

CITY OF HOUSTON
REQUEST FOR PROPOSAL (RFP)
SOLICITATION NO.: S69-T25534

Date Issued: August 21, 2015

Pre-Proposal Conference: September 9, 2015 @ 10:00 A.M
3rd Ward Multi Service Center (MSC) Auditorium
3611 Ennis Street
Houston, TX 77004

**Pre-Proposal Questions
Deadline:** September 16, 2015 @ 2:00 P.M

Solicitation Due Date: October 1, 2015 @ 2:00 P.M., CST

Solicitation Contact Person: Regina Spencer
Regina.Spencer@houstontx.gov
832-393-8707

Project Summary: 14-month contract with two 1-year options to provide outreach and referral services to the Houston Department of Health and Human Services' eleven Multi-Service Centers strategically located throughout the City of Houston.

Project Description: This RFP is for the provision of outreach and referrals to increase awareness and utilization of the following four separate programs: (1) Client Access, (2) Area Agency on Aging (AAA), (3) Lead-Based Paint, (4) Women, Infants and Children (WIC) throughout the City of Houston.

NIGP Code: 962-58

MWBE Goal: 24%



Lourdes Coss, Chief Procurement Officer

August 18, 2015

Date

TABLE OF CONTENTS

PART I – GENERAL INFORMATION.....4
 General Information.....4
 Solicitation Schedule.....4

PART II – SCOPE OF WORK / TECHNICAL SPECIFICATIONS.....4

PART III – MINIMUM PERSONNEL QUALIFICATIONS.....19

PART IV – EVALUATION AND SELECTION PROCESS.....19
 A. Responsiveness of Proposal19
 B. Technical Requirements / Compliance19
 C. Price Proposal.....20
 D. Interviews/Oral Presentations20

PART V – SUBMISSION OF PROPOSAL.....21
 A. Instructions for Submission.....21
 B. Submission Requirements21

PART VI – SPECIAL CONDITIONS.....23
 A. No Contact Period23
 B. Equal Opportunity Employment.....23
 C. Minority and Woman Business Enterprises (MWBE).....23
 D. Protests24

PART VII – INSTRUCTIONS TO PROPOSERS.....25
 A. Pre-Proposal Conference.....25
 B. Additional Information and Specification Changes.....25
 C. Letter(s) of Clarification25
 D. Examination of Documents and Requirements.....25
 E. Exceptions to Terms and Conditions.....25
 F. Post-Proposal Discussions with Proposer(s)26

PART VIII – REQUIRED FORMS TO BE SUBMITTED WITH PROPOSAL26

PART IX – REQUIRED FORMS TO BE SUBMITTED BY AWARDED VENDOR ONLY26

EXHIBIT I28

 DEFINITIONS...29

 APPENDIX A.....30

 APPENDIX B.....31

 APPENDIX C32

 APPENDIX D33

 APPENDIX E.....34

EXHIBIT II35

 OFFER AND SUBMITTAL36

 REFERENCES.....37

 LIST OF SUBCONTRACTORS38

EXHIBIT III39

 ATTACHMENT “A” SCHEDULE OF M/WBE PARTICIPATION.....40

 ATTACHMENT “B”: OFFICE OF BUSINESS OPPORTUNITY AND
 CONTRACT COMPLIANCE M/WBE UTILIZATION REPORT.....42

 ATTACHMENT “C”: CERTIFIED M/WBE SUBCONTRACT TERMS.....43

 ATTACHMENT “D”: OFFICE OF BUSINESS OPPORTUNITY AND
 CONTRACT COMPLIANCE M/WBE UTILIZATION REPORT.....44

EXHIBIT IV45

 FAIR CAMPAIGN ORDINANCE46

 FORM “A”: FAIR CAMPAIGN...47

EXHIBIT V49

 CONTRACTOR OWNERSHIP DISCLOSURE ORDINANCE50

 EXHIBIT IV: AFFIDAVIT OF OWNERSHIP OR CONTROL.....51

EXHIBIT VI54

 ANTI-COLLUSION STATEMENT55

EXHIBIT VII56

 CONFLICT OF INTEREST QUESTIONNAIRE57

PART I – GENERAL INFORMATION

A. General Information

The City of Houston (“City”), acting through its Houston Department of Health and Human Services (HDHHS), is seeking vendors to provide outreach and referrals to three (3) distinct service areas, which encompass eleven (11) Multi-Service Centers (MSC), strategically located throughout the City of Houston.

B. City of Houston Background

The City of Houston is the fourth largest City in the United States comprising 23 departments with multiple locations throughout the City. The City has approximately 23,000 employees with approximately 500 employees involved in the procurement and/or contracting process. Contracts where the City must pay in excess of \$50,000 are routed to City Council for approval. The annual volume of contracts and purchase orders issued in the City in the last five years has ranged from 19,000 to 23,000.

As a point of reference, prospective proposers may refer to the City’s Procurement Manual and corresponding Purchasing Manual (currently under revision) for current processes. The manuals can be accessed at <http://purchasing.houstontx.gov/docs/SPD%20Procurement%20Manual.pdf> and <http://purchasing.houstontx.gov/docs/Procurement Manual.pdf>. The City is looking for additional opportunities to streamline its processes through the implementation of technology.

C. Solicitation Schedule

Listed below are the important dates for this Request for Proposal (RFP).

<u>EVENT</u>	<u>DATE</u>
Date of RFP Issued	August 21, 2015
Pre-Proposal Conference	September 9, 2015
Questions from Proposers Due to City	September 16, 2015
Proposals Due from Proposers	October 1, 2015
Notification of Intent to Award (<i>Estimated</i>)	November, 2015
Council Agenda Date (<i>Estimated</i>)	December, 2015
Contract Start Date (<i>Estimated</i>)	January, 2016

PART II – SCOPE OF WORK/TECHNICAL REQUIREMENTS

The Houston Department of Health and Human Services (HDHHS) is transforming/redesigning local Multi-Service Centers (MSC) into full-service sites that offer amenities to all segments of the demographics. The redesign efforts include, but are not limited to:

- Upgraded amenities
- Rebranding
- Strategic marketing
- Improved customer experiences
- Expanded programs and services focused on chronic disease, client access, environmental health, healthy aging, public health preparedness and youth services.

Purpose:

HDHHS seeks to:

1. Increase outreach and engage the community in an awareness building campaign.
2. Increase the number of referrals to programs and services offered at MSCs.
3. Increase utilization of programs and services offered at Multi-Service Centers.
4. Gather data that will guide future strategic goals and planning activities regarding MSCs and surrounding service areas.

Service Goals:

The goals of this effort by June of 2016 are to:

1. Identify and provide outreach, education to at least 150 community partners who work with low-income individuals.
2. Refer at least 23,040 unduplicated adults to the Client Access program.
3. Refer at least 6,000 unduplicated children, pregnant women or postpartum women who are potentially eligible for Title V Dental to Client Access representatives.
4. Refer at least 720 unduplicated adults to the Area Agency on Aging Non-Emergency Medical Transportation program.
5. Refer at least 1,000 unduplicated families to Healthy Homes Lead Remediation services.
6. Identify and provide outreach and education about proper WIC referral methods to at least 150 community partners who work with low-income individuals.
7. Refer at least 36,000 unduplicated clients to the fifteen WIC clinics located in Area A, Area B, and Area C.

Service Areas:

Each service area has distinct borders and serves unique demographics with diverse cultural needs. Services will be offered in the following three (3) areas. Client Access Referrals column below indicates where vendor shall provide referrals. "No" in the Client Access Referral column indicates that the MSC is already at capacity.

(Please note for Program Option 3 - LEAD-BASED PAINT PROGRAM REFERRALS target specific zip codes within each Area, please refer to page 13 for zip codes).

Area A:

This area encompasses the South and Southeast Regions which have a combined population of 496,137. There are four MSCs in Area A: Denver Harbor MSC, Magnolia MSC, Sunnyside MSC and Third Ward MSC and three WIC sites including Sunnyside, Magnolia and Denver Harbor. Services will be offered in the following three areas.

Multi-Service Center	Client Access Referrals	Demographics	Linguistic Needs
Denver Harbor MSC	No	Middle-aged to older Latino	Spanish
Magnolia MSC	No	Young Latino	Spanish
Sunnyside MSC	Yes	Young African American with a growing senior	English/Some Spanish
Third Ward MSC	Yes	Older African American	English
Service Area			
Zip codes in the South Region include 77004, 77021, 77025, 77030, 77033, 77047, 77048, 77051, 77054, 77061, 77075 and 77087. The Southeast Region includes zip codes 77003, 77011, 77012, 77017, 77020, 77023, 77034, 77059, 77062, 77089 and 77598.			

Area B:

This area includes the North and Northeast Regions which have a combined population of 463,269. There are four MSCs in Area B: Acres Home MSC, Fifth Ward MSC, Kashmere MSC and Northeast MSC and five WIC sites including Acres Home, Airline, Aldine, Northside and Northeast.

Multi-Service Center	Client Access Referrals	Demographics	Linguistic Needs
Acres Home MSC	Yes	Predominantly African American with growing number of Senior	English/Spanish
Fifth Ward MSC	Yes	Young African American with growing number of Seniors and Hispanic	English/Spanish
Kashmere MSC	No	African American	English/Spanish
Northeast MSC	Yes	Young African American with growing number of Seniors and Hispanic	English/Spanish
Service Area			
Zip codes in the North Region include 77016, 77018, 77022, 77060, 77076, 77088, 77091, 77092 and 77093. The Northeast Region includes zip codes 77013, 77026, 77028, 77078, 77339 and 77345.			

Area C:

This area encompasses the Central West and Southwest Regions and has a combined population of 996,259. There are three MSCs in Area C: Hiram Clarke MSC, Southwest MSC and West End MSC and six WIC sites including La Nueva Casa, Northwest, Alief, Braesner, Southwest and Sharpstown.

Multi-Service Center	Client Access Referrals	Demographics	Linguistic Needs
Hiram Clarke MSC	Yes	Young Hispanic, African American young families and Seniors	Spanish
Southwest MSC	No	Majority young Hispanic families with some refugees	Primarily Spanish; some Vietnamese
West End MSC	No	Young Hispanic and African American families; Senior population mostly Hispanic and Caucasian	Spanish

Service Area
Zip codes in the Central West Region include 77002, 77006, 77007, 77008, 77009, 77010, 77019, 77027, 77043, 77046, 77055, 77080 and 77098. The Southwest Region includes zip codes 77024, 77031, 77035, 77036, 77042, 77045, 77053, 77056, 77057, 77063, 77071, 77072, 77074, 77077, 77079, 77081, 77082, 77085, 77096 and 77099.

