D., Senior Consultant -Wanda Durrett Bigham, Ed.D., Senior Consultant -R. Stanton Hales, Ph.D., Senior Consultant -Ann Die Hasselmo, Ph.D., Senior Consultant -John B. Hicks, Senior Consultant - Jerry Israel, Ph.D., Senior Consultant -Maya Ranchod Kirkhope, Senior Consultant - Jessica S. Kozloff, Ph.D., Senior Consultant -Kate V. Nolde, Senior Consultant -Jack R. Ohle, Senior Consultant -Shirley R. Pippins, Ed.D., Senior Consultant Tessa Martinez Pollack, Ph.D., Senior Consultant -Eric Richtmyer, Ph.D., Senior Consultant -Thomas Shandley, Ph.D., Senior Consultant -Mac A. Stewart, Ph.D., Senior Consultant -Nancy Suttenfield, Senior Consultant -Caroline B. Whitson, Ph.D., Senior Consultant -John F. Williams, Ph.D., Senior Consultant -Jacqueline E. Woods, Senior Consultant -Shawn M. Hartman, Vice President and Chief Operating Officer -Kelly M. Daniels, Director of Technology and Research Services	-Gwendolyn Elizabeth Boyd, D. Min -Carlton Brown, Ed.D -Ronald L. Carter, Ph.D. -Alan N. Crist, Ph.D. -Janice S. Fitzgerald, M.A. -Carlos Hernandez, Ph.D. -Robert Holyer, Ph.D. -Jean Kim, Ed.D -Thomas Kowalik, Ed.D -Jim Lanier, M.S.Ed. -Melinda Leonardo, Ph.D. -Sally Mason, Ph.D. -Shannon McCambridge, J.D. -James H. McCormick, Ph.D. -Roderick J. McDavis, Ph.D. -Mary McIntire, Ph.D. -Ellen Meyer, M.A. -Fred Moore, J.D. -Garry W. Owens, Ph.D. -Vance Peterson, Ph.D. -Melissa K. Trotta, Ed.D -Judith Ward, M.A. -Richard A. Wueste, J.D. -Georgia Yuan, J.D.	-Julie Golder, J.D. -Ana M. "Cha" Guzman, Ed.D. -Jose Leyba, Ed.D. -Daniel J. LaVista, Ph.D. -Jennifer Nunez -Alexis Victor, M.S.	-Gene E. Head, Jr. -Andrew C. Wheeler -Kim M. Morrison, Ph.D. -Gerard F. Cattie, Jr. -Euris E. Belle	-Dr. Preston Pulliams -Dr. Steve Kinslow -Dr. Katherine Hiyane-Brown -Dr. Walter Nolte -Dr. Dennis Michaelis -Dr. Alice Marie Jacobs	-Jan Greenwood, Partner & President -Betty Asher, Partner & Vice President -Marion Frenche, Principal -Julie Holley, Principal & Senior Executive Search Consultants -Sharon A. McDade, Principal & Senior Executive Leadership Consultant -Narcisa Polonio, Consultant to Community College Governing Boards -Crystal Cheatham, Executive Search Consultant and Community College Specialist	-Emily Parker Myers-Chief Executive Officer -Kenny Daugherty-President -David M. Gring, Ph.D. Senior Vice President -B. James Dawson, Ed.D.-Senior Vice President -Tom G. Estes, Ph.D.-Senior Vice President -Jennifer Barfield-Senior Vice President	-Alberto Pimentel, Managing Partner -Ryan Crawford, Partner -Gretchen Hoffman, Senior Associate -Kriston Burroughs, Associate -Sara Gutierrez, Search Coordinator

SOUTH TEXAS COLLEGE
4. PROFESSIONAL RECRUITMENT SERVICES
PROJECT NO. 17-18-1033

	VENDOR	Academic Keys, LLC.	Academic Search, Inc.	AGB Search, LLC.	Association of Community College (ACCT)	Diversified Search, LLC.	Gold Hill Associates	Greenwood/Asher & Associates, Inc.	Myers McRae, Inc.	Storbeck/Pimentel & Associates
Service Questionnaire										
A	Provide details and steps taken in the recruitment process	Provided a summary of process that includes the following: - Meet with the college personnel to discuss goals, timeline and job description - Adhere to search timelines - Identify candidates from database, referrals, professional networks and social media - Send recruitment letters to candidates on firm's network and database - Review and grade applicants - Present to search committee list of qualified candidates - Identify candidates through referrals, networks and social media, etc.	-Organization of the Search Process -Analysis of Institutional Needs -Recruitment of a Strong and Inclusive Candidate Pool -Candidate Evaluation -Meeting of the senior consultant and the search committee to evaluate the pool -Semifinalist Interviews -Finalist Interviews -Facilitation of the Appointment	-Organize the Search and Research Leadership Needs -Recruit a Talented Pool of Candidates -Diversity and Inclusion -Candidate Screening -Review and Evaluate Candidates -Facilitate Interviews and Perform Due Diligence -Support Discussions, Appointment, and Transition	Identified the following items: - Personal Recruitment - One-to-one confidential outreach to outstanding candidates - National Advertisements - Mailings - Position Profile materials will be sent to national and regional sources - Web Listings - Announcement of position on Internet	-Establishing an Understanding of your Organization -Developing a Position Specification -Interviewing and Presenting Qualified Candidate/Timeline -Conducting Reference Checks on Finalist Candidate -Attracting the Preferred Candidate	-Work with constituencies -Work with the search advisory committee -Collaborate with the public information and Human Resources offices -Recruit outstanding candidates -Screen applicants -Work with the search committee to narrow the list of candidates to 3-5 semi-finalists -Perform thorough and exhaustive reference checking of semi-finalists -Work with the search liaison to arrange an inclusive interview process -Assist in any way necessary	-Approach/Methodology -Building Diverse Pools -Program Plan -Milestones, activities, and deliverables	-Initiate -Recruit & Report -Evaluate -Vet, Select & Interview -Negotiate & Announce	-Preparation -Understanding STC -Planning the Search Process -Developing and/or Enhancing the Position Profile -Recruitment -Recruiting a Talented Candidate Pool -Ensuring a Diverse Candidate Pool -Evaluation -Maintaining a Secure Search Portal -Evaluating Candidates -Interviewing -Background Work and Referencing -Selection -Coordinating the Final Selection Process
B	What is a typical timeline in the recruitment process conducted by your firm?	4 Months	4 - 6 Months	4 - 5 Months	4 Months	Presented table that showed number of days per industry. Education industry showed an average of 108 days over the last 5 years.	5 - 6 Months	3 Months	11 - 13 Weeks	4 Months
C	Do you plan to subcontract any of the work proposed for the project?	No	No	No	No	No	No	No	No	No
D	Describe your organization's quality assurance program	We adhere closely to our agreed upon timeline and communicate and evaluate on a daily/weekly basis.	The firm uses a quality circle approach as well as more formal management studies to determine areas for improvement, develop solutions to identified issues, and evaluate outcomes.	Indicated that firm's consultants, research associates, and management team engage in monthly colloquia to ensure sharing of best practices and stay up-to-date on emerging trends in higher education.	At the conclusion of each search conducted by ACCT, every search committee and governing board receives an evaluation to complete their satisfaction with ACCT search services. This evaluation is shared with the ACCT Board of Directors and allows us to refine and improve our process.	Company presented two items on which they evaluate themselves: The first is include the following: - Client satisfaction surveys conducted at close of search - Candidate satisfaction surveys conducted at close of search - Internal reviews of search team members on a per search basis The second is a Managing Director Quality Dashboad that includes the following: -Repeat Business - Number of new search clients - Time to close searches - Searches that must be re-done - Monitoring and metrics related to internal database compliance and integrity	The firm presented the following items: - It sticks to its specialization and expertise, that is, it limits its services to community colleges. - We use season experienced community college leaders as our search consultants - Gold Hill conducts formative and summative evaluation of its efforts throughout and at the conclusion of its work - Gold Hill will provide regular and written progress reports to the Board, President, Human Resources and the search committee at critical benchmarks in the process, as well as a final report at the conclusion of the search -Gold Hill stands proudly by its signature satisfaction guarantee - if our client is not satisfied with the finalist presented at the end of the search, we will repeat the search and not accept an fee for the entire search.	Included a general statement about providing high quality, predictable, G/A&A branded processes in a context of flexibility, nimbleness and sensitivity to institutional culture. Stated that they will work with us to design a custom solution that will help us see the challenges and opportunities in front of us through new perspectives.	Our firm's success and tremendous growth over the past 11 years is due to 1) our focus on customer service, 2) our experience, and 3) our commitment to reasonable rates. The greatest measurements of our firm's success is the repeat business we conduct for many colleges and universities.	Provided the following items as part of quality assurance response: - In-person meetings at the outset of the search to understand the institution's history, culture, and hiring practices - Frequent conversations with the hiring authority and search committee chair to assess and adjust the search process and recruitment strategies as needed - Regular updates throughout the search process with the search committee through a secure web portal, conference calls, and in-person meetings - Optional surveys of search committee members and candidates at the conclusion of searches to obtain feedback on the effectiveness of the search process
E	Are there any difficulties you anticipate in providing services to STC and how do you plan to manage these?	Did not specifically point to difficulties, but expressed the need for clear understanding of the position and consensus on candidate criteria by the search committee. Stated that they will continually provide input and feed to search committee and maintain ongoing communication with candidates to minimize loss of the candidates.	The single greatest impediment to completing any search is disagreement among institutional constituents regarding the desirable qualities, experience, and skills of the new hire. The other major potential impediment relates to the competitiveness of the salaries that can be offered.	Indicated that they do not anticipate any difficulties in providing their services to STC. Any potential difficulties encountered during the search process can be identified and addressed swiftly with the transparency of communication between our firm, the search committee, STC administration, and the relevant parties.	They do not foresee any problems with potential searches for STC.	Responded with "None applicable".	We anticipate no difficulties in providing services to STC.	There are no difficulties we anticipate in providing services to STC.	We do not anticipate any difficulties in providing the outlined services to STC.	Each search assignment brings its own unique challenges that depend on the needs of the institution and the pool of potential candidates. Common challenges we have seen in higher education executive search over the last several years are: -Preferred candidates being engaged in searches for other positions -Compensation issues -Trailing spouses/partners and dual-career hires
F	What assistance will you require from STC to perform services?	We will require a committed search committee and search chair. We look forward to developing this working relationship through consistent communication.	We require the identification of an institutional liaison to manage logistics at the client end and to serve as a contact to relay messages between the firm and the institutional hiring authority or search committee. For each position, Academic Search will want all available information such as job description, supervisory lines, budget, organizational chart, or other data to assist in understanding the position and the needs of the institution.	STC would work with our consultations and research associates at the beginning of each search to assist with drafting the institutional portion of the search profile. Additional assistance needed from the College to ensure the smoothest and most effective process will include: - Logistical support for Search Committee meetings and candidate interviews -Scheduling of group and individual interviews for the pre-search study -Interviews and meeting to discuss the opportunities and challenges facing STC and the position being searched for -Help from the marketing and communications team to ensure alignment of the STC brand with external advertising -Data, reports, and documents that will help our consultants understand STC at the deepest level so that they will be well-informed, effective representatives in conversations with prospective candidates	Provided list of Tasks to performed by: - South Texas College - College's Internal constituents - Search Committee - South Texas College Search Liaison	"Work assignments are most successful when we are able to work closely with you."	Primarily, what would be most helpful to Gold Hill in carrying out search functions, would be as much local and regional information as possible that could be used in developing profiles, conducting advertising and recruitment, formulating interview questions, and communicating with candidates. It will also be very helpful to the search consultant to have access to a small space with a desk where he or she can work while on campus and a place where he or she can access occasional assistance with printing and copying.	Presented nine items that shows the distribution of responsibilities. Of the nine, the following show the responsibilities of the college: - work together with firm to develop a calendar that will accommodate the college's requirements - College will determine the level of advertising needed and select advertisement vehicles - College will interview candidates and select the finalists - College will provide information packets for prospects and those on the list to be interviewed	Provided the following items: - College administrators must clearly identify job responsibilities as well as credential and experience prerequisites - Search committee members must be committed to investing the time and effort necessary to review and rate shortlisted candidates - College administrators should emphasize to the academic community the expectation of confidentiality related to the search until the appropriate time to release information - College marketing and/or communications personnel should be prepared to make available a variety of high-resolution photos and logos of the College, as well as statistical information - Administrators or human resources personnel should be prepared to make available to the search consultants information on projected salary and benefits - Human resources officials should inform search consultants, at the onset of the search, of any required self-identification information that should be requested of candidates - The search committee chair, or other designated college personnel, should be prepared to serve as the on-campus coordinator of finalist interviews - The College will need to arrange appropriate audio-visual equipment setup and facilitation for initial interviews	SPA typically requires some logistical support from clients at the finalist interview stage. Given that these interviews tend to include multiple campus constituencies, administrative staff support is needed to identify rooms for meetings, communicate information regarding finalist interviews internally, and coordinate other logistics for the visits.

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G	Describe how your firm would interact with STC staff to manage the recruitment?	We generally check in weekly with our university clients and candidates. We value consistent one-on-one contact through email, phone, or video conference with the search committee, chair, and other principals.	We use in-person meetings at various points in the search, as well as conference calls, individual telephone or email contacts, and videoconferencing to maintain regular contact with key institutional personnel. Regular communication to apprise the institution of the status of the search is key.	Our consultants will meet in-person with senior administration, the search committee, and other stakeholders at the initiation of the search. The consultants will also conduct 'virtual' meetings with the search committee and/or STC staff, online or via conference call, to maintain continuity of the review and selection process and to address any questions or issues that may surface during the process.	For each search, the assigned consultant would meet with the College onsite (up to three visits for each search) or via videoconference (depending on preference of the College. The ACCT search principle will be available to College on an unlimited basis throughout the search (telephone, email, etc.).	Request Contribution of STC in following areas: - Advise us of those areas relevant to the search that should be kept confidential. - As appropriate, provide us with your most recent annual report and proxy, relevant organization charts, corporate bios/resumes and other pertinent corporate information. - Provide timely feedback regarding the position descriptions - Supply names of candidates you have identified from within your organization or other sources so that we can include them in our evaluations. - Respond quickly concerning you level of interest in the presented candidates. - Schedule candidate interviews promptly and report evaluations as soon as possible. - Provide sufficient information to candidates about the organization and the position to enable them to make an intelligent decision. - Use candidate interviews as an opportunity to initiate 2-way conversations, so that both you and the candidate have a clear understanding of each other's needs, qualities and circumstances. - Conduct background checks on finalist candidates in accordance with established human resource policies of the organization.	In between campus visits, the Gold Hill consultant will work with the Human Resources Director, other College personnel, the search committee and the Board by whatever means is available and works best for the particular task and persons involved, including email, conference calls and video conferences and Skype visits.	Indicated that their team will be available to STC 24/7 and will meet to develop criteria for the desired candidate. Many conferences and meetings can be conducted via video conferencing and have used it successfully with other searches.	The amount of consultant travel to STC will depend primarily on the needs and preferences of the College. The use of video-and tele-conference technology has facilitated the reduction of consultant travel and increased productivity in executive search.	Our goal is to partner with each client and committee to understand their unique needs. We seek to understand each institution's culture and process and integrate our approach and experience within that construct. In most searches, we have at following touch points at a minimum: -Initial Meeting and Listen Sessions -Search Update -Candidate Selection -First-Round Interviews
H	Does your firm have an existing database of available talent?	Currently more than one million candidates are registered, providing their discipline and specific field(s) of interest.	We have access to over 95,000 individuals using its Applicant Tracking System and Recruiting Software, and our database is constantly being updated and expanded.	AGB search is not engaged by prospective candidates to represent their employment interests, and as such does not maintain a database of "available talent" in search of employment. Instead, we maintain candidates' information from all of our searches, as well as extensive professional contacts to reach out to for solicitation of nominations during each search process.	ACCT boasts an extensive database of over 12,000 community college and university administrators.	Yes	Our record of success comes from our direct relationship and contact with our nationwide network of potential candidates for positions. We are able to access this network and database expeditiously when doing recruitment.	We have an existing database of available talent. We will customize each search's recruiting strategy based on the criteria given by the search committee.	Using both traditional and electronic search methods we are able to reach a diverse audience of prospective candidates. We have an up-to-date 95,000 candidate database. Because we regularly update the database, we have an average delivery success rate that exceeds 98 percent.	Our firm does have a database that contains information on individuals compiled across the 2,200+ searches we have conducted over the last 11 years. While this database serves as a great resource, please note that we do no limit our recruitment efforts to only individuals found in this database.
I	Do you provide any placement guarantees?	We agree to provide replacement executive search services, at no additional coast, for any candidate that separates from STC within the first 12 months (for any reason). We will also provide replacement executive search services, at no additional cost, for any failed executive search services if for any reason STC does not select a candidate.	In the unlikely event that the hiring authority is not satisfied with the candidates recommended or the search is not concluded for other reasons, we will continue to be available to conduct either an extended search or a second search. The second search must be launched within twelve months of the contract.	If STC is unable to identify a candidate of choice for a position within the agreed-upon timeline, we will continue the search process until a successful appointment is made.	Indicated that they will provide replacement executive search services, at no additional cost, under the following circumstances: -If the selected individual leaves for any reason other than an act of God (such as total incapacitation or death) within the first year, ACCT will repeat the search at no charge. -ACCT shall agree to repeat the search if the College is not satisfied with the candidates presented.	Should any person hired through this search effort ("Successful Candidate") leave a position for which a professional fee has been charged, for any reason- except for death, disability, change of control, company relocation or a significant change in the responsibilities of the position- within 12 months after accepting employment, Diversified will conduct a replacement search if so requested in writing within 30 days after said candidate's departure.	Yes; As presented in section D above.	Yes, we will ensure that the professional search candidate remains in place for at least one calendar year. G/A&A will provide professional search services at no additional cost to STC if any of these candidates leaves STC prior to one year of service.	We are committed to our work with STC and guarantee the success of each search. If the College is unable to identify a candidate of choice within the established timeframe, we will continue the recruitment process, with no additional fees, until a successful selection and appointment is made.	If a candidate we place leaves your employ within twelve months of his/her start date, we will reinitiate for expenses only (Indirect Expenses/Engagement Support fee and out-of-pocket expenses), a search for the same position and level as the original placement provided that: (1) the placement's departure is for cause, or the result of his or her inability to perform responsibilities or (2) the placement resigns, unless the focus of the job has changed such that the responsibilities or authority of the position are significantly different than represented at the time of hiring.
TOTAL EVALUATION POINTS		92.41	90.28	84.13	91.42	92.99	95.26	93.13	95.98	91.55
RANKING		5	8	9	7	4	2	3	1	6

SOUTH TEXAS COLLEGE
4. PROFESSIONAL RECRUITMENT SERVICES
PROJECT NO. 17-18-1033 -- EVALUATION SUMMARY

	VENDOR	Academic Keys, LLC.		Academic Search, Inc.		AGB Search, LLC.		Association of Community College Trustees (ACCT)		Diversified Search, LLC.		Gold Hill Associates		Greenwood/Asher & Associates, Inc.		Myers McRae, Inc.		Storbeck/Pimentel & Associates	
	ADDRESS	1066 Storrs Rd		1015 18th St NW Ste 510		1133 20th St NW Ste 300		1101 17th St NW Ste 300		1201 New Hampshire Ave NW Ste 820		1065 Stigger Rd		42 Bus Ctr Dr Ste 206		516 Mulberry St Ste 200		6512 Painter Ave	
	CITY/STATE/ZIP	Storrs, CT 06268		Washington, DC 20036		Washington, DC 20036		Washington, DC 20036		Washington, DC 20036		Jackson, MS 39209		Miramar Beach, FL 32550		Macon, GA 31201		Whittier, CA 90601	
	PHONE	203-693-1101		202-332-4049		202-776-0856		202-384-5816		404-942-6311		503-704-3425		850-650-2277		478-330-6222		737-203-8857	
	FAX	860-429-5183		202-234-7640		202-223-7053		202-452-7845		305-577-3837		503-704-3425		850-650-2272		478-330-5611		562-360-1353	
	CONTACT	Thomas Anderson		Shawn M. Hartman		Melissa K. Trotta		Tonya Harley		Gene E. Head, Jr.		Preston Pulliams		Jan Greenwood		Emily Parker Myers		Ryan Crawford	
1	The purchase price. (up to 40 points)	37	37	37	37	33	33	37	37	37	37	37	37	35	35.28	40	40	37	37
		37		37		33		37		37		37		35		40		37	
		37		37		33		37		37		37		35		40		37	
		37		37		33		37		37		37		35		40		37	
		37		37		33		37		37		37		35		40		37	
		37		37		33		37		37		37		37		40		37	
		37		37		33		37		37		37		35		40		37	
2	The reputation of the vendor and the vendor's goods and/or services. (up to 18 points)	16	17.71	17	15.57	15	14.85	16	16	16	17.71	17	17.85	17	17.71	17	17.85	17	17.42
		18		12		10		16		18		18		18		18		18	
		18		16		16		16		18		18		18		18		18	
		18		16		15		17		18		18		17		18		18	
		18		16		14		16		18		18		18		18		18	
		18		16		16		15		18		18		18		18		15	
		18		16		18		16		18		18		18		18		18	
3	The quality of the vendor's goods or services. (up to 18 points)	17	17	17	17	17	17	17	17	17	17	18	17.85	17	17	17	16.71	17	16.85
		17		17		17		17		17		18		17		17		17	
		17		17		17		17		17		17		17		17		17	
		17		17		17		17		17		18		17		17		17	
		17		17		17		17		17		18		17		17		17	
		17		17		17		17		17		18		17		15		16	
		17		17		17		17		17		18		17		17		17	
4	The extent to which the goods or services meet the District's needs. (up to 15 points)	13	13.85	13	13.71	13	13.71	14	14.42	13	13.28	14	14.71	15	15	13	14.42	13	13.28
		14		14		13		13		13		15		15		14		13	
		15		15		14		15		14		15		15		15		14	
		14		14		14		15		13		15		15		14		13	
		12		13		13		15		13		14		15		15		13	
		15		13		15		14		13		15		15		15		13	
		14		14		14		15		14		15		15		15		14	
5	The vendor's past relationship with the College. (up to 3 points)	2	2	2	2	2	2	2	2	2	2	3	2.85	2	2.14	2	2	2	2
		2		2		2		2		2		2		3		2		2	
		2		2		2		2		2		3		2		2		2	
		2		2		2		2		2		3		2		2		2	
		2		2		2		2		2		3		2		2		2	
		2		2		2		2		2		3		2		2		2	
		2		2		2		2		2		3		2		2		2	
6	The impact on the ability of the College to comply with the laws relating to Historically Underutilized Businesses. (up to 1 point)	0	0	0	0	0	0	0	0	1	1	0	0	1	1	0	0	0	0
		0		0		0		0		1		0		1		0		0	
		0		0		0		0		1		0		1		0		0	
		0		0		0		0		1		0		1		0		0	
		0		0		0		0		1		0		1		0		0	
		0		0		0		0		1		0		1		0		0	
		0		0		0		0		1		0		1		0		0	
7	The total long-term cost to the College to acquire the vendor's goods or services. (up to 5 points)	5	4.85	5	5	4	3.57	5	5	5	5	5	5	5	5	5	5	5	5
		5		5		4		5		5		5		5		5		5	
		5		5		3		5		5		5		5		5		5	
		5		5		3		5		5		5		5		5		5	
		5		5		3		5		5		5		5		5		5	
		4		5		4		5		5		5		5		5		5	
		5		5		4		5		5		5		5		5		5	
TOTAL EVALUATION POINTS		92.41		90.28		84.13		91.42		92.99		95.26		93.13		95.98		91.55	
RANKING		5		8		9		7		4		2		3		1		6	

SOUTH TEXAS COLLEGE
5. FORENSIC HARDWARE AND SOFTWARE

NAME	Digital Intelligence, Inc.
ADDRESS	17165 West Glendale Dr
CITY/STATE/ZIP	New Berlin, WI 53151
PHONE	262-782-3332
FAX	262-782-3331
CONTACT	Amanda Stone

#	Qty	Description	Unit Price	Extension
1	19	FRED and GPU Powerstation Bundle	$ 13,699.00	$ 260,281.00
2	1	GPU PowerStation - Requires host computer	$ -	$ -
3	1	Forensic Recovery of Evidence Device (FRED)	$ -	$ -
4	1	Shipping and Handling	$ 1,925.00	$ 1,925.00
TOTAL AMOUNT			$	262,206.00

SOUTH TEXAS COLLEGE
6. SCIENCE EQUIPMENT AND SUPPLIES

NAME			Thermo Fisher Science/dba Fisher Science Education	
ADDRESS			4500 Turnberry Dr	
CITY/STATE/ZIP			Hanover Park, IL 60133	
PHONE			412-329-2890	
EMAIL			tom.wright@thermofisher.com	
CONTACT			Tom Wright	
#	**Qty**	**Description**	**Unit Price**	**Extension**
1	1	Science Equipment and Supplies Period: 9/1/18 - 8/31/19	$ 50,000.00	$ 50,000.00
TOTAL AMOUNT			$	50,000.00

