



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

Notice to Interested Parties

Sealed Request for Proposals (RFP) will be received at the County Purchasing Department, 800 E. Overland, RM 300, El Paso, Texas 79901 before 2:00 p.m., **Wednesday, May 11, 2011** to be opened at the County Purchasing Office the same date for **Contract Management Software System for the County of El Paso**.

Proposals must be in a sealed envelope and marked:
“Proposals to be opened May 11, 2011
Contract Management Software System for the County of El Paso
RFP Number 11-018”

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

Description – RFP # 11-018 Contract Management Software System for the County of El Paso Vendor must meet or exceed specifications
Please do not include tax, as the County is tax-exempt. We will sign tax exemption certificates covering these items. Please submit one (1) original copy and five (5) copies of your proposal.

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*****

Contract Management Software System for the County of El Paso

RFP #11-018



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

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EXHIBITS

- ATTACHMENTS 1-3 SYSTEM FUNCTIONALITY EVALUATION**

1.0 Description of Project

El Paso County (County) issues this Request for Proposals (RFP) for a contract management software and implementation vendor to track and report County contracting documentation. The County uses the Financial Accounting Management Information System (FAMIS), ADPICS, WebExtender 4.61.016, and MS Excel for tracking and reporting. The County is seeking a software solution to consolidate the current processes used by several County departments and to improve the timing, accuracy, and efficiency associated with all aspects of contract management creation, tracking and reporting process.

The Proposer must be capable of providing and installing a system that includes, at a minimum, the following: software, software maintenance and support, training and services necessary to make the system operational. The system must be able to handle the County's requirements without installing a work around or customizing the software to the County's needs. However, work process recommendations associated with best practices are acceptable. The Minimum Qualifications for the Proposer, Implementation Specialist and proposed software are listed in section 2.0. Additional service functionalities and elements preferred by the County are detailed in Attachment 1- Technical, Attachment 2- Security, Attachment 3-Functional System Functionality Evaluation, which is attached hereto and made a part hereof.

The budget for purchase of the system includes software licenses, installation, training, and a period specific relating to maintenance/support and a warranty agreement depending upon pricing options. The vendor's warranty will commence after "Go-Live" of the software and will run for a specified period depending upon pricing options. The software maintenance support period will begin on the first anniversary of the "Go-Live" date of the implementation.

All responsive proposals will be evaluated by a technical evaluation committee. As part of this RFP process, each qualified Proposer maybe required to participate in an interview and conduct a product demonstration of the proposed system. The Proposer's lead system consultant and functional expert must also be available during the interview and demonstration if an interview and demonstration is conducted.

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.

Please note: Any future communications regarding this proposal, if any, are not allowed other than directly with the County Purchasing Department.

2.0 Minimum Qualifications

The following minimum qualifications have been established as a basis for determining the eligibility of a Proposer, Implementation Specialist and the proposed system. A proposal will be considered non-responsive unless sufficient documentation is provided in the proposal to determine that the Proposer, Implementation Specialist and the proposed system meet the following requirements.

2.1 Proposer Minimum Qualifications:

The Proposer must have been in continuous business since January 2005 providing similar products and services as described in this RFP. Information concerning the name and address of the companies along with contact information and the types of products and services is required.

2.2 Implementation Specialist Minimum Qualifications:

The Proposer's Implementation Specialist providing the services listed herein must have successfully completed a minimum of two implementations of the proposed system.

2.3 Proposed System Minimum Qualifications (excerpted from Attachments 1-3, System Functionality Evaluation):

The proposed system must meet the following technical, security and functional requirements.

A. Technical

- (1) The system is a web browser based application.
- (2) The system supports either SQL 2005 or SQL 2008 databases.
- (3) The system supports Microsoft Windows Server 2008.
- (4) The web server is separate from the database server, physically or logically.
- (5) The system supports Microsoft Windows XP Operating System or higher.
- (6) The system supports Microsoft Internet Explorer 6 or higher.
- (7) The system conforms to the following standards – MAPI or SMTP.
- (8) The system provides user defined, event triggered workflow.
- (9) The system provides the ability to import and export data into excel, comma delimited, or Adobe Acrobat reader formats.
- (10) The system support is provided by the software development company.

