



7145 West Tidwell Road ~ Houston, Texas 77092
(713)-462-7708
www.esc4.net

NOTICE TO OFFEROR

Solicitation Number **R42026-04**

Request for Proposal ("RFP") by

Region 4 Education Service Center ("ESC") for

General Printing Services

SUBMITTAL DEADLINE: Friday, July 24, 2026, 2:00 PM CT

Only online proposals will be accepted. Proposals must be submitted via Region 4 ESC's online procurement system Ion Wave Technologies, Inc. at <https://region4esc.ionwave.net>. No hard copies, emails, or fax responses will be accepted.

Questions regarding this RFP must be submitted electronically using <https://region4esc.ionwave.net> no later than Friday, July 10th, 2026. All questions and answers will be available at <https://region4esc.ionwave.net>. Offerors are responsible for viewing Ion Wave Technologies, Inc. to review all questions and answers prior to submitting proposals. Oral communications concerning this RFP shall not be binding and shall in no way excuse an Offeror of the obligations set forth in this proposal.

VIRTUAL NON-MANDATORY PRE-PROPOSAL CONFERENCE

Offerors are strongly encouraged, but not required to participate in a pre-proposal conference with the Procurement Department, which will be held on July 6th, 2026, at 10:00 am–CST via Zoom Meeting at <https://esc4.zoom.us/j/84863053884>; or (346) 248-7799 Meeting ID: 848 6305 3884.

The purpose of this conference is to clarify the contents of this RFP in order to prevent any misunderstanding of Region 4 ESC's position. Any doubt as to the requirements of this RFP or any apparent omission or discrepancy should be presented to Region 4 ESC at this conference. Region 4 ESC will then determine the appropriate action necessary, if any, and may issue a written addendum to the RFP. Oral statements or instructions will not constitute an addendum to this RFP.

Publication Date: June 19, 2026

I. SCOPE OF WORK

Region 4 Education Service Center (Region 4 ESC) is soliciting proposals from qualified and experienced printing service providers to establish one or more Indefinite Delivery, Indefinite Quantity (IDIQ) contracts for commercial printing, digital printing, specialty wide-format printing, bindery, mailing, and related production services.

The purpose of this solicitation is to supplement the production capabilities of Region 4 ESC's internal Print Center and provide access to qualified vendors capable of producing high-quality printed materials, meeting demanding delivery schedules, and supporting fluctuating production volumes throughout the contract term.

Region 4 ESC operates an in-house print production facility that provides digital printing, wide-format printing, finishing, and bindery services. Printing projects that exceed internal production capacity, require specialized equipment, involve unique substrates or finishing processes, or otherwise cannot be efficiently produced in-house may be outsourced through contracts resulting from this solicitation.

Services may include, but are not limited to:

- Offset printing, including sheet-fed and web press printing
- Digital black-and-white and full-color printing
- Catalogs, manuals, textbooks, newsletters, brochures, booklets, reports, and marketing materials
- Coil binding, perfect binding, saddle stitching, folding, cutting, shrink wrapping, collating, and other finishing services
- Wide-format printing, banners, signage, decals, displays, mounted graphics, and specialty promotional graphics
- Mailing preparation services, including addressing, tabbing, folding, sorting, presorting, labeling, and delivery to postal facilities
- Prepress services, file preparation, proofing, color management, and production consultation
- Rush and expedited production services
- Delivery and distribution services

Intent of Award

Region 4 ESC intends to award contracts to one or more vendors capable of providing the best overall value. Awarded vendors may be approved for one or more service categories. Region 4 ESC reserves the right to make multiple awards, make no award, or award specific categories to different vendors based on the needs of the organization.

Contract awards resulting from this solicitation establish a pool of qualified vendors and do not guarantee any minimum purchase volume, revenue, or quantity of work. Actual printing requirements will vary throughout the contract term.

For individual projects, Region 4 ESC may issue job-specific requests for quotations (RFQs) to awarded vendors. Vendors shall review project specifications and submit quotations based on the unique requirements of each job, including quantity, paper stock, finishing, packaging, delivery schedule, mailing requirements, and any special production considerations. Region 4 ESC reserves the right to evaluate responses and award individual projects to the vendor offering the best value based on price, quality, delivery, technical capability, and overall responsiveness.

Awarded vendors shall maintain sufficient production capacity, equipment, staffing, and quality control processes to consistently produce professional-grade printed materials. Vendors shall be capable of providing electronic prepress services, color proofing, file review, and technical assistance as requested. Vendors shall also maintain contingency capabilities to minimize service disruptions resulting from equipment failures or production interruptions.

All pricing submitted under this solicitation shall include normal freight, handling, packaging, and delivery charges unless otherwise stated. Deliveries shall be made F.O.B. destination to locations specified by Region 4 ESC or its authorized customers.

The successful vendor(s) shall provide responsive customer service, timely communication, reliable order fulfillment, and the ability to meet standard and expedited production schedules throughout the contract term.

II. PRODUCTS AND SERVICES REQUESTED

Region 4 Education Service Center (Region 4 ESC) is seeking qualified vendors capable of providing commercial printing, digital printing, wide-format graphics production, bindery, mailing, and related support services. The products and services identified below represent anticipated requirements; however, the list is not intended to be exhaustive. Region 4 ESC reserves the right to procure additional related products and services that are within the general scope of this solicitation.

Awarded vendors may be approved for one or more categories based on their demonstrated capabilities.

OFFSET PRINTING SERVICES

The contractor shall provide offset printing services, including sheet-fed and web press production, for a variety of educational, administrative, marketing, and operational materials.