SOUTH TEXAS COLLEGE
7. DISTRICT WIDE FURNITURE REQUEST
AUGUST 28, 2018

#	Qty	Description	Unit Price	Extension	Requesting Department
Allsteel, Inc./Gateway Printing and Office Supply, Inc. (National IPA)					
1	16	SCU-UWDF Scout Upholstered Back Chair, Adj Arms	$ 506.22	$ 8,099.52	Pecan Bldg A Repurpose-FFE - Dr. Shirley A. Reed
					Conference Chairs needed Pecan Campus Bldg. A
					Space Renovation Project
2	1	Labor to receive, inspect, deliver, install and remove debris	$ 400.00	$ 400.00	
		Allsteel Inc. Total		**$ 8,499.52**	
Computer Comforts, Inc. (Buyboard)					
1	2	BULLET-REV-TAPER7248-36-29 Bullet Shaped Team Table	$ 810.00	$ 1,620.00	Centers for Learning Excellence - Jesus H. Campos
	2	Custom cutout in table top	$ 24.30	$ 48.60	Tables for the Centers for Learning Excellence to be
	4	Cable cut-out in wood with grommet (2").	$ 17.82	$ 71.28	used by students at the Nursing Allied Health Bldg. A
	2	Partial factory assembly	$ 10.00	$ 20.00	
	1	Shipping/Freight	$ 1,500.00	$ 1,500.00	
		Computer Comforts, Inc. Total		**$ 3,259.88**	
Datum Filing Systems, Inc./Gateway Printing and Office Supply, Inc. (TIPS)					
1	6	2036KH Heavy Duty Trakslider Top Shelf 36Wx20D	$ 30.75	$ 184.50	Pecan Bldg A Repurpose-FFE - Dr. Shirley A. Reed
	24	2036TH Unslotted Heavy Duty Plus Shelf 36Wx20D 18G	$ 33.10	$ 794.40	Shelves will be used at the Pecan Campus Bldg. A
	12	7620LO Open L Upright 20Dx76 1/4H	$ 44.96	$ 539.52	Space Renovation Project
	24	HR20 Heavy Duty Plus Shelf Reinforcement 20"	$ 2.75	$ 66.00	
	60	HS-3611 Heavy Duty Plus Shelf Support 36"	$ 5.56	$ 333.60	
2	1	Labor to receive, inspect, deliver, install and remove debris	$ 270.00	$ 270.00	
		Datum Filing Systems, Inc. Total		**$ 2,188.02**	
Exemplis Corporation/Gateway Printing and Office Supply, Inc. (National IPA)					
1	13	40Y.A17 TR2 Sit On It Task Enhanced Synchro Control Chair	$ 437.46	$ 5,686.98	Pecan Bldg A Repurpose-FFE - Dr. Shirley A. Reed
					Staff Chairs to be used at the Pecan Campus Bldg. A
					Space Renovation Project
2	1	Labor to receive, inspect, deliver, install and remove debris	$ 325.00	$ 325.00	
		Exemplis Corporation Total		**$ 6,011.98**	
The Hon Company/Gateway Printing and Office Supply, Inc. (National IPA)					
1	13	H314 Vertical File 4 Drawer Letter w/Lock, Black	$ 254.10	$ 3,303.30	Pecan Bldg A Repurpose-FFE - Dr. Shirley A. Reed
	12	HS72ABC Brigade Bookcase 5-Shelf 12-5/8D x 34-1/2W x 71H, Black	$ 198.66	$ 2,383.92	Bookcases and File Cabinets for Faculty and Staff Offices to be
					used at Pecan Campus Bldg. A Space Renovation Project
2	1	Labor to receive, inspect, deliver, install and remove debris	$ 1,375.00	$ 1,375.00	
		The Hon Company Total		**$ 7,062.22**	
Krueger International, Inc./Gateway Printing & Office Supply, Inc. (NJPA/Sourcewell)					
1	13	7D/D3066-74P-F Desk Full Modesty Panel, 74P Edge 30x66"W	$ 578.40	$ 7,519.20	Pecan Bldg A Repurpose-FFE - Dr. Shirley A. Reed
	13	7D/R2448-74P-F Desk, Return, Full Modesty Panel, 74P Edge, 24x48"W	$ 420.48	$ 5,466.24	Faculty and Staff Desk, Conference Tables and Guest Chairs
	13	S7P/1530WBBF Files Supporting Ped-Box/Box/File - 30" Nominal Depth	$ 422.40	$ 5,491.20	to be used at Pecan Campus Bldg. A Space Renovation Project
	13	S7P/1524WFF Files Supporting Ped-File/File 24" Nominal Depth	$ 366.24	$ 4,761.12	
	16	RAPWAUS Rapture Four-Leg Armchair	$ 201.60	$ 3,225.60	
	2	MSP Maestro Stack Chair Mardi Gras Poly	$ 77.28	$ 154.56	
	6	PINR3072C-74P Pirouette, Nesting Collaborative Table, 30x72"	$ 598.56	$ 3,591.36	

SOUTH TEXAS COLLEGE
7. DISTRICT WIDE FURNITURE REQUEST
AUGUST 28, 2018

#	Qty	Description	Unit Price	Extension	Requesting Department
	1	B255F-74P Barron Fixed Leg Table 30x60"	$ 633.12	$ 633.12	
	1	7D/D3048-74P-F Desk Full Modesty Panel, 74p Edge, 30x48"W	$ 515.52	$ 515.52	
	1	S7P/1530WBBF Files Supporting Ped-Box/Box/File - 30" Nominal Depth	$ 422.40	$ 422.40	
2	1	Labor to receive, inspect, deliver, install and remove debris	$ 3,178.00	$ 3,178.00	
		Krueger International, Inc. Total		**$ 34,958.32**	
Inscape Corporation/Gateway Printing and Office Supply, Inc. (TXMAS)					
1	1	Wall 23' of 7'-10" Partition	$ 3,830.77	$ 3,830.77	Centers for Learning Excellence - Jesus H. Campos
	1	Freight Charges	$ 1,997.75	$ 1,997.75	Portable Wall for the Center for Learning Excellence
					at the Nursing Allied Health Bldg. A
2	1	Labor to receive, inspect, deliver, install and remove debris	$ 760.00	$ 760.00	
		Inscape Corporation Total		**$ 6,588.52**	
Versteel/Gateway Printing and Office Supply, Inc. (NCPA)					
1	12	WAW2 2448COFX Wavelink W2, 24x28 Crossover, Table	$ 440.80	$ 5,289.60	Centers for Learning Excellence - Jesus H. Campos
	12	WAW2 3060VIFX Wavelink W2, 30x60 Vibe, Table	$ 499.66	$ 5,995.92	Tables for the Centers for Learning Excellence to be used
					by students at the Nursing Allied Health Bldg. A
2	1	Labor to receive, inspect, deliver, install and remove debris	$ 1,080.00	$ 1,080.00	
		Versteel Total		**$ 12,365.52**	
Watson/Gateway Printing and Office Supply, Inc. (NCPA)					
1	4	MS55CPLTE Watson Connecting Plate, Recovered Pewter	$ 48.00	$ 192.00	Centers for Learning Excellence - Jesus H. Campos
	1	SVCCH-7D Seven Vertical Cable Channel For Fixed Base	$ 43.20	$ 43.20	Tables for the Centers for Learning Excellence to
	3	WPQB60 Interlink iQ, MHOB, 2 Power, 1 USB, Silver, 60" Adder	$ 240.00	$ 720.00	used by students at the Nursing Allied Health Bldg. A
	1	WPQS72 Interlink iQ, Starter Box 72	$ 220.80	$ 220.80	
	6	S18-0995-2428E Modified End Leg Only (K-leg)	$ 147.84	$ 887.04	
	2	S18-0996-1022 Modified M2TXRE Rectangular Surface	$ 390.72	$ 781.44	
	3	S18-0997-2448 Modified M2TXRE Rectangular Surface	$ 170.88	$ 512.64	
	4	TBELE0453 Tonic Bench Aisle End with Cover	$ 192.00	$ 768.00	
	2	TBTU5345-28 Tonic Bench Segment	$ 849.60	$ 1,699.20	
	2	TBTU5390-28 Tonic Bench Segment	$ 1,113.60	$ 2,227.20	
	2	TBTUY-28 Tonic Bench End Yoke	$ 427.20	$ 854.40	
	2	TCIRP45S-1E Tonic Bench Power Raceway 45"W Single	$ 441.60	$ 883.20	
	2	TCIPR90H-1S Tonic Bench Power Raceway, 90"W Single	$ 787.20	$ 1,574.40	
	8	S18-0996-1022 Modified Watson Desktop	$ 390.72	$ 3,125.76	
	6	S18-0098-45MS-9 Modified TCIFD- Tonic Bench Component	$ 754.56	$ 4,527.36	
2	1	Labor to receive, inspect, deliver, install and remove debris	$ 1,900.00	$ 1,900.00	
		Watson Total		**$ 20,916.64**	
		Furniture Total		**$ 101,850.62**	

SOUTH TEXAS COLLEGE

Purchasing and Distribution Services
3200 W Pecan Blvd McAllen TX 78501

t (956) 872 4681
f (956) 872 4688

P.O Box 9701, McAllen, TX 78502-9701
www.SouthTexasCollege.edu

July 13, 2018

Pepsi Co.
Mr. Christopher Martinez
1601 N. International Blvd., Suite 400
Hidalgo, TX 78557

Dear Mr. Martinez:

On August 22, 2017, South Texas College awarded a contract to Pepsi Co. for Beverage Products. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the first year of the contract and would like to renew for an additional one-year period. The first renewal period will be from October 13, 2018 through October 12, 2019.

In accordance with your company's proposal submitted in response to our competitive solicitation, your company is permitted a 3% increase in bottle and can product prices and a 3.5% increase on post mix product prices for the renewal term.

We are requesting that you respond to us in writing if this would be acceptable to your company. For your convenience, we are providing a place for your signature approval at the bottom of the letter. If in acceptance of this extension, you may sign where indicated. The letter may be returned via fax at (956) 872-4688 or email to Becky Cavazos at beckyc@southtexascollege.edu.

Sincerely,

Rebecca R. Cavazos
Director of Purchasing

Renewal of contract accepted through October 12, 2019 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature: _____

Name Printed: Christopher Martinez

Date: 7/20/18

NO BACKUP FOR

9. Commercial Card Services (Renewal)

SOUTH TEXAS COLLEGE

Purchasing and Distribution Services
3200 W. Pecan Blvd., McAllen TX 7850'

t (956) 872-4681
f (956) 872-4688

P.O Box 9701, McAllen, TX 78502-9701
www.SouthTexasCollege.edu

July 13, 2018

Gateway Printing & Office Supply, Inc.
Attn: Mr. Butch Shook
315 South Closner
Edinburg, TX 78539

Dear Mr. Shook:

On September 19, 2017, South Texas College awarded a contract to Gateway Printing & Office Supply, Inc. for Office Supplies. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the first year of the contract and would like to renew for an additional one-year period. The first renewal period will be from October 1, 2018 through September 30, 2019.

We are requesting that you respond to us in writing if this would be acceptable to your company. For your convenience, we are providing a place for your signature approval at the bottom of the letter. If in acceptance of this extension, you may sign where indicated. The letter may be returned via fax at (956) 872-4688 or email to Becky Cavazos at beckyc@southtexascollege.edu.

Sincerely,

Becky Cavazos

Rebecca R. Cavazos
Director of Purchasing

Renewal of contract accepted through September 30, 2019 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature: B. Shook

Name Printed: Butch Shook

Date: 7/17/2018

SOUTH TEXAS COLLEGE

Purchasing and Distribution Services
3200 W. Pecan Blvd., McAllen TX 78501

t (956) 872-4681
f (956) 872-4688

P.O Box 9701, McAllen, TX 78502-9701
www.SouthTexasCollege.edu

July 13, 2018

Cielo Office Products
Attn: Mr. Eloy Olivarez
1408 East Jasmine Avenue, Suite A
McAllen, TX 78501

Dear Mr. Olivarez:

On September 19, 2017, South Texas College awarded a contract to Cielo Office Products for Office Supplies. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the first year of the contract and would like to renew for an additional one-year period. The first renewal period will be from October 1, 2018 through September 30, 2019.

We are requesting that you respond to us in writing if this would be acceptable to your company. For your convenience, we are providing a place for your signature approval at the bottom of the letter. If in acceptance of this extension, you may sign where indicated. The letter may be returned via fax at (956) 872-4688 or email to Becky Cavazos at beckyc@southtexascollege.edu.

Sincerely,

Becky Cavazos

Rebecca R. Cavazos
Director of Purchasing

Renewal of contract accepted through September 30, 2019 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature: Eloy Olivarez

Name Printed: Eloy Olivarez

Date: 7/17/18

SOUTH TEXAS COLLEGE

Purchasing and Distribution Services
3200 W. Pecan Blvd., McAllen TX 78501

t (956) 872 4661
f (956) 872 4688

P.O Box 9701, McAllen TX 78502-9701
www.SouthTexasCollege.edu

July 13, 2018

Copy Plus, LLC.
Attn: Mr. Michael J. Flemate
4500 North 10th, Suite 240
McAllen, TX 78504

Dear Mr. Flemate:

On September 19, 2017, South Texas College awarded a contract to Copy Plus, LLC. for Office Supplies. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the first year of the contract and would like to renew for an additional one-year period. The first renewal period will be from October 1, 2018 through September 30, 2019.

We are requesting that you respond to us in writing if this would be acceptable to your company. For your convenience, we are providing a place for your signature approval at the bottom of the letter. If in acceptance of this extension, you may sign where indicated. The letter may be returned via fax at (956) 872-4688 or email to Becky Cavazos at beckyc@southtexascollege.edu.

Sincerely,

Becky Cavazos

Rebecca R. Cavazos
Director of Purchasing

Renewal of contract accepted through September 30, 2019 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature: Michael J. Flemate

Name Printed: Michael J. Flemate

Date: 7-23-2018

SOUTH TEXAS COLLEGE
11. BANNER TRAVEL AND EXPENSE SYSTEM

NAME			Ellucian, Inc. through Texas A&M University - Corpus Christi acting by and through DIR for the Texas Connection Consortium	
ADDRESS			6300 Ocean Dr	
CITY/STATE/ZIP			Corpus Christi, TX 78412	
PHONE			361-825-2600	
CONTACT			Kathy Funk-Baxter	
#	**Qty**	**Description**	**Unit Price**	**Extension**
1	1	Travel and Expense Management Software License Subscription Period: 9/1/18 - 8/31/19	$ 37,000.00	$ 37,000.00
2	1	Implementation Services	$ 19,980.00	$ 19,980.00
TOTAL AMOUNT			$	56,980.00

SOUTH TEXAS COLLEGE
12. STUDENT ENROLLMENT MANAGEMENT SYSTEM AGREEMENT

NAME			Admissions US, LLC., a wholly owned subsidiary of Campus Management, Corp.	
ADDRESS			5201 Congress Ave	
CITY/STATE/ZIP			Boca Raton, FL 33487	
PHONE			561-923-2500	
FAX			561-999-0096	
CONTACT			Jeffrey Yenser	
#	**Qty**	**Description**	**Unit Price**	**Extension**
1	1	Radius by Campus Management and Application (FTE 10,001 - 15,000) and Chat Period: 9/28/18 - 9/27/19	$ 49,250.00	$ 49,250.00
2	1	Travel Expenses	$ 2,000.00	$ 2,000.00
TOTAL AMOUNT			$	51,250.00

SOUTH TEXAS COLLEGE
13. BANNER APPLICATION MAINTENANCE AGREEMENT

NAME			Ellucian, Inc. through Texas A&M University - Corpus Christi acting by and through DIR for the Texas Connection Consortium	
ADDRESS			6300 Ocean Dr	
CITY/STATE/ZIP			Corpus Christi, TX 78412	
PHONE			361-825-2600	
CONTACT			Kathy Funk-Baxter	
#	**Qty**	**Description**	**Unit Price**	**Extension**
1	1	Banner Financial Aid	$ 33,367.06	$ 33,367.06
2	1	Banner Finance	$ 31,552.41	$ 31,552.41
3	1	Banner Finance Self -Service	$ 3,945.53	$ 3,945.53
4	1	Banner HR	$ 20,202.84	$ 20,202.84
5	1	Banner Employee Self-Service	$ 10,959.30	$ 10,959.30
6	1	Banner Student	$ 32,679.57	$ 32,679.57
7	1	Banner Student Self-Service	$ 7,086.03	$ 7,086.03
8	1	Banner Faculty (and Advisor) Self-Service	$ 9,498.02	$ 9,498.02
9	1	EDI Smart	$ 624.79	$ 624.79
10	1	Banner Workflow	$ 10,824.51	$ 10,824.51
11	1	Campus Loan Manager (CLM) (Campus Receivables Collector)	$ 7,639.58	$ 7,639.58
12	1	Operational Data Store (ODS) Oracle	$ 30,297.36	$ 30,297.36
13	1	Luminis Basic	$ 35,178.96	$ 35,178.96
14	1	Banner Recruiting and Admission Performance	$ 19,478.92	$ 19,478.92
15	1	Ellucian Degree Works	$ 9,760.27	$ 9,760.27
16	1	Ellucian Degree Works Transfer Equivalency	$ 4,880.14	$ 4,880.14
17	1	Ellucian Mobil Platform Edition	$ 7,536.51	$ 7,536.51
18	1	Ellucian Intelligent Learning Platform	$ 11,424.92	$ 11,424.92
19	1	Financial Aid FM Need Analysis	$ 6,826.54	$ 6,826.54
20	1	XtenderSolutions	$ 5,972.85	$ 5,972.85
21	1	Application Xtender	$ 18,144.47	$ 18,144.47
22	1	AppWorx	$ 27,962.89	$ 27,962.89
23	1	Document Management Suite May09	$ 2,798.47	$ 2,798.47
24	1	Application Xtender Test Bundle	$ 1,296.76	$ 1,296.76
25	1	Banner Enterprise Job Scheduler	$ 5,067.09	$ 5,067.09

SOUTH TEXAS COLLEGE
13. BANNER APPLICATION MAINTENANCE AGREEMENT

		NAME	Ellucian, Inc. through Texas A&M University - Corpus Christi acting by and through DIR for the Texas Connection Consortium	
#	**Qty**	**Description**	**Unit Price**	**Extension**
26	1	Application Xtender Web Services	$ 1,672.38	$ 1,672.38
27	1	Banner Document Management Suite May11	$ 3,716.68	$ 3,716.68
28	1	Banner Document Management Suite Nov11	$ 1,472.25	$ 1,472.25
29	1	Banner Document Management Suite Dec11	$ 243.58	$ 243.58
30	1	Banner Document Management - includes Application Xtender Package	$ 1,055.60	$ 1,055.60
31	1	Banner Travel & Expense Management	$ 4,853.66	$ 4,853.66
32	1	Administration Fee	$ 10,120.55	$ 10,120.55
TOTAL AMOUNT			$	378,140.49

SOUTH TEXAS COLLEGE
14. DATA HOSTING AND MAINTENANCE AGREEMENT

NAME			TouchNet Information Systems, Inc.	
ADDRESS			15520 College Blvd	
CITY/STATE/ZIP			Lenexa, KS 66219	
PHONE			913-599-6699	
FAX			913-599-5588	
CONTACT			Beverly Carter	
#	**Qty**	**Description**	**Unit Price**	**Extension**
1	1	TouchNet u.Commerce Mobile Services Annual Subscription. Period: 9/1/18 - 10/31/18	$ 5,906.06	$ 5,906.06
2	1	TouchNet Hosting Services Period: 9/1/18 - 8/31/19	$ 79,503.17	$ 79,503.17
3	1	TouchNet Maintenance Services: Payment Gateway Credit Card; Payment Gateway ACH; Cashiering. Period: 9/1/18 - 8/31/19	$ 43,540.55	$ 43,540.55
4	1	TouchNet Maintenance Services: Payment Gateway Debit. Period: 9/1/18 - 8/31/19	$ 5,682.55	$ 5,682.55
5	1	TouchNet Maintenance Services: Bill+Payment Suite. Period: 9/1/18 - 8/31/19	$ 27,895.82	$ 27,895.82
6	1	TouchNet Maintenance Services: TouchNet Marketplace. Period: 9/1/18 - 8/31/19	$ 18,208.56	$ 18,208.56
7	1	TouchNet Subscription Program Fee: u.Commerce Mobile Dashboard, u.Commerce Mobile Bill+Payment and u.Commerce Mobile Marketplace. Period: 9/1/18 - 8/31/19	$ 34,927.67	$ 34,927.67
TOTAL AMOUNT			$	215,664.38

SOUTH TEXAS COLLEGE
15. EMAIL SECURITY SOFTWARE LICENSE AGREEMENT

NAME	SHI Government Solutions
ADDRESS	1301 S MoPac Expwy Ste 375
CITY/STATE/ZIP	Austin, TX 78746
PHONE	800-870-6079
FAX	512-732-0232
CONTACT	Ashley McNeil

#	Qty	Description	Unit Price	Extension
1	2001	PFPT Protection F - Secure - S Proofpoint	$ 7.60	$ 15,207.60
2	2001	PFPT TAP URL - S Proofpoint	$ 9.70	$ 19,409.70
3	2001	PFPT Email DLP - S Proofpoint	$ 3.90	$ 7,803.90
4	250	PFPT Email Encryption - S Proofpoint	$ 11.00	$ 2,750.00
5	2001	PFPT Platinum Level - Proofpoint	$ -	$ -
TOTAL AMOUNT			$	45,171.20

SOUTH TEXAS COLLEGE
16. ENTERPRISE SOFTWARE LICENSES AND MAINTENANCE AGREEMENTS

NAME	SHI Government Solutions
ADDRESS	1301 S MoPac Expwy Ste 375
CITY/STATE/ZIP	Austin, TX 78746
PHONE	800-870-6079
FAX	512-732-0232
CONTACT	Ashley McNeil

#	Qty	Description	Unit Price	Extension
1	1	FootPrints Service Core - BMC Software #FP115569 Period: 9/1/18 - 8/31/19	$ 24,819.90	$ 24,819.90
2	10	Spotlight on SQL Server Enterprise Per Monitored Instance Maintenance Renewal - Quest Software Period: 9/1/18 - 8/31/19	$ 266.80	$ 2,668.00
3	1	SolarWinds NetFlow Traffic Analyzer Module for SolarWinds Network Performance Monitor SLX Annual Maintenance Renewal Period: 9/1/18 - 8/31/19	$ 3,485.50	$ 3,485.50
4	1	SolarWinds Network Performance Monitor SLX (unlimited Elements-Standard Polling Throughput) Annual Maintenance Renewal Period: 9/1/18 - 9/20/19	$ 5,990.20	$ 5,990.20
5	1	SolarWinds Server & Application Monitor SLX (Unlimited Monitors-Standard Polling Throughout) Annual Maintenance Renewal Period: 9/1/18 - 9/20/19	$ 7,120.00	$ 7,120.00
6	1	SolarWinds Network Topology Mapper Annual Maintenance Renewal Period: 9/1/18 - 9/20/19	$ 393.30	$ 393.30
7	1	SolarWinds Web Performance Monitor WPM50 Annual Maintenance Renewal Period: 9/1/18 - 9/20/19	$ 1,490.40	$ 1,490.40
8	1	SolarWinds IP Address Manager IP4000 - Annual Maintenance Period: 9/1/18 - 9/20/19	$ 903.90	$ 903.90
9	1	SolarWinds Additional Polling Engine f/SolarWinds Unlimited License (Standard Polling Throughout) - License with 1st Year Maintenance Period: 9/1/18 - 8/31/19	$ 17,229.20	$ 17,229.20
10	1	SolarWinds Network Configuration Manager DL500 (up to 500 nodes) Out-of-Maintenance Upgrade - License with 1st Year Maintenance Period: 9/1/18 - 8/31/19	$ 5,238.50	$ 5,238.50
11	1	SolarWinds User Device Tracker UT2500 (up to 2500 ports) Out-of-Maintenance Upgrade - License with 1st Year Maintenance Period: 9/1/18 - 8/31/19	$ 1,141.50	$ 1,141.50
12	1	CommVault Software Premium Support Coverage Period: 8/30/18 - 8/29/19	$ 23,416.00	$ 23,416.00

