



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

Notice to Interested Parties

Sealed Request for Qualifications will be received at the County Purchasing Department, 800 E. Overland, RM 300, El Paso, Texas 79901 before 2:00 p.m., **Thursday, July 12, 2012**. Responses will be opened at the County Purchasing Office the same date for **Federal Legislative Lobbyist Services for the County of El Paso**

Qualifications must be in a sealed envelope and marked:
“Qualifications to be opened July 12, 2012
Federal Legislative Lobbyist Services for the County of El Paso
RFQ Number 12-049”

Any questions or additional information required by interested vendors must be submitted in writing to the attention of the County Purchasing Agent before Wednesday, July 4, 2012, at 12:00 p.m. Questions can be faxed to (915)-546-8180.

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

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

PITI VASQUEZ
County Purchasing Agent

IMPORTANT NOTICE FOR VENDORS

EL PASO COUNTY CODE OF ETHICS TRAINING REQUIREMENT FOR VENDORS

Vendors: Any vendor involved in a single procurement exceeding \$50,000 must complete training on the El Paso County Code of Ethics. This training must be completed prior to submitting a bid or proposal, responding to a request for qualifications or proposals, or otherwise contracting with the county. The training must be completed by an officer, principal, or other person with the authority to bind the vendor. The certification of completed training on the Ethics Code issued by the County Human Resources Department is valid for one (1) calendar year from the date of completion. A list of those Vendors with a current certification of completion and the corresponding date of expiration shall be maintained on the El Paso County website under the Purchasing Department's Current List of Training Certified Bidders. This training requirement does not apply to emergency purchases.

Training

In compliance with Section 161 of the Texas Local Government Code, training on the El Paso County Code of Ethics will be accessible in an online format to Vendors and Lobbyists on an ongoing basis, subject only to limitations due to technical resources. No person or entity required to complete training will have to do so more than once per year.

The required training for Vendors may be accessed and completed at:
<http://www.epcounty.com/ethicscom/training.htm>

Once you have taken the ethics training course print out the confirmation and attach a copy to your RFQ. Keep a copy for future references.

To view the list of the Vendors, the representatives and the date it expires.

❖ Go to <http://www.epcounty.com/ethicscom/training.htm>

❖ Select:

Vendors Who Have Completed Ethics Training

If you have taken the training and your name has not been added to the list, Please contact Gabby at our Human Resource Department at (915)546-2218 ext. 4069.



**EL PASO COUNTY PURCHASING DEPARTMENT
800 E. OVERLAND AVE., ROOM 300
EL PASO, TEXAS 79901
(915) 546-2048
FAX: (915) 546-8180**

Memorandum

To: All Vendors
From: Jose Lopez, Jr., Assistant Purchasing Agent
Date: February 6, 2012
Subject: County Purchasing New Vendor/Bid System & Online Vendor Registration

The Purchasing Department will be implementing its new bid processing vendor notification/registration system on April 1, 2012. The new system will allow vendors to register and maintain their vendor file real time without the intervention of the Purchasing Department. Vendors will maintain their address information and contact information; as well as the commodity information that the vendor wants to be considered for on County bid solicitations. Vendors will be given a choice of receiving hard copy bid notifications, or electronic notifications to the vendors designated email and/or cellular telephone text number. We hope that the changes will help our vendors receive their solicitations in a more effective and efficient manner that will benefit both the County and the vendor with more timely, accurate, competitive bids.

All vendors wishing to receive or continue to receive bid notifications must register by April 1, 2012. The Purchasing Department will be migrating to the new vendor system on April 1, 2012 and all vendors that have not registered in the new system will not receive bid notifications. Thank you for your cooperation. If you have any questions, please contact me at (915)546-2068, or Sally Borrego at (915)546-2048.

SIGNATURE PAGE

Description – RFQ # 12-049
Federal Legislative Lobbyist Services for the County of El Paso
Vendor must meet or exceed specifications

Please submit one (1) original copy and five (5) disk copies of your statements of qualifications.

