



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

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### **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, May 11, 2011** to be opened at the County Purchasing Office the same date for **Mainframe Outsourcing System for the County of El Paso**.

**Proposals must be in a sealed envelope and marked:**  
**“Proposals to be opened May 11, 2011**  
**Mainframe Outsourcing System for the County of El Paso**  
**RFP Number 11-017”**

**Any questions or additional information required by interested vendors must be submitted in writing to the attention of the County Purchasing Agent before Tuesday, May 3, 2011, 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

<b>Description – RFP # 11-017</b> <b>Mainframe Outsourcing System for the County of El Paso</b> 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. <b>Please submit one (1) original copy, four (4) copies of your bid and one (1) electronic copy on CD</b>

\_\_\_\_\_  
Company

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Federal Tax Identification No.

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
CIQ Confirmation Number

\_\_\_\_\_  
CIQ Sent Date

\_\_\_\_\_  
Representative Name & Title

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Date

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

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

# **Mainframe Outsourcing System for the County of El Paso**

**RFP #11-017**



**Opening Date  
Wednesday, May 11, 2011**

## REQUEST FOR PROPOSALS

This RFP addresses the procurement of mainframe outsourcing services. Vendors are to provide pricing for a two-year agreement with three (3) one-year renewal options. The County's goal is to obtain the most cost effective financial arrangement possible with the best mainframe-outsourcing Supplier.

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## **SECTION 1** **Introduction**

### **Background/Objective**

This Request for Proposal (RFP) covers the mainframe outsourcing and professional services associated with procurement of Mainframe Support of an IBM 205 with an IBM S/390 Multiprise 2000 platform.

El Paso County ("The County"), Texas currently has a mainframe environment and plans to outsource it as a result of this bid. The County's objectives are:

- To reduce its current mainframe costs
- To reduce Information Technology risks
- To obtain higher levels of expertise than would otherwise be available in-house
- To assure recovery within 24 hours from outages
- Deal with the sun-setting of the mainframe now instead of in the future

The County seeks a highly qualified, experienced outsourcing partner that substitutes its Information Technology resources (hardware, software, technical expertise, and disaster recovery capabilities) for El Paso County's in-house mainframe computer operations.

El Paso County has a practice of choosing our vendors based on merit, considering among other things, price, quality, service availability, and reputation for service and integrity. The information you provide in response to this RFP will be used to assess available services, capabilities, and their relative costs, and to select the services that will best serve the needs of El Paso County.

### **Vendor Qualifications**

The vendor of choice **must meet the minimum specifications** as follows:

1. For the purposes of redundancy, the vendor must have a minimum of two mainframe data centers.
2. The vendor must have had ownership of the company for no less than five years and have been profitable each year over the past five years.
3. The vendor must have a customer retention rate of 90% or higher each year over the past five years.
4. The vendor must be SAS 70 Type II Certified.
5. Proposals will be accepted only from certified IBM Business Partners specializing in VSE systems services.
6. Vendor must be IBM Rated Class "A" Data Centers.

The County may request information substantiating the above requirements. Failure to provide this information may result in a vendor's proposal being declared non-responsive.

### **Written Agreement**

The selected vendor shall be required to enter into a written agreement, which must be approved by the County's Purchasing Department, County Attorney, and the County Commissioners.

Signature on the Bid Acknowledgement form (included on page 20 of this document) shall serve as an acceptance that the vendor is willing to enter into an agreement with the County, if their bid is accepted.

### **Evaluation Criteria and Contract Award**

The County shall evaluate and select a vendor to provide the required equipment and services based on the completed responses. The County shall be the sole judge in determining how the evaluation process shall be conducted and what vendor shall be considered for award as deemed to be in the best interest of the County.

The County may conduct such investigations as the County considers necessary to assist in the evaluation of any proposal to establish responsibility, qualifications and financial ability of any potential vendor to perform the services specified under this RFP within the desired timeframe as outlined in the project schedule. The evaluation criteria noted below are the criteria to be used for evaluation of responses to this RFP.