SOUTH TEXAS COLLEGE
16. ENTERPRISE SOFTWARE LICENSES AND MAINTENANCE AGREEMENTS

NAME			SHI Government Solutions	
#	**Qty**	**Description**	**Unit Price**	**Extension**
13	3500	Deep Freeze ENT NA EDU Maintenance Renewal 1yr 1000+ Faronics Period: 9/1/18 - 8/31/19	$ 3.00	$ 10,500.00
14	100	Insight NA EDU Maintenance Renewal 1yr 50+ CR Faronics Period: 9/1/18 - 8/31/19	$ 47.30	$ 4,730.00
15	100	Deep Freeze Mac NA EDU Maintenance Renewal 1yr 1000+ Faronics Period: 9/1/18 - 8/31/19	$ 3.00	$ 300.00
16	1	FishEye (Server) 25 Users: Academic License Renewal - Support Entitlement Period: 9/1/18 - 8/31/19	$ 413.00	$ 413.00
17	1	Crucible (Server) 25 Users: Academic License Renewal - Support Entitlement Number. Period: 9/1/18 - 8/31/19	$ 413.00	$ 413.00
18	1	Questions for Confluence (Server) 25 Users: Academic License Renewal -Support Entitlement Number. Period: 9/1/18 - 8/31/19	$ 200.00	$ 200.00
19	1	Bitbucket (Server) 25 Users: Academic License Renewal - Support Entitlement Number. Period: 9/1/18 - 8/31/19	$ 500.00	$ 500.00
20	1	JIRA Software (Server) 25 Users: Academic License Renewal Support Entitlement Number. Period: 9/1/18-8/31/19	$ 500.00	$ 500.00
21	1	Confluence (Server) 25 Users: Academic License Renewal -Support Entitlement Number. Period: 9/1/18 - 8/31/19	$ 375.00	$ 375.00
TOTAL AMOUNT			$	111,827.40

SOUTH TEXAS COLLEGE
17. HARDWARE AND SOFTWARE MAINTENANCE AND SUPPORT AGREEMENTS

NAME			Dell Marketing, LP.	
ADDRESS			P O Box 676021	
CITY/STATE/ZIP			Dallas, TX 75267	
PHONE			800-456-3355	
CONTACT			Marlene Silva	
#	**Qty**	**Description**	**Unit Price**	**Extension**
1	1	Server Maintenance and Support Period: 9/1/18 - 8/31/19	$ 97,302.79	$ 97,302.79
2	1	VM Ware Licenses Maintenance and Support	$ 30,572.62	$ 30,572.62
3	1	F5 Hardware Maintenance and Support	$ 15,586.68	$ 15,586.68
TOTAL AMOUNT			$	143,462.09

SOUTH TEXAS COLLEGE
18. INTERNET SERVICE - PECAN CAMPUS

NAME			Department of Information Resources (DIR) for Time Warner Cable/Spectrum	
ADDRESS			300 W 15th St Ste 1300	
CITY/STATE/ZIP			Austin, TX 78701	
PHONE			512-463-3958	
FAX			512-463-2944	
CONTACT			Arturo Garcia	
#	**Qty**	**Description**	**Unit Price**	**Extension**
1	12	Renewal of Internet Services Period: 9/1/18 - 8/31/19	$ 10,920.00	$ 131,040.00
1	12	Other Fees & Charges: Municipal Fees & PUC Recovery Fees	$ 83.33	$ 999.96
TOTAL AMOUNT			$	132,039.96

SOUTH TEXAS COLLEGE
19. NETWORK HARDWARE AND SOFTWARE MAINTENANCE AGREEMENT

NAME			Insight Public Sector	
ADDRESS			6820 South Harl Ave	
CITY/STATE/ZIP			Tempe, AZ 85283	
LOCAL ADDRESS			2712 N McColl Road McAllen, TX 78501	
PHONE			956-465-8080	
FAX			630-295-7881	
CONTACT			Darak Weaver	
#	**Qty**	**Description**	**Unit Price**	**Extension**
		Period: 9/1/18 - 8/31/19		
1	1	SMARTnet Service Level: CON-ECMU-1 Ref Contract: Various	$ 98,108.07	$ 98,108.07
2	1	SMARTnet Service Level: CON-ECMU-1 Ref Contract: 201455360	$ 1,965.37	$ 1,965.37
3	1	SMARTnet Service Level: CON-ISESL-1 Ref Contract: 94813493	$ 9,100.00	$ 9,100.00
4	1	SMARTnet Service Level: CON-ISV1-1 Ref Contract: 94293354	$ 1,587.60	$ 1,587.60
5	1	SMARTnet Service Level: CON-SNT-1 Ref Contract: Various	$ 63,405.24	$ 63,405.24
6	1	SMARTnet Service Level: CON-SNTE-1 Ref Contract: 93374624	$ 467.60	$ 467.60
7	1	SMARTnet Service Level: CON-SSPNB-1 Ref Contract: 201455360	$ 1,036.29	$ 1,036.29
TOTAL AMOUNT			$	175,670.17

SOUTH TEXAS COLLEGE
20. ORACLE LICENSE MAINTENANCE AGREEMENT

NAME	Oracle America, Inc.
ADDRESS	PO Box 203448
CITY/STATE/ZIP	Dallas, TX 75320
PHONE	888-545-4577
CONTACT	Eddie George

#	Qty	Description	Unit Price	Extension
1	1	Oracle Advanced Security - Named User Plus Perpetual CSI# 19208501 Qty: 23896	$ 17,512.70	$ 17,512.70
2	1	Oracle Database Enterprise Ed - Named User Plus Perpetual CSI# 14054167 Qty: 13,716	$ 67,214.73	$ 67,214.73
3	1	Oracle Diagnostics Pack - Named User Plus Perpetual CSI# 14054167 Qty: 13,716	$ 5,041.12	$ 5,041.12
4	1	Oracle Internet Application Srvs Ent Ed - Named User Plus Perpetual CSI# 14054167 Qty: 13,716	$ 33,607.39	$ 33,607.39
5	1	Oracle Internet Developer Ste - Named User Plus Perpetual CSI# 14054167 Qty: 5	$ 4,231.50	$ 4,231.50
6	1	Oracle Programmer - Named User Plus Perpetual CSI# 14054167 Qty: 5	$ 855.95	$ 855.95
7	1	Oracle Real Application Clusters - Named User Plus Perpetual CSI# 14054167 Qty: 13,716	$ 33,607.39	$ 33,607.39
8	1	Oracle Tuning Pack - Named User Plus Perpetual CSI# 14054167 Qty: 13,716	$ 5,041.12	$ 5,041.12
9	1	Oracle Database Enterprise Ed - Named User Plus Perpetual CSI# 15508293 Qty: 670	$ 9,002.81	$ 9,002.81
10	1	Oracle Diagnostic Pack - Named User Plus Perpetual CSI# 15508293 Qty: 670	$ 675.21	$ 675.21
11	1	Oracle Internet Application Srvs Ent Ed - Named User Plus Perpetual CSI# 15508293 Qty: 670	$ 6,752.10	$ 6,752.10
12	1	Oracle Real Application Clusters - Named User Plus Perpetual CSI# 15508293 Qty: 670	$ 4,501.39	$ 4,501.39
13	1	Oracle Tuning Pack - Named User Plus Perpetual CSI# 15508293 Qty: 670	$ 675.21	$ 675.21
14	1	Oracle Database Enterprise Ed - Named User Plus Perpetual CSI# 15918890 Qty: 979	$ 6,269.61	$ 6,269.61
15	1	Oracle Diagnostic Pack - Named User Plus Perpetual CSI# 15918890 Qty: 979	$ 470.24	$ 470.24
16	1	Oracle Internet Application Srvr Ent Ed - Named User Plus Perpetual CSI# 15918890 Qty: 979	$ 4,702.22	$ 4,702.22

SOUTH TEXAS COLLEGE
20. ORACLE LICENSE MAINTENANCE AGREEMENT

NAME			Oracle America, Inc.	
#	**Qty**	**Description**	**Unit Price**	**Extension**
17	1	Oracle Real Application Clusters - Named User Plus Perpetual CSI# 15918890 Qty: 979	$ 3,134.79	$ 3,134.79
18	1	Oracle Tuning Pack - Named User Plus Perpetual CSI# 15918890 Qty: 979	$ 470.23	$ 470.23
19	1	Oracle Database Enterprise Ed - Nonstandard User CSI# 16400182 Qty: 1,338	$ 14,023.91	$ 14,023.91
20	1	Oracle Diagnostic Pack - Nonstandard User CSI# 16400182 Qty: 1,338	$ 1,033.33	$ 1,033.33
21	1	Oracle Internet Application Srvs Ent Ed - Nonstandard User CSI# 16400182 Qty: 1,338	$ 10,333.41	$ 10,333.41
22	1	Oracle Real Application Clusters - Nonstandard User CSI# 16400182 Qty: 1,338	$ 6,790.52	$ 6,790.52
23	1	Oracle Tuning Pack - Nonstandard User CSI# 16400182 Qty: 1,338	$ 1,033.35	$ 1,033.35
24	1	Oracle Database Ent Ed - Named User Plus Perpetual CSI# 16708003 Qty: 4,161	$ 27,467.54	$ 27,467.54
25	1	Oracle Diagnostics Pack - Named User Plus Perpetual CSI# 16708003 Qty: 4,161	$ 2,891.32	$ 2,891.32
26	1	Oracle Internet Application Srvs Ent Ed - Named User Plus Perpetual CSI# 16708003 Qty: 4,161	$ 20,239.23	$ 20,239.23
27	1	Oracle Real Application Clusters - Named User Plus Perpetual CSI# 16708003 Qty: 4,161	$ 13,300.07	$ 13,300.07
28	1	Oracle Tuning Pack - Named User Plus Perpetual CSI# 16708003 Qty: 4,161	$ 2,891.32	$ 2,891.32
29	1	Sun Horizon Library Mgr for L-Series Library Admin L180-Storage Device CSI# 16930272 Qty: 1	$ 293.71	$ 293.71
30	1	Oracle Database Ent Ed - Named User Plus Perpetual CSI# 17940949 Qty: 900	$ 9,228.91	$ 9,228.91
31	1	Oracle Diagnostic Pack - Named User Plus Perpetual CSI# 17940949 Qty: 900	$ 971.47	$ 971.47
32	1	Oracle Internet Application Srvr Ent Ed - Named User Plus Perpetual CSI# 17940949 Qty: 900	$ 6,800.28	$ 6,800.28
33	1	Oracle Real Application Clusters - Named User Plus Perpetual CSI# 17940949 Qty: 900	$ 4,468.75	$ 4,468.75
34	1	Oracle Tuning Pack - Named User Plus Perpetual CSI# 17940949 Qty: 900	$ 971.47	$ 971.47

SOUTH TEXAS COLLEGE
20. ORACLE LICENSE MAINTENANCE AGREEMENT

NAME			Oracle America, Inc.	
#	**Qty**	**Description**	**Unit Price**	**Extension**
35	1	Oracle Database Ent Ed - Named User Plus Perpetual CSI# 19341893 Qty: 106	$ 2,539.34	$ 2,539.34
36	1	Oracle Diagnostic Pack - Named User Plus Perpetual CSI# 19341893 Qty: 106	$ 267.31	$ 267.31
37	1	Oracle Internet Application Srvr Ent Ed - Named User Plus Perpetual CSI# 19341893 Qty: 106	$ 1,871.05	$ 1,871.05
38	1	Oracle Tuning Pack - Named User Plus Perpetual CSI# 19341893 Qty: 106	$ 267.31	$ 267.31
39	1	Oracle Database Enterprise Ed - Named User Plus Perpetual CSI# 18325503 Qty: 2,132	$ 21,480.95	$ 21,480.95
40	1	Oracle Diagnostic Pack - Named User Plus Perpetual CSI# 18325503 Qty: 2,132	$ 2,261.15	$ 2,261.15
41	1	Oracle Internet Application Srvs Ent Ed - Named User Plus Perpetual CSI# 18325503 Qty: 2,132	$ 15,828.05	$ 15,828.05
42	1	Oracle Real Application Clusters - Named User Plus Perpetual CSI# 18325503 Qty: 2,132	$ 10,401.32	$ 10,401.32
43	1	Oracle Tuning Pack - Named User Plus Perpetual CSI# 18325503 Qty: 2,132	$ 2,261.15	$ 2,261.15
44	1	Oracle Advanced Security - Named User Plus Perpetual CSI# 19811533 Qty: 345	$ 2,503.70	$ 2,503.70
45	1	Oracle Database Enterprise Ed - Named User Plus Perpetual CSI# 19811533 Qty: 239	$ 5,492.43	$ 5,492.43
46	1	Oracle Diagnostic Pack - Named User Plus Perpetual CSI# 19811533 Qty: 239	$ 867.23	$ 867.23
47	1	Oracle Internet Application Srvs Ent Ed - Named User Plus Perpetual CSI# 19811533 Qty: 239	$ 4,047.06	$ 4,047.06
48	1	Oracle Real Application Clusters - Named User Plus Perpetual CSI# 19811533 Qty: 106	$ 1,197.97	$ 1,197.97
49	1	Oracle Real Application Clusters - Named User Plus Perpetual CSI# 19811533 Qty: 239	$ 2,659.49	$ 2,659.49
50	1	Oracle Tuning Pack - Named User Plus Perpetual CSI# 19811533 Qty: 239	$ 578.15	$ 578.15
51	1	Oracle Golden Gate - Named User Plus Perpetual CSI# 20086908 Qty: 24,421	$ 41,064.34	$ 41,064.34
TOTAL AMOUNT			$	442,092.30

SOUTH TEXAS COLLEGE
21. PUBLIC WEBSITE HOSTING SERVICES

NAME	Rackspace Hosting, Inc.
ADDRESS	9725 Datapoint Ste 100
CITY/STATE/ZIP	San Antonio, TX 78229
PHONE	800-961-2888
FAX	210-312-5949
CONTACT	Tommy Hall

#	Qty	Description	Unit Price	Extension
1	12	Firewall Hosting Services	$ 309.27	$ 3,711.24
2	12	SAN Hosting Services	$ 988.21	$ 11,858.52
3	12	Virtual Hosting Services	$ 2,400.00	$ 28,800.00
4	12	Virtual Machine Reference #: 381046	$ 497.52	$ 5,970.24
5	12	Virtual Machine Reference #: 381059	$ 497.52	$ 5,970.24
6	12	Virtual Machine Reference #: 381060	$ 247.52	$ 2,970.24
7	12	Virtual Machine Reference #: 381061	$ 247.00	$ 2,964.00
8	12	Virtual Machine Reference #: 681071	$ 275.00	$ 3,300.00
9	12	Virtual Machine Reference #: 636599	$ 247.52	$ 2,970.24
10	12	Virtual Machine Reference #: 683989	$ 247.52	$ 2,970.24
11	12	Virtual Machine Reference #: 683990	$ 247.00	$ 2,964.00
12	12	Virtualization	$ 325.00	$ 3,900.00
TOTAL AMOUNT			$	78,348.96

SOUTH TEXAS COLLEGE
22. PROFESSIONAL DEVELOPMENT SERVICES

NAME			Region One Education Service Center	
ADDRESS			1900 W Schunior St	
CITY/STATE/ZIP			Edinburg, TX 78541	
PHONE			956-984-6000	
FAX			956-984-6289	
#	**Qty**	**Description**	**Unit Price**	**Extension**
1	1	Professional Development System for Online Subscription (Renewal) Period: 9/01/18 - 8/31/19	$ 14,237.50	$ 14,237.50
TOTAL AMOUNT			$	14,237.50

Review and Action as Necessary on Purchases for the 2013 Bond Construction Program Funded by Non-Bond Proceeds

Approval of the following purchases for the 2013 Bond Construction Program Funded by Non-Bond Proceeds will be requested at the August 28, 2018 Board meeting as follows:

A. Non-Bond Proceeds -- Maintenance and Operation Taxes (M&O)

1) Furniture (Purchase)

Purchase furniture from the National Cooperative Purchasing Alliance (NCPA) and National Joint Power Alliance (NJPA) approved vendors, at a total amount of $78,729.55.

#	Vendor	Amount
A	**Krueger International, Inc./Gateway Printing & Office Supply, Inc.** (Green Bay, WI/Edinburg, TX)	$68,135.00
B	**Landscape Forms** (Kalamazoo, MI)	$10,594.55
	Furniture Total	$78,729.55

The purchases can be summarized as follows:

- Krueger International, Inc./Gateway Printing and Office Supply, Inc. (Green Bay, WI/Edinburg, TX)
  - ⇒ Mid Valley Campus
    - 12 Bench Seating for Mid Valley Building K
  - ⇒ Nursing Allied Health Campus
    - 8 Bench Seating for Nursing Allied Health Campus Building B
  - ⇒ Pecan Campus
    - 6 Bench Seating for Pecan Campus Building P
    - 10 Bench Seating for Pecan Campus Building V
    - 8 Bench Seating for Pecan Campus Building Y
  - ⇒ Starr County Campus
    - 6 Bench Seating for Starr County Campus Building L
  - ⇒ Technology Campus
    - 8 Bench Seating for Technology Campus Building E

- Landscape Forms (Kalamazoo, MI)
  - ⇒ Pharr Regional Center of Public Safety
    - 3 Trash Cans and 2 Benches for the Pharr Regional Center

Funds for this expenditure are budgeted in the Maintenance and Operations Taxes (M&O) Furniture, Fixtures, and Equipment (FFE) budget for FY 2018 – 2019.

2) Birthing Simulator (Purchase)

Purchase a birthing simulator from **Gaumard** (Miami, FL), a sole source vendor, at a total amount of $63,043.00.

Purpose – The Associate Degree Nursing (ADN) program in the Division of Nursing and Allied Health is requesting the purchase of a birthing simulator for student instruction in the obstetrics simulation lab.

Justification and Benefit – The simulator is needed to ensure that students are getting hands-on experience with equipment located at hospital sites. This equipment is also part of the overall simulation experience that has become a widely accepted method of instruction by accrediting bodies to better prepare students for real-life experience in a safe and non-threatening environment. It is designated to provide "real" complete birthing simulation experience before, during, and after delivery. It is equipped with fetal heart sounds, cervix dilation, perinatal monitor, realistic uterus, placental delivery, and complicated pregnancy deliveries like shoulder dystocia and intubatable newborn baby.

While in clinical rotation, students do not always witness labor and delivery, which is why this equipment will provide advanced training on how to handle delivering moms in an ambulance setting and antepartum, intrapartum, and postpartum nursing care for both mom and newborn.

Funds for this expenditure are budgeted in the Maintenance and Operations Taxes (M&O) Furniture, Fixtures, and Equipment (FFE) budget for FY 2018 – 2019.

Recommendation:

It is requested that the Finance, Audit, and Human Resources Committee recommend for Board approval at the August 28 2018 Board meeting the purchases for the 2013 Bond Construction Program Funded by Non-Bond Proceeds as listed below:

A. Non-Bond Proceeds -- Maintenance and Operation Taxes (M&O)

1) **Furniture (Purchase):** purchase furniture from the National Cooperative Purchasing Alliance (NCPA) and National Joint Power Alliance (NJPA) approved vendors, at a total amount of $78,729.55.

#	Vendor	Amount
A	**Krueger International, Inc./Gateway Printing & Office Supply, Inc.** (Green Bay, WI/Edinburg, TX)	$68,135.00
B	**Landscape Forms** (Kalamazoo, MI)	$10,594.55
	Total Amount	$78,729.55

2) **Birthing Simulator (Purchase):** purchase a birthing simulator from **Gaumard** (Miami, FL), a sole source vendor, at a total amount of $63,043.00.

Recommend Action - The total for the purchases for the 2013 Bond Construction Program and Related Projects Funded by Non-Bond Proceeds is $141,772.55.

SOUTH TEXAS COLLEGE
1. MAINTENANCE AND OPERATIONS TAXES - DISTRICT WIDE FURNITURE
AUGUST 28, 2018

#	Qty	Description	Unit Price	Extension	Requesting Department
Krueger International, Inc./Gateway Printing & Office Supply Inc. (NJPA)					
1	4	Torsion Tandem 4 Seats, 1 In Line Table, No Arms, Mardi Grass	$1,068.00	$4,272.00	Maintenance and Operations Taxes FFE - Ricardo De La Garza
	4	Torsion Tandem 4 Seats, 1 in Line Table, No Arms, Nemo	$1,068.00	$4,272.00	Student Hallway Seating for Mid Valley Campus Bldg. K
	4	Torsion Tandem 4 Seats, 1 In Line Table, Nor Arms, Surfs Up	$1,068.00	$4,272.00	
2	3	Torsion Tandem 4 Seats, 1 In Line Table, No Arms, Mardi Grass	$1,068.00	$3,204.00	Maintenance and Operations Taxes FFE - Ricardo De La Garza
	3	Torsion Tandem 4 Seats, 1 in Line Table, No Arms, Nemo	$1,068.00	$3,204.00	Student Hallway Seating for Nursing Allied Health Bldg. B
	2	Torsion Tandem 4 Seats, 1 In Line Table, Nor Arms, Surfs Up	$1,068.00	$2,136.00	
3	2	Torsion Tandem 4 Seats, 1 In Line Table, No Arms, Mardi Grass	$1,068.00	$2,136.00	Maintenance and Operations Taxes FFE - Ricardo De La Garza
	2	Torsion Tandem 4 Seats, 1 in Line Table, No Arms, Nemo	$1,068.00	$2,136.00	Student Hallway Seating for Pecan Campus Bldg. P
	2	Torsion Tandem 4 Seats, 1 In Line Table, Nor Arms, Surfs Up	$1,068.00	$2,136.00	
4	4	Torsion Tandem 4 Seats, 1 In Line Table, No Arms, Mardi Grass	$1,068.00	$4,272.00	Maintenance and Operations Taxes FFE - Ricardo De La Garza
	3	Torsion Tandem 4 Seats, 1 in Line Table, No Arms, Nemo	$1,068.00	$3,204.00	Student Hallway Seating for Pecan Campus Bldg. V
	3	Torsion Tandem 4 Seats, 1 In Line Table, Nor Arms, Surfs Up	$1,068.00	$3,204.00	
5	3	Torsion Tandem 4 Seats, 1 In Line Table, No Arms, Mardi Grass	$1,068.00	$3,204.00	Maintenance and Operations Taxes FFE - Ricardo De La Garza
	3	Torsion Tandem 4 Seats, 1 in Line Table, No Arms, Nemo	$1,068.00	$3,204.00	Student Hallway Seating for Pecan Campus Bldg. Y
	2	Torsion Tandem 4 Seats, 1 In Line Table, Nor Arms, Surfs Up	$1,068.00	$2,136.00	
6	2	Torsion Tandem 4 Seats, 1 In Line Table, No Arms, Mardi Grass	$1,068.00	$2,136.00	Maintenance and Operations Taxes FFE - Ricardo De La Garza
	2	Torsion Tandem 4 Seats, 1 in Line Table, No Arms, Nemo	$1,068.00	$2,136.00	Student Hallway Seating for Starr County Campus Bldg. L
	2	Torsion Tandem 4 Seats, 1 In Line Table, Nor Arms, Surfs Up	$1,068.00	$2,136.00	
7	3	Torsion Tandem 4 Seats, 1 In Line Table, No Arms, Mardi Grass	$1,068.00	$3,204.00	Maintenance and Operations Taxes FFE - Ricardo De La Garza
	3	Torsion Tandem 4 Seats, 1 in Line Table, No Arms, Nemo	$1,068.00	$3,204.00	Student Hallway Seating for Technology Campus Bldg. E
	2	Torsion Tandem 4 Seats, 1 In Line Table, Nor Arms, Surfs Up	$1,068.00	$2,136.00	
8	1	Labor to receive, inspect, deliver, install and remove debris	$6,191.00	$6,191.00	
		Krueger International, Inc. Total		**$68,135.00**	
Landscape Forms (NCPA)					
1	3	Presidio Litter, 30 Gallon Capacity, Ivy	$1,648.13	$4,944.39	Maintenance and Operations Taxes FFE - Ricardo De La Garza
	2	Presidio Bench, Backed Seats, 3 Seat Unit, Ivy	$2,215.08	$4,430.16	Outside Furniture Benches and Trash Cans to be
	1	Shipping and Handling	$1,220.00	$1,220.00	used in the Pharr Regional Center
		Landscape Forms Total		**$10,594.55**	
		Furniture Total		**$78,729.55**	

SOUTH TEXAS COLLEGE
2. BIRTHING SIMULATOR

NAME	Gaumard
ADDRESS	14700 SW 136th St
CITY/STATE/ZIP	Miami, FL 33196
PHONE	305-971-3790
FAX	305-252-0755
CONTACT	Abigail Rodriguez

#	Qty	Description	Unit Price	Extension
1	1	Victoria Advanced Birthing Simulator Includes: 12' Touchscreen Windows Tablet, 49 Scenarios, Software, Birthing Baby, Training Guides, and 1 Year Warranty	$ 62,500.00	$ 62,500.00
2	1	Shipping and Handling	$ 543.00	$ 543.00
TOTAL AMOUNT			$	63,043.00

Review and Action as Necessary on Disposal of Surplus Property Valued at $5,000 and Over

Approval to dispose of surplus property valued at $5,000 and over through a live auction will be requested at the August 28, 2018 Board of Trustees meeting.

Purpose – The Fixed Assets Department is requesting the disposal through a live auction of surplus property valued at $5,000 and over.

Justification and Benefit – It is necessary to dispose of obsolete, damaged, and not functioning property for safety purposes and due to the lack of storage area for surplus property.

Background – The surplus property goes through an evaluation process by the departments to determine if the items are damaged beyond repair and unable to utilized district wide. After this evaluation process, the department submits a request to have the property removed from the department and relocated to the Shipping and Receiving Warehouse for auction.

The auction items are located at the South Texas College Receiving Department, 3700 W. Military Hwy., McAllen, TX. The auction will be scheduled for the month of September at the auctioneers' site due lack of space at the Central Receiving Warehouse.