Company

Mailing Address

Federal Tax Identification No.

City, State, Zip Code

Ethics Representative (refer to page 2)

Ethics Training Date or Expiration Date

CIQ Document Number

Conflict of Interest Questionnaire (CIQ)
Filed Date

Representative Name & Title

Telephone Number include area code

Signature

Fax Number include area code

Date

Email Address

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

Federal Legislative Lobbyist Services for the County of El Paso

RFQ #12-049



**Opening Date
Thursday, July 12, 2012**

BACKGROUND:

El Paso County, Texas is an urban county of 820,000 situated on the Texas/Mexico border. Its population is 92.8% white, 3.6% African American, 1% American Indian, 1.2% Asian, .2% Native Hawaiian or Pacific Islander and 1.2% Multi-Racial. It is 81.4% Hispanic. Its 2010 per capita income was \$29,381. In 2010, 24.6% of the population lived in poverty.

The County seeks a registered Federal Legislative Consulting Firm with strong bipartisan makeup and broad expertise to strengthen its partnership with the federal government on key initiatives that impact county government such as appropriations, transportation, health care, community development, housing, labor, national parks and trails, homeland security and law enforcement.

NATURE OF WORK

This is responsible professional work providing a range of lobbying services to include but not be limited to performing research, establishing legislative contacts, and promoting partnerships between the County and various Federal agencies.

The lobbyist functions as the El Paso County's representative, in establishing and maintaining key contacts in federal governments and with national public and private organizations. Work involves the responsibility for representing El Paso County ("**County**") with Federal Legislative bodies, compiling statistical data and reports, and providing the El Paso County Commissioners Court (the "**Commissioners Court**") with information which may assist them in making policy decisions. Commissioners Court will direct assignments but the lobbyist exercises considerable independence in the application of research methods and techniques. During those periods when the Federal Legislature is not in session, the Lobbyist may receive other assignments as described and as directed by Commissioners Court. Commissioners Court will set the performance measures to review and evaluate is the results obtained.

SCOPE OF SERVICES

The Lobbyist will provide services in the following four (4) primary areas:

1. Federal Program Development through Research, Analysis, and Preparation of Policy Material.
 - a. Assists the County in developing, preparing, prioritizing, and adopting its annual Federal Initiatives Program and match the County's priorities with targeted opportunities before the Legislative and Executive Branches.
 - b. Consults with the Commissioners Court or with others as deemed appropriate by the Commissioners Court to determine a need to propose legislation initiatives.

- c. Performs research concerning proposed legislation and Executive Orders analyzes tax laws and related data; prepares articles, talking points and reports on administrative and legislative problems and practices; explains or recommends action to Commissioners Court or Legislature; informs Commissioners Court regarding federal governmental trends, strategies , and programs.
 - d. Evaluates County policy and budget issues of interest to the Commissioners Court, conducts research to clarify issues, identifies alternatives, develops recommendations, and prepares verbal and written reports as required.
 - e. Identify appropriate federal funding opportunities, including appropriations, authorized programs, competitive grant programs, and possible agency discretionary grants to support County's priorities.
 - f. Develop analysis, policy papers, background materials, and other information for use in educating Congressional and Executive branch leadership.
 - g. Draft or assist in the drafting of proposed legislation and amendments.
2. Advice, Advocacy, and Outreach: Lobbyist shall represent the interests of the County before the appropriate federal agencies, legislative committees, members of the House of Representatives and the United States Senate, the Office of the Vice President, and the Office of the President. The duties in this area shall consist of the following:
- a. Schedules meetings and assist in meeting preparation and follow-up with Members of Congress, Congressional staff, Administration officials, Executive agency representatives, and the El Paso delegation.
 - b. Appears before the House and Senate; establishes and maintains close contacts among legislative committees, individual representatives and senators, public officials, trade and industrial associations, and business organizations in order to educate members and to assure full communication of ideas, interests, and purposes.
 - c. Creates additional opportunities for County leadership to interact with Congressional and Administration representatives to promote the County's *Federal Initiatives Program*.
 - d. Handles ongoing work with Congressional staff throughout the legislative or appropriations cycle.
 - e. Secures sponsorship of legislation; monitors and advocates for the enactment of legislation as identified by the Commissioners Court.
 - f. Advocates the defeat of legislation identified by the Commissioners Court to be against the interests of the County.
 - g. Prepares correspondence and necessary forms or documentation required by House and Senate appropriations subcommittees for specific County appropriations requests.
 - h. Reviews any of County's proposals being prepared for submission at the federal level and provide technical assistance in preparing grant applications or otherwise evaluate a federal program's compatibility with County's policy goals.

