

# REQUEST FOR QUALIFICATIONS

## RFQ-22-468-PSD-CONSULTANT- DOMESTIC VIOLENT EXTREMISM PROJECT

### CONSULTANT



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<b>Release Date</b>	<b>January 09, 2023, 4:00 p.m.</b>
<b>Q&amp;A Issued</b>	<b>January 26, 2023, 10:00 a.m.</b>
<b>Response Deadline</b>	<b>February 06, 2023 4:00 p.m.</b>

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

**NOTICE:** Prospective respondents 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 respondents who fail to provide the agency with this information assumes complete responsibility for complete submission requirements.



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## **PART 1.0 – SCOPE OF PROJECT**

### **1.1. Purpose of Request for Qualifications (RFQ)**

The Alamo Area Council of Governments (AACOG) is seeking responses from contractors through qualification, to provide **Consultant Services** related to the operation of a Domestic Violent Extremism Project for the Alamo Area Council of Governments (AACOG).

### **1.2. 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.

### **1.3. Scope of Work**

Requires the selected Consultant, operates within the AACOG Domestic Violent Extremism Project; as follows:

- 1.3.1 To provide Consultant services to AACOG as prescribed and approved by the Public Safety Coordinator or Public Safety Manager.
- 1.3.2 To serve as a liaison between AACOG, the Southwest Texas Fusion Center, the Federal Bureau of Investigation's Joint-Terrorism Task Force, and the county and municipal public safety agencies in the AACOG region.
- 1.3.3 Assist the Appropriate Public Safety Personnel in achieving and reporting measurable outcomes pertaining to funding standards set by AACOG and the Office of the Governor, Homeland Security Grants Division.
- 1.3.4 Conduct trainings, in coordination with the Federal Bureau of Investigation's Joint-Terrorism Task Force and the Southwest Texas Fusion Center, for emergency response personnel on various topics related to domestic violent extremism and domestic terrorism.
- 1.3.5 Represent AACOG in committees and forums as deemed appropriate by the Appropriate Public Safety Personnel, the Federal Bureau of Investigation's Joint-Terrorism Task Force, the Southwest Texas Regional Advisory Council, and the Southwest Texas Fusion Center.
- 1.3.6 Collaborate with local, state, and federal partners to assess trends and events tied to domestic violent extremism within the AACOG region and externally when threats pertain to the local jurisdictions.
- 1.3.7 Connect school districts, places of worship, and other targets of domestic terrorism to resources and funding opportunities that can assist with target hardening, trainings, and incident response planning.
- 1.3.8 Work with the Southwest Texas Fusion Center and Joint-Terrorism Task Force to create first responder trainings, compile and assess intelligence related to domestic terrorism, and ensure that such intelligence is delivered to appropriate audiences.
- 1.3.9 Attend all Mandatory Meetings and/or Professional Development workshops as required by AACOG.
- 1.3.10 Continue professional development and education to maintain subject matter expertise in domestic violent extremism, homegrown terrorism, and mass-casualty event response planning.

- 1.3.11 Participate in projects and programs as assigned by AACOG, in conjunction with the Southwest Texas Fusion Center, the Federal Bureau of Investigation's Joint-Terrorism Task Force, and the Southwest Texas Regional Advisory Council on an on-going basis.
- 1.3.12 Provide services to Public Safety Personnel as authorized by AACOG to establish and record goals and measurable outcomes during a regular interval as agreed upon by the selected Respondent authorized Public Safety Personnel.

## **PART 2.0 – GENERAL INFORMATION & ADMIN REQUIREMENTS**

### **2.1 Eligible Providers**

- 2.1.1 Respondents 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 RFQ, and meet high standards for public service and fiduciary responsibility.
- 2.1.2 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, Respondents 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.
- 2.1.3 The respondent 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.
- 2.1.4 The respondent 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.
- 2.1.5 The respondent 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.
- 2.1.6 The Purchaser and respondent acknowledge 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).
- 2.1.7 The respondent will be free of all obligations and interests that might conflict with the best interests of AACOG;
- 2.1.8 The respondent will have the capacity of providing services on a timely basis;
- 2.1.9 The respondent 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 a respondent 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 qualifications. 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.

**2.1.10** The submission of a response shall be prima facie evidence that the respondent 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.

**2.1.11** The respondent shall furnish AACOG such additional information as AACOG may reasonably require.

**2.1.12** Responses will remain on file in accordance with the Texas Open Records Act.

## **2.2 Contract Information**

### **2.2.1 Type of Contract**

This Request for Qualification may result, assuming a contractor is selected and an award made, in a deliverables-based contract, with progress payments as mutually determined to be appropriate or other mutually acceptable arrangement. These payments shall be based upon deliverable milestones completed. AACOG may offer a contract extension, with the stipulation that the scope of work may change.

