



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

Notice to Interested Parties

Sealed Request for Proposals (RFP) will be received at the County Purchasing Department, 800 E. Overland, RM 300, El Paso, Texas 79901 before 2:00 p.m., Wednesday, February 27, 2013 to be opened at the County Purchasing Office the same date for E-Citations Software and Hardware Equipment for the El Paso County

**Proposals must be in a sealed envelope and marked:
"Proposals to be opened February 27, 2013
E-Citations Software and Hardware
Equipment for the El Paso County
RFP Number 13-006"**

Any questions or additional information required by interested vendors must be submitted in writing to the attention of the Assistant County Purchasing Agent before Wednesday, February 20, 2013, 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 proposer shall furnish a certified cashier's 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 cashier's 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.

JOSE LOPEZ, JR.
Assistant 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 proposal. Keep a copy for future references/proposals.

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.

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 # 13-006 E-Citations Software and Hardware Equipment for the El Paso County 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 three (3) CD copies in Word/PDF Format of your proposal.

Company

Mailing Address

Federal Tax Identification No.

City, State, Zip Code

Ethics Representative (refer to page 2)

Ethics Training Date or Expiration Date

CIQ Confirmation 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 ALL BIDS*****

E-Citations Software and Hardware Equipment for the El Paso County

RFP #13-006



**Opening Date
Wednesday, February 27, 2013**

SECTION 1 –REQUIREMENTS AND GUIDELINES

1. SUBMISSIONS

All perspective proposer will submit their proposal to:

Mr. Joe Lopez,
Assistant Purchasing Agent
El Paso County Purchasing Department
800 E Overland Room 300
El Paso, Texas, 79901

2. SCHEDULE

The following schedule of activities is planned. Any changes will be communicated to the prospective vendor's from the Director of Purchasing, El Paso County.

Events	Dates
Release/Advertise	2/10/13 & 2/17/13
Questions Due	2/10/13 at 12:00 noon
Opening	2/27/13 at 2:00 p.m.
Deadline to questions	To be determined
VENDOR Selection	To be determined
Commissioner's Court Action to Award	To be determined

3. VENDOR QUALIFICATION

A representative of the County of El Paso (hereafter "COUNTY") will evaluate proposals only from experienced, highly qualified VENDORS (hereafter "VENDOR(s)") that have proven successful experience in their respective industry as requested in this SOLICITATION. The VENDOR's response to the SOLICITATION must document and qualify this experience.

4. SUBMITTAL INFORMATION

VENDORS that have submitted proposals are considered earnest participants and must conform to the following processes after submission.

4.1 SUBMITTALS

All prospective VENDORS must submit one (1) original and two (3) copies in PDF/Word format of their proposal, contract(s), terms and conditions for this project. Any agreements must be included in the SOLICITATION response package. All materials submitted in response to this Solicitation will become the property of The County of El Paso. The VENDOR is solely responsible for ensuring that the full proposal is received by The County of El Paso, Purchasing Department (hereafter PURCHASING) in accordance with the solicitation requirements, prior to the date and time specified in the solicitation, and at the place specified. The COUNTY shall not be responsible for any delays in mail or by express mail carriers or by transmission errors or delays or missed delivery. The VENDOR shall carefully review all documents referenced and made a part of the solicitation document to ensure that all

information required to properly respond has been submitted or made available and all requirements are priced in the proposal. Failure to examine any document, drawing, specification, or instruction will be at the Vendor's sole risk. VENDORS submitting proposals do so entirely at their expense. There is no express or implied obligation by THE COUNTY to reimburse a vendor for any costs incurred in preparing or submitting proposals, providing additional information when requested by THE COUNTY, participating in any selection interviews or product demonstrations, or participating in this procurement. Proposals must include the VENDOR name, address, telephone and facsimile numbers, and federal tax identification number. The proposal must be signed by a duly authorized officer or employee of the VENDOR and include the name, title, address, and telephone number of the Individual who is the proposer's designated representative. All proposals must be submitted in the proper format, as stated in section 5.

