



COUNTY OF EL PASO
800 E. Overland, Suite 300
El Paso, Texas 79901
(915) 546-2048 (915) 546-8180 Fax

Notice to Interested Parties

Sealed Request for Proposals (RFP) will be received at the County Purchasing Department, 800 E. Overland, RM 300, El Paso, Texas 79901 before 2:00 p.m., **Wednesday, February 4, 2009** to be opened at the County Purchasing Office the same date for **RFP - Drug Court Evaluations for the Family Drug Court Program**.

Proposals must be in a sealed envelope and marked:
"Proposals to be opened February 4, 2009
RFP - Drug Court Evaluations for the Family Drug Court Program
RFP Number 09-008"

Any questions or additional information required by interested vendors must be submitted in writing to the attention of the County Purchasing Agent before Tuesday, January 27, 2009, at 12:00 p.m. Questions can be faxed to (915)-546-8180.

Award will be made based on a review of qualifications, scope of services and price. **COMMISSIONER'S COURT RESERVES THE RIGHT TO REJECT ANY AND ALL PROPOSALS AND WAIVE TECHNICALITIES.** Only proposals that conform to specifications will be considered. Successful Proposer shall not order items or services until a Purchasing Order is received from the County Purchasing Office. Payment will not be made on items delivered without an Agreement.

If the proposal totals more than \$100,000.00, the bidder shall furnish a certified cashiers check made payable to the County of El Paso or a good and sufficient bid bond in the amount of 5% of the total contract price, executed with a surety company authorized to do business in the State of Texas. The certified cashiers check must be included with the proposal at the time of the opening.

In order to remain active on the El Paso County Vendor list, each Vendor receiving this proposal must respond in some form. Vendors submitting a proposal must meet or exceed all specifications herein. Vendors submitting a no proposal must submit their reason in writing to the El Paso County Purchasing Department.

PITI VASQUEZ
County Purchasing Agent

PROPOSAL SCHEDULE

To: El Paso County, Texas

I or we agree to furnish the following described equipment, supplies, or services for the prices shown in accordance with specifications listed below or attached. By execution of this proposal, I hereby represent and warrant to El Paso County that I have read and understood the Proposal Documents and the Contract Documents and this proposal is made in accordance with the Proposal Documents.

Please quote prices and discounts on the following items:

F. O. B. El Paso County

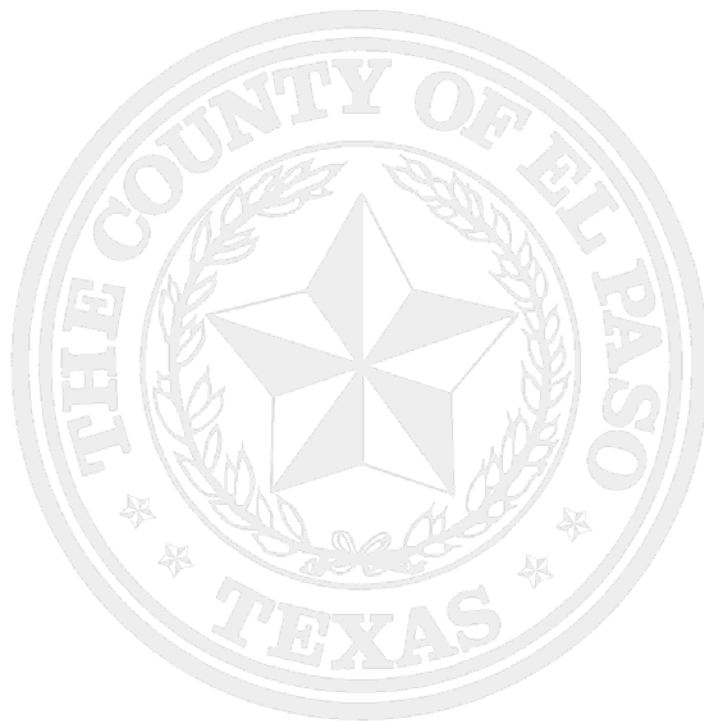
Description – RFP # 09-008 RFP - Drug Court Evaluations for the Family Drug Court Program Vendor must meet or exceed specifications
Please do not include tax, as the County is tax-exempt. We will sign tax exemption certificates covering these items. Please submit one (1) original copy and two (2) copies of your bid.