### **Evaluation Criteria**

- Meets minimum specifications as detailed under Vendor Qualifications
- Ability to perform all elements of mainframe outsourcing
- Ability to meet required hardware, software, technical expertise, and disaster recovery requirements
- Ability to meet required mainframe outsourcing deadlines
- Adequacy and completeness of response
- References
- Pricing

### **Preparation of Proposals**

A company representative authorized to bind the vendor contractually must sign the RFP Acknowledgement form on page 20 of this RFP.

Failure to return the signed RFP Acknowledgement form will result in the rejection of the proposal.

### **Interpretations, Discrepancies, and Omissions**

Should any vendor supplier find discrepancies, omissions or ambiguities in this proposal the vendor must at once request in writing an interpretation. The deadline for questions is on **Tuesday, May 3, 2001 at 12:00pm MST**. All written requests for questions/clarifications should be addressed to the attention of Piti Vasquez, Purchasing Agent, and Linda Mena, Inventory Bid Technician, by fax at (915) 546-8180 or by email at: [pvasquez@epcouny.com](mailto:pvasquez@epcouny.com) and send a copy to [limena@epcounty.com](mailto:limena@epcounty.com)

Failure to request an interpretation will be considered evidence that the vendor understands the provision of RFP # 11-017 documents.

The issuance of a written addendum is the only official method by which interpretation, clarification or additional information will be given by the County. Only questions answered by formal written addendums will be binding. Oral and other interpretations or clarification will be without legal effect.

### **Cost of Developing Proposals Response**

All costs related to the preparation of responses and any related activities are the sole responsibility of the vendor. The County assumes no liability for any costs incurred by vendor throughout the entire selection process.

### **Proposal Ownership**

All proposals, including attachments; supplementary materials, addenda, etc. shall become the property of the County and will not be returned to the vendor.

## **SECTION 2**

### **DESCRIPTION OF CURRENT SYSTEM**

**El Paso County Mainframe Environment includes the following hardware and software:**

#### CPU

The current CPU is an IBM 205. Estimate current CPU utilization to be at 65%.

#### DASD

The current DASD platform is IBM S390. The total Gb and total number of volumes are:  
28 3390s X 18.2Gb and 4 3380s X 9.2Gb



Disks Only.

UNIT	TYPE	STATUS	VOLSER	VOLSTATE
0120	3380	O	D8ESYS	PRIV/RSDNT
0121	3380	A	D8ECAT	PRIV/RSDNT
0122	3380	A	CDP122	PRIV/RSDNT
0123	3380	A	CDP123	PRIV/RSDNT
0124	3380	S	MVSRES	PRIV/RSDNT
0125	3380	A	CDP125	PRIV/RSDNT
0126	3380	A	CDP126	PRIV/RSDNT
0127	3380	O	MVSDLB	PRIV/RSDNT
0128	3380	A	MVSCAT	PRIV/RSDNT
0129	3380	O	CDPDLB	PRIV/RSDNT
012A	3380	A	SMS138	PRIV/RSDNT
012B	3380	O	CDP12B	PRIV/RSDNT
012C	3380	A	CDPRES	PRIV/RSDNT
012D	3380	O	CDP12D	PRIV/RSDNT
012E	3380	A	SMS139	PRIV/RSDNT
012F	3380	O	CDPWK3	STRG/RSDNT
0130	3390	A	CDP130	STRG/RSDNT
0131	3390	A	CDP131	STRG/RSDNT
0132	3390	O	CDP132	STRG/RSDNT
0133	3390	A	CDP133	STRG/RSDNT
0134	3390	A	CDP134	STRG/RSDNT
0135	3390	A	CDP135	STRG/RSDNT
0136	3390	A	CDP136	STRG/RSDNT
0138	3390	A	CDP138	PRIV/RSDNT
0139	3390	A	CDP139	PRIV/RSDNT
013A	3390	A	CDP13A	PRIV/RSDNT
013B	3390	A	CDP13B	PRIV/RSDNT
013C	3390	A	CDP13C	PRIV/RSDNT
013D	3390	A	CDP13D	PRIV/RSDNT
013E	3390	A	CDP13E	PRIV/RSDNT
0140	3390	O	CTY140	STRG/RSDNT
0141	3390	A	CTY141	STRG/RSDNT
0142	3390	O	CTY142	STRG/RSDNT
0143	3390	O	CTY143	STRG/RSDNT
0144	3390	O	CTY144	STRG/RSDNT
0145	3390	A	CTY145	STRG/RSDNT
0146	3390	O	CTY146	STRG/RSDNT
0148	3390	A	CTY148	STRG/RSDNT
0149	3390	O	CTY149	STRG/RSDNT
014A	3390	O	CTY14A	STRG/RSDNT
014B	3390	O	CTY14B	STRG/RSDNT
014C	3390	O	CTY14C	STRG/RSDNT
014D	3390	O	CTY14D	STRG/RSDNT
014E	3390	O	CTY14E	STRG/RSDNT
0150	3390	O	CTY150	PRIV/RSDNT
0151	3390	O	CTY151	PRIV/RSDNT
0152	3390	O	CTY152	PRIV/RSDNT
0153	3390	O	CTY153	PRIV/RSDNT
0154	3390	O	CTY154	PRIV/RSDNT
0155	3390	O	CTY155	PRIV/RSDNT
0156	3390	O	CTY156	PRIV/RSDNT
0158	3390	O	CTY158	PRIV/RSDNT
0159	3390	O	CTY159	PRIV/RSDNT
015A	3390	O	CTY15A	PRIV/RSDNT
015B	3390	O	CTY15B	PRIV/RSDNT
015C	3390	O	CTY15C	PRIV/RSDNT
015D	3390	O	CTY15D	PRIV/RSDNT
015E	3390	O	CTY15E	PRIV/RSDNT
0220	3390	A	CDP220	PUB/RSDNT
0221	3390	A	CDP221	STRG/RSDNT
0222	3390	A	CDP222	STRG/RSDNT

