



COUNTY OF EL PASO
800 East Overland, Suite PU300
El Paso, Texas 79901
(915) 546-2048 (915) 546-8180 Fax

Notice to Interested Parties

Sealed Request for Information will be received at the County Purchasing Department, 800 E. Overland, Suite PU300, El Paso, Texas 79901 before 2:00 p.m., Wednesday, September 1, 2010. Responses will be opened at the County Purchasing Office the same date for RFI for Multi-Systemic Therapy and Functional Family Therapy.

**Request for Information must be in a sealed envelope and marked:
"RFI to be opened September 1, 2010
RFI for Multi-Systemic Therapy and Functional Family Therapy
RFI Number 10-058"**

Any questions or additional information required by interested vendors must be submitted in writing to the attention of the County Purchasing Agent before Friday, August 20, 2010, at 12:00 p.m. Questions can be faxed to (915)-546-8180.

Said contract shall be let to the best qualified, and the **COMMISSIONER'S COURT RESERVES THE RIGHT TO REJECT ANY AND ALL RESPONSES AND WAIVE TECHNICALITIES.** Only responses that conform to specifications will be considered. Faxed responses will not be accepted.

In order to remain active on the El Paso County Vendor list, each vendor receiving this request for information must respond in some form. Vendors submitting requests for information must meet or exceed all requirements herein. Vendors not responding to the request must submit their reason in writing to the El Paso County Purchasing Department.

PITI VASQUEZ
County Purchasing Agent

SIGNATURE PAGE

<p style="text-align: center;">Description – RFI #10-058</p> <p style="text-align: center;">RFI for Multi-Systemic Therapy and Functional Family Therapy</p> <p style="text-align: center;">Vendor must meet or exceed specifications</p>
<p>Please submit one (1) original copy and two (2) duplicate copies of your response.</p>

Company

Address

Federal Tax Identification No.

City, State, Zip Code

CIQ Document Number (Required)

CIQ Sent Date

Representative Name & Title

Telephone & Fax Number

Signature

Date

****THIS MUST BE THE FIRST PAGE ON RFI RESPONSE****

RFI for Multi-Systemic Therapy and Functional Family Therapy

RFI# 10-058



**Opening Date
Wednesday, September 1, 2010**

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CONFIDENTIALITY

All information included in this RFI is confidential and only for the recipient knowledge. No information included in this document or in discussions connected to it may be disclosed to any other party.

INTRODUCTION & PURPOSE OF RFI

With this RFI we request information regarding your company and ability to provide the requested services. The same information will be gathered from different companies and will be used to evaluate the feasibility of following up with a Request For Proposal (RFP).

BACKGROUND

The El Paso County Juvenile Probation Department was established in 1950 in an effort to address delinquency issues involving youthful offenders. The Juvenile Probation Department provides diversion and supervision services for youth referred for delinquent conduct ages 10-16. Services and supervision is afforded to both pre and post adjudicated youth in order to assist youth in avoiding delinquent behaviors while providing protection to the public by promoting the concept of consequences for aberrant conduct as well as treatment, training and rehabilitation that emphasizes accountability and responsibility to both parents/caregivers and their children. Services and supervision strategies are intended to address identified risk factors while capitalizing on the youth and families' strengths. A wraparound and holistic approach to service coordination is a core concept the Department adheres to through its collaborations with community organizations, schools, law enforcement and social service agencies. The Department averages approximately 3,000 referrals per year with an average annual adjudication rate of approximately 800 youthful offenders. The Juvenile Probation Department is comprised of five units that provide oversight, supervision and services to youthful offenders:

Detention: Provides temporary and safe custody of male and female juveniles who require a restrictive environment for their own and/or the community's protection while pending legal action. The Juvenile Detention Center has a capacity to secure 62 juvenile offenders and is comprised of 84 Juvenile Supervision Officers that are trained and certified through the State of Texas. Youth detained receive educational, recreational, and nutritional and health services as well as counseling services when deemed necessary.

Intake: The intake unit accepts and processes incoming referrals from all law enforcement agencies within El Paso County for juveniles alleged to have committed an offense. The intake unit is responsible for reviewing police reports to establish jurisdiction and probable cause. Initial screening and assessments for services is also conducted in order to make recommendations to the Court regarding releasing or detaining a youth as well as to make recommendations regarding the need for further court interventions or to divert youth from the juvenile justice system.