PART III – OUTREACH AND REFERRALS

Outreach and Referral includes efforts focused on promoting and referring unduplicated adults to available HDHHS programs, services and activities. Vendors must offer very strong data security through Information Technology to safeguard client information from destructive forces and unwanted actions of unauthorized users.

There are four (4) distinct program options within this Scope. A vendor may respond to one or more program options:

- Program Option 1: Client Access referrals
- Program Option 2: Area Agency on Aging Non-Emergency Medical Transportation referrals
- Program Option 3: Lead-Based Paint referrals
- Program Option 4: Women, Infant and Children referrals

HDHHS will accept comprehensive proposals including methodology, strategies, activities, number of individuals targeted for reach, measures and tools used to quantify activities, and impact and evaluation plan from organizations that can provide services for any or all of the below options. A vendor may also elect to provide a response to one or all service areas A, B, and C.

**PROGRAM OPTION 1
CLIENT ACCESS REFERRALS**

<p>Overview</p>	<p>The Client Access program targets low-income families and individuals who need assistance enrolling in social service programs. Client Access representatives provide eligibility and application assistance for Children’s Health Insurance Program (CHIP), CHIP Perinatal, Children’s Medicaid, Medicare, Mental Health Mental Retardation (MHMR), Texas Women’s Health Program, Title V Presumptive, Title V Child, Title V Prenatal, Qualified Health Plans under the Affordable Care Act, Harris Health Financial Assistance, and other social service programs.</p> <p>HDHHS identified a need to expand accessibility to Client Access (representatives) throughout the community and in response, has placed representatives at each MSC. Representatives are available to provide one-on-one eligibility screening and application assistance to individuals on a daily basis. The purpose of this Scope is to increase referrals of unduplicated adults to Client Access representatives at identified MSCs and also steer clients to HDHHS Title V Dental for applicable services as needed. Title V services are available at five Dental Clinics located throughout the three service areas. Title V eligibility is available to individuals who are 185% below the Federal Poverty Limit (FPL) and who meet the following criteria:</p> <ul style="list-style-type: none"> • Children 6 month to 21 years of age • Pregnant women • Women who are up to three months postpartum
<p>Deliverables</p>	<ol style="list-style-type: none"> 1. A vendor may elect to provide a response to one or all Service Areas, within this Scope. The vendor must: <ol style="list-style-type: none"> a. Identify and provide outreach and education about proper Client Access referral methods on an annual basis to at least 150 community partners who work with low-income individuals (at least 50 community partners in each area). b. Refer at least 23,040 unduplicated adults to the Client Access representatives at the Sunnyside, Third Ward, Acres Home, Fifth Ward, Northeast and Hiram Clarke MSCs. The yearly and monthly target for each MSC is as follows: <ol style="list-style-type: none"> i. Area A: Refer at least 7,680 unduplicated individuals eligible. ii. Area B: Refer at least 11,520 unduplicated individuals eligible. iii. Area C: Refer at least 3,840 unduplicated individuals eligible. c. Refer at least 6,000 unduplicated children, pregnant women or postpartum women who are potentially eligible for Title V Dental to Client Access representatives. <ol style="list-style-type: none"> i. Area A: Refer at least 2,400 unduplicated individuals eligible. ii. Area B: Refer at least 1,200 unduplicated individuals eligible. iii. Area C: Refer at least 2,400 unduplicated individuals eligible. 2. Vendors applying for Service Area A only* <ol style="list-style-type: none"> a. Identify and provide outreach and education about proper Client Access referral methods to at least 50 community partners who work with

	<p>low-income individuals in Area A.</p> <p>b. Refer at least 7,680 unduplicated adults to Client Access.</p> <p>c. Refer at least 2,400 unduplicated individuals or Title V to Client Access Representatives.</p> <p>3. Vendors applying for Service Area B only</p> <p>a. Identify and provide outreach and education about proper Client Access referral methods to at least 50 partners who work with low-income individuals Area B.</p> <p>b. Refer at least 11,520 unduplicated adults to Client Access.</p> <p>c. Refer at least 1,200 unduplicated individuals for Title V to Client Access.</p> <p>4. Vendors applying for Service Area C only</p> <p>a. Identify and provide outreach and education about proper Client Access referral methods to at least 50 community partners who work with low-income individuals in Area C.</p> <p>b. Area C: Refer 3,840 unduplicated adults to Client Access.</p> <p>c. Refer at least 2,400 unduplicated individuals who are potentially eligible for Title V to Client Access.</p>
Referrals	<p>1. Vendor shall be responsible to engage the community, complete eligibility surveys and refer individuals to the City of Houston Client Access representatives at eleven MSC's.</p> <p>2. Client Access representative has any questions regarding the referral, the vendor will be contacted and vendor shall provide a response within 48 hours of contact by Client Access representative and shall include, but not limited to, request for missing information, clarification or any other need to properly process an application.</p>
Milestones	<p>1. City expects that a minimum of 50% of adults referred to Client Access representatives to successfully complete the appropriate documents with a representative within 90 days of referral. The City will monitor successful completion of those individuals who have been referred.</p> <p>2. Vendor shall complete an eligibility survey approved by the City as part of the screening process for all individuals referred to Client Access. Household income in conjunction with the 2015 Federal Poverty Level (FPL) guidelines will be used to determine low income status. The 2015 FPL guidelines can be found here: http://aspe.hhs.gov/poverty/index.cfm</p> <p>3. Vendor shall maintain an electronic copy of all Eligibility Surveys completed and this documentation shall be made available to the City for review upon request.</p> <p>4. Vendor will be required to enter each referral into the Medicaider system. This is a secure system that houses referral information for Client Access. Vendor will have restricted access to this system. Training will be provided by the City.</p> <p>Vendor shall submit a monthly electronic referral report that provides the following:</p> <ul style="list-style-type: none"> ○ Agency name ○ Agency rep who completed screening and referral ○ Agency contact phone number ○ Agency contact fax number

- Agency contact email
- Agency address
- Date of referral
- Name of the client being referred
- Date of birth
- Citizenship/Immigration status
- Social Security Number (options: anonymous or has none)
- MR # (Medical Record Number created in Medicaider)
- Home/physical address
- Mailing address
- Telephone number
- Email
- Alternate contact number
- Housing
- Household position (head of household Yes or No)
- Marital status
- Language preferred
- Ethnicity (Hispanic, Non-Hispanic, Unknown)
- Race
- Home site
- Educational/Grade Level
- Occupation/Job Title

5. Vendor shall provide a monthly electronic performance report detailing all referrals by the eighth of the month for the previous month's activity. City will provide the template.
6. The monthly report template will be provided by the City of Houston.
7. Vendor decision maker shall meet with Client Access managers on a monthly basis to discuss both progress and to address any outstanding questions or issues.

**PROGRAM OPTION 2
 AREA AGENCY ON AGING (AAA)
 NON-EMERGENCY MEDICAL TRANSPORTATION REFERRALS**

<p>Overview</p>	<p>The Area Agency On Aging (AAA) Non-Emergency Medical Transportation program provides transportation options to eligible Harris County residents for whom public transportation is either unavailable or inaccessible. The program provides transportation to doctor’s appointments, grocery stores or other activities that enable them to remain independent. Eligible individuals include Harris County residents who are 60 years of age or older or consumers at any age who have a documented disability.</p>
<p>Deliverables</p>	<ol style="list-style-type: none"> 1. Vendors applying for ALL Service Areas, A, B, or C <ol style="list-style-type: none"> a. Annually, refer at least 720 unduplicated adults to the AAA Non-Emergency Medical Transportation Program in Area A, Area B, and Area C. b. Refer at least 240 unduplicated adults from Area A, B, and C.
<p>Referrals</p>	<ol style="list-style-type: none"> 1. Vendor shall be responsible to engage the community, complete eligibility surveys, provide basic education, and refer individuals to the City of Houston AAA Non-Emergency Medical Transportation program. 2. If AAA Non-Emergency Medical Transportation program representative has any questions regarding the referral, the vendor will be contacted and vendor shall provide a response within 48 hours of contact by AAA representative and shall include, but not limited to, request for missing information, clarification or any other need to properly process an application.
<p>Milestones</p>	<ol style="list-style-type: none"> 1. City expects that a minimum of 50% of adults referred to AAA Non-Emergency Medical Transportation program to successfully complete the appropriate documents with a representative within 90 days of referral. The City will monitor successful completion of those individuals who have been referred and completed the appropriate documentation. 2. Vendor shall complete an eligibility screening approved by the City as part of the screening process for all adults referred to the AAA Non-Medical Transportation program. This screening will identify adults who live in Harris County and are 60 years of age or older or any age with a documented disability. 3. Vendor shall maintain a monthly electronic copy of all eligibility screenings completed and this documentation shall be made available to the City for review upon request. 4. Vendor shall submit a monthly electronic referral report that provides the following: <ul style="list-style-type: none"> o Agency name o Agency rep who completed screening and referral o Agency contact phone number o Agency contact fax number o Agency contact email o Agency address

	<ul style="list-style-type: none">○ Date of referral○ Client name○ Client phone number○ Client alternate phone number○ Best time to contact individual○ Client address including zip code○ Client age○ Documented disability○ Client gender○ Client ethnicity○ Client race○ Preferred language <p>5. These monthly electronic referral reports shall be uploaded to a secure FTP site identified by the City of Houston.</p> <p>6. Vendor shall provide a monthly electronic performance report detailing all referrals by the eighth day of the month for the previous month's activity. The monthly report template will be provided by the City of Houston.</p> <p>7. Vendor decision maker shall meet with AAA managers on a monthly basis to discuss both progress and to address any outstanding questions or issues.</p>
--	--

