



PUBLIC NOTICE
REQUEST FOR QUALIFICATIONS

The San Elizario Independent School District hereby solicits qualified professionals for the following:

Itinerant Teacher for the Auditory Impaired - Special Education Program

The preceding services are open from July 1, 2009 through June 30, 2010.

Finance Department
San Elizario Independent School District
PO Box 920
San Elizario, Texas 79849
(915) 872-3900

This announcement does not commit the San Elizario Independent School District (SEISD) to award a contract or to pay any costs incurred in the preparation of applications. San Elizario Independent School District reserves the right to accept or reject, in whole or in part, all applications submitted and/or to cancel this announcement. The contract awarded shall be based upon the applications most advantageous to the San Elizario Independent School District, price and other factors considered. The contract(s) are subject to the availability of funds and is subject to cancellation.

SECTION 1: REQUIRED SUBMITTAL MATERIALS

INSTRUCTIONS

The applicant must provide basic professional information. The applicant is responsible to submit the materials required herein. Failure to provide all information and to make full and complete disclosure shall result in rejection of the application as unresponsive.

SUBMITTAL CHECKLIST

Below is a checklist of the portions of this RFQ package that must be completed and returned.

____ SUBMITTAL LETTER

____ LICENSES AND CERTIFICATES

____ BUSINESS/PROFESSIONAL EXPERIENCE QUESTIONNAIRE

SECTION 1: REQUIRED SUBMITTAL MATERIALS

SUBMITTAL LETTER

Ms. Rena Seifts
Assistant Superintendent of Finance
PO Box 920
San Elizario, TX 79849

Dear Ms. Seifts:

In response to your Request for Qualifications for _____,
Please accept this application.

I hereby certify that to the best of my knowledge and belief, information supplied in support of this application is accurate, complete and current as of the submittal date of this information.

Questions concerning this application should be addressed to _____
at telephone number _____.

Sincerely,

Signature _____
(Authorized Individual)

(Date)

Typed Name _____

Title _____

DBA _____

SECTION 1: REQUIRED SUBMITTAL MATERIALS

PROFESSIONAL LICENSES AND CERTIFICATIONS

Each applicant must provide proof of current licensure and/or certification. This includes but is not limited to copies of the following items, as applicable:

1. Professional license of the applicant
2. W-9 form listing the tax identification number of the applicant or business
3. Resume
4. Debarment & Suspension Certification form

SECTION 1: REQUIRED SUBMITTAL MATERIALS

PROFESSIONAL QUESTIONNAIRE

A. Applicant's legal name: _____

B. Business Name(if applicable): _____

C. Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

D. Applicant is (check one)

1. Sole Proprietor – attach a resume

2. Other: _____ attach appropriate registration

E. Number of year's applicant has been providing this service: _____

F. Federal Employer Identification or Social Security No.: _____

G. Please list on a separate paper other organizations and agencies that have contracted with the Proposer for professional services. Include name, contact person and telephone number.

H. Prior Convictions

Have you ever been convicted of a felony? Yes No

If yes, please explain, in writing and attach.

I. Submit a copy of your current professional license/certifications.

Project Title: Special Education Program
Itinerant Teacher for Auditorally Impaired

Estimated contract Period: August 1, 2009-June 20, 2010

Proposal Due Date: When Filled
All proposals whether mailed or hand
delivered must arrive by 5:00pm MST on
July 31, 2009

Submit Proposal To: Proposal Delivered by
Mail, Express/ Hand Delivery, or Courier

:

Ms. Rena Seifts
Assistant Superintendent of Finance
PO Box 920
San Elizario, Texas 79849