### **2.2.2 Required Travel**

Consultant will be responsible for all travel expenses, including fuel and use of personal vehicle to attend meetings and trainings within the AACOG Region. Consultant will travel to each of the 12 AACOG counties outside of Bexar County no more than twice per year over the 24 month duration of the contract. Travel within Bexar County will include attending regular weekly meetings at the Southwest Texas Fusion Center and other agencies located within the City of San Antonio. There will be no overnight or airfare travel during the duration of the contract.

### **2.2.3 Contract Payment**

Payment for Consultant services shall not exceed the rate of \$6,250 per month over 24 months and paid in accordance with AACOG accounting policies.

## **2.3 Governing Provisions & Limitations**

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

**2.3.1** If the response, if accepted, will become the basis for the contract scope of work.

**2.3.2** The only purpose of this RFQ is to ensure uniform information in the solicitation of respondents for the procurement of identified services. This RFQ 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.

**2.3.3** AACOG reserves the right to accept or reject any or all applications received, to cancel or reissue this RFQ in part, or its entirety.

**2.3.4** AACOG reserves the right to award a contract(s) for any services solicited in this RFQ in any quantity AACOG determines is in its best interests.

**2.3.5** AACOG reserves the right to extend, shorten, increase or decrease any contract awarded as a result of this RFQ.

- 2.3.6** AACOG reserves the right to request additional information, clarification of or explanation for any aspect of a response to this RFQ.
- 2.3.7** 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 RFQ to all interested parties having requested or received a copy of this RFQ.
- 2.3.8** AACOG reserves the right to negotiate the final terms of any and all contracts or agreements with selected respondents and any such terms negotiated as a result of this RFQ may be renegotiated and/or amended in order to successfully meet the needs of the regional area.
- 2.3.9** 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.
- 2.3.10** AACOG reserves the right to withdraw or reduce the amount of an award or to cancel any contract or agreement resulting from this RFQ if adequate funding is not received by AACOG from any other funding sources or due to legislative changes.
- 2.3.11** 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.
- 2.3.12** 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.
- 2.3.13** No officer, board member, employee, response 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.
- 2.3.14** 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.
- 2.3.15** 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 response as a basis for release from proposed services at the stated price/cost. Any damages accruing to AACOG as a result of a successful respondent's failure to contract with AACOG may be recovered from the respondent.
- 2.3.16** 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.
- 2.3.17** AACOG is exempt by law from paying State Sales Tax and Federal Excise Tax.

## **2.4 Administrative Requirements & Limitations**

- 2.4.1** 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.
- 2.4.2** Respondents must agree to comply with any applicable Federal, State, and AACOG rules, policies, directives, procedures, and plans and unilateral contract modifications.
- 2.4.3** 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 RFQ for the purpose of verifying contractual, program and financial compliance with all applicable laws, rules, regulations and policies.

## **PART 3.0 – RESPONSE INFORMATION**

### **3.1 Technical Assistance**

#### **3.1.1 Respondents may email questions up to January 26, 2023.**

**3.1.2** An Addendum to the RFQ, to include all questions received via email, will be posted to the Electronic State Business Daily (ESBD) and AACOG website, ([www.aacog.com](http://www.aacog.com)) and included in archived documents.

**3.1.3** Other than written questions submitted to AACOG prior to the deadline for such questions, as specified in the RFQ, potential respondents are prohibited from making contact with AACOG staff or Board of Directors at any time during this procurement process regarding the RFQ, 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 respondent.

**3.1.4** Other than as specified above, all members of the AACOG Board, AACOG staff, individuals that have reviewed the RFQ prior to its release, authorized representatives or agents of AACOG are precluded from entertaining or answering questions concerning this RFQ or the procurement process.

### **3.2 Availability of Request for Qualifications**

The RFQ will be posted at [www.aacog.com](http://www.aacog.com) and at the Electronic State Business Daily (ESBD) The RFQ is also available at the above address from 8:00 a.m. – 5:00 p.m., Monday through Friday (except for holidays). Any interested party that receives this RFQ by means other than directly from AACOG is responsible for notifying AACOG that it has received an RFQ package so that when an addenda is issued to this RFQ the information can be provided to such party.

### **3.3 Proprietary Information & Texas Public Information Act**

Respondent 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 RFQ 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 RFQ to be of a non-confidential and non-propriety nature and, therefore, subject to public disclosure. Respondent 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.

## **PART 4.0 – DISPUTE RESOLUTION PROCESS**

### **4.1 Dispute Resolution - Appeal and Debriefing Process**

#### **4.1.1 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  
2700 NE Loop 410, Suite 101  
San Antonio, TX 78217

- 4.1.2** 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.
- 4.1.3** Respondents may NOT appeal the scoring and ranking of applications, unless substantiated by material or relevant facts;
- 4.1.4** Respondents may NOT appeal solely on the belief that their application is superior to the one selected for award.