**PROGRAM OPTION 3
LEAD-BASED PAINT PROGRAM REFERRALS**

<p>Overview</p>	<p>Bureau of Community & Children’s Environmental Health is committed to the Healthy People goal of eliminating blood lead levels in children by 2020. Since inception of the lead based paint hazard control program in 1992, HDHHS has provided lead hazard reduction to over 2,500 housing units, trained over 500 unemployed/ underemployed individuals to be trained as State Certified lead hazard reduction workers, screened over 170,000 children, and approximately 26,651 individuals have received lead management in place</p> <p>Lead Based Paint Hazard Control Program (LBPHC) provides FREE lead hazard inspection to the qualified family, FREE lead hazard reduction to homes, such as window replacement, new sidings, new paint, or work on any areas where lead is identified by program staff, FREE moving/storage services, free rental apartment or hotel room to the family, and reimbursement to the family if they choose to move out and relocate themselves.</p> <p>Please note that the Lead-Based Paint program is the only Option that has chosen to target certain zip codes within each Area. In addition, please pay close attention to the zip codes listed below. Vendors will be required to focus referral efforts in these targeted areas.</p> <p>A vendor may choose to provide services in one (1) or all Services Areas.</p> <p>Services will be offered in the following three (3) areas:</p> <ol style="list-style-type: none"> 1) <u>Area A:</u> This area encompasses the South and Southeast Regions which have a combined population of 496,137. The Lead-Based Paint Program is requesting referrals from the following zip codes: 77004, 77021, 77025, 77030, 77033, 77047, 77048, 77051, 77061, 77075, 77087, 77003, 77011, 77012, 77017, 77020, and 77034. 2) <u>Area B:</u> This area includes the North and Northeast Regions which have a combined population of 463,269. The Lead-Based Paint Program is requesting referrals from the following zip codes: 77016, 77018, 77022, 77060, 77076, 77088, 77091, 77092, 77093, 77013, 77026, 77028, and 77078. 3) <u>Area C:</u> This area encompasses the Central West and Southwest Regions and has a combined population of 996,259. The Lead-Based Paint Program is requesting referrals from the following zip codes: 77002, 77006, 77007, 77008, 77009, 77019, 77027, 77043, 77046, 77055, 77080, 77098, 77024, 77031, 77035, 77036, 77042, 77045, 77053, 77056, 77057, 77063, 77071, 77072, 77074, 77077, 77079, 77081, 77082, 77085, and 77096.
<p>Deliverables</p>	<p>A vendor may elect to provide a response to only one geographic Service or all Service Areas within this Scope.</p>

	<ol style="list-style-type: none"> 1. Vendors applying for all Service Areas or Area A, Area B or Area C. <ol style="list-style-type: none"> a. Refer at least 1000 unduplicated homes to Lead-Based Paint program representatives in Areas A, Area B and Area C. b. Area A: Target is at least 450 unduplicated homes to Lead-Based Paint program. Approximately 38 per month. c. Area B: Refer at least 250 unduplicated homes to Lead-Based Paint program in Area B. Target is 21 unduplicated homes per month. d. Area C: Refer at least 300 unduplicated homes to Lead-Based Paint program in Area C. Target is 25 unduplicated homes.
Referrals	<ol style="list-style-type: none"> 1. Vendor shall be responsible to engage the community, complete eligibility surveys provide basic education, and refer individuals to the City of Houston Lead-Based Paint program. 2. If the Lead-Based Paint program representative has any questions regarding the referral, the vendor will be contacted and vendor shall provide a response within 48 hours of contact by Lead-Based Paint program representative and shall include, but not limited to, request for missing information, a n d clarification or any other need to properly process an application.
Milestones	<ol style="list-style-type: none"> 1. City expects that a minimum of 50% of adults referred to Lead-Based Paint Program representatives to successfully complete the appropriate documents with a representative within 90 days of referral. The City will monitor successful completion of those individuals who have been referred. 2. City expects that a minimum of 50% of adults referred to Lead-Based Paint Program representatives to successfully complete the appropriate documents with a representative within 90 days of referral. The City will monitor successful completion of those individuals who have been referred. 3. Vendor shall complete an eligibility screening approved by the City as part of the screening process for all homes referred to the Lead-Based Paint program. This screening will identify houses that were built before 1978, homes where children under six (6) years of age live or visit at least 60 hours per year and homes where pregnant women live or visit at least 60 hours per year. This screening will not identify any income information. 4. Vendor shall maintain an electronic copy of all eligibility screenings completed and this documentation shall be made available to the City for review upon request. 5. Vendor shall submit a monthly electronic referral report that provides the following: <ul style="list-style-type: none"> ○ Agency name ○ Agency rep who completed screening and referral ○ Agency contact phone number ○ Agency contact fax number ○ Agency contact email ○ Agency address ○ Date of referral ○ If this individuals the owner of the property or a renter? ○ If individual is the owner, do they own any rental property? If yes, how many rental properties do they own?

- Year the home was built
- Number of people living in the household
- Number of children under six years of age living or visiting the home more than 60 hours per year
- Number of children who have been screened for lead poisoning
- If any child been diagnosed with lead poisoning
- Number of children on Children's Medicaid or Children's Health Insurance Program (CHIP)
- Number of pregnant women living or visiting the home more than 60 hours per year
- Client phone number
- Best time to contact individual
- Client address including zip code
- Client age
- Client gender
- Client ethnicity
- Client race
- Preferred language

6. These monthly electronic referral reports shall be uploaded to a secure FTP site identified by the City of Houston.
7. Vendor shall provide a monthly electronic performance report detailing all referrals by the eighth of the month for the previous month's activity.
8. The monthly report template will be provided by the City of Houston.
Vendor decision maker shall meet with Lead-Based Paint managers on a monthly basis to discuss both progress and to address any outstanding questions or issues.

PROGRAM OPTION 4

WOMAN, INFANT AND CHILDREN'S (WIC) PROGRAM REFERRALS

<p>Overview</p>	<p>Annually, HDHHS WIC serves more than 70,000 clients in the Greater Houston area. WIC is a free nutrition program that helps pregnant women, new mothers, and young children eat well, learn about nutrition and stay healthy. Nutrition education and counseling, breastfeeding support, nutritious foods and help accessing health care and community resources are provided. The program is available to pregnant women, women who are breastfeeding a baby under 1 year of age, women who have had a baby in the past six months and infants and children under the age of 5. Individuals must also meet income guidelines, be at nutritional risk and live in Texas.</p>
<p>Deliverables</p>	<ol style="list-style-type: none"> 1. Vendors applying for all Service Areas or Area A, Area B or Area C <ol style="list-style-type: none"> a. Identify and provide outreach and education about proper WIC referral methods to at least 150 community partners who work with low-income individuals in Area A, Area B and Area C. (Target is 50 community partners per Area A, B, C). b. Refer at least 36,000 unduplicated clients to the fifteen WIC clinics located in Area A, Area B and Area C. Target is 12,000 unduplicated clients to WIC clinics in Area A, B and C.
<p>Referrals</p>	<ol style="list-style-type: none"> 1. Vendor shall be responsible to engage the community, complete eligibility surveys provide basic education and refer individuals to the City of Houston WIC program. 2. WIC program representative has any questions regarding the referral, the vendor will be contacted and vendor shall provide a response within 48 hours of contact by WIC program representative and shall include, but not limited to: request for missing information, clarification or any other need to properly process an application.
<p>Milestones</p>	<ol style="list-style-type: none"> 1. City expects that a minimum of 50% of adults, infants and children referred to WIC program successfully complete the appropriate documents with a representative within 90 days of referral. The City will monitor successful completion of those individuals who have been referred. 2. Vendor shall complete an eligibility screening approved by the City as part of the screening process for all individuals referred to the WIC program. The program is available to pregnant women, women who are breastfeeding a baby under 1 year of age, women who have had a baby in the past six months and infants and children under the age of 5. Individuals must also meet income guidelines, be at nutritional risk and live in Texas. 3. Vendor shall maintain an electronic copy of all eligibility screenings completed and this documentation shall be made available to the City for review upon request. 4. Vendor shall submit a monthly electronic referral report that provides the following: <ul style="list-style-type: none"> o Agency name o Agency rep who completed screening and referral

- Agency contact phone number
- Agency contact fax number
- Agency contact email
- Agency address
- Date of referral
- Name of parent, pregnant or postpartum client
- Name of infant(s) and any child under the age of 5
- Client phone number
- Client alternative phone number
- Best time to contact individual
- Client address including zip code
- Does the client live in an apartment complex? If so, complex name and apartment number
- Approximate income and number of members in the household
- Client age
- Preferred language

5. These monthly electronic referral reports shall be uploaded to a secure FTP site identified by the City of Houston.
6. Vendor shall provide a monthly electronic performance report detailing all referrals by the eighth of the month for the previous month's activity.
7. The monthly report template will be provided by the City of Houston.
8. Vendor decision maker shall meet with WIC managers on a monthly basis to discuss both progress and to address any outstanding questions or issues.

Payment Rates Applies to All (Option 1, 2 and 3)

1. The vendor and each professional performing a particular service, shall properly sign all documents. The accuracy and completeness of each document is vital to justify reimbursement.
2. All required documents for reimbursement must be submitted to HDHHS on the eighth business day of the following month. Invoices are Net 30 and are paid 30 days after the City has approved the invoice.
3. City expects that a minimum of 50% of adults referred to successfully complete the appropriate documents with the representative within 90 days of referral. Payment to the vendor is based on both the referral and the client's successful completion of the appropriate documents with a representative within 90 days of referral.
4. All supporting documentation that details all approved expenditures for the month will accompany the monthly invoices with copies of the required.
5. The criteria for payment are based upon an unduplicated referral. An unduplicated referral is the referral of an individual who has not been previously referred for services and is not currently receiving services. Each individual may only be listed as a referral once; duplicate individual will not count towards milestones or shall receive payment reports identified below; failure to do so may result in a delay in payment. This includes the following with the monthly invoicing:
 - Electronic monthly referral report for the previous month
 - Summary report that identifies the number of eligibility surveys completed for the previous month, identifying date of referral and pertinent information regarding the clients. Summary report template with be provided by City.

Minimum Percentage is 50% of Adult Requirement Referred and successfully complete the appropriate documents with the representative within 90 days of referral for each service option. Payment to the vendor is based on both the referral and the client's successful completion of the appropriate documents with a representative within 90 days of referrals.

A. Key Personnel

The Proposer shall identify the key personnel that will be committed to the project. The City reserves the right to reject any key personnel proposed if it is determined in the City's best interest. All key personnel must be committed to the project at the appropriate time level. Proposer understands that the qualifications and experience of key personnel proposed will be factored into the evaluation process; therefore, key personnel must not be replaced without the approval of the City. Any approved substitutions must be with personnel of equal or better qualifications. In addition, any other commitments must not conflict with the level of commitment proposed for this project.

B. Price

The City will consider the overall pricing for the comprehensive solution in its selection process.

PART III – MINIMUM PERSONNEL QUALIFICATIONS

The proposer shall possess professional qualifications and experience of at least five (5) years. With a demonstrated ability to provide such outreach and referral services to a large metropolitan Health Services agency that is of similar size and complexity to that of the City of Houston. The City will consider the overall pricing for the comprehensive solution in its selection process.