				Disks only.txt
0223	3390	A	CDP223	STRG/RSDNT
0224	3390	A	CDP224	STRG/RSDNT
0225	3390	A	CDP225	STRG/RSDNT
0226	3390	A	CDP226	PRIV/RSDNT
0228	3390	A	CDP228	PRIV/RSDNT
0229	3390	A	CDP229	PRIV/RSDNT
022A	3390	O	CDP22A	PRIV/RSDNT
022B	3390	A	CDP22B	PRIV/RSDNT
022C	3390	A	CDP22C	PRIV/RSDNT
022D	3390	A	CDP22D	PRIV/RSDNT
022E	3390	A	CDP22E	PRIV/RSDNT
0230	3390	A	CDPPV1	PRIV/RSDNT
0231	3390	A	CDPPV2	PRIV/RSDNT
0232	3390	A	CDPSP1	PRIV/RSDNT
0233	3390	A	CDPCK2	PRIV/RSDNT
0238	3390	A	CDPPV3	PRIV/RSDNT
0239	3390	A	CDPPV4	PRIV/RSDNT
023A	3390	A	CDP23A	PRIV/RSDNT
023B	3390	A	CDPCK1	PRIV/RSDNT
0240	3390	O	CDP240	STRG/RSDNT
0241	3390	O	CDP241	STRG/RSDNT
0242	3390	A	CDP242	STRG/RSDNT
0243	3390	A	CDP243	STRG/RSDNT
0244	3390	A	CDP244	STRG/RSDNT
0245	3390	O	CDP245	STRG/RSDNT
0246	3390	A	CDP246	STRG/RSDNT
0248	3390	A	CDP248	STRG/RSDNT
0249	3390	A	CDP249	STRG/RSDNT
024A	3390	A	CDP24A	STRG/RSDNT
024B	3390	A	CDP24B	STRG/RSDNT
024C	3390	A	CDP24C	STRG/RSDNT
024D	3390	A	CDP24D	PRIV/RSDNT
024E	3390	A	CDP24E	STRG/RSDNT
0250	3390	O	CTY240	STRG/RSDNT
0251	3390	O	CTY241	STRG/RSDNT
0252	3390	O	CTY242	STRG/RSDNT
0253	3390	O	CTY243	STRG/RSDNT
0254	3390	O	CTY244	PRIV/RSDNT
0255	3390	O	CTY245	PRIV/RSDNT
0256	3390	O	CTY246	STRG/RSDNT
0258	3390	O	CTY248	STRG/RSDNT
0259	3390	O	CTY249	STRG/RSDNT
025A	3390	O	CTY24A	STRG/RSDNT
025B	3390	O	CTY24B	STRG/RSDNT
025C	3390	O	CTY24C	STRG/RSDNT
025D	3390	O	CTY24D	STRG/RSDNT
025E	3390	O	CTY24E	STRG/RSDNT