4.2 AMMENDMENTS

A vendor may amend its proposal prior to the Proposal Closing Time. All amendments must be in writing and received by PURCHASING prior to the Proposal Closing Time. A vendor may withdraw its proposal at any time prior to the Proposal Closing Time by notifying PURCHASING in writing of its withdrawal. Amendments or withdrawals offered in any other manner, oral or written, will not be considered. Proposals cannot be amended or withdrawn after the Proposal Closing Time.

4.3 PRICING AND COSTS

The total price of unit-price items or individual line items will be the product of the unit or line item price and the quantity. If the unit or line item price is ambiguous, unintelligible, or uncertain for any cause, or is omitted, the unit or line item price shall be the amount obtained by dividing the "extension" price by the item quantity.

4.4 JOINT SUBMISSIONS AND MULTIPLE VENDORS

Unless a proposer is submitting a joint proposal, the proposer represents and warrants that by submitting its proposal it did not conspire with any other vendor to set prices in violation of anti-trust laws. A proposal submitted by two or more VENDORS participating jointly in one proposal may be submitted, but one vendor must be identified as the prime contractor and the other as the subcontractor. The COUNTY assumes no responsibility or obligation for the division of orders or purchases among joint subcontractors. Furthermore, all sub-contractors must meet the same expectations and requirements of the Solicitation.

4.5 QUESTIONS

VENDORS interested in responding to this solicitation may submit questions by fax (915) 546-8180 or by email to lbalderama@epcounty.com only on procedural matters related to the SOLICITATION or requests for clarification or modification of this solicitation document, including questions regarding the Scope of Services. If the VENDOR is requesting a change, the SOLICITATION must set forth the recommended change and the VENDOR's reasons for proposing the change. All questions and requests must be submitted by email to PURCHASING no later than February 20, 2013. Questions or requests submitted after the due date will not be

answered. All email submissions sent to PURCHASING must contain the SOLICITATION number and other appropriate identifying information in the email subject line. In the body of the email, always include paragraph numbers whenever references are made to content of this SOLICITATION. Failure to include the SOLICITATION number as well as other sufficient identifying information in the email subject line may result in The COUNTY taking no action on a vendor's email submission.

4.6 COMMUNICATIONS

VENDORS are specifically directed NOT to contact any County personnel or consultants currently retained by The COUNTY for meetings, conferences, or discussions that are specifically related to this SOLICITATION at any time prior to any award of a contract. The COUNTY intent for this solicitation is to ensure that all VENDORS have the same information when creating their proposals. Unauthorized contact with any County personnel or County consultants may be cause for rejection of the VENDOR's response. VENDORS are responsible for all costs incurred in preparing and submitting the VENDOR's response to the SOLICITATION.

5. RESPONSE FORMAT

VENDOR responses to the SOLICITATION must follow the forms and format provided in **Appendix A**. Additional information can certainly be provided but not in lieu of the prescribed format. It is intended that the technical and application data be presented separate from the cost data and that the cost data contain no technical data. Please refer to Appendix A for further explanations of each section.

6. VENDOR REFERENCES

Proposals must include references of other entities that are currently utilizing the proposed equipment. The references are mandatory. The references must clearly establish that the proposed equipment is in production usage. The COUNTY is interested in receiving quality service on the listed equipment. The references must include projects that are similar to The COUNTY project in terms of scope and complexity.

7. VENDOR DEMONSTRATIONS

The COUNTY reserves the right to seek clarification or additional information from any vendor throughout the solicitation process, including a demonstration of the equipment proposed. The COUNTY may require a VENDOR's representative to answer questions during the evaluation process with regard to the VENDOR's proposal. Failure of a proposer to demonstrate that the claims made in its proposal are in fact true may be sufficient cause for deeming a proposal non-responsive. If the Evaluation Committee requests a demonstration of the proposed equipment, the demonstration will be arranged by the VENDOR at a site that is agreeable to the COUNTY.

8. EVALUATION PROCESS

All responses received in compliance with the terms and conditions of COUNTY PURCHASING will be reviewed and evaluated by an Evaluation Committee. The Evaluation

committee will be comprised of members from the Information Technology Department and the department stakeholders.