Typical products may include:

- Catalogs
- Course guides
- Textbooks
- Training manuals
- Newsletters
- Brochures
- Pamphlets
- Annual reports
- Booklets
- Direct mail pieces
- Posters
- Inserts
- Flyers
- Forms
- Specialty printed publications

Services may include:

- Single-color, two-color, and four-color process printing
- Spot color printing
- Bleed printing
- Variable page counts
- Multiple paper stocks and weights
- Custom trimming and finishing
- Folding and collating
- Packaging and distribution

DIGITAL PRINTING SERVICES

The contractor shall provide high-volume and short-run digital printing services suitable for educational, training, and business applications.

Typical products may include:

- Participant workbooks
- Classroom materials
- Training guides
- Meeting materials
- Handbooks
- Technical manuals
- Reports
- Presentation materials
- Course packets
- Certificates
- Custom print-on-demand documents

Services may include:

- Black-and-white printing
- Full-color printing
- Variable data printing
- Short-run production
- Print-on-demand services
- Electronic file processing
- Proofing and quality control

BINDERY AND FINISHING SERVICES

The contractor shall provide finishing and bindery services necessary to complete printed products.

Services may include:

- Saddle stitching
- Coil binding
- Comb binding
- Perfect binding
- Folding
- Cutting and trimming
- Shrink wrapping

- Drilling
- Collating
- Scoring
- Perforating
- Tabbing
- Laminating
- Packaging
- Custom finishing solutions

WIDE-FORMAT GRAPHICS AND DISPLAY SERVICES

The contractor shall provide specialty large-format printing and display graphics.

Typical products may include:

- Vinyl banners
- Retractable banner displays
- Event signage
- Mounted graphics
- Directional signs
- Yard signs
- Floor decals
- Window graphics
- Trade show graphics
- Wall displays
- Fabric displays
- Educational graphics
- Presentation boards

Services may include:

- Mounting
- Laminating
- Finishing
- Grommet installation
- Packaging
- Delivery

BULK MAILING SERVICES

The contractor shall provide mailing preparation and postal support services.

Services may include:

- Addressing
- Inkjet addressing
- Presorting
- Folding
- Wafer sealing
- Tabbing
- Label application
- Polybagging

- Mail preparation
- Postal documentation
- Delivery to postal facilities
- Mailing consultation

PREPRESS AND PRODUCTION SUPPORT SERVICES

The contractor shall provide technical production support necessary for successful project execution.

Services may include:

- File review
- Preflight inspection
- Electronic prepress
- Color correction
- Proof generation
- Digital proofing
- Color management
- Print specification consultation
- Production planning
- Troubleshooting and file repair

DELIVERY AND DISTRIBUTION SERVICES

The contractor shall provide delivery services associated with awarded projects.

Services may include:

- Delivery to Region 4 ESC facilities
- Delivery to designated customer locations
- Delivery to mailing facilities
- Packaging and labeling
- Palletization
- Freight coordination
- Scheduled and expedited delivery services

EXPEDITED AND RUSH SERVICES

The contractor shall maintain procedures and capacity to accommodate urgent production requests when required by Region 4 ESC.

Services may include:

- Same-day production (when feasible)
- Next-day production
- Expedited proofing
- Priority scheduling
- Emergency replacement production

RELATED PRODUCTS AND SERVICES

Region 4 ESC may procure additional products and services reasonably related to commercial printing, graphic communications, mailing, finishing, promotional graphics, and document production that are not specifically identified herein but are within the scope and intent of this solicitation.

Vendors are encouraged to identify additional capabilities, equipment, technologies, or value-added services that may benefit Region 4 ESC and its customers.

III. TYPICAL OFFSET JOB SPECIFICATIONS

Folds vary from job to job as follows:

- a. SIZE: 11" x 17" -
 - i. Finished size: 8.5" x 11" (Single fold)
 - ii. Finished size: 5.75" x 11" (Bi fold)
- b. SIZE: 11" x 25.5" -
 - i. Finished size 8.5" x 11" (Bi fold)
- c. SIZE: 11" x 21" -
 - i. Finished size 8.5" x 11" (Bi fold)
- d. SIZE: 8.5" x 17" -
 - i. Finished size 5.5" x 8.5" (Bi fold)
- e. SIZE: 8.5" x 11" -
 - i. Finished size 8.5" x 5.5" (Single fold)
- f. SIZE: 8.5" x 14" -
 - i. Finished size 8.5" x 4.75" (Bi fold)

BLEED - Some jobs will bleed, others will not.

PAPER -60 lb. or 100 lb. Text & Cover (weight varies between jobs).

QUANTITIES AND NUMBER OF JOBS - We estimate approximately 20-50 jobs yearly. Each order should range between 2,000 to a maximum of 20,000 impressions.

DELIVERY REQUIREMENTS/MAIL DROP - 7 calendar days from pick-up of electronic files or artwork film to delivery to Region 4 or a local mail-house. Vendor quotes to include expenses for pick-up and delivery of art, prints, proofs, etc., to and from Region 4.

COLOR - Most offset jobs will be 4/4 cp. Some may be 2/0 or 2/2 (PMS+ black).

PROOFS - Epson and Impress proofs must be provided for each project. The cost should be included in the quote.

ELECTRONIC PREPRESS

Preferred vendors will need to have all digital workflow for prepress, including digital output for color contrast proofs. Printing provider will be required to provide color proofs for all color options (see Color).

PRINTING RESOLUTION & LINE SCREEN

Equipment must be capable of producing 175 lpi or better. Vendor must have multiple presses in the event of breakdown.

