



A L A M O  
C O L L E G E S  
D I S T R I C T

## PURCHASE OF TEMPORARY EMPLOYMENT SERVICES

REQUEST FOR COMPETITIVE SEALED PROPOSAL (CSP)  
CSP NO. 19A-015

Release Date: April 18, 2019

Proposals must be submitted to:

Alamo Colleges District

Purchasing and Contract Administration

See addresses in "Key Dates and Meetings"

Proposal Deadline: May 21, 2019, 2:00 p.m. (CST)

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## KEY DATES AND INFORMATION

- CSP NAME:** Competitive Sealed Proposal (CSP) for the Purchase of Temporary Employment Services
- CLOSURE:** The Alamo Colleges District will be closed for the holidays, April 19, 2019 through April 21, 2019 and April 26, 2019. During this time we will not be responding to any emails or phone call messages. We will respond to messages received when we resume operating hours on April 22, 2019 and April 27, 2019.
- SUBMITTAL DEADLINE:** May 21, 2019, prior to 2:00 pm (CST)
- U.S. MAIL DELIVERY LOCATION:**  
Alamo Colleges District  
Purchasing and Contract Administration  
Re: Purchase of Temporary Employment Services  
CSP # 19A-015  
1819 N. Main Ave., Box 693  
San Antonio, Texas 78212-4299
- HAND OR COURIER DELIVERY LOCATION:**  
Alamo Colleges District  
Purchasing and Contract Administration  
Re: Purchase of Temporary Employment Services  
CSP # 19A-015  
1743 N. Main Ave., Bldg. 41, Room 101  
San Antonio, Texas 78212-4299
- CONTRACT TERM:** Any contract awarded as a result of the CSP will begin upon award and terminate August 31, 2021, and have three, one-year options to renew upon mutual consent of the contractor and Alamo Colleges District.

**NOTICE:** All questions related to this CSP are to be directed to Sabina Swank, Senior Purchaser, via email to: [sswank5@alamo.edu](mailto:sswank5@alamo.edu) with a copy to [dst-purchasing@alamo.edu](mailto:dst-purchasing@alamo.edu)

### **Minimum Qualifications**

The respondents to this CSP must have the following minimum qualifications. The Alamo Colleges District reserves the right to reject proposals, which fail to include this information:

- Offeror must affirm in writing: Offeror possesses 2 years of experience in providing temporary employment services for institutions of higher education.

## GENERAL INFORMATION

### A. CSP Project Scope:

The purpose of this CSP is to solicit proposals for the purchase of temporary employment services for the Alamo Colleges District. The scope of services is required to assist the Alamo Colleges District with establishing a ready supply of temporary personnel to fulfill the employment needs of the Alamo Colleges District, as requested by the Alamo Colleges District - Human Resource and Organizational Development. Any quantities listed in this CSP are estimated annual requirements and are not to be construed as a guaranteed quantity to be purchased under the terms of this contract. This is an Indefinite-Delivery Indefinite-Quantity (IDIQ) contract and services will be purchased on an as-needed basis at Alamo Colleges' sole discretion throughout the term of the contract. The Alamo Colleges District reserves the right to award multiple contracts as a result of this solicitation.

### B. Description of Alamo Colleges District:

The Alamo Colleges District was established as a public community college through a public election in 1945. The District operates as a political subdivision under the laws of the State of Texas. A nine-member Board of Trustees is the governing body of the District. The Trustees are elected locally to six-year staggered terms by Bexar County voters. The Chancellor, the District's chief executive officer, guides and implements the program and policies of the Alamo Colleges District.

Alamo Colleges District serves the educational needs of Bexar County and surrounding communities through its colleges and educational centers. The Alamo Colleges District, a comprehensive two-year system, is dedicated to providing quality education and workforce training to the people of Bexar and surrounding counties. The District includes five institutions that are separately accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). The Colleges provide:

- university transfer programs
- workforce education programs
- technical programs
- community services
- developmental courses
- adult literacy courses
- continuing education
- academic courses for certification and associate degrees

Student enrollment for the Spring 2017 semester was 63,005 students. Students are taught by highly qualified faculty, generally with Master's and Doctorate degrees, committed to creating a learning centered environment. Student services include counseling, computer labs, and tutoring, financial services, services for the disabled, developmental instruction, veterans' services, and job placement.

The Alamo Colleges District includes five Hispanic-serving Institutions and one of the nation's only institutions that is both a Historically Black College and a Hispanic-serving Institution; the nation's third largest producer of Hispanic nurses; and Texas' largest provider of online post-secondary education. A vibrant international program brings Central American teachers to San Antonio for advanced education while affording students and faculty the opportunity to travel to all regions of the world. Alamo Colleges District has been a leading recipient and distributor of Pell Grants (federal financial aid) in Texas for several years.

The Alamo College District's central office at 201 W. Sheridan St. in San Antonio is the current location for Alamo Colleges District Administration, Human Resources, Legal Services, Ethics and Compliance Office, and the District Internal Audit Office. The 811 W. Houston St. location houses the District Information Technology Services Department, and the, Finance and Fiscal Services Department. Other District operations are distributed throughout the Bexar County, including the Purchasing and Contract Administration and Alamo Colleges District Foundation, which are at 1819 N. Main Ave.; Facilities Operations and Construction Management Department, which is at 7990 Pat Booker Road in Live Oak, Texas; and the Alamo University Center which is at 8300 Pat Booker Road in Live Oak, Texas. Alamo Colleges District has satellite locations and small remote locations in New Braunfels, Floresville, and Kerrville, providing limited student services. All Alamo Colleges District offices will move to 2222 N. Alamo St. in Summer 2019.

### **Economic Conditions and Outlook**

The Alamo Colleges District operates in the strong economic area of San Antonio, Bexar County and surrounding counties. In August 2017, the San Antonio Business-Cycle Index, which tracks aggregate economic activity and is an indicator of the state of the overall economy, expanded at its fastest pace since 2016 as the unemployment rate held flat but job growth surged, according to the Federal Reserve Bank of Dallas. San Antonio's continued growth is attributed to the combination of



of lower business costs, continued job growth and a healthy city government. San Antonio is the nation's seventh-largest city, has a dynamic economy rapidly expanding from traditional military and service sectors into telecommunications, biomedical science, information technology, data security and advanced manufacturing. The Alamo Colleges District has been an integral part of the Greater San Antonio community for more than 100 years, contributing significantly to the economic and social well-being of those who share this community with the District. It is highly regarded by the local business community for the quality of its workforce training and the success of its graduates. In the economic arena, a sizable 96% of its students stay in the region after they leave college and contribute to the local economy.

The three primary revenue streams to the Alamo Colleges District, other than federal grants used for scholarships, are ad valorem taxes, state appropriations, and tuition and fees.

The District strives to avoid tuition increases and ad valorem tax rate increases in the midst of declining state appropriations and other revenue pressures. Since fiscal year 2013, the District has absorbed approximately \$75.5 million in budget pressure resulting from declines in state appropriations and increased tuition waivers and exemptions, while simultaneously increasing student support services and faculty and staff compensation adjustments. Therefore, given the revenue positioning by the Alamo Colleges District and the State, strategic planning to manage costs and improve efficiencies is paramount.

## Strategic and Long-Term Financial Planning



The Board approves a multi-year strategic plan that is reviewed and re-affirmed annually and involves all levels of the organization. Key performance indicators based on state and national peer institutions and annual performance targets are defined. An integrated planning model is used to strengthen the connection between the strategic plan, related action plans and the budget, which is approved annually by the Board of Trustees.

The budget is developed with broad-based staff involvement and is guided by budgetary, debt and financial policies approved by the Board. The budget includes a multi-year financial plan, which incorporates proposed increases for capital budgets, preventive maintenance and student success initiatives. A separate ten-year plan for the Alamo Colleges District projects an average of 2.01% year over year enrollment growth, while maintaining service levels and faculty staffing to provide excellent education for our students. The plan incorporates modest increases in tuition and fees, continued expectation of declining state appropriations and increases in property values.

### Major Initiatives

The *Alamo Way* is a theoretical framework for improvement adopted by the Board of Trustees and used throughout the Alamo Colleges District. This policy describes three dynamic models that drive increased employee and student performance, greater organizational efficiency and effectiveness and leadership at the District. These models are fully integrated into the culture of the Alamo Colleges District, its students and employees. The Board holds that the Baldrige Criteria for Performance Excellence, the principles of Achieving the Dream and the Principle-Centered Leadership concepts from the Seven Habits of Highly Effective People (AlamoLEADS) provide the foundation for The Alamo Way (Always Inspire, Always Improve). By integrating leadership competencies and experiences into the core curriculum and in organizational learning opportunities for employees, the Alamo Colleges District empowers all students and employees to explore and realize their learning, professional and civic potential. The result is the organization achieving its full potential and our diverse communities achieving theirs.

The Alamo Colleges District continues to make significant progress on achieving greater student success, with a record 12,759 degrees and certificates awarded to students in fiscal year 2017, eclipsing the previous record of 12,009 awarded in the previous fiscal year. This achievement represents a tremendous 244% increase in degrees and certificates awarded between fiscal years 2006 and 2017, the largest increase among community colleges in Texas, and makes the Alamo Colleges District the largest producer of degrees and certificates among all community colleges in the State of Texas. This improvement is directly related to two major initiatives implemented by the District. First, the 4DX, the Four Disciplines of Execution, provides a simple, repeatable set of practices for organizations and individuals to focus on what is important, to execute strategic priorities and to achieve superb results. Second, the District also implemented MyMap (My

Monitoring Academic Progress) which proactively engages students with deliberate activities at designated touch-points to ensure a consistent experience for students as they connect, enter, progress and complete their college goal.

### **Awards and Acknowledgments**

The Alamo Colleges District continues to be recognized both locally and nationally as a leader in higher education. All four of the accredited colleges in the Alamo Colleges District have been named to the Aspen Institute's list of 150 community colleges in the U.S. and Palo Alto College was selected as a top-10 college that is now eligible to compete for the 2019 Aspen Prize for Community College Excellence. This is the first time nationally that four colleges from the same community college system have been nominated in the same year. The Aspen Prize is the nation's signature recognition of high achievement and performance for America's community colleges. The four colleges from the Alamo Colleges District were selected from a pool of nearly 1,000 public two-year colleges nationwide to compete for the \$1 million Aspen Prize in the categories of student learning, certificate and degree completion, employment and earnings and high levels of access and success for minority and low-income students.



The Alamo Colleges District's Central Texas Technology Center (CTTC) in New Braunfels received the 2017 Alamo Area Council of Government's (AACOG) Regional Award for government project of the year. The award specifically recognizes the center for its \$6.3 million expansion project which added 30,000 square feet to the center that was completed in Fall 2016. The expansion of the center enables more students to enroll in academic courses and workforce programs that prepare them for high-demand, well-paid jobs in the area.

Standard and Poor's (S&P) and Moody's, two of the "Big Three" credit rating agencies, affirmed the Alamo Colleges District's general obligation bonds AAA credit rating during fiscal year 2017. This is the highest rating possible and ensures that the District's bonds have the lowest possible interest rates, producing significant interest expense savings for Bexar County taxpayers over the life of the bonds. S&P cited the District's deep and diverse economic base in Bexar County, a strong financial position with a diverse revenue stream and substantial operating flexibility as reasons for the top rating. S&P also gave the Alamo Colleges District a strong rating for its Financial Management Assessment (FMA), indicating that the District's financial practices are strong, well embedded and sustainable. Moody's rating agency cited the District's sizeable and growing tax base in the robust San Antonio metropolitan area, history of stable financial performance and significant financial flexibility under the voter-approved tax cap as contributing factors for its high rating. The Alamo Colleges District is one of only three community college districts in Texas and one of only 11 community colleges in the nation that has received the highest possible rating from both of the top rating agencies.

The Alamo Colleges District has also earned numerous awards in the areas of procurement, budgeting and finance. For the sixth and seventh consecutive years, respectively, the Alamo Colleges District was awarded the National Achievement of Excellence in Procurement Award from the National Procurement Institute and the Distinguished Budget Presentation Award from the Government Finance Officers Association (GFOA). In addition, the Alamo Colleges District was the only community college in Texas awarded the Certificate of Distinction by the Government Treasurers' Organization of Texas (GTOT) for its investment policy in fiscal year 2017.

The GFOA awarded a Certificate of Achievement for Excellence in Financial Reporting to the Alamo Colleges District for its comprehensive annual financial report for the fiscal year ended August 31, 2017. This was the ninth consecutive year that the District has achieved this prestigious award. In order to be awarded a Certificate of Achievement, a government must publish an easily readable and efficiently organized comprehensive annual financial report. The report must satisfy both generally accepted accounting principles and applicable legal requirements.

Offerors can visit Alamo Colleges District' website at <https://www.alamo.edu/> to learn about Alamo Colleges.

C. Definition of Terms:

1. "Alamo Colleges District," "District," or "ACCD" refers to the Alamo Community College District.
2. "Offeror," "Proposers," "Firm," or "Company" refers to a company which chooses to submit a Proposal to provide products and/or services for the District as specified in this CSP.
3. "Contractor" refers to the company awarded the contract to provide products and/or services for the District as specified in this CSP.
4. "Proposal" refers to the offer, from Offeror to the District, to provide the products and/or services as specified in the Agreement.

## SECTION 1 SCOPE OF WORK

A. Scope of Work: The purpose of this CSP is to solicit proposals for the purchase of temporary employment services for the Alamo Colleges District. The scope of services is required to assist the Alamo Colleges District with establishing a ready supply of temporary personnel to fulfill the employment needs of the Alamo Colleges District, as requested by the Alamo Colleges District - Human Resource and Organizational Development. Any quantities listed in this CSP are estimated annual requirements and are not to be construed as a guaranteed quantity to be purchased under the terms of this contract. This is an Indefinite-Delivery Indefinite-Quantity (IDIQ) contract and services will be purchased on an as-needed basis at Alamo Colleges' sole discretion throughout the term of the contract. Alamo Colleges District reserves the right to award multiple contracts as a result of this solicitation.

B. Statement of Work:

1. Temporary Employment Services will be requested on an as-needed, indefinite-delivery, indefinite-quantity (IDIQ) basis.

2. Job Classifications:

2.1 Provide temporary employment services in reference to the following positions, including but not limited to:

2.1.1 Clerical/Administrative

- Clerk
- Data-entry Clerk
- Administrative Associate
- Executive Assistant
- Administrative Services Specialist

2.1.2 Early Childhood Education

- Child Development Teacher Aide
- Early Childhood Teacher

2.1.3 Information Technology

- Help Desk
- Information Technology Data Analyst
- Information Technology Security Analyst
- Network Specialist
- Programmer
- Web Designer
- Web Developer

2.1.4 Laborer

- General Laborer
- Kitchen Helper
- Courtesy Patrol Assistant

2.1.5 Professional Services

- Financial Accountant
- Accounts Payable/ Receivable
- Financial Aid Specialist
- Senior Financial Analyst

- Graphic Designer
- Licensed Vocational Nurse
- Multimedia Specialist
- Payroll Specialist
- Project Manager (not Information Technology-related)
- Recruiter
- Registered Nurse
- Senior Statistical Research Specialist

2.2 Offeror need not propose temporary employment services for all positions listed.

3. Hours of Operation:

3.1 Provide temporary employment services during peak hours throughout the academic calendar year (12 months) – Monday through Friday; 8:00 a.m. to 5:00 p.m. (CST).

3.2 Possess the ability to provide additional/ extended hours, evenings or weekends for temporary employment services, upon the request of the Alamo Colleges District.