Please See **Appendix B** for the Evaluation Criteria.

Although some factors are weighted more than others, all are considered necessary, and a proposal must be technically acceptable in each area to be eligible for award. With regards to pricing; The COUNTY reserves the right, in its sole discretion, to reject any proposal whose price is outside of the competitive range. Recommendations from the Evaluation Committee will be presented to the Commissioners' Court for award.

9. NON-RESPONSIVE PROPOSALS

Any proposal that does not directly address the needs of The COUNTY as described in the SOLICITATION will be considered non-responsive and will not be considered. A proposal that does not prove the VENDOR's ability to furnish a suitable solution, based on experience and references, as well as response to the equipment requirements in the SOLICITATION, will not be considered.

10. AWARD

The Evaluation Committee will make a final recommendation for award of the contract. Upon award, the selected VENDOR will be required to execute an agreement in accordance with the specifications and conditions of this SOLICITATION. The period for execution of the agreement may be changed by mutual contract of the parties. Contracts are not effective until signed by both parties.

THE COUNTY may elect to make an award to multiple VENDORS based on product and/or service specific awards if it is in THE COUNTY's best interest to do so. THE COUNTY reserves the right to make only one award, multiple awards or to reject any or all proposals submitted in response to this RFP in whole or in part. THE COUNTY further reserves the right to make no award and to modify or cancel, in whole or in part, this RFP. THE COUNTY may elect, but are not required, to purchase products, and maintenance services from any agreements that result from this RFP.

11. ACCEPTANCE AND USE OF PROPOSALS

All materials submitted in response to this solicitation document will become the property of the COUNTY. Results will be kept confidential until the selection process has been completed. One copy of a submitted proposal will be retained for official files and become a public record. At that time, the contents of the proposals and test results will become public record and open to inspection by all parties. Any material that a vendor considers as confidential but does not meet the disclosure exemption requirements of the Open Records Act / Texas Public Information Act should not be included in the VENDOR's proposal as it may be made available to the public.

SECTION 2 –SPECIFICATIONS

1. INTENT

The County of El Paso is seeking proposals from qualified vendors to provide ruggedized Personal Digital Assistant (PDA) devices as part of the El Paso County Electronic Citation System **for traffic law enforcement**. This system will be used by traffic enforcement officers assign to patrol cars and on motorcycles and must provide the ability for our officers to make a single contact with violators. The hardware system must be a "ruggedized" version of a Personal Digital Assistant (PDA), or similar device. The units must incorporate the PDA, printer, magnetic strip, and cellular communications component, with the ability to issue citations. The system must operate on Microsoft Pocket PC, Mobile 5.0 or Windows CE operating system and hardware. The award of this RFP will allow the County to purchase devices at any quantity size.

2. HARDWARE REQUIREMENTS:

Ruggedized to IP54 (electronic enclosure, display, and keypad)

Dust and moisture resistance

4 foot drop shock resistance

Internal 802.11 b/g

User accessible SD card slot

Bluetooth capability

Internal antenna

Integrated Cellular capability or a PCMCIA slot for cellular card, allow the handheld device that can run various cellular carriers.

Optional integrated 1D laser scanning or 2D imager with omni-directional 1D and 2D bar code scanning, image capture, and intuitive laser aiming.

The system must have built in rechargeable, removable 3.7 volt Lithium ion 4800mAh, 14.8 watt hours.

The system must be capable of being charged through the 12-volt charging systems found on Police Motorcycles.

Screen brightness that is sufficient for daytime use under bright conditions

Touch screen

Transflective Color 3.5 full VGA with backlight, 640x480

Ability to read magnetic stripes on drivers' licenses and identification cards and to automatically populate citations or other appropriate forms with this information, the standard is 2D

Ability to read manufacturer OEM barcodes on vehicles which provide the VIN, make, and model of the vehicle.

Ability to capture, store, and print an Officer's and violator's signature

Optional ability to scan and store fingerprints with a minimum 500 DPI capability using Bluetooth enabled reader that is also capable of checking finger print databases wirelessly

Proposal must include training, and initial integration cost to insure full operational capability.