Programs under the Intake Unit include:

1. Juvenile Court Conference Committees (JCCC) - JCCC is a diversion program that allows a juvenile to face consequences for his or her actions without the need of a formal court procedure. Participation in JCCC is voluntary, does not exceed six months, community based volunteers mentor and assist the youthful offender in addressing identified risk factors. Upon completion of the program the juvenile's case is close with no further action.
2. Deferred Prosecution Program (DPP) - DPP is a diversion program that affords consequences for delinquent conduct without the need for formal court proceedings. The DPP program is voluntary; does not exceed six months, provides accountable to the juvenile while taking into account the interest of victims and society. Youth placed in DPP are linked to community agencies, afforded minimum supervision, engaged in community projects and referred for services to address risk factors. Upon successful completion of the program pending charges are dismissed.

Probation Services: The Probation Services Unit is responsible for conducting investigations of the juvenile and the family, making recommendations to the courts regarding services and levels of supervision as well as monitor and supervising children ordered and placed on different levels of probation and/or detained pending further legal action.

Supervision Levels:

1. Level III - Supervised probation, requires the probation officer to have frequent contact with the juvenile and sometimes imposes a curfew from 5:00 p.m. to 7:00 a.m. Court order may require the juvenile to participate in community service projects or attend counseling services.
2. Level IV- Intensive Supervised Probation (I.S.P.). Probation officer constantly monitor's juvenile's compliance with probationary guidelines. It provides intensified services as an alternative to removing juvenile offenders from the home/community.

A) ISP- Most youths in the ISP programs are at a *progressive sanction level 4*, and most would be placed out of the home or in a residential placement facility or be committed to the care, custody and control of the Texas Youth Commission. The program requires strict and frequent reporting and most judgments include additional rehabilitative services to include but not limited to: intensive in home counseling services, outpatient substance abuse services, anger resolution classes, cognitive skills and development classes, community service, restitution and curfew restrictions. The program is geared towards addressing the juvenile's high risks and needs while providing for the public's safety. The ISP program also oversees the supervision of youth adjudicated of reportable sex offenses. Youth adjudicated for reportable sex offenses are provide with intensive supervision as well as intensive out-patient therapeutic services by a Licensed Sex Offender Treatment Provider to address issues of delinquency as well as a sexual behavior issues.

B) Serious Habitual Offenders Comprehensive Action Program (SHOCAP)- SHOCAP is a level IV program that provides intensive supervision to juvenile offenders that have been identified as high risk youths, with a family history of engaging in criminal activities and/or have an extensive referral history along with gang involvement. SHOCAP is intended to address family risk factors by working in collaboration with local law enforcement. It involves a cooperative effort between the El Paso Police Department, the El Paso Sheriff's Department and the Juvenile Probation Department in which home and field visits are conducted jointly and/or separately by officers of each department. SHOCAP is comprised of four phases. Youth that are court ordered under SHOCAP are subject to monthly judicial reviews to ensure compliance with court ordered conditions.

Aftercare: Aftercare services are initiated once a child has been removed from the home and court ordered into placement. Community based services are afforded for families while the juvenile is in an Out-of Home placement. Aftercare services are designed to facilitate a child's transition back into the home and community. Aftercare services are designed to be a collaborative effort between the placement facility and aftercare staff that work jointly on ensuring that the identified treatment and services needs of juvenile and his/her family members are met during and after placement. Aftercare officers and case managers ensure frequent contact is maintained with the juvenile and his/her family. Aftercare officers also ensure that necessary referrals and community linkages occur in order to facilitate the juvenile's return to the home and/or aid in the rehabilitation process.

Samuel F. Santana Challenge Academy: The Challenge Academy is a military styled secure post adjudication facility licensed by the State of Texas as a support residential substance abuse program that incorporates education and counseling to address identified needs. The Challenge Academy is designed to work with his risk offenders in need of a strict and structured environment. The Challenge Academy is intended to be a last chance alternative to a juvenile being committed to the Texas Youth Commission (TYC). Upon completion of the Challenge Academy youth and their families received services through Project EXITO. Project EXITO is a transitional program developed to aid the graduates of the Challenge Academy transition back into the community as productive citizens. The primary objective is to divert Challenge Academy graduates from re-entering the Juvenile System through the use of local contacts and agencies.

