

RFP-21-170-IDDS-CNGS



REQUEST FOR PROPOSAL

BY THE

ALAMO AREA COUNCIL OF GOVERNMENTS

FOR

CONTRACTORS TO PROVIDE

A COMMUNITY NEEDS and GAP ANALYSIS

FOR THE IDD COMMUNITY IN BEXAR COUNTY

Issue Date: 10:00 AM EST, July 23, 2021
Response Date: 5:00 PM EST, August 6, 2021

Submission Address: David Ogura, Contracts and Procurement Manager
Alamo Area Council of Governments
Procurement Department
8700 Tesoro Dr., Suite 160
San Antonio, TX 78217
(210) 362-5228
dogura@aacog.com

AACOG RFP link: <http://www.aacog.com/bids.aspx>
<http://www.aacog.com>

NOTICE: Prospective proposers who have received this document from a source other than AACOG should immediately contact AACOG and provide their name, company, and email address in order that an addendum to this document or other communication can be sent to them. Any prospective proposers who fail to provide the agency with this information assumes complete responsibility for complete submission requirements.

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1.0 Purpose

The Alamo Area Council of Governments (AACOG) Intellectual and Developmental Disability (IDD) Services is seeking proposals from contractors to provide a Community Needs and Gaps Analysis for the IDD community in Bexar County.

2.0 Background Information

AACOG is a voluntary association of municipal and county governments and special districts located in Bexar County and the surrounding thirteen counties. Defined as a political subdivision of the State of Texas, the Alamo Area Council of Governments (AACOG) was established in 1967 under Chapter 391 of the Local Government Code as a voluntary association of local governments and organizations that serves its members through planning, information, and coordination activities. AACOG serves the Alamo Area/State Planning Region 18, which covers 13 counties and 12,582 square miles. Comprising the area planning region are Atascosa, Bandera, Bexar, Comal, Frio, Gillespie, Guadalupe, Karnes, Kendall, Kerr, Medina, McMullen, and Wilson counties.

3.0 Scope of Work

AACOG as the local intellectual and developmental disability authority (LIDDA) periodically conducts a Community Needs and Gaps Analysis for the IDD community Bexar County. We define a community needs assessment as process of determining unmet local need for the IDD community. AACOG seeks to identify community needs to better understand what the community members want, the challenges they face and the gaps in service or supports for persons with IDD in Bexar County. The information generated through the Community Needs and Gaps Analysis will be useful in designing needed services, program development, enhancing interagency collaboration and cooperation and to improve funding accountability. The key informants for this assessment can be persons with IDD and their caregivers, community service providers, community stakeholders and AACOG staff.

Research related tasks and deliverables include:

Project Management- project lead to provide communication, planning and leadership to the project.
Quantitative Research – review of related literature and data analysis of secondary research or other data collection strategies

Qualitative Research- use of documents study, observation, open ended questions in semi-structured interviews and conversational data collection methods.

Prioritization of Needs- prioritization of identified needs in order of acuity or urgency.

Community Needs Assessment Report- final written document that provides all relevant information.

4.0 Eligible Providers

- Proposers must have the technical competence, administrative capacity, management and administrative skills, program experience and expertise, fiscal management systems, the financial resources and stability to accomplish the work identified in this RFP, and meet high standards for public service and fiduciary responsibility.
- AACOG is prohibited from contracting with any entity debarred, suspended, or otherwise excluded from or ineligible for participation. Accordingly, a contract requires Contractors to certify that they are in compliance with the Federal regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98-510, Participant's Responsibilities. The Contractor must certify that to the best of its knowledge and belief that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by a Federal department or agency.
- The proposer certifies that no member of or delegate to the Congress of the United States (US) shall be admitted to any share or part of this contract or to any benefit arising therefrom.