The items valued over $5,000 are included in the College's inventory through the Banner system.

Enclosed Documents - The listing of the items to be auctioned follows in the packet for the Committee's review and information.

It is requested that the Finance, Audit, and Human Resources Committee recommend for Board approval, at the August 28, 2018 Board meeting, the disposal of surplus property valued at $5,000 and over through a live auction as presented.

SOUTH TEXAS COLLEGE
SURPLUS PROPERTY VALUED AT $5,000 AND OVER
AUGUST 7, 2018

Pallet	Qty	Description	Serial Number	Silver Tag	Green Tag	Purchase Date	Amount	Ptag	Net Book Value	Condition
12	1 ea	3M Library Book Security System Scanner Model 966	6604301	0000002750		4/29/1999	$ 8,525.00	000003749	$ -	Obsolete
2	1 ea	Dyno Cooler Engine Diagnostics (Potential Dyno/Capital)		4863		7/13/2000	$ 22,187.25	000004708	$ -	Incomplete
7	1 ea	Heartsim Training #29-00-12 Interactive		0000004512		2/7/2001	$ 5,776.31	000006045	$ -	Incomplete
5	1 ea	Thermo King of the Road SB3-SR+ Limited Edition	07064K7925	0000005252	5000002671	7/12/2001	$ 11,669.00	000006476	$ -	Obsolete
6	1 ea	Thermo King of the Road SB3-SR+ Limited Edition	07064K7926	0000005716	5000002672	7/12/2001	$ 11,669.00	000006477	$ -	Obsolete
10	1 ea	Hunter Engineering System Wheel Alignment R611	KL8227	0000005768		12/10/2001	$ 29,715.00	000006998	$ -	Obsolete
8	1 ea	Vetronix MTS 5100 Engine Analyzer	97002133	17756		7/27/2004	$ 6,356.00	000009894	$ -	Obsolete
12	1 ea	3M Library System 3802 DM Security Gate	3829092	0000011147		5/20/2005	$ 12,931.05	000012487	$ -	Damaged
12	1 ea	3M Library System 3802 DM Security Gate	3829088	0000011142		5/20/2005	$ 12,931.05	000012485	$ -	Damaged
9	1 ea	3M Library System 3802 DM Security Gate	38211194	18622		8/27/2009	$ 12,269.05	N00017711	$ 1,329.37	Obsolete
7	1 ea	Laerdal Simman Patient Simulator with Compressor	211SM12000010	13227	5000005993	3/28/2006	$ 26,155.85	N00012794	$ -	Incomplete
11	1 ea	Sony HVR-Z1U Camcorder with Anton Bauer Kit	1120657	15234		8/21/2006	$ 6,594.82	N00015032	$ -	Obsolete
8	1 ea	Bosch MTS 5200 Engine Analyzer	649V00607	13378		3/9/2007	$ 6,162.93	N00015265	$ -	Obsolete
7	1 ea	ALS Simulator Training Manikin	205M38080002	32345		7/11/2008	$ 8,333.25	N00016891	$ 69.89	Incomplete
3	1 ea	AMSCO 3080 RL Surgery Table Refurbished	92293	25431		8/27/2015	$ 9,650.00	N00023775	$ -	Obsolete

List #43

Grant Funded Asset

Review and Action as Necessary on the Membership Agreement to Participate in the Sourcewell Purchasing Cooperative

Approval on the membership agreement to participate in the Sourcewell Purchasing Cooperative formerly National Joint Powers Alliance (NJPA) Purchasing Cooperative will be requested at the August 28, 2018 Board of Trustees meeting.

Purpose – The Purchasing Department is requesting participation in the purchasing cooperative, which will provide larger purchase discounts, reduces administrative cost in preparing request for proposal (RFP), and reduces the solicitation cost.

Justification – The Board of Trustees previously approved the purchasing cooperative participation with the National Joint Powers Alliance (NJPA) at the May 24, 2016 Board of Trustees meeting. NJPA has been acquired by Sourcewell to provide a greater number of products and services for public agencies.

Sourcewell is also available to all levels of government, schools, higher education institutions, and non-profit entities to provide a greater number of products and services.

The following are some of the benefits:

- There is no annual membership fee
- No bulk purchasing is required
- Quality products and services
- Significant discounts
- National vendors are available
- No lengthy costly bid processes
- No advertising or posting fees
- Annual evaluation of contracts
- Reasonable shipping fees (if any)
- Maintains open competition for purchases by complying with purchasing laws of Texas

Purchase through these cooperatives is optional and will be completed only after it has been determined to be the best value for the College. Some of the participants in the cooperative are local vendors.

A couple of the vendors that participate in this cooperative are as follows:

- Krueger International – Bond and Non-Bond Furniture
- CDW – Classroom Tablets, Printers, Monitors, Toner Cartridges, and USBs.

Participation in this purchasing cooperative will provide additional sources of vendors, which have competitively awarded bids. This membership will not preclude participation in the State of Texas Department of Information Resources (DIR) Purchasing Cooperative, State of Texas Multiple Award Schedule (TXMAS), and State of Texas Term contracts.

The participation in these purchasing cooperatives will benefit the College during transition periods of the state contracts and prevent any delaying in procuring products and services.

Mary Elizondo, Vice President for Finance and Administrative Services and Becky Cavazos, Director of Purchasing, will be attending the August 14, 2018 Finance and Human Resources Committee to address any questions by the committee.

It is requested that the Finance, Audit, and Human Resources Committee recommend for Board approval, at the August 28, 2018 Board meeting, on the membership agreement to participate in the Sourcewell Purchasing Cooperative formerly National Joint Powers Alliance (NJPA) Purchasing Cooperative as presented.

Sourcewell
Formerly NJPA

SOURCEWELL AGREEMENT

This Agreement, made effective on the date hereof, by and between Sourcewell (formerly known as National Joint Powers Alliance) and _____ (hereinafter referred to as the "Member").

Agreement

1. Sourcewell, a public entity whose creation was authorized by Minn. Stat. § 123A.21, has followed procurement procedures for products and services offered by this Agreement in accordance with Minn. Stat. § 471.345. Sourcewell is permitted to engage in cooperative purchasing pursuant to Minn. Stat. § 123A.21 Subd. 7(23).

2. It is the sole responsibility of each Member to follow state and local procurement statutes and rules as it pertains to cooperative purchasing or joint power Agreements with in-state or out-of-state public agencies.

3. Sourcewell makes cooperative purchasing contracts available to Members "as is," and is under no obligation to revise the terms, conditions, scope, price, and/or any other conditions of the contract for the benefit of the Member. Members are permitted to negotiate and agree to additional terms and conditions with Vendors directly.

4. Each party shall be responsible for its acts and the results thereof, to the extent authorized by law, and will not be responsible for the acts of the other party and the results thereof. The Member will be responsible for all aspects of its purchase, including ordering its goods and/or services, inspecting and accepting the goods and/or services, and paying the Vendor who will have directly billed the Member placing the order.

5. The use of each contract by the Member will adhere to the terms and conditions of the Sourcewell contract.

6. Any dispute which may arise between the Member and the Vendor are to be resolved between the Member and the Vendor.

7. This Agreement incorporates all Agreements, covenants and understandings between Sourcewell and the Member. No prior Agreement or understanding, verbal or otherwise, by the parties or their agents, shall be valid or enforceable unless embodied in this Agreement. This Agreement shall not be altered, changed or amended except by written amendment executed by both parties.

Member Name	**Sourcewell**
By _____	_____
Its _____	_____
TITLE	TITLE
_____	_____
DATE	DATE

Rev. 5/2018

Sourcewell
Formerly NJPA

MEMBER INFORMATION

Indicate an address to which correspondence may be delivered.

Organization Name* _____

Address* _____

City _____

State/Province Code _____ ZIP code*_____

Country _____

Employer Identification Number _____

Website _____

Contact person* (First, Last) _____

Job Title* _____

Job Role* _____

E-mail* _____

Phone* _____

Organization Type:

Government

- ☐ State
- ☐ County
- ☐ Municipality
- ☐ Tribal
- ☐ Township
- ☐ Special District

Education

- ☐ Public K-12
- ☐ Private K-12
- ☐ Public Higher Ed
- ☐ Private Higher Ed

Sourcewell
Formerly NJPA

Non-Profit (Please include documentation demonstrating non-profit status)

- ☐ Church
- ☐ Fraternal
- ☐ Other

REFERRED BY

- ☐ Advertisement _____
- ☐ Colleague/Friend _____
- ☐ Vendor representative _____
- ☐ Conference/Trade show_____
- ☐ Sourcewell website _____
- ☐ Other _____

RETURN COMPLETED AGREEMENT TO:

Sourcewell
202 12th Street NE
P.O. Box 219
Staples, MN 56479
877-585-9706 Membership@sourcewell-mn.gov

**Denotes required information*

Review and Recommend Action on Proposed FY 2018 - 2019 Committee Meeting Schedule

The Finance, Audit, and Human Resources Committee is asked to review the following proposed schedule and recommend amendment or approval as appropriate. The Board will be asked to review and take action on a calendar of Committee and Board Meetings for FY 2018 - 2019 at the August 28, 2018 Regular Board Meeting.

The proposed meeting schedule for the Finance, Audit, and Human Resources Committee is as follows:

Weekday	Date	Meeting Time
Tuesday	September 11, 2018	5:30 p.m.
Tuesday	October 9, 2018	5:30 p.m.
Tuesday	November 6, 2018	5:30 p.m.
Tuesday	December 4, 2018	5:30 p.m.
Tuesday	January 15, 2019	5:30 p.m.
Tuesday	February 12, 2019	5:30 p.m.
Tuesday	March 5, 2019	5:30 p.m.
Tuesday	April 9, 2019	5:30 p.m.
Tuesday	May 14, 2019	5:30 p.m.
Tuesday	June 11, 2019	5:30 p.m.
Tuesday	July 9, 2019	5:30 p.m.
Tuesday	August 13, 2019	5:30 p.m.
Tuesday	September 10, 2019	5:30 p.m.

Finance, Audit, and Human Resources Committee Meetings are generally scheduled for the second Tuesday of each month. There may be some deviation based upon scheduling conflicts, and any adjustments will be communicated with as much early notification as practical.

A full calendar view of the proposed Committee and Board meeting schedule follows in the packet for the Committee's information.

The Finance, Audit, and Human Resources Committee is asked to recommend Board action as necessary regarding the proposed Committee meeting schedule so that all Board members may enter the dates on their planning calendars.

Board Meeting
Committee Meeting Calendar
FY 2018 - 2019

September 2018

S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October 2018

S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November 2018

S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December 2018

S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

January 2019

S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019

S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2019

S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2019

S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019

S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2019

S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2019

S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2019

S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019

S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Regular Board Meeting

Graduation Ceremonies

Holiday/Professional Dev. Day, College Closed

Committee Meetings -

- Education & Workforce Development
- Facilities
- Finance, Audit, & Human Resources

* Education & Workforce Development Committee: 2nd Tuesday of the month, 3:30 p.m.

* Facilities Committee: 2nd Tuesday of the month, 4:30 p.m.

* Finance, Audit, & Human Resources Committee: 2nd Tuesday of the month, 5:30 p.m

* Board Meetings: 4th Tuesday of the month, 5:30 p.m.

Revision Date: 08/09/2018
Board Approval Pending

Review and Recommend Action to Revise the Resolution Authorizing Investment Brokers, Dealers, Banks, and Investment Pools

Approval to revise the Resolution Authorizing Investment Brokers, Dealers, Banks, and Investment Pools will be requested at the August 28, 2018 Board meeting.

Purpose – One additional bank, East West Bank, is being recommended to be added to the approved bank list. The Texas Public Funds Investment Act (PFIA) requires that the Board of Trustees approve any broker and dealer firms that will be used to transact investment business with the College. In addition, the College's Investment Policy requires that the Board of Trustees approve any banks and investment pools that will be used to transact investment business with the College. As per Policy #5120: *Investment Policy* and Investment Strategy Statement and in accordance with the PFIA, the Board of Trustees shall at least annually, review, revise, and adopt a list of qualified Investment Providers.

Justification – The Resolution Authorizing Investment Brokers, Dealers, Banks, and Investment Pools was approved and authorized on January 31, 2017, as amended. A revised list of brokers, dealers, banks, and investment pools, which includes one additional bank, East West Bank, that operate in the Texas public fund arena and have extensive knowledge of the requirements and constraints of the PFIA, are included on Exhibit "A".

Background – The Board adopted specific limitations on banks that could be used for College deposits with the adoption of Resolution Authorizing Investment Brokers, Dealers, Banks, and Investment Pools on January 31, 2017, as amended. Valley View Consulting, LLC, the investment advisor under contract with the College, has identified East West Bank and their offerings to be favorable to the College.

Reviewers – The Resolution was reviewed by Valley View Consulting, LLC (Investment Advisor) and was previously reviewed by South Texas College's legal counsel. No changes are being presented except the addition of one bank to Exhibit "A".

Enclosed Documents – The revised Resolution Authorizing Investment Brokers, Dealers, Banks, and Investment Pools follows in the packet for the Committee's information and review.

Dr. Shirley A. Reed, President, and Mary Elizondo, Vice President for Finance and Administrative Services, will be present at the August 14, 2018 Finance and Human Resources Committee meeting to address any questions by the committee.

It is requested that the Finance and Human Resources Committee recommend for Board approval at the August 28, 2018 Board meeting, Resolution Authorizing Investment Brokers, Dealers, Banks, and Investment Pools as presented, and which supersedes any previously adopted Board Resolution.

A RESOLUTION BY SOUTH TEXAS COLLEGE RELATING TO THE COLLEGE'S ADOPTION AND ANNUAL REVIEW OF ITS LIST OF AUTHORIZED BROKER/DEALERS/BANKS/INVESTMENT POOLS AND AMENDING SUCH BROKER/DEALER/BANK/INVESTMENT POOL LIST AS REQUIRED BY BOARD POLICY AND STATE LAW; AND AUTHORIZING OTHER MATTERS INCIDENT AND RELATED THERETO.

WHEREAS, the Board of Trustees (the "Board") of South Texas College (the "College") has adopted a written Investment Policy which primarily emphasizes safety of principal and liquidity and addresses investment diversification, yield, and maturity and the quality and capability of investment management provisions in accordance with the Public Funds Investment Act, Texas Government Code Chapter 2256, Subchapter A, as amended, (the *Act*)*;* and

WHEREAS, the Board must annually review the list of authorized broker/dealers/ banks/investment pools that are authorized to engage in investment transactions with the College and adopt a written instrument acknowledging receipt of such list of authorized broker/dealers/ banks/investment pools*;* and

WHEREAS, a written copy of the College's Investment Policy must be presented to any person offering to engage in an investment transaction with an investment entity or to an investment management firm under contract with an investing entity to invest or manage the entity's investment portfolio; and

WHEREAS, the authorized representatives of a business organization offering to engage in an investment transaction with the College must execute a written instrument substantially to the effect that the business organization has: (1) received and reviewed the College's Investment Policy, and (2) has acknowledged that the business organization has implemented reasonable procedures and controls in an effort to preclude investment transactions conducted between the College and the organization that are not authorized by the College's Investment Policy; now, therefore,

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF SOUTH TEXAS COLLEGE THAT:

SECTION 1: The Board has reviewed the list of authorized broker/dealers/banks/investment pools authorized to engage in investment transactions with the College (Exhibit "A" attached hereto), and the Board further wishes to memorialize this review by the adoption of this Resolution.

SECTION 2: Prospective authorized broker/dealers/banks/investment pools will be provided with written copies of the College's Investment Policy who shall acknowledge receipt and review of (1) the College's Investment Policy and (2) the implementation of procedures and controls to comply with the College's Investment Policy prior to any investment transaction.

SECTION 3: This Resolution establishes the College's compliance with the requirements of the Act and the College's Investment Policy and may be relied upon by all appropriate government officials and broker/dealers/banks/investment pools and engaging in investment transactions with College.

SECTION 4: The recitals contained in the preamble hereof are hereby found to be true, and such recitals are hereby made a part of this Resolution for all purposes and are adopted as a part of the judgment and findings of the Board.

SECTION 5: All parts of resolutions which are in conflict or inconsistent with any provision of this Resolution are hereby repealed to the extent of such conflict, and the provisions of this Resolution shall be and remain controlling as to the matters resolved herein.

SECTION 6: This Resolution shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.

SECTION 7: If any provision of this Resolution or the application thereof to any person or circumstance shall be held to be invalid, the remainder of this Resolution and the application of such provision to other persons and circumstances shall nevertheless be valid, and the Board hereby declares that this Resolution would have been enacted without such invalid provision.

SECTION 8: It is officially found, determined, and declared that the meeting at which this Resolution is adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered at such meeting, including this Resolution, was given, all as required by Chapter 551, as amended, Texas Government Code.

PASSED AND APPROVED this _____ day of _____, 2018.

SOUTH TEXAS COLLEGE

_____
Paul R. Rodriguez, Board of Trustees Chairman

ATTEST:

_____
Roy de León, Board of Trustees Secretary

(COLLEGE SEAL)

Exhibit “A”

List of Authorized Broker/Dealers:

Coastal Securities
Duncan Williams
Raymond James
Rice Financial
Wells Fargo Securities

List of Authorized Banks:

BBVA Compass
Bank of Texas
BTH Bank
Capital One Bank
Comerica Bank
East West Bank
Falcon Bank
First Community Bank
Frost Bank
Greater South Texas Bank
Green Bank
Independent Bank
International Bank of Commerce
Inter National Bank
JPMorgan Chase
LegacyTexas Bank
Lone Star National Bank
NexBank
PlainsCapital Bank
Prosperity Bank
Rio Bank
Southwest Bank
Southside Bank
Texas Regional Bank
Wallis State Bank
Wells Fargo Bank

List of Authorized Investment Pools:

TexPool
TexStar

Discussion and Action as Necessary on Revising the Metric to Determine the Minimum Unrestricted Fund Financial Reserve Level

Approval of revising the metric to determine the minimum unrestricted fund financial reserve level will be requested at the August 28, 2018 Board meeting.

Purpose – Given the negative impact of GASB 68 and GASB 75 on the College's unrestricted fund balance, the College is proposing a change to the financial reserve metric used to determine the minimum unrestricted fund financial reserve level.

The College's existing Unrestricted Fund Balance Policy #5350 was approved by the Board of Trustees prior to the required implementation of recent GASB standards for OPEB liabilities. Policy #5350 requires the College to maintain an unrestricted fund balance sufficient to cover no less than four months of budgeted expenditures. With the impact of the GASB 75 and its effect on the fund balance, the College will no longer meet the current minimum reserve metric and will need to transition from the current method used to calculate the adequate level of the unrestricted financial reserve level to the Annual Days Cash on Hand method.

The unrestricted fund balance will be decreased by an amount approximately equal to the OPEB liability, which is estimated to be $95,621,499. Therefore, the use of the unrestricted fund balance will no longer be a proper measurement of resource adequacy for current operations. Reserve level policies should provide meaningful targets to ensure continued operations of the College in case of a financial hardship. As of the publishing of the Finance, Audit, and Human Resources committee packets, the Employees Retirement System (ERS) of Texas has not released the College's final liability allocation amount, which may be different than the estimated $95,621,499.

The unrestricted fund financial reserve level using the Annual Days Cash on Hand method is calculated by dividing the current unrestricted current cash, cash equivalents and short-term investments by unrestricted budgeted expenditures, excluding transfers, contingencies, and other reserves, for the next fiscal year multiplied by 365. With the Annual Days Cash on Hand proposal, the College would revise Policy #5350 to maintain 120 days of unrestricted expenditures, excluding transfers, contingencies, and other reserves, as the minimum level for the College's annual days cash on hand.

The College's external auditor, Carr, Riggs, & Ingram, is in agreement that Policy #5350: Unrestricted Fund Balance may be revised to use different metrics such as Annual Days Cash on Hand.

Current Unrestricted Fund Balance Level Calculation – Excluding GASB 75 Impact

Current Unrestricted Fund Balance as of August 31, 2017	Fiscal Year 2018 Budgeted Unrestricted Expenditures (excluding transfers, contingencies, and other reserves)	Number of Months in Reserve
$125,620,844	$182,124,817	8.3 months

Current Unrestricted Fund Balance Level Calculation – Including Estimated GASB 75 Impact

Current Unrestricted Fund Balance as of August 31, 2017	Fiscal Year 2018 Budgeted Unrestricted Expenditures (excluding transfers, contingencies, and other reserves)	Number of Months in Reserve
$29,999,345	$182,124,817	1.9 months

Proposed Unrestricted Fund Financial Reserves Level-Annual Days Cash on Hand – Including GASB 75 Impact

Current Unrestricted Cash, Cash Equivalents, and Short-Term Investments as of August 31, 2017	Fiscal Year 2018 Budgeted Unrestricted Expenditures (excluding transfers, contingencies, and other reserves)	Number of Days in Reserve
$153,120,281	$182,124,817	306 days (10.2 months)

Dr. Shirley A. Reed, President, and Mary Elizondo, Vice President for Finance and Administrative Services will be present at the August 14, 2018 Finance and Human Resources Committee meeting to address any questions by the committee.

It is requested that the Finance, Audit, and Human Resources committee recommend for Board approval at the August 28, 2018 Board meeting, to revise the metric to determine the minimum unrestricted fund financial reserve level, as presented.

Review and Recommend Action to Revise Policy #5350: Unrestricted Fund Balance

Approval to revise Policy #5350: Unrestricted Fund Balance will be requested at the August 28, 2018 Board meeting.

Purpose – The proposed policy revisions update the current policy, which was last revised by the Board in 2013.

Justification – The request for the revision to the policy is necessary for the following reasons:

- To change the title of Policy #5350: Unrestricted Fund Balance to Unrestricted Fund Financial Reserve Level.
- Recent GASB changes and the impact to the existing fund balance calculation have resulted in the need to use other liquidity metrics in order to assess the adequacy of the College's reserves.
- The use of fund balance as the primary measure of operating reserve adequacy is distorted by the reporting of GASB 68 and 75. In order to be in compliance with the four months minimum fund balance level, an addition of approximately $31 million to the fund balance would be required considering the current estimated other postemployment benefits (OPEB) liability of $95,621,499. The addition to the fund balance estimate of $31 million does not include Fiscal Year 2018 activity, therefore a larger increase to the fund balance may be required to maintain compliance.
- Replace the use of Fund Balance with the Annual Days Cash on Hand as the primary financial ratio used to measure the adequacy of the College's reserve.
- Establish 120 days of unrestricted budgeted expenditures, excluding transfers, contingencies, and other reserves, as the minimum level for the College's Annual Days Cash on Hand.

Background – Policy #5350: Unrestricted Fund Balance was approved by the Board of Trustees on October 28, 2013, and was amended on November 26, 2013.

Reviewers – The revised policy has been reviewed by staff and discussed with the external auditor, Carr, Riggs & Ingram.

Enclosed Documents – The revised policy follows in the packet for the Committee's review and information.

The additions to the policy are in italics and highlighted in yellow and the deletions are designated with a red strikeout.

It is requested that the Finance, Audit, and Human Resources Committee recommend for Board approval at the August 28, 2018 Board meeting, Policy #5350: Unrestricted Fund Financial Reserve Level as presented and which supersedes any previously adopted Board policy.

Title	**Unrestricted Fund *Financial Reserve Level* ~~Balance~~**	**5350**
Legal Authority	**Approval of the Board of Trustees**	**Page 1 of 1**
Date Approved by Board	**Board Minute Order dated October 28, 2013** **Board Minute Order dated November 26, 2013** ***Board Minute Order dated August 28, 2018***	

Maintaining an adequate ~~level of~~ ~~unrestricted fund balance~~ *financial reserve level in the Unrestricted Fund* is a necessary component of the College's overall financial management strategy and long-term financial planning. An adequate ~~level of unrestricted fund balance~~ *financial reserve level* is a key factor in assessing the College's financial strength.

The College shall maintain ~~an unrestricted fund balance sufficient to cover no less than four months of budgeted expenditures~~ *120 days of budgeted unrestricted expenditures, excluding transfers, contingencies, and other reserves, as the minimum level for the College's annual days cash on hand*~~, unless the Board of Trustees approves the use, transfer, or designation of fund balance, and a plan to restore the fund balance to the minimum amount. This level of fund balance~~. *The financial reserve level* shall provide protection against the need to reduce service levels resulting from possible revenue shortfalls or unanticipated expenditures due to federal government shutdowns, weather-related property damages from hail storms or hurricanes, or other fiscal uncertainties.

The College's ~~fund balance~~ *unrestricted fund financial reserve level* will be reviewed by the Board of Trustees on an annual basis at the time the Comprehensive Annual Financial Report is presented to the Board by the external auditors.

~~Strikethrough denotes deletion~~
Italics denote addition

Review and Discussion of South Texas College Proposed 2018 Tax Rate

Chapter 26 of the Property Tax code requires taxing units to comply with truth-in-taxation laws in adopting the tax rate. The laws have two purposes: to make taxpayers aware of tax rate proposals and to allow taxpayers, in certain cases, to roll back or limit a tax increase. The truth-in-taxation law requires a taxing unit to calculate two (2) tax rates, the effective tax rate and the rollback tax rate, after receiving its certified appraisal roll from the chief appraiser.