4. Temporary Employment Requests/ Cancellations/ New Hires:

4.1 Route all temporary employment service requests for the Alamo Colleges through the designated Alamo Colleges District - Human Resource and Organizational Development personnel.

4.2 Possess the ability to provide electronic ordering capabilities for temporary employment service requests.

4.3 Respond to requests for temporary employment services within four (4) hours after issuance/notification from Alamo Colleges District personnel.

4.3.1 Emailed acknowledgement is preferred.

4.3.2 Preferred turnaround time is (1) business day for Clerical/ Administrative, Early Childhood Education, Laborer; (2) business days for Professional; (3) days for Information Technology.

4.4 Provide 30-day written notification to the designated Alamo Colleges District – Human Resource and Organizational Development personnel, prior to terminating delivery of temporary employment services, except under circumstances beyond Offeror's control.

4.5 If Offeror's temporary employee is released from assignment with the Alamo Colleges District for any reason, re-assignment is at the discretion of the Alamo Colleges District. Notification of reassignment is to be approved by the designated Alamo Colleges District - Human Resource and Organizational Development personnel before placing into the assignment.

4.6 The Alamo Colleges District reserves the right to convert employee(s) from temporary assignment(s) to new hire(s).

5. Employment Screenings

5.1 Conduct a Texas State level background check, drug screening and/or other required employment screenings for all temporary agency employees, referred to the Alamo Colleges District by Offeror, and provide a copy of such to the designated Alamo Colleges District - Human Resource and Organizational Development personnel, prior to the start of any assignment with the Alamo Colleges District.

5.2 Perform background and drug screening services on temporary employee(s), if there is a 30-day or more break in the temporary employee's assignment or as State law requires. Forward copies of temporary employee's background and drug screening to the designated Alamo Colleges District - Human Resource and Organizational Development personnel.

6 Identification

6.1 Issue name tag(s) to temporary agency employee(s), identifying the employee(s) as temporary agency employee(s). The issued name tag(s) must be worn at all times when at the Alamo Colleges District.

7 Timesheets

7.1 Provide timesheets to the temporary agency employee(s), prior to the start of the assignment with the Alamo Colleges District.

7.2 Possess the ability to send and receive all temporary agency timesheets, electronically.

8 Invoicing & Payment

8.1 Administer payroll services to all temporary agency employees, assigned to the Alamo Colleges by Offeror.

8.2 Ensure invoice for payment includes the employee's name, job title, location of the employee's assignment, billing rate (to include temporary employee's rate per hour plus Offeror's mark-up), hours worked per week, and total dollars earned per week.

9. Reporting

9.1 Provide reports to include but not limited to:

9.1.1 Alamo Colleges location and department name

9.1.2 Bill Rate

9.1.3 Employee dates worked

9.1.4 Job Description

9.1.5 Name of Employee

9.1.6 Number of Hours Approved

9.1.7 Number of hours worked in the period and cumulative totals,

9.1.8 Rate of Pay

9.1.9 Retention

9.1.10 Turnover

9.1.11 Year to Date Totals (in accordance with the Alamo Colleges' fiscal year of September 1-August 31).

10. The awarded offeror(s) will have the non-exclusive right to provide temporary employment services for the Alamo Colleges District to include its five (5) campuses and satellite locations, including but not limited to:

10.1 Northeast Lakeview College

10.2 Northwest Vista College

- 10.3 Palo Alto College
- 10.4 San Antonio College
- 10.5 St. Philip's College – Main Campus
- 10.6 First Responders Academy
- 10.7 Southside Education and Training Center
- 10.8 St. Philip's College – Southwest Campus
- 10.9 IH-10 West Education and Training Center
- 10.10 Westside Education and Training Center

11. Offeror's proposed pricing is to remain fixed for initial 12-months of the contract term.

## SECTION 2

### TERMS AND CONDITIONS OF THE CSP AND SUBMISSION OF PROPOSAL

#### A. Terms and Conditions of the CSP:

##### 1. Award of Contract

Award will be made to the Offeror which provides the best value to the Alamo Colleges District on the basis of the published evaluation criteria, and not solely based on the purchase price. Alamo Colleges District reserves the right to accept or reject any and/or all proposals, and to waive any and/or all formalities and irregularities in the proposals received and re-solicit, as deemed necessary.

The selection and award may be made on the basis of the proposals initially submitted, without discussion, clarification or modification. Respondent(s) who submit a proposal may be required to make an oral presentation(s) of their proposal to Alamo Colleges District. The Alamo Colleges District reserves the right to make multiple awards as a result of this solicitation.

##### 2. Minimum Qualifications

The respondents to this CSP must have the following minimum qualifications. Failure to meet the minimum qualifications is grounds for rejection. The Alamo Colleges District reserves the right to reject proposals which fail to include this information:

- 2.1 Offeror must affirm in writing: Offeror possesses 2 years of experience in providing temporary employment services for institutions of higher education.

##### 3. Evaluation Criteria

Responses to the following items will be evaluated in accordance with the criteria in the Evaluation Criteria table.

The proposal must contain the following information, which will serve as the basis for the evaluation. Please be complete and concise in all responses to all required items. Respond to each item separately.

- 3.1 Alamo Colleges District will consider the following criteria in evaluation of the proposals.

CSP REFERENCE	EVALUATION CRITERIA AND PROPOSAL REQUIREMENTS	WEIGHTING
<b>Section 2: A.3.2.1</b>	<b>Criteria 1: Purchase Price</b>	<b>30</b>
<b>Section 2: A.3.2.2</b>	<b>Criteria 2: Quality of the Vendor's Goods or Services</b>	<b>30</b>
3.2.2.1	- Awards or Recognition	
3.2.2.2	- Profile	
3.2.2.3	- Policies and Procedures	
3.2.2.4	- Efforts to Remain Informed	
3.2.2.5	- Litigations	
3.2.2.6	- Organizational Chart	
3.2.2.7	- Reference Checks	
<b>Section 2: A.3.2.3</b>	<b>Criteria 3: Extent to Which the Goods or Services Meet the District's Needs</b>	<b>40</b>
3.2.3.1	- Hours of Operation	
3.2.3.2	- Job Categories/ Areas of Specialization	
3.2.3.3	- Service Requests/ Cancellations	
3.2.3.4	- Temporary to New Hire	
3.2.3.5	- Employee Screening	
3.2.3.6	- Timesheets	
3.2.3.7	- Payroll Services	
3.2.3.8	- Reports	
3.2.3.9	- Fixed Pricing	

3.1.1 The Alamo Colleges District shall evaluate the information provided in the proposals received. Information and/or factors gathered during interviews, and any reference checks, will be utilized in the evaluation criteria, rankings, and award decision. References may or may not be reviewed at the discretion of the Alamo Colleges District. The Alamo Colleges District also reserves the right to contact references other than or in addition to those furnished by a respondent.

3.1.2 The Alamo Colleges District may use various price analysis techniques and procedures to evaluate price. Normally, reasonableness of price is established through adequate price competition, but may also be separately assessed through the price analysis techniques including, but not limited – we reserve the right to choose the best method. Award will be made on a best value basis.

3.2 In response to this CSP, please provide information regarding the following matters:

3.2.1 Purchase Price: In reference to Section 3 of the CSP, the Offeror must provide a detailed explanation of how the proposed fees were derived for the service items listed.

3.2.2 Quality of the Vendor's Goods or Services:

3.2.2.1 List any awards or recognition your firm has received within the past five years. These may be professional, technical, or charitable in nature.

3.2.2.2 A brief profile outlining the history, philosophy and target market of the firm.

- 3.2.2.3 List policies and procedures your firm implements to maintain service excellence.
  - 3.2.2.4 Provide efforts the firm makes to keep its professionals informed of developments relevant to the industry.
  - 3.2.2.5 List any litigation against your firm which has been adjudicated within the past five years. Provide a brief description of the cause of action and the final outcome.
  - 3.2.2.6 Provide an organizational chart, which includes key personnel and indicate the level of professional and service staff assigned to deliver services to Alamo Colleges District.
  - 3.2.2.7 Offeror must provide a list of names, address, contact person and phone numbers of at a minimum of three (3) positive but not more than five (5) client references for which equipment and services of a comparable nature, scope and complexity have been provided by your firm. References must be for services performed in the name of the company submitting the Proposal; work performed by employees, subcontractors or representatives while engaged by another company does not qualify as an acceptable reference. Projects for client references should have occurred within the last five (5) years. References (including school districts, higher education institutions, or other political subdivisions) shall be of comparable size to Alamo Colleges District.
- 3.2.3 Extent to Which the Services Meet the District's Needs: Describe how your firm will meet each of the requirements outlined in Section 1.B Statement of Work (page 7-8 of this CSP).
- 3.2.3.1 What are your hours of operation?
    - Does your firm possess the ability to provide temporary agency services in the evenings or on weekends?
    - Does your firm possess the ability to provide additional/ extended hours?
  - 3.2.3.2 What job categories or areas of specialization (i.e. clerical/ administration, information technology, labor, etc.) does your firm accommodate?
  - 3.2.3.3 Explain your firm's process for temporary employment service requests and cancellations.
    - What is your firm's turnaround time for processing requests for temporary employment services?
    - Does your firm possess the ability to receive temporary employment service requests and cancellations, electronically?
    - Does your firm possess the ability to respond to temporary employment service requests, electronically, with detailed confirmation information in reference to the assigned temporary employee to include:
      - Name
      - Job Title

- Location of Assignment (i.e. campus, department, supervising client, etc.)
- Bill Rate (to include temporary employee's rate per hour plus Offeror's mark-up)
- Work Schedule (i.e. Monday – Friday, 8am-5pm)
- Timeframe/ Length of the Assignment (i.e. April 2 – May 3; 31 days starting April 2)

3.2.3.4 What is your firm's process for converting temporary employees to client new hires?

3.2.3.5 Provide details in reference to your employment screening process.

- Provide details in reference to your firm's process for background and drug screenings.
- Describe your proposed method for providing background and drug screening information to the Alamo Colleges District – Human Resources & Organizational Development, prior to the start of each temporary employee's assignment.
- Does your firm possess the ability to submit the employment screening results to the Alamo Colleges District - Human Resources and Organizational Development, electronically?

3.2.3.6 What is your method for sending/ receiving employee timesheets (i.e. hardcopies, fax, email, online portal, etc.)?

- What is the deadline for submitting employee timesheets?

3.2.3.7 Does your firm possess the ability to administer payroll services to all temporary employees, assigned to the Alamo Colleges by Offeror?

3.2.3.8 Does your firm possess the ability to provide reports to the Alamo Colleges District to include but not limited to:

- Alamo Colleges location and department name
- Bill Rate
- Employee dates worked
- Job Description
- Name of Employee
- Number of Hours Approved
- Number of hours worked in the period and cumulative totals,
- Rate of Pay
- Retention
- Turnover
- Year to Date Totals (in accordance with the Alamo Colleges' fiscal year of September 1-August 31).

3.2.3.9 If awarded, will Offeror's proposed pricing remain fixed for 12-months from the effective date of the awarded contract?

4. Acknowledgment of Addenda

Any clarifications or interpretations will be issued in written addendum form, and such addenda will be included as part of the Proposal Documents. Only written interpretations or corrections officially issued by an addendum shall be binding.

5. Release of Information

The Alamo Colleges District is a governmental entity in the State of Texas. Documents submitted pursuant to this procurement solicitation become a government record. Access by the public to government records is governed by the Texas Public Information Act ("PIA"). Proprietary information, such as trade secrets and confidential commercial and financial information submitted in response to this procurement solicitation which Offeror (or any Offeror responding to this procurement solicitation) believes should be exempted from disclosure shall be specifically identified and marked as such. Blanket-type identification by designating a whole document or pages or sections as containing proprietary information, trade secrets or confidential commercial and financial information will not ensure confidentiality, especially if information is contained in the designated areas that clearly is not of a confidential nature. In the event a request is made for information designated as proprietary, the Alamo Colleges District may determine in its sole discretion whether sufficient legal justification exists for withholding the information and whether an opinion should be requested from the Texas Attorney General. If an opinion is requested from the Texas Attorney General, the Alamo Colleges District will notify Offeror (or the particular Offeror affected) and Offeror has the responsibility, in accordance with PIA, to assert any arguments it may have in opposition to release of the information. In the event Offeror requests judicial intervention, the party so requesting shall indemnify the Alamo Colleges District for its costs (including attorney's fees) associated with the judicial action. Under no circumstances will the Alamo Colleges District be liable for any costs, damages, or claims of any nature, related to release or disclosure of any information contained in documents submitted pursuant to this procurement solicitation.

6. Insurance

The insurance requirement is enumerated in Section 8.

7. Errors/omissions made in the proposal responses will be interpreted in favor of the Alamo Colleges District. In the event of mathematical error(s), the unit cost shall prevail and the Offeror(s) total offer may be corrected accordingly.
8. Written questions must be received at least seven (7) calendar days prior to deadline for proposals. The Alamo Colleges District is not responsible for misdirected or undelivered submissions.
9. Offerors certify as a condition of award that they have not engaged in collusion with any firm or person in relation to the preparation, submittal or award of this proposal. Additionally, it is understood that a firm's or individual's giving practices will be of no advantage in consideration of the award of this proposal.
10. The Offeror affirms that he/she has not given, offered to give, and does not intend to give at any time hereafter any economic opportunity, contribution, future employment, gift, loan, gratuity, special discount, trip, favor, free meal or service to a public servant or elected official in connection with this proposal.

11. Proposals must be valid for one hundred twenty (120) days after closing date for evaluation purposes.
12. Offeror must state on the proposal form whether they owe State of Texas margin taxes (formerly franchise tax).
13. The Alamo Colleges District qualifies for exemption of the Texas Limited Sales, Excise and Use Tax; sales tax will not be charged on these purchases. A tax-exemption certificate will be provided to the awarded firm.
14. The Alamo Colleges District will not reimburse Offerors responding to this CSP for any expenses incurred in preparing or presenting proposals. The Alamo Colleges District reserves the right to retain all proposals and to use any ideas submitted in a proposal regardless of whether the proposal is selected.
15. Offerors shall indicate any exceptions to any paragraph; otherwise acceptance of all conditions contained in the CSP is assumed. Exceptions stated by the Offeror to any of the paragraphs herein may be cause for rejection of the proposal, other than variances deemed minor by the Alamo Colleges District. The Offeror must certify whether all specifications have been met and state any exceptions on a separate sheet.
16. Notification of Criminal History of Contractor. A person or business entity that enters into a contract with the Alamo Colleges District must give advance notice to the Alamo Colleges District if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony.

The Alamo Colleges District may terminate a contract with a person or business entity if the Alamo Colleges District determines that the person or business entity failed to give notice as required by the previous paragraph or misrepresented the conduct resulting in the conviction. The Alamo Colleges District must compensate the person or business entity for services performed before the termination of the contract. The criminal history notification requirement does not apply to a public held corporation.