- The proposer certifies that no member, officer or employee of the Public Body or of a local public body during his or her tenure or one year thereafter shall have any interest, direct or indirect, in this contract or the proceeds thereof.
- The proposer agrees to comply with mandatory standards and policies relating to energy efficiency, which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.
- The proposer acknowledges and agree that, notwithstanding any concurrence by the Federal Government in or approval of the solicitation or award of the underlying contract, absent the express written consent by the Federal Government, the Federal Government is not a party to this contract and shall not be subject to any obligations or liabilities to the Purchaser, Contractor or any other party (whether or not a party to that contract) pertaining to any matter resulting from the underlying contract).
- The proposer will be free of all obligations and interests that might conflict with the best interests of AACOG;
- The proposer will have the capacity of providing services on a timely basis;
- The proposer will warrant that they nor any member of their controlling management presently has a relationship with any member of the AACOG Board of Directors or an AACOG officer with contractual authority and will not enter into any such relationship, directly or indirectly, which would create or provide the appearance of a conflict of interest in the performance of any agreement with AACOG. If an applicant cannot make such representation, the person(s) having a relationship with the AACOG Board member or officer, shall file the attached Conflict of Interest Questionnaire with their response to this request for applications. Nothing contained in this paragraph shall relieve Contractor of its obligation to file a Conflict of Interest Questionnaire at a later date if such conflict arises.
- The submission of an applications shall be prima facie evidence that the proposer has full knowledge of the scope, nature, quantity and quality of work to be performed; the detailed requirements of the specifications; and the conditions under which the work is to be performed.
- The proposer shall furnish AACOG such additional information as AACOG may reasonably require.
- Responses will remain on file in accordance with the Texas Open Records Act.

5.0 Contract and Budget

This Request for Proposal may result, assuming a contractor is selected and an award made, in a deliverables-based task-oriented contract, for (1) one year. AACOG will require educational and training activities with appropriate levels of participation.

6.0 Governing Provisions & Limitations

Violation of any of the following provisions may cause an application to be disqualified and rejected from consideration.

- The application, if accepted, will become the basis for the contract scope of work.
- The only purpose of this RFP is to ensure uniform information in the solicitation of applications for the procurement of identified services. This RFP is not to be construed as a purchase agreement, contract or as a commitment of any kind; nor does it commit AACOG to pay for costs incurred prior to the execution of a formal contract unless such costs are specifically authorized in writing by AACOG.
- AACOG reserves the right to accept or reject any or all applications received, to cancel or reissue this RFP in part, or its entirety.
- AACOG reserves the right to award a contract(s) for any services solicited in this RFP in any quantity AACOG determines is in its best interests.
- AACOG reserves the right to extend, shorten, increase or decrease any contract awarded as a result of this RFP.

- AACOG reserves the right to request additional information, clarification of or explanation for any aspect of a response to this RFP.
- AACOG reserves the right to waive any minor defect in the procurement process or to correct any error(s) and/or make changes to this solicitation it deems necessary. AACOG will provide notifications of any changes in this RFP to all interested parties having requested or received a copy of this RFP.
- AACOG reserves the right to negotiate the final terms of any and all contracts or agreements with selected proposers and any such terms negotiated as a result of this RFP may be renegotiated and/or amended in order to successfully meet the needs of the regional area.
- AACOG reserves the right to contact any individual, agency, employer or granting agencies listed in an application, contact others who may have experience and/or knowledge of the respondent's relevant performance and/or qualifications; and to request additional information from any and all respondents.
- AACOG reserves the right to withdraw or reduce the amount of an award or to cancel any contract or agreement resulting from this RFP if adequate funding is not received by AACOG from any other funding sources or due to legislative changes.
- Respondents shall not, under penalty of law, offer or provide any gratuities, favors or anything of monetary value to any officer, board member, employee, application evaluator, or agent of AACOG or elected official for purposes of having an influencing effect on this procurement.
- Respondents shall not attempt in any manner to advocate for, lobby or otherwise attempt to influence any officer, board member, employee, application evaluator, or agent of AACOG or elected official for purposes of having an influencing effect on this procurement.
- No officer, board member, employee, application evaluator, or agent of AACOG shall participate in the selection, award or administration of a contract if a conflict of interest, or potential conflict, is involved.
- Respondents shall not engage in any activity that will restrict or eliminate competition. Violation of this provision will cause a respondent's application to be disqualified and rejected. This does not preclude joint ventures or subcontracts.
- The contents of a successful application will become a contractual obligation if selected for the award of a contract. Failure of a respondent to accept this obligation may result in cancellation of an award. No plea of error or mistake shall be available to successful proposer as a basis for release from proposed services at the stated price/cost. Any damages accruing to AACOG as a result of a successful proposer's failure to contract with AACOG may be recovered from the proposer.
- A contract with a selected proposer may be withheld, at the sole discretion of AACOG, if issues of contract or questions of non-compliance, questioned/disallowed costs, audit/monitoring findings or legal issues exist, until such issues are satisfactorily resolved. AACOG may withdraw the award of a contract if the resolution is not satisfactory to AACOG.
- AACOG is exempt by law from paying State Sales Tax and Federal Excise Tax.