IV. PERFORMANCE

Region 4 expects the following from the vendor and their account representative:

- A demonstrated ability and history of producing "in-house", high-quality 4-color pieces on a regular basis with a 7-day or less job completion turnaround.
- A customer service representative who is knowledgeable about electronic pre-press, scanning, electronic file production, trapping, and getting from electronic files to print.

V. DELIVERY

All deliveries shall be made between the hours of 8:00 a.m. and 3:00 p.m. Monday through Friday. No deliveries will be accepted on Saturday, Sunday, or holidays. A list of holidays will be furnished at the vendor's request. Deliveries must be freight prepaid; F.O.B. Destination, and product pricing shall include all freight and delivery charges.

VI. CALENDAR OF EVENTS (ALL DATES ARE TENTATIVE AND SUBJECT TO CHANGE):

<u>Event</u>	<u>Date</u>
Issue RFP	06/19/2026
Pre-proposal Conference	07/06/2026
Deadline for receipt of questions via -IonWave	07/10/2026
Issue Addenda (if required)	TBD
Proposal Due Date	07/24/2026
Approval from Region 4 ESC Board	08/25/2026
Contract Effective Date	09/01/2026

VII. INSTRUCTIONS TO OFFERORS

1. Key Definitions

Agreement, Contract: The legal agreement executed between Region 4 ESC and the awarded Offeror. A draft of the Contract is provided as Appendix A.

Contractor, Vendor: Any provider or seller of goods or services who, as a result of the competitive solicitation process, is awarded a Contract by Region 4 ESC.

Days: calendar days, unless otherwise specified

Offeror, Proposer: A supplier submitting a proposal in response to a solicitation.

2. Restricted and Prohibited Communications with Region 4 ESC: During the period between the date Region 4 ESC issues this RFP and the selection of the Contractor by Region 4 ESC, if any, Offerors shall restrict all contact with Region 4 ESC and direct all questions regarding this RFP, including questions regarding terms and conditions, through IonWave. Do not contact members of the Board of Directors, other employees of Region 4 ESC or any of Region 4 ESC's agents or administrators. Contact with any of these prohibited individuals after issuance of this RFP and before selection is made may result in the disqualification of the Offeror.

The communications prohibition shall terminate when the Contract is recommended by the administration, considered by the Board of Directors at a noticed public meeting, and the Contract has been awarded. In the event the Board of Directors refers the recommendation back to staff for reconsideration, the communications prohibition shall continue. Additionally, during the time period between the award of the Contract by the Board of Directors and the execution of the Contract, Offerors shall not engage in any prohibited communications as described in this section.

Prohibited communications include direct contact, discussion, or promotion of any Offeror's response with any member of Region 4 ESC's Board of Directors or employees except for communications with Region 4 ESC's designated representative as set forth in this RFP and only in the course of inquiries, briefings, interviews, or presentations. This prohibition is intended to create a level playing field for all potential Offerors, assure that decisions are made in public, and protect the integrity of the RFP process. Except as provided in the above-stated exceptions, the following communications regarding this RFP are prohibited:

- Communications between a potential Offeror, Offeror, their lobbyist or consultant, and any member of Region 4 ESC's Board of Directors;
- Communications between any Region 4 ESC Director and any member of a selection or evaluation committee; and
- Communications between any Region 4 ESC Director and administrator or employee.

The communications prohibition shall not apply to the following:

- Communications with Region 4 ESC's purchasing staff specifically named and authorized to conduct and receive such communications under this RFP or upon the request of Region 4 ESC, with Region 4 ESC's legal counsel; and
- Presentations made to the Board of Directors during any duly noticed public meeting.

Nothing contained herein shall prohibit any person or entity from publicly addressing Region 4 ESC's Board of Directors during any duly noticed public meeting, in accordance with applicable Board policies, on a matter other than this RFP or in connection with a presentation requested by Region 4 ESC's representatives.

3. Current products: Proposals shall be for new materials and equipment in current production and marketed to the general public, education, and government agencies at the time the proposal is submitted.
4. Additional Agreements: If an Offeror requires additional agreements. i.e., master service agreement, end user licensing agreement, etc., a copy of the proposed agreement must be included with the proposal. Any additional agreements provided by the Offeror are complementary to the terms and conditions stated herein, are for the use of Participating Agencies, and shall not replace Appendix A. If the Offeror wishes to request exceptions or deviations to any of the terms and conditions contained in this RFP or the attached contract template, the Offeror must identify the same with its proposal where indicated, or otherwise, such terms and conditions shall not be included in the final contract between Region 4 and Proposer.
5. Open Records Policy: Proposals submitted in response to this RFP become a matter of public record subject to release after Contracts are executed. If an Offeror believes its response, or parts of its response, may be exempt from disclosure, the Offeror must specify page-by-page and line-by-line the parts of the response that it believes are exempt. In addition, the Offeror must specify which exception(s) are applicable and provide detailed reasons to substantiate the exception(s). Any unmarked information will be considered public information and released if requested under the Public Information Act. Price is not confidential and will not be withheld unless Region 4 determines that withholding the same is necessary to protect Region 4's competitive bidding processes.

The determination of whether information is confidential and not subject to disclosure is the duty of the Office of the Attorney General (OAG). Region 4 ESC and/or Offeror/Contractor must provide the OAG with sufficient information to render an opinion and, therefore, vague and general claims to confidentiality by the Offeror are not acceptable. Region 4 ESC must comply with the opinions of the OAG. Region 4 ESC assumes no responsibility for asserting legal arguments on behalf of any Offeror or Contractor. Offeror is advised to consult with their legal counsel concerning disclosure issues resulting from this procurement process and to take precautions to safeguard trade secrets and other proprietary information. After completion of the award, these documents may be made available for public inspection.