_____ Company	_____ Address
_____ Federal Tax Identification No.	_____ City, State, Zip Code
_____ CIQ Confirmation Number	_____ CIQ Sent Date
_____ Representative Name & Title	_____ Telephone & Fax Number
_____ Signature	_____ Date

*****THIS MUST BE THE FIRST PAGE ON ALL BIDS*****

RFP - Drug Court Evaluations for the Family Drug Court Program

RFP #09-008



**Opening Date
Wednesday, February 4, 2009**

65th District Court Family Drug Treatment Court Program Purchase of Evaluation Service Bids

I. ABOUT THIS REQUEST FOR PROPOSALS

This Request for Proposals (RFP) is for the purpose of contracting with a vendor to conduct independent process and outcome evaluations for the 65th Family District Court Expanded Family Drug Court. This RFP provides background on the project and its goals for the evaluation, and then identifies some specific tasks to be accomplished by the evaluation contractor that must be discussed and priced by all who respond to this proposal, following the instructions given in this RFP. **The instructions include a section, which encourages bidders to include their own suggestions and associated pricing for alternative or enhanced approaches to evaluation of this program.**

II. BACKGROUND AND GOALS OF THE EVALUATION

The 65th Family District Court Expanded Family Drug Court is designed to integrate treatment with case processing utilizing a non-adversarial approach, with early intervention and prompt treatment placement, access to a continuum of services, frequent drug testing, coordinated strategies, and ongoing judicial interactions between the parent and judge. The 65th Family District Court Expanded Family Drug Court Program will employ the operational infrastructure (Steering Committee, Advisory Committee, and Treatment Team) and collaborating partnerships of the existing drug court. The Texas Department of Family and Protective Services screens and refer families into the program, CASA provides child advocacy, and Treatment Providers deliver services.

The 65th Family Expanded Family Drug Court goals are:

Goal 1. Maintain operational systems and foster collaborative relationships in support of effective family drug court operations.

Goal 2. Increase the health and safety of families affected by substance abuse and child maltreatment by providing early identification and prompt placement into appropriate family-centered treatment and related services that are integrated with justice system case processing.

Goal 3. Develop services and policies designed to break the cycle of child abuse and neglect by parents with substance abuse problems.

The evaluation of this project should be designed to closeout the funding period, so that the results can be used for program sustainability and future replication in other jurisdictions.

The evaluation shall assess both the short-term and long-term efficacy of the Expanded Family Drug Court as a service for individual clients and as a catalyst for systemic improvements. The longer-term efficacy needs to be assessed such that the program's value (or lack of value) can be demonstrated to policy makers. In particular, the evaluation should seek to measure the program's performance relative to a range of populations, including those grouped by: race/ethnicity, employment status, and level of education among others. The evaluation should also seek to answer whether the program "adds value" to the court and the health care system and, hence, whether it should be continued or replicated elsewhere. To answer these questions, the evaluation needs to answer two basic sets of questions that address both process and outcome measures:

1. Process:

- Describe and document the processes by which the project was implemented and operationalized;
- Identify and document the primary factors associated with the planning and incorporation of interventions, the referral system, and treatment strategies;
- Identify and document the barriers to effective program implementation and application including documentation of program activities designed to overcome such barriers;
- Assess case management and treatment delivery activities; and
- Identify culture-specific needs and barriers to referral and treatment, such as language, communication practices, and belief systems, etc.

2. Outcome:

- Assessment of the program's ability to maintain continued abstinence from drugs and/or alcohol in program participants;
- Assessment of the program's ability to reunify parents with their children and to maintain parent-child relationships in stable, non drug using homes;
- Assessment of whether clients meet program initiatives including having the participants find and maintain employment, find and maintain a stable household, and satisfy other program requirements, such as attendance at treatment activities, meetings with caseworkers, attendance at hearings, etc.;
- Assessment of how program activities affect the participant's ability to find and maintain employment, find and maintain a stable household, and satisfy other program requirements, such as attendance at treatment activities, meetings with caseworkers, attendance at hearings, etc.;
- Assessment of how program sanction and rewards affect client progress and success in the program, including those variables described above;
- Assessment of changes in several ancillary variables from the view of participants including perceived parenting efficacy, attitudes toward children, self-esteem and emotional well-being, anger awareness and management, parents satisfaction with the program.
- Quantitative Measures such as; number of accepted cases, number of successful completions, drug testing result rates, removal percentage, reunification percentage, breakdown of variables by gender, age, ethnicity.

III. GENERAL APPROACH AND EVALUATION PHASES

The Evaluation Contractor will be selected on the basis of responses to this Evaluation RFP. This contractor will serve as the outside neutral third party responsible for program

evaluation. Although the evaluation contractor will take the lead on evaluation activities, program staff will also be actively involved. The evaluation planning and implementation will be done in close collaboration with the Program Director and support staff. During the closeout period, the Evaluation Contractor will finalize the design of the evaluation and provide input into the design of the program's information systems to insure the data collected is consistent with the evaluation needs for the program.

The Evaluation Contractor will also use surveys that established a baseline of consumers' needs and how those needs are and are not currently being met. The Contractor will collect feedback about the program from clients, stakeholders and other informants, and will analyze this feedback together with many other types of information, to provide an overall assessment of both process and outcomes. Some data, such as feedback from clients, health plans, and cooperating agencies will need to be collected directly by the outside evaluator in order to ensure confidentiality and encourage candor. Other data, such as statistics on client contacts, will be captured routinely by systems that are designed for the program with evaluation as well as other needs in mind.

Periodic self-assessment activities conducted routinely by program staff and team members, including separate client feedback, will provide information useful for program evaluation as well as for immediate use in internal quality improvement.