7.0 Administrative Requirements & Limitations

- Respondents must be able to demonstrate the necessary administrative and fiscal capability necessary to successfully provide required services and to meet the financial accountability requirements of federal grants.
- Contractors must agree to comply with any applicable Federal, State, and AACOG rules, policies, directives, procedures, and plans and unilateral contract modifications.
- AACOG Contractors are subject to compliance monitoring. At any time during normal business hours, and as often as deemed necessary, AACOG, and its funding source agencies, or any of their duly authorized representatives shall have complete access to any books, invoices, payrolls, time sheets, or any other records or papers which are related to a contract resulting from this RFP for the purpose of verifying contractual, program and financial compliance with all applicable laws, rules, regulations and policies.

8.0 Technical Assistance

- **AACOG RFP Point of Contact**

David Ogura
Contracts and Procurement Manager
2700 NE Loop 410, Suite 101
SA, TX 78217
O: 210-362-5228
C: 210-540-4536
Email: dogura@aacog.com

- Other than written questions submitted to AACOG prior to the deadline for such questions, as specified in the RFP, potential respondents are prohibited from contacting AACOG staff or Board of Directors at any time during this procurement process regarding the RFP, the evaluation process, recommendation and/or award of contracts, or to gain any other information that could provide a competitive advantage of one respondent over another. Violations of this prohibition will result in the automatic disqualification of the offending proposer.
- Other than as specified above, all members of the AACOG Board, AACOG staff, individuals that have reviewed the RFP prior to its release, authorized representatives or agents of AACOG are precluded from entertaining or answering questions concerning this RFP or the procurement process.

9.0 Proprietary Information & Texas Public Information Act

Proposer is hereby notified that AACOG strictly adheres to all statutes, court decisions and the opinions of the Texas Attorney General with respect to disclosure of public information. AACOG may seek to protect from disclosure all information submitted in response to this RFP until such time as a final agreement is executed. Upon execution of a final agreement, AACOG will consider all information, documentation, and other materials requested to be submitted in response to this RFP to be of a non-confidential and non-propriety nature and, therefore, subject to public disclosure. Proposer will be advised of a request for public information that applies to their materials and will have the opportunity to raise any objections to disclosure to the Texas Attorney General. Certain information that may be protected from release as authorized by Government Code or Attorney General Decision.

10.0 Response Scoring Criteria

AACOG will make its selection of a proposer based on demonstrated competence, experience, knowledge, and qualifications as reflected in the criteria set forth below. The responses will be scored by an AACOG selection committee.

Scoring Criteria, with Percentages:

- **45% - Specific Experience** - Related to Sections 4 through 9
 - **45% - General Experience** – Related to Sections 4 through 9
 - **10% - Team Related Experience** – Related to Sections 4 through 9
- 100%

11.0 Dispute Resolution - Appeal and Debriefing Process

- **Appeal Process**

Respondents not selected for funding may appeal only with respect to any fault or violation of law or regulation regarding the procurement process. Appeals must be filed within ten calendar days of receipt of notification of final action. Final action shall be considered by AACOG, at which final selection of the contractor is made. Appeals shall be directed to:

Contracts and Procurement Manager

Alamo Area Council of Governments
8700 Tesoro Drive, Suite 130
San Antonio, TX 78217

- The appeal must indicate the Board action appealed and the violation, which forms the basis for the appeal, and shall be signed by the appellant organization's authorized representative. Fax and e-mail transmittals will not be accepted. The filing of the appeal must be within the time frame identified. There is no relief accorded appellants for not filing within the published deadlines. Hearings shall be conducted in accordance with existing Agency procedures.
- Respondents may NOT appeal the scoring and ranking of applications, unless substantiated by material or relevant facts;
- Respondents may NOT appeal solely on the belief that their application is superior to the one selected for award.

12.0 Response Requirements

Listed below is a summary of all information to be included in an application submitted in response to this Request for Qualification. Applications will be considered only from parties that:

- Are free of all obligations and interests that might conflict with the best interests of AACOG;
- Have the capacity of providing services on a timely basis; and
- Warrant that they nor any member of their controlling management presently has a relationship with any member of the AACOG Board of Directors or an AACOG officer with contractual authority and will not enter into any such relationship, directly or indirectly, which would create or provide the appearance of a conflict of interest in the performance of any agreement with AACOG. If an applicant cannot make such representation, the person(s) having a relationship with the AACOG Board member or officer, shall file the attached Conflict of Interest Questionnaire with their response to this request for proposals. Nothing contained in this paragraph shall relieve Contractor of its obligation to file a Conflict of Interest Questionnaire at a later date if such conflict arises.
- The submission of an applications shall be prima facie evidence that the proposer has full knowledge of the scope, nature, quantity and quality of work to be performed; the detailed requirements of the specifications; and the conditions under which the work is to be performed.
- The proposer shall furnish AACOG such additional information as AACOG may reasonably require
- Responses will remain on file in accordance with the Texas Open Records Act.

13.0 Application Format

Proposers must submit one (1) unbound original with all executed (i.e. original signatures) forms and certificates, plus four (4) exact copies and one (1) electronic copy of your application on compact disc (CD) or flash drive. Copies may be submitted in a three-ring binder, clipped or stapled in the upper left-hand corner. Any application lacking the required number of copies will be ruled unresponsive and will not be considered under this procurement. Applications must be typed and submitted on 8 ½ x 11 –inch plain white paper. Please do not use less than a 10-point font. Each page of the application, with the exception of the Cover Sheet, must be sequentially numbered, including attachments. Limit proposal to (8) eight pages. Proposers are asked to keep responses brief, concise and to the point.

14.0 Order of Application Contents

Applications must follow the format below. All items must be clearly labeled and in the exact order shown below. Compile the application in the following order:

- Title Page
- Table of Contents
- Profile of the Proposer
- Proposal Narrative

- References
- Conflict of Interest Questionnaire
- Certification Regarding Debarment
- Request to be added to Bidder's/Vendor List

15.0 Application Response Forms

- **Title Page**
List the RFP subject, the name of the proposer's firm, local address, telephone number, fax number, email address, name of contact person, and date.
- **Table of Contents**
Each application must have a Table of Contents that lists each item of the application, including attachments, with corresponding page numbers. Clearly identify the material by section and page number.
- **Proposal Narrative**
Proposer's understanding of the service(s) to be provided, experience, closed properties, funded, and make a positive commitment to perform the work in a timely manner. Give the names of the persons who will be authorized to make representations for the proposer, their titles, addresses, fax numbers, email addresses (if applicable), and telephone numbers.
- **Profile of the Proposer**
Business information, address, email, point of contact names, phone numbers, cell numbers, fax number, business history information, business experience information.
- **References**
Describe your firm's experience, including the number of years in business, and type of services provided. Must provide 3 business references. Please identify the contact person and phone number for each. Use additional sheets if necessary.
- **Conflict of Interest Questionnaire**
Complete application.
- **Certification Regarding Debarment**
Complete application.
- **Request to Be Added to Bidder's/Vendor List**
Complete application.