PART IV – EVALUATION AND SELECTION PROCESS

An evaluation committee will evaluate responsive proposals in accordance with the evaluation criteria listed below. Upon completion of the evaluation, the committee may develop a short list of Proposer(s) meeting the technical competence requirements. Price proposals of those shortlisted will be evaluated once they are identified by the evaluation committee. The shortlisted Proposer(s) may be scheduled for a structured oral presentation, demonstration and/or interview. Such presentations will be at no cost to the City of Houston. At the end of the oral presentation, demonstration and/or interview, the evaluation of the shortlisted Proposer(s) will be completed. However, the evaluation committee reserves the right to issue letter(s) of clarification when deemed necessary to any or all Proposer(s). The oral presentations, demonstrations and/or interviews may be recorded and/or videotaped.

A. Interviews/Oral Presentations

The City reserves the right to request and require that each Proposer provide a final presentation of its proposal at a scheduled date and time. No Proposer is entitled to this opportunity, and no proposer will be entitled to attend presentations of any other Proposer. The purpose of the presentations is to inform the work of the evaluation committee. If necessary, Proposers may be required to make more than one presentation or demonstration.

B. Selection Process

Upon review of all information provided by shortlisted proposers, the evaluation committee will make a recommendation for selection to City officials. The City reserves the right to check references on any projects performed by the proposer whether provided by the proposer or known by the City. Selected proposals will be submitted for approval by the appropriate City officials. The City of Houston intends to select multiple contracts to achieve the best value for performance of services for each Service Area. Upon approval of the selected Proposer, a contract will be executed by the appropriate City officials.

C. Best and Final Offer

City reserves the right to request a Best and Final Offer from finalist Proposer(s), if it deems such an approach necessary. In general, the Best and Final Offer would consist of updated costs as well as answers to specific questions that were identified during the evaluation of Proposals.

If City chooses to invoke this option, Proposals would be re-evaluated by incorporating the information requested in the Best and Final Offer document, including costs, and answers to specific questions presented in the document. The specific format for the Best and Final Offer would be determined during evaluation discussions. Turnaround time for responding to a Best and Final Offers document is usually brief (i.e., five (5) business days).

D. Evaluation Criteria

1. Responsiveness of Proposal

Proposal shall be responsive to all material requirements that will enable the evaluation committee to evaluate proposals in accordance with the evaluation criteria so as to make a recommendation to City officials.

2. Technical Competence

Extent to which proposed solution meet the needs of the City including, but not limited to the desired requirements as expressed in this RFP.

- 1.) Qualifications and experience of the Proposer to successfully achieve and perform the services as evidenced by experience on proposal of similar scope of magnitude.
- 2.) Qualifications and specialized experience of key personnel to successfully achieve the project as evidenced by experience in similar role
- 3.) Quality, comprehensiveness and adequacy of proposal, plan of action, strategy, and operational plan, including understanding of the scope of work/technical requirements, outreach and referral program options, sound methodology, training, transition plan and understanding of the services required in this proposal
- 4.) Qualifications and specialized experience with Information Technology to safeguard confidential information obtained from clients
- 5.) Level of M/WBE participation
- 6.) Financial stability of the Proposer
- 7.) Reasonableness and extent of contract exceptions taken by Proposer

3. Price Proposal

Reasonableness of the overall price.

PART V – SUBMISSION OF PROPOSAL

A. Instructions for Submission

1. **Number of Copies.** Please submit **ten (10)** copies of the Proposal, including one (1) printed original signed in BLUE ink, and additional ten (10) electronic thumb drives are to be submitted in a sealed envelope bearing the assigned Solicitation Number, located on the first page of the RFP document to:

Chief Procurement Officer
City Hall
901 Bagby, Suite B300
Houston, Texas 77002

The City of Houston shall bear no responsibility for submitting responses on behalf of any Proposer. Proposer(s) may submit their Proposal to the Office of the Chief Procurement Officer any time prior to the stated deadline.

2. **Time for submission.** Proposals shall be submitted no later than the date and time indicated for submission in this RFP. Late submittals will not be considered and will be returned unopened.
3. **Format.** Proposal should be left-bound with information on both sides of the page when appropriate. Material should be organized following the order of the submission requirements separated by labeled tabs. Expensive paper and bindings are discouraged since no materials will be returned.
4. **Complete submission.** Proposers are advised to carefully review all the requirements and submit all documents and information as indicated in this RFP. Incomplete proposals may lead to a proposal being deemed non responsive. Non-responsive proposals will not be considered.
5. **Packaging and Labeling.** The outside wrapping/envelope shall clearly indicate the RFP Title and date and time for submission. It shall also indicate the name of the proposer. The Price Proposal shall be submitted in a separate sealed envelope. The envelope shall clearly identify the content as "Price Proposal". All other submission requirements shall be included with the Technical Proposal.
6. **Timely delivery of Proposals.** The Proposal, including the Technical Proposal, the Pricing Proposal and signed Contract, must be delivered by hand or sent to the City of Houston, Chief Procurement Officer through U.S. Mail or other available courier services to the address shown on the cover sheet of this RFP. Include the RFP number on any package delivered or sent to the Chief Procurement Officer and on any correspondence related to the Proposal. If using an express delivery service, the package must be delivered to the designated building. Packages delivered by express mail services to other locations might not be re-delivered in time to be considered.
7. **Late Proposals.** The proposer remains responsible for ensuring that its Proposal is received at the time, date, place, and office specified. The City assumes no responsibility for any Proposal not so received, regardless of whether the delay is caused by the U.S. Postal Service, the courier delivery service, or some other act or circumstance.

B. Submission Requirements

1. **Cover letter.** The cover letter shall be signed by an authorized representative of the Proposer. The letter should indicate the Proposer's commitment to provide the services proposed. Also, the cover letter shall identify the members of the team that comprise the Proposer. Indicate the organizational relationship of the team members.

2. Executive Summary. The executive summary should include a brief overview of the solution proposed, the overall strategy for implementation, the key personnel who will be responsible for seeing the project through completion, and a rationale for proposing the software for implementation at the City. The executive summary shall also include the timeline for implementation and highlight any other requirements that are noted in the detailed proposed plan. Attach a proposed organization chart for the project. Also, please describe the proposed strategy to keep the System current as technology evolves and improves.
3. Proposed Plan of Action. Provide a detailed proposed plan of action describing the proposed system and indicating how all requirements will be met. Submit a matrix summarizing how each of the requirements will be met and indicating the resources that the City must commit to ascertain successful implementation.
 - a. Schedule. In addition, the proposed plan of action shall include a detailed implementation schedule, including any critical path actions that may cause delay if the schedule is not met. Also, please indicate the ability to implement the system by modules and the flexibility of altering the order of implementation of each module.
 - b. Implementation Strategy: Please describe the project management support to be provided by Proposer during the implementation. Also, please describe how the project will be phased during implementation. Describe the implementation strategy in detail. Please describe any rapid deployment solutions that the proposer plans to use. Please describe in detail if the proposer plans to use the City-owned application or proposes the use of another third party application.
 - c. Training. The proposed training plan shall be described in sufficient detail so as to provide samples of material and content of training. Indicate the number of hours recommended for different types of users.
4. Qualifications of the Proposer. Include a brief description of the organization's track record, including history, number of employees, number of years in business, and a list of projects relevant to this RFP. Provide a list of references where a similar solution was implemented. Include the name of the contact person, name of the organization, dollar value of the project, address, telephone number and email address. Please provide at least three (3) references. The City is primarily interested in clients with similar needs and comparable size. Please complete Form 2 for each of the projects.
5. Qualifications of Key Personnel: Provide chronological resumes of the key personnel that will be assigned to the project. Please provide at least three (3) references of projects where key personnel performed in a similar role as that proposed for this project. Please complete Form 2 for each reference and Form 3 to depict all key personnel and their availability.
6. M/WBE Participation: Proposer shall identify the M/WBE participation level and the role that each M/WBE firm will have in the project implementation. Since M/WBEs proposed are considered part of the team, the Proposer shall include all relevant information necessary to effectively perform the evaluation of the proposal as it relates to the submission requirements listed in this section.
7. Financial Stability. Provide the audited financial statements or Federal Tax Forms Filed to the Internal Revenue Service (IRS) for the past two fiscal years. At a minimum, include the letter of opinion, balance sheet, schedules, and related auditor's notes.
8. Exceptions to Standard Contract. Submit any exceptions to the standard contract and include the rationale for taking the exception. Provide rationale for objections to the Article. Such exceptions will be considered when evaluating the Proposer's response to this RFP. If you are proposing alternate

language, please include the language for consideration. Also, attach license and maintenance agreement(s), as appropriate.

9. Legal Actions. Provide a list of any pending litigation and include a brief description of the reason for legal action.
10. Conflict of Interest. Provide information regarding any real or potential conflict of interest. Failure to address any potential conflict of interest upfront may be cause for rejection of the proposal.
11. Other. Submit any information the Proposer deems pertinent to demonstrating its qualifications to perform the services being requested such as memberships in any professional associations, documents, examples, and others.
12. Forms and Certifications: Complete all forms and certifications attached, as appropriate.
13. Price Proposal: Please submit price proposal with the level detail provided in Form 4.

Part VI – SPECIAL CONDITIONS

A. No Contact Period

Neither Proposer(s) nor any person acting on Proposer(s)'s behalf shall attempt to influence the outcome of the award by the offer, presentation or promise of gratuities, favors, or anything of value to any appointed or elected official or employee of the City of Houston, their families or staff members. All inquiries regarding the solicitation are to be directed to the designated City Representative identified on the first page of the solicitation. Upon issuance of the solicitation through the pre-award phase and up to the date the City Secretary publicly posts notice of any City Council agenda containing the applicable award, aside from bidder's formal response to the solicitation, through the pre-award phase, written requests for clarification during the period officially designated for such purpose by the City Representative, neither Proposers(s) nor persons acting on their behalf shall communicate with any appointed or elected official or employee of the City of Houston, their families or staff through written or oral means in an attempt to persuade or influence the outcome of the award or to obtain or deliver information intended to or which could reasonably result in an advantage to any bidder. However, nothing in this paragraph shall prevent a bidder from making public statements to the City Council convened for a regularly scheduled session after the official selection has been made and placed on the City Council agenda for action, or to a City Council committee convened to discuss a recommendation regarding the solicitation.

B. Equal Opportunity Employment

The City of Houston Ordinance Section 15-17 establishes Equal Employment Opportunity Contract Compliance requirements for all City of Houston contracts involving the expenditure of Fifty Thousand Dollars (\$50,000) or more. Any contract for professional services that results from this RFP will provide that the failure to carry out the requirements set forth in the City of Houston Equal Employment Opportunity Program shall constitute a breach of contract and may result in termination of the agreement or contract. In addition, the City may take any such additional remedy as deemed appropriate.