The evaluation will take a three-stage approach:

Phase 1: Evaluation Design, Testing of Tracking Systems and Report Formats, Feedback on Performance during Early Implementation

Timeframe: The contractor has 7 months to complete the evaluation.

During this phase, the evaluation design will be finalized, any baseline surveys conducted, the tracking and reporting systems will be designed and put in place by the program. These systems will be designed from the beginning to jointly serve the needs of program evaluation and of the program itself.

The systems will minimize reporting paperwork required of the counselors. To address the issues of program replication, this phase will include preliminary planning by the program staff of the topics to be included in a practical guide for program replication, which will be developed during Phase 2 and updated in Phase 3. The Evaluation Contractor will participate in the planning regarding the evaluation elements of such a guide. During the early stage of actual service delivery, feedback will be obtained from a variety sources and used to make mid-course corrections and to refine methods and instruments to be used in the full outcome evaluation that follows.

Phase 2: Full Implementation and Formal Evaluation

This second phase is the focal point of evaluation efforts, with intensive data collection, particularly for the outcomes evaluation. Data collection is to be completed by September 1, 2009 in order to allow several months for synthesizing and reporting the evaluation results.

Phase 3: Consolidation

During this final period, the evaluation contractor will conduct ongoing collection, analysis and validation of the Phase 2 Formal Evaluation. In addition, the evaluation contractor will assist the program in drafting sections on evaluation issues and procedures.

IV. TASKS TO BE PERFORMED BY THE EVALUATION CONTRACTOR Evaluation Tasks in PHASE 1: Evaluation Design, Testing of Tracking Systems and Report Formats, and Feedback on Program Performance during Implementation

1. Adaptation or Design of the existing overall plan for program evaluation.

Adaptation or Design of the overall plan for evaluation will be done by the Evaluation Contractor, in close collaboration with the Expanded Family Drug Court Program Director, and with feedback from others including representatives from participating agencies and/or service providers. The goal is to get input from all perspectives, and to foster buy-in of all parties affected by the evaluation.

2. Advise on the design of tracking systems that will provide evaluation data as well as serve immediate needs of the program.

Early in the startup period, a customized computer database will be implemented for use by counselors in tracking their client contacts. The Evaluation Contractor will advise on the elements, which should be included in such a system (which will be designed for online use during phone conversations with clients and others contacted on behalf of clients). The system may include detailed descriptive information on the client, referral source, information need or problem to be addressed, actions taken and results (to the extent known) of these actions. It will be a comprehensive record, to be updated during or after each contact with or on behalf of a client. The Evaluation Contractor will provide input into data collection and reporting needed to evaluate the program's effectiveness in other areas as well.

3. Design and implement appropriate surveys to establish a baseline of consumers' needs for education and support and the extent to which existing mechanisms meet (and do not meet) those needs.

Clients in drug court settings have a range of potential places to turn for information and assistance beyond those provided by the court. The evaluation consultant will design and implement appropriate surveys to assess the nature of consumers' current needs and how existing resources meet (and/or do not meet) those needs.

4. Collect and analyze initial and ongoing program performance.

As part of this task, the Evaluation Contractor's activities should include providing ongoing consultation on evaluation-related issues; (b) spot-checking of client opinions about the services they received from the program; (c) evaluating the content and format of information materials distributed by the program; and (d) evaluating how the program works from the perspectives of the clients, court staff, and participating agencies and service providers. During the early stage of actual service delivery, the Evaluation Contractor should use a

variety of feedback mechanisms to collect information which can be used to make midcourse corrections and to refine methods and instruments to be used in the full outcome evaluation that follows. Periodic reports from the client tracking system and staff activity system would be generated automatically from the computerized systems.

Evaluation Task in PHASE 2: Formal Evaluation

Ongoing consultation on evaluation-related issues.

2. Collection and analysis of secondary sources of data useful to tracking program related changes over time.

The specific types of data to be collected will be tentatively identified as part of the Phase I planning activities which include development of an overall evaluation design and the assessment of feasibility and usefulness of various possible sources of secondary data for evaluation purposes will be refined as the Pilot project evolves.

3. Surveys of court clients to inform the court on the extent of their awareness of services beyond those provided by the court; how their needs have changed; and whether there have been any changes in how other resources are meeting their needs.

4. Surveys of clients to learn about their experiences and opinions about assistance received from the Expanded Family Drug Court Program.

5. Surveys of court staff, service providers, and representatives from participating agencies.

6. Integration and analysis of descriptive information provided by the client tracking system and the staff activity tracking system.

Evaluation Tasks in PHASE 3: Consolidation

1. Ongoing consultation on evaluation-related issues.

2. Conduct additional surveys; collect and analyze secondary sources of data useful to tracking program-related changes over time; and update survey results as appropriate. During the third Phase of the Project, the Evaluation Consultant will supplement prior evaluations as appropriate.