Comparing a proposed tax rate to these two (2) rates determines which truth-in-taxation steps apply. A taxing unit must publish special notices and hold public hearings before adopting a tax rate that exceeds the lower of the effective tax rate or the rollback tax rate. The College is proposing to adopt a tax rate that does not exceed the lower of the effective tax rate or the rollback tax rate and therefore, is not required to hold two public hearings.

The notice of effective tax rate concerning the 2018 Property Tax Rate was published on August 8, 2018 in accordance with the Truth-In-Taxation requirements in the Monitor and the Starr County and Mid Valley Town Crier.

The complied data for both counties and the Truth-in-Taxation calculation used to determine the tax rates is reflected below:

2018 Tax Year Rates				
	M&O RATE	DEBT RATE	RATE	REVENUE
Effective Tax Rate			$0.1818	$68,860,580
Rollback Tax Rate	$0.1486	$0.0380	$0.1866	$70,540,470
Proposed Tax Rate	***$0.1400***	***$0.0380***	***$0.1780***	***$67,530,667***

The proposed maintenance and operations (M&O) tax rate of $0.1400 is the maximum rate that the College can adopt as approved by the voters on November 5, 2013 and is the rate levied for the last four years.

The proposed debt rate of $0.0380 is the amount necessary to fully fund all the debt service payments, including the 2013 Tax Bond Program.

South Texas College is not required to hold public hearings and publish special notices before adopting the proposed tax rate of $0.1780 since this rate does not exceed the lower of the effective tax rate or the rollback tax rate.

The Notice of Effective Tax Rate for 2018 and a Presentation follow in the packet for your information and review.

Review and Recommend Action on Order Adopting the Tax Rate for 2018

Approval of the Order adopting the tax rate for 2018 by taking record vote of the members of the Board will be requested at the August 28, 2018 Board meeting. Approval of the Order is necessary to levy the tax for the 2018 tax year.

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, will provide a presentation on the proposed 2018 tax rate for South Texas College to the public and Board of Trustees.

Chapter 26 of the Property Tax Code requires taxing units to comply with truth-in-taxation laws in adopting the tax rate. The laws have two purposes: to make taxpayers aware of tax rate proposals and to allow taxpayers, in certain cases, to rollback or limit a tax increase. The truth-in-taxation requires a taxing unit to calculate two (2) tax rates after receiving the certified appraisal roll from the chief appraiser, the effective tax rate and the rollback tax rate.

Comparing a proposed tax rate to these two (2) rates determines which truth-in-taxation steps apply. A taxing unit must publish special notices and hold two public hearings before adopting a tax rate that exceeds the lower of the effective tax rate or the rollback tax rate. South Texas College is not required to hold public hearings and publish special notices before adopting the proposed tax rate of $0.1780 since this rate does not exceed the lower of the effective tax rate or the rollback tax rate.

The Notice concerning the 2018 Property Tax Rates has been published in accordance with the Truth-In-Taxation requirements in the Monitor and the Starr County and Mid Valley Town Crier. Attached are copies of the Proposed 2018 Tax Presentation and the 2018 Property Tax Rates for your information and review.

South Texas College is not required to hold public hearings and publish special notices before adopting the proposed tax rate of $0.1780, since this rate does not exceed the lower of the effective tax rate or the rollback tax rate.

The tax rate for 2017 Tax Year was as follows:

2017 Tax Year Rate			
	M&O Rate	**Debt Rate**	**Total Rate**
2017 Tax Rate	$0.1400	$0.0450	$0.1850

The Tax Assessors for Hidalgo County and Starr County determined South Texas College's tax rates to be the following:

2018 Tax Year Rates				
	M&O Rate	**Debt Rate**	**Total Rate**	**Revenue**
Effective Tax Rate	-	-	$0.1818	$68,860,580
Rollback Tax Rate	$0.1486	$0.0380	$0.1866	$70,540,470
Proposed Tax Rate	***$0.1400***	***$0.0380***	***$0.1780***	***$67,530,667***

Determination of Tax Rates (M&O Rate and Debt Rate)

The proposed maintenance and operations (M&O) tax rate of $0.1400 is the maximum rate that the College may adopt as approved by the voters on November 5, 2013. The College will maintain the 2017 M&O rate of $0.1400.

The proposed debt rate of $0.0380 is the amount necessary to fully fund all the debt service payments, including the M&O Tax Bond Program 2013. The College will decrease the 2017 debt rate of $0.0450 to $0.0380.

The proposed tax rate of $0.1780 which includes a rate of $0.1400 for M&O and a rate of $0.0380 for debt service is lower than the effective tax rate and the rollback tax rate. Thus, the College is not required to conduct public hearings before adopting the proposed tax rate.

Approval of the Order will require a record vote of the members of the Board. A copy of the Order follows in the packet for the Committee's review.

It is requested that the Finance, Audit, and Human Resources Committee recommend for Board approval at the August 28, 2018 Board meeting, the Order adopting the tax rate for 2018 by taking record vote of the members of the Board as presented.

Proposed 2018 Property Tax Rates

Finance, Audit, and Human Resources Committee Meeting
August 14, 2018

SOUTH TEXAS COLLEGE

Proposed Tax Rates



Chapter 26 of the Property Tax Code requires taxing units to comply with truth-in-taxation laws in adopting the tax rate.

Truth in taxation is designed to inform the public of increases in total tax revenues assessed by taxing units.

Proposed Tax Rates

Truth-In-Taxation requires a taxing unit to calculate two (2) tax rates after receiving its certified appraisal roll from the Chief Appraiser.

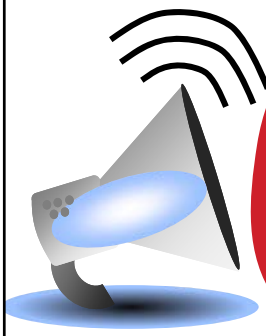
Effective Tax Rate

Rollback Rate

Tax Rates Calculations

	M&O Rate	Debt Rate	Rate	Revenue
Effective Tax Rate			$0.1818	$68,860,580
Rollback Tax Rate	$0.1486	$0.0380	$0.1866	$70,540,470
Proposed Tax Rate	**$0.1400**	**$0.0380**	**$0.1780**	**$67,530,667**

Proposed Total Tax Rate: $0.1780



The College is not required to hold two public hearings and publish special notices before adopting the proposed tax rate since the proposed rate ($0.1780) does not exceed the lower of:

- the effective tax rate of ($0.1818) or;
- the rollback tax rate of ($0.1866)

Required Steps:

- July 25, 2018 - Deadline for chief appraiser to certify rolls to taxing units
- Certification of anticipated collection rate by collector
- Calculation of effective and rollback tax rates
- August 8, 2018- Publication of effective and rollback tax rates, statement, and schedules
- August 28, 2018 - Meeting of governing body to discuss tax rate
- August 28, 2018 – Meeting to adopt tax rate

Thank You
Questions?



2018 Property Tax Rates in South Texas College

This notice concerns the 2018 property tax rates for South Texas College. It presents information about three tax rates. Last year's tax rate is the actual tax rate the taxing unit used to determine property taxes last year. This year's *effective* tax rate would impose the same total taxes as last year if you compare properties taxed in both years. This year's *rollback* tax rate is the highest tax rate the taxing unit can set before taxpayers start rollback procedures. In each case these rates are found by dividing the total amount of taxes by the tax base (the total value of taxable property) with adjustments as required by state law. The rates are given per $100 of property value.

Last year's tax rate:	
Last year's operating taxes	$46,972,360
Last year's debt taxes	$15,098,258
Last year's total taxes	$62,070,618
Last year's tax base	$33,551,685,405
Last year's total tax rate	$0.1850/$100
This year's effective tax rate:	
Last year's adjusted taxes (after subtracting taxes on lost property)	$61,936,282
÷ This year's adjusted tax base (after subtracting value of new property)	$34,067,507,876
=This year's effective tax rate (Maximum rate unless unit publishes notices and holds hearings.)	$0.1818/$100
This year's rollback tax rate:	
Last year's adjusted operating taxes (after subtracting taxes on lost property and adjusting for any transferred function, tax increment financing, state criminal justice mandate, and/or enhanced indigent healthcare expenditures)	$46,870,558
÷ This year's adjusted tax base	$34,067,507,876
=This year's effective operating rate	$0.1376/$100
x 1.08=this year's maximum operating rate	$0.1486/$100
+ This year's debt rate	$0.0380/$100
= This year's total rollback rate	$0.1866/$100

Statement of Increase/Decrease

If South Texas College adopts a 2018 tax rate equal to the effective tax rate of $0.1818 per $100 of value, taxes would increase compared to 2017 taxes by $1,555,210.

Schedule A - Unencumbered Fund Balance

The following estimated balances will be left in the unit's property tax accounts at the end of the fiscal year. These balances are not encumbered by a corresponding debt obligation.

Type of Property Tax Fund	Balance
Interest and Sinking Fund	11,909,628

Schedule B - 2018 Debt Service

The unit plans to pay the following amounts for long-term debts that are secured by property taxes. These amounts will be paid from property tax revenues (or additional sales tax revenues, if applicable).

Description of Debt	Principal or Contract Payment to be Paid from Property Taxes	Interest to be Paid from Property Taxes	Other Amounts to be Paid	Total Payment
South Texas College District Limited Tax Refunding Bonds, Series 2010	370,000	12,950	0	382,950
South Texas College District Limited Tax Bonds, Series 2014	2,275,000	2,687,500	0	4,962,500
South Texas College District Limited Tax Bonds, Series 2015	3,930,000	4,056,106	0	7,986,106

Total required for 2018 debt service	$13,331,556
- Amount (if any) paid from Schedule A	$0
- Amount (if any) paid from other resources	$0
- Excess collections last year	$0
= Total to be paid from taxes in 2018	$13,331,556
+ Amount added in anticipation that the unit will	$0

collect only 100.00% of its taxes in 2018

= Total debt levy $13,331,556

This notice contains a summary of actual effective and rollback tax rates' calculations. You can inspect a copy of the full calculations at 3201 W. Pecan, McAllen, Texas.

Name of person preparing this notice: Mary G. Elizondo
Title: Vice President for Finance and Administrative Services
Date Prepared: 08/03/2018

ORDER

AN ORDER ADOPTING THE TAX RATE AND LEVYING AD VALOREM TAXES FOR THE SOUTH TEXAS COLLEGE DISTRICT FOR THE FISCAL YEAR ENDING AUGUST 31, 2019 AND THE TAX YEAR 2018 IN CONFORMITY WITH THE PROPERTY TAX CODE OF THE STATE OF TEXAS; AND ORDERING OTHER PROVISIONS RELATED TO THE SUBJECT MATTER HEREOF.

NOW, THEREFORE, BE IT ORDERED BY THE BOARD OF TRUSTEES OF THE SOUTH TEXAS COLLEGE DISTRICT THAT:

SECTION I: There shall be and is hereby levied for the fiscal year ending August 31, 2019, and the Tax Year 2018, upon the assessed value of all property of every description subject to taxation within the South Texas College District on the 1st day of January A.D. 2018, the following taxes rates, to wit:

(a) An ad valorem tax to be computed at the rate of $ 0.1400 per $100 of the assessed value thereof estimated in lawful currency of the United States of America for the purpose of paying the annual maintenance expense of the College for the period ending August 31, 2019 as provided in the Appropriation Order adopted by the Board of Trustees of the South Texas College District, and when collected such monies are to be deposited in the fund therefore and disbursed for the purposes stated in said Order.

(b) An ad valorem tax of be computed at the rate of $ 0.0380 per $ 100 of the assessed value thereof estimated in lawful currency of United States of America for the purpose of paying the interest and principal on the outstanding series 2010, series 2014, and series 2015 bonds issue of the South Texas College District, such levy being in conformity with the requirement of the levy of taxes hereof made by Order of the Board of Trustees of the South Texas College District relating to such indebtedness.

(c) THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE.

(d) THE TAX RATE WILL EFFECTIVELY BE RAISED BY 1.74 PERCENT AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A $100,000 HOME BY APPROXIMATELY $0.00.

SECTION II: All Orders or parts of Orders in conflict herewith are hereby repealed.

SECTION III: This Order shall be and remain in full force and effect from and after its passage by the Board of Trustees.

FINANCE - Draft

SECTION IV: If any part or parts of this Order are found to be invalid or unconstitutional by a court having competent jurisdiction, then such invalidity or unconstitutionality shall not affect the remaining parts hereof and such remaining parts shall remain in full force and effect, and to that extent this Order is considered severable.

CONSIDERED, PASSED, AND APPROVED this 28th day of August, 2018 at a meeting of the Board of Trustees of the South Texas College District at which a quorum was present and which was held in accordance with Chapter 551, Texas Government Code.

SIGNED this 28th August, 2018

South Texas College District

By:_____
Paul R. Rodriguez, Chairman

I hereby certify that the above Order passed on August 28th, 2018 by the following record vote:

Paul R. Rodriguez:	Yea____	Nay____	Absent____
Rose Benavidez:	Yea____	Nay____	Absent____
Roy de León:	Yea____	Nay____	Absent____
Victoria Cantú:	Yea____	Nay____	Absent____
Gary Gurwitz:	Yea____	Nay____	Absent____
Alejo Salinas, Jr.:	Yea____	Nay____	Absent____
Rene Guajardo:	Yea____	Nay____	Absent____

ATTEST:

By:_____
Rose Benavidez, Vice-Chair

FINANCE - Draft

Review and Recommend Acceptance of Internal Audit Annual Report

Acceptance of the Internal Audit Annual Report will be requested at the August 28, 2018 Board meeting.

Purpose – "Texas Government Code Section 2102.015 Publication of Audit Plan and Annual Report on Internet requires state agencies and institutions of higher education to post certain information on their website. To comply with Texas Government Code 2102.015, an Internal Audit Annual Report has been completed."

Justification – The Internal Audit Annual Report provides the Finance, Audit, and Human Resources Committee with information related to the Internal Audit Function's activities over the past fiscal year. Specifically, the annual report includes the prior year's approved projects and audit plan; a summary of findings; management's plan for corrective action; implementation status of corrective action; and next fiscal year's approved projects and audit plan.

Enclosed Documents - A copy of the Internal Audit Annual Report follows in the packet for the Committee's information and review.

Presenters – Mr. Khalil Abdullah, Internal Auditor, will be present at the August 14, 2018 Finance, Audit, and Human Resources committee meeting to discuss and address any questions by the committee.

It is requested that the Finance, Audit, and Human Resources Committee recommend for Board approval at the August 28, 2018 Board meeting, the acceptance of the Internal Audit Annual Report as presented.

SOUTH TEXAS COLLEGE

Internal Audit Annual Report
Fiscal Year 2018

Finance, Audit, & Human Resources Committee
August 14, 2018

Prepared by:
The Office of Internal Audits
Khalil M. Abdullah

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I. Compliance with TGC, Sec 2102.015

Texas Government Code Section 2102.015 was added by House Bill 16 (83rd. Legislature) on June 14, 2013. House Bill 16 amended the Internal Auditing Act to require state agencies and institutions of higher education, as defined in the bill, to post agency internal audit plans, internal audit annual reports, and any weaknesses or concerns resulting from the audit plan or annual report on the entities' website, at the time and in the manner provided by the State Auditor's Office. Specifically, the College must post the following information within 30 days of approval by the Board of Trustees:

- The approved audit plan for the current fiscal year;
- The annual audit plan for the previous fiscal year;
- Detailed summary of the weaknesses, deficiencies, wrongdoings, or other concerns raised by the audit plan or annual report;
- A summary of the action taken by the College to address concerns raised by the audit plan or annual report.

To comply with the requirements, South Texas College's Office of Internal Audits will submit its Internal Audit Annual Report to the website coordinators to be posted on the Internal Audit section of the College's website no later than 30 days after the Board of Trustees approves the current year audit plan at its July meeting. This report includes all the elements required by Texas Government Code Section 2102.015.

II. Internal Audit Plan for Fiscal Year 2018

The Board of Trustees approved the internal audit plan for fiscal year 2018 on July 25, 2017. The audit plan was prepared using risk assessment techniques as required by the Institute of Internal Auditor (IIA) *Standards*. All audits that were not completed in FY 2018 were carried forward and included in the FY 2019 audit plan.

FY 2018 (Scheduled)

1. Fraud Survey
2. Financial Aid – Third Party Programs
3. Clery Act, Title IX, and VAWA
4. Time Keeping System Compliance
5. Banner Computer System Security and Access
6. 2013 Bond Construction – Payment Applications
7. 2013 Bond Construction – Change Orders
8. 2013 Bond Construction – Broaddus & Associates Reconciliation of Budget and Actual Expenditures Reports at August 31, 2017
9. 2013 Bond Construction – Billings of Selected 2013 Bond Program Related Additional Services Consultants
10. Enrollment Audit (Traditional and Continuing Education)
11. Accounts Payable Commercial Card Use
12. Fleet Fuel Card Use

Office of Internal Audits
Fiscal Year 2018 Audit Plan

FY 2018 Audit Plan - Engagemetns	Status of Plan
Risk Based Audits	
Departmental Fixed Assets Audit	11/8/2017
Student Activities & Wellness Audit	12/1/2017
Time Keeping System Compliance Audit	In Process
Banner Computer System Security and Access Audit	Moved to FY 2019
Financial Aid - Third Party Programs Audit	Moved to FY 2019
Accounts Payable - Commercial Card Use Audit	In Process
Fleet Fuel Card Use Audit	In Process
Enrollment (Traditional and Continuing Education) Audit	In Process
Clery Act / Title IX / VAWA Audit	Moved to FY 2019
Consulting Engagements	
Fraud Survey	9/30/2017
2013 BCP - Payment Applications	Closed
2013 BCP - Change Orders	Closed
2013 BCP - Broaddus & Assoc. Reconciliation of Budget to Actual Exp.	1/19/2018
2013 BCP - Billings of Program Related Additional Services Consultants	Closed
Follow Up	
Student Activities & Wellness Audit	6/19/2018
Departmental Fixed Assets Audit	6/19/2018
Other Audit Responsibilities and Special Projects	
Administration (e.g. set up activity, IA Protocols, Process swimlane, etc.)	Ongoing
Annual Financial Report [CAFR]	N/A
Misc. data analytics / fraud detection procedures	N/A
Align Office of Internal Audits with IIA Standards	N/A
Professional Development & Training (40 hrs.CPE)	Ongoing
Annual Risk Assessment & Risk Based Audit Plan Development	6/27/2018
Annual Report [Texas Govt. Code Sec. 2102.015]	8/14/2018
Unassigned/Unplanned/Mgmt. Special Requests	N/A

III. Consulting and Nonaudit Services

The Office of Internal Audit's staff worked on five consulting engagements in FY 2018:

- Fraud Surveys
- 2013 Bond Construction Program – Broaddus & Associates Reconciliation of Budget and Actual Expenditures Report at August 31, 2017;
- 2013 Bond Construction Program – Payment Applications;
- 2013 Bond Construction Program – Change Orders;
- 2013 Bond Construction Program – Billings of Selected 2013 Bond Program Related Additional Services Consultants

IV. Summary of Findings and Management's Corrective Action Plan

Report No.	Report Date	Project Name	Summary of Finding	Summary of Corrective Action Plan	Status of Correction Action Plan
18-01	11/8/2017	Departmental Fixed Assets Audit	Unique asset tag number assigned to fixed assets were replaced with a different tag rather than the original unique asset identification tag number.	No plans for corrective action - Mgmt. assuming the risk.	N/A
18-02	12/1/2017	Student Activities & Wellness Audit	The department has not developed an internal procedures manual.	The department plans to create a document to remind/inform the staff of any additional procedures that we have that are not covered in Policy	Fully Implemented
18-02	12/1/2017	Student Activities & Wellness Audit	The depatment has not completed an assessment of risks.	The department will come up with a more concrete process and procedures to ensure that all staff are aware of risks and meet to discuss risks annually.	Fully Implemented
18-02	12/1/2017	Student Activities & Wellness Audit	The department has not established a formal procedure for completing monthly account reconciliations.	The department will establish a more detailed account reconciliation process.	Fully Implemented

Report No.	Report Date	Project Name	Summary of Finding	Summary of Corrective Action Plan	Status of Correction Action Plan
18-02	12/1/2017	Student Activities & Wellness Audit	Student organization travel documentation was incomplete and missing authorizing signatures	All issues related to incompleted travel forms will be considered/revised/implemented during our review of the student travel process.	Fully Implemented
18-02	12/1/2017	Student Activities & Wellness Audit	Procedures were not consistently applied to all student organization and intramural sports student travel.	The department is in the process of reviewing and revising the travel procedures to ensure consistency.	Fully Implemented
18-02	12/1/2017	Student Activities & Wellness Audit	Departmental forms referred to themselves as "policy." The forms were internal documents and were not Board approved policies.	The department's forms are under review and the word "policy" will be removed.	Fully Implemented

V. Internal Audit Plan for Fiscal Year 2019

In accordance with the Institute of Internal Auditor's (IIA) *Standard* 2010, a formal audit plan is required for fiscal year (FY) 2019. An entity-wide risk assessment was conducted to evaluate each area based on current conditions, circumstances, and management concerns. Input to the annual plan was requested from the Board, the President, Vice presidents, and other senior managers. Major goals and institutional objectives were reviewed to identify areas where value-added audit services could be provided. On July 24, 2018 South Texas College's Board of Trustees approved the following projects for FY 2019.

FY 2019 (Scheduled)

1. Fraud Survey
2. Financial Aid – Third Party Programs
3. Clery Act, Title IX, and Violence Against Women Act
4. Banner Computer System Security and Access
5. Accounts Payable Commercial Card Use
6. Fleet Fuel Card Use
7. Time Keeping System Compliance
8. Enrollment Audit
9. Memorandum of Understanding (MOUs) for Early College High Schools and Dual Credit
10. Blueprint Expectations for Early College High Schools
11. Science Lab Safety and Storage Compliance
12. Human Resources Processes
13. Custodial Services Work Orders
14. Travel

Office of Internal Audits
Fiscal Year 2019 Audit Plan

Audits	**Hours**	**Percent**
Financial Aid - Third Party Programs Audit	150	7%
Banner Computer System Security and Access Audit	150	7%
Clery Act / Title IX / Vilence Against Women Act Audit	200	10%
Accounts Payable Commercial Card Use Audit	25	1%
Fleet Fuel Card Use Audit	25	1%
Time Keeping System Compliance Audit	25	1%
Enrollment Audit (Traditional and Continuing Education)	25	1%
(MOUs) for Early College High Schools and Dual Credit Audit	150	7%
Blueprint Expectations for Early College High Schools	100	5%
Scient Lab Safety and Storage Compliance	100	5%
Human Resources Processes	150	7%
Custodial Services Work Orders	150	7%
Travel	100	5%
Subtotal	**1350**	**64%**
Other Audit Responsibilities and Special Projects	**Hours**	**Percent**
Fraud Survey	50	2%
Administration	100	5%
Annual Financial Report [CAFR]	50	2%
Misc. data analytics / fraud detection procedures	25	1%
Professional Development & Training (CPE)	100	5%
Annual Risk Assessment & Risk Based Audit Plan Development	100	5%
Annual Report [Texas Govt. Code Sec. 2102.015]	50	2%
Follow-up engagements	150	7%
Unassigned/Unplanned/Mgmt. Special Requests	100	5%
Subtotal	**725**	**35%**
Total	**2100**	**100%**

VI. External Audit Services – Fiscal Year 2018

All external audit services that were procured or were ongoing in fiscal year 2018 by South Texas College are listed below.

- Carr, Riggs & Ingram - Annual Financial Statement Audit;
- State Auditor's Office (SAO) – Compliance of Public Funds Investment Act;
- Texas Department of Public Safety – Texas Law Enforcement Telecommunications System (TLETS)

VII. Reporting Suspected Fraud and Abuse

South Texas College has taken the following actions to implement the fraud detection and reporting requirements of Section 7.09 of the 84th Legislature's General Appropriations Act, and Texas Government Code, Section 321.022:

- A confidential fraud hotline is available for employees to report suspected fraud.
- South Texas College solicits feedback from employees related to fraud through an annual fraud survey.
- Established formal guidelines for reporting and investigating suspected or known fraud, waste, abuse and other improprieties;
- South Texas College's *Guidelines for Reporting and Investigating Suspected or Known Fraud, Waste, Abuse and Other Improprieties* describes how to report suspected fraud to the State Auditor's Office and includes information on the State Auditor's Office Fraud, Waste, and/or Abuse Hotline.

Review and Discussion of Internal Audit Report in the Area of Enrollment Audit (Traditional and Continuing Education)

Mr. Khalil Abdullah, Internal Auditor, will be attending the Committee meeting to discuss the procedures, findings, and recommendations of the internal audit report in the area of Enrollment Audit (Traditional and Continuing Education)

The Internal Audit Report follows in the packet for the Committee's review.

No action is required from the Committee. This item is presented for information and feedback to staff.