In an effort to reduce recidivism, promote long term behavioral changes and reduce the likelihood of removing youthful offenders from the home and community as well as to serve as a diversion from committing youth to the Texas Youth Commission (TYC) the El Paso County Juvenile Probation Department would like to implement in home and/or community bases services in the youthful offenders natural environments that will aid in the rehabilitation process as well as address delinquency issues that are coupled with mental illness, including co-occurring addictive disorders, developmental disabilities, and/or behavioral health issues.

PURPOSE AND SCOPE OF WORK

The purpose of this Request for Information (RFI) is to gather information from qualified organizations which can show a demonstrated capacity to develop, implement and operate any one, or all of the specific program services listed below.

Capacity to implement and operate the program within an accelerated time frame of 45 to 90 days is expected of respondents. Population served will include adjudicated youth between the ages of 10-17. Youth served have been identified as being high risk and/or high needs and may be adjudicated of a violent felony offense. Services shall be provided in the families' language of literacy.

1. **Multi-Systemic Therapy (MST).** Multi-Systemic Therapy is evidence based therapeutic program. MST provides intensive family and community based treatment for serious juvenile offenders with possible substance abuse issues and their families. The primary goal is to decrease criminal behavior, reduce the number of out-of-home placements, and divert youth from being committed to the Texas Youth Commission. Critical features of MST include integration of empirically based treatment approaches to address a comprehensive range of risk factors across family, peer, school and community contexts; promote long term behavior changes in the youth's natural environments while empowering the caregiver and incorporating a rigorous quality assurance mechanism that focuses on outcomes through maintaining treatment fidelity and developing strategies to overcome barriers to behavior change.
2. **Functional Family Therapy (FFT)** FFT is a therapeutic family intervention for high risk youth ages 10-17 whose problems range from conduct disorder to alcohol/substance abuse issues. FFT has been shown to be effective with families that have limited resources, histories of failures and a range of diagnoses and multi-system exposure. FFT is an evidence based program has shown significant reductions in juvenile recidivism rates and the reduction of violent behaviors. FFT further has a positive correlation in the reduction of reducing sibling entry into high risk behaviors, a reduction in family conflicts, and drop out rates. FFT has been shown to increase high school completion rates, increase family communications, strengthen parenting skills and reduce problematic behaviors identified in youthful offenders.

REQUIRED PROGRAM AND IMPLEMENTATION INFORMATION:

A separate response must be submitted for each of the above programs.

The following program information, and implementation time line is required:

1. RFI sent out 08/06/2010
2. Last date for questions: 08/20/2010 at 12:00 p.m.
3. Last date for RFI submissions 09/01/2010 at 2:00 p.m.

Any questions or additional information required by interested vendors must be submitted in writing to the attention of the County Purchasing Agent and Linda Mena before Friday, August 20, 2010, at 12:00 p.m. Questions can be faxed to (915)-546-8180 or by email at limena@epcounty.com

RESPONDENCES' PROGRAM EXPERTISE AND IMPLEMENTATION SCHEDULE

1. Brief program description demonstrating sufficient expert program knowledge and/ or ability to provide the identified services along with familiarity with working with the juvenile justice system and high risk juvenile offenders.
2. Anticipated implementation time frame with evidence of agencies strategy and capacity to rapidly implement the services.
3. Respondents must demonstrate organizational viability providing examples of specific programs, funding sources contact information and assessments of program performance.
4. Respondents must demonstrate capacity to recruit staff and implement community-based programs on a rapid timeframe within El Paso County, Texas.
5. Respondents must provide biographical information and/or credentials of Principals involved in the program.
6. Respondents must demonstrate involvement and linkage within the community as evidenced by the letters of reference and support from the community.
7. Respondents must demonstrate the necessary structure for governance, administrative and budgetary stability as evidenced by copy of independent audit report and financial statements.
8. Respondents must provide evidence of responsible hiring and recruitment strategies that reflect the cultural diversity of the El Paso area.

The following information must also be provided in the response:

- Date of Submission
- Name of Organization
- Mailing Address of Organization
- Contact Information (telephone and fax numbers, including Area Code, and email address)
- Printed Name and Title of Authorized Representative
- Signature of Authorized Representative

RESPONDENTS' CAPACITY & COST

1. Respondents must be able to demonstrate experience working with adjudicated youth, the courts and juvenile justice system as well as demonstrate the ability to provide services to youth with mental illness and/or co-occurring substance abuse, developmental disabilities and/or behavioral health disorders in community settings.
2. Respondent must identify the estimated cost associate to provide the requested service(s) per child per month.