### **Tape Drives**

The current tape cartridge configuration consists of:

Make and Model: IBM 3490E

IBM VTS: Yes

Number of maximum drives used concurrently: 2

### **Tapes**

The tape library consists of:

On-site: 1000 - 3380 cartridges

Off-site: 400 to 500 – 3380 cartridges

### **Network Connectivity**

El Paso County's current mainframe connectivity solution supports 150-200 simultaneous users, utilizing 3270 emulation software. All Users connect to the El Paso County mainframe via El Paso County provided LAN/WAN connectivity.

### **Print**

The current print configuration consists of one (1) Xerox Nuvera 120 DPS, IP connectivity, with an estimated monthly print volume of 25,000 pages.

### **Software**

The current mainframe operating system is as follows:

IBM Product Number	IBM Product Name	Product
	OS/390 2.5	2.5
	DFSMS/MVS 1.4	1.4
	ISPF 4.5	4.5
	OS/390 Release 5 HCD	5
	SMP/E 25.09	25.09
	IBM SMP/E installed products summary	
	EREP/MVS	
	Data facility data set	
	DFHSM	
	DFSMSDSS V1R4.0	1.4.0
	ISPF/PDF MVS	4.5
	SYS display & search FAC/SDSF	
	HCF	
	TSO/E version	
	ISPF 3.4 for MVS	3.5
5695-11701-411	ACFNTAM Ver 3 for MVS ESA	4.4.1
	MVS ESA SP-JES2.4.3	2.4.3
	MVS data interfile util	2
	OS VS COBOL Lib	
	DFSORT release 12	12
	CICS OSNS 4.1	4.1

	RACF/MVS	2.4.0
	Screen definition FAC CICS	
	JES/328X print facility	
	IP Printway	

El Paso County holds the licenses for third party software as follows:

Product number	IBM Product Name	Product
	Advantage CA-DADS Plus for CICS/MVS	3.5
	4.0 0208 DADS/Plus	4
	Advantage CA-Easytrieve Plus Report	
	6.4 0202 Easytrieve Plus	6.4
	AllFusion CA- Panvalet – MVS	
	14.4 0306 Panvalet	14.4
	AllFusion CA-Panvalet Option for ISPF – 14/4 0306 Panvalet ISPF	14.4
	Brightstor CA-Dynam/TLMS Tape	
	5.5 SP02 Dynam/TLMS	5.5
	BrightStor CA-VTape – Virtual Tape System	
	2.0 0306 VTape Per Device	2.4
	CA Common Services – MVS	
	3.0 SPOO CA Common Services	
	CleverPath Portal Multi-Platform	
	4.51 0306 Cleverpath Portal	4.51
	Unicenter NeuMICS resource management	
	1.0 0304 NEUMICS DASD Space	1
	Softworks I/O Plus for VSAM	2.2
	Cogsdale	
	Financial Accounting Management Information System	4.2
	Budgeting Software	4.5
	ADPICS	4.5
	Systemwide	4.5
	Fixed Asset Software	4.2
	ISI Integral	
	Payroll, Human Resources, Checkwrite	9.55
	Software that Interfaces with Mainframe	
	Kronos Time and Attendance	4.3

### **Operators**

There currently are two mainframe operators who accomplish batch processing on a daily, weekly and monthly basis. Job runs are executed as required by departments and within variable time frames.

### **SECTION 3**

## **PROPOSAL RESPONSE REQUIREMENTS**

For this section, vendors are required to provide detailed written responses to the following items. The responses shall be considered technical offers of what vendors propose to provide and shall be incorporated in the contract award as deemed appropriate by the County. Failure of vendors to respond to any of the following technical submittal requirements may be grounds for considering a proposal non-responsive.