OFFICE OF INTERNAL AUDITS

SOUTH TEXAS COLLEGE

3201 W. Pecan Blvd. • McAllen, Texas 78501 • Office (956) 872-6709

July 26, 2018

Dr. Shirley Reed, President
South Texas College
3201 W. Pecan Blvd.
McAllen, TX 78501

Dear Dr. Reed,

As part of our fiscal year 2018 Audit Plan, the Office of Internal Audits completed the Enrollment Audit (Traditional and Continuing Education). The results of the audit, along with two recommendations for corrective action and management's responses, are contained in this report.

The objective of the audit was to evaluate the effectiveness of internal controls related to the reporting of traditional and continuing education contact hours and contact hour equivalents, as well as to evaluate controls related to ensuring compliance with the Texas Higher Education Coordinating Board's Community, Technical and State College reporting and procedures manual. The scope for the audit included activity from March 1, 2016 through May 31, 2017.

We appreciated the assistance by South Texas College's management and other personnel. We hope the information and analyses presented in our report are helpful.

Respectfully submitted,

Khalil M. Abdullah CPA, CIA, CGAP, MAcc
Internal Auditor

cc: Ms. Mary Elizondo, Vice President Finance and Administrative Services
Finance, Audit, and Human Resources Committee, South Texas College Board of Trustees

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EXECUTIVE SUMMARY

The Enrollment Audit was included on the Finance, Audit, and Human Resources Committee's approved FY 2018 Audit Plan. The audit focused on controls over reporting contact hours and contact hour equivalents from both traditional and continuing education student enrollment. The objective of the audit was to evaluate the effectiveness of internal controls related to the reporting of traditional and continuing education contact hours and contact hour equivalents, as well as to evaluate controls related to ensuring compliance with the Texas Higher Education Coordinating Board's Community, Technical and Sate College reporting and procedures manual (CBM).

The scope of the audit included activity from March 1, 2016 – May 31, 2017 and was limited to internal controls and time periods that encompass the base periods for both traditional and continuing education as follows:

- Traditional – Summer I, II, Fall 2016 and Spring 2017 (June 1, 2016 – May 31, 2017);
- Continuing Education – Quarter 3, 4, 1, 2 (March 1, 2016 – February 28, 2017)

The audit was not designed nor intended to be a detailed study of every relevant control system, procedure, or transaction. Accordingly, the opportunities for improvement presented in this report may not be all-inclusive of areas where improvements could be made. The scope of the audit was limited to the CBM001, CBM004, CBM00A, and CBM00C reports. The audit generally conformed to guidelines set forth by the Institute of Internal Auditor's *Standards* and South Texas College's Policy 5460 *Internal Audit Function*.

Overall, the College established an adequate system of internal controls related to the accurate reporting of contact hours and contact hour equivalents. The audit identified the following area where improvement could be made:

- Traditional Enrollment - The Compliance Coordinator is currently the only individual with proficient knowledge related to the submission of the CBM reports.

- Continuing Education – The Operations Manager and Compliance Technician are currently the only individuals with proficient knowledge related to ensuring the accuracy of the CE student enrollment data.

BACKGROUND

The FY 2017 budget for state appropriated funds totaled $44,781,692 representing approximately 24.36% of South Texas College's total revenue. The State of Texas appropriates funds to state agencies and institutions of higher education through a biennial General Appropriations Act. The majority of those appropriations are allocated to institutions of higher education using funding formulas. Beginning in the 2014 – 2015 biennium, the Legislature implemented a new outcomes based model for the Public Community and Junior Colleges' Instructional and Administrative formula that includes three funding components:

Core Operations ($1 million per institution) - Each community/junior college district receives $1 million per biennium to help cover basic operating costs.

Success Points (10%) - After a college's core operations are funded, 10% of the remaining funds are distributed based on success points. The Success points are funded based on a three year average of success points earned by students at each community college.

Contact Hours (90%) - The remaining 90% of funds are distributed based on the number of contact hours reported for each college. A contact hour is a standard unit of measure that represents an hour of scheduled academic or technical class time, 50 minutes of which must be instructional. Contact hour funding is based on each community college's share of total weighted base year contact hours. Contact hours are reported to the Texas Higher Education Coordinating Board and multiplied by a rate established by the Legislature.

The base period is a 12 month period used to measure the hours to be included in the appropriations formula. This base period provides the most recent year of data available when the Legislature meets in the spring of odd numbered years. The base period determines formula appropriations for the next two years. Each public junior/community college which is certified by the commissioner of higher education to be eligible for and which may receive appropriations made by the Legislature are required to report.

Reporting Periods - the reports are due at the Educational Data Center by the following dates.

Type of Report	Fall	Spring	Summer I	Summer II
CBM001 – Student Report	Oct. 15th	March 15th	July 1st	Aug. 15th
CBM004 – Class Report	Oct. 15th	March 15th	July 1st	Aug. 15th
CBM00A – CE Student Report	Dec. 15th	March 15th	June 15th	Sept. 15th
CBM00C – CE Class Report	Dec. 15th	March 15th	June 15th	Sept. 15th

The Texas Higher Education Coordinating Board's Community, Technical and Sate College reporting and procedures manual (CBM) is a 282 page document that details how institutions of higher education are to submit reports to the Coordinating Board to fulfill provisions of the Higher Education Coordinating Act of 1965 (codified as Subtitle B, Chapter 61, Texas Education Code, 1971).

AUDIT OBJECTIVE

The objective of the audit was to evaluate the effectiveness of internal controls related to the reporting of traditional and continuing education contact hours and contact hour equivalents, as well as to evaluate controls related to ensuring compliance with the Texas Higher Education Coordinating Board's Community, Technical and Sate College reporting and procedures manual.

AUDIT SCOPE & METHODOLOGY

The scope of the audit included activity from March 1, 2016 – May 31, 2017. The scope includes the time periods that encompass the base periods for both traditional and continuing education as follows:

- Traditional – Summer I, II, Fall 2016 and Spring 2017 (June 1, 2016 – May 31, 2017);
- Continuing Education – Quarter 3, 4, 1, 2 (March 1, 2016 – February 28, 2017)

To accomplish the audit objective, the Internal Auditor performed the following:

- Reviewed THECB formula funding recommendations from the 2013 and 2016 audit reports;
- Reviewed criteria from the CBM;
- Obtained and reviewed the Handbook of Operating Procedures;
- Interviewed employees on existing procedures and internal controls;
- Tested a sample of traditional and continuing education students included on the CBM reports submitted within the audit scope;
- Verified that reported contact hours were in compliance with CBM criteria;
- Verified that a continuing education course resulted in CEUs through the Texas Higher Education Coordinating Board's Workforce Education Course Manual (WECM)

The audit generally conformed to guidelines set forth by the Institute of Internal Auditor's *Standards* and South Texas College's Manual of Policy 5460 *Internal Audit Function*.

AUDIT RESULTS

Traditional Enrollment - CBM001 Student Report:

The CBM001 report reflects all students enrolled at South Texas College in courses that award semester credit hours as of the official census date. The census date shall be the 12th class day for the fall and spring semesters and the 4th class day for each of the summer terms. Students who withdraw from the institution prior to or on the official census date should not be reported. The CBM also establishes the official census dates for terms of various lengths. For example, if the length of the term is 2 weeks or less the official census date is the 1st class day. Whereas, if the length of the term is 4 weeks, the official census date is the 3rd class day. Additionally, the official census day must be on a day that the Registrar's office is scheduled to be open so that a student will be able to drop or withdraw from class.

We randomly selected a sample of 40 students who were reported within the following quarters, Summer I, Summer II, Fall 2016 and Spring 2017 (June 1, 2016 – May 31, 2017). We determined that the sample of students tested met the CBM requirements, without exception, by verifying that the students selected for testing:

- Were enrolled by the census date;
- Were registered and did not withdraw prior to or on the official census date;
- Paid tuition by the census date; and that
- Students did not take the course more than twice.

Traditional Enrollment - CBM004 Class Enrollment Report:

The CBM004 Class Enrollment Report reflects all students enrolled in Coordinating Board approved academic and technical courses that award semester credit hours, excluding students who audit courses. CBM004 reports enrollment as of the official census date. On or before the official census date, each student eligible for inclusion shall have paid in full the amount set as tuition by the respective governing board or, where applicable, have valid accounts receivable on record. Students are allowed to pay their tuition and fees in installments. Such students are required to have a fully operational installment contract by the census date to be in good standing. This includes receipt of a first installment payment prior to the beginning of the semester.

We randomly selected a sample of 8 courses, 2 courses from each quarter within the audit scope Summer I, Summer II, Fall 2016 and Spring 2017 (June 1, 2016 – May 31, 2017). We selected a sample of 40 students, approximately 5 students from each of the selected courses. We determined that the sample of students tested met the Coordinating Board Manual requirements, without exception, by verifying that the students selected for testing:

- Were enrolled by the census date;
- Were registered and did not withdraw prior to or on the official census date;
- Paid tuition or that the student had a fully operational installment contract by the census date (if applicable);
- Did not take the course more than twice.

Developmental Courses

The State does not provide funding for students that are enrolled in more than 27 semester credit hours of developmental courses. We selected 8 developmental courses across each of the four periods within the audit scope. We reviewed 144 students or 100% of the students enrolled in each of the selected developmental courses. Based on testing, we determined that the sample of students met the CBM requirements, without exception.

Traditional Enrollment - Business Continuity

Business continuity encompasses planning and preparation to ensure that an organization can continue to operate in case of serious incidents or disasters, and is able to recover to an operational state within a reasonable short period of time. Currently, South Texas College has one Compliance Coordinator that is primarily responsible for the submission of all CBM reports. Ensuring that more than one individual is proficient at submitting CBM reports will improve business continuity and reduce the risk that reports are submitted containing errors or that omit key information.

Recommendation:

1. The Registrar should ensure that employees are cross-trained so that more than one employee is proficient at submitting CBM reports.

Management Response:

Accept audit recommendation as presented

1. The Registrar and Certifying Official has created a new position whose responsibility will be to serve as an assistant to the Compliance Officer and train on system

process/procedures that impact CBM reporting as well as correcting questionable items and eventually train on submitting and certifying the CBM report(s). In addition, employees will annually attend conference(s) to ensure compliance with state mandates and/or changes that impact CBM reporting and train accordingly.

Responsible Individual:
Dir. of Student Records and Registrar

Implementation Date:
8/1/2018

Continuing Education – CBM00A Student Report:

The CBM00A report includes all students enrolled as of the official census date in continuing education courses (reported on the CBM00C for state funding) where the official census date occurs within the reporting period. Students who are enrolled in non-credit courses that do not result in continuing education units (CEUs) being awarded are not included in this report.

We randomly selected a sample of 40 students who were reported during quarters 3, 4, 1, & 2 (e.g. March 1, 2016 – February 28, 2017). We determined that the sample of students tested met the CBM requirements, without exception, by verifying that the students selected for testing:

- Were at least 18 years of age by the course start date;
- Were enrolled in a course that results in CEUs being awarded;
- Paid tuition by the census date.

Continuing Education – CBM00C Course Report:

The CBM00C report includes all students enrolled in Coordinating Board-approved continuing education courses. The courses reported on the CBM00C include all specially approved continuing education courses (local need) and courses listed in the continuing education section of the Workforce Education Course Manual.

We randomly selected a sample of 8 courses, 2 courses from each quarter within the audit scope. We selected students from each course for a total sample size of 40 students. We determined that

the sample of students tested met the CBM requirements, without exception, by verifying that students:

- Were enrolled by the census date;
- Were registered and did not withdraw prior to or on the official census date;
- Paid tuition or that the student had a fully operational installment contract by the census date (if applicable);
- Did not take the course more than three times;
- Were at least 18 years of age or were excluded from the report.

Continuing Education - Business Continuity

Currently, South Texas College has one Operations Manager and one Compliance Technician who are primarily responsible for verifying the accuracy of Continuing Education CBM data. Ensuring that more individuals are proficient in this area will improve business continuity and reduce the risk that reports are submitted containing errors or that omit key information.

Recommendation:

2. The CE Operations Manager should ensure that employees are cross-trained to ensure that Continuing Education CBM data is accurate.

Management Response:

Accept audit recommendation as presented

2. At this time we believe that between the Operations Manager and Compliance Technician, we have adequate coverage to ensure business continuity and reduce the risk that reports are submitted containing errors. However, to eliminate risks, a Customer Service Technician will be trained to assist and back up the Compliance Technician.

Responsible Individual:

Continuing Education Operations Manager

Implementation Date:

7/31/2018

CONCLUSION

Overall it was determined that an adequate system of internal controls was established. An opportunity exists to strengthen internal controls by ensuring that more than one employee is proficient/knowledgeable at submitting, correcting, and certifying the CBM report.



7/26/2018

Khalil M. Abdullah CPA, CIA, CGAP, MAcc
Internal Auditor



7/26/2018

Jose Luis Silva CIA, CFE, CGAP
Staff Audit Specialist

Review and Discussion of Position Vacancy Report for FY 2017 – 2018

The Staffing Plan Position Vacancy Report for FY 2017 - 2018 follows in the packet for the Committee's information and review. Information is current as of August 9, 2018.

Dr. Shirley A. Reed, President, and Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, will be available to respond to questions from the Committee.

The position information listed below includes the Unrestricted Fund only and does not include positions for Auxiliary and Restricted Funds.

1) Positions Filled during Fiscal Year 2017 - 2018 (EXHIBIT A – HIRED)

- Two-hundred and thirty-two (232) vacant positions were carried over from FY 2016 – 2017; Seventy-three (73) new positions were Board approved for FY2017-2018. Three-hundred and five (305) Full Time Regular positions were vacant as of September 1, 2017.

- Two-hundred and thirty (230) of the FY 2016 - 2017 positions have been filled and forty-seven (47) of the new FY 2017 - 2018 Full Time, Regular positions have been filled for a total of two-hundred and seventy-seven (277) positions filled as of August 9, 2018.

	FY2016-2017	FY2017-2018	Total
Positions Carried over	232	-	232
New positions	-	73	73
Total Vacancies as of 9/1/2017	-	-	*305*
Filled	230	47	277
Total Vacancies as of 08/01/2018 excluding resignations	**2**	**26**	**28**
% of Vacancies Filled	**-**	**-**	**90%**

2) Vacancies at Beginning of Fiscal Year 2017 - 2018 (EXHIBIT B - VACANT POSITIONS - NEW) (EXHIBIT C - VACANT POSITIONS - CONTINUING)

Below is a detail of the Fiscal Year 2017 – 2018 Non-Faculty Vacancies by Division as of August 9, 2018.

	Academic Affairs	Finance & Admin. Services	Information Services, Planning, Perform. & Strategic Initiatives	President's Office	Student Affairs & Enrollment Management	Total
Continued	25	47	39	12	12	**135**
Cont-Bond	6	13	7	0	0	**26**

	Academic Affairs	Finance & Admin. Services	Information Services, Planning, Perform. & Strategic Initiatives	President's Office	Student Affairs & Enrollment Management	Total
New	4	1	1	1	2	**9**
New- Bond	7	11	0	0	0	**18**
Total	**42**	**72**	**47**	**13**	**14**	**188**

Further details can be found in the Position Vacancy Report on the following pages.

The Position Vacancy Report for Fiscal Year 2017 - 2018 and Positions Filled and Vacated Report are presented for information and review by the Committee. No action is required from the Committee.

Positions Filled - EXHIBIT A

South Texas College

Positions Filled in FY 2017 - 2018

As of August 09, 2018

Hired

Division	Position	Type	Category	Title	Date Position Vacated	Position Status	Hire Date
Academic Advancement							
Curriculum and Student Learning	704335	CONT	Administrative	Director of Academic Assessment	FY18 Position Chng	Filled	04-12-18
Distance Learning	710276	CONT BOND FY17	Prof/Tech Support Exempt	Director of Distance Learning	New for FY17	Filled	02-01-18
High School Programs and Services	702203	CONT	Classified	Secretary	01-04-18	Filled	06-04-18
Professional & Organizational Dev	701352	CONT	Prof/Tech Support Non-Exempt	Professional Development Manager	FY18 Position Chng	Filled	07-10-18
Professional & Organizational Dev	705352	CONT	Prof/Tech Support Exempt	Instructional Coach - Prof & Org Dev	FY18 Position Chng	Filled	10-02-17
Academic Affairs							
Academic Affairs	700362	CONT	Prof/Tech Support Non-Exempt	Executive Administrative Assistant	05-01-17	Filled	10-02-17
Academic Affairs	700176	CONT	Classified	Secretary	04-03-17	Filled	01-22-18
Mid Valley Campus	702269	CONT	Classified	Faculty Secretary	02-08-18	Filled	08-01-18
Starr County Campus	704267	CONT BOND FY17	Prof/Tech Support Non-Exempt	Student Success Specialist	New for FY16	Filled	09-01-17
Division of Business, Public Safety and Technology							
Architectural and Engineering Design Technology	700303	CONT	Classified	Lab Assistant - Architectural and Engineering Design Technology	06-09-17	Filled	12-04-17
Lab Asst - HVACR	701300	CONT	Classified	Lab Assistant - HVACR	09-01-05	Filled	07-02-18
Electrician Assistant	701310	CONT	Classified	Lab Assistant - ELTR	10-01-17	Filled	04-16-18
Welding	701308	CONT	Classified	Faculty Secretary	04-01-17	Filled	09-18-17
Division of Liberal Arts and Social Sciences							
Developmental Math	701426	CONT	Classified	Developmental Lab Technician	06-08-17	Filled	12-04-17
Division of Liberal Arts and Social Sciences	711150	CONT BOND FY17	Classified	Faculty Secretary	New for FY17	Filled	02-12-18
Division of Liberal Arts and Social Sciences	710150	CONT BOND FY17	Classified	Faculty Secretary	New for FY17	Filled	04-02-18
Division of Liberal Arts and Social Sciences	713150	CONT BOND FY17	Prof/Tech Support Non-Exempt	Student Success Specialist	New for FY17	Filled	06-11-18
History	701225	CONT	Classified	Faculty Secretary	New for FY17	Filled	02-12-18
Division of Math, Science and Bachelor Programs							
Biology	701203	CONT	Prof/Tech Support Non-Exempt	Lab Specialist II - Biology	07-14-17	Filled	11-01-17
Biology	707204	NEW-BOND FY18	Prof/Tech Support Non-Exempt	Lab Specialist II - Biology	NEW FY18	Filled	04-02-18
BAT/BAS	702293	NEW FY18	Prof/Tech Support Exempt	Academic Coach	02-12-18	Filled	02-12-18
BAT/BAS	701293	NEW FY18	Prof/Tech Support Exempt	Academic Coach	NEW FY18	Filled	05-01-18
Biology	706204	NEW-BOND FY18	Classified	Faculty Secretary	NEW FY18	Filled	07-09-18
Chemistry	703200	NEW-BOND FY18	Classified	Faculty Secretary	NEW FY18	Filled	05-21-18
Chemistry	701200	CONT	Prof/Tech Support Non-Exempt	Lab Specialist II - Chemistry	09-27-17	Filled	01-08-18
Chemistry	704200	NEW-BOND FY18	Prof/Tech Support Non-Exempt	Lab Specialist II - Chemistry	NEW FY18	Filled	05-01-18
Div. of Math, Science & BA Programs	705281	NEW FY18	Classified	Administrative Assistant	NEW FY18	Filled	05-30-18
Division of Math, Science and Bachelor Programs	707416	CONT	Prof/Tech Support Exempt	Academic Coach	01-22-18	Filled	04-23-18
Division of Math, Science and Bachelor Programs	701416	CONT	Classified	Administrative Assistant	11-30-15	Filled	05-14-18
Division of Math, Science and Bachelor Programs	706203	CONT	Prof/Tech Support Non-Exempt	Senior Administrative Assistant	10-02-17	Filled	01-16-18
Division of Math, Science and Bachelor Programs	725332	CONT	Prof/Tech Support Non-Exempt	Student Success Specialist	06-28-17	Filled	02-12-18
Engineering	701412	CONT BOND FY17	Prof/Tech Support Non-Exempt	Lab Specialist II - Engineering	New for FY17	Filled	02-05-18
Mathematics	702415	CONT	Classified	Faculty Secretary	09-22-17	Filled	01-03-18

Positions Filled - EXHIBIT A

South Texas College

Positions Filled in FY 2017 - 2018

As of August 09, 2018

Hired

Division	Position	Type	Category	Title	Date Position Vacated	Position Status	Hire Date
Division of Nursing and Allied Health							
Division of Nursing and Allied Health	710557	CONT BOND FY17	Classified	Faculty Secretary	New for FY17	Filled	06-04-18
Division of Nursing and Allied Health	715557	NEW-BOND FY18	Classified	Faculty Secretary	NEW FY18	Filled	05-14-18
Emergency Medical Technology	701555	CONT	Prof/Tech Support Non-Exempt	Licensed Lab Assistant - EMT	05-15-14	Filled	05-01-18
Pharmacy Technology	701562	NEW-BOND FY18	Prof/Tech Support Non-Exempt	Registered Lab Assistant - Pharmacy	NEW FY18	Filled	02-05-18
Radiologic Technology	703557	CONT	Classified	Faculty Secretary	05-31-17	Filled	10-02-17
TR PM Risk and Security	701171	CONT	Prof/Tech Support Exempt	Project Manager - Information Technology	09-01-15	Filled	04-02-18
Law Enforcement							
Law Enforcement	701593	NEW FY18	Classified	Secretary	NEW FY18	Filled	03-19-18
Finance and Administrative Services							
Business Office	791184	CONT	Prof/Tech Support Non-Exempt	Accountant	04-10-18	Filled	06-11-18
Business Office	738184	CONT	Classified	Accounting Assistant	02-13-17	Filled	09-05-17
Business Office	700077	CONT	Classified	Accounting Assistant	06-09-17	Filled	08-13-18
Business Office	792184	CONT	Classified	Accounting Assistant	07-07-17	Filled	10-02-17
Business Office	795184	CONT	Classified	Accounting Assistant	07-07-17	Filled	11-01-17
Cashiers Office	757184	NEW-BOND FY18	Classified	Accounting Assistant	NEW FY18	Filled	06-11-18
Business Office	733184	CONT	Prof/Tech Support Exempt	Accounting Group Manager	10-27-17	Filled	07-13-18
Business Office	798184	CONT	Classified	Accounting Assistant	03-01-18	Filled	06-11-18
Business Office	734184	CONT	Prof/Tech Support Non-Exempt	Accounting Specialist	02-16-18	Filled	06-11-18
Business Office	705184	CONT	Classified	Payroll Assistant	03-01-18	Filled	07-02-18
Business Office	753184	CONT BOND FY17	Prof/Tech Support Non-Exempt	Payroll Specialist	New for FY17	Filled	03-21-18
Campus Police	775514	CONT BOND FY17	Prof/Tech Support Non-Exempt	Coord Emer Preparedness & Trng	New for FY17	Filled	10-02-17
Campus Police	700516	NEW-BOND FY18	Prof/Tech Support Non-Exempt	Dispatch Supervisor	NEW FY18	Filled	06-18-18
Campus Police	762514	CONT BOND FY17	Prof/Tech Support Non-Exempt	Police Compliance Coordinator	New for FY17	Filled	09-11-17
Campus Police	721514	CONT	Prof/Tech Support Non-Exempt	Police Dispatcher	01-04-17	Filled	10-02-17
Campus Police	721514	CONT	Prof/Tech Support Non-Exempt	Police Dispatcher	11-08-17	Filled	04-16-18
Campus Police	701516	NEW-BOND FY18	Prof/Tech Support Non-Exempt	Police Officer	NEW FY18	Filled	06-18-18
Cashiers Office	758184	NEW-BOND FY18	Classified	Administrative Assistant	NEW FY18	Filled	06-18-18
Cashiers Office	700050	CONT	Classified	Cashier	01-04-17	Filled	09-05-17
Cashiers Office	732184	CONT	Classified	Cashier	01-31-17	Filled	10-02-17
Cashiers Office	727184	CONT	Classified	Cashier	06-05-17	Filled	12-04-17
Cashiers Office	759184	NEW-BOND FY18	Classified	Cashier	NEW FY18	Filled	03-05-18
Cashiers Office	756184	NEW-BOND FY18	Classified	Cashier	NEW FY18	Filled	03-19-18
Cashiers Office	712184	CONT	Classified	Cashier II	09-01-14	Filled	09-18-17
Cashiers Office	794184	CONT	Classified	Cashier	07-03-17	Filled	12-04-17
Central Receiving	721580	CONT	Classified	Fixed Assets Assistant	10-16-17	Filled	03-01-18
Central Receiving	701581	CONT	Classified	Fixed Assets and Receiving Technician	07-10-17	Filled	11-13-17
Central Receiving	703584	CONT	Classified Non-Exempt	Fixed Assets and Receiving Technician	01-15-18	Filled	03-05-18
Custodial	720503	NEW-BOND FY18	Prof/Tech Support Exempt	Custodial Manager	NEW FY18	Filled	11-15-17