- i. Develops briefing and advocacy materials for County's use throughout each stage of the legislative process from hearings to markups to floor debate to Conference negotiations.
 - j. Identifies and creates opportunities for County and regional leaders to testify before Congress and draft such testimony or other communications to Congress and to the Executive Branch.
3. Continual Federal Issues Monitoring.
- a. Informs the County of all initiatives related to County's legislative objectives.
 - b. Monitors and analyzes all aspects of the major authorization bills that have a bearing on County's legislative objectives.
 - c. Reviews all federal activity that might affect County, either positively or negatively, whether legislative, administrative or regulatory and proactively advises the County on the appropriate action.
 - d. Analyzes the President's budget request and its impact on the County.
 - e. Analyzes each stage of applicable appropriations bills and their funding impact on County.
 - f. Utilizes knowledge of the budget process to seek appropriate legislative changes (a line item in a particular appropriations bill, a competitive grant, or changes in a statutory funding formula) that achieve the County's legislative objectives.
4. Communication with County Officials: The Lobbyist shall communicate with Commissioners Court as outlined in the contract and as needed for updating the Court on current activities and developments regarding legislative initiatives and general matters affecting the County of El Paso. The duties in this area shall consist of the following:
- a. Meeting with the Commissioners, in El Paso, as necessary during the legislative period, or as defined in the Lobbyist contract and upon request as required by the Court. These meetings shall consist of both individual and group briefings as requested by members of Commissioners Court.
 - b. Consulting with the Commissioners Court and administrative department heads concerning problems and needs of all areas of County government in order to provide informed representation in the Legislature and thereby assist in securing legislation favorable to the County;
 - c. Maintains effective working relationship with the County Judge, County Commissioners, the Commissioners Court designated liaison and County Legislative Committee. (See Chart 1 for example of most recent County Legislative Committee.)
 - d. Produce, submit, and distribute to County's Congressional Delegation written updates of County's Federal Initiatives Program within 15 days of the beginning of each calendar quarter or as needed throughout the session to update the Court.
 - e. Provide monthly written reports on County's Federal Initiatives Program.

- f. Provide a comprehensive report at the end of County's fiscal year of the County's Federal Initiatives Program.
- g. Attend quarterly meetings with the Commissioners Court and provide oral reports on the Federal Initiatives Program's status.
- h. Provide timely information and advice on federal funding opportunities that support the County's programs and services and facilitate federal consideration of County's applications.

The Lobbyist shall also perform other related duties as assigned or as the situation dictates within the scope of this Request for Qualifications.

The County reserves the right to engage additional consultants to provide federal legislative services during the terms of this Agreements should the need arise. The County may, at any time and in its sole discretion, assign additional legislative and regulatory matters to the Lobbyist that are not part of the County's Federal Initiatives Program.

All work performed by the Lobbyist shall be performed to the satisfaction of the County's Commissioners Court or the Commissioners Court's designated liaison.