C. Minority and Woman Business Enterprises (MWBE)

Contractor shall comply with the City's Minority and Women Business Enterprise ("MWBE") programs as set out in Chapter 15, Article V of the City of Houston Code of Ordinances. Contractor shall make good faith efforts to award subcontracts or supply agreements in at least the value stated in this Agreement to

MWBE's. Contractor acknowledges that it has reviewed the requirements for good faith efforts on file with the City's Office of Business Opportunity (OBO) and will comply with them.

D. Protests

A protest shall comply with and be resolved, according to the City of Houston Procurement Manual http://purchasing.houstontx.gov/docs/Procurement_Manual.pdf and rules adopted thereunder. Protests shall be submitted in writing and filed with both, the City Attorney and the Solicitation contact person. A pre-award protest of the RFP shall be received five (5) days prior to the solicitation due date and a post-award protest shall be filed within five (5) days after City Council approval of the contract award.

1. A protest must be filed in accordance with the timing requirements set forth herein and must include:
 - a. the name, address, telephone number and email address of the protestor;
 - b. the number of the solicitation;
 - c. all information confirming that the protestor is an interested party;
 - d. a written statement of the grounds for the protest and the law, ordinance, or policy alleged to have been violated. The statement should be accompanied by relevant supporting documentation and the relief requested.
 - e. all information confirming the timeliness of the protest; and
 - f. the signature of the protestor

Protests shall be submitted to:
Chief Procurement Officer
City of Houston
901 Bagby, B300
Houston, TX 77002

2. The City recognizes three types of protests:
 - a. Protests regarding solicitation (Pre-Bid Protest)

Any protest regarding a solicitation published by the City shall be filed no later than five (5) days before the opening of bids (if a competitive bid) or due date for submittals or proposals (if an RFP/RFQ), as appropriate. Any protest filed after the due date raising issues regarding the solicitation will not be considered.
 - b. Protests regarding the evaluation of bids, qualifications, or proposals (Pre-Award Protest)

Any protest regarding the evaluation of bids, qualifications, or proposals by the City must be filed no later than ten (10) days after:
opening of bids (if a bid); or
due date (if RFQ/RFP); or
notification that the interested party's bid or proposal has been rejected.
Any protest received after the deadline will not be considered.
 - c. Protests regarding award of contract (Post-Award Protest)

Upon receipt of a timely and properly filed protest regarding the award of a contract, the City will not issue a notice to proceed or submit an order for goods until the protest has been resolved, provided such delay will not be detrimental to the interests of the City.

PART VII – INSTRUCTIONS TO PROPOSERS

A. Pre-Proposal Conference

A Pre-Proposal Conference will be held at the date, time, and location as indicated on the first page of the RFP document. Interested Proposer(s) should plan to attend. It will be assumed that potential Proposer(s) attending this meeting have reviewed the RFP in detail, and are prepared to bring up any substantive questions not already addressed by the City.

B. Additional Information and Specification Changes

Requests for additional information and questions should be addressed to the Finance Department, Strategic Procurement Division Buyer (Regina Spencer), telephone: 832.393.8707, fax: 832.393.8759, or e-mail (preferred method to): Regina.Spencer@houstontx.gov no later than 2:00 p.m., CST September 14, 2015. The City of Houston shall provide written responses to all questions received in writing before the submittal deadline. Questions received from all Proposer(s) shall be answered and sent to all Proposer(s) who are listed as having obtained the RFP. Proposer(s) shall be notified in writing of any changes in the specifications contained in this RFP.

C. Letter(s) of Clarification

1. All Letters of Clarification and interpretations to this Solicitation shall be in writing. Any letter of Clarification(s) or interpretation that is not in writing shall not legally bind the City of Houston. Only information supplied by the City of Houston in writing or in this RFP should be used in preparing Proposal responses.
2. The City does not assume responsibility for the receipt of any Letters of Clarification sent to Proposer(s).

D. Examination of Documents and Requirements

1. Each Proposer shall carefully examine all RFP documents and thoroughly familiarize themselves with all requirements prior to submitting a Proposal to ensure that the Proposal meets the intent of this RFP.
2. Before submitting a Proposal, each Proposer shall be responsible for making all investigations and examinations that are necessary to ascertain conditions and affecting the requirements of this RFP. Failure to make such investigations and examinations shall not relieve the Proposer from obligation to comply, in every detail, with all provisions and requirements of the RFP.

E. Exceptions to Terms and Conditions

1. All exceptions included with the Proposal shall be submitted in a clearly identified separate section of the Proposal in which the Proposer clearly cites the specific paragraphs within the RFP where the Exceptions occur. Any Exceptions not included in such a section shall be without force and effect in any resulting contract unless such Exception is specifically referenced by the Chief Procurement Officer, City Attorney, Director(s) or designee in a written statement. The Proposer's preprinted or standard terms will not be considered by the City as a part of any resulting contract.
2. All Exceptions that are contained in the Proposal may negatively affect the City's Proposal evaluation based on the evaluation criteria as stated in the RFP, or result in possible rejection of Proposal.

F. Post-Proposal Discussions with Proposer(s)

It is the City's intent to commence final negotiation with the Proposer(s) deemed most advantageous to the City. The City reserves the right to conduct post-Proposal discussions with any Proposer(s).

PART VIII – REQUIRED FORMS TO BE SUBMITTED WITH PROPOSAL

- A. Offer and Submittal, List of References and List of Proposed Subcontractors (Exhibit I)
- B. Signed M/WBE Forms: Attachment “A” Schedule of M/WBE Participation, Attachment “B”, Notice of Intent, Attachment “C”, Certified M/WBE Subcontract Terms, Attachment “D” Office of Business Opportunity and Contract Compliance M/WBE Utilization Report (Exhibit II)
- C. Fair Campaign Ordinance Form “A” (Exhibit III)
- D. Affidavit of Ownership or Control (Exhibit IV)
- E. Anti-Collusion Statement (Exhibit V)
- F. Conflict of Interest Questionnaire (Exhibit VI)

PART IX – REQUIRED FORMS TO BE SUBMITTED BY AWARDED VENDOR ONLY

Required forms shall be supplied to the vendor after award.

- A. Insurance Requirements and Sample Insurance Certificate (Exhibit VII)
- B. Drug Compliance Agreement Attachment “A”, Drug Policy Compliance Declaration Attachment “B” and Contractor's Certification of No Safety Impact Positions Attachment “C” and “D” (Exhibit VIII)
- C. City Contractors' Pay or Play Acknowledgement Form and Pay or Play Certificate Agreement, Play or Pay Program Acknowledgment Form “1” (Exhibit IX)
- D. Hire Houston First Affidavit (Download Copy at <http://www.houstontx.gov/obo/hirehoustonfirst.html> and submit to Office of Business Opportunity, Houston Business Solutions Center via e-mail to houstonbsc@houstontx.gov or fax to 832-393-0650 or submit copy with proposal.
- E. Requested Information Outlined in the Scope of Work and Other Additional Relevant/Supporting Information or Alternate Proposals.

Solely for the purpose of evaluating the Proposal, please indicate the estimated number of hours and pricing that will be assigned for each staff member to provide the requested consultant services. In the event of any additional services associated with this project, the rates charged shall not exceed those indicated below.

On the indicated lines, please provide your Payroll Rate and Billable Rate for each category. The Payroll Rate is defined as the actual hourly rate your company pays each employee or contractor. The Billable Rate is the rate your company charges the City for services.

Hourly Price for Consultant Service				
Description Position/Title	Est. No. of Hours Assigned	Payroll Hourly Rate	Billable Rate	Extension

EXHIBIT I

DEFINITIONS

APPENDIX A

APPENDIX B

APPENDIX C

APPENDIX D

APPENDIX E

DEFINITIONS

- a) Client Access: Client Access representatives provide eligibility and application assistance for Children's Health Insurance Program (CHIP), CHIP Perinatal, Children's Medicaid, Medicare, Mental Health Mental Retardation (MHMR), Texas Women's Health Program, Title V Presumptive, Title V Child, Title V Prenatal, Qualified Health Plans under the Affordable Care Act, Harris Health Financial Assistance and other social service programs.
- b) Federal Poverty Level (FPL): Guidelines issued each year in the *Federal Register* by the Department of Health and Human Services. The guidelines are a simplification of the poverty thresholds for use for administrative purposes – for instance, determining financial eligibility for certain federal programs.
- c) Health and Human Services Department (HDHHS): The City of Houston Health and Human Services Department provides traditional public health services and seeks to use innovative methods to meet the community's present and future needs. The mission is to work in partnership with the community to promote and protect the health and social well-being of all Houstonians.
- d) Medicaider: Medicaider is an online eligibility screening tool for use with uninsured patients. Its purpose is to assist eligibility workers in determining program eligibility for Medicaid, SSI, SCHIP, and other federal and state programs for low-income individuals.
- e) Multi-Service Center (MSC): HDHHS has eleven MSCs strategically located throughout the City of Houston. Through collaboration and partnerships, the MSCs provide services to all sectors of the community. MSC programs include youth services, social service assistance, senior programs, free educational workshops, access to computers and wellness workshops just to name a few. To see a full list of amenities offered at each MSC site please visit: <http://www.houstontx.gov/health/MSC/>
- f) Redesign: Redesign is an initiative by HDHHS to transform local MSCs into full-service sites that offer amenities to all segments of the population. Through Redesign, MSCs will undergo site enhancements including upgraded amenities, rebranding, strategic marketing, improved customer experiences and expanded programs and services focused on chronic disease, client access, environmental health, healthy aging, public health preparedness and youth services.
- g) Referral: Referrals will include engaging the community, completing eligibility surveys and providing this information to various HDHHS programs and services as outlined in this document.
- h) Virtual Private Network (VPN): A network that uses a public telecommunication infrastructure, such as the public internet, to provide remote offices or individual users with secure access to their organization's network.
- i) Unduplicated referral: An unduplicated referral is an individual who is not currently receiving services. Each individual may only be listed as a referral once; duplicate individuals will not count towards milestones. Referral forms stated below must be included to receive payment.