Reports Required from the Evaluation Contractor

The 65th District Court anticipates that the reports from the Evaluation Contractor will be used by the 65th District Court program staff and made public to assist others considering such ventures. The evaluation contractor will be required to submit the reports every month and shall include:

Rpt.# Description

1. Status Report on evaluation related activities.
2. Outcome & Process Report: process and outcome indicators.

The specific timing and content of the Reports is subject to adjustment and negotiation with the Evaluation Contractor.

V. INSTRUCTIONS FOR SUBMISSION OF PROPOSALS

Bidders should present their proposal in the format described in Appendix A. Bidders must submit a signed original and five (5) copies of their proposal.

Late proposals and proposals delivered by facsimile will not be accepted.

All questions related to this proposal should be directed to the County of El Paso Purchasing Department attention Lucy Balderama faxed to (915)546-8180. Deadline for questions is January 27, 2009 at 12:00 noon. Applicants should anticipate the need to respond to specific issues that may arise during this application process.

VI. HOW PROPOSALS WILL BE ASSESSED

In selecting proposals, a primary consideration will be the extent to which the evaluation products will provide what is needed by the 65th Family District Court to make decisions about its continuation and replication.

PROPOSAL FORMAT INSTRUCTIONS

The bidder's approach to evaluation should reflect the needs described in this RFP, which are subject to further development and refinement based on feedback from those who respond to this RFP, as well as the practical experience gained as the Pilot Program evolves.

Please use the following outline to organize your response to this RFP.

1. **Work plan.** Provide a concise description of how you would accomplish the general tasks described in this RFP and provide a timeline (7 months maximum).
 - A. Begin with a discussion of how you would propose to answer the two fundamental sets of **process** and **outcome** questions posed at pages 2-4 of this RFP. B. Next describe how you would accomplish each of the specific evaluation tasks identified in this RFP and provide a timeline.
 - B. Provide professional suggestions and associated pricing for alternative or enhanced approaches to the evaluation of this program for consideration.

2. Bidder's Qualifications and Experience

Begin with a brief summary of the Bidder's overall capabilities and experience in evaluating specialized court programs. This summary should briefly describe the Bidder's organizational structure, computer facilities, data analysis software packages, and its capability to manage evaluation planning and implementation, including management of multiple sources of data and complex projects. Bidder should have knowledge of the Government Performance Results Act (GPRA), which deals with client outcome measure for discretionary programs.

Next, describe how your organization meets the specific requirements for the evaluation

contractor that are described below. Please be as specific and informative as possible in responding to each point.

- A. Substantial experience in evaluation design and implementation that is **directly relevant** to the requirements of this project.
- B. Demonstrated expertise in the research and analytical skills required by this project, including sampling, complex and large-scale research design, methodology (surveys, focus groups, individual interviews, use of secondary data), health policy and consumer issues.
- C. Demonstrated ability to effectively manage a complex project of this nature.
- D. A track record of on-time performance on evaluations of this size.
- E. The ability to communicate about evaluation issues and data analysis in clear and simple language that is as non-technical as possible given the complexity of the issues and analysis and the prospective audience.
- F. A description of any special experience, knowledge, or skills that uniquely qualify your organization for this project.
- G. Names, positions, and telephone numbers of five persons who will serve as your references. Please indicate your basis for selecting these particular references; those you select should be able to comment on how your firm has handled projects similar to this one.

3. Budget

Please summarize your cost estimates using the format shown in the table below. Account administrative costs should be estimated (these costs include telephone, postage, travel, shipping, research, etc.). The budget should reflect all evaluation expenses the Bidder will incur directly or indirectly and will not exceed past contract ending date.

COUNTY OF EL PASO, TEXAS

CERTIFICATIONS REGARDING LOBBYING, DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; DRUG-FREE WORKPLACE REQUIREMENTS; FEDERAL DEBT STATUS, AND NONDISCRIMINATION STATUS AND IMPLEMENTING REGULATIONS*

Instructions for the certifications:

General Requirements

The County of El Paso, Texas is required to obtain from all applicants of federal funds or pass-through certifications regarding federal debt status, debarment and suspension, and a drug free workplace. Institutional applicants are required to certify that they will comply with the nondiscrimination statutes and implementing regulations.

Applicants should refer to the regulations cited below to determine the certifications to which they are required to attest. Signature of the form provides for compliance with certification requirements under 21 CFR part 1405, "New Restrictions on Lobbying," 21 CFR part 1414, Government wide Debarment and Suspension (Non procurement), Certification Regarding Federal Debt Status (OMB Circular A-129), and Certification Regarding the Nondiscrimination Statutes and Implementing Regulations. The certifications shall be treated as a material representation of fact upon which reliance will be placed when the County of El Paso determines to award the covered cooperative agreement

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented in 21 CFR part 1405, for persons entering into a cooperative agreement over \$100,000, as defined at 21 CFR Part 1405, the applicant certifies that;

(a) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement,

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal Grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award document for all sub-awards at all tiers (including sub-grants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

1. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

As required by Executive Order 12549, Debarment and Suspension and implemented at 21 CFR Part 1404, for prospective participants in primary covered transactions

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or and a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State, or local) transaction or contract under a public transaction violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to the application.