6. Disclosures: By signing the Offer and Contract Signature Form, the Offeror affirms:
 - a) Offeror has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with this proposal and any subsequent Contract.

Offerors must include a complete description of any and all relationships that might be considered a conflict of interest in doing business with Region 4 ESC.

- b) To the best of the Offeror's knowledge, the proposal has been arrived at independently and is submitted without collusion with anyone to obtain information or gain any favoritism that would in any way limit competition or give an unfair advantage over other Offerors or potential Offerors in the award of a Contract resulting from this RFP.
 - c) The Offeror is not currently delinquent in the payment of any franchise taxes.
 - d) The individual signing the submittal is an authorized agent for the Offeror and has the authority to bind the Offeror to the Contract.
7. Waiver: By submitting a proposal, Offeror expressly agrees to waive any claim it has or may have against Region 4 ESC, its directors, officers, its trustees, or agents arising out of or in connection with (1) the receipt, handling, administration, evaluation, recommendation of any proposal; (2) any requirements under the solicitation, proposal package, or related documents; (3) the rejection of any proposal or any part of any proposal; and/or (4) the award of a Contract, if any.
- Region 4 ESC shall not be responsible or liable for any costs incurred by Offerors or the successful Offeror in connection with responding to the RFP, preparing for oral presentations, preparing and submitting a proposal, entering or negotiating the terms of a Contract, or any other expenses incurred by an Offeror. The Offeror is wholly responsible for any such costs and expenses and shall not be reimbursed in any manner by Region 4 ESC.
8. Conditions of Submitting Proposal: Submission of a proposal confers no right on an Offeror to an award or Contract. Region 4 ESC, in its sole discretion and for any reason or no reason, reserves the right to reject any or all proposals, accept only a part of any proposal, accept the proposal deemed most advantageous to Region 4 ESC, and waive any technicalities. The issuance of this RFP does not obligate Region 4 ESC to make an award or negotiate or execute a Contract. Prior to the submission due date and time, Region 4 ESC reserves the right to amend the terms and provisions of the RFP, extend the deadline for submission of proposals, or withdraw the RFP entirely for any reason solely at Region 4 ESC's discretion. A proposal may be rejected if it fails to meet any requirement of this RFP.
9. Amendment of Proposal: A proposal may be amended prior to the time of opening by submitting a sealed letter to the location indicated on the front page of this solicitation.
10. Withdrawal of Proposals: Withdrawal (or retraction) of proposals prior to the opening date can be made within the electronic bidding system. Telephonic or oral withdrawals shall not be considered. After the opening date, consideration may be given in cases where the Offeror advises that it made a clerical error that is substantially lower than it intended. In such case, the Offeror must provide written notice of their desire to withdraw, along with supporting documents, within 3 business days of receiving the acceptance letter or of being requested by Region 4 ESC for clarification of the proposal, whichever is later. Any Contract entered into prior to Region 4 ESC receiving notice must be honored. No Offeror should assume their withdrawal request has been accepted unless and until they receive written acknowledgment and acceptance of their proposal withdrawal.
11. Offer and Acceptance Period: In order to allow for an adequate evaluation, Region 4 ESC requires a proposal in response to this RFP to be valid and irrevocable for one hundred twenty (120) days after the proposal's due date and time.

12. Non-Responsive Proposals: All proposals will be reviewed for responsiveness to the material requirements of the solicitation. A proposal that is not materially responsive shall not be eligible for further consideration for award of the Contract, and the Offeror shall receive notice of the non-award of its proposal.
13. Discussions: Region 4 ESC reserves the right to conduct discussions with Offerors for the purpose of eliminating minor irregularities, informalities, or apparent clerical mistakes in the proposal in order to clarify a proposal and assure full understanding of and responsiveness to the RFP requirements.
14. Negotiations: In the event Region 4 ESC decides to conduct negotiations, exclusive or concurrent negotiations may be conducted with Offerors reasonably susceptible for award. During the course of negotiations, no Offeror's proposal, including pricing, shall be revealed to any other Offeror or to any other person who is not involved with the evaluation process. Exclusive or concurrent negotiations shall not constitute a Contract award, nor shall it confer any property rights to the successful Offeror. In the event Region 4 ESC deems negotiations are not progressing, Region 4 ESC may formally terminate these negotiations and may enter into subsequent exclusive or concurrent negotiations with the next most qualified Offeror(s).
15. Best and Final Offer: Region 4 ESC, in its sole discretion, may request Offerors reasonably susceptible for award to submit a Best and Final Offer. Offerors must submit their Best and Final Offers in writing. If an Offeror does not respond to the request for a Best and Final Offer, that Offeror's most recent prior submission will be considered its Best and Final Offer.
16. Specifications: When a solicitation contains a specification that states no substitutions, no deviation from this requirement will be permitted. Offeror must comply with the true intent of the specifications and drawings and not take advantage of any unintentional error or omission. In cases where no type and kind of product is specified, specifications have been developed to indicate minimal standards as to the usage, materials, and contents based on the needs of the members. References to manufacturer's specifications ("Design Guides"), when used by Region 4 ESC, are to be considered informative to give the Offeror information as to the general style, type, and kind requested. Responses proposing goods, materials, or equipment regularly produced by a reputable manufacturer shall be evaluated by Region 4 ESC which will, in its sole discretion, determine whether such proposed goods, materials, or equipment are substantially equivalent to the Design Guides, considering quality, workmanship, economy of operation, and suitability for the purpose intended. Offerors should include all documentation required to evaluate whether or not their proposed goods, materials, or equipment are substantially equivalent to the Design Guides.
17. Quality of Materials or Services: The Offeror shall state the brand name and number of the materials being provided. If none is indicated, it is understood that the Offeror is proposing the exact brand name and number specified or mentioned in the solicitation. However, unless specifically stated otherwise, comparable substitutions will be permitted in cases where the material is equal to that specified, considering quality, workmanship, economy of operation, and suitability for the purpose intended.
18. Samples: Upon request, samples shall be furnished, free of cost, within seven (7) days after receiving notice of such request. By submitting the proposal Offeror certifies that all materials conform to all applicable requirements of this solicitation and of those required by law. Offeror agrees to bear the costs for laboratory testing, if results show the sample does not comply with solicitation requirements. Submissions may no longer be considered for failing to submit samples as requested.