3-year comprehensive maintenance parts and labor warranty

Proposal must also include specifications for the hardware to include CPU, storage capacity, memory, ports, connectors, dimensions, weight, etc. that describe all aspects of the device, accessories and warranty information they are proposing

Printer Paper - Identify paper required and its specifications to hold up (not fade or turn Black) in the El Paso County environment conditions

AC Adapter

Desktop Cradle

Battery Charger

Multiple Battery Charger

Connecting Cables (Serial, USB, etc., if applicable)

12 volt cigarette lighter chargeable cable

AT&T, GPS, WWAN HSDPA, WLAN 802.11 A/B/G, 2D DL Imager, Camera, 256MB/1GB, Qwerty Key pad, Wm 6.5, 1.5X Battery Bluetooth

Handheld - PXA 320 Processor with 806MHz speed with 256MB Ram /1GB

Magnetic Stripe Reader

Printer 4" DT Rugged mobile receipt, CPL/EPL/ZPL, 8MB/16MB, LCD, IP54, USB, Serial, bluetooth, incl. battery and charger to include 12 Volt and 110 Volt charging capabilities

Printer - High speed 1MB per second data transmission

4"Standard Thermal paper

Mobile Li-on quad charger for QL/QL , Plus Series, RW Series, charges up to 4 batteries

4 Slot Ethernet Cradle Kit, Includes power supply, DC line cord and AC Power Cord

3. SOFTWARE REQUIREMENTS:

Enable Officers with mobile application to significantly improve the efficiency of the overall departments. The parking and traffic citations are completed by the officer, a receipt is given to the defendant, and all information is transmitted to Odyssey from Citation Server by a 4-slot cradle Ethernet docking station

Ability to print out defendants' copy of the citation

Complete capture of citation information electronically

Read Driver's License, Credit Cards, Student IDs for reduced data entry

Decode VIN into Manufacturer, Make, and Model of vehicle

Configurable dropdown menus for ease of citation completion

Complete Racial Profiling Reporting

User configurable modification of state and city offenses

Mapping reports for administrative review

Complete management of citations including an extensive reporting capability, citation number management, audit and control

Ability to change look and feel of screens, change reports, add users, change ticket layouts, set up jobs all without any IT support required

Auto upgrade feature to configure screens automatically to handhelds upon docking

Devices upgraded with each sync

Web based citation entry technology, continued support with or without network connection

Web based platform should allow window based devices to communicate directly with any industry standard database without the need for a dedicated intermediary server or workstation

Data move via industry standard XML and is secured by layers of compression and encryption

Ability to enter citations through a personal computer/desktop without requiring citation device

Auto populates vehicle information

Auto populates person/violator information

Captures photo of violator

Captures digital signature

Eliminates paper to be turned into court for processing/scanning

Reduces/eliminates data entry errors

Insures all required data is collected prior to issuance (business rules built in to software)

Increases officer safety by reducing time on side of highway

Automates ticket data received by the court personnel

Provides backend database for searching and generating reports for statistics

Racial Profiling data is collected by TECLEOSE House Bill requirements and reports can be generated

Designated users will have access to make changes to software through web portal (add/remove users, new violations, court dates, new data fields, etc)

Officer/Users will be able to review citations/photos/data from any computer where internet access is available prior to going to court

24/7 Live Customer support

4. MAINTENANCE, WARRANTY, SUPPORT, AND DELIVERY

The VENDOR must offer the following:

1. The service warranty contract will have a minimum of three (3) years on all products with Next Business Day (NBD) on parts and allow for defective item returns.
2. Vendor must have stock on hand and a delivery schedule in place to meet the needs of this solicitation.
3. No Gray market products or services, nor refurbished goods or services will be accepted.
4. No white box products or services will be accepted. Tier 1 manufacturer quality only.

5. All equipment shall be guaranteed to be new and to perform to the manufacturer's specifications and VENDOR shall warrant the equipment against defects in installation, materials, and workmanship. If the equipment is not to this standard, the VENDOR will replace the product as soon as possible.
6. If any piece of equipment is received in a less than new or is dead on arrival, the VENDOR shall take full responsibility to replace the product as soon as the discovery is made.