17. Family Code. Under Section 231.006, Family Code, the vendor or applicant certifies that the individual or business entity named in this contract, proposal or application is not ineligible to receive the specified grant, loan, or payment and acknowledges that this contract may be terminated and payment may be withheld if this certification is inaccurate.
18. Texas Resident Information: Under Chapter 2252, Subchapter A, of the Texas Government code establishes certain requirements applicable to proposers who are not Texas residents. Under the statute, a "resident" Offeror is one whose principal place of business is in Texas, including one whose ultimate parent company or majority owner has its principal place of business in Texas. Section 44.031 (b) of the Texas Education Code establishes certain criteria that a community college in the State of Texas must consider when determining to whom to award an Agreement. Among the criteria for certain Agreements is whether the vendor or the vendor's ultimate parent or majority owner (i) has its principal place of business in Texas; or (ii) employs at least 500 people in Texas.
19. Disclosure of Interest

All Offerors must disclose the name(s) of any of its employees, officers, directors, subcontractors, or agents who may also be a member of the Board of Trustees, or an employee or agent of the District. Further, all Offerors must disclose the name of any District employee, or Board of

Trustees member, who has directly or indirectly, any financial interests in Offerors firm or any of its branches, submit this information on an attachment to the proposal which is to be titled "Disclosure of Interest" and included the person's name, position, and the extent of financial or other interest the person(s) has in Offeror's business affairs.

20. District policy C.1.5.1 states that from the date the project is approved for publication until a contract is executed, no College District Board member or employee other than authorized Purchasing and Contract Administration personnel shall communicate with potential contractors, consultants, or other vendors (referred to collectively as potential proposers) who are interested in, or in the view of a reasonable person situated similarly to the potential proposer, might reasonably become interest in, any competitive procurement opportunity, other than for a legitimate purpose unrelated to the pending procurement. If, from the date the project is approved for publication until a contract is executed, a potential proposer contacts any Board member or College District employee other than authorized Purchasing and Contract Administration personnel, the Board member or College District employee shall inform the potential proposer that such communication is prohibited by policy, direct them to Purchasing and Contract Administration, and immediately report the contact to the designated representative in Purchasing and Contract Administration.

Proposers who violate this policy may be subject to a range of sanctions including disqualification from competition for the procurement opportunity and/or other future procurement opportunities after Board of Trustees review. Employees who violate this policy may be subject to disciplinary action, including termination after review by the Chancellor.

21. The Alamo Colleges District makes environmental considerations with performance, availability, and costs of buying environmentally preferable goods and services. All products and services must meet or exceed the standards set by independent accredited organization in order to be deemed environmentally preferable.
22. When the scope of work on project is estimated to be \$1,000,000 or greater in value AND located in Bexar County, Texas:

Student Internship Program: The Alamo Colleges District are engaged in a three-way partnership between employers, the community and educators to implement the Alamo Compact for Economic Performance (A-CEP). Each offeror shall provide a discussion in their proposal/qualification statement which demonstrates their ability and commitment to develop and provide paid student internship opportunities in related fields of study, if any. Provide at least three (3) examples of past successful participation in programs of this type. Additional information and requirements concerning the A-CEP Internship Program is shown in Appendix A to the specifications.

When the general conditions for formal solicitations are an estimated value of less than \$1,000,000 AND/OR located outside of Bexar County, Texas:

Student Internship Program: The Alamo Colleges District are engaged in a three-way partnership between employers, the community and educators to implement the Alamo Compact for Economic Performance A-CEP). Bidders/Offerors are encouraged to participate in this program, which offers real life learning experiences for students in a workplace setting.

23. Continuous Improvements: Offeror is to propose a plan for improving service delivery during the contract period.

The Services provided under this Agreement shall enhance the quality of life on the campus. The

contractor shall perform in such a way as to contribute to the prestige of the Alamo Colleges District by providing a solid business operation. Service delivery must gradually evolve (and not remain static) in order to continue to be successful. As a result, receptivity to new ideas should be demonstrated by the contractor's staff and proposed to the Alamo Colleges District. Contractor shall be alert to changing service trends, new market forms, and changing patterns that evolve throughout the service industry. With input from the Alamo Colleges District, methods of service delivery in all operations should be continually reviewed to increase usage, improve service, and maximize value to the Alamo Colleges District.

The Contractor will be required to propose suggestions for improving service delivery. Proposed suggestions should include brief illustrations, descriptions, breakdown of estimated cost, and suggested schedule of when work should be started and completed.

24. Contractor agrees to the following regarding any employees assigned to work at the Alamo Colleges District' premises on a regular basis: Contractor agrees to comply with the record-keeping and all other requirements of applicable laws, including, without limitation, the Fair Labor Standards Act ("FLSA") and the Immigration Reform and Control Act of 1986. Contractor agrees to properly classify its workers for purposes of the FLSA and the Internal Revenue Code and timely pay wages and compensation for their services rendered. Contractor agrees to perform criminal background checks and to implement and enforce a written policy for a drug-free workplace providing for drug and alcohol testing prior to hiring and for reasonable cause during employment, complying with all applicable requirements, including obtaining the worker's authorization. Contractor represents and warrants that any worker it assigns to the Project shall have passed the criminal background check and any drug testing conducted. Contractor agrees to certify in writing at the request of the Alamo Colleges District its compliance with any of its obligations in this Agreement.
25. In accordance with HB 1295, Texas Government code 2252.908, the awarded contractor will be required to submit an electronic Disclosure of Interested Parties to the Alamo Colleges District for any contract over \$1,000,000 or any contract that requires a vote by the Alamo Colleges District Board of Trustee, at the time of contract execution. The 1295 Certificate of Interested Parties                      Electronic                      Filing                      application                      website                      is
26. Mission, Vision, and Values: We believe that economically, it makes good business sense and contributes to student success to be engaged in partnership between contractors, employees, educators, and the community to implement the Alamo Colleges District Mission, Vision, and Values. The Alamo Colleges District promotes collaboration by achieving consensus on the measures of student success and by stressing that student success is everyone's business. In 2014, the Alamo Colleges District adopted policy that includes our Vision, Mission, and Values: <https://www.alamo.edu/about-us/alamo-way/mission-vision-values/>

In support of our policy, the purpose of this segment is to enhance recognition by contractors for our efforts. As a valued member in our procurement process, we ask that your company demonstrate their commitment to serving students by becoming actively engaged in recognizing the Alamo Colleges District Mission, Vision, and Values.

27. Business to Business (B2B) Integration: Offerors' order placement process should allow for Business to Business (B2B) with the Alamo Colleges District eProcurement system. Participation in the Alamo Colleges District eProcurement system is at no cost to participants and will enable the Alamo Colleges District end-users to easily source and purchase goods and services, electronically, through our online marketplace. Participating vendors will receive orders (via fax or email), invoice and track payment status, electronically, through an online portal. Further details regarding participation in the Alamo Colleges district eProcurement system will be

provided, upon award of contract.

28. Offeror hereby certifies, represents and warrants that neither Offeror nor any of its affiliates presently does, and during the term of the contract will any of them, boycott the State of Israel, by, without limitation, refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on or limit commercial relations with the State of Israel, or with a person or entity doing business within the State of Israel or in any territory controlled by the State of Israel.
29. Any reference to brand names and numbers in this solicitation is descriptive, but not restrictive, unless otherwise specified. Offers on equivalent items meeting the standards of quality thereby indicated will be considered, unless otherwise specified, providing the offer clearly describes the article offered and how it differs from the referenced brands. Unless the respondent specified otherwise, it will be understood that the respondent is offering a referenced brand item as specified in the solicitation. The Alamo Colleges will determine whether a substitute offer is equivalent to and meets the standards of quality indicated by the brand name referenced; and the Alamo Colleges may require a respondent offering a substitute to supply additionally descriptive material and a sample.

B. Preparation of Proposals:

1. Offerors are expected to examine the complete Request for Competitive Sealed Proposal documents and all attachments. Failure to do so will be at the Offeror's risk.
2. Each Offeror shall furnish the information required by this Request for Competitive Sealed Proposal.

C. Submission of Proposal:

1. Signed and sealed proposals shall be submitted prior to 2:00 p.m. (CST) on May 21, 2019. Offeror must provide one (1) original, three (3) bound copies and one (1) electronic copy on flash/thumb drive (preferred format for electronic copy is Word or PDF), and delivered to:

By U.S. Mail or Courier Service to the following address:  
Alamo Colleges District  
Purchasing and Contract Administration  
Re: Purchase of Temporary Employment Services  
CSP # 19A-015  
1819 N. Main Ave., Box  
693 San Antonio, TX  
78212-4299

By hand delivery by Offeror to the following address:  
Alamo Colleges District  
Purchasing and Contract Administration  
Re: Purchase of Temporary Employment Services  
CSP # 19A-015  
1743 N. Main Ave., Bldg. 41, Room  
101 San Antonio, TX 78212-4299

Proposals received will be publicly acknowledged in the Conference Room #401. Any proposals

received after that time and date will be rejected and returned unopened. No proposal may be changed, amended, or modified by telegram or otherwise, after the same has been submitted or filed in response to this notice. A proposal may be withdrawn, however, and resubmitted any time prior to the time set for receipt of proposals. E-mailed or faxed proposals will not be accepted.

2. Proposals should be submitted in narrative form comprehensively covering all points in Scope of Work and CSP Requirements in the order listed.
3. Proposals shall not exceed fifty (100) single-sided 8-1/2 x 11 sheets. The following items are not counted in the page limit: front and back cover pages; cover letter (not to exceed two pages); sheet/chapter dividers; resumes, CSP pages requiring execution; and certificate of non-collusion.
4. Each Offeror shall determine whether their current business relationship with the District or an elected official of the District is subject to the requirements of Local Government Code section 176.001 and 176.006. Should the Offeror meet the stated requirements of the referenced legal sections, form CIQ (Section 7) shall be completed and submitted to the Alamo Colleges District in accordance with section 176.006.
5. Upon submission of a response, you agree to the following:

In accordance with the Alamo Colleges District Policy C.1.5 (Policy) The Purchasing & Contract Administration recommendation and summary analysis will be uploaded to the applicable Alamo Colleges District Board of Trustees Committee agenda and will be viewable by the public on the Friday prior to the Tuesday Committee meeting where the contract award will be considered. Alamo Colleges District will use best efforts to notify you by email shortly before the availability date for their proposals.

The Alamo Colleges District' competitive proposal procedures are largely mandated by statute and do not permit the renegotiation of proposals after the submission deadline has passed. However, should you believe that the Alamo Colleges District has made a calculation error regarding your proposal after reviewing the limited web-available summary analysis; its Purchasing & Contract Administration offers an opportunity for proposers not recommended for contract award to submit comments or engage in discussion concerning the proposed contract award promptly after the contract award recommendation is made public. Written comments may be submitted, or a meeting can be scheduled at your request. Consent to the Alamo Colleges District' recording of any verbal interview, at its discretion, is a condition of any interview. This opportunity will be subject to any additional requirements that may appear in any notice that you may receive from the Purchasing and Contract Administration in order to be considered. Efforts to contact individual Trustees or the Alamo Colleges District' employees other than those in the Purchasing & Contract Administration regarding such matters are prohibited.

SECTION 3  
PROPOSAL PRICING SCHEDULE

Proposal Pricing of: \_\_\_\_\_  
Offeror Name

Temporary Employment Services will be requested on an as needed, indefinite-delivery, indefinite quantity (IDIQ) basis. Any quantities listed in this CSP are estimated annual requirements and are not to be construed as a guaranteed quantity to be purchased under the terms of this contract. The actual payment amount will be determined by the amount of Temporary Employment Services purchased by the Alamo Colleges District. The Alamo Colleges District reserves the right to make multiple awards as a result of this solicitation.

The Offeror's must propose a mark-up percentage in the MARK-UP (%) column. Offerors need not propose a MARK-UP (%) for all JOB CLASSIFICATIONS to be considered for award. The proposed mark-up percentage should not include travel and all other associated costs. A "blank" or anything other than the format requested in the space below will be considered a "no bid," and the Offeror's proposal may not be evaluated.

Offeror should include a copy of firm's price listing for all available service options with Offeror's proposal.

ITEM NO.	JOB CLASSIFICATIONS	ESTIMATED ANNUAL PURCHASE (\$)	MARK-UP (%)
1	Clerical/ Administrative	\$500,000	
2	Early Childhood Education	\$13,000	
3	Information Technology	\$250,000	
4	Laborer	\$150,000	
5	Professional Services	\$300,000	

SECTION 4  
OFFEROR'S CHECKLIST

- A. Have all specification and features been met including Section 3 Proposal Pricing Schedule? Yes\_\_\_\_\_ No\_\_\_\_\_ If no, please explain:\_\_\_\_\_
- B. Has the Offeror provided a list of names, address, contact person, and phone number of a minimum of three (3) but not more than five (5) client references (including school districts, higher education institutions, or other political subdivisions) for which equipment and/or services of a comparable nature, scope and complexity have been provided by your firm? Yes\_\_\_ No\_\_\_
- C. Has the Certificate of Non-Collusion been signed? Yes\_\_\_ No\_\_\_ If no, please explain: \_\_\_\_\_
- D. Does Offeror owe any State of Texas Margin taxes? Yes\_\_\_ No\_\_\_ If yes, please explain: \_\_\_\_\_
- E. Is the person submitting this proposal currently more than thirty (30) days delinquent in child support payments? Yes\_\_\_ No\_\_\_ if yes, please explain:\_\_\_\_\_
- F. Location of Principal Place of Business (City/State):\_\_\_\_\_
- G. If neither offering company nor the ultimate parent company or majority owner has its principal place of business in Texas, does Offeror, ultimate parent company, or majority owner employ at least 500 people in Texas? Yes\_\_\_ No\_\_\_
- H. Does the Offeror have any information to disclose about past or current relationships that may impact the Offeror's service? Yes\_\_\_ No\_\_\_
- I. Does the Offeror agree to "hold harmless," defend at its own expense and indemnify Alamo Colleges District against any and all liability arising out of acts or failures to act by the firm or its officers, agents or employees? Yes\_\_\_ No\_\_\_
- J. Has one (1) unbound original, three (3) bound copies, and one (1) electronic version on flash/thumb drive of the proposal been submitted with Offeror's response? Yes\_\_\_ No\_\_\_
- K. Does the Offeror meet all specific requirements imposed by federal, state or local laws or rules and regulations? Yes\_\_\_ No\_\_\_
- L. Offeror agrees to comply with all the stated requirements for this proposal. Any exceptions must be stated in the proposal response: Yes\_\_\_ No\_\_\_ Exceptions: (Use additional pages, if necessary)\_\_\_\_\_
- M. Has all requested information in the CSP been addressed? Yes\_\_\_ No\_\_\_

N. Provide the name, address, phone number, fax number and email address of the firm's contact person for this engagement. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

O. Has information been provided to substantiate minimum qualifications? Yes\_\_\_No\_\_\_

P. How did Offeror learn about this project? \_\_\_\_\_

SECTION 5  
CERTIFICATION OF NON-COLLUSION

"The undersigned affirms that they are duly authorized to execute this contract, that this company, corporation, firm, partnership or individual has not prepared this proposal in collusion with any other Offeror, and that the contents of this proposal as to prices, terms or conditions of said proposal have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this proposal."

FILL IN APPLICATION INFORMATION:

A CORPORATION, chartered in the State of \_\_\_\_\_, authorized to do business in the State of TEXAS.

A Partnership, composed of : \_\_\_\_\_

An Individual, operating under the name of: \_\_\_\_\_

Respectfully Submitted,

By: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (Print or Type)

\_\_\_\_\_  
Position with Company

\_\_\_\_\_  
Offeror Name

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Date City State Zip

\_\_\_\_\_  
Phone No. Fax No.

\_\_\_\_\_  
E-mail Address

SECTION 6  
PROPOSAL CERTIFICATION

I certify that I, the undersigned, am duly authorized to execute this certification. I have carefully reviewed the CSP documents and any attachments, and agree to abide by all terms and conditions contained therein.