RESPONSE TO THE RFI:

If your organization is interested in providing information on your ability to perform one or more of the requested services for the El Paso County Juvenile Probation Department, please submit a **one (1) original and two (2) duplicate copies of your response as well as (PDF) 2 CD format copy** of your response (not to exceed 25 pages)

Sealed Request for Information will be received at the County Purchasing Department, 800 E. Overland, Suite PU300, El Paso, Texas 79901 before 2:00 p.m., Wednesday, September 1, 2010. Responses will be opened at the County Purchasing Office the same date for RFI for Multi-Systemic Therapy and Functional Family Therapy.

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 (a)

(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

*All three (3) pages of this document must be included in all responses.

COUNTY OF EL PASO PURCHASING DEPARTMENT

COUNTY COURTHOUSE, 800 EAST Overland,
ROOM PU300, EL PASO, TEXAS 79901
(915) 546-2048, FAX: (915) 546-8180

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

BIDDING 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 REQUEST FOR INFORMATION, 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 BID; THE WAIVER BY EL PASO COUNTY OF ANY REQUIREMENTS UNDER THE BID DOCUMENTS OR THE CONTRACT DOCUMENTS; THE ACCEPTANCE OR REJECTION OF ANY BIDS; AND THE AWARD OF THE CONTRACT.
2. RFI must be in the Purchasing Department **BEFORE** the hour and date specified. Faxed bids will not be accepted.
3. Late RFI properly identified will be returned to bidder unopened. Late RFI will not be considered under any circumstances.
4. All RFI are for new equipment or merchandise unless otherwise specified.
5. RFI must give full firm name and address of bidder. Failure to manually sign the RFI will disqualify it. Person signing should show title or authority to bind his firm in a contract.
6. This is a quotation inquiry only and implies no obligation of the part of the County of El Paso.
7. Brand names are for descriptive purposes only, not restrictive.
8. The County of El Paso is an Equal Opportunity Employer.
9. Any Request for Information sent via express mail or overnight delivery service must have the RFI 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.
10. 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 East Overland, Suite PU300
El Paso, Texas 79901
(915) 546-2048
(915) 546-8180 Fax

RE: RFI #10-058, RFI for Multi-Systemic Therapy and Functional Family Therapy

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 Luis C. Sariñana
Commissioner Veronica Escobar
Commissioner Miguel Teran
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
Marc Marquez, Deputy Chief of Juvenile Services
Lorena Heredia, Deputy Chief of Finance and Operations
Veronica Mata, Senior Officer
Kim Shumate, Director of Probation Service
Angelique Gaxiola, Accountant
Christina Sanchez, Assistant County Attorney

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

COUNTY OF EL PASO PURCHASING DEPARTMENT

PITI VASQUEZ, PURCHASING AGENT
JOSE LOPEZ, JR. ASST. PURCHASING AGENT
LINDA MENA, 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 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 number in case there are any questions or form is missing information. This is a courtesy to you.
- It is the vendor's responsibility to submit the CIQ document number provided by the County Clerk's to the Purchasing Department.
- 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.
- File a 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 the attention of the County Clerks office.
- If filing by fax use your fax confirmation (date/time) for your records. To obtain a copy/CIQ document number go to our website at www.epcounty.com, click on public records, click on to [Official Public Records](#) - Deeds of Trust, Liens and other public documents (County Clerk), type in the name of your company, on Style: scroll to CIQ-Conflict INT. QUESTIONNAIRE, and click on Search. It will be available on the web-site approximately 5 to 15 business days. Please fax a copy of your fax confirmation (date/time) to The Purchasing Department at (915) 546-8180. If you have not yet placed it in your Bid, RFP, RFQ, RFI.
- If you have any questions, please call Linda Mena or Lucy Balderama at 915-546-2048

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

RF/# 10-058

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.

Signature of person doing business with the governmental entity

Date

Adopted 06/29/2007

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

Solicitation Check List

RFI for Multi-Systemic Therapy and Functional Family Therapy RFI #10-058

THIS CHECKLIST IS PROVIDED FOR YOUR CONVENIENCE

_____ Responses should be delivered to the County Purchasing Department by 2:00 p.m., Wednesday, September 1, 2010. Did you visit our website (www.epcounty.com) for any addendums?

_____ Did you sign the Signature Page?

_____ 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 106, 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?

_____ Did you provide one (1) original copy and two (2) duplicate copies as well as (PDF) 2 CD format copy of your response?