APPENDIX A

Response Format for County of El Paso, Texas Request for Proposal

1. VENDORS are encouraged to note the following during the preparation of proposals.
2. VENDORS should submit a complete proposal that addresses all the requirements of this proposal. VENDORS must provide enough information with their response to constitute a definite, firm, unqualified and unconditional offer. Irregularities of any kind which make the proposal incomplete, indefinite, or otherwise ambiguous are not acceptable and may result in the proposal being deemed non-responsive.
3. A VENDOR may submit more than one proposal, but each one must satisfy all the requirements of this RFP and be separately packaged and clearly identified.

SECTIONS

- A PROPOSAL SCHEDULE(As Required by El Paso County Purchasing Department)
- B VENDOR REFERENCES
- C BUSINESS INFORMATION AND FINANCIAL STABILITY
- D SUPPORT, MAINTENANCE, WARRENTY and DELIVERY
- E PRICING SHEET

SECTION A

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 # Vendor must meet or exceed specifications
Total Cost
\$ 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 three (3) copies of your rfp.

SAMPLE

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*****

SECTION B

VENDOR REFERENCES

The VENDOR will provide three (3) current references. The VENDOR shall include the following information for each reference:

1. Name of organization
2. Products and Services offered
3. Installation date
4. Contact name, title, address, and telephone number

SECTION C

BUSINESS INFORMATION AND FINANCIAL STABILITY

The VENDOR shall submit the following information:

1. Official name and address. Indicate what type of entity, e.g. corporation, company, etc.
2. Complete name, address, telephone number and fax number of person to receive correspondence and who is authorized to make decisions or represent the VENDOR. Please state his or her capacity within the company.
3. Total number of years VENDOR has been in business and, if applicable, number of years under the present business name.
4. Number of years' experience the VENDOR has had in providing equivalent products and services.
5. A description of the VENDOR's operation, facilities, business, objectives, number of employees (both nationally and locally), and previous experience and qualifications relating to the products and services requested.
6. Each proposal must include a complete audited set of financial statements or suitable other documents for the last three (3) years. All required financial statements shall be prepared in conformity with generally accepted accounting principles.

SECTION D

SUPPORT, WARRANTY, MAINTENANCE and DELIVERY

In this section the VENDOR will provide a copy and description of the warranties associated with the proposed equipment/hardware and software.

1. Provide a complete description of the warranties, on-going maintenance services that are provided by VENDOR or provided by the Manufacturer. It is the VENDORS responsibility to clearly define who the COUNTY should contact for any questions or issues regarding warranties or maintenance.
2. In this section the VENDOR shall provide information on direct support. It is the VENDORS responsibility to clearly define who the COUNTY should contact for first level support on product failures or parts and labor.
3. In this section, the VENDOR shall provide information regarding the availability of Product and a preliminary delivery schedule.
 - a. The COUNTY is interested in product availability and quantities on hand.
 - b. Delivery timelines

SECTION E**Equipment Pricing List****Equipment and Services**

Please adjust as needed to meet Solicitation requirements

Description	QTY	Unit Price	Total Price
AT&T, GPS, WWAN HSDPA, WLAN 802.11 A/B/G, 2D DL Imager, Camera, 256MB/1GB, Qwerty Key pad, Wm 6.5, 1.5X Battery Bluetooth, Handheld - PXA 320 Processor with 806MHz speed with 256MB Ram /1GB with Magnetic Stripe Reader	100		
4 Slot Ethernet Cradle Kit, Includes power supply, DC line cord and AC Power Cord	40		
Printer 4" DT Rugged mobile receipt, CPL/EPL/ZPL, 8MB/16MB, LCD, IP54, USB, Serial, bluetooth, incl. battery	100		
Mobile Li-on quad charger for QL/QL , Plus Series, RW Series, charges up to 4 batteries	40		
4" Thermal Printing Paper	100		
		Grand Total	