19. Formation of Contract: A response to this solicitation is an offer to contract with Region 4 ESC based upon the terms, conditions, scope of work, and specifications contained in this request. A solicitation does not become a Contract until it is awarded by Region 4 ESC. A Contract is formed when Region 4 ESC's board signs the Offer and Contract Signature Form. The signed Offer and Contract Signature Form provided with the RFP response eliminates the need for a formal signing process.
20. Multiple Awards: Region 4 ESC reserves the right to award Contract(s) to multiple Offerors. The decision to award multiple Contracts, award only one Contract, or to make no awards rests solely with Region 4 ESC.
21. Non-Exclusive: Any Contract resulting from this solicitation shall be awarded with the understanding and agreement it is for the sole convenience and benefit of Region 4 ESC. Region 4 ESC reserves the right to obtain comparable or competing goods and services from other sources.
22. Cooperative Contract Utilization: Region 4 ESC reserves the right to award a contract pursuant to this solicitation; however, Region 4 ESC also reserves the right, at its sole discretion, to utilize an existing cooperative purchasing agreement or governmental contract in lieu of awarding a contract under this solicitation, if it is determined to be in Region 4 ESC's best interest. Such a determination may be based on factors including, but not limited to, pricing, terms, availability, or efficiency in procurement. Region 4 ESC's decision to utilize a cooperative contract shall not constitute a breach of this solicitation or any resulting contract award.
23. Protest Procedure: Any protest of an award or proposed award must be filed in writing within ten (10) days from the date of the official award notification and must be received by 5:00 pm Central Time. No protest shall lie for a claim that the selected Offeror is not a responsible Offeror. Protests shall be filed with Adam Tabor, Director of Procurement, Finance, and Operations Services, and sent to the Region 4 ESC office at 7145 West Tidwell Road, Houston, TX 77092. Protests shall include the following:
 - a) Name, address, and telephone number of protester;
 - b) Original signature of protester or its representative;
 - c) Identification of the solicitation by RFP number;
 - d) Detailed statement of legal and factual grounds including copies of relevant documents; and
 - e) the form of relief requested.

Any protest review and action shall be considered final with no further formalities being considered.

VIII. EVALUATION PROCESS AND CRITERIA

1. A committee will review and evaluate all responses and make a recommendation for award of Contract(s). The recommendation for Contract awards will be based on the predetermined criteria factors outlined in this section, where each factor is assigned a point value based on its importance. In evaluating the responses, the following predetermined criteria is considered:
 - Purchase Price;(30%)
 - Reputation of the vendor and of the vendor's goods or services;(20%)
 - Quality of the vendor's goods or services;(20%)
 - Extent to which the goods or services meet the district's needs;(15%)
 - Vendor's past relationship with Region 4 ESC;(5%)
 - Impact on the ability of Region 4 ESC to comply with laws and rules relating to historically underutilized businesses;(0%)
 - Total long-term cost to Region 4 ESC to acquire the vendor's goods or services;(10%)
 - For a contract for goods and services, other than goods and services related to telecommunications and information services, building construction and maintenance, or instructional materials, whether the vendor or the vendor's ultimate parent company or majority owner: (0%)
 - has its principal place of business in this state; or
 - employs at least 500 persons in this state; and
 - Any other relevant factor specifically listed in the request for bids or proposals.(0%)
2. Competitive Range: It may be necessary to establish a competitive range. Factors from the predetermined criteria will be used to make this determination. Responses not in the competitive range will not receive further award consideration. Region 4 ESC may determine that establishing a competitive range is not necessary.
3. Past Performance: An Offeror's past performance and actions are relevant in determining whether or not the Offeror is likely to provide quality goods and services; the administrative aspects of performance; the Offeror's history of reasonable and cooperative behavior and commitment to customer satisfaction; and generally, the Offeror's businesslike concern for the interests of the customer may be taken into consideration when evaluating proposals, although not specifically mentioned in the RFP.
4. Additional Investigations: Region 4 ESC reserves the right to make such additional investigations as it deems necessary to establish the capability of any Offeror.

APPENDIX A

CONTRACT

*This Contract ("**Contract**") is made as of _____, 2026 by and between _____ ("**Contractor**") and Region 4 Education Service Center ("**Region 4 ESC**") for the purchase of General Printing Services ("the products and services").*

RECITALS

WHEREAS, Region 4 ESC issued Request for Proposals Number R42026-04 for General Printing Services ("RFP"), to which Contractor provided a response ("**Proposal**"); and

WHEREAS, Region 4 ESC selected Contractor's Proposal and wishes to engage Contractor in providing the services/materials described in the RFP and Proposal;

WHEREAS, both parties agree and understand the following pages will constitute the Contract between the Contractor and Region 4 ESC, having its principal place of business at 7145 West Tidwell Road, Houston, TX 77092.