Attachment A – Title Page

Date:

Firm Name:

Physical Address:

Telephone Number:

Point of Contact Name:

Cell Number:

Email Address:

Tax ID Number:

Attachment B – Table of Contents

(List each item of this application, including attachments, with a corresponding page number. Clearly identify the material by section and page number.)

Attachment C – Proposal Narrative

Briefly state the proposer's understanding of the service(s) to be provided and make a positive commitment to perform the work in a timely manner. Give the names of the persons who will be authorized to make representations for the proposer, their titles, addresses, fax numbers, email addresses (if applicable), and telephone numbers.)

Attachment D – Profile of the Proposer

1. **PROFILE**

NAME: _____

LOCATION ADDRESS(S):

MAILING ADDRESS:

E-MAIL ADDRESS: _____

PHONE NUMBER: _____

FAX NUMBER: _____

NUMBER OF YEARS IN BUSINESS: _____

BUSINESS LICENSE ISSUER AND NUMBER: _____

2. Proximity to AACOG (8700 Tesoro Dive, San Antonio, TX 78217): _____ MILES.

3. State whether your organization is national, regional, or local. _____

4. Disadvantaged Business Enterprise (DBE) Certified: Yes No

- If yes, date of certification _____

List all Officers and/or Principals of firm:

1. Licenses *suspended*? Yes No If Yes, attach explanation.
2. Licenses *suspended*? Yes No If Yes, attach explanation.

5. Emergency Contact (365 days/year; 24 hours): _____

6. List all current and prior governmental entities/clients, type(s) of service performed and contract dates. All contact names and information must be current and verifiable. Use additional pages if necessary.

Agency/Organization	Location	Contact Name	Phone No.	Type of Service Performed	Beg-End Date

Attachment E - References

1. Describe your experience providing grant writing services including the number of years in business, and type of services provided.
2. Provide 3 commercial references.

Company Name: _____

Company Address: _____

Company Phone: _____

Contact Person: _____

Type of Business: _____

Years of Contract: _____

Company Name: _____

Company Address: _____

Company Phone: _____

Contact Person: _____

Type of Business: _____

Years of Contract: _____

Company Name: _____

Company Address: _____

Company Phone: _____

Contact Person: _____

Type of Business: _____

Years of Contract: _____

Attachment F – Conflict of Interest Questionnaire

CONFLICT OF INTEREST QUESTIONNAIRE		FORM CIQ
For vendor or other person doing business with local governmental entity		OFFICE USE ONLY
<p>This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.</p> <p>This questionnaire is being filed in accordance with chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001 (1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).</p> <p>By law this questionnaire must be filed with the records administrator of the local government entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.</p> <p>A person commits an offense if the person violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.</p>		
1.	Name of person who has a business relationship with local governmental entity.	Date Received
2.	<input type="checkbox"/> Check this box if you are filing an update to a previously filed questionnaire. <p>(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)</p>	
3.	Name of local government office with whom filer has employment or business relationship. <p>This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer 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.</p> <p>A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	

B. Is the filer of the questionnaire 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 from the local government 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 of 10 percent or more?

Yes No

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

4.

Signature of person doing business with governmental entity

Date

Attachment G – Debarment Certification

NAME OF INDIVIDUAL, AGENCY, BUSINESS OR ORGANIZATION		Doing business as (DBA), if applicable:	
ADDRESS	Applicable Procurement or Solicitation #, if any:	Federal Employer Tax Identification #:	

READ CAREFULLY BEFORE SIGNING THIS CERTIFICATION. Federal regulations require contractors, bidders, and sub grantees to sign and abide by the terms of this certification, without modification, in order to participate in certain transactions directly or indirectly involving federal funds.