APPENDIX B

EVALUATION FACTORS FOR AWARD

1. All offers are subject to the terms and conditions of this solicitation. Material exceptions to the terms and conditions, or failure to meet the County's minimum specifications, shall render the offer non-responsive to the solicitation.
2. Any award made under this solicitation shall be made to the bidder who provides goods or services, other than professional services as defined by Section 2254.002 of the Government Code, at the best value for the County. Factors to be considered in determining best value are included below.
3. Only one contract shall be awarded for all items as a result of this solicitation.
4. Prompt payment discounts will be considered when determining the apparent lowest bidder, providing the County is allowed at least thirty (30) days in which to take advantage of the discount.
5. As part of the requirement to establish the responsibility of the Vendor, the County of El Paso may perform a price analysis to determine the reasonableness of the price(s) at which the supplies and/or services are offered. Prices that are significantly lower than the mean of all offers and that appear to be unreasonably low may be determined to be evidence of non-responsibility, and cause the Offer to be rejected.

EVALUATION CRITERIA

<u>1</u>	<u>Lowest Proposed Cost for Products</u>	<u>(50%)</u>
<u>2</u>	<u>Extent to which the Goods or Services Meet the COUNTY's Needs in the form of:</u>	<u>(30%)</u>
	<ul style="list-style-type: none">• <u>Integration with current environment</u>• <u>Manufacturer 3yr warranties</u>• <u>ability to deliver products in a timely fashion</u>	
<u>3</u>	<u>Vendors Stability and Reputation, determined by</u>	<u>(20%)</u>
	<ul style="list-style-type: none">• <u>Financial records</u>• <u>3 References</u>	

Lowest Proposal Cost

50%

The County is seeking the lowest cost for the products solicited. The VENDOR should take into considerations all aspects of the product and bid a total solution, including all functional parts, warranties, and services.

Extent to which the Goods or Services Meet the COUNTY's Needs

30%

This criterion will be the actual comparison of the proposed solution by the vendor versus the needs of the County. Points will be deducted if the County does not feel the vendor has fully proposed a suitable solution.

Vendors Stability and Reputation

20%

This criterion is based on financial statements and references.

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 four (4) 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

JOSE LOPEZ, JR. ASST. PURCHASING AGENT
LUCY BALDERAMA, INVENTORY BID TECHNICIAN
ARACELI HERNANDEZ, INVENTORY BID TECHNICIAN
ELVIA CONTRERAS, FORMAL BID BUYER

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 cashier's 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 proposal 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. **IF FORM IS NOT COMPLETED AND FILED WITH THE COUNTY CLERK'S OFFICE, PROPOSAL WILL BE CONSIDERED NON-RESPONSIVE.**

Proposers should be aware that this proposal 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 #13-006, E-Citations Software and Hardware Equipment for the El Paso County

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 Carlos Leon
Commissioner Sergio Lewis
Commissioner Vicente Perez
Commissioner Dan Haggerty

County Employees: 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
Edward Dion, County Auditor
Wallace Hardgrove, Budget & Financial Manager
Lee Shapleigh, Assistant County Attorney
Josie Brostrom, Assistant County Attorney
Michael Martinez, Contract Admin. Manager
Claudia Duran, Assist. Contract Manager
Karina Campos, (ITD)
Rene Camarillo IT Project Manager, Senior
Art Nevarez, Applications Asst. Mgr
Dan Hatch, Software Spec. Sr.
Kevin Lanahan, Sheriff's Office
Robert Rodriguez, JP

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

JOSE LOPEZ, JR. ASST. PURCHASING AGENT
ELVIA CONTRERAS, FORMAL BID BUYER
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

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 proposal, 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 proposal 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 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 form is not completed and filed with the County Clerk's office, proposal will be considered non-responsive.**
- 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

OFFICE USE ONLY

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.

Date Received

RFP # 13-006

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

Sec. 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 if the person has a business relationship with a local governmental entity and:

(1) has an employment or other business relationship with an officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A); or

(2) has given an officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1).

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the person:

(A) begins discussions or negotiations to enter into a contract with the local governmental entity; or

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

(2) the date the person becomes aware:

(A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a); or

(B) that the person has given one or more gifts described by Subsection (a).