Positions Filled - EXHIBIT A

South Texas College

Positions Filled in FY 2017 - 2018

As of August 09, 2018

Hired

Division	Position	Type	Category	Title	Date Position Vacated	Position Status	Hire Date
Custodial	707503	NEW-BOND FY18	Prof/Tech Support Exempt	Custodial Manager	NEW FY18	Filled	11-15-17
Custodial	793502	CONT BOND FY17	Prof/Tech Support Non-Exempt	Custodial Supervisor	New for FY17	Filled	10-16-17
Custodial	706503	NEW-BOND FY18	Prof/Tech Support Non-Exempt	Custodial Supervisor	NEW FY18	Filled	12-04-17
Custodial	773502	CONT BOND FY17	Classified	Custodian	New for FY17	Filled	10-02-17
Custodial	768502	CONT BOND FY17	Classified	Custodian	New for FY17	Filled	10-02-17
Custodial	776502	CONT BOND FY17	Classified	Custodian	New for FY17	Filled	09-01-17
Custodial	774502	CONT BOND FY17	Classified	Custodian	New for FY17	Filled	09-11-17
Custodial	766502	CONT BOND FY17	Classified	Custodian	New for FY17	Filled	10-02-17
Custodial	754502	CONT BOND FY17	Classified	Custodian	New for FY17	Filled	10-02-17
Custodial	756502	CONT BOND FY17	Classified	Custodian	New for FY17	Filled	10-02-17
Custodial	763502	CONT BOND FY17	Classified	Custodian	New for FY17	Filled	10-02-17
Custodial	760502	CONT BOND FY17	Classified	Custodian	New for FY17	Filled	10-09-17
Custodial	767502	CONT BOND FY17	Classified	Custodian	New for FY17	Filled	10-09-17
Custodial	759502	CONT BOND FY17	Classified	Custodian	New for FY17	Filled	10-16-17
Custodial	709502	CONT	Classified	Custodian	07-18-17	Filled	01-08-18
Custodial	700502	CONT	Classified	Custodian	11-06-17	Filled	09-04-18
Custodial	705502	CONT	Classified	Custodian	07-18-17	Filled	11-01-17
Custodial	770502	CONT BOND FY17	Classified	Custodian	New for FY17	Filled	11-06-17
Custodial	700503	NEW-BOND FY18	Classified	Custodian	NEW FY18	Filled	08-13-18
Custodial	761502	CONT BOND FY17	Classified	Custodian	New for FY17	Filled	12-04-17
Custodial	786502	CONT BOND FY17	Classified	Custodian	New for FY17	Filled	12-04-17
Custodial	782502	CONT BOND FY17	Classified	Custodian	New for FY17	Filled	12-04-17
Custodial	781502	CONT BOND FY17	Classified	Custodian	New for FY17	Filled	12-04-17
Custodial	787502	CONT BOND FY17	Classified	Custodian	New for FY17	Filled	12-04-17
Custodial	783502	CONT BOND FY17	Classified	Custodian	New for FY17	Filled	12-04-17
Custodial	785502	CONT BOND FY17	Classified	Custodian	New for FY17	Filled	12-04-17
Custodial	764502	CONT BOND FY17	Classified	Custodian	New for FY17	Filled	12-04-17
Custodial	703503	NEW-BOND FY18	Classified	Custodian	NEW FY18	Filled	01-08-18
Custodial	772502	CONT BOND FY17	Classified	Custodian	New for FY17	Filled	01-03-18
Custodial	706502	CONT	Classified	Custodian	10-02-17	Filled	01-16-18
Custodial	744502	CONT	Classified	Custodian	07-18-17	Filled	02-05-18
Custodial	771502	CONT BOND FY17	Classified	Custodian	New for FY17	Filled	02-05-18
Custodial	769502	CONT BOND FY17	Classified	Custodian	New for FY17	Filled	03-05-18
Custodial	762502	CONT BOND FY17	Classified	Custodian	New for FY17	Filled	04-02-18
Custodial	743502	CONT	Classified	Custodian	01-03-18	Filled	04-02-18
Custodial	757502	CONT BOND FY17	Classified	Custodian	New for FY17	Filled	05-14-18
Custodial	703502	CONT	Classified	Custodian	05-31-17	Filled	07-02-18
Custodial	701503	NEW-BOND FY18	Classified	Custodian	NEW FY18	Filled	06-11-18
Custodial	788502	CONT BOND FY17	Classified	Floor Technician	NEW FY18	Filled	03-05-18
Custodial	791502	CONT BOND FY17	Classified	Floor Technician	New for FY17	Filled	06-11-18

Positions Filled - EXHIBIT A

South Texas College

Positions Filled in FY 2017 - 2018

As of August 09, 2018

Hired

Division	Position	Type	Category	Title	Date Position Vacated	Position Status	Hire Date
Custodial	758502	CONT BOND FY17	Classified	Lead Custodian	New for FY17	Filled	11-01-17
Custodial	765502	CONT BOND FY17	Classified	Lead Custodian	New for FY17	Filled	11-01-17
Custodial	779502	CONT BOND FY17	Classified	Lead Custodian	New for FY17	Filled	11-06-17
Custodial	753502	CONT	Classified	Lead Custodian	06-30-17	Filled	12-05-17
Custodial	701502	CONT	Classified	Lead Custodian	07-18-17	Filled	01-03-18
Custodial	778502	CONT BOND FY17	Classified	Lead Custodian	New for FY17	Filled	07-02-18
Custodial	780502	CONT BOND FY17	Classified	Floor Technician	New for FY17	Filled	09-05-17
Distribution Center	702583	CONT	Classified	General Services Technician	10-31-17	Filled	03-05-18
Fac Planning and Construction	730501	NEW-BOND FY18	Classified	Facilities, Planning and Construction Accounts Assistant	NEW FY18	Filled	01-16-18
Fac Planning and Construction	708501	CONT	Prof/Tech Support Non-Exempt	Fac Plng and Cons Sp Mngmnt Spec	10-09-17	Filled	04-02-18
Facilities Planning and Construction	722501	CONT BOND FY17	Prof/Tech Support Exempt	Facil Plng and Constr Project Manager	New BOND FY17	Filled	08-13-18
Facilities Planning and Construction	723501	CONT BOND FY17	Classified	Facil Plng and Constr Project Technician	New for FY17	Filled	05-10-18
Facilities Operations and Maintenance	709501	CONT	Classified	Administrative Assistant	08-22-17	Filled	12-04-17
Facilities Operations and Maintenance	700037	CONT	Classified	Secretary	08-22-17	Filled	12-04-17
Facility Maintenance	716499	CONT BOND FY17	Classified	Campus Facility Manager	New for FY17	Filled	09-05-17
Facility Maintenance	717499	CONT BOND FY17	Prof/Tech Support Exempt	Campus Facility Manager	New for FY17	Filled	01-03-18
Facility Maintenance	717499	CONT	Prof/Tech Support Exempt	Campus Facility Manager	01-03-18	Filled	03-19-18
Facility Maintenance	733499	CONT BOND FY17	Classified	Carpenter	New for FY17	Filled	03-05-18
Facility Maintenance	732499	CONT BOND FY17	Classified	Carpenter	New BOND FY17	Filled	08-13-18
Facility Maintenance	739499	CONT BOND FY17	Prof/Tech Support Non-Exempt	Construction Supervisor	New for FY17	Filled	11-13-17
Facility Maintenance	739499	CONT BOND FY17	Prof/Tech Support Non-Exempt	Construction Supervisor	New for FY17	Filled	03-19-18
Facility Maintenance	724499	CONT BOND FY17	Classified	Electrician	New for FY17	Filled	11-01-17
Facility Maintenance	723499	CONT BOND FY17	Classified	Electrician	New for FY17	Filled	12-04-17
Facility Maintenance	702515	CONT	Classified	Electrician	11-01-17	Filled	03-19-18
Facility Maintenance	725499	CONT BOND FY17	Classified	Electrician	New for FY17	Filled	04-09-18
Facility Maintenance	737499	CONT BOND FY17	Classified	Energy Technician	New for FY17	Filled	11-06-17
Facility Maintenance	738499	CONT BOND FY17	Classified	Energy Technician	New for FY17	Filled	11-01-17
Facility Maintenance	729499	CONT BOND FY17	Classified	Locksmith	New for FY17	Filled	03-05-18
Facility Maintenance	734499	CONT BOND FY17	Classified	Maintenance Assistant	New for FY17	Filled	10-02-17
Facility Maintenance	735499	CONT BOND FY17	Classified	Maintenance Assistant	New for FY17	Filled	10-16-17
Facility Maintenance	736499	CONT BOND FY17	Classified	Maintenance Assistant	New for FY17	Filled	10-16-17
Facility Maintenance	734499	CONT BOND FY17	Classified	Maintenance Assistant	01-03-18	Filled	06-01-18
Facility Maintenance	719499	CONT BOND FY17	Classified	Maintenance Technician	New for FY17	Filled	12-04-17
Facility Maintenance	720499	CONT BOND FY17	Classified	Maintenance Technician	New for FY17	Filled	01-03-18
Facility Maintenance	722499	CONT BOND FY17	Classified	Maintenance Technician	New for FY17	Filled	04-02-18
Facility Maintenance	714499	CONT	Classified	Maintenance Technician	02-24-17	Filled	04-02-18
Facility Maintenance	721499	CONT BOND FY17	Classified	Maintenance Technician	New for FY17	Filled	06-04-18
Facility Maintenance	704499	CONT	Classified	Maintenance Assistant	11-01-17	Filled	06-01-18

Positions Filled - EXHIBIT A

South Texas College

Positions Filled in FY 2017 - 2018

As of August 09, 2018

Hired

Division	Position	Type	Category	Title	Date Position Vacated	Position Status	Hire Date
Facility Maintenance	726499	CONT BOND FY17	Classified	Plumber	New for FY17	Filled	02-12-18
Facility Maintenance	727499	CONT BOND FY17	Classified	Plumber	New for FY17	Filled	03-05-18
Facility Maintenance	711499	CONT	Classified	Staff Secretary	12-04-17	Filled	04-02-18
Facility Maintenance	718499	CONT BOND FY17	Classified	Warehouse Technician	New for FY17	Filled	10-09-17
Finance and Administrative Services	702360	CONT	Classified	Executive Administrative Assistant	01-31-17	Filled	12-01-17
Human Resources	704240	CONT	Administrative Exempt	Assistant Director of Human Resources	09-01-14	Filled	09-10-17
Human Resources	715240	CONT	Prof/Tech Support Non-Exempt	Benefits Specialist	08-04-17	Filled	09-11-17
Human Resources	702240	CONT	Classified	Payroll Assistant - Human Resources	10-16-17	Filled	04-03-18
Human Resources	726240	CONT BOND FY17	Classified	Human Resources Assistant	New for FY17	Filled	04-09-18
Office of Human Resources	731240	NEW-BOND FY18	Classified	HR Secretary	NEW FY18	Filled	07-02-18
Human Resources	719240	CONT BOND FY17	Prof/Tech Support Non-Exempt	Human Resources Staffing Specialist	New BOND FY17	Filled	08-01-18
Human Resources	716240	CONT	Prof/Tech Support Non-Exempt	Human Resources Staffing Specialist/Evaluator	07-03-17	Filled	10-02-17
Office of Human Resources	732240	NEW-BOND FY18	Prof/Tech Support Non-Exempt	Human Resources Systems Specialist	NEW FY18	Filled	06-11-18
Purchasing	726580	CONT	Prof/Tech Support Non-Exempt	Purchasing Specialist	09-01-16	Filled	09-18-17
Purchasing	707580	CONT	Prof/Tech Support Exempt	Buyer	01-24-17	Filled	09-18-17
Safety and Security	773514	CONT BOND FY17	Classified	Security Guard	New for FY17	Filled	09-11-17
Safety and Security	743514	CONT BOND FY17	Classified	Security Guard	New for FY17	Filled	09-11-17
Safety and Security	718514	CONT	Classified Non-Exempt	Security Guard	01-03-18	Filled	04-02-18
Safety and Security	772514	CONT	Classified Non-Exempt	Security Guard	11-22-17	Filled	06-04-18
Safety and Security	760514	CONT	Classified Non-Exempt	Security Guard	01-24-18	Filled	06-04-18
Safety and Security	770514	CONT	Classified Non-Exempt	Security Guard	12-13-17	Filled	05-16-18
Safety and Security	779514	CONT	Classified Non-Exempt	Security Guard	01-31-18	Filled	05-17-18
Safety and Security	738514	CONT	Prof/Tech Support Non-Exempt	Security Guard Specialist	09-01-15	Filled	01-11-18
Safety and Security	735514	CONT	Classified	Security Guard Specialist	08-17-17	Filled	02-05-18
Safety and Security	786514	NEW-BOND FY18	Prof/Tech Support Exempt	Safety and Security Manager	NEW FY18	Filled	05-11-18
Safety and Security	763514	CONT BOND FY17	Prof/Tech Support Non-Exempt	Security Support Specialist	New for FY17	Filled	10-02-17
Safety and Security	709514	CONT	Prof/Tech Support Non-Exempt	Security Support Specialist	02-04-18	Filled	06-11-18
Safety and Security	708514	CONT	Prof/Tech Support Non-Exempt	Safety Support Specialist	11-01-17	Filled	07-02-18
Student Transportation Services	705359	NEW FY18	Classified	Bus Driver	NEW FY18	Filled	01-08-18
Student Transportation Services	704359	NEW FY18	Classified	Bus Driver	NEW FY18	Filled	01-16-18
Student Transportation Services	707359	NEW FY18	Classified	Bus Driver	NEW FY18	Filled	01-16-18
Student Transportation Services	703359	NEW FY18	Classified	Bus Driver	NEW FY18	Filled	02-01-18
Student Transportation Services	702359	NEW FY18	Classified	Bus Driver	NEW FY18	Filled	02-01-18
Student Transportation Services	709359	NEW FY18	Classified	Bus Driver	NEW FY18	Filled	05-10-18
Student Transportation Services	708359	NEW FY18	Classified	Bus Driver	NEW FY18	Filled	05-18-18
Student Transportation Services	701359	NEW FY18	Classified	Bus Driver	NEW FY18	Filled	01-08-18
Information Services, Planning and Strategic Initiatives							
Applications Development-Instruction	703395	CONT	Prof/Tech Support Exempt	Applications Analyst I	12-01-17	Filled	02-20-18
Applications Development-Instruction	702393	CONT	Prof/Tech Support Exempt	Applications Analyst II	12-01-17	Filled	02-20-18

Positions Filled - EXHIBIT A

South Texas College

Positions Filled in FY 2017 - 2018

As of August 09, 2018

Hired

Division	Position	Type	Category	Title	Date Position Vacated	Position Status	Hire Date
Applications Development-Instruction	709393	CONT	Prof/Tech Support Exempt	Applications Analyst III		Filled	07-09-18
Applications Development-Instruction	712393	CONT	Prof/Tech Support Exempt	Systems and Networking Manager	FY18 Position Chng	Filled	04-02-18
Centers for Learning Excellence	704423	CONT	Prof/Tech Support Exempt	Learning Support Manager	07-31-17	Filled	12-01-17
Centers for Learning Excellence	721423	CONT	Prof/Tech Support Exempt	Coordinator of Campus Center for Learning Excellence	07-03-17	Filled	11-13-17
Centers for Learning Excellence	705423	CONT	Classified	Student Learning Assistant	FY18 Position Chng	Filled	03-19-18
Client Services	710391	CONT	Prof/Tech Support Non-Exempt	Client Services Specialist	08-01-17	Filled	10-05-17
Educational Technologies	721271	NEW-BOND FY18	Prof/Tech Support Exempt	Audio Visual Systems Designer	NEW FY18	Filled	06-01-18
Educational Technologies	723271	NEW-BOND FY18	Prof/Tech Support Exempt	Coordinator of Special Events	NEW FY18	Filled	05-15-18
Educational Technologies	719271	CONT BOND FY17	Prof/Tech Support Non-Exempt	Digital Signage/Classroom Tech Trng Spec	New for FY17	Filled	06-01-18
Educational Technologies	700186	CONT	Classified	Educational Technologies Assistant I	04-28-17	Filled	10-16-17
Educational Technologies	712271	CONT BOND FY17	Classified	Educational Technologies Assistant I	New for FY17	Filled	11-01-17
Educational Technologies	700085	CONT	Classified	Educational Technologies Assistant I	08-22-17	Filled	10-16-17
Educational Technologies	715271	CONT BOND FY17	Classified	Educational Technologies Assistant I	New for FY17	Filled	01-16-18
Educational Technologies	713271	CONT BOND FY17	Classified	Educational Technologies Assistant I	New for FY17	Filled	01-03-18
Educational Technologies	706102	CONT	Classified	Educational Technologies Assistant I	08-24-17	Filled	04-02-18
Educational Technologies	718271	CONT BOND FY17	Classified	Educational Technologies Assistant II	New for FY17	Filled	11-01-17
Educational Technologies	717271	CONT BOND FY17	Classified	Educational Technologies Assistant II	New for FY17	Filled	11-06-17
Educational Technologies	704271	CONT	Prof/Tech Support Non-Exempt	Educational Technologies Specialist	09-01-17	Filled	06-01-18
Educational Technologies	720271	CONT BOND FY17	Prof/Tech Support Exempt	Project Manager - Educational Technologies	New for FY17	Filled	10-16-17
Information Services and Planning	729101	CONT	Prof/Tech Support Exempt	Project Manager - Inst. Res. Effe. & Stra. &Pl.	01-01-16	Filled	01-22-18
Client Services	710391	CONT	Prof/Tech Support Non-Exempt	Client Services Specialist	01-09-18	Filled	06-18-18
Infrastructure	704393	CONT	Prof/Tech Support Exempt	Applications Analyst II	10-31-14	Filled	11-01-17
Institutional Effectiveness and Assessment	702171	CONT	Classified	Administrative Assistant	03-05-18	Filled	08-01-18
Instruction	700194	CONT	Prof/Tech Support Exempt	Service Delivery Manager	FY17 Position Chng	Filled	11-01-17
Learning Commons and Open Labs	715102	CONT	Classified	Open Lab Technician	08-21-17	Filled	12-04-17
Learning Commons and Open Labs	723397	CONT BOND FY17	Classified	Open Lab Technician	FY17 Position Chng	Filled	09-04-17
Learning Commons and Open Labs	719397	CONT BOND FY17	Classified	Open Lab Technician	FY17 Position Chng	Filled	09-05-17
Learning Commons and Open Labs	721397	CONT BOND FY17	Classified	Open Lab Technician	FY17 Position Chng	Filled	09-05-17
Learning Commons and Open Labs	701271	CONT	Classified	Open Lab Technician	08-21-17	Filled	12-04-17
Learning Commons and Open Labs	700073	CONT	Classified	Open Lab Technician	11-01-17	Filled	02-12-18
Learning Commons and Open Labs	703397	CONT	Classified	Open Lab Technician	09-01-17	Filled	04-09-18
Learning Commons and Open Labs	714102	CONT	Classified	Open Lab Technician	09-01-17	Filled	04-02-18
Learning Commons and Open Labs	724397	CONT BOND FY17	Classified	Open Lab Technician	12-01-17	Filled	06-18-18
Learning Commons and Open Labs	716397	CONT BOND FY17	Prof/Tech Support Non-Exempt	Technology Specialist	FY17 Position Chng	Filled	09-11-17
Learning Commons and Open Labs	726397	NEW FY18	Prof/Tech Support Non-Exempt	Technology Specialist	NEW FY18	Filled	12-01-17
Learning Commons and Open Labs	717397	CONT BOND FY17	Prof/Tech Support Non-Exempt	Open Labs Analyst	New for FY17	Filled	10-16-17
Library Acquisitions	701104	NEW FY18	Prof/Tech Support Exempt	Learning Support Systems and Applications Analyst	NEW FY18	Filled	02-05-18
Library Acquisition	722101	CONT	Administrative	Librarian III - Collection Management and Acquisitions	01-17-17	Filled	12-11-17

Positions Filled - EXHIBIT A

South Texas College

Positions Filled in FY 2017 - 2018

As of August 09, 2018

Hired

Division	Position	Type	Category	Title	Date Position Vacated	Position Status	Hire Date
Library Acquisition	700009	CONT	Classified	Library Technical Services Technician	07-06-17	Filled	10-09-17
Library Acquisition	734101	CONT	Classified	Library Technician	09-15-17	Filled	06-04-18
Library Public Services	744101	NEW FY18	Prof/Tech Support Exempt	Librarian I - Public Services	NEW FY18	Filled	02-05-18
Library Public Services	731101	CONT	Prof/Tech Support Exempt	Librarian III	07-31-14	Filled	10-04-17
Library Services	719101	CONT	Prof/Tech Support Non-Exempt	Senior Administrative Assistant	07-06-17	Filled	08-06-18
Library Services	702101	CONT	Administrative	Dean of Library and Learning Support Services	09-21-17	Filled	04-01-18
Office of Strategic Initiatives	704170	CONT	Prof/Tech Support Non-Exempt	Project Management Analyst I	11-28-16	Filled	03-05-18
Research and Analytical Services	705170	CONT	Prof/Tech Support Exempt	Institutional Research Analyst	06-05-17	Filled	10-02-17
Research and Analytical Services	702170	CONT	Prof/Tech Support Exempt	Institutional Research Analyst	03-01-18	Filled	06-04-18
Research and Analytical Services	700271	CONT	Prof/Tech Support Exempt	Qualitative Researcher	09-29-17	Filled	03-01-18
Systems and Networking	700263	CONT	Classified	Systems Specialist	06-15-17	Filled	12-01-17
Systems and Networking	700263	CONT	Prof/Tech Support Non-Exempt	Systems Specialist	02-16-18	Filled	08-13-18
Technology Support	710262	CONT	Prof/Tech Support Exempt	Computer Inventory Specialist	FY18 Position Chng	Filled	06-01-18
Technology Support	718392	CONT BOND FY17	Prof/Tech Support Non-Exempt	Computer Services Specialist	New for FY17	Filled	11-01-17
Technology Support	717392	CONT BOND FY17	Prof/Tech Support Non-Exempt	Computer Services Specialist	New for FY17	Filled	11-06-17
Technology Support	715392	CONT	Prof/Tech Support Non-Exempt	Computer Services Specialist	07-14-17	Filled	11-15-17
Technology Support	716392	CONT BOND FY17	Prof/Tech Support Non-Exempt	Computer Services Specialist	New for FY17	Filled	11-13-17
TR PM Risk and Security	719395	CONT	Prof/Tech Support Exempt	Information Security Analyst	09-01-15	Filled	09-01-17
Office of the President							
CPWE - State	704587	CONT	Classified	Customer Service Technician	06-30-17	Filled	12-04-17
CPWE - State	708587	CONT	Classified	Customer Service Technician	11-09-12	Filled	08-13-18
CPWE - State	716590	CONT	Prof/Tech Support Exempt	Program Developer and Coordinator	11-30-10	Filled	09-05-17
CPWE - State	718590	CONT	Prof/Tech Support Exempt	Program Developer and Coordinator	09-01-00	Filled	05-01-18
CPWE - State	714590	CONT	Classified	Customer Service Technician	06-30-12	Filled	08-01-18
Grant Development, Management, and Compliance	700316	CONT	Prof/Tech Support Exempt	Grant Development Officer	06-22-15	Filled	09-05-17
Office of President	700202	CONT	Classified	Administrative Assistant	09-09-08	Filled	07-16-18
Public Relations/Marketing	707462	CONT	Prof/Tech Support Non-Exempt	Coordinator of Public Relations	07-10-16	Filled	11-13-17
Public Relations/Marketing	726462	NEW FY18	Prof/Tech Support Exempt	Marketing Manager	NEW FY18	Filled	06-04-18
Student Affairs and Enrollment Management							
Admissions and Records	724612	NEW FY18	Prof/Tech Support Non-Exempt	Admissions Specialist	NEW FY18	Filled	04-02-18
Admissions & Records	700020	CONT	Classified	Coordinator of Enrollment Services	11-14-17	Filled	10-09-17
Admissions and Records	723612	CONT BOND FY17	Prof/Tech Support Non-Exempt	Admissions Specialist	New for FY17	Filled	01-16-18
Admissions and Records	708612	CONT	Prof/Tech Support Non-Exempt	Records and Registration Specialist	10-09-17	Filled	08-01-18
Admissions and Records	700167	CONT	Classified	Records Technician	01-03-18	Filled	08-13-18
Admissions and Records	700165	CONT	Classified	Records Technician	02-28-18	Filled	07-16-18
Advising	708332	CONT	Prof/Tech Support Non-Exempt	Advisor	09-01-17	Filled	10-02-17
Advising	700081	CONT	Prof/Tech Support Non-Exempt	Advisor	11-03-17	Filled	03-01-18
Advising	717332	CONT	Prof/Tech Support Non-Exempt	Advisor	09-01-17	Filled	03-05-18
College Connections	706610	CONT	Classified	Administrative Assistant	12-01-17	Filled	04-09-18
College Connections	702461	NEW FY18	Prof/Tech Support Non-Exempt	Admissions Specialist	NEW FY18	Filled	12-01-17