Further, I certify that all statements and documents submitted by my firm/company are true and accurate and may be verified by Alamo Colleges District. It is recognized that all parts of the proposal response become the property of Alamo Colleges District and will not be returned.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Title

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Firm / Offeror Name

## SECTION 7

**CONFLICT OF INTEREST QUESTIONNAIRE****FORM CIQ****For vendor doing business with local governmental entity****This questionnaire reflects changes made to the law by H.B. 23, 84<sup>th</sup> Leg., Regular Session.****OFFICE USE ONLY**

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.00(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7<sup>th</sup> business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

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

**1 Name of vendor who has a business relationship with local governmental entity.**

**2** ☐ **Check this box if you are filing an update to a previously filed questionnaire.**  
(This law requires that you file an update completed questionnaire with the appropriate filing authority not later than the 7<sup>th</sup> business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

**3 Name of local government officer about whom the information in this section is being disclosed.**

\_\_\_\_\_  
Name of Officer

This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the vendor has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the vendor?

☐

Yes

☐

No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

☐

Yes

☐

No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more?

☐

Yes

☐

No

D. Describe each employment or business and family relationship with the local government officer named in this section.

**4**

\_\_\_\_\_  
Signature of vendor doing business with the governmental entity

\_\_\_\_\_  
Date

SECTION 8  
TERMS AND CONDITIONS OF THE CONTRACT



ALAMO  
COLLEGES

**TEMPORARY EMPLOYMENT  
SERVICES AGREEMENT  
BETWEEN  
ALAMO COMMUNITY COLLEGE DISTRICT  
AND**

This Agreement is entered into by and between Alamo Community College District, a political subdivision of the State of Texas ("Alamo Colleges") and \_\_\_\_\_, located at \_\_\_\_\_ ("Contractor"), collectively sometimes referred to herein as "the Parties."

**WHEREAS**, Alamo Colleges is a public junior college district comprised of district services offices and five colleges, San Antonio College, St. Philip's College, Palo Alto College, Northwest Vista College, and Northeast Lakeview College; and

**WHEREAS**, Alamo Colleges published a competitive procurement solicitation ("Request"), designated CSP 19A-015 to obtain Temporary Employment Services for the Alamo Colleges District; and

**WHEREAS**, Contractor responded to such Request and desires to provide such services to Alamo Colleges according to the terms of such Request as herein augmented and/or modified.

**NOW THEREFORE**, in consideration of the mutual covenants set forth herein below, and for other good and valuable consideration, the receipt of which is hereby acknowledged, Alamo Colleges and Contractor hereby agree as follows:

**1. DEFINED TERMS.**

**1.1 "Project"** has the meaning defined in **Exhibit A** hereto. The Contractor hereby agrees to furnish the services specified in **Exhibit A**.

**1.2 "Project Coordinator"** means the employee of Alamo Colleges designated in **Exhibit A** hereto who will manage the relationship between Alamo Colleges and Contractor. The designated employee will be knowledgeable of the Project and be experienced in managing projects similar to the one established herein.

**2. PROJECT OBJECTIVE(S) AND SCOPE.**

The Project objective and scope is defined in **Exhibit A**.

**3. PROJECT DELIVERABLES.**

Contractor's Project deliverables are set forth in **Exhibit A**.

**4. SUPPLEMENTAL DELIVERABLES OR RATE CHANGES.** Additional services resulting from project modifications or changes will be performed at Contractor's discretion with Alamo Colleges' written approval and will be invoiced at the then current Contractor service rates.

**5. ACCESS.** The Parties agree to grant one another, their employees and agents assigned to the Project

reasonable access to appropriate portions of one another's facilities to the extent reasonably necessary to perform their obligations under this Agreement.

6. **COMMUNICATION.** The Parties agree to communicate in furtherance of the Project, including but not limited to setting mutually agreed upon hours in which Alamo Colleges and Contractor will perform the Project Deliverables and notifying one another of any and all changes in personnel, operations, or policies that may affect the Project.
7. **POLICIES.** The Parties agree to advise one another, and their respective employee(s) assigned to the Project, of their responsibility for complying with one another's existing rules and regulations, and of the content of same.
8. **COMPLIANCE WITH APPLICABLE LAW.** The Parties agree to comply with all applicable provisions of all federal, state and local laws and regulations, including any applicable Executive Orders, applicable to the operation of Alamo Colleges and the Project, including, without limitation, employment-related statutes and education-related statutes such as the Family Education Rights and Privacy Act ("FERPA"). Any exchange by the parties of student record information protected by FERPA shall commit the receiving party to limit the use of such information to the purposes for which the disclosure was made, and to impose such limits on any re-disclosure, and the parties agree to comply with all applicable statutory and regulatory provisions, including, without limitation 34 CFR 99.31, 99.32, 99.33, 99.34 and 99.35. The Parties agree to have in place and abide by a policy prohibiting discrimination, harassment, and retaliation on the basis of any legally protected criteria, including, without limitation, race, color, gender/sex, sexual preference, religion, age, disability, genetic information, national origin, veteran status or political affiliation. The Parties agree not to deny or discriminate on the basis of any legally protected criteria in the provision of any service or benefit, including, without limitation, access to any educational program or use of any facility. Contractor agrees to abide by all applicable Alamo Colleges' policies, including, without limitation, those relating to financial ethics and accountability.
9. **INSURANCE.**
  - 9.1 Alamo Colleges maintains insurance coverage for claims or causes of action brought for which immunity has been waived under the provisions of the Texas Tort Claims Act.
  - 9.2 Contractor shall obtain at its own cost insurance with coverage of its activities pursuant to this Agreement at the following minimum levels of coverage:

WORKERS' COMPENSATION	STATUTORY
Must include coverage for alternate employers and borrowed servants	
 EMPLOYER'S LIABILITY	
Each Accident (bodily injury)	\$1,000,000.00
Policy Limit (bodily injury by disease)	\$1,000,000.00
Each Employee (bodily injury by disease)	\$1,000,000.00
 GENERAL COMMERCIAL LIABILITY	
General Aggregate	\$2,000,000.00
Each Occurrence (bodily injury/property damage)	\$1,000,000.00
Each Occurrence (personal injury/advertising injury)	\$1,000,000.00
Each Occurrence (Damage to Premises Rented To You)	\$1,000,000.00
All coverage must be primary and non-contributory	
 BUSINESS AUTOMOBILE LIABILITY	
(if service vehicle operated on property owned or controlled by ACCD)	
Combined Single Limit (bodily injury/property damage)	\$1,000,000.00
Must include all owned, non-owned and hired vehicle	

UMBRELLA/EXCESS LIABILITY

Each Occurrence \$1,000,000.00

POLLUTION ON-SITE LIABILITY (if services present risk)

Each Occurrence \$1,000,000.00

**Contractor shall, at the time of execution of this agreement, provide Alamo Colleges with a copy of a certificate of insurance evidencing all applicable required policies which must list "Alamo Community College District" as a NAMED ADDITIONAL INSURED and beneficiary of contractual indemnification coverage and waiver of subrogation.**

**10. PAYMENT.** The entire cost of the Project shall not exceed the amount set forth in **Exhibit A**.

**10.1** Alamo Colleges will pay approved invoices, which must include the purchase order number, date of service, name of college, and a description of services, within forty-five (45) days of receipt at the address set forth in **Exhibit A**.

**10.2** Within ten (10) days after termination of this Agreement, Contractor will submit a final invoice ("Final Invoice") which will set forth all amounts due and remaining unpaid to Contractor and upon approval of the Final Invoice by Alamo Colleges, Alamo Colleges will pay ("Final Payment") to Contractor the amount due under the Final Invoice under the terms established by Texas law. Notwithstanding the foregoing, under Section 231.006, Family Code, the vendor or applicant (Contractor) certifies that the individual or business entity named in this contract, proposal or application is not ineligible to receive the specified grant, loan, or payment and acknowledges that this contract may be terminated and payment may be withheld if this certification is inaccurate. If Contractor is an entity and becomes delinquent in the payment of any Texas Margin Tax due, then any payments due to Contractor may be withheld until such delinquency is remedied.

**10.3** Notwithstanding any provision to the contrary, Alamo Colleges will not be obligated to make any payment to Contractor if Contractor is in breach or default under this Agreement.

**11. TERM AND TERMINATION.** The Term of this Agreement is set forth at **Exhibit A** hereto.. The Term may be extended thereafter by written agreement signed by both parties.

**11.1 Termination without Cause.** Alamo Colleges may terminate this Agreement for convenience, without any liability therefore by delivering written notice to Contractor no later than thirty (30) days prior to termination. Contractor's fees due on termination without cause will be prorated based on the portion of authorized work completed.

**11.2 Material Breach; Insolvency.** This Agreement may be terminated by Alamo Colleges for breach of any material terms or conditions of this Agreement by Contractor, which breach is not corrected by Contractor within ten (10) calendar days after written notice thereof is given to Contractor, or immediately should Contractor become insolvent.

**11.3 Current Revenues Only.** Alamo Colleges commits only its current revenues hereunder, as required by Texas law. The Alamo Colleges Board retains the continuing right to terminate the Agreement without liability for said termination at the expiration of each budget period during its initial and renewal terms. The Alamo Colleges Board will make best efforts to obtain and appropriate funds to meet Alamo Colleges' obligations under the Agreement, consistent with the maintenance of reasonable reserves.

**12. LICENSES, PERMITS, TAXES AND FEES.** Contractor warrants that it will obtain, maintain in effect, and pay the cost for all licenses, permits, or certifications that may be necessary for Contractor's

performance of this Agreement. Contractor will be responsible for the payment of all taxes, excises, fees, payroll deductions, employee benefits (if any), fines, penalties or other payments required by federal, state, or local law or regulation in connection with Contractor's performance of this Agreement.

### 13. **GENERAL TERMS.**

- 13.1 **Notices.** All notices given pursuant to this Agreement shall be in writing and shall either be mailed by first class mail, postage prepaid, registered or certified with return receipt requested, or delivered in person to the intended addressee, or sent by fax or overnight delivery service. Notice mailed shall be effective on mailing. Notice given in any other manner shall be effective on receipt. For purposes of notice, the addresses of the Parties shall be as stated under their names as set forth herein, provided, however, that each Party shall have the right to change its address for notice hereunder to any other location by the giving of 10 days' notice to the other Parties in the manner set forth above.
- 13.2 **Choice of Law.** This Agreement is made and is to be performed in Bexar County, Texas, and will be interpreted and governed by the Constitution and the internal laws of the State of Texas. Venue of any court action brought directly or indirectly by reason of this agreement shall be in Bexar County, Texas.
- 13.3 **Identity Theft Prevention and Notification.** Consultant's performance under this Agreement may include access to and review of confidential, personally identifying information about Alamo Colleges' employees, students, and/or vendors. Consultant agrees to use best practices to prevent identity theft and to promptly report in writing any red flags to the Program Administrator, the Vice Chancellor for Finance and Administration, or the Project Coordinator for this Agreement.
- 13.4 **Successors and Assigns.** This Agreement shall be binding on and shall inure to the benefit of the Parties, and their respective heirs, legal representatives, successors and assigns. No right or interest in this Agreement shall be assigned or delegation of any obligation made by Contractor without the prior written permission of Alamo Colleges, which shall be given or withheld in the reasonable discretion of Alamo Colleges. Any request for such permission must be directed to the Alamo Colleges Director of Purchasing and Contract Administration notice address. Any unconsented attempted assignment or delegation by Contractor shall be wholly void and totally ineffective for all purposes. Unless otherwise specified in **Exhibit A**, Contractor is not required to perform the Project with the services of any particular employee.
- 13.5 **Entire Agreement.** This Agreement represents the entire agreement between the Parties with respect to the subject matter herein. No representations, warranties, promises, guarantees, undertakings, or agreements, oral or written, express or implied, have been made by Alamo Colleges with respect to the subject matter herein except as expressly stated herein. Notwithstanding the foregoing, this Agreement also hereby incorporates by reference the provisions of Alamo Colleges' Request to the extent not rejected by Contractor in its response to such Request ("Response"), as well as the provisions of that Response, to the extent that such provisions are not inconsistent with specific provisions of this Agreement.
- 13.6 **Amendments.** Amendments or modifications may be made to this Agreement only by setting the same forth in a written document duly executed by the Parties.
- 13.7 **Force Majeure.** Any party shall be temporarily excused from performance otherwise due hereunder only to the extent that, and for so long as, such performance is rendered impossible by reason of factors beyond that party's control and not occasioned by the negligence of the party or its affiliates, including, but not limited to, acts of God. Any party experiencing or anticipating a force majeure event shall promptly notify the other party in writing thereof.
- 13.8 **Severability.** This Agreement is to be performed in accordance with, and only to the extent permitted by, all applicable laws, ordinances, rules and regulations. If any provision of this Agreement or the

application thereof to any party or circumstance shall, for any reason and to any extent, be invalid or unenforceable, the extent of such invalidity or unenforceability does not destroy the basis of the bargain among the Parties as expressed herein, and the remainder of this Agreement and the application of such provision to other parties or circumstances shall not be affected thereby, but rather shall be enforced to the greatest extent permitted by law.

- 13.9 Gender and Number.** Whenever required by the context, as used in this Agreement, the singular number shall include the plural and the neuter shall include the masculine or feminine gender, and vice versa.
- 13.10 Captions.** The Section headings appearing in this Agreement are for convenience of reference only and are not intended, to any extent or for any purpose, to limit or define the text of any Section.
- 13.11 Exhibits.** Any and each Exhibit to this Agreement is incorporated herein for all purposes.
- 13.12 Drafters.** Each party to this transaction has been afforded the opportunity to negotiate the terms of this Agreement, and to consult legal counsel regarding same; therefore, the Parties waive and disclaim the application of any principle of contract interpretation that would construe any ambiguity herein against either party as drafter hereof.
- 13.13 No Third Party Beneficiaries.** Nothing in this Agreement, express or implied, is intended or shall be construed to confer upon any person, firm or corporation other than the parties hereto and their respective successors or assigns, any remedy or claim under or by reason of this Agreement or any term, covenant or condition hereof, as third party beneficiaries or otherwise, and all of the terms, covenants and conditions hereof shall be for the sole and exclusive benefit of the parties hereto and their successors and permitted assigns.
- 13.14 Dispute Resolution.** In the event of any dispute, claim, question, or disagreement arising out of or relating to this Agreement, the parties agree to do all of the following before commencing legal action. First, the parties shall use their best good-faith efforts to settle such disputes, claims, questions, or disagreement. To this effect they shall first consult and negotiate with each other in good faith, recognizing their mutual interests, and attempt to reach a just and equitable solution satisfactory to both parties. If such consultation and negotiation does not fully resolve the issue, the parties agree to promptly engage in non-binding mediation in Bexar County, Texas. If such mediation does not fully resolve the issue, then either party may thereafter seek legal recourse in equity and/or at law. Notwithstanding the foregoing, either party may commence litigation for injunctive relief without having complied fully with these dispute resolution procedures, but only to require the other party to mediate, to preserve the status quo pending resolution of an issue, or to protect a vital interest of that party or of an affiliate.
- 13.15 Release of Liability OF ALAMO COLLEGES.** Contractor hereby releases Alamo Colleges from all liability arising under this Agreement or relating to use of any Alamo Colleges properties, INCLUDING, BUT NOT LIMITED TO, LIABILITY RESULTING FROM ALAMO COLLEGES' NEGLIGENCE, whether contributory, sole, or joint, arising out of or related to this Agreement, with the sole exception of direct but not consequential contractual damages resulting from breach of this Agreement.
- 13.16 Indemnification of Alamo Colleges and Affiliates and Release of Affiliates.** CONTRACTOR AGREES TO INDEMNIFY, DEFEND, AND HOLD HARMLESS Alamo Colleges, its Board of Trustees, officers, employees, agents, contractors and assigns ("Protected Parties") from and against, and to pay to Protected Parties on demand the amount of, any and all costs resulting from any complaints, claims, liabilities, suits, damages, judgments, penalties, fines, settlements, losses and expenses (including legal fees, expert witness fees and other legal expenses and court costs), imposed upon, incurred by, or asserted against Protected Parties in any way related to or resulting from the

execution, enforcement, or performance of this Agreement, or from Contractor's use of Alamo Colleges' facilities ("Claims") to the extent caused by the legally culpable acts or omissions of Contractor. Contractor's duty to indemnify, defend, and hold harmless Protected Parties includes, but is not limited to, Claims resulting from bodily injury or death of persons, or from damage to property and the resulting loss of its use, regardless of the ownership of such property and the identity of such persons, EVEN IF SUCH INJURY, DEATH OR DAMAGE WAS CAUSED IN PART, BY ANY ACT OR OMISSION, INCLUDING, WITHOUT LIMITATION, THE NEGLIGENCE, GROSS NEGLIGENCE OR STRICT LIABILITY, OF ANY PROTECTED PARTY. CONTRACTOR HEREBY RELEASES Protected Parties other than Alamo Colleges from any and all Claims arising under this Agreement, EVEN IF CAUSED, IN WHOLE OR IN PART, BY ANY ACT OR OMISSION, INCLUDING, WITHOUT LIMITATION, THE NEGLIGENCE, GROSS NEGLIGENCE OR STRICT LIABILITY, OF ANY PROTECTED PARTY. Alamo Colleges is a state governmental unit that is prohibited by law from indemnifying other parties pursuant to applicable Texas Attorney-General opinions. Notwithstanding anything appearing elsewhere to the contrary, there shall be no special assumption of liability, and no indemnification or "holding harmless" of Contractor, or any other party, by Alamo Colleges, regardless of how characterized.