WHEREAS, Contractor included, in writing, any required exceptions or deviations from these terms, conditions, and specifications; and it is further understood that, if agreed to by Region 4 ESC, said exceptions or deviations are incorporated into the Contract.

WHEREAS, this Contract consists of the provisions set forth below, including provisions of all attachments referenced herein. In the event of a conflict between the provisions set forth below and those contained in any attachment, the provisions set forth below shall control.

- 1) **Term of agreement.** The initial term of the Contract is for a period of **one (1) year** unless terminated, canceled, or extended as otherwise provided herein. Region 4 ESC shall have the right in its sole discretion to renew the Contract for additional terms up to **four (4) years** after the end of the initial term or for a lesser period of time as determined by Region 4 ESC by providing written notice to the Contractor of Region 4 ESC's intent to renew thirty (30) days prior to the expiration of the original term. Contractor acknowledges and understands Region 4 ESC is under no obligation whatsoever to extend the term of this Contract. In the event the proposal term, including renewals, ends before another proposal is executed, proposal prices and discounts may be extended on a month-to-month basis by mutual consent. Extensions are limited to the lesser of: a) six (6) additional monthly terms, or b) the time which is required to complete a new solicitation for the goods and services provided for in this solicitation. Notwithstanding the foregoing paragraph, the term of the Contract, including any extension of the original term, shall be further extended until the expiration of any Purchase Order issued within the Contract term for a period of up to one year beyond the Contract term.
- 2) **Scope:** Contractor shall perform all duties, responsibilities, and obligations set forth in this agreement and described in the RFP, incorporated herein by reference as though fully set forth herein.

- 3) Form of Contract. The form of Contract shall consist of this Contract, any Purchase Order (or other similar document agreed to in writing by Region 4), Region 4's Standard Terms and Conditions for Procurement Solicitations, the RFP and any Addenda, Region 4's Electronic Bid Certifications, the Offeror's Best and Final Offer(s), as accepted by Region 4, and the Offeror's Proposal, as accepted by Region 4, each instrument incorporated herein by reference.
- 4) Order of Precedence. In the event of a conflict in the provisions of the Contract as accepted by Region 4 ESC, the following order of precedence shall prevail:
 - i. This Contract,
 - ii. Any Purchase Order (or other such similar document agreed to in writing by Region 4),
 - iii. Region 4's Standard Terms and Conditions for Procurement Solicitations,
 - iv. RFP and any Addenda,
 - v. Region 4's Electronic Bid Certifications,
 - vi. Offeror's Best and Final Offer, as accepted by Region 4, and
 - vii. Offeror's proposal, as accepted by Region 4.
- 5) Commencement of Work. The Contractor is cautioned not to commence any billable work or provide any material or service under this Contract until Contractor receives a purchase order for such work or is otherwise directed to do so in writing by Region 4 ESC.
- 6) Entire Agreement (Parol evidence). The Contract, as specified above, represents the final written expression of agreement. All agreements are contained herein and no other agreements or representations that materially alter it are acceptable.
- 7) Assignment of Contract. No assignment of Contract may be made without the prior written approval of Region 4 ESC. Contractor is required to notify Region 4 ESC when any material change in operations is made (i.e., bankruptcy, change of ownership, merger, etc.).
- 8) Novation. If Contractor sells or transfers all assets or the entire portion of the assets used to perform this Contract, a successor in interest must guarantee to perform all obligations under this Contract. Region 4 ESC reserves the right to accept or reject any new party. A change of name agreement will not change the contractual obligations of Contractor.
- 9) Contract Alterations. No alterations to the terms of this Contract shall be valid or binding unless authorized and signed by Region 4 ESC.
- 10) Adding Authorized Distributors/Dealers. Contractor is prohibited from authorizing additional distributors or dealers, other than those identified at the time of submitting their proposal, to sell under the Contract without notification and prior written approval from Region 4 ESC. Contractor must notify Region 4 ESC each time it wishes to add an authorized distributor or dealer. Purchase orders and payment can only be made to the Contractor unless otherwise approved by Region 4 ESC. Pricing provided to members by added distributors or dealers must also be less than or equal to the Contractor's pricing.

11) TERMINATION OF CONTRACT

- a) Cancellation for Non-Performance or Contractor Deficiency. Region 4 ESC may terminate the Contract if purchase volume is determined to be low volume in any 12-month period. Region 4 ESC reserves the right to cancel the whole or any part of this Contract due to failure by Contractor to carry out any obligation, term or condition of the contract. Region 4 ESC may issue a written deficiency notice to Contractor for acting or failing to act in any of the following:
- i. Providing material that does not meet the specifications of the Contract;
 - ii. Providing work or material was not awarded under the Contract;
 - iii. Failing to adequately perform the services set forth in the scope of work and specifications;
 - iv. Failing to complete required work or furnish required materials within a reasonable amount of time;
 - v. Failing to make progress in performance of the Contract or giving Region 4 ESC reason to believe Contractor will not or cannot perform the requirements of the Contract; or
 - vi. Performing work or providing services under the Contract prior to receiving an authorized purchase order.

Upon receipt of a written deficiency notice, Contractor shall have ten (10) days to provide a satisfactory response to Region 4 ESC. Failure to adequately address all issues of concern may result in Contract cancellation. Upon cancellation under this paragraph, all goods, materials, work, documents, data and reports prepared by Contractor under the Contract shall immediately become the property of Region 4 ESC.