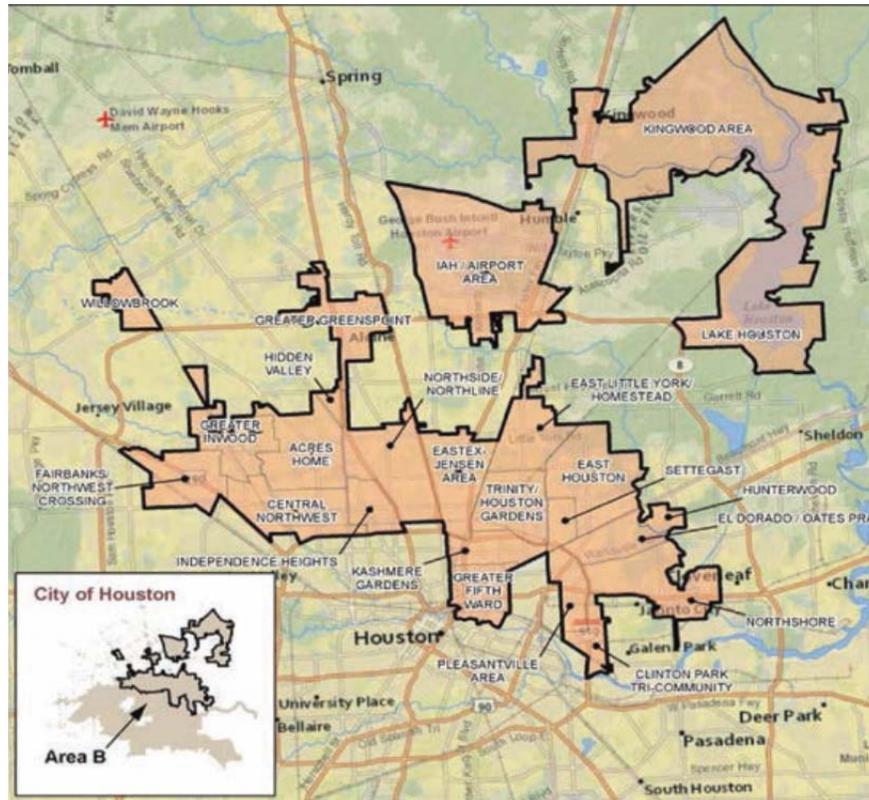
Appendix A



Area A:

This area encompasses the South and Southeast Regions which have a combined population of 496,137. There are four Multi-Service Centers in Area A, including Denver Harbor MSC, Magnolia MSC, Sunnyside MSC and Third Ward MSC and three WIC sites including Sunnyside, Magnolia and Denver Harbor. Zip codes in the South Region include 77004, 77021, 77025, 77030, 77033, 77047, 77048, 77051, 77054, 77061, 77075 and 77087. The Southeast Region includes zip codes 77003, 77011, 77012, 77017, 77020, 77023, 77034, 77059, 77062, 77089 and 77598.

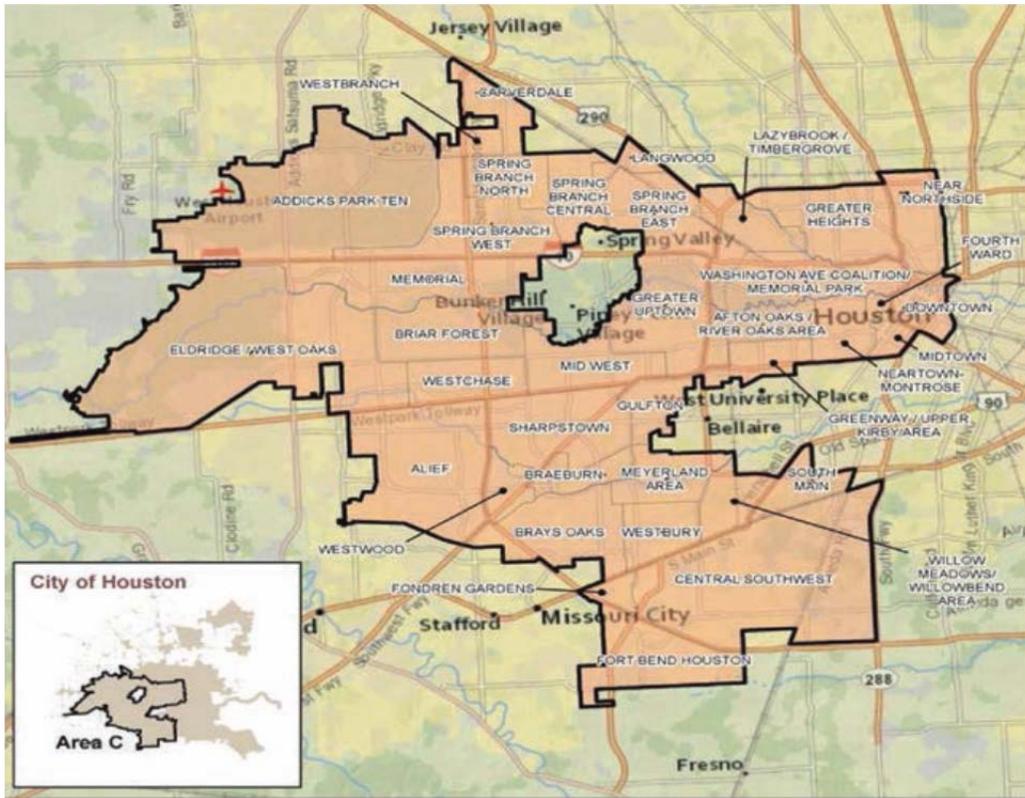
Appendix B



Area B:

This area includes the North and Northeast Regions which have a combined population of 463,269. There are four Multi-Service Centers in Area B including Acres Home MSC, Fifth Ward MSC, Kashmere MSC and Northeast MSC and five WIC sites including Acres Home, Airline, Aldine, Northside and Northeast. Zip codes in the North Region include 77016, 77018, 77022, 77060, 77076, 77088, 77091, 77092 and 77093. The Northeast Region includes zip codes 77013, 77026, 77028, 77078, 77339 and 77345.

Appendix C



Area C:

This area encompasses the Central West and Southwest Regions and has a combined population of 996,259. There are three Multi-Service Centers in Area C including Hiram Clarke MSC, Southwest MSC and West End MSC and six WIC sites including La Nueva Casa, Northwest, Alief, Braesner, Southwest and Sharpstown. Zip codes in the Central West Region include 77002, 77006, 77007, 77008, 77009, 77010, 77019, 77027, 77043, 77046, 77055, 77080 and 77098. The Southwest Region includes zip codes 77024, 77031, 77035, 77036, 77042, 77045, 77053, 77056, 77057, 77063, 77071, 77072, 77074, 77077, 77079, 77081, 77082, 77085, 77096 and 77099.

Appendix D

Multi-Service Centers



2 0 2 4 Miles

<p><u>Acres Homes Multi-Service Center</u></p> <p>6719 W. Montgomery Houston, Texas 77091 832.393.4145</p>	<p><u>Hiram Clarke Multi-Service Center</u></p> <p>3810 West Fuqua Houston, Texas 77045 832.393.4200</p>	<p><u>Southwest Multi-Service Center</u></p> <p>6400 High Star Houston, Texas 77074 832.395.9900</p>	<p><u>West End Multi-Service Center</u></p> <p>170 Heights Blvd Houston, Texas 77007 832.393.5950</p>
<p><u>Denver Harbor Multi-Service Center</u></p> <p>6402 Market Street Houston Texas 77020 832.395.0895</p>	<p><u>Magnolia Multi-Service Center</u></p> <p>7037 Capitol Street Houston, Texas 77011 832-395-3380</p>	<p><u>Sunnyside Multi-Service Center</u></p> <p>9314 Cullen Houston, Texas 77051 832.395.0069</p>	<p><u>Kashmere Multi-Service Center</u></p> <p>4802 Lockwood Houston, Texas 77026 832.393.5503</p>
<p><u>Fifth Ward Multi-Service Center</u></p> <p>4014 Market Street Houston, Texas 77020 832.393.3800</p>	<p><u>Northeast Multi-Service Center</u></p> <p>9720 Spaulding Houston, Texas 77016 832-395-0470</p>	<p><u>Third Ward Multi-Service Center</u></p> <p>3611 Ennis Street Houston, Texas 77004 832.393.4051</p>	

Appendix E

Map of City of Houston WIC Centers



ACRES HOMES WIC 6719 W. Montgomery 77091 832-393-4128 fax	BRAESNER WIC 8632 South Braeswood 77031 832-395-0359 fax	NORTHEAST WIC 9720 Spaulding 77016 832-395-0507 fax	SOUTHWEST WIC 6400 High Star 77074 832-395-9952/56 fax
AIRLINE WIC 5990 Airline Ste. 200 77076 713-742-4897 fax	DENVER HARBOR WIC 6402 Market St. 77020 832/395-0923 fax	NORTHSIDE WIC 8504 Schuller 77093 832-395-9156 fax	SUNNYSIDE WIC 9314 Cullen Blvd., 77051 832-395-0041 fax
ALDINE WIC 5198 Aldine Mail Route 77039 832-395-0412 fax	LA NUEVA CASA WIC 1809 North Main St. 77009 832-395-0689	NORTHWEST WIC 8536 Hammerly 77055 832-395-0389 fax	Call Center for WIC sites: 832-393-5427
ALIEF WIC 12660 Beechnut Ste.180 77072 832-395-0549 fax	MAGNOLIA WIC 7037 Capitol #201 77011 832-395-3438fax	SHARPSTOWN WIC 6201 Bonhomme #330 S 77036 832-395-9849 fax	

EXHIBIT II

OFFER AND SUBMITTAL

REFERENCES

PROPOSED SUBCONTRACTORS

PAGE INTENTIONALLY LEFT BLANK

OFFER AND SUBMITTAL

NOTE: PROPOSAL MUST BE SIGNED AND NOTARIZED BY AN AUTHORIZED REPRESENTATIVE(S) OF THE PROPOSER, WHICH MUST BE THE ACTUAL LEGAL ENTITY THAT WILL PERFORM THE CONTRACT IF AWARDED AND THE TOTAL FIXED PRICE CONTAINED THEREIN SHALL REMAIN FIRM FOR A PERIOD OF ONE-HUNDRED EIGHTY (180) DAYS.

"THE RESPONDENT WARRANTS THAT NO PERSON OR SELLING AGENCY HAS BEEN EMPLOYED OR RETAINED TO SOLICIT OR SECURE THIS CONTRACT UPON AN AGREEMENT OR UNDERSTANDING FOR A COMMISSION, PERCENTAGE, BROKERAGE, OR CONTINGENT FEE, EXCEPTING BONA FIDE EMPLOYEES. FOR BREACH OR VIOLATION OF THIS WARRANTY, THE CITY SHALL HAVE THE RIGHT TO ANNUL THIS AGREEMENT WITHOUT LIABILITY OR, AT ITS DISCRETION, TO DEDUCT FROM THE CONTRACT PRICES OR CONSIDERATION, OR OTHERWISE RECOVER THE FULL AMOUNT OF SUCH COMMISSION, PERCENTAGE, BROKERAGE OR CONTINGENT FEE."