- 13.17 Release of Information.** Alamo Colleges is a governmental entity in the State of Texas. Documents submitted pursuant to this Agreement become a government record. Access by the public to government records is governed by the Texas Public Information Act ("PIA"). In the event a request is made for information designated as proprietary, Alamo Colleges may determine in its sole discretion whether sufficient legal justification exists for withholding the information and whether an opinion should be requested from the Texas Attorney General. If an opinion is requested from the Texas Attorney General, Alamo Colleges will notify Contractor, in accordance with PIA, to assert any arguments Contractor may have in opposition to release of the information. In the event Contractor requests judicial intervention, the party so requesting shall indemnify Alamo Colleges for its costs (including attorney's fees) associated with the judicial action. Under no circumstances will Alamo Colleges be liable for any costs, damages, or claims of any nature, related to release or disclosure of any information contained in documents submitted pursuant to this Agreement.
- 13.18 Independent Contractors.** Contractor and Alamo Colleges understand and agree that each performs tasks, the details of which the other does not have legal right to control and no such control is assumed by this Agreement. This Agreement does not create an employment relationship, partnership, or joint venture between Contractor, its employees, and Alamo Colleges. Neither party nor its employees shall be deemed employees of the other for any purpose whatsoever, and neither shall be eligible to participate in any benefit program provided by the other. Nothing in this Agreement shall be construed to create any borrowed servant, joint employment or leased employee status. Contractor represents and warrants that it is not a professional employer organization under the Texas Labor Code.
- 13.19 Copyrights, Consents & Assignments.** If Contractor's services involve creating images of persons, including, without limitation, serving as a photographer or videographer, Contractor shall obtain, deliver to Alamo Colleges during the Term of this Agreement and maintain for a period of 5 years thereafter all legally required consents of such persons to the creation and unrestricted use of their images ("Consents"). Contractor warrants that its individual employees and any subcontractors and their employees who will personally perform the services under the Agreement ("Employees") do so as a "work for hire" on behalf of Alamo Colleges. Contractor consents to Alamo Colleges making a recording, by whatever means and upon whatever media of any verbal report or presentation made in the performance of the Services ("Recording"). Contractor assigns to Alamo Colleges all Consents and all rights to any (i) Recordings and (ii) materials in which it or any Employees own or may claim any intellectual property rights, including the right to create derivative works, as a work for hire fully paid for by the compensation payable to Contractor hereunder.
- 13.20 Records.** Contractor agrees to retain its records for a minimum of four (4) years following termination of this Agreement, unless there is an ongoing dispute under the Agreement, in which case such

retention period shall extend until final resolution of the dispute. Contractor's "Records" include any and all information, materials and data of every kind and character generated as a result of the work under this Agreement. Examples of Records include, without limitation, billings, books, general ledger, cost ledgers, invoices, production sheets, documents, correspondence, meeting notes, subscriptions, agreements, purchase orders, leases, contracts, commitments, arrangements, notes, daily diaries, reports, drawings, receipts, vouchers, memoranda, time sheets, payroll records, policies, procedures, federal and state tax filings for issue in question, and any and all other agreements, sources of information and matters that may in Alamo College's judgment have any reasonably pertain to any matters, rights, duties or obligations under the Agreement.

**13.21 Covenants Pertaining to Contractor Employees Working at Alamo Colleges Premises.**

Contractor agrees to the following regarding any employees assigned to work at Alamo Colleges' premises on a regular basis. Contractor agrees to comply with the record-keeping and all other requirements of applicable laws, including, without limitation, the Fair Labor Standards Act ("FLSA") and the Immigration Reform and Control Act of 1986. Contractor agrees to properly classify its workers for purposes of the FLSA and the Internal Revenue Code and timely pay wages and compensation for their services rendered. Contractor agrees to perform criminal background checks and to implement and enforce a written policy for a drug-free workplace providing for drug and alcohol testing prior to hiring and for reasonable cause during employment, complying with all applicable requirements, including obtaining the worker's authorization. Contractor represents and warrants that any worker it assigns to the Project shall have passed the criminal background check and any drug testing conducted. Contractor agrees to certify in writing at the request of Alamo Colleges its compliance with any of its obligations in this Agreement.

**13.22 Right to Audit.** Contractor grants Alamo Colleges, any applicable grantor, or their designees the right to audit, examine or inspect ("Audit"), at Alamo Colleges' election, all of Contractor's records relating to the performance of this Agreement during its term and subsequent retention period. Alamo Colleges agrees that it will exercise this right only during regular business hours. Contractor agrees to allow access to all of Contractor's Records, its facilities, and its current or former employees, deemed reasonably necessary by the auditor, to perform such Audit. Contractor also agrees to provide adequate and appropriate work space necessary to conduct Audits.

**13.23 Contractor Parking.** Contractor will abide by the Alamo Colleges Parking Policies at: <http://www.alamo.edu/uploadedFiles/District/Employees/Departments/Ethics/pdf/policies/C.22.2-procedure.pdf>

Authorized signatures below constitute acceptance of the terms and conditions set forth in this Agreement.

**ALAMO COMMUNITY COLLEGE DISTRICT:**

**CONTRACTOR:**

By: \_\_\_\_\_

Date

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

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

By: \_\_\_\_\_

Date

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

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

EXHIBITS: Exhibit A - Project Details  
Exhibit B – [Contractor's Name] Proposal Pricing Schedule  
Exhibit C - [Contractor's Name] proposal

**EXHIBIT A TO AGREEMENT TO PROVIDE SERVICES TO ALAMO COLLEGES**

1. Exact Legal Name of Contractor:
2. Term of Agreement: Contract will begin upon award and terminate August 31, 2021, and have three, one year options to renew upon mutual consent of the contractor and Alamo Colleges District.
3. Project Description: Temporary Employment Services
4. Alamo Colleges Representative:
5. Maximum Amount Payable to Contractor:
6. Project Interim Payment Milestones:  
Refer to Exhibit B – [Contractor's Name] Proposal Pricing Schedule for further details.
7. Detailed Contractor Deliverables: Refer to Exhibit C - [Contractor's Name] proposal for further details.
8. Notice Addresses:

Notices to Alamo Colleges:

Vice Chancellor of Finance & Administration  
201 W Sheridan St  
San Antonio, TX 78204  
Phone: (210) 485-0000  
Email: \_\_\_\_\_@alamo.edu

With Copy to College:

Sabina Swank, Sr. Purchaser  
Purchasing & Contract Administration  
1819 N Main Ave, Box 693  
San Antonio, TX 78212  
Phone: (210) 485-0100  
Email: [dst-purchasing@alamo.edu](mailto:dst-purchasing@alamo.edu)

Notices to Contractor:

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

9. Contractor shall submit all invoices to Alamo Colleges at the following address:

Accounts Payable  
811 W Houston St  
San Antonio, TX 78207  
Phone: (210) 485-0321  
Email: [dst-accountspayable@alamo.edu](mailto:dst-accountspayable@alamo.edu)

10. Any location requirements for the Project:

11. Any requirements that a particular Contractor employee undertake a particular role regarding the Project:
12. Other Requests/Requirements/Conditions/Exclusions:

SAMPLE

APPENDIX A  
INTERNSHIP PROGRAM PARAMETERS

The general responsibility for the success of internship programs lies with the Alamo Colleges District, participating employers, and interns. The Alamo Colleges District are primarily responsible for administration and instructional components of the program. Participating employers are responsible for providing interns with a work environment that provides an opportunity to learn or apply occupational skills in a significant way. Specific responsibilities of the employer and Alamo Colleges District include the following:

A. **Role of the Employer**

1. To list internship opportunities and job descriptions with the Alamo Colleges District (Internship Clearinghouse).
2. To select internship students using their own interviewing and selection process. If an employer so desires, an Alamo College representative will advertise the position, collect student credentials, screen applicants, and arrange for interviews with the employer.
3. To compensate interns on a fair and consistent basis.
4. To identify and maintain for the student a schedule which meets the minimum hour requirements of the internship.
5. To enter into a Memorandum of Agreement with the Alamo Colleges District that includes internship: learning objectives, term, schedule, compensation, and course evaluation process, using approved Alamo Colleges District format/forms.
6. To assist interns to meet learning objectives during the internship period.

B. **Role of the Alamo Colleges District**

1. The Alamo Colleges District will provide the participating employers with the name of the student(s) eligible to participate in the internship program.
2. To work with students, advisors, and employers in developing internships.
3. To provide students with referrals to internship sites.
4. To formulate job-oriented and educational learning objectives.
5. To develop and approve Memorandum of Agreements between the student, employer, and Alamo Colleges District.
6. To monitor the student's progress towards attaining stated objectives. This may include visits to job site and with the student's immediate supervisor. At a minimum, the faculty or Alamo Colleges District representative should be in contact with the supervisor via written or telephone communications.
7. Evaluate student's performance including written materials. Awards credit if earned.

C. **Key Internship Features** - It is the goal of the Alamo Colleges District Internship program to provide students with opportunities to learn skills for their chosen career. The program is designed to meet the diverse needs of the student body in the Alamo Colleges District. Internships can be set up for the summer, spring, or fall semesters. Full and part-time programs are possible.

1. **Intern Duties/Responsibilities** – The employer and college representative determine duties and responsibilities. Work assignments will vary depending upon the level of experience, knowledge and sophistication of the intern.
2. **Compensation for Interns** – A normal salary that the company would pay to a beginning individual if they meet company requirements, but not less than a minimum wage.
3. **Memorandum of Agreement** – The agreement is between the employer, Alamo Colleges District, and the intern. All sign the document as an indication of commitment to making the internship a rewarding experience for all parties.

# APPENDIX B

**JOB TITLE:** Administrative Associate  
**FLSA:** Non-exempt

**JOB CODE:** 51243  
**GRADE:** S04

**JOB SUMMARY:**

Performs basic clerical, administrative and general office duties.

**ESSENTIAL JOB FUNCTIONS:**

- Maintains office files and records.
- Receives and refers visitors and callers.
- Opens and distributes mail and e-mail. May respond to routine requests.
- Prepares correspondence.
- Assembles data and information and prepares simple reports as directed.
- Maintains calendars.

**MINIMUM EDUCATION/EXPERIENCE:**

- Graduation from high school or equivalent (GED).

**PREFERRED EDUCATION/EXPERIENCE:**

- One year of office administration experience.

**LICENSES AND CERTIFICATIONS:**

None

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Organizational skills.
- Strong communication skills.
- Computer skills- including ability to use Office software, internet and e-mail.
- Ability to maintain effective working relationships.

**SUPERVISION EXERCISED:**

None.

**PHYSICAL REQUIREMENTS:**

Work is usually performed within an office environment with no exposure to hazardous or unpleasant conditions. Physical demands are usually limited to sitting or standing in one location much of the time. Some stooping, lifting or carrying lightweight (under 20 lbs.) objects may be required.

**SECURITY SENSITIVE:**

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Reviewed date: 6/8/15

*This job description is intended to describe the general nature and level of work performed by employees assigned to this classification. It is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Management retains the right to add or change the duties of the position at any time.*

**JOB TITLE:** Administrative Services Specialist

**JOB CODE:** 45318

**FLSA:** Non-exempt

**GRADE:** S07

**JOB SUMMARY:**

Leads general administrative support for department leader(s), staff, students and/or visitors.

**ESSENTIAL JOB FUNCTIONS:**

- Performs full administrative duties. Greets visitors, receives and responds to correspondence and requests for information from students, faculty, external agencies and visitors. Responds to problems or complaints. Maintains filing system.
- Organizes and expedites flow of work through office and adjusts workload to meet established priorities. Prepares recommendations to create or revise established procedures.
- Serves as a liaison between the department, faculty and students. Explains procedures and coordinates activities.
- Schedules appointments and coordinates arrangements for meetings and conferences. Prepares agenda and handouts.
- Assists in the development of budget, monitors department budget and works with others to reconcile accounts and resolve related problems. Ensures forms and documents are routed and approved in accordance with internal policies. Coordinates with payroll to ensure faculty and staff are paid accurately. May gather quotes for department purchases and initiate accounting procedures.
- Independently produces reports, presentations and documents.
- Maintains calendars, web pages, travel documents and social media sites. Makes travel arrangements.
- May supervise entry-level clerical/office staff and/or work study students.
- Performs other duties as assigned.

**MINIMUM EDUCATION AND EXPERIENCE:**

- Associates degree or combination of education, training and experience that equates to the required degree.
- Three years of administrative or related experience.

**PREFERRED EDUCATION AND EXPERIENCE:**

- Five or more years of administrative or related experience.
- Supervisory experience.
- Experience in a public or higher education institution.

**LICENSES AND CERTIFICATIONS:**

None

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of basic accounting principles and the ability to manage budgets and process purchase/travel requests based on department/college/district guidelines.
- Proficiency with Microsoft Office, e-mail, Internet and standard office equipment
- Problem solving and organizational skills and ability to multitask
- Strong communication skills
- Ability to maintain effective working relationships and work with diverse groups of stakeholders
- Ability to work with confidential data appropriately and maintain professionalism

**SUPERVISION EXERCISED:**

May supervise entry-level clerical employees or work study employees.

**PHYSICAL REQUIREMENTS:**

Work is usually performed in an office environment with no exposure to hazardous or unpleasant conditions. Physical demands are usually limited to sitting or standing in one location much of the time. Some stooping, lifting or carrying lightweight objects may be required.