B. Security

- (1) The system supports the following levels of security:
 - (i) Database level

- (ii) Module level
- (iii) Functional level
- (iv) Field level
- (v) User level
- (2) The system access is controlled by Read/Read-Write/No Access.
- (3) The system provides an easily maintainable level of individual access through system tables maintained by the system administrator.
- (4) The system is compatible with Active Directory (AD).
- (5) The software manufacturer allows the County to install anti-virus updates as they are released.
- (6) The system supports Microsoft operating systems and application patching.

C. Functional

- (1) Contract Management. The ability to track:
 - (i) Pre-solicitation attendance information. This will include: solicitation number, project number, business name, contact name, full address, phone number, fax number, email address, type of work performed, certificate of account status.
 - (ii) Solicitation information for Prime Contractor(s). This will include: solicitation number, project number, business name, contact name, full address, phone number, fax number, email address, type of work performed, certificate of account status, proposal amount.
 - (iii) Solicitation information for Subcontractor(s). This will include: prime contractor name, project number, business name, contact name, full address, phone number, fax number, email address, type of work performed, certificate of account status, and subcontractor proposal amount.
 - (iv) Awarded contract information. This will include: project number, business name, purchase order (PO) number, budget, award date, project start date, anticipated completion date, subcontractor tracking (e.g. name, certification status), monthly payment by subcontractor(s).
 - (v) When performance milestones are being achieved or underachieved via a report.
 - (vi) Contract Information
 - Contract Category (Lease, Inter Local, Maintenance, Professional Service, Grant, etc.)
 - Department
 - Designated Contract Manager
 - Contract Management Documents and Tracking:
 - Contract Tracking Elements (See attached Contract Data Form)
 - Drafts
 - Final Contract (approved contracts with attachments)
 - Amendments, Addendums or Change Orders
 - Fiscal Analysis

Funding Agency Rules, Regulations, Other Requirements
Contract Compliance Checklist

- (2) Utilization/Availability Analyses
 - (i) Search database by name, owner, keyword, commodity description or other key elements as identified.
 - (ii) Reports for contract management compliance and summary contracts grouped by County-wide expenditures by type.
 - (iii) Contract activity by payor/payee agency vendor: list of contracts worked on by a vendor, services/products provided for each contract, level of participation.
 - (iv) Non-construction quarterly audit reports indicating milestones and potential contract compliance issues.

- (3) Procurement and Financial Management.
 - (i) Track purchases. This will include: procurement category (construction, construction related, professional services, non-professional services, goods), contract number, purchase order (PO) number, vendor name, federal employer identification number (FEIN), PO creation date, project number, dollar amount.
 - (ii) Track invoices. This will include: vendor name, FEIN, invoice amount, invoice number, invoice date, payment amount, payment number (e.g. check number), and payment date.

- (4) Other Requirements
 - (i) Custom reports.
 - (ii) Bids received report.
 - (iii) Generate reports by project, procurement category, industry code, contract, and dollar threshold.
 - (v) User defined customizable fields.
 - (vi) Reports must be capable of export to standard export file formats (e.g. CSV, PDF, Microsoft Word).
 - (vii) For search and lookups, have an almost-matched, keyword, or wild-card capability on all fields so the operator can enter a partial string and find similar records. Partial string searches should find the character string no matter what its location in the field.
 - (viii) Capable of accepting and tracking electronic documents by countywide users
 - (ix) Capable of setting up contract management calendar with automated notifications to users of required action or lack of action thereof to the Contract Administration Manager

3.0 System Functionality

If the Proposer, Implementation Specialist and the proposed system meet the minimum qualifications set forth in Section 2.0, the proposed system will be evaluated by a technical evaluation committee based upon the proposed system’s ability to provide the desired functionalities contained in Attachments 1-3. The Proposer must complete the following three tabs found in Attachments 1-3:

- Technical
- Security
- Functional

4.0 Evaluation

4.1 Objective

It is the County’s intention to solicit proposals from potentially qualified Proposers; to evaluate proposals; to negotiate terms; and to award a contract to the Proposer whose proposal is determined to serve the best interests of the County.

4.2 Evaluation and Recommendation

The selection and approval of the Proposer will be made by the County in accordance with its competitive selection process. A technical evaluation committee (Committee) will evaluate proposals on the basis of the guidelines set forth in this RFP and will present its findings to the Commissioners Court. The Committee will consist of County representatives including senior level executive and staff members. The County reserves the right to request additional information and clarification of any information submitted, including any omission from the original proposal. All proposals will be treated equally with regard to this item.