(b) The commission shall adopt a conflict of interest questionnaire for use under this section that requires disclosure of a person's business relationships 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 employment or business relationship the person has with each local government officer of the local governmental entity;

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

(3) identify each employment or business relationship described by Subdivision (1) with respect to which the person filing the questionnaire receives, or is likely to receive, taxable income, other than investment 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; and

(4) describe each employment 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.

(d) A person described by Subsection (a) shall file an updated completed questionnaire with the appropriate records administrator not later than the seventh business day after the date of an event that would make a statement in the questionnaire incomplete or inaccurate.

(e) Repealed by Acts 2009, 81st Leg., R.S., Ch. 87, Sec. 15.005, eff. September 1, 2009.

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

(g) It is an exception to the application of Subsection (f) that the person filed the required questionnaire not later than the seventh business day after the date the person received notice from the local governmental entity of the alleged violation.

(h) A local governmental entity does not have a duty to ensure that a person described by Section 176.002 files a conflict of interest questionnaire.

(i) The validity of a contract between a person described by Section 176.002 and a local governmental entity is not affected solely because the person fails to comply with this section.

Added by Acts 2005, 79th Leg., Ch. [1014](#), Sec. 1, eff. June 18, 2005.

Amended by:

Acts 2007, 80th Leg., R.S., Ch. [226](#), Sec. 6, eff. May 25, 2007.

Acts 2007, 80th Leg., R.S., Ch. [226](#), Sec. 9, eff. May 25, 2007.

Acts 2009, 81st Leg., R.S., Ch. [87](#), Sec. 15.005, eff. September 1, 2009.

Tex. Local Gov't Code § 176.001

Sec. 176.001. DEFINITIONS. In this chapter:

(1) "Agent" means a third party who undertakes to transact some business or manage some affair for another person by the authority or on account of the other person.

(1-a) "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

(A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;

(B) a transaction conducted at a price and subject to terms available to the public; or

(C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

(1-b) "Charter school" means an open-enrollment charter school operating under Subchapter D, Chapter 12, Education Code.

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

(1-d) "Contract" means a written agreement for the sale or purchase of real property, goods, or services.

(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, except that the term does not include a person who is considered to be related to another person by affinity only as described by Section 573.024(b), Government Code.

(2-a) "Goods" means personal property.

(2-b) "Investment income" means dividends, capital gains, or interest income generated from:

(A) a personal or business:

(i) checking or savings account;

(ii) share draft or share account; or

(iii) other similar account;

(B) a personal or business investment; or

(C) a personal or business loan.

(3) "Local governmental entity" means a county, municipality, school district, charter school, 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;

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

(C) an employee of a local governmental entity with respect to whom the local governmental entity has, in accordance with Section 176.005, extended the requirements of Sections 176.003 and 176.004.

(5) "Records administrator" means the director, county clerk, municipal secretary, superintendent, or other person responsible for maintaining the records of the local governmental entity or another person designated by the local governmental entity to maintain statements and questionnaires filed under this chapter and perform related functions.

(6) "Services" means skilled or unskilled labor or professional services, as defined by Section 2254.002, Government Code.

Added by Acts 2005, 79th Leg., Ch. [1014](#), Sec. 1, eff. June 18, 2005.

Amended by:

Acts 2007, 80th Leg., R.S., Ch. [226](#), Sec. 1, eff. May 25, 2007

COUNTY OF EL PASO, TEXAS
Check List

E-Citations Software and Hardware Equipment for the El Paso County
RFP #13-006

THIS CHECKLIST IS PROVIDED FOR YOUR CONVENIENCE

_____ Responses should be delivered to the County Purchasing Department by 2:00 p.m., Wednesday, February 27, 2013. Did you visit our website (www.epcounty.com) for any addendums?

_____ Did you sign the Proposal 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 proposal 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.

_____ If your proposal totals more than \$100,000.00 did you include a bid bond?

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

_____ Did you provide one original and three (3) CD copies in Word/PDF Format of your response?