#### **4.2 Request for Debriefing**

Respondents not selected by this procurement process, and have elected not to file an appeal, may submit within 10 days of AACOG's notification of the procurement decision, a Request for Debriefing to obtain information on the procurement process and how their application or offer was received and ranked. AACOG shall acknowledge receipt of the Request for Debriefing in writing within 10 days of receipt, along with the date and time of the scheduled Debriefing. The Debriefing shall be scheduled as soon as possible and no later than 10 days from the receipt of the Request for Debriefing. A debriefing is offered as a courtesy to any bidder who is not selected for funding. The purpose of the debriefing is to promote the exchange of information, explain the application evaluation system, and help unsuccessful bidders understand why they were not selected.

### **PART 5.0 – APPLICATION RESPONSE REQUIREMENTS**

#### **5.1 Response Summary**

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

- 5.1.1** Are free of all obligations and interests that might conflict with the best interests of AACOG;
- 5.1.2** Have the capacity of providing services on a timely basis; and
- 5.1.3** 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.

#### **5.2 Texas Open Records**

Responses will remain on file in accordance with the Texas Open Records Act.

#### **5.4 Response Format and Number of Copies**

Respondents 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 response on a flash drive. Copies may be submitted in a three-ring binder, clipped or stapled in the upper left-hand corner. Any response lacking the required number of copies will be ruled unresponsive and will not be considered under this procurement. Responses 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 response, with the exception of the Cover Sheet, must be sequentially numbered, including attachments.

**5.5 Response Validity Period**

Each response will remain valid for AACOG's acceptance for a minimum of one hundred twenty (120) days after the submittal deadline, to allow for evaluation, selection and Board action.

**5.6 Page Limitation**

Limit responses to (8) eight pages. Respondents are asked to keep responses brief, concise and to the point.

**5.7 Order of Response Contents**

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

**5.7.1** Title Page

**5.7.2** Table of Contents

**5.7.3** Letter of Transmittal

**5.7.4** Response Narrative

**5.7.5** References

**5.7.6** Conflict of Interest Questionnaire

**5.7.7** Certification Regarding Debarment

**5.7.8** Request to be added to Bidder's/Vendor List

**PART 6.0 – RESPONSE FORMS**

**6.1 Title Page**

List the RFQ subject, the name of the respondents firm, local address, telephone number, fax number, email address, name of contact person, and date.

**6.2 Table of Contents**

Each response must have a Table of Contents that lists each item of the response, including attachments, with corresponding page numbers. Clearly identify the material by section and page number.

**6.3 Response Narrative**

Briefly state the respondent'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 respondent, their titles, addresses, fax numbers, email addresses (if applicable), and telephone numbers.

**6.4 Profile of the Respondent**

Business information, address, email, point of contact names, phone numbers, cell numbers, fax number, business history information, business experience information.

**6.5 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.

- 6.6 Conflict Of Interest Questionnaire**  
Complete application.
- 6.7 Certification Regarding Debarment**  
Complete application.
- 6.8 Request to Be Added to Bidder's/Vendor List**  
Complete application.

**ATTACHMENT A - TITLE PAGE**

**RFQ-22-XXX-PS-CONSULTANT**

**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 response, including attachments, with a corresponding page number. Clearly identify the material by section and page number.)*

**Experience/qualification profile for each member of your technical staff to include any credentials related to the operation of a Domestic Violent Extremism Project**

### **ATTACHMENT C – RESPONSE NARRATIVE**

Briefly state the respondents 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 respondent, their titles, addresses, fax numbers, email addresses (if applicable), and telephone numbers.)

**Provide an experience/qualification profile for each member of your technical staff to include any credentials related to the operation of a Domestic Violent Extremism Project**

## **ATTACHMENT D - PROFILE OF THE RESPONDENT**

**Respondents and their subcontractors must have prior successful experience/qualifications related to the operation of a Domestic Violent Extremism Projects, be licensed to conduct business in the State of Texas, and must possess all permits, licenses, certifications, approvals, equipment, materials, and staff necessary to perform and/or carry out the requirements of the contract.**

### **1. BUSINESS PROFILE**

BUSINESS NAME: \_\_\_\_\_

LOCATION ADDRESS(S):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

MAILING ADDRESS:

\_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

SHOP OWNER(S):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_

NUMBER OF YEARS IN BUSINESS: \_\_\_\_\_

BUSINESS LICENSE ISSUER AND NUMBER: \_\_\_\_\_

2. Proximity to AACOG (2700 NE Loop 410, Suite 101 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.
3. Licenses *suspended*? Yes ☐ No ☐ If Yes, attach explanation.
4. Licenses *suspended*? Yes ☐ No ☐ If Yes, attach explanation.
5. Licenses *suspended*? Yes ☐ No ☐ If Yes, attach explanation.