1. By signing and submitting this certification, the prospective vendor/grantee is attesting/acknowledging the representations set out below.
2. This certification is a material representation of fact upon which the Alamo Area Council of Governments (AACOG) will rely on when this transaction is entered into. If it is later determined that the prospective vendor/grantee knowingly rendered an erroneous certification, in addition to other remedies available to Federal or State departments or funding agency(s), AACOG may pursue on its own available remedies, including contract termination, suspension and debarment.
3. **The prospective vendor/grantee shall provide immediate written notice to AACOG, Director of Administrative Services, 8700 Tesoro Drive, Suite 130, San Antonio, TX 78217, if at any time it learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.**
4. The terms “covered contract”, “debarred”, “suspended”, “ineligible”, “participant”, “person”, “principal”, “application”, and “voluntarily excluded”, as used in this certification, have meanings based upon materials in the Definitions and Coverage sections of federal rules implementing Executive Order 12549. You may contact the person to which this application or contract is submitted for assistance in obtaining a copy of this regulation.
5. The prospective vendor/grantee agrees, by submitting this certification, that should the proposed contract/grant be entered into, it shall not knowingly enter into any lower-tier-covered transaction or sub-contract with a person or entity that is proposed for debarment, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this transaction, unless pre-authorized by the appropriate federal or state department or agency, or by AACOG.

Do you have or do you anticipate having sub-vendors/sub-grantees under this proposed agreement?

Yes **No**

6. The prospective vendor/grantee further agrees by submitting this certification, that it will include this certification titled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion for Contracts and Grants,” without modification, in all lower-tier covered transactions and sub-contracts and in all solicitations for lower-tier covered transactions and sub-contracts.
7. A vendor/grantee may rely upon a certification of a prospective participant that it is not proposed for debarment, debarred, suspended, ineligible, or voluntarily excluded from the transaction, unless it knows that the certification is erroneous. Each vendor/grantee is required to check the list of parties excluded from Federal and State Procurement and Non-procurement Programs. **AACOG checks this list for all parties to which it provides funds that are derived directly or indirectly from the Federal Government.**
8. Nothing contained in the foregoing shall be construed to require the establishment of a system of records in order to render in good faith the

certification required by this certification document. Participants are not required to have knowledge and information exceeding that which is normally possessed by a prudent person in the ordinary course of business activity.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a transaction knowingly enters into a lower-tier transaction or contract with a person who is proposed for debarment, debarred, suspended, ineligible, or voluntarily excluded from participation, in addition to other remedies available to the Federal Government, AACOG or its applicable funding agency(s) may pursue available remedies, including contract termination, suspension and/or debarment.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION FOR CONTRACTS AND GRANTS

Check the statement that applies to the potential vendor/grantee:

1. The prospective vendor/grantee certifies by submission of this certification, that neither it nor its principals:
- (a) Is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal or State department or agency; and
 - (b) Have, within a three-year period preceding this certification, been convicted of or had a civil judgment rendered against them for fraud; committed a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract; violated Federal or State antitrust statutes; committed embezzlement, theft, forgery, bribery, falsification or inappropriate destruction of records; or received stolen property; and
 - (c) Is presently indicted for or otherwise charged by a government entity (Federal, State, or local) with the commission of any of the offenses enumerated in the preceding paragraph (b) of this certification; and
 - (d) Have, within a three-year period preceding this certification, had one or more contracts or transactions (Federal, State, or local) terminated for cause or default.
2. The potential vendor/grantee is unable to certify to one or more of the terms in this certification. In this instance, the potential vendor/grantee must attach a signed and dated explanation for each of the above terms, 1(a) through 1(d), to which it cannot certify.

NAME OF POTENTIAL VENDOR/GRANTEE:	
-----------------------------------	--

Signature of Authorized Representative	Printed/Typed Name & Title of Authorized Representative
---	--

Date: _____

Attachment H – Request to Be Added to Vendor/Bidder List

AACOG requires all vendors interested in conducting business with the agency to complete a “Request to be added to Bidder/Vendor List” packet prior to being eligible to receive opportunities to bid for agency projects. In addition, AACOG has a centralized purchasing function and requires that a purchase order number be issued and authorized before any order is processed. The contact for Purchase Order numbers is the Procurement Department, 210.362.5200, procurement@aacog.com.