The following evaluation criteria have been established to determine which Proposer will best contribute to the overall goals of the County as stated in this RFP.

Evaluation Criteria	Weight
Cost	20
Experience of Proposer	15
Experience of Implementation Specialist and Staff	15
System Functionality (Attachment 1-3)	25
Project Approach and Schedule	15
Training	10
TOTAL:	100

The County reserves the right to modify the solicitation schedule during the RFP process.

5.0 Responsibility of Proposer

The Proposer will be responsible for the following:

5.1 Proposed System:

- A. Provide, deliver, install, configure and test the system until it works properly and is ready to accept data generated by the County's users and systems. Upon successful installation of the software, the system will be fully functional.
- B. Provide for the on-site conversion and loading of the County's initial contract data. The system must be fully functional and operational after the contract data is loaded.
- C. Install the contract management software and all its components on County computer hardware.
- D. Guide and help the County define and develop the data definitions, user security profiles, and document work flows.
- E. Provide toll free, telephone technical support to designated County staff after system "Go-Live" by software manufacturer.
- F. Provide contract management software upgrades after system "Go-Live".

5.2 Proposed Training:

- A. Provide on-site training and training manuals to County users. Users will include system administrator(s), application administrators and others within the County that will operate the system (end users). Proposal will identify the number of hours and type of manuals that will be provided.
- B. Provide future training at an optional cost to the County.
- C. Provide an electronic training manual and one hard copy training manual for each user being trained by the Proposer.
- D. Train County staff in the contract management software support and administration functions.

- E. Train County staff in the various contract management software functions (i.e. train the trainer). These staff will, in turn, train groups of users in the functions.

5.3 Proposed System Maintenance and Support:

Provide the following as part of the _____ year warranty period for the system:

- A. Software maintenance and support.
- B. Upgrades and patches, and technical support or problem fixes.
- C. Direct access for County personnel to the system software developers/manufacturers for ongoing support.
- D. Ability to provide user feedback for possible future upgrades.
- E. A 24 hour or less response time to priority one critical issues with the system.
- F. Technical Support available 8:00 a.m. to 5:00 p.m., Mountain Standard Time, Monday through Friday.

6.0 Responsibility of the County

The County will be responsible for the following:

- A. Provide point of contact to the Proposer during the implementation.
- B. Provide technical assistance to the Proposer in developing interfaces to other platforms with which the system may interact.
- C. Provide, install and configure the necessary server hardware, operating system, and network connections.
- D. Provide adequate work space.

7.0 Proposed Costs

7.1 Proposed System Cost

The cost of the proposed system shall be a fixed fee that includes concurrent software licenses associated with the successful installation, implementation, and operation of the system, excluding server operating system and system database, if separate from the system. Payment to the Proposer will be according to completion of specific tasks and based on a percentage of the fee.

7.2 Maintenance and Support Cost

After the first year maintenance which is included with the original purchase price, the County reserves the right to purchase or reject a one to three year system maintenance agreement, the cost of which includes at a minimum the services listed in Section 5.3. The maintenance and support cost will be paid in accordance with the terms and conditions of the resulting Agreement.

7.3 County Rights

The County reserves the right to:

- A. Separately procure hardware and operating systems that meet or exceed the Proposer's technical specifications.
- B. Purchase any quantity of any module during the resulting Agreement, at a quoted or negotiated price, to expand the scope of the system.
- C. Purchase additional single license increments.

8.0 General Terms and Conditions

8.1 Binding Offer

A proposal, including price quotations, will remain valid for a period of 120 days following the proposal deadline and will be considered a binding offer to perform the required services, assuming all terms are satisfactorily negotiated. The submission of a proposal shall be taken as prima facie evidence that the Proposer has familiarized itself with the contents of this RFP.

8.2 Compliance

Proposer shall comply with County, State and federal directives, orders, policies, rules, regulations and laws as applicable to this RFP and subsequent Agreement.

8.3 Non-Exclusivity of Agreement

The Proposer understands and agrees that any resulting contractual relationship is non-exclusive and the County reserves the right to contract with more than one company or seek similar or identical services elsewhere if deemed in the best interest of the County.

8.4 Collusion

More than one proposal from the same Proposer under the same or different names will not be considered. Reasonable grounds for believing that a Proposer is submitting more than one proposal will cause the rejection of all proposals in which Proposer is involved. Those proposals will be rejected if there is reason for believing that collusion exists among Proposers, and no participant in such collusion will be considered in any future proposals for the provision of services for the next six months following the date of the proposal submission.