Positions Filled - EXHIBIT A

South Texas College

Positions Filled in FY 2017 - 2018

As of August 09, 2018

Hired

Division	Position	Type	Category	Title	Date Position Vacated	Position Status	Hire Date
College Connections	709190	CONT	Prof/Tech Support Non-Exempt	College Connection Specialist/Recruiter	04-03-17	Filled	12-04-17
College Connections	709461	NEW FY18	Prof/Tech Support Non-Exempt	Student Services Specialist I	NEW FY18	Filled	01-03-18
Counseling and Disability Services	700336	CONT BOND FY17	Prof/Tech Support Exempt	Counselor	New for FY17	Filled	10-16-17
Counseling and Disability Services	704336	CONT BOND FY17	Prof/Tech Support Exempt	Counselor	FY19 Position Chng	Filled	07-16-18
Dual2Degree	724610	NEW FY18	Classified	Administrative Assistant	NEW FY18	Filled	11-17-17
Dual2Degree	711610	CONT	Prof/Tech Support Non-Exempt	Dual2Degree Specialist	02-03-17	Filled	10-16-17
Dual2Degree	703610	CONT	Prof/Tech Support Non-Exempt	Dual2Degree Specialist	08-04-17	Filled	10-02-17
Dua2Degree	700134	CONT	Prof/Tech Support Non-Exempt	Dual2Degree Specialist	11-30-17	Filled	03-19-18
External Affairs	702144	NEW FY18	Classified	Administrative Assistant	NEW FY18	Filled	12-04-17
Special Programs	708192	NEW FY18	Classified	Administrative Assistant	NEW FY18	Filled	04-02-18
Student Financial Services	730440	NEW FY18	Prof/Tech Support Non-Exempt	Financial Aid Specialist	NEW FY18	Filled	11-01-17
Student Financial Services	708440	CONT	Prof/Tech Support Non-Exempt	Financial Aid Specialist	03-01-17	Filled	03-05-18
Student Financial Services	714440	CONT	Prof/Tech Support Non-Exempt	Financial Aid Specialist	03-01-17	Filled	02-06-18
Student Financial Services	726440	CONT	Prof/Tech Support Non-Exempt	Financial Aid Specialist	01-03-18	Filled	04-02-18
Student Financial Services	728440	CONT BOND FY17	Prof/Tech Support Non-Exempt	Veterans Affairs Certifying Official	New for FY17	Filled	01-03-18
Student Financial Services	727440	CONT BOND FY17	Prof/Tech Support Non-Exempt	Veterans Affairs Certifying Official	New for FY17	Filled	01-08-18

Vacant Positions - New - Exhibit B

South Texas College

NEW Vacant Full-Time Regular Positions Approved for FY 2017 - 2018 New Positions

As of August 9, 2018

Division	Position	Type	Category	Title	Hiring Process Status (Steps 1 - 5)	Position Status	Proposed Hire Date
Academic Advancement							
High School Programs & Services	706285	NEW FY18	Classified	Administrative Assistant	4	Screening in Progress	08-31-18
Division of Math, Science and Bachelor Programs							
BAT/BAS	702293	NEW FY18	Prof/Tech Support Exempt	Academic Coach	4	Screening in Progress	08-31-18
Division of Business, Public Safety and Technology							
Fire Science	701312	NEW-BOND FY18	Classified	Faculty Secretary	1	Pending Requisition	08-31-18
Fire Science	702312	NEW-BOND FY18	Classified	Lab Assistant – Fire Science	1	Pending Requisition	08-31-18
Division of Nursing and Allied Health							
Nursing & Allied Health	713557	NEW FY18	Prof/Tech Support Non-Exempt	Advisor	2	Requisition in Progress	08-31-18
Nursing & Allied Health	714557	NEW FY18	Prof/Tech Support Non-Exempt	Student Success Specialist	4	Screening in Progress	08-31-18
Nursing & Allied Health	716557	NEW-BOND FY18	Classified	Faculty Secretary	4	Screening in Progress	08-31-18
Nursing & Allied Health	717557	NEW-BOND FY18	Classified	Faculty Secretary	4	Screening in Progress	08-31-18
Nursing & Allied Health	720557	NEW-BOND FY18	Classified	Lab Assistant - NAH	1	Pending Requisition	08-31-18
Nursing & Allied Health	718557	NEW-BOND FY18	Classified	Secretary	1	Pending Requisition	08-31-18
Nursing & Allied Health	719557	NEW-BOND FY18	Prof/Tech Support Non-Exempt	Simulation Network Specialist	4	Screening in Progress	08-31-18
Finance and Administrative Services							
Business Office	760184	NEW FY18	Prof/Tech Support Exempt	Budget Manager	4	Screening in Progress	08-31-18
Campus Police	702516	NEW-BOND FY18	Prof/Tech Support Non-Exempt	Police Officer	3a	Re-advertised	08-31-18
Cashiers Office	755184	NEW-BOND FY18	Classified	Cashier	3a	Re-advertised	08-31-18
Custodial	702503	NEW-BOND FY18	Classified	Custodian	4	Screening in Progress	08-31-18
Custodial	705503	NEW-BOND FY18	Classified	Floor Technician	3a	Re-advertised	08-31-18
Custodial	704503	NEW-BOND FY18	Prof/Tech Support Non-Exempt	Lead Custodian	3a	Re-advertised	08-31-18
Facility Operations and Maintenance	729501	NEW-BOND FY18	Prof/Tech Support Exempt	Environmental Health and Safety Manager	3a	Re-advertised	08-31-18
Facility Operations and Maintenance	728501	NEW-BOND FY18	Prof/Tech Support Exempt	Events Manager	5	Recommendation in Progress	08-31-18
Office of Human Resources	727240	NEW-BOND FY18	Prof/Tech Support Exempt	Coordinator of Staffing & Recruiting	2	Requisition in Progress	08-31-18
Office of Human Resources	730240	NEW-BOND FY18	Classified	Human Resources Technician	4	Screening in Progress	08-31-18
Office of Human Resources	733240	NEW-BOND FY18	Prof/Tech Support Exempt	Training and Development Manager	2	Requisition in Progress	08-31-18

Legend-Tiered steps in Hiring Process

1 - Pending Requisition

2 - Requisition in Progress

3 - Advertised

3a - Re-Advertised

4 - Screening in Progress

5 - Recommendation in Progress

Vacant Positions - New - Exhibit B

South Texas College

NEW Vacant Full-Time Regular Positions Approved for FY 2017 - 2018 **New Positions**

As of August 9, 2018

Division	Position	Type	Category	Title	Hiring Process Status (Steps 1 - 5)	Position Status	Proposed Hire Date
Information Services, Planning and Strategic Initiatives							
Learning Commons and Open Labs	725397	NEW FY18	Prof/Tech Support Exempt	Coordinator of Open Labs Logistics	3a	Re-advertised	08-31-18
Office of the President							
Grant Development, Management and Compliance	702420	NEW FY18	Prof/Tech Support Exempt	Development Officer - Foundation/ Corporate Outreach	1	Pending Requisition	09-01-18
Student Affairs and Enrollment Management							
Student Affairs & Enrollment Management	725612	NEW FY18	Prof/Tech Support Exempt	Project Manager - SAEM	4	Screening in Progress	08-15-18
Student Rights and Responsibilities	708191	NEW FY18	Classified	Administrative Assistant	2	Requisition in Progress	09-01-18

Legend-Tiered steps in Hiring Process
1 - Pending Requisition
2 - Requisition in Progress
3 - Advertised
3a - Re-Advertised
4 - Screening in Progress
5 - Recommendation in Progress

Vacant Positions - Continuing - EXHIBIT C

South Texas College

Vacant - Continuing Full-Time Regular Positions

As of August 9, 2018

Vacant Positions - Continuing

Division	Position	Type	Category	Title	Date Position Vacated	Hiring Process Status	Position Status	Proposed Hire Date
Academic Advancement								
Curriculum and Student Learning	701283	CONT	Administrative	Associate Dean of Curriculum and Student Learning	FY18 Position Chng	1	Pending Requisition	09-15-18
Academic Advancement	708286	CONT	Administrative	Dean of School District Programs and	New FY17	2	Requisition in Progress	09-15-18
Professional & Organizational Dev	702352	CONT	Administrative	Assoc Dean Professional & Organizational Dev	01-06-17	1	Pending Requisition	09-15-18
Professional & Organizational Dev	703352	CONT	Prof/Tech Support Non-Exempt	Professional Development Trainer	07-22-16	1	Pending Requisition	09-15-18
Academic Affairs								
Academic Affairs	703279	CONT	Executive	Vice President for Academic Affairs	08-31-13	1	Pending Requisition	09-15-18
Distance Learning	702279	CONT	Administrative	Dean of Distance Learning	02-02-17	3a	Re-Advertised	09-15-18
Distance Learning	701276	CONT	Prof/Tech Support Exempt	Distance Learning Media Manager	02-01-18	1	Pending Requisition	09-15-18
Mid Valley Campus	701269	CONT BOND FY17	Prof/Tech Support Non-Exempt	Student Services Specialist II	New BOND FY17	1	Pending Requisition	09-15-18
Division of Business, Public Safety and Technology								
Health Information	700555	CONT	Classified	Faculty Secretary	11-17-17	1	Pending Requisition	09-15-18
Welding	707415	CONT	Classified	Lab Assistant - Welding	New for FY16	4	Screening in Progress	08-31-18
Division of Liberal Arts and Social Sciences								
Division of Liberal Arts and Social Sciences	702426	CONT	Classified	Developmental Lab Technician	07-13-12	1	Pending Requisition	09-15-18
Division of Liberal Arts and Social Sciences	712150	CONT BOND FY17	Prof/Tech Support Non-Exempt	Student Success Specialist	New BOND FY17	4	Screening in Progress	08-31-18
MV-Child Care and Development	708137	CONT	Prof/Tech Support Non-Exempt	Assistant Childcare Center Manager	08-08-17	3a	Re-Advertised	09-15-18
Speech	701228	CONT BOND FY17	Classified	Speech Lab Technician	New BOND FY17	2	Requisition in Progress	08-31-18
Division of Math, Science and Bachelor Programs								
Division of Math, Science and Bachelor	701298	CONT	Prof/Tech Support Exempt	Project Manager- MSB	FY18 Position Chng	4	Screening in Progress	08-31-18
Physics	701202	CONT	Prof/Tech Support Non-Exempt	Lab Specialist II - Physics	04-12-18	3a	Re-Advertised	09-15-18
Division of Nursing and Allied Health								
Division of Nursing and Allied Health	708557	CONT BOND FY17	Classified	Faculty Secretary	New BOND FY17	5	Recommendation in Progress	08-31-18
Division of Nursing and Allied Health	707557	CONT BOND FY17	Classified	Lab Asst - NAH	New BOND FY17	4	Screening in Progress	09-15-18
Division of Nursing and Allied Health	709557	CONT BOND FY17	Classified	Lab Asst - NAH	New BOND FY17	4	Screening in Progress	09-15-18
Division of Nursing and Allied Health	700164	CONT	Prof/Tech Support Non-Exempt	Senior Administrative Assistant	01-31-16	4	Screening in Progress	09-15-18
Division of Nursing and Allied Health	700012	CONT	Classified	Faculty Secretary	02-01-18	4	Screening in Progress	09-15-18
Pharmacy Technology	715272	CONT	Classified	Faculty Secretary	10-02-17	1	Pending Requisition	09-15-18
Finance and Administrative Services								
Accountability, Risk, and Compliance	706160	CONT	Prof/Tech Support Exempt	Compliance Coordinator	New FY17	1	Pending Requisition	09-15-18
Business Office	751184	CONT	Prof/Tech Support Non-Exempt	Accounting Specialist	01-23-18	4	Screening in Progress	09-15-18
Campus Police	714514	CONT	Prof/Tech Support Non-Exempt	Police Officer	04-06-18	3a	Re-Advertised	09-15-18
Cashiers Office	739184	CONT	Prof/Tech Support Exempt	Business System Analyst	Frozen in FY14 &	4	Screening in Progress	09-15-18
Cashiers Office	715184	CONT	Classified	Cashier	10-02-17	5	Recommendation in Progress	08-31-18
Cashiers Office	700050	CONT	Classified	Cashier	01-08-18	4	Screening in Progress	09-15-18
Cashiers Office	711184	CONT	Classified	Cashier	04-02-18	4	Screening in Progress	09-15-18

Legend-Tiered steps in Hiring Process
1 - Pending Requisition
2 - Requisition in Progress
3 - Advertised
3a - Re-Advertised
4 - Screening in Progress
5 - Recommendation in Progress

South Texas College

Vacant - Continuing Full-Time Regular Positions

As of August 9, 2018

Vacant Positions - Continuing

Division	Position	Type	Category	Title	Date Position Vacated	Hiring Process Status	Position Status	Proposed Hire Date
Central Receiving	707584	CONT	Classified	Fixed Assets and Receiving Technician	12-04-17	4	Screening in Progress	09-15-18
Central Receiving	712584	CONT BOND FY17	Classified	Fixed Assets and Receiving Technician	03-01-18	4	Screening in Progress	09-15-18
Custodial	775502	CONT BOND FY17	Classified	Custodian	New BOND FY17	4	Screening in Progress	09-15-18
Custodial	784502	CONT BOND FY17	Classified	Custodian	New BOND FY17	5	Recommendation in Progress	08-31-18
Custodial	755502	CONT BOND FY17	Classified	Custodian	New BOND FY17	4	Screening in Progress	09-15-18
Custodial	727502	CONT	Classified	Custodian	06-04-17	3a	Re-Advertised	09-15-18
Custodial	707502	CONT	Classifed	Custodian	04-16-18	3a	Re-Advertised	09-15-18
Custodial	708502	CONT	Classifed	Custodian	04-27-18	3a	Re-Advertised	09-15-18
Custodial	792502	CONT BOND FY17	Classified	Floor Technician	New BOND FY17	5	Recommendation in Progress	08-31-18
Custodial	789502	CONT BOND FY17	Classified	Floor Technician	New BOND FY17	4	Screening in Progress	09-15-18
Fac Planning & Construction	700501	CONT	Prof/Tech Support Non-Exempt	Coordinator of Facilities, Planning, and Construction Accounts	01-08-18	5	Recommendation in Progress	08-31-18
Fac Planning & Construction	707501	CONT	Prof/Tech Support Exempt	Senior Facilities Plan & Const Project	05-31-16	4	Screening in Progress	09-15-18
Facilities Planning and Construction	721501	CONT BOND FY17	Administrative	Assistant Director Facilities Planning & Cons	New BOND FY17	2	Requisition in Progress	09-15-18
Facilities Planning and Construction	725501	CONT BOND FY17	Prof/Tech Support Non-Exempt	Technical Facilities Specialist	New BOND FY17	1	Pending Requisition	09-15-18
Facility Maintenance	740499	CONT BOND FY17	Administrative	Assistant Director of Custodial Support Svs	New BOND FY17	2	Requisition in Progress	09-15-18
Facility Maintenance	700515	CONT	Classified	Maintenance Technician	3/8/2018	4	Screening in Progress	09-15-18
Facility Maintenance	710501	CONT	Prof/Tech Support Exempt	Operations Energy Manager	03-31-16	4	Screening in Progress	09-15-18
Facility Maintenance	731499	CONT BOND FY17	Classified	Painter	New BOND FY17	4	Screening in Progress	09-15-18
Facility Maintenance	730499	CONT BOND FY17	Classified	Painter	New BOND FY17	5	Recommendation in Progress	08-31-18
Facility Maintenance	728499	CONT BOND FY17	Classified	Plumber	New BOND FY17	3a	Re-Advertised	09-15-18
Finance and Administrative Services	703360	CONT	Prof/Tech Support Non-Exempt	FAS Support Specialist	05-18-17	4	Screening in Progress	09-15-18
Human Resources	703240	CONT	Administrative	Employee Relations Officer	09-11-17	4	Screening in Progress	09-15-18
Human Resources	724240	CONT	Prof/Tech Support Non-Exempt	Human Resources Specialist - Employee Relations	New for FY16	3a	Re-Advertised	09-15-18
Human Resources	705240	CONT	Classified	Records Technician	CONT	3a	Re-Advertised	09-15-18
Purchasing	725580	CONT	Prof/Tech Support Exempt	Contracts Manager	09-01-15	4	Screening in Progress	09-15-18
Purchasing	728580	CONT	Prof/Tech Support Exempt	Specifications Writer	New for FY16	4	Screening in Progress	09-15-18
Safety and Security	755514	CONT	Classified	Security Guard	08-31-16	1	Pending Requisition	09-15-18
Safety and Security	744514	CONT	Classified Non-Exempt	Security Guard	09-29-17	1	Pending Requisition	09-15-18
Safety and Security	754514	CONT	Classified Non-Exempt	Security Guard	01-11-18	4	Screening in Progress	09-15-18
Safety and Security	780514	CONT BOND FY17	Classified Non-Exempt	Security Guard	03-18-18	1	Pending Requisition	09-15-18
Safety and Security	748514	CONT	Classified Non-Exempt	Security Guard	03-24-18	4	Screening in Progress	09-15-18
Information Services, Planning and Strategic Initiatives								
Applications Development-Instruction	710395	CONT	Prof/Tech Support Non-Exempt	Applications Specialist	03-09-18	4	Screening in Progress	09-15-18
Applications Development-Instruction	700062	CONT	Prof/Tech Support Exempt	Business Analyst	11-01-17	5	Recommendation in Progress	08-31-18

Legend-Tiered steps in Hiring Process
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South Texas College

Vacant - Continuing Full-Time Regular Positions

As of August 9, 2018

Vacant Positions - Continuing

Division	Position	Type	Category	Title	Date Position Vacated	Hiring Process Status	Position Status	Proposed Hire Date
Applications Development-Instruction	705393	CONT	Prof/Tech Support Non-Exempt	Reporting Analyst I	FY18 Position Chng	4	Screening in Progress	09-15-18
Applications Development-Instruction	701392	CONT	Prof/Tech Support Exempt	Project Management Analyst	04-02-18	4	Screening in Progress	09-15-18
Centers for Learning Excellence	705423	CONT	Classified	Student Learning Assistant	FY18 Position Chng	2	Requisition in Progress	09-15-18
Client Services	703394	CONT BOND FY17	Prof/Tech Support Exempt	Client Services Analyst I	New BOND FY17	1	Pending Requisition	09-15-18
Client Services	715393	CONT	Prof/Tech Support Exempt	Client Services Analyst I	FY18 Position Chng	1	Pending Requisition	09-15-18
Client Services	798391	CONT	Prof/Tech Support Non-Exempt	Client Services Analyst II	FY18 Position Chng	1	Pending Requisition	09-15-18
Educational Technologies	709102	CONT	Classified	Educational Technologies Assistant I	08-22-17	4	Screening in Progress	09-15-18
Educational Technologies	711271	CONT BOND FY17	Classified	Educational Technologies Assistant I	New BOND FY17	4	Screening in Progress	09-15-18
Educational Technologies	714271	CONT BOND FY17	Classified	Educational Technologies Assistant I	New BOND FY17	4	Screening in Progress	09-15-18
Educational Technologies	716271	CONT BOND FY17	Classified	Educational Technologies Assistant I	New BOND FY17	4	Screening in Progress	09-15-18
Educational Technologies	703100	CONT	Classified	Educational Technologies Assistant I	11-01-17	4	Screening in Progress	09-15-18
Educational Technologies	710102	CONT	Classified	Educational Technologies Assistant I	11-06-17	4	Screening in Progress	09-15-18
Information Technology	700242	CONT	Classified	Administrative Assistant	02-13-15	3a	Re-Advertised	09-15-18
Information Technology	700396	CONT	Administrative	Asst Chief Information Officer for Software	07-21-16	x	On Hold	On hold
Infrastructure	711393	CONT	Prof/Tech Support Exempt	Applications Analyst III	10-31-14	3a	Re-Advertised	09-15-18
Infrastructure	701393	CONT	Prof/Tech Support Exempt	Applications Specialist	06-14-17	4	Screening in Progress	09-15-18
Infrastructure	713393	CONT	Prof/Tech Support Non-Exempt	Systems Analyst I	07-14-17	4	Screening in Progress	09-15-18
Infrastructure	701375	CONT	Prof/Tech Support Non-Exempt	Systems Analyst I	07-14-17	4	Screening in Progress	09-15-18
Library Public Services	742101	CONT	Prof/Tech Support Non-Exempt	Library Specialist	06-02-17	2	Requisition in Progress	09-15-18
Library Public Services	743101	CONT BOND FY17	Prof/Tech Support Exempt	Librarian I - Public Services	New BOND FY17	3a	Re-Advertised	09-15-18
Library Public Services	741101	CONT	Prof/Tech Support Exempt	Librarian I - Public Services	10-01-17	4	Screening in Progress	09-15-18
Library Public Services	736101	CONT	Prof/Tech Support Exempt	Librarian III-Outreach and Instruction	03-02-18	4	Screening in Progress	09-15-18
Systems and Networking	709395	CONT	Prof/Tech Support Exempt	Database Analyst III	04-01-18	3	Requisition in Progress	09-15-18
Systems and Networking	700201	CONT	Prof/Tech Support Non-Exempt	Network Services Analyst I	09-01-17	2	Requisition in Progress	09-15-18
Systems and Networking	708391	CONT	Prof/Tech Support Exempt	Network Services Analyst III	FY18 Position Chng	1	Pending Requisition	09-15-18
Technology Support	713392	CONT	Prof/Tech Support Non-Exempt	Computer Services Analyst I	06-06-16	4	Screening in Progress	09-15-18
Technology Support	719392	CONT BOND FY17	Prof/Tech Support Exempt	Computer Services Analyst III	New BOND FY17	1	Pending Requisition	09-15-18
Technology Support	712392	CONT	Prof/Tech Support Non-Exempt	Computer Services Specialist	12-01-17	4	Screening in Progress	09-15-18
Technology Support	710392	CONT	Prof/Tech Support Exempt	Service Transition Manager	12-11-17	4	Screening in Progress	09-15-18
Telecom	702390	CONT BOND FY17	Prof/Tech Support Exempt	Systems Analyst III	New BOND FY17	1	Pending Requisition	09-15-18
Office of the President								
CPWE - State	705587	CONT	Classified	Compliance Assistant	01-12-18	1	Pending Requisition	09-15-18
CPWE - State	707587	CONT	Classified	Customer Service Technician	09-01-09	3	Advertised	09-15-18
CPWE - State	701880	CONT	Administrative	Director of College and Career Preparation	09-01-15	1	Pending Requisition	09-15-18
CPWE - State	703587	CONT	Prof/Tech Support Exempt	Program Developer and Coordinator	11-01-10	1	Pending Requisition	09-15-18

Legend-Tiered steps in Hiring Process
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South Texas College

Vacant - Continuing Full-Time Regular Positions

As of August 9, 2018

Vacant Positions - Continuing

Division	Position	Type	Category	Title	Date Position Vacated	Hiring Process Status	Position Status	Proposed Hire Date
Grant Development, Management, and Compliance	703420	CONT	Prof/Tech Support Non-Exempt	Grants and Contracts Compliance Specialist	09-05-17	4	Screening in Progress	09-15-18
Office of President	704362	CONT	Classified	Administrative Assistant	09-01-05	1	Pending Requisition	09-15-18
Office of President	701369	CONT	Executive	Exec Officer for External Relations	FY18 Position Chng	1	Pending Requisition	09-15-18
Office of President	701340	CONT	Executive	Executive Vice President for Student Success	09-01-14	1	Pending Requisition	09-15-18
Public Relations/Marketing	701462	CONT	Classified	Administrative Assistant	05-04-16	1	Pending Requisition	09-15-18
Public Relations/Marketing	724462	CONT	Prof/Tech Support Non-Exempt	Chief Photographer	New FY17	4	Screening in Progress	09-15-18
Public Relations/Marketing	725462	CONT	Classified	Community Relations Asst	New FY17	3	Advertised	09-15-18
Public Relations/Marketing	723462	CONT	Prof/Tech Support Non-Exempt	Copy Writer	05-14-17	1	Pending Requisition	09-15-18
Student Affairs and Enrollment Management								
Admissions and Records	715612	CONT	Prof/Tech Support Non-Exempt	Transcript/Graduation Analyst	12-15-17	5	Recommendation in Progress	08-31-18
Advising	706332	CONT	Prof/Tech Support Non-Exempt	Advisor	04-23-18	4	Screening in Progress	09-15-18
Career and Employer Services	711332	CONT	Prof/Tech Support Exempt	Coordinator of Employer Services	02-23-18	4	Screening in Progress	09-15-18
College Connections	700072	CONT	Classified	Records Technician	01-22-18	3	Advertised	09-15-18
College Connections	700042	CONT	Prof/Tech Support Non-Exempt	Student Services Specialist I	08-03-17	4	Screening in Progress	09-15-18
Office of Enrollment Services	704612	CONT	Administrative	Dean of Enrollment Services	08-31-16	1	Pending Requisition	09-15-18
Student Affairs	703191	CONT	Administrative	Associate Dean of Student Rights and Responsibilities and Title IX Student Support Services	FY18 Position Change	5	Recommendation in Progress	08-31-18
Student Financial Services	700068	CONT	Prof/Tech Support Non-Exempt	Financial Specialist	03-31-18	4	Screening in Progress	09-15-18

Legend-Tiered steps in Hiring Process
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