1. A cover letter stating the name, address, website URL, email address, and telephone number of the proposing vendor. This letter must bear the signature of the person having the authority to make the proposal for the firm.
2. Response to Vendor Qualifications - Minimum Specifications in Section 1, items 1-6.
3. Response to all items in the Project Specifications Section 4.
4. Completed Cost Worksheet in Section 5.
5. Executed RFP Acknowledgement form Section 6
6. A list of at least three references, preferably public entities, for which you have performed similar services. The list should include a summary of services provided, as well as a specific contact person with their phone number and email address at each organization.
7. Any other information deemed necessary by the proposing vendor.

## **SECTION 4**

### **PROJECT SPECIFICATIONS**

The new environment is intended to be identical to the current environment, except for the location of the IBM mainframe. The model of the IBM mainframe is inconsequential – it must be sufficiently sized and configured to support the current processing load. El Paso County does not require physical access to the mainframe.

All vendor information and responses to questions must be included in the proposal. After each numbered requirement listed in this Project Specifications Section 4, vendors must answer the questions or supply the requested information. You should indicate your agreement with the requirement by saying, “read and understood” or “complies”. If you do not agree with or cannot meet the requirement, you should state, “Does not agree” and explain why.

#### **4.1 Company Overview**

- a. Provide an overview of your company including financial data.
- b. State the number of years in business.
- c. If more than one facility, state the location and technical capabilities of the site where El Paso County will be hosted.
- d. At the El Paso County hosted location, discuss the disaster recovery capabilities, including redundant power feeds, UPS, generator, etc.
- e. At the El Paso County hosted location, discuss the disaster recovery testing process, how often it will occur, participants, etc.
- f. At the El Paso County hosted location, discuss the technical experience and credentials of your employees who will support El Paso County.

#### **4.2 Hardware/Software Specifications**

The following paragraphs summarize the characteristics of the current work environment and the requirements that need to be satisfied for the new configuration. The successful vendor will provide all necessary hardware, software, technical expertise, and disaster recovery capabilities to host the County’s major mainframe application.

- a. CPU
  - 1) Based on the current description of the CPU platform described in Section 2 – CPU, describe the CPU platform proposed to host the El Paso County mainframe environment. El Paso County needs a minimum CPU capacity of 13 MIPS, but may need additional MIPS to meet peak workload demands. We also need the ability to increase the computing resources for future growth. Explain how you accomplish and the time line it will take to increase this computing capacity. Provide a diagram of your hardware environment.

- b. DASD
  - 1) Based on the current description of the DASD platform described in Section 2 – DASD, describe the DASD platform proposed to host the El Paso County mainframe environment. Provide a diagram of redundant disk solution.
  
- c. Tape Drives
  - 1) Based on the current description of the tape drives platform described in Section 2 – Tape Drives, describe the tape drives platform proposed to support the El Paso County mainframe environment.
  
- d. Tapes
  - 1) Describe your off site data protection process and the company that provides these services.
  
- e. Network Connectivity
  - 1) El Paso County requires a LAN-to-LAN VPN tunnel for mainframe connectivity for the County users. El Paso County will use a Cisco ASA5550 VPN concentrator to establish this LAN-to-LAN VPN tunnel. The vendor's remote tunnel termination point must be Cisco compatible.
  - 2) Your mainframe connectivity solution must support 150-250 simultaneous users, utilizing 3270 emulation software.
  - 3) Provide a diagram of your proposed network connectivity solution.
  
- f. Print
  - 1) The print configuration consists of one (1) Xerox Nuvera 120 DPS IP attached printer. El Paso County will work with vendor to determine printing options such as Remote Print Manager. State your recommended method of network printing from your mainframe hosting facility to El Paso County's data center and why it is the best option.
  