8.5 Hold Harmless

The Proposer will hold the County harmless from and against all suits, claims, demands, damages, actions and/or causes of action of any kind or nature in any way arising from Proposer's performance under the Agreement and will pay all expenses in defending any claims made against the County as a result of Proposer's performance under the Agreement, in accordance with the Agreement.

8.6 Governance

If any of the language or information in this RFP conflicts with language in the Agreement as prepared by the County, the language of the Agreement, as executed, will govern.

8.7 Public Disclosure

All proposals and other materials or documents submitted by Proposers in response to this RFP will become the property of the County. The County is subject to the open records requirements. As such, all materials submitted by Proposers to the County are subject to disclosure. Proposers specifically waive any claims against County related to the disclosure of any materials if made pursuant to a public records request.

8.8 Disclosure of County Records

Since the County owns the documents generated by the Proposer pursuant to the Agreement, the Proposer agrees that it will not, without written approval by the County, disclose publicly said records.

9.0 Response Requirements and Proposal

Proposers are advised to carefully follow the instructions listed below in order to be considered fully responsive to this RFP. Proposals sent by facsimile (FAX) or e-mail will NOT be accepted. Any proposal received after **2:00 p.m. (MST) on May 11, 2011** will be deemed unresponsive and will be returned to Proposer unopened.

Proposer shall carefully review and address all of the evaluation factors outlined in this RFP as well as respond to *all* questions contained in Outline Format for Response in section 10.0. In order to be considered, Proposer must be able to demonstrate that it meets the minimum qualifications established in the RFP and that it has the ability to provide the required services as listed in the RFP. Failure to provide documentation necessary to demonstrate that the Proposer meets the minimum qualifications will cause the proposal to be rejected as nonresponsive.

9.1 Number of Proposals

1 Original (clearly marked "ORIGINAL") and 5 Copies (clearly marked "COPY").

9.2 Delivery of Proposals

The County office is open Monday through Friday, 8:00 a.m. to 5:00 p.m. MST, excluding major holidays.

The delivery of the proposal to the County prior to the deadline is solely and strictly the responsibility of the Proposer. ***The proposal delivery deadline is May 11, 2011 at 2:00 p.m. (MST)*** proposals must be delivered to the physical location listed below. The County will in no way be responsible for delays caused by delivery services or for delays caused by any other occurrence.

All proposals must be sealed and labeled as follows:

SEALED PROPOSAL:

RFP No. **11-018, Contract Management Software System for the County of El Paso**

Proposals must be delivered as follows:

Hand Delivery: Attn: Piti Vasquez, Purchasing Department
El Paso County
800 East Overland, RM 300
El Paso, Texas 79901

Proposals will be given a time/date receipt by County staff.

9.3 Execution of Proposal

The proposal shall be executed by Proposer or an official of Proposer's firm authorized to do so as stated in this RFP under Outline Format for Response in section 10.0.

9.4 Preparation of Proposals

All questions must be completed in full as a condition of this RFP.

Proposals shall be:

- Typed
- each page numbered at the bottom
- one side of the paper only
- stapled or otherwise bound
- assembled in organized sections
- contain a table of contents

9.5 RFP Process

The RFP shall in no manner be construed as a commitment on the part of the County to award an agreement. The County reserves the right to reject any or all proposals; to waive minor irregularities in the RFP process or in the responses thereto; to re-advertise this RFP; to postpone or cancel this process; to select and procure parts of services; to change or modify the RFP schedule at any time and to negotiate an Agreement with another qualified Proposer if an Agreement cannot be negotiated with the selected Proposer or if the selected Proposer's performance does not meet the requirements in this RFP and/or the Agreement.

9.6 Costs of Preparation

All costs associated with preparing and delivering a proposal to this RFP and any interview and demonstration shall be borne entirely by the Proposer. The County will not compensate the Proposer for any expenses incurred by the Proposer as a result of this RFP process.

9.7 RFP Compliance

It is the responsibility of each Proposer to examine carefully this RFP and to judge for itself all of the circumstances and conditions which may affect its proposal. Any data furnished by the County is for informational purposes only and is not warranted. Proposer's use of any such information shall be at Proposer's own risk. Failure on the part of any Proposer to examine, inspect, and be completely knowledgeable of the terms and conditions of the Agreement, operational conditions, or any other relevant documents or

information, will not relieve the selected Proposer from fully complying with this RFP. Modifications received after the proposal deadline will not be considered.