- b) Termination for Cause. Conditions of cancellation are addressed in the General Terms and Conditions set forth by Region 4 ESC in the section titled "NON-PERFORMANCE /TERMINATION OF CONTRACT".
- c) Delivery/Service Failures. Failure to deliver goods or services within the time specified, or within a reasonable time period as interpreted by the purchasing agent or failure to make replacements or corrections of rejected articles/services when so requested shall constitute grounds for the Contract to be terminated. In the event Region 4 ESC must purchase in an open market, Contractor agrees to reimburse Region 4 ESC, within a reasonable time period, for all expenses incurred.
- d) Force Majeure. Conditions of Force Majeure are addressed in the General Terms and Conditions set forth by Region 4 ESC in the section titled "FORCE MAJEURE".
- e) Standard Cancellation for Convenience. Region 4 ESC may cancel this Contract in whole or in part for convenience and without cause by providing written notice. Such cancellation will take effect 30 calendar days after Region 4 sends the notice of cancellation. After the 30th calendar day all work will cease following completion of final purchase order, provided that when Region 4 may in its sole discretion direct Contractor to cease performance of the contract at any time during the 30 day notice period, in which case Contractor shall discontinue any further charges to Region 4.
- 12) Licenses. Maintenance of licenses are addressed in the General Terms and Conditions set forth by Region 4 ESC in the section titled "LICENSES AND PERMITS; PERFORMANCE".
- 13) Survival Clause. Conditions of survival are addressed in the General Terms and Conditions set forth by Region 4 ESC in the section titled "SURVIVAL".

- 14) Delivery. Conforming products shall be shipped within 7 days of receipt of Purchase Order. If delivery is not or cannot be made within this time period, the Contractor must receive authorization for the delayed delivery. The order may be canceled by Region 4 if the estimated shipping time is not acceptable. All deliveries shall be freight prepaid, F.O.B. Destination and shall be included in all pricing offered unless otherwise clearly stated in writing.
- 15) Inspection & Acceptance. If defective or incorrect material is delivered, Region 4 ESC may make the determination to return the material to the Contractor at no cost to Region 4 ESC. The Contractor agrees to pay all shipping costs for the return shipment. Contractor shall be responsible for arranging the return of the defective or incorrect material.
- 16) Payments. Payment shall be made after satisfactory performance, in accordance with all provisions thereof, and upon receipt of a properly completed invoice.
- 17) Price Adjustments. Proposal prices must remain firm for at least one (1) calendar year from the proposal opening date, unless a deviation from this standard and purpose for the deviation is noted in the Vendor's response. Such deviations are subject to Region 4 ESC approval.. Price increases requested during the term of the contract may be granted at the sole discretion of Region 4 ESC. Should it become necessary or proper during the term of this Contract to make any change in design or any alterations that will increase price, Region 4 ESC must be notified immediately. Price increases must be approved by Region 4 ESC and no payment for additional materials or services, beyond the amount stipulated in the Contract shall be paid without prior approval. All price increases must be supported by manufacturer documentation, or a formal cost justification letter. Contractor must honor previous prices for thirty (30) days after approval and written notification from Region 4 ESC. It is the Contractor's responsibility to keep all pricing up to date and on file with Region 4 ESC. All price changes must be provided to Region 4 ESC, using the same format as was provided and accepted in the Contractor's proposal.
- Price reductions may be offered at any time during Contract. Special, time-limited reductions are permissible under the following conditions: 1) reduction is available to all users equally; 2) reduction is for a specific period, normally not less than thirty (30) days; and 3) original price is not exceeded after the time-limit. Contractor shall offer Region 4 ESC any published price reduction during the Contract term.
- 18) Audit Rights. Audit rights are addressed in the General Terms and Conditions set forth by Region 4 ESC in the section titled "RIGHT TO AUDIT".
- 19) Discontinued Products. If a product or model is discontinued by the manufacturer, Contractor may substitute a new product or model if the replacement product meets or exceeds the specifications and performance of the discontinued model and if the discount is the same or greater than the discontinued model.
- 20) New Products/Services. New products and/or services that meet the scope of work may be added to the Contract. Pricing shall be equivalent to the percentage discount for other products. Contractor may replace or add product lines if the line is replacing or supplementing products, is equal or superior to the original products, is discounted similarly or greater than the original discount, and if the products meet the requirements of the Contract. No products and/or services may be added to avoid competitive procurement requirements. Region 4 ESC may require additions to be submitted with documentation from Members demonstrating an interest in, or a potential requirement for, the new product or service. Region 4 ESC may reject any additions without cause.