**SECURITY SENSITIVE:**

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Reviewed 6/8/15

*This job description is intended to describe the general nature and level of work performed by employees assigned to this classification. It is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Management retains the right to add or change the duties of the position at any time.*

**JOB TITLE:** Executive Assistant to the President  
**FLSA:** Exempt

**JOB CODE:** 32892  
**GRADE:** S15

**JOB SUMMARY:**

Facilitates the daily operations of the President's office and provides leadership to functions of the office. Serves as a liaison between the community and the President.

**ESSENTIAL JOB FUNCTIONS:**

- Implements President's ideas/programs and coordinates a variety of special events including meetings, conferences and receptions involving college staff and, when appropriate, members of the community.
- Assumes a key role in the planning, implementation and assessment of the college's Strategic Plan and budget. Provides leadership to a variety of special projects involving research, development and coordination.
- Assists the president in areas related to internal communications and relationships with groups on and off campus. Serves as a liaison between the president's office and the campus and community.
- Facilitates the daily operations of the president's office and provides leadership to functions of the office. Assists the President in the resolution of complex, highly sensitive, confidential administrative matters. Provides policy interpretation and procedural guidance to college staff, faculty and students.
- Performs other duties as assigned.

**MINIMUM EDUCATION AND EXPERIENCE:**

- Bachelor's degree or a combination of relevant experience, education and training that equates to the required degree.
- Five years of directly related experience.

**PREFERRED EDUCATION AND EXPERIENCE:**

- Master's degree.
- Eight or more years of experience.
- Higher education experience.

**LICENSES AND CERTIFICATIONS:**

None

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of the college's planning process.
- Exemplary skills in customer service and collaboration.
- Proficiency in a variety of computer applications.
- Excellent planning and organization skills.
- Strong written and oral communication skills.
- Skills in analytical reasoning, problem solving and oral/written communication with the ability to exhibit sound judgment in difficult situations.
- Advanced desktop software skills (spreadsheets, publishing, presentation and word processing).
- Skilled in research and investigation.
- Ability to manage and lead numerous projects.

**SUPERVISION EXERCISED:**

May supervise temporary staff and work-study students. May also lead project teams.

**PHYSICAL REQUIREMENTS:**

Work is performed in an office environment with no exposure to hazardous or unpleasant conditions. Physical demands are usually limited to sitting or standing in one location much of the time. Some stooping, lifting or carrying lightweight objects may be required.

**SECURITY SENSITIVE:**

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Reviewed 11/23/15

*This job description is intended to describe the general nature and level of work performed by employees assigned to this classification. It is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Management retains the right to add or change the duties of the position at any time.*

**JOB TITLE:** Executive Assistant to Vice Chancellor  
**FLSA:** Exempt

**JOB CODE:** 32672  
**GRADE:** S15

**JOB SUMMARY:**

Takes a leadership role in the provision of complex administrative, technical or production services that supports the Vice Chancellor. Organizes data and information that is used by others.

**ESSENTIAL JOB FUNCTIONS:**

- Assists with development, review, and monitoring of budgets.
- Composes, assembles, and prepares documents, presentations and communications for the Vice Chancellor to include highly confidential and/or complex materials, forms, reports, manuscripts, grant proposals, etc.
- Facilitates or leads a group process, such as a task team, focus group, or a project team.
- Coordinates special projects, events, and project-based work.
- Performs detailed research, analyzes and summarizes findings of issues of special interests to the Vice Chancellor and makes recommendations.
- Assists in the resolution of complex, highly sensitive, and confidential administrative matters.
- Manages meetings/appointments for the Vice Chancellor, liaises with internal and external clients, arranges for consultants and contractors, purchases, etc.
- Reviews operating practices and implements improvements where necessary.
- Performs other duties as assigned.

**MINIMUM EDUCATION AND EXPERIENCE:**

- Bachelor's degree in business management, business administration, public administration, or other job-related field or a combination of relevant experience, education and training that equates to the required degree.
- Five years of related experience.

**PREFERRED EDUCATION AND EXPERIENCE:**

- Master's degree or equivalent.
- Eight years of related experience.

**LICENSES AND CERTIFICATIONS:**

None.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of District policies, procedures, and related legal processes; planning processes.
- Excellent organizational, interpersonal, and written/oral communication skills.
- Skill in utilizing a personal computer and associated software programs.
- Leadership abilities in establishing/guiding task forces; planning and program development; facilitating team efforts.
- Ability to prioritize and delegate work; establish consensus/compromises with District leaders; maintain effective relations with a variety of constituents; and work successfully in a multicultural educational setting.

**SUPERVISION EXERCISED:**

May manage Vice Chancellor's office staff in the absence of the Vice Chancellor.

**PHYSICAL REQUIREMENTS:**

Work is performed within routine office environment with no exposure to hazardous or unpleasant conditions. Physical demands are usually limited to sitting or standing in one location much of the time. Some stooping, lifting or carrying lightweight objects may be required.

**SECURITY SENSITIVE:**

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Reviewed 11/23/15

*This job description is intended to describe the general nature and level of work performed by employees assigned to this classification. It is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Management retains the right to add or change the duties of the position at any time.*

# APPENDIX C

**JOB TITLE:** Child Development Teacher Aide  
**FLSA:** Non-exempt

**JOB CODE:** 45303  
**GRADE:** S03

**JOB SUMMARY:**

Responsible for facilitating communication, cooperation, and collaboration between the home and the Center in ways that enhance the children's development; while providing care and education in settings that are safe, healthy, nurturing, and responsive to each child.

**ESSENTIAL JOB FUNCTIONS:**

- Supervises children at all times; maintains appropriate visual and or auditory awareness of children's activities.
- Assists children using developmentally appropriate guidance techniques such as establishing routines, using transition activities, redirecting behavior and offering limited choices.
- Encourages and supports children's physical, cognitive, language and social/emotional growth by implementing pay-based curriculum.
- Maintains open communication with families and co-workers; answers parents' concerns and receives special instructions.
- Assists in maintenance of physical environment.
- Attends staff meetings and required training including initial orientation, pre-service and annual training.
- Performs other duties as assigned.

**MINIMUM EDUCATION AND EXPERIENCE:**

- Formal training program after high school of approximately one year in duration.
- Six months of experience in a child care setting.
- Must complete 30 clock hours of annual training each year relevant to the age of children for whom care is provided as required by National Association for the Education of Young Children (NAEYC) accreditation, the Texas Rising Star program certifying organization, and the State of Texas.

**PREFERRED EDUCATION AND EXPERIENCE:**

One year of experience in a child care setting.

**LICENSES AND CERTIFICATIONS:**

- Pediatric first aid certified (including managing a blocked airway and providing rescue breathing for infants and children).
- CPR certified.
- Current with immunizations with a yearly TB skin test.
- Hepatitis B immunization
- Must pass pre-employment physical exam.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of child development and developmentally appropriate practices.
- Knowledge of Texas Department of Family and Protective Services licensing regulations for childcare centers and NAEYC accreditation criteria.

**SUPERVISION EXERCISED:**

None

**PHYSICAL REQUIREMENTS:**

Working conditions involve some exposure to moderate risk of accident and require following basic safety precautions. Physical demands include moderate physical activity that includes prolonged standing and/or walking, handling moderate weight objects and/or using or carrying equipment. Ability to lift/manipulate up to 40 lbs.; move furniture/equipment; frequently stoop, squat, bend, and easily get up/down to the floor. Work may require some travel.

**SECURITY SENSITIVE:**

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Reviewed 6/16/15

*This job description is intended to describe the general nature and level of work performed by employees assigned to this classification. It is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Management retains the right to add or change the duties of the position at any time.*

**JOB TITLE:** Early Childhood Teacher  
**FLSA:** Exempt

**JOB CODE:** 32682  
**GRADE:** S11

**JOB SUMMARY:**

Develops, implements and coordinates Center activities with content of early childhood courses including planning and providing professional development training to Center staff.

**ESSENTIAL JOB FUNCTIONS:**

- Organizes educational planning and delivery of instruction for quality early childhood education to stimulate exploration, experimentation, discovery and conceptual learning for children; maintains state licensing and National Association for the Education of Young Children (NAEYC) standards for health and safety; develops and implements an emergent curriculum which will maintain the Center's accreditation.
- Writes and compiles assessments of each child's development for curriculum planning and parent teacher communication.
- Assesses skills and recommends methods and strategies for skill achievement of staff, volunteers and Alamo College District (ACD) students.
- Maintains open and cooperative communication with parents and families; encourages their involvement in the program through parent-teacher partnerships and coordination of center-home child rearing practices.
- Participates in the development and presentation of in-service educational programs and contributes to staff and program evaluation. Attends required training including initial orientation, pre-service and annual training.
- Conducts on-going program evaluation in cooperation with child development faculty and program coordinators; uses current research in implementing classroom changes for updating methods of practices.
- Secures and closes center daily; ensures the departure of all children with appropriate documentation.
- Completes departmental forms (e.g., attendance, meal count, accidents, health and safety, lab evaluations, etc.)
- Performs other duties as assigned.

**MINIMUM EDUCATION AND EXPERIENCE:**

- Bachelor's degree in child development, early childhood education, early childhood special education or a combination of relevant experience, education and training that equates to the required degree.
- Minimum of 36 semester hours in the preceding areas.
- Three years of experience teaching in early childhood education, a licensed child care center or early childhood program.
- Must complete 30 clock hours of annual training each year relevant to the age of the children for whom care is provided as required by NAEYC accreditation, the Texas Rising Star program certifying organization, and the State of Texas.

**PREFERRED EDUCATION AND EXPERIENCE:**

- Four years of experience teaching early childhood education.

**LICENSES AND CERTIFICATIONS:**

- Certificate showing satisfactory completion of pediatric first aid training, including managing a blocked airway and providing rescue breathing for infants and children.
- CPR certified.
- Current with immunizations with a yearly TB skin test.
- Must pass pre-employment physical exam.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Advanced professional knowledge and application of theories and principles of child development and early care and education from the ages of birth to 5 years old.
- Knowledge on how to create and maintain a setting in which children of differing abilities can progress, with guidance, toward increasing levels of autonomy, responsibility, and empathy.
- Knowledge on how to organize time and space to allow children to work or play individually and in pairs, to come together in small groups, and to engage as a whole group.
- Knowledge of children's diverse learning methods to modify strategies and materials to enhance children's learning.

- Knowledge of content to pose problems and ask questions that stimulate children's thinking.
- Knowledge of state requirements for licensed child care centers, health department, and National Association for the Education of Young Children.
- Skill in utilizing a personal computer and associated software programs.
- Ability to interact with children without using physical punishment or any form of psychological abuse.
- Ability to recognize health and safety hazards and protect children from harm.
- Ability to encourage and provide children with a variety of opportunities for learning.
- Ability to adapt and respond to changing and challenging conditions in ways that enhance program quality.
- Ability to evaluate program effectiveness.
- Ability to manage people in the workplace such as training and evaluation; ability to influence and persuade other adults.
- Ability to communicate effectively both verbally and in writing.

#### **SUPERVISION EXERCISED:**

The employee is accountable for either or a combination of the leadership of a team and/or project leadership for an employee group. In the absence of the coordinator, the employee is the designated person in charge.

#### **PHYSICAL REQUIREMENTS:**

Working conditions involve some exposure to moderate risk of accident and require following basic safety precautions. Physical demands include moderate physical activity that includes prolonged standing and/or walking, handling moderate weight objects and/or using or carrying equipment. Ability to lift/manipulate up to 40 lbs.; move furniture/equipment; frequently stoop, squat, bend, and easily get up/down to the floor. Work may require some travel.

#### **SECURITY SENSITIVE:**

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Reviewed 10-16-2015

*This job description is intended to describe the general nature and level of work performed by employees assigned to this classification. It is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Management retains the right to add or change the duties of the position at any time.*

# APPENDIX D

**JOB TITLE:** Help Desk Specialist  
**FLSA:** Non-exempt

**JOB CODE:** 45199  
**GRADE:** S09

**JOB SUMMARY:**

Provides analytic/diagnostic services or uses highest level technical skills which noticeably affect work results.

**ESSENTIAL JOB FUNCTIONS:**

- Provides technical phone support for internal end users on a variety of hardware and software problems including operating system support, communication problems, application support, system access problems, and database support.
- Maintains Help Desk tracking system; inputs problem description in Help Desk tracking system and assists with maintenance.
- Coordinates and conducts individual end-user training sessions based on client requests.
- Maintains and documents system procedures and processes.
- Provides follow-up client contact to ensure satisfactory resolution of service requests and to solicit input concerning need for support services.
- Orders computer products following District purchasing guidelines.
- Helps maintain Web documentation as well as other training and consulting resources.
- Performs other duties as assigned.

**MINIMUM EDUCATION/EXPERIENCE:**

- Associate's degree or a combination of relevant experience, education and training that equates to the required degree.
- Six months of relevant experience.

**PREFERRED EDUCATION/EXPERIENCE:**

- Bachelor's Degree
- One year of relevant experience.

**LICENSES AND CERTIFICATIONS:**

None

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Demonstrated competency in computer operations to include hardware of software applications (such as Microsoft, Cisco, or comparable certification), technical analysis, oral/written communication, interpersonal, and leadership skills.
- Ability to work in a team environment and remain calm under pressure.

**SUPERVISION EXERCISED:**

None.

**PHYSICAL REQUIREMENTS:**

Work is usually performed in an office environment with no exposure to hazardous or unpleasant conditions. Physical demands are usually limited to sitting or standing in one location much of the time. Some stooping, lifting or carrying lightweight objects may be required.

**SECURITY SENSITIVE:**

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Reviewed 11/17/15

*This job description is intended to describe the general nature and level of work performed by employees assigned to this classification. It is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Management retains the right to add or change the duties of the position at any time.*

**JOB TITLE:** IT Data Analyst  
**FLSA:** Exempt

**JOB CODE:** 32861  
**GRADE:** S15

**JOB SUMMARY:**

Assures timely information availability and quality to internal College and District clients.

**ESSENTIAL JOB FUNCTIONS:**

- Assists clients in establishing reporting needs for effective decision-making.
- Mines data from disparate sources to provide comprehensive information perspective.
- Establishes data blocks to deliver reporting structures.
- Performs analysis on data sets to provide required in support of decision-making activities.
- Develops and uses repeatable processes to assure reporting accuracy.
- Establishes and maintains local data dictionaries and reporting inventories.
- Assists with the Change Management effort to validate system changes.
- Collaborates with Institutional Research and Effectiveness Services (IRES) and State Reporting officials to provide validation utilities.
- Capitalizes on direction from IRES to extract information from ERP sources to support internal and external data needs.
- Assures compliance with ITS procedures with regard to the project framework, development standards and change management processes.
- Participates in peer review of new and updated methods.
- Performs other duties as assigned.

**MINIMUM EDUCATION/EXPERIENCE:**

- Bachelor's degree or a combination of relevant experience, education and training that equates to the required degree. An Associate in Applied Science degree with a major in computer information systems (CIS) (or the educational equivalent), management information systems (MIS) or a closely related field plus four years of experience as an applications programmer or analyst may be substituted for the required bachelor's degree.
- Two years of experience as an applications analyst or programmer at the highest technical level.

**PREFERRED EDUCATION/EXPERIENCE:**

- Bachelor's degree with a major in CIS, MIS or a closely related field.
- Four years of experience as an applications analyst or programmer at the highest technical level.
- Five or more years work experience in higher education.