9.8 RFP Inquiries

- A. Proposer's Review of the RFP. Proposer shall carefully examine the RFP, including its attachments to determine if the requirements are clearly stated. All questions concerning the RFP documents, such as discrepancies, omissions and exceptions to any term or condition, must be submitted in writing to: pvasquez@epcounty.com and limena@epcounty.com. If the Proposer requests modifications to the documents, the Proposer must provide detailed justification for each modification with an explanation. The County shall determine what changes to the RFP will be acceptable to the County and will issue a written addendum to the RFP, if necessary, as outlined below. No oral interpretation or clarification of the RFP will be made to any Proposer. It is the responsibility of the Proposer to verify the County received the request. *To be given consideration, such requests must be received by 12:00 p.m. (MST), Tuesday, May 3, 2011.*

- B. County Issued Addenda to the RFP. All interpretations of and modifications to the RFP documents and any supplemental instructions will be in the form of a written addendum in order that all Proposers shall be given the opportunity of proposing to the same specifications. Any issued addendum will be fax to the vendors and *posted on the County's website at www.epcount.com, select bids & more, scroll down to 11-018.* Each Proposer will be responsible for monitoring the website for new or changing information relative to the RFP and for including issued addendum in its submitted proposal. Failure of any Proposer to include any such addendum(s) in its proposal shall not relieve said Proposer from any obligation contained therein.

9.9 Execution of Agreement

By submitting a proposal in response to this RFP, the Proposer is deemed to have accepted the terms and conditions of the RFP, its attachment(s), its addendum(s), in their entirety.

9.10 Warranty

The Proposer warrants that the proposal submitted is not made in the interest of or on behalf of any undisclosed party; that the Proposer has not, directly or indirectly, induced any other Proposer to submit a false proposal; and that Proposer has not paid or agreed to pay to any party, either directly or indirectly, any money or other valuable consideration

for assistance or aid rendered or to be rendered in attempting to procure the Agreement for the privileges granted herein.

9.11 Supplemental Information

The County reserves the right to request any supplementary information it deems necessary to evaluate Proposer's experience or qualifications and/or clarify or substantiate any area contained in the Proposer's proposal.

10.0 Outline Format for Response

Each section of the proposal must be tabbed in accordance with the following outline. Insert outline format for proposal paragraph immediately prior to the response to each section. Sequentially number all pages within each tab.

Proposer shall submit the following information:

TAB 1 Proposer Information

- A. Proposer's Legal Name
- B. State of Incorporation
- C. Phone Number
- D. Principal Office Address
- E. Internet URL
- F. Ownership: individual, partnership, corporation or other.
- G. Does Proposer provide services to anyone related to or employed by the County, including Commissioners Court Board members? ___ Yes ___ No
If yes, explain.
- H. Email address
- I. Is Proposer currently under suspension or disbarment by any State or Federal Agency? ___ Yes ___ No
If yes, explain.
- J. Is Proposer tax delinquent with the State of Texas or Federal Government?
___ Yes ___ No
If yes, explain.
- K. Implementation Specialist
 - (1) Name
 - (2) Title
 - (3) Phone Number
 - (4) Fax Number
 - (5) E-Mail Address
 - (6) Dates of employment with Proposer
- L. Confirmation vendor enrollment form from the County's web site.

TAB 2 Minimum Qualifications – Proposer and Implementation Specialist

Provide the following information to demonstrate the Proposer's ability to meet the Minimum Qualifications for this RFP as listed in section 2.0.

A. Provide information documenting that the Proposer has been in continuous business since January 2005 providing similar products and services as described in this RFP. Include, at a minimum, the following information for each company for which Proposer had contract(s) to provide similar product(s) and services to substantiate the years of experience:

- (1) Name of company
- (2) Address of the company
- (3) Contact person for the company
- (4) Contact person's phone number
- (5) Name and type of system
- (6) Description of the size and complexity of the installed system.