2. DRUG-FREE WORKPLACE

As required by the Drug Free Workplace Act of 1988, and implemented at 21 CFR Part 1404 Subpart F.

A. The applicant certifies that it will or will continue to provide a drug free workplace by:

(a). Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the applicant's workplace and specifying the actions that will be taken against employees for violations of such prohibition;

(b) Establishing an on-going drug free awareness program to inform employees about:

(1) The dangers of drug abuse in the workplace;

(2) The applicant's policy of maintaining a drug free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violation occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee must

- (1) Abide by the terms of the statement; and
- (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such convictions. Employers of convicted employees must provide notice including position title, to: The County of El Paso, Texas, 500 East San Antonio Street, Suite 406, El Paso, Texas 79901. Notice shall include the identification number of each affected grant

(f) Taking one of the following actions within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:

- (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
- (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal State, or local health, law enforcement, or other appropriate agency

(g) Making a good faith effort to continue to maintain a drug free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

3. CERTIFICATION REGARDING FEDERAL DEBT STATUS (OMB Circular A-129)

The Applicant certifies to the best of its knowledge and belief, that it is not delinquent in the repayment of any federal debt.

4. CERTIFICATION REGARDING THE NONDISCRIMINATION STATUTES AND IMPLEMENTING REGULATIONS

The applicant certifies that it will comply with the following nondiscrimination statutes and their implementing regulations: (a) title VI of the Civil right Act of 1964 (42 U.S.C. 2000D et seq.) which provides that no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of or be otherwise subjected to discrimination under any program or activity for which the applicant received federal financial assistance; (b) Section 504 of the rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of handicap in programs and activities receiving federal financial assistance; (c) title IX of the Education Amendments of 1972m as amended (20 U.S.C. 1981 et seq.) which prohibits discrimination on the basis of sex in education programs and activities receiving federal financial assistance; and (d) the Age Discrimination Act of 1975, and amended (42 U.S.C. 6101 ec seq.) which prohibits discrimination on the basis of age in programs and activities receiving federal financial assistance, except that actions which reasonably take age into account as a factor necessary for the normal operation or achievement of any statutory objective of the project or activity shall not violate this statute.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

Business Name

Date

Name of Authorized Representative

Signature of Authorized Representative

COUNTY OF EL PASO PURCHASING DEPARTMENT

MDR Building, 800 E. Overland
ROOM 300, EL PASO, TEXAS 79901
(915) 546-2048, FAX: (915) 546-8180

PITI VASQUEZ, PURCHASING AGENT
JOSE LOPEZ, JR. ASST. PURCHASING AGENT
LUCY BALDERAMA, INVENTORY BID TECHNICIAN

PROPOSAL CONDITIONS

This is the only approved instruction for use on your invitation to bid. Items below apply to and become a part of the terms and conditions of the bid.

1. BY SUBMITTING A PROPOSAL, EACH BIDDER AGREES TO WAIVE ANY AND ALL CLAIMS IT HAS OR MAY HAVE AGAINST THE COUNTY OF EL PASO, AND ITS OFFICERS, AGENTS AND EMPLOYEES, ARISING OUT OF OR IN CONNECTION WITH: THE DOCUMENTS, PROCEDURES, ADMINISTRATION, EVALUATION, OR RECOMMENDATION OF ANY PROPOSAL; THE WAIVER BY EL PASO COUNTY OF ANY REQUIREMENTS UNDER THE PROPOSAL DOCUMENTS OR THE CONTRACT DOCUMENTS; THE ACCEPTANCE OR REJECTION OF ANY PROPOSAL; AND THE AWARD OF THE CONTRACT.
2. Proposal must be in the Purchasing Department **BEFORE** the hour and date specified. Faxed proposals will not be accepted.
3. Late proposals properly identified will be returned to bidder unopened. Late proposals will not be considered under any circumstances.
4. All proposals are for new equipment or merchandise unless otherwise specified (merchandise only).
5. Quotes F.O.B. destination. If otherwise, show exact cost to deliver (merchandise only).
6. Proposal unit price on quantity specified-extend and show total. In case of error in extension, unit prices shall govern. RFP subject to unlimited price increases will not be considered.
7. Proposals must give full firm name and address of offeror. Failure to manually sign the proposal will disqualify it. Person signing should show title or authority to bind his firm in a contract.
8. No substitutions or cancellations permitted without written approval of County Purchasing Agent for merchandise.
9. The County reserves the right to accept or reject all or any part of the proposal, waive minor technicalities and award the proposal to the lowest responsible proposer. The County of El Paso reserves the right to award by item or by total proposal. Prices should be itemized.
10. RFP \$100,000.00 and over, the proposer shall furnish a certified cashiers check made payable to the County of El Paso or a good and sufficient bid bond in the amount of 5% of the total contract prices and execute with a surety company authorized to do business in the State of Texas. The bid bond must be included with the bid at the time of the opening.
11. This is a quotation inquiry only and implies no obligation of the part of the County of El Paso.
12. The County of El Paso reserves the right to reject any proposal due to failure of performance on

deliveries. The County Purchasing Agent will justify this.