**LICENSES AND CERTIFICATIONS:**

None

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Extensive knowledge of theories of computer science/information systems, data management languages, all application software systems in assigned area, government/institution rules/regulations affecting applications, business-oriented computer languages used in enterprise administrative systems and reporting systems.
- Problem solving skills.
- Ability to accurately analyze problems and users' needs, convert highly technical concepts to layman's terms, meet deadlines, interpret governmental rules/regulations, and learn new computer languages.
- Ability to communicate clearly and effectively, both verbally and in writing including the ability to communicate technical information to non-technical personnel.
- Ability to establish and maintain effective working relationships with staff, faculty, and the public.

**SUPERVISION EXERCISED:**

None.

**PHYSICAL REQUIREMENTS:**

Work is performed in an office environment with no exposure to hazardous or unpleasant conditions. Physical demands are usually limited to sitting or standing in one location much of the time. Some stooping, lifting or carrying lightweight

objects may be required.

**SECURITY SENSITIVE:**

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Revised 11/12/15

*This job description is intended to describe the general nature and level of work performed by employees assigned to this classification. It is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Management retains the right to add or change the duties of the position at any time.*

**JOB TITLE:** IT Security Analyst  
**FLSA:** Exempt

**JOB CODE:** 32733  
**GRADE:** T16

**JOB SUMMARY:**

Promotes the protection of Alamo College District's information resources, data and privacy. Regulates access to system data and prevents unauthorized modifications, destruction, or disclosure of information.

**ESSENTIAL JOB FUNCTIONS:**

- Administers day-to-day provisioning and de-provisioning of various user access accounts from systems such as Sungard Banner and maintains system access requests records. Consults with users to discuss issues such as information and data access needs and security related programming changes. Monitors and distributes security reports to regulate access and safeguard information resource systems such as Sungard Banner.
- Responds to security violations and events with on-call support and incident management. Develops, implements or coordinates corrective actions for security vulnerabilities to ensure integrity and confidentiality of information resources. Applies reasonable security measures in an effort to strengthen systems and data integrity.
- Develops or maintains up-to-date internal security policies, procedures, standards, guidelines and best practices. Audits information resources and systems processes to identify security vulnerabilities with appropriate security auditing tools. Performs continuous evaluation and improvement of access controls, processes and governance. Participates in the coordination of requests from internal external constituents such as auditors, regulators other rating agencies.
- Educates appropriate personnel on security requirements, configurations, and use of monitoring tools. Performs staff training and education in regards to security related issues.
- Maintains currency with Enterprise Risk Management best practices such as COSO and COBIT; and audits compliance with Texas Administration Codes 202.72 Managing Security Risk. Participates in IT risk management and executes tests to ensure effective and efficient functionality of security measures and controls. Ensures compliance with federal, State and local regulations such as FERPA, PCI and Texas Administrative Code.
- Performs and coordinates internal and external scanning.
- Performs other duties as assigned.

**MINIMUM EDUCATION/EXPERIENCE:**

- Bachelor's degree or a combination of relevant experience, education and training that equates to the required degree.
- Five years of progressively responsible IT work experience as an analyst, systems administrator or equivalent role with security responsibilities or a combination of relevant experience, education and training that equates to the required experience.

**PREFERRED EDUCATION/EXPERIENCE:**

- Degree in the information sciences, business or a closely related field.
- Master's degree
- Eight years of progressively responsible IT work experience as an analyst, systems administrator or equivalent role with security responsibilities.

**LICENSES AND CERTIFICATIONS:**

Prefer CISSP, SSCP, ISSAP, or CISA certification(s).

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Strong technical knowledge of computer applications, computer systems data access methods, computer networks, electronic communications, and understanding of information security concepts and objectives.
- Advanced knowledge of security related monitoring, intrusion detection and scanning tools such as Rapid 7/Nexpose, Wireshark, SIEM logging software such as Cygiant's SecureVue or similar tool.
- Supervisory and organizational skills.
- Advanced PC/systems skills including proficiency with Microsoft's suite of products to include Word, Excel, PowerPoint, Visio and SharePoint preferred.
- Ability to establish and maintain effective working relationships with staff, faculty, and the public.

- Ability to communicate clearly and effectively, both verbally and in writing.
- Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Ability to understand the implications of new information for both current and future problem solving and decision-making.

**SUPERVISION EXERCISED:**

Supervises assigned staff.

**PHYSICAL REQUIREMENTS:**

Work is usually performed in an office environment with no exposure to hazardous or unpleasant conditions. Stooping, bending, walking, standing and manipulating small objects. Physical requirements include lifting up to 25 pounds.

**SECURITY SENSITIVE:**

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

*This job description is intended to describe the general nature and level of work performed by employees assigned to this classification. It is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Management retains the right to add or change the duties of the position at any time.*

Reviewed 7/27/15

**JOB TITLE:** Network Specialist  
**FLSA:** Exempt

**JOB CODE:** 32853  
**GRADE:** S12

**JOB SUMMARY:**

Performs computer network related duties. May design, install, monitor, enhance and repair network system/operations.

**ESSENTIAL JOB FUNCTIONS:**

- Manages different internetwork architecture modules including Ethernet, Token Ring, ATM, fiber, etc.
- Designs, setup, monitors, and troubleshoot data communications equipment in cooperation with District Information Systems.
- Supervises all aspects of daily computer operations in local area network (LAN) environments at multiple sites throughout the city; may give lab orientations; oversee security of the network and network-related tasks.
- Installs various software packages (operating systems, applications, updates); integrate/ensure compatibility with network; debugs/modifies as needed; maintains software warranty/inventory/technical support information; develops/maintains documentation.
- Designs or assists in designing software programs to facilitate lab services; maintains support for programs/products.
- Acts as technical advisor to network management team/lab technicians; supervises personnel, resolves disputes, verifies time logs, assigns/reviews work; assist in hiring/evaluating personnel.
- Ensures maximum performance of hardware; installs/setup PCs, peripherals, networks, etc.; troubleshoot LAN, microcomputers, etc., using diagnostic software, manuals, charts, and electronic test equipment; performs preventive maintenance on equipment; refers problems to vendors if necessary; act as liaison with vendors to ensure satisfactory service.
- Ascertains hardware and/or software needs; researches available products and emerging technology; writes bid specifications; evaluates products; recommends purchases; works with purchasing department to facilitate acquisition of new equipment; manages lab inventory control activities; may act as Beta Tester for networking and/or educational software products.
- Assists lab users and/or college personnel with hardware or software applications, equipment, etc.
- Performs other duties as assigned.

**MINIMUM EDUCATION/EXPERIENCE:**

- Associate's degree including a minimum of twelve semester hours of computer coursework or a combination of relevant experience, education and training that equates to the required degree/coursework.
- Three years of related experience.

**PREFERRED EDUCATION/EXPERIENCE:**

- Bachelor's degree in computer information systems.
- Additional experience beyond the required minimum.
- CNA/CNE and MCSE certifications.

**LICENSES AND CERTIFICATIONS:**

Must possess and maintain a valid Texas driver license. Must be insurable through the organization's insurers.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Extensive knowledge of PC operations, operating systems and Internet protocols and standards (Token-Ring and Ethernet), LAN administration and Windows networking software (SW), PC hardware (HW), peripheral devices, applications, cabling designs, installation, and use of diagnostic tools. Some knowledge of diagnostic SW/HW, testing equipment, programming languages, internet browsers, basic electricity/electronics theories.
- Supervisory skills are desirable.
- Ability to install all types of computer HW and SW.
- Ability to communicate clearly and effectively, both verbally and in writing including the ability to communicate technical information to nontechnical personnel clearly and effectively.
- Ability to analyze/solve problems, research/recommend efficient solutions, compile/analyze statistics.
- Ability to drive to various worksites.

**SUPERVISION EXERCISED:**

None.

**PHYSICAL REQUIREMENTS:**

Physical requirements include lifting up to 25 pounds. Work is performed in an office environment with no exposure to hazardous or unpleasant conditions. Stooping, bending, walking, standing and manipulating small objects.

**SECURITY SENSITIVE:**

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

*This job description is intended to describe the general nature and level of work performed by employees assigned to this classification. It is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Management retains the right to add or change the duties of the position at any time.*

Reviewed 1-25-2018

**JOB TITLE:** Applications Analyst/Programmer  
**FLSA:** Exempt

**JOB CODE:** 32125  
**GRADE:** T14

**JOB SUMMARY:**

Developing programs and processes that provide a service to students, and/or other internal College or District customers

**ESSENTIAL JOB FUNCTIONS:**

- Designs solutions to user requests and problems; develops specifications to implement these solutions.
- Collaborates with functional analysts to provide information solutions.
- Codes programs with the most efficient language.
- Provides testing strategies for delivered solutions. Assures quality and customer satisfaction.
- Troubleshoots, triages and resolves system discrepancies.
- Assists other programmer/analysts in designing and modifying software systems.
- Documents procedures and processes for customers.
- Complies with change management processes in support of the system development life cycle.
- Provides 24-hour on-call operational support for problem determination and resolution.
- Performs other duties as assigned.

**MINIMUM EDUCATION/EXPERIENCE:**

- Associate's degree or a combination of relevant experience, education and training that equates to the required degree.
- One year of job-related experience.

**PREFERRED EDUCATION/EXPERIENCE:**

- Bachelor's degree
- Four years of job related experience.

**LICENSES AND CERTIFICATIONS:**

None

**KNOWLEDGE, SKILLS AND ABILITIES:**

- In depth knowledge of the principles, practices, and techniques of computer science.
- Working knowledge of various computer languages and tools to support information systems in production.
- Ability to grasp new languages and development tools; analyze problems; provide solutions and strategies.
- Ability to establish and maintain effective working relationships with staff, faculty, and the public.
- Ability to communicate clearly and effectively, both verbally and in writing.

**SUPERVISION EXERCISED:**

None

**PHYSICAL REQUIREMENTS:**

Work is performed within routine office environment with no exposure to hazardous or unpleasant conditions. Physical demands are usually limited to sitting or standing in one location much of the time. Some stooping, lifting or carrying lightweight objects may be required.

**SECURITY SENSITIVE:**

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Reviewed 6/9/15

*This job description is intended to describe the general nature and level of work performed by employees assigned to this classification. It is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Management retains the right to add or change the duties of the position at any time.*

**JOB TITLE:** Multimedia Specialist  
**FLSA:** Exempt

**JOB CODE:** 32372  
**GRADE:** S09

**JOB SUMMARY:**

Provides multimedia support in development and delivery for various software products.

**ESSENTIAL JOB FUNCTIONS:**

- Assists employees in the development of multimedia objects and web pages using a variety of graphics software applications, techniques, and tools.
- Advises faculty in determining strategy, design and software for development of content and recommends appropriate technologies to support instructional goals and objectives.
- Provides training to faculty and students on use of technology to support Internet-based and other distance learning courses. Develops training documentation to support workshops, online tutorials and/or demonstrations.
- Provides support through phone, e-mail, chat, web conferencing and drop-in consultation to assist faculty with course content issues and enhancement of web base.
- Maintains a variety of multimedia equipment and software to ensure availability of equipment and supplies to ensure provision of efficient and effective customer service.
- Serves as Webmaster for department or assist College Webmaster to develop web pages; keeps site current; monitors for adherence to college or district policy.
- Performs other duties as assigned.

**MINIMUM EDUCATION AND EXPERIENCE:**

- Associate's degree or a combination of relevant experience, education and training that equates to the required degree.
- Some computer and networking coursework.
- One year of job related experience.

**PREFERRED EDUCATION AND EXPERIENCE:**

- Degree in computer science or instructional technology.
- Two years of job related experience.

**LICENSES AND CERTIFICATIONS:**

None.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of microcomputer hardware and software, especially multimedia tools, Internet development tools, and authorizing languages; local area networks and their connectivity.
- Skills in communication media, (e.g., audio and video recording/editing, photography, and two- and three-dimensional design). Depending upon department of assignment, the position may prefer skills in desktop publishing applications, HTML, CSS, Adobe Creative Suite, and JavaScript.
- Ability to communicate technical information to non-technical personnel; organize/plan/revise workshops; and encourage lab usage.

**SUPERVISION EXERCISED:**

None

**PHYSICAL REQUIREMENTS:**

Work is performed within routine office environment with no exposure to hazardous or unpleasant conditions. Physical demands are usually limited to sitting or standing in one location much of the time. Some stooping, lifting or carrying lightweight objects may be required.

**SECURITY SENSITIVE:**

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Reviewed 7/29/15

*This job description is intended to describe the general nature and level of work performed by employees assigned to this classification. It is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Management retains the right to add or change the duties of the position at any time.*

# APPENDIX E

**JOB TITLE:** Kitchen Helper  
**FLSA:** Non-exempt

**JOB CODE:** 45310  
**GRADE:** S02 -  
-

**JOB SUMMARY:**

Assists in various capacities in a food service operation.

**ESSENTIAL JOB FUNCTIONS:**

- Receives food orders; checks vendor list against food received; puts away food in proper storage areas.
- Assists with inventory of food supplies weekly.
- Washes dishes by hand or in dishwasher as mandated by State sanitation requirements.
- Sanitizes kitchen by cleaning stove, countertops, sinks and equipment.
- Operates washer and dryer in routine laundry duties.
- Performs other duties as assigned.

**MINIMUM EDUCATION AND EXPERIENCE:**

- High school diploma or equivalent (GED).
- Six months of related experience.

**PREFERRED EDUCATION AND EXPERIENCE:**

- Two or more years of experience in cooking for young children in a school setting.

**PRE-EMPLOYMENT REQUIREMENTS:**

- Pre-employment physical with negative TB test results.
- Two (2) doses of measles vaccine.
- Current tetanus immunizations.
- Hepatitis B immunization.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of food storage procedures.
- Basic inventory skills.
- Ability to read English, follow directions and cook meals from menus.
- Ability to properly operate kitchen equipment.
- Ability to stand or walk around for long periods of time.

**SUPERVISION EXERCISED:**

None

**PHYSICAL REQUIREMENTS:**

Working conditions involve some exposure to moderate risk of accident and require following basic safety precautions. Physical demands include lifting 40 pounds without assistance, moderate physical activity that includes prolonged standing and/or walking, handling moderate weight objects and/or using or carrying equipment.

**SECURITY SENSITIVE:**

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Reviewed 7/28/15

*This job description is intended to describe the general nature and level of work performed by employees assigned to this classification. It is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Management retains the right to add or change the duties of the position at any time.*

**JOB TITLE:** Courtesy Patrol Assistant  
**FLSA:** Non-exempt

**JOB CODE:** 51205  
**GRADE:** S02

**JOB SUMMARY:**

Provides assistance to staff, students and visitors as needed, as well as parking information and directions.

**ESSENTIAL JOB FUNCTIONS:**

- Provides appropriate responses to student and visitor inquiries. Proactively looks for opportunities to assist others.
- Safely escorts individuals to their vehicles or other locations as requested.
- Monitors parking lots and grounds for safety and compliance with permit requirements; monitors campus operations to report deficiencies; may assist with traffic flow.
- Assists students and visitors with minor car problems (unlock doors, boost batteries, etc.).
- May be asked to preform minor maintenance on motor pool vehicles (check oil, wash vehicle, fill gas tank, etc.).
- Performs other duties as assigned.

**MINIMUM EDUCATION AND EXPERIENCE:**

- High school diploma or equivalent (GED).
- Three months of job related experience.

**PREFERRED EDUCATION AND EXPERIENCE:**

- A formal training program after high school or approximately one year in duration.
- Six months of job related experience.