- g. Software
  - 1) The mainframe operating system will be IBM's VM/VSE – VM version 2.4, VSE version 2.6. The Supplier must provide at a minimum the IBM software listed in the table below:

IBM Product Number	IBM Product Name	Product
	OS/390 2.5	2.5
	DFSMS/MVS 1.4	1.4
	ISPF 4.5	4.5
	OS/390 Release 5 HCD	5
	SMP/E 25.09	25.09
	IBM SMP/E installed products summary	
	EREP/MVS	
	Data facility data set	
	DFHSM	
	DFSMSDSS V1R4.0	1.4.0
	ISPF/PDF MVS	4.5
	SYS display & search FAC/SDSF	
	HCF	
	TSO/E version	
	ISPF 3.4 for MVS	3.5
5695-11701-411	ACFNTAM Ver 3 for MVS ESA	4.4.1
	MVS ESA SP-JES2.4.3	2.4.3
	MVS data interfile util	2
	OS VS COBOL Lib	
	DFSORT release 12	12
	CICS OSNS 4.1	4.1
	RACF/MVS	2.4.0
	Screen definition FAC CICS	
	JES/328X print facility	
	IP Printway	

2) El Paso County holds the licenses for third party software as follows. The vendor must provide at a minimum the support for third party software listed in the table below:

Product number	IBM Product Name	Product
	Advantage CA-DADS Plus for CICS/MVS	3.5
	4.0 0208 DADS/Plus	4
	Advantage CA-Easytrieve Plus Report	
	6.4 0202 Easytrieve Plus	6.4
	AllFusion CA- Panvalet – MVS	
	14.4 0306 Panvalet	14.4
	AllFusion CA-Panvalet Option for ISPF – 14/4 0306 Panvalet ISPF	14.4
	Brightstor CA-Dynam/TLMS Tape	
	5.5 SP02 Dynam/TLMS	5.5
	BrightStor CA-VTape – Virtual Tape System	
	2.0 0306 VTape Per Device	2.4



	CA Common Services – MVS	
	3.0 SPOO CA Common Services	
	CleverPath Portal Multi-Platform	
	4.51 0306 Cleverpath Portal	4.51
	Unicenter NeuMICS resource management	
	1.0 0304 NEUMICS DASD Space	1
	Softworks I/O Plus for VSAM	2.2
	Cogsdale	
	Financial Accounting Management Information System	4.2
	Budgeting Software	4.5
	ADPICS	4.5
	Systemwide	4.5
	Fixed Asset Software	4.2
	ISI Integral	
	Payroll, Human Resources, Checkwrite	9.55
	Software that Interfaces with Mainframe	
	Kronos Time and Attendance	4.3

3) Itemize the IBM and third party software licenses that your company already holds.

4) Identify any software or hardware that El Paso County needs to provide.

#### **4.3 Mainframe Outsourcing Provider Operational Requirements**

- a. System hours of availability: 24 X 7, maintenance windows require advanced notification and approval
- b. Environment changes – Since stability of the mainframe environment is critical to El Paso County and its users, no changes shall be made to the IBM mainframe system environment or communications equipment without prior written approval of El Paso County.
- c. Mainframe systems programming support – the County requires that the vendor provide systems programming support for all IBM and third party software to include software updates and bug fixes for problem resolution, disk space management as well as network management. Describe your proposed systems programming support services.
- d. Operations support – the County may elect to have the vendor provide operations support such as job scheduling/processing (see Section 2 – Operation Batch Processing), initial batch job research/resolution, etc. Describe your proposed operations support services.
- e. The outsourcing provider will provide Help Desk services that will make available the following:
  - 1) A single point of contact for all in-scope trouble tickets and communicating resolution back to the user community at El Paso County.

- 2) Log, track, monitor, communicate and resolve in a timely manner (or manage resolution of) all in-scope end-user service requests to the Help Desk.
  - 3) Follow-up with requester to ensure problem was resolved to his/her satisfaction and/or properly handled.
  - 4) Escalate priority of response to ensure problems and service requests are addressed within designated service levels for in-scope work and in a timely manner for out-of-scope work.
  - 5) Participate in second-level activities as needed to provide input for software testing and standards development.
  - 6) Provide monthly Help Desk reports to El Paso County.
  - 7) Describe your average response and resolution times for troubles reported.
- f. Service Level Agreements – the vendor shall specify service level agreements that will govern system operation, including those not specifically mentioned in this RFP. Vendor shall be specific in terms of system availability, system response time, initial call back time, etc.
  - g. El Paso County requires Disaster Recovery services for the mainframe application restoration. Annual disaster recovery testing and restoration of the application(s) residing on the mainframe is required. Describe your disaster recovery services.