13. Brand names are for descriptive purposes only, not restrictive (merchandise only).
14. The County of El Paso is an Equal Opportunity Employer.
15. Any proposal sent via express mail or overnight delivery service must have the RFP number and title clearly marked on the outside of the express mail or overnight delivery service envelope or package. Failure to clearly identify your proposal may be cause for disqualification.
16. PURSUANT TO TEXAS GOVERNMENT CODE SECTION 2253.021, A PRIME CONTRACTOR WHO IS AWARDED A PUBLIC WORKS CONSTRUCTION CONTRACT SHALL, PRIOR TO BEGINNING THE WORK, EXECUTE TO THE COUNTY:
 - 1) A PERFORMANCE BOND, IN THE FULL AMOUNT OF THE CONTRACT, IF THE CONTRACT IS IN EXCESS OF \$100,000; AND
 - 2) A PAYMENT BOND, IN THE FULL AMOUNT OF THE CONTRACT, IF THE CONTRACT IS IN EXCESS OF \$25,000.
17. PURSUANT TO TEXAS LOCAL GOVERNMENT CODE SECTION 262.032(b), ANY SUCCESSFUL BIDDER WHO IS AWARDED ANY CONTRACT IN EXCESS OF \$50,000 MAY BE REQUIRED TO EXECUTE A PERFORMANCE BOND TO THE COUNTY. SAID BOND SHALL BE IN THE FULL AMOUNT OF THE CONTRACT AND MUST BE FURNISHED WITHIN 30 DAYS AFTER THE DATE A PURCHASE ORDER IS ISSUED OR THE CONTRACT IS SIGNED AND PRIOR TO COMMENCEMENT OF THE ACTUAL WORK. ANY PERFORMANCE BOND REQUIRED PURSUANT TO THIS SECTION SHALL BE NOTED IN THE ATTACHED DETAILED BID SPECIFICATIONS OR SCOPE OF WORK. THIS SECTION DOES NOT APPLY TO A PERFORMANCE BOND REQUIRED BY CHAPTER 2253, TEXAS GOVERNMENT CODE.
18. "Beginning January 1, 2006, in order to implement HB 914 (adding new Local Government Code Chapter 176), ALL VENDORS MUST SUBMIT A CONFLICT OF INTEREST QUESTIONNAIRE (Form CIQ) disclosing its affiliations and business relationships with the County's Officers (County Judge and Commissioners Court) as well as the County employees and contractors who make recommendations for the expenditure of County funds. The names of the County Officers and of the County employees and contractors making recommendations to the County Officers on this contract are listed in the Specifications.

THE CONFLICT OF INTEREST QUESTIONNAIRE MUST BE FILED WITH THE COUNTY CLERK AND A COPY OR PROOF OF FILING MUST BE ATTACHED TO THE BIDDER'S RESPONSE SUBMITTED TO THE PURCHASING DEPARTMENT.

Bidders should be aware that this bidding condition is not intended to cover or to advise you about all situations in which Local Government Code Chapter 176 would require you to file a Form CIQ. You should consult your private attorney with regard to the application of this law and your compliance requirements. Failure to comply is punishable as a Class C misdemeanor.

NOTICE:

ALL COMMUNICATIONS BY A VENDOR TO THE COUNTY, ITS OFFICIALS, AND DEPARTMENT HEADS REGARDING THIS PROCUREMENT SHALL BE DONE THROUGH THE EL PASO COUNTY PURCHASING DEPARTMENT. **THE EL PASO COUNTY CODE OF ETHICS PROHIBITS ALL PRIVATE COMMUNICATION BETWEEN VENDORS AND CERTAIN COUNTY OFFICIALS AND EMPLOYEES AS DESCRIBED BELOW:**

No vendor, its representative, agent, or employee shall engage in private communication with a member of the El Paso County Commissioners Court or county department heads regarding any procurement of goods or services by the County from the date that the bid, RFP, or RFQ is released. No private communication regarding the purchase shall be permitted until the procurement process is complete and a purchase order is granted or a contract is entered into. Members of the commissioners court are required to make a reasonable effort to inform themselves regarding potential procurements and have a duty to inquire of vendors, their representatives or employees, the nature of any private communication being sought prior to engaging in any communication. "Private Communication" means communication with any vendor outside of a posted meeting of the governing body, a regular meeting of a standing or appointed committee, or a negotiation with a vendor which has been specifically authorized by the governing body.

Health Insurance Benefits Provided By Bidder

Consideration of Health Insurance Benefits*

1. Do you or your subcontractor(s) currently offer health insurance benefits to your employees?

If so, please describe those health insurance benefits that you or your subcontractor(s) currently provide/offer to your employees.