CHART 1: 2012 County of El Paso Legislative Committee

2012 Legislative Committee	
Individual Assigned	
Rosemary Neill	Family and Community Director
Anna Perz	Commissioners Court
Ballard Shapleigh	District Attorney
Betsy Keller	Human Resources
Carole Powell	Public Defenders
Christina Sanchez	County Attorney
Cindy Hernandez	Commissioner Anna Perez's Office
Edward Dion	Auditor
Erich Morales	County Attorney
Gerald McTernan	Commissioner Dan Haggerty's Office
Javier Chacon	Elections
Kim C. Shumate	JPD
Michael Izquierdo	Council of Judges
Oswaldo Del Rio	Commissioner Sergio Lewis' Office
Rene Camarillo	Auditor's staff
Rick Gammon	Constable
Robert Storch	Public Defenders
Ruben Vogt	County Judge
Siria Rocha	County Tax Office
Wallace Hardgrove	Auditor's staff
William Ellis	Sheriff's Office

LOBBYIST REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

The Lobbyist shall possess the required knowledge, skills, and abilities in order to perform the Scope of Services as outlined in this RFQ. Specifically, the County is seeking the following criteria:

1. Lobbyist's knowledge of principles and practices of public administration, particularly of the organization and functions of constituent units of county government; public administration research and report presentation methods and techniques; and legal, budgeting, and accounting procedures and processes.
2. Lobbyist's ability to conduct original research and routine investigations, make sound administrative analyses relating to policy and management problems, and prepare and present oral and written reports and recommendations to groups and individuals.
3. Lobbyist's understanding of County legislative goals and explanation of how the Lobbyist can/will accomplish those goals;
4. Lobbyist's demonstrated level of interest in representing the County;
5. Lobbyist's experience in effectively communicating with leadership and segments/factions of House/Senate and Administration;
6. Lobbyist's other clients, how those client interests differ from County's, including a determination of any conflicts;
7. Lobbyist's reputation among United States Congress Members and leadership;
8. Lobbyist's assumption of the risk in reduction of influence (based on personal relationships) with lawmakers in advancing County goals;
9. Lobbyist's ability to work with key Federal agencies (HUD, DOT, FAA, Corps of Engineers, FTA, etc);
10. Lobbyist's demonstrated ability to regularly report developments and follow direction provided by the Commissioners Court and the Commissioners Court liaison;
11. Lobbyist's ability to help in communicating with other cities, NLC, & U.S. Conf. of Mayors; and
12. Lobbyists' ability to establish and maintain effective working relationships with administrative officers, other lobbyists, the public and legislative representatives.

BACKGROUND AND EXPERIENCE

- The County seeks a registered lobbyist that has the professional background and experience to conduct the work as outlined in this RFQ. The Lobbyist selected shall have at least six (6) years of proven lobbying experience in the federal legislative community. The Lobbyist shall identify those members of the team that will be assigned to this engagement and include the following for each individual on the team:

- Provide a description, including resumes, of the professional(s) that will provide direct federal lobbyist services to the County, including the name of the lead Lobbyist for this account and his primary office location. The primary individual assigned to the County should be a licensed and registered professional.

The Lobbyist may indicate any specific firm resources available to the proposed team that differentiates the firm from any competing firms.

SPECIAL QUALIFICATIONS

Ability to coordinate transportation between Washington, D.C; Austin, Texas and El Paso, Texas.

PERFORMANCE INDICATORS

The Lobbyist's performance will be evaluated periodically throughout the term of the contract. The Federal Initiatives Program, developed by the Lobbyist and approved by the Commissioners Court, will be used as a measure of successful performance of this contract. Communication of any federal issues that may be detrimental or useful to the County on a timely basis will also demonstrate successful performance of this contract.

INSTRUCTIONS

Statements of Qualifications

All Statements of Qualifications should include:

- A transmittal letter from the responding firm indicating the firm's interest in representing the County of El Paso and if applicable a list of the personnel that will be assigned to the elements of the contract.
- A brief history of the firm; when it was established, the principles of the firm, and members of the firm that will be providing lobbyist services.
- A brief description of the responding firm's understanding of its role as the County's lobbyist, and its approach to providing lobbyist services for the County of El Paso.
- Qualifications of all personnel that will be representing the County, and the amount of time they will be representing the County, and the role each individual will provide.
- A list of past clients, and any similar government entities represented, primarily local governments.
- List specialties, affiliations, or expertise in certain areas that responding firm believes are beneficial to representing the County.