#### **4.4 Installation/Implementation Services**

The successful vendor will provide El Paso County with a comprehensive outsourcing solution that replaces El Paso County's current mainframe responsibilities including all migration services.

- a. The outsourcing provider will be responsible for migration planning and execution. Describe your migration methodology in detail and provide a project schedule, including a detailed timeline for task accomplishment.
- b. Describe processes and environment for parallel testing.
- c. What Tier (I, II, III, or IV) is your data center?

## **SECTION 5**

### **COST WORKSHEET**

El Paso County wants the mainframe outsourcing vendor to furnish price proposals based on a 2-year contract term beginning upon the completion of the initial migration, defined as the “go live” or “date of first productive use”, with three (3) one-year renewal terms. It will be the County’s option whether or not to use any of the three (3) one-year renewal terms.

Identify and detail any nonrecurring or migration costs that will not be part of the monthly recurring fees. Include the one-time costs for migration, installation, cutover and/or termination of El Paso County’s mainframe processing, along with reasonable, out-of-pocket expenses for equipment moving, travel and lodging, if necessary, during migration that El Paso County will be responsible for paying. Use the table below to provide fixed monthly rates for hardware, software, technical expertise, and disaster recovery services, and identify any one-time costs associated with services.

	<b>Year 1</b>	<b>Year 2</b>	<b>Optional Year 3</b>	<b>Optional Year 4</b>	<b>Optional Year 5</b>
<b>Nonrecurring or migration costs</b>					
<b>All inclusive monthly mainframe services fees</b>					
<b>Total Fixed Monthly Price</b>					

**SECTION 6**  
**RFP Acknowledgement Form:**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Person Authorized to Sign proposals: \_\_\_\_\_ (print)

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

# 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 statues 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**

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  
LINDA MENA, 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?

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

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

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**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

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RE: RFP #11-017, Mainframe Outsourcing System for the County of El Paso

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 Veronica Escobar  
Commissioner Anna Perez  
Commissioner Sergio Lewis  
Commissioner Willie Gandara, Jr.  
Commissioner Dan Haggerty

County Employees: Piti Vasquez, Purchasing Agent  
Jose Lopez, Jr., Assistant Purchasing Agent  
Peter Gutierrez, Buyer II  
Linda Mena, Inventory Bid Technician  
Lucy Balderama, Inventory Bid Technician  
Edward A. Dion, County Auditor  
Wallace Hardgrove, Budget & Finance Manager  
Teresa Molinar, Operations Manager  
Peter Cooper, Chief Technology Office  
David Garcia, Director Information Technology  
Rick Rubio, System Analyst  
Sal Rios, Programmer Analyst  
Robert Regalado, Programmer Analyst  
Bill Holguin, Systems Engineer  
Jason Hopkins, Computer Operation Supervisor  
Luke Gilpin, Applications Manager  
Rene Camarillo, Business Applications Project Manager

Please note that the state law requires that the Questionnaire be filed with the **COUNTY CLERK** no later than **the 7<sup>th</sup> 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

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PITI VASQUEZ, PURCHASING AGENT  
JOSE LOPEZ, JR. ASST. PURCHASING AGENT  
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 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 915-543-3816 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](http://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 7 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

RFP # 11-017

**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.

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**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  
Mainframe Outsourcing System for the County of El Paso  
RFP #11-017**

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**THIS CHECKLIST IS PROVIDED FOR YOUR CONVENIENCE**

\_\_\_\_\_ Responses should be delivered to the County Purchasing Department by 2:00 p.m., Wednesday, May 11, 2011. Did you visit our website ([www.epcounty.com](http://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 915-543-3816 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 (1) original copy, four (4) copies of your bid and one (1) electronic copy on CD?

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