2. What percentage, if any, of your of your subcontractor's employees are currently enrolled in the health insurance benefits program?

El Paso County may consider provision of health insurance benefits as part of the overall "best value" determination. Failure to provide health insurance benefits will not disqualify you from participating in this bid selection process.

Business Name

Date

Name of Authorized Representative

Signature of Authorized Representative

* This page must be included in all responses.



COUNTY OF EL PASO
County Purchasing Department
800 E. Overland, RM 300
El Paso, Texas 79901
(915) 546-2048
(915) 546-8180 Fax

RE: RFP #09-008, RFP - Drug Court Evaluations for the Family Drug Court Program

Dear Vendor:

As of January 1, 2006, the Texas Local Government Code Chapter 176 requires all vendors and potential vendors who contract or seek to contract for the sale or purchase of property, goods, or services with any local government entity to complete and submit a Conflicts of Interest Questionnaire. A copy of the requirements regarding vendors is attached. Also attached is a copy of the Questionnaire which needs to be filed and was prepared and approved for statewide use by the Texas Ethics Commission.

In filing out the Questionnaire, the following are the County Officers that will award the bid and the employees which will make a recommendation to the Commissioners Court:

County Officers: County Judge Anthony Cobos
Commissioner Anna Perez
Commissioner Veronica Escobar
Commissioner Willie Gandara, Jr.
Commissioner Dan Haggerty

County Employees: Piti Vasquez, Purchasing Agent
Jose Lopez, Jr., Assistant Purchasing Agent
Peter Gutierrez, Buyer II
Linda Gonzalez, Inventory Bid Technician
Lucy Balderama, Inventory Bid Technician
Ruben Castaneda
Marisol Melgoza
Belinda Acuna
Rosie Medina
Ruth Ann Fierro

Please note that the state law requires that the Questionnaire be filed with the **COUNTY CLERK** no later than **the 7th business day after submitting an application, response to an RFP, RFQ or bid** or any other writing related to a potential agreement with the County. Failure to file the questionnaire within the time provided by the statute is a Class C misdemeanor

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor or other person doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.

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).

By law this questionnaire must be filed with the records administrator of the local governmental 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.

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

OFFICE USE ONLY

Date Received

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

2 Check this box if you are filing an update to a previously filed questionnaire.

(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.)

3 Name of local government officer with whom filer has employment or business relationship.

Name of Officer

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.

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?

Yes No

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 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 of 10 percent or more?

Yes No

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

4

Signature of person doing business with the governmental entity

Date

COUNTY OF EL PASO PURCHASING DEPARTMENT

PITI VASQUEZ, PURCHASING AGENT
JOSE LOPEZ, JR. ASST. PURCHASING AGENT
LINDA GONZALEZ, INVENTORY BID TECHNICIAN
LUCY BALDERAMA, INVENTORY BID TECHNICIAN

MDR BUILDING, 800 E. OVERLAND
ROOM 300, EL PASO TEXAS 79901
(915)546-2048, FAX (915)546-8180

Instructions: Conflict of Interest Form (CIQ)

Please follow and complete all instructions to fill out your CIQ form and obtain document number.

- ***Please complete CIQ Form whether or not a conflict exists.***
- **Box #1 All Vendors** Must Print Clearly their names and company name.
- **Box #2** If the vendor has already filed a CIQ for the current year and is updating (filing a new one) due to changes on bid, please check box. If this is the first time within the current year that the vendor is submitting a CIQ, then do not check this box.
- **Box #3** If you are filing a disclosure of conflict of interest, meaning that you do have a relationship with someone listed on the page prior to the CIQ form on your BID, RFP, RFQ, or RFI, then you must print the name of the person whom you have a business relationship with.

If you answer **yes** to any of the following: **Item A, B, C** you have a conflict and must disclose on this form.

- **Item D** List the type of relationship and what department in the local government the person you have listed in **Box #3**.
- **Box #4** Please have the person that is named on **Box# 1**, sign and date in this box. We request a contact phone number in case there are any questions or form is missing information. This is a courtesy to you. If you do not provide a phone number and have not provided all the information that is needed. The department cannot file your document and you will not receive a number to provide the Purchasing department with your bids, thus, meaning disqualification. Once you have completed the form, **fax it to the County Clerks at 915-546-2012**. The County Clerk will file and send you back the CIQ document number.
- It is the vendor's responsibility to submit the CIQ document number provided by the County Clerk's to the Purchasing Department. Do not forget to place the RFP, RFQ, RFI, or BID number somewhere on your CIQ form so we may know what bid you are referencing. If you do not receive your CIQ document number in a timely manner, please contact the County Clerk's office at 546-2000, ext. 3143.
- **It would be in your best interest, to submit your CIQ document number with your bid/proposal. (See Bidding Schedule)**
- Please note that the state law requires that the Questionnaire be filed with the COUNTY CLERK no later than the 7th business day after submitting an application, response to an RFP, RFQ, RFI or bid or any other writing related to a potential agreement with the County. Failure to file the questionnaire within the time provided by the statute is a Class C misdemeanor.