- Lobbyist firm must respond to Statement Regarding Legal Actions Taken Against Applicant.
- Firm may respond to entire lobbying services or for specific issues and agendas.
- Successful lobbying firm must perform all lobbying services for the County of El Paso, and may not assign or convey all or part of this contract for the duration of the contract period.

Please submit one original and five (5) disk copies no later than 2:00 PM (local time) on July 12, 2012 to:

**El Paso County Purchasing Department
County of El Paso
800 East Overland Avenue Suite 300
El Paso, TX 79901**

Request for Qualifications will be evaluated based on the responding firm's knowledge, experience, approach, and expertise on all relevant border, economic, environmental issues and any other issues that will affect the County of El Paso.

Respondents may be required to interview or give a brief presentation before the court of evaluation committee if desired by the court.

Court will award the contract to the firm or firms that will provide the best legislative services to the County of El Paso and contract may be awarded for the entire lobbyist service or by legislative issue.

Telephone, electronic or facsimile submittals will not be considered. Qualifications received after the time and date of closing will not be considered.

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

STATEMENT REGARDING LEGAL ACTIONS TAKEN AGAINST APPLICANT

Each applicant will certify that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or sentenced to a denial of Federal or State benefits.

AGREE _____

DISAGREE _____

2. Have not within a three-year period preceding this application been convicted of or had 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; or entered into a settlement agreement, consent decree, or similar arrangement regarding the above; or currently under investigation for any of the above.

AGREE _____

DISAGREE _____

3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any offenses; and have not within a three-year period preceding this application had one or more public transactions (federal, state, or local) terminated for cause or default.

AGREE _____

DISAGREE _____

If you disagree with any of the above Statements, provide a written explanation as to why you are unable to certify to the Statement.

COUNTY OF EL PASO, TEXAS

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

Instructions for the certifications:

General Requirements

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

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

1. LOBBYING

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

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

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

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

1. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

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

A. The applicant certifies that it and its principals:

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

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

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

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

2. DRUG-FREE WORKPLACE

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

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

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

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

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

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

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

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

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

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

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

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

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

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

4. CERTIFICATION REGARDING THE NONDISCRIMINATION STATUTES AND IMPLEMENTING REGULATIONS

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

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

_____	_____
Business Name	Date
_____	_____
Name of Authorized Representative	Signature of Authorized Representative

1

*All four (4) pages of this document must be included in all responses.

COUNTY OF EL PASO PURCHASING DEPARTMENT

COUNTY COURTHOUSE, 800 E. Overland,
ROOM PU300, EL PASO, TEXAS 79901
(915) 546-2048, FAX: (915) 546-8180
ELVIA CONTRERAS, FORMAL BID BUYER

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

BIDDING CONDITIONS

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

1. BY SUBMITTING A REQUEST FOR QUALIFICATIONS, 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 RFQ; THE WAIVER BY EL PASO COUNTY OF ANY REQUIREMENTS UNDER THE RFQ DOCUMENTS OR THE CONTRACT DOCUMENTS; THE ACCEPTANCE OR REJECTION OF ANY BIDS; AND THE AWARD OF THE CONTRACT.
2. Request for Qualifications must be in the Purchasing Department **BEFORE** the hour and date specified. Faxed bids will not be accepted.
3. Late RFQ's properly identified will be returned to the submitter unopened. Late RFQ's will not be considered under any circumstances.
4. RFQ's must give full firm name and address of bidder. Failure to manually sign bid will disqualify it. Person signing should show title or authority to bind his firm in a contract.
5. No substitutions or cancellations permitted without written approval of County Purchasing Agent.
6. This Request for Qualifications inquiry only and implies no obligation of the part of the County of El Paso.
7. The County of El Paso is an Equal Opportunity Employer.
8. RFQ sent via express mail or overnight delivery service must have the proposal number and title clearly marked on the outside of the express mail or overnight delivery service envelope or package. Failure to clearly identify your RFQ may be cause for disqualification.
9. 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.