Respectfully Submitted:

(Print or Type Name of Contractor – Full Company Name)

City of Houston Vendor No. (If already doing business with City):

Federal Identification Number:

By: _____
(Signature of Authorized Officer or Agent)

Printed Name: _____

Title: _____

Date: _____

Address of Contractor: _____
Street Address or P.O. Box

City – State – Zip Code

Telephone No. of Contractor: (_____) _____

Signature, Name and title of Affiant: _____

(Notary Public in and for)

_____ County, Texas

My Commission Expires: _____ day of _____ 20_____

REFERENCES
LIST OF PREVIOUS CUSTOMERS

1. Name: _____ Phone No.: _____
Address: _____
Contract Award Date: _____ Contract Completion Date: _____
Contract Name/Title: _____
System Description: _____

2. Name: _____ Phone No.: _____
Address: _____
Contract Award Date: _____ Contract Completion Date: _____
Contract Name/Title: _____
System Description: _____

3. Name: _____ Phone No.: _____
Address: _____
Contract Award Date: _____ Contract Completion Date: _____
Contract Name/Title: _____
System Description: _____

4. Name: _____ Phone No.: _____
Address: _____
Contract Award Date: _____ Contract Completion Date: _____
Contract Name/Title: _____
System Description: _____

EXHIBIT III

ATTACHMENT A – SCHEDULE OF M/WBE PARTICIPATION

**ATTACHMENT B – OFFICE OF BUSINESS OPPORTUNITY AND CONTRACT COMPLIANCE
M/WBE UTILIZATION REPORT**

ATTACHMENT C – CERTIFIED M/WBE SUBCONTRACT TERMS

**ATTACHMENT D – OFFICE OF BUSINESS OPPORTUNITY AND CONTRACT COMPLIANCE
M/WBE UTILIZATION REPORT**

PAGE INTENTIONALLY LEFT BLANK

ATTACHMENT "A"
SCHEDULE OF M/WBE PARTICIPATION

DATE OF REPORT: _____

BID NO.: _____

FORMAL BID TITLE: _____

NAME OF MINORITY/WOMEN SUBCONTRACTOR	OFFICE OF BUSINESS OPPORTUNITY CERTIFICATION NO.	STREET ADDRESS AND CITY, STATE, ZIP CODE	TELEPHONE NO.	SCOPE OF WORK	AGREED PRICE
TOTAL.....					\$ _____
M/WBE PARTICIPATION AMOUNT.....					\$ _____%
TOTAL BID AMOUNT.....					\$ _____

IF YOU HAVE USED YOUR BEST EFFORTS TO CARRY OUT THE CITY'S M/WBE POLICY BY SEEKING SUBCONTRACTS AND SUPPLY AGREEMENTS WITH MINORITY AND WOMEN BUSINESS ENTERPRISES, YET FAILED TO MEET THE STATED PERCENTAGE GOAL OF THIS BID DOCUMENT, LIST BELOW YOUR GOOD FAITH EFFORTS FOR COMPLIANCE (DEFINITION OF REQUIREMENTS CAN BE OBTAINED THROUGH THE OFFICE OF BUSINESS OPPORTUNITY AT (713) 837-9000).

THE UNDERSIGNED WILL ENTER INTO A FORMAL AGREEMENT WITH THE MINORITY AND/OR WOMEN SUBCONTRACTORS AND SUPPLIERS LISTED IN THIS SCHEDULE CONDITIONED UPON AWARD OF A CONTRACT FROM THE CITY.

NOTE:
ALL FIRMS LISTED ABOVE MUST BE CERTIFIED (OR ELIGIBLE FOR CERTIFICATION) BY THE OFFICE OF BUSINESS OPPORTUNITY.
THIS SCHEDULE OF M/WBE PARTICIPATION SHOULD BE RETURNED, IN DUPLICATE, WITH THE BID FORM.

BIDDER COMPANY NAME

SIGNATURE OF AUTHORIZED OFFICER OR AGENT OF BIDDER

NAME (TYPE OR PRINT)

TITLE

ATTACHMENT "B"
OFFICE OF BUSINESS OPPORTUNITY AND
CONTRACT COMPLIANCE M/WBE UTILIZATION REPORT

NOTICE OF INTENT

THIS AGREEMENT IS SUBJECT TO MEDIATION AND CAN BE INITIATED BY THE COMPANIES SIGNED BELOW OR THE OFFICE OF BUSINESS OPPORTUNITY.

To: City of Houston
Administering Department

Date: _____

Project Name and Number _____

Bid Amount: _____ M/W/SBE Goal: _____

_____, agrees to enter into a contractual agreement with
Prime Contractor

_____, who will provide the following goods/services in connection
MWSBE Subcontractor

with the above-referenced contract:

_____ for an estimated amount of \$ _____ or _____% of the total contract value.

_____ is currently certified with the City of Houston's Office of Business
(M/W/SBE Subcontractor) Opportunity to function in the aforementioned capacity.

_____ Intend to
Prime Contractor M/W/SBE Subcontractor

work on the above-named contract in accordance with the M/W/DBE Participation Section of the City of Houston Bid Provisions, contingent upon award of the contract to the aforementioned Prime Contractor.

Signed (Prime Contractor)

Signed (M/W/SBE Subcontractor)

Printed Signature

Printed Signature

Title

Date

Title

Date

ATTACHMENT "C"
CERTIFIED M/WBE SUBCONTRACT TERMS

CITY OF HOUSTON CERTIFIED MWSBE SUBCONTRACT TERMS

Contractor shall ensure that all subcontracts with M/WSBE subcontractors and suppliers are clearly labeled **"THIS CONTRACT IS SUBJECT TO MEDIATION"** and contain the following terms:

1. _____(M/WSBE subcontractor) shall not delegate or subcontract more than 50% of the work under this subcontract to any other subcontractor or supplier without the express written consent of the City of Houston's Office of Business Opportunity Director ("the Director").
2. _____(M/WSBE subcontractor) shall permit representatives of the City of Houston, at all reasonable times, to perform 1) audits of the books and records of the subcontractor, and 2) inspections of all places where work is to be undertaken in connection with this subcontract. Subcontractor shall keep such books and records available for such purpose for at least four (4) years after the end of its performance under this subcontract. Nothing in this provision shall affect the time for bringing a cause of action or the applicable statute of limitations.
3. Within five (5) business days of execution of this subcontract, Contractor (prime contractor) and Subcontractor shall designate in writing to the Director an agent for receiving any notice required or permitted to be given pursuant to Chapter 15 of the Houston City Code of Ordinances, along with the street and mailing address and phone number of such agent.

These provisions apply to goal-oriented contracts. A goal-oriented contract means any contract for the supply of goods or non-professional services in excess of \$100,000.00 for which competitive proposals are required by law; not within the scope of the MBE/WBE/SBE program of the United States Environmental Protection Agency or the United States Department of Transportation; and which the City Chief Procurement Officer has determined to have significant MWSBE subcontracting potential in fields which there are an adequate number of known MBEs , WBE's, and or SBE's (if applicable) to compete for City contracts.

The MWSBE policy of the City of Houston will be discussed during the pre-proposal conference. For information, assistance, and/or to receive a copy of the City's Affirmative Action Policy and/or Ordinance, contact the Office of Business Opportunity Division at 832.393.0600, 611 Walker Street, 7th Floor, Houston, Texas 77002.

ATTACHMENT "D"
OFFICE OF BUSINESS OPPORTUNITY AND
CONTRACT COMPLIANCE M/WBE UTILIZATION REPORT

Report Period: _____

PROJECT NAME & NUMBER: _____

AWARD DATE: _____

PRIME CONTRACTOR: _____

CONTRACT NO.: _____

ADDRESS: _____

CONTRACT AMOUNT: _____

LIAISON/PHONE NO.: _____

M/WBE GOAL: _____

M/WBE SUB/VENDOR NAME	DATE OF OBO CERTIFICATION	DATE OF SUBCONTRACT	SUBCONTRACT AMOUNT	% OF TOTAL CONTRACT	AMOUNT PAID TO DATE	% OF CONTRACT TO DATE

Use additional pages if needed. Submit by the 15th day of the following month.
 Provide support documentation on all revenues paid to end of the report period to:
 M/WBE's to reflect up/down variances on Contract amount.

Office of Business Opportunity
 ATTN: Carlecia Wright 713-837-9000
 611 Walker, 7th Floor
 Houston, Texas 77002

EXHIBIT IV

FAIR CAMPAIGN ORDINANCE

FORM "A": FAIR CAMPAIGN

PAGE INTENTIONALLY LEFT BLANK

FAIR CAMPAIGN ORDINANCE

The City of Houston Fair Campaign Ordinance makes it unlawful for a Contractor to offer any contribution to a candidate for City elective office (including elected officers and officers-elect). All respondents to this invitation to bid must comply with Houston Code of Ordinances Chapter 18 as amended relating to the contribution and solicitation of funds for election campaigns. Provisions of this ordinance are provided in part in the paragraphs that follow. Complete copies may be obtained from the office of the City Secretary.

Candidates for city office may neither solicit nor receive contributions except during a period commencing 270 calendar days prior to an election date for which a person is a candidate for such office and ending 90 calendar days after the election date, including run-off elections if such candidate is on the ballot.

Further, it shall be unlawful either for any person who submits a Bid or Proposal to contribute or offer any contribution to a candidate or for any candidate to solicit or accept any contribution from such person for a period commencing at the time of posting of the City Council Meeting Agenda including an item for the award of the Contract and ending upon the 30th day after the award of the Contract by City Council.

For the purposes of this Ordinance, a **Contract** is defined as each Contract having a value in excess of \$30,000 that is let by the City for professional services, personal services, or other goods or services of any other nature whether the Contract is awarded on a negotiated basis, request for Proposal basis, competitive Proposal basis or formal sealed competitive Bids. The term **Contractor** includes proprietors of proprietorships, partners having an equity interest of 10% or more of partnerships, (including limited liability partnerships and companies), all officers and directors of corporations (including limited liability corporations), and all holders of 10% or more of the outstanding shares of corporations.

A STATEMENT DISCLOSING THE NAMES AND BUSINESS ADDRESSES EACH OF THOSE PERSONS WILL BE REQUIRED TO BE SUBMITTED WITH EACH BID OR PROPOSAL FOR A CITY CONTRACT.

Completion of the attached form entitled "**Contractor Submission List**" will satisfy this requirement. Failure to provide this information may be just cause for rejection of your Bid or Proposal.

FORM "A": FAIR CAMPAIGN

CITY OF HOUSTON FAIR CAMPAIGN ORDINANCE

The City of Houston Fair Campaign Ordinance makes it unlawful for a Contractor to offer any contribution to a candidate for City elective office (including elected officers-elect) during a certain period of time prior to and following the award of the Contract by the City Council. The term "Contractor" Includes proprietors of proprietorships, partners or joint venture's having an equity interest of 10 percent or more for the partnership or Joint venture, and officers, directors and holders of 10 percent or more of the outstanding shares of corporations. A statement disclosing the names and business addresses of each of those persons will be required to be submitted with each Bid or Proposal for a City Contract. See Chapter 18 of the Code of Ordinances, Houston, Texas, for further information.