Has firm ever been *suspended* from a project? Yes ☐ No ☐ If Yes, attach explanation.

Has firm ever been denied or disqualified from bidding on a project involving state or federal funding? Yes ☐ No ☐ If Yes, explain.

Has a claim ever been filed against the firm on a public project? Yes ☐ No ☐

Did the claim result in litigation? Yes ☐ No ☐ If Yes, attach a brief explanation with dates and the results of each claim and/or litigation.

5. **ASSIGNED CONTACT/SERVICE REPRESENTATIVE:**

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

Duties: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Qualifications: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Years with Contractor: \_\_\_\_\_

Phone Numbers: Work: \_\_\_\_\_ Mobile: \_\_\_\_\_

6. Emergency Contact (365 days/year; 24 hours): \_\_\_\_\_

\_\_\_\_\_

7. Operating Hours – The contractor shall operate out of a commercial facility that is open and



accessible to AACOG personnel without prior notice during normal business hours.

Day	AM	to	PM
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

8. 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

<b>CONFLICT OF INTEREST QUESTIONNAIRE</b> <b>For vendor or other person doing business with local governmental entity</b>		<b>FORM CIQ</b>
<p><b>This questionnaire reflects changes made to the law by H.B. 1491, 80<sup>th</sup> Leg., Regular Session.</b></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 7<sup>th</sup> 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>	<b>OFFICE USE ONLY</b>  <div style="border: 1px solid black; height: 150px; margin-top: 10px;"></div>	
<p>1.</p> <p style="padding-left: 40px;"><b>Name of person who has a business relationship with local governmental entity.</b></p>		
<p>2.</p> <p><input type="checkbox"/> <b>Check this box if you are filing an update to a previously filed questionnaire.</b></p> <p style="text-align: center;">(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7<sup>th</sup> business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)</p>		
<p>3.</p> <p style="padding-left: 40px;"><b>Name of local government office with whom filer has employment or business relationship.</b></p> <p>This section (item 3 including subparts A, B, C &amp; 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 style="padding-left: 40px;"><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, 2700 NE Loop 410, Suite 101, 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:	
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<b>Signature of Authorized Representative</b>	<b>Printed/Typed Name &amp; Title of Authorized Representative</b>
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Date: _____
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### **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](mailto: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  
2700 NE Loop 410, Suite 101  
San Antonio, TX 78217  
ATTN: Procurement Department  
Phone: 210.362.5200  
Fax: 866.332.3252  
Email: [procurement@aacog.com](mailto: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

<b>COMPANY NAME:</b>	
<b>Send Payment(s) to - ADDRESS:</b>	
<b>CITY/STATE/ZIP CODE:</b>	
<b>Send POs to- ADDRESS:</b>	
<b>CITY/STATE/ZIP CODE:</b>	
<b>TELEPHONE NUMBER:</b>	
<b>FAX NUMBER:</b>	

	Preferred method for receipt of purchase orders Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>WEB SITE ADDRESS:</b>	
<b>EMAIL ADDRESS:</b>	Preferred method for receipt of purchase orders Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>REPRESENTATIVE:</b>	

***PLEASE LIST THE TYPE OF PRODUCTS/SERVICES YOU PROVIDE.***

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

<input type="checkbox"/> Office Supplies	<input type="checkbox"/> General Contractor
<input type="checkbox"/> Office Furniture	<input type="checkbox"/> Weatherization Contractor
<input type="checkbox"/> Copier Paper/Specialty Paper	<input type="checkbox"/> Aging Contractor
<input type="checkbox"/> Computers	<input type="checkbox"/> Psychological Services
<input type="checkbox"/> Computer Supplies	<input type="checkbox"/> Outreach Items
<input type="checkbox"/> Computer Software	<input type="checkbox"/> Printing Services
<input type="checkbox"/> Copier Machines (and supplies)	<input type="checkbox"/> Security Detail
<input type="checkbox"/> Audio/Visual Duplication	<input type="checkbox"/> Criminal Justice Supplies
<input type="checkbox"/> Audio/Visual Equipment	<input type="checkbox"/> Consultant (_____)
<input type="checkbox"/> Data & Phone Cabling	<input type="checkbox"/> Vehicle Repairs
<input type="checkbox"/> Other: _____	

**Please assist us by completing the following:**

- Type of Request:**  
New Vendor ☐ Change of Address ☐ Updated Information ☐
- Ownership:**  
Sole Proprietorship ☐ Partnership ☐ Corporation ☐  
Governmental Agency ☐ \*Non-Profit ☐ Other ☐
- Tax Identification Number:** \_\_\_\_\_  
**Attach completed W-9 form unless tax exempt.** <http://www.irs.gov/pub/irs-pdf/fw9.pdf>
- 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/cmbi>

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 ☐