NOTE: AACOG programs are on a cost reimbursement from the funding sources. AACOG will bill the funding source for purchases subsequent to receipt of goods or services and invoices. Invoices are required for all purchases. Payment will be forwarded to the vendor upon reimbursement from the funding source. Vendors should note that this process may take sixty (60) to ninety (90) days for payment to be processed. Contact for status of payments is Accounts Payable at 210.362.5280.

RETURN THIS FORM TO: Alamo Area Council of Governments
 8700 Tesoro Drive, Suite 130
 San Antonio, TX 78217
 ATTN: Procurement Department
 Phone: 210.362.5200
 Fax: 210.225.5937
 Email: procurement@aacog.com

I, _____, hereby attest that I have read and understand the above terms for conducting business with the Alamo Area Council of Governments.

 Signature/Date

COMPANY NAME:	
Send Payment(s) to - ADDRESS:	
CITY/STATE/ZIP CODE:	
Send POs to- ADDRESS:	
CITY/STATE/ZIP CODE:	
TELEPHONE NUMBER:	
FAX NUMBER:	Preferred method for receipt of purchase orders Yes <input type="checkbox"/> No <input type="checkbox"/>
WEB SITE ADDRESS:	
EMAIL ADDRESS:	Preferred method for receipt of purchase orders Yes <input type="checkbox"/> No <input type="checkbox"/>

REPRESENTATIVE:

PLEASE LIST THE TYPE OF PRODUCTS/SERVICES YOU PROVIDE.

Attach any catalogs/brochures/samples – description of products/services required below

- Consultant (_____)
- Other: _____

Please assist us by completing the following:

1. Type of Request:

New Vendor Change of Address Updated Information

2. Ownership:

Sole Proprietorship Partnership Corporation
Governmental Agency *Non-Profit Other

3. Tax Identification Number: _____

Attach completed W-9 form unless tax exempt. <http://www.irs.gov/pub/irs-pdf/fw9.pdf>

4. Have you done business with AACOG in the past?

Yes No

5. Is your business currently certified with the State of Texas' Centralized Master Bidder's List?

<http://www.window.state.tx.us/procurement/prog/cmb1>

Yes No

****Please return confirmation of your CMBL certification with this vendor application.**

6. Is your business currently certified as a HUB with the State of Texas?

<http://www.window/state.tx.us/procurement/prog/hub/hub-certification>

Yes No N/A

7. Is your business currently certified as a HUB outside the State of Texas?

Yes No Name of State

Request to Be Added to Vendor/Bidder List

8. If YES to either question 6 or 7, enter Historically Underutilized Business (HUB), Ethnicity, and Gender status, if applicable:

Asian Pacific American (AS) Hispanic Americans (HI) American Woman (WO)
Black American (BL) Native American (AI) Male (M) /Female(F) _____

**Non-profit organizations are not eligible for HUB certification*

****A copy of your HUB certification is required in order to be included as a HUB.**

9. If applicable, please note if you're Texas-based Small, Minority, and/or Women-Owned Business Enterprise (SMWBE) is certified with any of the organizations listed below:

- City of Austin
- City of Houston
- Dallas/Fort Worth Minority Supplier Development Council
- El Paso Hispanic Chamber of Commerce
- South Central Texas Regional Certification Agency (SCTRCA)
- Southwest Minority Supplier Development Council
- Texas Department of Transportation (TXDOT)
- Women's Business Council – Southwest

Women's Business Enterprise Alliance

****Please return confirmation of this certification with this vendor application.**

****If you hold certification with any of the entities noted above, you may qualify to automatically receive HUB Certification with the State of Texas. Please contact TPASS's Statewide HUB Program at 888-863-5881 for further information.***

10. Is your principal place of business in the State of Texas?

Yes No

11. Is your organization delinquent on State of Texas Franchise taxes?

Yes No

12. Are you or anyone in your organization related to an AACOG employee or a member of AACOG's governing board?

Yes No

If YES, list AACOG employee or Board member's name and relationship:

Name	Relationship

13. Are you or anyone in your organization a former Workforce Solutions-Alamo employee and/or board member?

Yes No