If you have any questions, please call Lucy Balderama at 915-543-3887
or Linda Gonzalez at 915-545-2195

Tex. Local Gov't Code § 176.006 (2005)

§ 176.006. Disclosure Requirements for Vendors and Other Persons; Questionnaire

(a) A person described by Section 176.002(a) shall file a completed conflict of interest questionnaire with the appropriate records administrator not later than the seventh business day after the date that the person:

(1) begins contract discussions or negotiations with the local governmental entity; or

(2) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential agreement with the local governmental entity.

(b) The commission shall adopt a conflict of interest questionnaire for use under this section that requires disclosure of a person's affiliations or business relationships that might cause a conflict of interest with a local governmental entity.

(c) The questionnaire adopted under Subsection (b) must require, for the local governmental entity with respect to which the questionnaire is filed, that the person filing the questionnaire:

(1) describe each affiliation or business relationship the person has with each local government officer of the local governmental entity;

(2) identify each affiliation or business relationship described by Subdivision (1) with respect to which the local government officer receives, or is likely to receive, taxable income from the person filing the questionnaire;

(3) identify each affiliation or business relationship described by Subdivision (1) with respect to which the person filing the questionnaire receives, or is likely to receive, taxable income that:

(A) is received from, or at the direction of, a local government officer of the local governmental entity; and

(B) is not received from the local governmental entity;

(4) describe each affiliation or business relationship with a corporation or other business entity with respect to which a local government officer of the local governmental entity:

(A) serves as an officer or director; or

(B) holds an ownership interest of 10 percent or more;

(5) describe each affiliation or business relationship with an employee or contractor of the local governmental entity who makes recommendations to a local government officer of the local governmental entity with respect to the expenditure of money;

(6) describe each affiliation or business relationship with a person who:

(A) is a local government officer; and

(B) appoints or employs a local government officer of the local governmental entity that is the subject of the questionnaire; and

(7) describe any other affiliation or business relationship that might cause a conflict of interest.

(d) A person described by Subsection (a) shall file an updated completed questionnaire with the appropriate records administrator not later than:

(1) September 1 of each year in which an activity described by Subsection (a) is pending; and

(2) the seventh business day after the date of an event that would make a statement in the questionnaire incomplete or inaccurate.

(e) A person is not required to file an updated completed questionnaire under Subsection (d)(1) in a year if the person has filed a questionnaire under Subsection (c) or (d)(2) on or after June 1, but before September 1, of that year.

(f) A person commits an offense if the person violates this section. An offense under this subsection is a Class C misdemeanor.

(g) It is a defense to prosecution under Subsection (f) that the person filed the required questionnaire not later than the seventh business day after the date the person received notice of the violation.

Tex. Local Gov't Code § 176.001 (2005)

§ 176.001. Definitions

In this chapter:

(1) "Commission" means the Texas Ethics Commission.

(2) "Family member" means a person related to another person within the first degree by consanguinity or affinity, as described by Subchapter B, Chapter 573, Government Code.

(3) "Local governmental entity" means a county, municipality, school district, junior college district, or other political subdivision of this state or a local government corporation, board, commission, district, or authority to which a member is appointed by the commissioners court of a county, the mayor of a municipality, or the governing body of a municipality. The term does not include an association, corporation, or organization of governmental entities organized to provide to its members education, assistance, products, or services or to represent its members before the legislative, administrative, or judicial branches of the state or federal government.

(4) "Local government officer" means:

(A) a member of the governing body of a local governmental entity; or

(B) a director, superintendent, administrator, president, or other person designated as the executive officer of the local governmental entity.

(5) "Records administrator" means the director, county clerk, municipal secretary, superintendent, or other person responsible for maintaining the records of the local governmental entity.

COUNTY OF EL PASO, TEXAS

Check List

**RFP - Drug Court Evaluations for the Family Drug Court Program
RFP #09-008**

THIS CHECKLIST IS PROVIDED FOR YOUR CONVENIENCE

_____ Responses should be delivered to the County Purchasing Department by 2:00 p.m., Wednesday, February 4, 2009. Did you visit our website (www.epcounty.com) for any addendums?

_____ Did you sign the Bidding Schedule?

_____ Did you sign the “Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Federal Debt Status, and Nondiscrimination Status And Implementing Regulations” document?

_____ Did you sign the “Consideration of Insurance Benefits” form?

_____ Did you file a copy of the completed Conflict of Interest Questionnaire (Form CIQ) with the El Paso County Clerk (in person or by mail to 500 E. San Antonio, Suite 105, El Paso, TX 79901 or by fax to 915-546-2012 attention Joann) and write the confirmation number given as proof of filing on your bidding schedule? Please include the completed and signed form with your response whether a relationship exists or not.

_____ If your bid totals more than \$100,000, did you include a bid bond?

_____ Did you provide one original and two (2) copies of your response?