- 21) Options. Optional equipment for products under Contract may be added to the Contract at the time they become available under the following conditions: 1) the option is priced at a discount similar to other options; 2) the option is an enhancement to the unit that improves performance or reliability.
- 22) Warranty Conditions. All supplies, equipment and services shall include manufacturer's minimum standard warranty and one (1) year labor warranty unless otherwise agreed to in writing. Longer warranty periods and other specifications may be required if indicated herein or through supplemental terms by Region 4.
- 23) Site Cleanup. Contractor shall clean up and remove all debris and rubbish resulting from their work as required or directed. Upon completion of the work, the premises shall be left in good repair and an orderly, neat, clean, safe and unobstructed condition.
- 24) Site Preparation. Contractor shall not begin a project for which the site has not been prepared, unless Contractor does the preparation work at no cost, or until Region 4 ESC includes the cost of site preparation in a purchase order. Site preparation includes, but is not limited to moving furniture, installing wiring for networks or power, and similar pre-installation requirements.
- 25) Registered Sex Offender Restrictions. For work to be performed at schools, Contractor agrees no employee or employee of a subcontractor who has been adjudicated to be a registered sex offender will perform work at any time when students are or are reasonably expected to be present. Contractor agrees a violation of this condition shall be considered a material breach and may result in the cancellation of the purchase order at Region 4 ESC's discretion. Contractor must identify any additional costs associated with compliance of this term. If no costs are specified, compliance with this term will be provided at no additional charge. This requirement is in addition to other provisions contained in this RFP related to criminal history information.
- 26) Safety measures. Contractor shall take all reasonable precautions for the safety of employees on the worksite and shall erect and properly maintain all necessary safeguards for protection of workers and the public. Contractor shall post warning signs against all hazards created by its operation and work in progress. Proper precautions shall be taken pursuant to state law and standard practices to protect workers, general public and existing structures from injury or damage.
- 27) Smoking. Persons working under the Contract shall adhere to local smoking policies. Smoking will only be permitted in posted areas or off premises.
- 28) Stored materials. Upon prior written agreement between the Contractor and Region 4 ESC, payment may be made for materials not incorporated in the work but delivered and suitably stored at the site or some other location, for installation at a later date. An inventory of the stored materials must be provided to Region 4 ESC prior to payment. Such materials must be stored and protected in a secure location and be insured for their full value by the Contractor against loss and damage. Contractor agrees to provide proof of coverage and additionally insured upon request. Additionally, if stored offsite, the materials must also be clearly identified as property of Region 4 ESC and be separated from other materials. Region 4 ESC must be allowed reasonable opportunity to inspect and take inventory of stored materials, on or offsite, as necessary. Until final acceptance by Region 4 ESC, it shall be the Contractor's responsibility to protect all materials and equipment. Contractor warrants and guarantees that title for all work, materials and equipment shall pass to Region 4 ESC upon final acceptance.

- 29) Funding Out Clause. A Contract for the acquisition, including lease, of real or personal property is a commitment of Region 4 ESC's current revenue only. Region 4 ESC retains the right to terminate the Contract at the expiration of each budget period during the term of the Contract.
- 30) **INDEMNITY. CONTRACTOR SHALL PROTECT, INDEMNIFY, AND HOLD HARMLESS BOTH REGION 4 ESC AND ITS ADMINISTRATORS, EMPLOYEES AND AGENTS AGAINST ALL CLAIMS, DAMAGES, LOSSES AND EXPENSES ARISING OUT OF OR RESULTING FROM THE ACTIONS OF THE CONTRACTOR, CONTRACTOR EMPLOYEES OR SUBCONTRACTORS IN THE PREPARATION OF THE SOLICITATION AND THE LATER EXECUTION OF THE CONTRACT. ANY LITIGATION INVOLVING EITHER REGION 4 ESC, ITS ADMINISTRATORS AND EMPLOYEES AND AGENTS WILL BE IN HARRIS COUNTY, TEXAS.**
- 31) Marketing. Contractor agrees to allow Region 4 ESC to use their name and logo within website, marketing materials and advertisement. Any use of Region 4 ESC name and logo or any form of publicity, inclusive of press releases, regarding this Contract by Contractor must have prior approval from Region 4 ESC.
- 32) Certificates of Insurance. Should the original or addended proposal solicitation identify insurance is required to perform a work, certificates of insurance shall be delivered to the Region 4 ESC prior to commencement of work. The Contractor shall give Region 4 ESC a minimum of ten (10) days' notice prior to any modifications or cancellation of policies. The Contractor shall require all subcontractors performing any work to maintain coverage as specified.
- 33) Legal Obligations. It is Contractor's responsibility to be aware of and comply with all local, state, and federal laws governing the sale of products/services and shall comply with all laws while fulfilling the Contract. Applicable laws and regulation must be followed even if not specifically identified herein.

OFFER AND CONTRACT SIGNATURE FORM

The undersigned hereby offers and, if awarded, agrees to furnish goods and/or services in strict compliance with the terms, specifications and conditions at the prices proposed within response unless noted in writing on the Deviation Form submitted with the request for proposal.

Company Name _____

Address _____

City/State/Zip _____

Telephone No. _____

Email Address _____

Printed Name _____

Title _____

Authorized signature _____

Accepted by Region 4 ESC:

Contract No. R42026-04

Initial Contract Term September 1, 2026 to August 31, 2027

Region 4 ESC Authorized Board Member

Date

Print Name

Region 4 ESC Authorized Board Member

Date

Print Name

DEVIATION FORM

Signature on the Offer and Contract Signature form certifies complete acceptance of the terms and conditions in this solicitation and draft Contract except as noted below with proposed substitute language (additional pages may be attached, if necessary). The provisions of the RFP cannot be modified without the express written approval of Region 4 ESC. If a proposal is returned with modifications to the draft Contract provisions that are not expressly approved in writing by Region 4 ESC, the Contract provisions contained in the RFP shall prevail.

Check one of the following responses:

- ☐ Offeror takes no exceptions to the terms and conditions of the RFP and draft Contract.
(Note: If none are listed below, it is understood that no exceptions/deviations are taken.)
- ☐ Offeror takes the following exceptions to the RFP and draft Contract. All exceptions must be clearly explained, reference the corresponding term to which Offeror is taking exception and clearly state any proposed modified language, proposed additional terms to the RFP and draft Contract must be included:
(Note: Unacceptable exceptions may remove Offeror's proposal from consideration for award. Region 4 ESC shall be the sole judge on the acceptance of exceptions and modifications and the decision shall be final.)

If an offer is made with modifications to the contract provisions that are not expressly approved in writing, the contract provisions contained in the RFP shall prevail.)

[illegible]