**LICENSES AND CERTIFICATIONS:**

Must have a valid Texas driver license and be insurable through the organization's insurers.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Basic keyboarding skills; excellent verbal/written skills, judgment, and tact; service-oriented with strong customer service skills, detail-oriented, impeccable integrity.
- Ability to positively interact with campus constituents; walk outdoors for long periods (4-hour shifts), run occasionally.

**SUPERVISION EXERCISED:**

None.

**PHYSICAL REQUIREMENTS:**

Working conditions involve some exposure to moderate risk of accident and require following basic safety precautions. Physical demands include moderate physical activity that includes prolonged standing and/or walking, handling moderate weight objects and/or using or carrying equipment.

**SECURITY SENSITIVE:**

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Reviewed 7/1/15

*This job description is intended to describe the general nature and level of work performed by employees assigned to this classification. It is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Management retains the right to add or change the duties of the position at any time.*

# APPENDIX F

**JOB TITLE:** Financial Accountant  
**FLSA:** Exempt

**JOB CODE:** 32308  
**GRADE:** S12

**JOB SUMMARY:**

Applies generally accepted accounting principles established by governmental accounting standards in working with specialized accounting records and reports. Performs a wide range of advanced, professional and highly technical accounting work of a varied nature within assigned areas of financial responsibility for the district.

**ESSENTIAL JOB FUNCTIONS:**

- Performs account reconciliations to ensure financial operations are effective and efficient. Ensures policies and procedures are followed, assets are safeguarded, reliable financial data is maintained and internal controls are in place.
- Assembles and analyzes data and transactions and recommends necessary courses of actions. Checks and verifies the accuracy and completeness of accounting records. Prepare journal entries as required.
- Reviews accounting and reporting systems, procedures and completed assignments of other staff to ensure compliance with Alamo Colleges District's (ACD) policies and outside agency regulations.
- Continuously assesses internal systems and recommends changes that would allow greater efficiency in monthly processing.
- Prepares statements and reports related to assigned area of responsibility. Assist in preparing year end entries and respond to any items related to entries and reconciliations for the area assigned.
- Completes routine accounting assignments and assists with month-end and year-end close processes.
- Performs other duties as assigned.

**MINIMUM EDUCATION AND EXPERIENCE:**

- Bachelor's degree or a combination of relevant experience, education and training that equates to the required degree.
- Three years of professional experience in accounting.

**PREFERRED EDUCATION AND EXPERIENCE:**

- Degree in accounting or finance
- Three years of professional experience in accounting in a governmental accounting environment.

**LICENSES AND CERTIFICATIONS:**

Prefer CPA certification.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of Generally Accepted Accounting Principles (GAAP) and Generally Accepted Auditing Standards (GAAS); accounting theory, standards, and practices; tax laws and their application to various accounting transactions and problems; management principles and practices; computerized accounting system; spreadsheet applications.
- Highly developed verbal written and interpersonal skills.
- Experience with automated accounting systems with the ability to learn the ACD's accounting systems and utilize available technology; handle multiple priorities; meet deadlines and resolve problems.
- Demonstrate level of confidence, maturity, judgment that allows independent problem resolution in a real time environment.

**SUPERVISION EXERCISED:**

None

**PHYSICAL REQUIREMENTS:**

Work is performed within routine office environment with no exposure to hazardous or unpleasant conditions. Physical demands are usually limited to sitting or standing in one location much of the time. Some stooping, lifting or carrying lightweight objects may be required.

**SECURITY SENSITIVE:**

Specific job requirements or physical location of some positions allocated to this classification may render the position

4/12/2019

**JOB TITLE:** Accounts Receivable Assistant  
**FLSA:** Non-exempt

**JOB CODE:** 45278  
**GRADE:** S08

**JOB SUMMARY:**

Performs cashiering, research and analysis, enters and interprets data and recommends solutions while assisting the office supervisor in accomplishing the department's goals.

**ESSENTIAL JOB FUNCTIONS:**

- Evaluates payment agreements from a third party to determine appropriate application for individual student accounts.
- Performs cashier functions to include collecting, verifying, recording payments for students, clubs, organizations/departmental accounts. Prepares daily deposits, verifies and merges funds as needed. Monitors and responds to Business Office e-mails and faxes.
- Reviews and assesses student Receivables for collections.
- Identifies /researches/resolves account problems/variances in regards to contract terms/agreements to include maintaining proper documents for backup and providing billing assistance to the Accounts Receivable department.
- Acts as a lead in the absence of the Assistant Bursar to include providing assistance to the Business Office call Center.
- Performs other duties as assigned.

**MINIMUM EDUCATION AND EXPERIENCE:**

- High school diploma with a minimum of 24 college hours or combination of relevant experience, education and training that equates to the required education.
- Two years of cashiering and customer service experience.
- Experience using computer software applications.

**PREFERRED EDUCATION AND EXPERIENCE:**

- Associate's degree.
- Accounting course work.
- More than four years of cashiering, customer service and accounts receivables.

**LICENSES AND CERTIFICATIONS:**

None.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Possess basic math skills.
- Possess great oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Advance communication skills in interpreting documents.
- Ability to conduct research.
- Ability to communicate in a stressful environment.
- Ability to deal with difficult people.
- Ability to handle various projects.

**SUPERVISION EXERCISED:**

None.

**PHYSICAL REQUIREMENTS:**

Work is usually performed in an office environment with no exposure to hazardous or unpleasant conditions. Physical demands are usually limited to sitting or standing in one location much of the time. Some stooping, lifting or carrying lightweight objects may be required.

**SECURITY SENSITIVE:**

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Reviewed 6/4/15

*This job description is intended to describe the general nature and level of work performed by employees assigned to this classification. It is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Management retains the right to add or change the duties of the position at any time.*

**JOB TITLE:** Financial Aid Specialist  
**FLSA:** Non-exempt

**JOB CODE:** 51236  
**GRADE:** S08

**JOB SUMMARY:**

Provides standard administrative, technical, production services or information that support others, and/or organizes data and information that is used and analyzed by others. Provides analytic and diagnostic services or uses highest level technical skills which noticeably affect work results.

**ESSENTIAL JOB FUNCTIONS:**

- Advises and guides students concerning application requirements for state, federal, and institutional programs including but not limited: assists students with FAFSA, TEXAS Grant, TEOG, Top 10% , EDAIDE, EHSG, and Hazelwood; evaluates students' high school and college transcripts to determine grant and loan eligibility.
- Reviews financial aid programs (TEXAS Grant, TEOG, EDAIDE, EHSG, FWS) throughout the year; updates student records; distribute SAP/Income Reductions/Dependency; overrides appeals for review and analysis; tracks all applications and documents; informs students about interim financial aid eligibility status; serves as liaison between District SFS Processing Center, Continuing Education, CSI, Advising, Admissions and Records, Bursars, and students concerning financial aid eligibility status and requirements; updates BANNER database with SAP Committee final decisions.
- Reviews student data and reconciles accounts using the FAA access, NDSLDS, COD, THECB, and agency process systems; performs grant funds reporting and reconciliation.
- Provides expert information to students regarding their financial aid status, requirements and responsibilities. Guides students through SAP appeal process. Updates student records to reflect grant, loan, and work-study eligibility based on SAP appeals. Reviews transcripts, citizenship documentation/selective service documentation/verification; provides in-service training for staff regarding changes in procedures and processing.
- Collects, verifies, and inputs all financial aid documents required to establish financial need and financial aid eligibility including citizenship information, selective service registration verification, State Grant applications, SAP appeals, transcripts, etc.; adjusts awards and notify students when changes in enrollment impact financial aid eligibility; work with students to resolve "student holds."
- Assists with Financial Aid presentations to student groups and/or the community at college, job fairs, and HS College Nights. Provides general financial aid information; assists with local scholarship and FAFSA applications.
- Performs other duties as assigned.

**MINIMUM EDUCATION AND EXPERIENCE:**

- Associate's degree or a combination of relevant experience, education and training that equates to the required degree.
- One year of related experience.

**PREFERRED EDUCATION AND EXPERIENCE:**

- Bachelor's degree.
- Two years of full-time directly related experience.
- Bilingual.

**LICENSES AND CERTIFICATIONS:**

Must have a valid Texas driver license and be insurable through the organization's insurers.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of state and federal legislation policies.
- Extensive knowledge of all financial aid programs, rules/regulations (Financial Aid and Institutional), standard accounting principles, and Banner system.
- Skill in using a personal computer and associated software programs.
- Excellent research and decision making skills.
- Ability to multi-task for extended hours, work under high stress and high volume during peak periods.
- Ability to prepare and present Student Financial Services information to prospective students and community members. Must be able to work independently and solve problems effectively; ability to collaborate with other departments and outside agencies; work well within a team.

- Ability to establish and maintain effective working relationships with staff, faculty, and the public.
- Ability to communicate clearly and effectively, both verbally and in writing.
- Ability to work independently, use judgment and discretion, prioritize work and meet deadlines, be accurate and attentive to details.

**SUPERVISION EXERCISED:**

None.

**PHYSICAL REQUIREMENTS:**

Work is usually performed in an office environment with no exposure to hazardous or unpleasant conditions. Physical demands are usually limited to sitting or standing in one location much of the time. Some stooping, lifting or carrying lightweight (under 20 lbs.) objects may be required.

**SECURITY SENSITIVE:**

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Reviewed 11/17/15

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**JOB TITLE:** Senior Financial Analyst  
**FLSA:** Exempt

**JOB CODE:** 32116  
**GRADE:** S14

**JOB SUMMARY:**

Performs complex budget and financial analyses for assigned functional area. Reviews and researches accounting transactions through Alamo Colleges District's enterprise reporting program (ERP) and subsidiary systems. Prepares reporting packages for senior management.

**ESSENTIAL JOB FUNCTIONS:**

- Analyzes complex budget and financial data for assigned functional area. Prepares reports for senior management, which includes variance explanations.
- Designs and develops reports and dashboards for periodic management information to aid colleges and district management in operational and financial decisions. May run complex business processes in the enterprise reporting program.
- Provides technical and analytical support to colleges and district management.
- Performs other duties as assigned.

**MINIMUM EDUCATION AND EXPERIENCE:**

- Bachelor's degree in accounting, business or finance or a combination of relevant experience, education and training that equates to the required degree.
- Five years of related experience.

**PREFERRED EDUCATION AND EXPERIENCE:**

- Master's degree in business administration.
- Three years of related experience in a government entity and/or public education.

**LICENSES AND CERTIFICATIONS:**

Prefer certified public accountant certification.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Skill in using Microsoft Excel and refreshing data from an enterprise system; in researching and analyzing data.
- Ability to manage competing priorities; to succeed in team environment; to present complex information in an easy to understand manner; and to work independently and with minimal supervision.

**SUPERVISION EXERCISED:**

None

**PHYSICAL REQUIREMENTS:**

Work is performed in an office environment with no exposure to hazardous or unpleasant conditions. Physical demands are usually limited to sitting or standing in one location much of the time. Some stooping, lifting or carrying lightweight objects may be required.

**SECURITY SENSITIVE:**

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Reviewed 9/9/15

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**JOB TITLE:** Senior Statistical Research Specialist  
**FLSA:** Exempt

**JOB CODE:** 32263  
**GRADE:** S12

**JOB SUMMARY:**

Collects, verifies, analyzes and presents statistical data. Develops models and procedures for evaluation.

**ESSENTIAL JOB FUNCTIONS:**

- Collects, verifies, analyzes, presents statistical data (tables, graphs, narratives) in response to standard and ad hoc requests concerning the student population, institutional effectiveness, program review, planning, and budgeting; applies creative solutions to software/research problems.
- Collaborates with faculty, administration, and professional staff to develop/implement evaluative models for evaluating institutional effectiveness; assists in incorporating these into the planning process.
- Develops survey questions; designs survey instruments; analyzes/presents survey results.
- Consults with clients concerning use, presentation, and collection of data; identifies/resolves potential problems.
- Assists with institutional and academic assessment; develops models and procedures for evaluating student-learning outcomes.
- Provides technical expertise to other departments; offers training for staff members in use of various software programs, surveys implementation, and data presentation.
- Develops/maintains institutional fact book as well as departmental web page. Maintains databases of archival data, such as previous surveys and trend data, for the purposes of longitudinal analysis.
- Performs other duties as assigned.

**MINIMUM EDUCATION AND EXPERIENCE:**

- Bachelor's degree in math, computer programming, or the social sciences with at least six hours in statistics/research methods or combination of training, education and experience that equates to the required degree.
- One year of professional work experience in either computer programming or statistical research in a higher education environment.

**PREFERRED EDUCATION AND EXPERIENCE:**

- Master's degree in math, computer programming, or the social sciences with at least 12 hours in statistics/research methods.
- Three or more years of professional work experience in either computer programming or statistical research.

**LICENSES AND CERTIFICATIONS:**

None.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Extensive knowledge of both qualitative and quantitative research methods. Must be able to apply appropriate types of research methods to various research problems.
- Critical thinking skills.
- Ability to program using statistical software packages such as SAS and SPSS, and to learn new programs as needed.
- Ability to communicate clearly and effectively, both verbally and in writing.
- Ability to establish and maintain effective working relationships with staff, faculty, and students.
- Ability to visually present complex data in a way that is understandable for both technical and non-technical staff.

**SUPERVISION EXERCISED:**

None.

**PHYSICAL REQUIREMENTS:**

Work is performed within routine office environment with no exposure to hazardous or unpleasant conditions. Physical demands are usually limited to sitting or standing in one location much of the time. Some stooping, lifting or carrying objects of lightweight may be required.

**SECURITY SENSITIVE:**

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Reviewed 11-30-2016

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**JOB TITLE:** Recruiter  
**FLSA:** Exempt

**JOB CODE:** 32929  
**GRADE:** S16

**JOB SUMMARY:**

Provides full life-cycle recruiting and talent channel development for positions across Alamo Colleges District.

**ESSENTIAL JOB FUNCTIONS:**

- Uses innovative and modern sourcing techniques and technologies to find talented active and passive candidates in an efficient manner.
- Develops and manages deep and diverse talent channels to ensure that Alamo Colleges District has access to a strong talent pool when hiring for specialized positions.
- Collaborates with hiring leaders to proactively identify what types of positions, skills and competencies will be needed in the future. Uses workforce metrics to collaborate with hiring and HR leaders to develop an effective data-driven staffing plan.
- Develops and proposes creative solutions and strategies to overcome recruitment obstacles in competitive labor markets.
- Establishes and builds long term network with outside candidates, organizations, associations, colleges, affinity groups and military.
- Supports department and recruiting initiatives.
- Performs other duties as assigned.

**MINIMUM EDUCATION AND EXPERIENCE:**

- Bachelor's degree or a combination of relevant experience, education and training that equates to the required degree.
- Five years of experience externally recruiting active and passive candidates for employment or directly related experience.
- Three years of experience developing and leading new HR programs or three years of experience actively recruiting and hiring faculty members.

**PREFERRED EDUCATION AND EXPERIENCE:**

- Master's degree.
- Seven years of related experience.

**LICENSES AND CERTIFICATIONS:**

Prefer PHR or SPHR certification.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Skill in interpersonal relations and communication.
- Skill in analyzing information.
- Ability to build, implement and lead complex initiatives.
- Ability to build creative strategies and resolve problems.
- Ability to work independently.

**SUPERVISION EXERCISED:**

None.

**PHYSICAL REQUIREMENTS:**

Work is performed in an office environment with no exposure to hazardous or unpleasant conditions. Physical demands are usually limited to sitting or standing in one location much of the time. Some stooping, lifting or carrying lightweight objects may be required.

**SECURITY SENSITIVE:**

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Reviewed 8/27/15

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