10. 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.

11. "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, Suite PU300
El Paso, Texas 79901
(915) 546-2048
(915) 546-8180 Fax

RE: RFQ #12-049, Federal Legislative Lobbyist Services 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 Tania M. Chozet
Commissioner Dan Haggerty

County Employees: Piti Vasquez, Purchasing Agent
Jose Lopez, Jr., Assistant Purchasing Agent
Peter Gutierrez, Buyer II
Elvia Contreras, Formal Bid Buyer
Araceli Hernandez, Inventory Bid Technician
Lucy Balderama, Inventory Bid Technician
Rosemary Neill, Family, and Community Director
Ballard Shapleigh, District Attorney
Betsy Keller, Human Resources
Carole Powell, Public Defenders
Christina Sanchez, County Attorney
Cindy Hernandez, Commissioner Anna Perez's Office
Edward Dion, Auditor
Erich Morales, County Attorney
Gerald McTernan, Commissioner Dan Haggerty's Office

Javier Chacon, Elections
Kim C. Shumate, JPD
Michael Izquierdo, Council of Judges
Oswaldo Del Rio, Commissioner Sergio Lewis' Office
Rene Camarillo, Auditor's staff
Rick Gammon, Constable
Robert Storch, Public Defenders
Ruben Vogt, County Judge
Siria Rocha, County Tax Office
Wallace Hardgrove, Auditor's staff
William Ellis, Sheriff's Office
Carmen Arrieta-Candelaria, Chief Administrator

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
ARACELI HERNANDEZ, INVENTORY BID TECHNICIAN

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

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 and will disqualify your offer.
- 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 Clerk's office.
- If filing by fax use your fax confirmation (date/time) for your records. To obtain a copy/CIQ document number go to our website at www.epcounty.com, click on public records, click on to [Official Public Records](#) - Deeds of Trust, Liens and

other public documents (County Clerk), type in the name of your company, on Style: scroll to CIQ-Conflict INT. QUESTIONNAIRE, and click on Search. It will be available on the web site approximately 5 to 10 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 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

RFQ #12-049

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

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

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

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

Name of Officer

This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?

Yes No

B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

Yes No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

Yes No

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

Signature of person doing business with the governmental entity

Date

Adopted 06/29/2007

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

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

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

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

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

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

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

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

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

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

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

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

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

(A) serves as an officer or director; or

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

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

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

(A) is a local government officer; and

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

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

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

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

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

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

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

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

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

§ 176.001. Definitions

In this chapter:

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

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

(3) "Local governmental entity" means a county, municipality, school district, junior college district, or other political subdivision of this state or a local government corporation, board, commission, district, or authority to which a member is appointed by the commissioners court of a county, the mayor of a municipality, or the governing body of a municipality. The term does not include an association, corporation, or organization

of governmental entities organized to provide to its members education, assistance, products, or services or to represent its members before the legislative, administrative, or judicial branches of the state or federal government.

(4) "Local government officer" means:

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

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

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

COUNTY OF EL PASO, TEXAS

Solicitation Check List

Federal Legislative Lobbyist Services for the County of El Paso
RFQ #12-049

THIS CHECKLIST IS PROVIDED FOR YOUR CONVENIENCE

_____ Responses should be delivered to the County Purchasing Department by 2:00 p.m., Thursday, July 12, 2012. Did you visit our website (www.epcounty.com) for any addendums?

_____ Did you sign the Signature Page?

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

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

_____ Did you file a copy of the completed Conflict of Interest Questionnaire (Form CIQ) with the El Paso County Clerk (in person or by mail to 500 E. San Antonio, Suite 105, El Paso, TX 79901 or by fax to 915-543-3816 attention Joann) and write the fax confirmation can be 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 form is not completed and filed with the County Clerk’s office, proposal will be considered non-responsive.

_____ Did you complete the mandatory ethics training course and include a confirmation print as indicated in page 2

_____ Did you provide one original and five (5) disk copies of your response?