B. Provide information documenting that the Proposer's Implementation Specialist providing the required services has successfully completed a minimum of two implementations of the proposed system. Include, at a minimum, the following:

- (1) Implementation Specialist Name
 - (2) Position title
 - (3) Description of the tasks to be performed for this project.
 - (4) Experience in implementing the proposed system. Include, at a minimum, the following information for at least two successful implementations:
 - (i) Name of company
 - (ii) Address of the company
 - (iii) Phone number for the company
 - (iv) Dates of the implementation
 - (v) Description of the products and services provided.

TAB 3 Proposer's Experience

Provide the following information:

- A. Provide the number of years the Proposer has been operating.
- B. Provide an explanation of the Proposer's experience with the proposed system.
- C. Provide a list of successful implementations of the proposed system for the last three years including contact information for each entity. Include the following:
 - (1) Name of entity
 - (2) Address
 - (3) Contact person / phone number
 - (4) Dates of implementation
 - (5) Modules implemented
- D. Provide an organizational chart. Include titles, names and physical location of staff.
- F. Provide a résumé for each staff member involved with this project.

TAB 4 System Functionality

System functionality will be evaluated by the completion of Attachment 1-3.
The attachment contains three separate tabs: technical, security, and functional.

Each tab must be completed in its entirety. The functional elements are identified by reference number and the Proposer will rate each element according to the following criteria:

- F= Fully provided “out-of-the-box”
- R= Provided with reporting tool
- M= Provided with modification
- NV= Provided in next version
- C= Custom development required
- NA= Not available
- TP= Third party

Any service functionality with the ratings listed below must include the required explanations, as noted, as a minimum. Other relevant information that will clarify any response should be included. Space is provided for these explanations at the end of the listing of the functional elements under each tab in Attachments 1-3.

Rating	Required Explanation
R	Describe reporting tool. Is this tool included with the out-of the box software? If not, what is cost to obtain and implement?
M	Describe modification and cost. Does this modification affect future upgrades?
NV	When the next version will be released, what will be the cost of upgrade and cost to implement the upgrade?
C	Describe the customization and cost of customization. Does this customization affect future upgrades?
TP	Describe third party software, cost of software and implementation costs.

TAB 5 Project approach and schedule

- A. Provide a detailed implementation schedule to complete this project, using at a minimum the tasks in the table below. Include in the schedule the conversion and transfer of the data from the County's current system to the new system.

- B. Describe how the Proposer will comply with all responsibilities listed in Responsibility of Proposer in section 5.0

- D. Provide the expected number of Proposer's representatives and resource involvement, both on-site and off-site, that will be involved in the implementation of the system.

- E. Provide an explanation of the expected County staff and resource involvement for the implementation of the system. Include the type of staff and number of hours, part time and full time.

TAB 6 Maintenance and Support

A. Proposed System’s Maintenance and Support

Complete the following table by checking the appropriate box. If a “**NO**” box is checked for any item, the Proposer must provide a written explanation. Failure to check “Yes” on any item in this section **will not** render the proposal non-responsive.

Proposed System’s Maintenance and Support	YES	NO
1. The costs for revision upgrades are included in the proposed maintenance costs	<input type="checkbox"/>	<input type="checkbox"/>
2. County personnel will have direct access to the proposed System’s software developers/manufacturers for ongoing support.	<input type="checkbox"/>	<input type="checkbox"/>
3. There will be the ability to provide user feedback for possible future upgrades.	<input type="checkbox"/>	<input type="checkbox"/>
4. There will be a 24 hour or less response time to priority one critical issues with the System	<input type="checkbox"/>	<input type="checkbox"/>
5. Technical support is available 8:00am – 5:00pm, MST, Monday through Friday.	<input type="checkbox"/>	<input type="checkbox"/>

B. Provide a copy of the Proposer’s three year maintenance and support agreement.

C. Describe the frequency with which revision upgrades typically occur, and the impact on the operation of the system (e.g., does the system need to be taken off line, and for how long?)

D. Is support provided via telephone, on-line or both?

TAB 7 Training

- A. Describe the initial training that is included in the proposal.
- B. Describe any other training that is available, including optional future training to additional County staff.

TAB 8 Proposed Costs

- A. Pricing Information. This section shall include a description of the proposed costs and prices. All pricing information shall be limited solely to this section of your proposal. Accordingly, you should follow these instructions carefully and provide all data requested in the formats specified herein.