This list is submitted under the Provisions of Section 18-36(b) of the Code of Ordinances, Houston, Texas, in connection with the attached Proposal, submission or bid of:

Firm or Company Name: _____

Firm or Company Address: _____

The firm/company is organized as a (Check one as applicable) and attach additional pages if needed to supply the required names and addresses:

SOLE PROPRIETORSHIP

Name _____ Address _____
Proprietor

A PARTNERSHIP

List each partner having equity interest of 10% or more of partnership (if none state "none"):

Name _____ Address _____
Partner

Name _____ Address _____
Partner

A CORPORATION

List all directors of the corporation (if none state "none"):

Name _____ Address _____
Director

Name _____ Address _____
Director

Name _____ Address _____
Director

List all officers of the corporation (if none state "none"):

Name _____
Officer Address

Name _____
Officer Address

Name _____
Officer Address

List all individuals owning 10% or more of outstanding shares of stock of the corporation (if none state "none"):

Name _____
Address

Name _____
Address

Name _____
Address

I certify that I am duly authorized to submit this list on behalf of the firm, that I am associated with the firm in the capacity noted below and that I have personal knowledge of the accuracy of the information provided herein.

Preparer

Printed Name

Title

Note: This list constitutes a **government record** as defined by § 37.01 of the Texas Penal Code.

8/23/01

EXHIBIT V

CONTRACTOR OWNERSHIP DISCLOSURE ORDINANCE

AFFIDAVIT OF OWNERSHIP OR CONTROL

PAGE INTENTIONALLY LEFT BLANK

CONTRACTOR OWNERSHIP DISCLOSURE ORDINANCE

City Council requires knowledge of the identities of the owners of entities seeking to Contract with the City in order to review their indebtedness to the City prior to entering Contracts. Therefore, all respondents to this Invitation to Bid must comply with Houston Code of Ordinances Chapter 15, as amended (Sections 15-122 through 15-126) relating to the disclosure of owners of entities bidding on, proposing for or receiving City contracts. Provisions of this ordinance are provided in part in the paragraphs that follow. Complete copies may be obtained from the office of the City Secretary.

Contracting entity means a sole proprietorship, corporation, non-profit corporation, partnership, joint venture, limited liability company, or other entity that seeks to enter into a contract requiring approval by the Council but excluding governmental entities.

A contracting entity must submit at the time of its Bid or Proposal, an affidavit listing the full names and the business and residence addresses of all persons owning five percent or more of a contracting entity or, where a contracting entity is a non-profit corporation, the full names and the business and residence addresses of all officers of the non-profit corporation.

Completion of the "**Affidavit of Ownership or Control**," included herein, and submitted with the Official Bid or Proposal Form will satisfy this requirement. Failure to provide this information may be just cause for rejection of your Bid or Proposal.

AFFIDAVIT OF OWNERSHIP OR CONTROL

ORIG. DEPT.: _____

FILE/I.D. NO.: _____

INSTRUCTION: ENTITIES USING AN ASSUMED NAME SHOULD DISCLOSE SUCH FACT TO AVOID REJECTION OF THE AFFIDAVIT. THE FOLLOWING FORMAT IS RECOMMENDED: CORPORATE/LEGAL NAME DBA ASSUMED NAME.

STATE OF _____ **§**

§

AFFIDAVIT OF OWNERSHIP OR CONTROL

COUNTY OF _____ **§**

BEFORE ME, the undersigned authority, on this day personally appeared

_____ **[FULL NAME]** (hereafter "Affiant"),

_____ **[STATE TITLE/CAPACITY WITH CONTRACTING ENTITY]** of

_____ **[CONTRACTING ENTITY'S**

CORPORATE/LEGAL NAME] ("Contracting Entity"), who being by me duly sworn on oath stated as follows:

1. Affiant is authorized to give this affidavit and has personal knowledge of the facts and matters herein stated.

2. Contracting Entity seeks to do business with the City in connection with _____ **[DESCRIBE PROJECT OR MATTER]** which is expected to be in an amount that exceeds \$50,000.

3. The following information is submitted in connection with the proposal, submission or bid of Contracting Entity in connection with the above described project or matter.

4. Contracting Entity is organized as a business entity as noted below (check box as applicable).

FOR PROFIT ENTITY:

NON-PROFIT ENTITY:

- SOLE PROPRIETORSHIP
- CORPORATION
- PARTNERSHIP
- LIMITED PARTNERSHIP
- JOINT VENTURE
- LIMITED LIABILITY COMPANY
- OTHER (Specify type in space below)

- NON-PROFIT CORPORATION
- UNINCORPORATED ASSOCIATION

5. The information shown below is true and correct for the Contracting Entity and all owners of 5% or more of the Contracting Entity and, where the Contracting Entity is a non-profit entity, the required information has been shown for each officer, *i.e.*, president, vice-president, secretary, treasurer, etc. **[NOTE: IN ALL CASES, USE FULL NAMES, LOCAL BUSINESS AND RESIDENCE ADDRESSES AND TELEPHONE NUMBERS. DO NOT USE POST OFFICE BOXES FOR ANY ADDRESS. INCLUSION OF E-MAIL ADDRESSES IS OPTIONAL, BUT RECOMMENDED. ATTACH ADDITIONAL SHEETS AS NEEDED.]**

Contracting Entity

Name: _____

Business Address **[NO./STREET]** _____

[CITY/STATE/ZIP CODE] _____

Telephone Number (____) _____

Email Address **[OPTIONAL]** _____

Residence Address **[NO./STREET]** _____

[CITY/STATE/ZIP CODE] _____

Telephone Number (____) _____

Email Address **[OPTIONAL]** _____

5% Owner(s) or More (IF NONE, STATE "NONE.")

Name: _____

Business Address **[NO./STREET]** _____

[CITY/STATE/ZIP CODE] _____

Telephone Number (____) _____

Email Address **[OPTIONAL]** _____

Residence Address **[NO./STREET]** _____

[CITY/STATE/ZIP CODE] _____

Telephone Number (____) _____

Email Address **[OPTIONAL]** _____

6. Optional Information

Contracting Entity and/or _____ [**NAME OF OWNER OR NON-PROFIT OFFICER**] is actively protesting, challenging or appealing the accuracy and/or amount of taxes levied against _____ [**CONTRACTING ENTITY, OWNER OR NON-PROFIT OFFICER**] as follows:

Name of Debtor: _____
Tax Account Nos. _____
Case or File Nos. _____
Attorney/Agent Name _____
Attorney/Agent Phone No. (____) _____
Tax Years _____

Status of Appeal [**DESCRIBE**] _____

Affiant certifies that he or she is duly authorized to submit the above information on behalf of the Contracting Entity, that Affiant is associated with the Contracting Entity in the capacity noted above and has personal knowledge of the accuracy of the information provided herein, and that the information provided herein is true and correct to the best of Affiant's knowledge and belief.

Affiant

SWORN TO AND SUBSCRIBED before me this _____ day of _____, 20_____.

(Seal)

Notary Public _____

NOTE:

This affidavit constitutes a **government record** as defined by Section 37.01 of the Texas Penal Code. Submission of a false government record is punishable as provided in Section 37.10 of the Texas Penal Code. Attach additional pages if needed to supply the required names and addresses.

EXHIBIT VI

ANTI-COLLUSION STATEMENT

PAGE INTENTIONALLY LEFT BLANK

ANTI-COLLUSION STATEMENT

Anti-Collusion Statement

The undersigned, as Proposer, certifies that the only person or parties interested in this Proposal as principals are those named herein; that the Proposer has not, either directly or indirectly entered into any Agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with the award of this Contract.

Date

Proposer Signature

EXHIBIT VII

CONFLICT OF INTEREST QUESTIONNAIRE

FORM - CONFLICT OF INTEREST QUESTIONNAIRE

PAGE INTENTIONALLY LEFT BLANK

CONFLICT OF INTEREST QUESTIONNAIRE

CONFLICT OF INTEREST QUESTIONNAIRE:

Chapter 176.006 of the Local Government Code (“the code”) requires a Vendor/Contractor to file a Conflict of Interest Questionnaire (CIQ) with the City.

NOTE: Vendors/Contractors or Agents should **not** complete the CIQ if a conflict, as described below, **does not exist. Only Vendors/Contractors or Agents that actually have a conflict, as described below, must file a CIQ.**

Who must file a CIQ?

A Vendor/Contractor or Agent of a Vendor/Contractor does not have to file a CIQ unless they intend to enter or is considering entering into a contract with the City or:

1. has an employment or other business relationship with the Local Government Officer/Family Member;
or
2. has given the Local Government Officer/Family Member one or more gifts with the aggregate value exceeding \$250.00.

When must the Vendor/Contractor or Agent file a CIQ?

The completed CIQ must be filed with the City Chief Procurement Officer not later than the 7th business day after the date the Vendor/Contractor or Agent:

1. begins discussions or negotiations to enter into a contract with the City;
2. submits an application to the City in response to a request for proposals or bids, correspondence, or any other writing related to a potential contract with the City;
3. becomes aware of an employment or other business relations with the Local Government Officer/Family Member;
4. becomes aware that he/she has given one or more gifts to the Local Government Officer/Family Member that exceeds \$250.00; or
5. an event that would make the CIQ incomplete or inaccurate.

What is a business relationship?

Under Chapter 176, business relationship means a connection between two or more parties based on the commercial activity of one of the parties. The term does not include:

1. a transaction that is subject to a rate or fee regulation by a governmental entity;
2. a transaction conducted at a price and subject to terms available to the public; or
3. a purchase or lease of goods or services from a person who is chartered by a state or federal agency and is subject to regular examination and reporting to that agency.

The Conflict of Interest Questionnaire is available for downloading from the Texas Ethics Commission’s website at <http://www.ethics.state.tx.us/forms/CIQ.pdf> .

The Original Conflict of Interest Questionnaire shall be filed with the Administration and Regulatory Affairs Department’s Record Administration (Lourdes Coss, City Chief Procurement Officer, 901 Bagby, Concourse Level, Houston, Texas 77002). Vendors and Contractors required to file shall include a copy of the form as part of the BID/Proposal package. **Any questions about filling out this form should be directed to your attorney.**

CONFLICT OF INTEREST QUESTIONNAIRE

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

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.

4

Signature of person doing business with the governmental entity

Date

Adopted 06/29/2007