Any omissions in this proposal shall be identified by each Proposer and incorporated into their proposal including any omissions for software, hardware, support etc. which is necessary to the success of the project, and must be identified as a separate line item with pricing and included as part of the proposal. The County will not increase the contract or any purchase order (either dollar amount or time) for items not included in the submitted proposal documents. The County reserves the right to purchase part of the proposal or the entire proposal.

- B. Changes. The County will not consider change orders or amendments unless it is deemed a change in the original scope of the project. All items not itemized in the pricing below which are instrumental to completing the project will be supplied by the Proposer at no additional charge to the County.
- C. Pricing. All prices quoted shall be firm and fixed for the specified contract period.
- D. Request for Proposal Items:

- (1) **Pricing Item A.** Provide all labor, materials, software, hardware and professional services and training including costs to install and implement the proposed solution in strict accordance with the specific requirements and instructions listed. Total Price must include one year of software maintenance/support covering all proposed solution components solution installation, implementation and training of personnel as set forth below. Include costs to implement the proposed solution. Proposer must include installation and configuration services provided by the manufacturer of the software being proposed. Include a high level scope of work associated with the implementation and detailed comprehensive on-site training costs for the solution being proposed. Itemize, detail and individually price the following:

- Contract Management Software
- Installation
- Training
- Implementation fees
- First year support (if not included)

TOTAL PROPOSED SOLUTION PRICE \$ _____

Note: A complete, itemized and priced breakdown of all components, as noted above, must be furnished with your Proposal.

- (2) **Pricing Item B.** Annual Software/Hardware Preventative Maintenance and Support for Years Two through Five, to include any required software updates, fixes or patches as they occur. The maintenance and support provided during Years 2-5 shall mirror that provided under the warranty period in Year 1 and shall comply with all requirements stated in this RFP. All labor, travel costs, routine consumables, 24 hour telephone support, testing equipment and other tools or materials required shall be included in the pricing listed below. This regularly scheduled maintenance and support shall exclude acts of nature, vandalism or physical abuse and operator misuse. Proposers shall provide manufacturers recommended routine maintenance and support schedule with their proposal. This should be listed separately and titled "Routine Maintenance and Support Schedule for Years 2-5".

Maintenance and Support for Year 2: \$ _____

Maintenance and Support for Year 3: \$ _____

Maintenance and Support for Year 4: \$ _____

Maintenance and Support for Year 5: \$ _____

TAB 9 Acknowledgement of Proposal Required

The submittal of this proposal is a duly authorized, official act of the Proposer and the undersigned officer of the Proposer is duly authorized and designated by Resolution of the Proposer to execute this proposal on behalf of and as the official act of the Proposer, this _____ day of _____, 2011. By submitting this proposal and signing below, the Proposer agrees to all terms and conditions.

BY: _____

(Signature)

ATTESTED BY:

(Print Name)

(Title)

(Signature)

(Print Name)

(Title)

COUNTY OF EL PASO, TEXAS

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

Instructions for the certifications:

General Requirements

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

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

1. LOBBYING

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

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

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

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

1. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

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

A. The applicant certifies that it and its principals:

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

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

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

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

2. DRUG-FREE WORKPLACE

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

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

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

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

- (1) The dangers of drug abuse in the workplace;
- (2) The applicant's policy of maintaining a drug free workplace;
- (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
- (4) The penalties that may be imposed upon employees for drug abuse violation occurring in the workplace;

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

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

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

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

Street, Suite 406, El Paso, Texas 79901. Notice shall include the identification number of each affected grant

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

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal State, or local health, law enforcement, or other appropriate agency

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

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

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

4. CERTIFICATION REGARDING THE NONDISCRIMINATION STATUTES AND IMPLEMENTING REGULATIONS

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

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

Business Name

Date

Name of Authorized Representative

Signature of Authorized Representative

*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?

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

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

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

Business Name

Date

* Name of Authorized Representative

Signature of Authorized Representative

* This page must be included in all responses.



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

RE: RFP #11-018, Contract Management Software 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 and Finance Manager
Teresa Molinar, Operations Manager
Edward Hyatt, Contract Administration Manager
Peter Cooper, Chief Technology Officer
David Garcia, Director, Information Technology
Luke Gilpin, Applications Manager
Lee Shapleigh, Assistant County Attorney
Holly Lytle, Assistant County Attorney
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 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
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, 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 # 11-018

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

Check List

**Contract Management Software System for the County of El Paso
RFP #11-018**

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) 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 original and five (5) copies of your response?
