REQUEST FOR PROPOSALS: RFP# CG-EAQS20R
ETCOG AIR QUALITY SERVICES 2020 RFP

(Revised – June 25, 2020)

RFP Release: June 16, 2020

Due Date/BID Opening: June 30, 2020

Time Due: 11:00 A.M. CDT

David A. Cleveland, Executive Director
BID PARTICIPATION FORM
(form updated 6-12-2020)

RFP#/Name: CG#EAQS20R ETCOG Air Quality Services 2020 RFP

To submit a proposal, you must email the following information to procurement@etcog.org to receive an access invitation to upload a proposal response. PROPOSALS WILL NOT BE ACCEPTED BY EMAIL.

Please provide the following information:

☐ Yes, I will be able to send a bid response based on the RFP bid packet received by:
   ☐ Emailed Bid Invitation  ☐ Online Posting  ☐ Legal-Ad  ☐ Other

☐ Yes, the entity will participate and submit an RFP proposal obtained from ETCOG website.

☐ No, the entity will not be participating in this RFP process for the following reason(s):
   ______________________________________________________
   ______________________________________________________
   ______________________________________________________

☐ However, please keep the entity active to receive future bidding opportunities.

PROPOSER INFORMATION:

Date:_________________________

Entity Name:________________________________________________________

Contact Name:________________________________________________________

Address:____________________________________________________________

City:_________________________ State:_________________ Zip:_______________

Contact Phone:____________________ Fax:______________________________

Contact Email ________________________________
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**SECTION I. GENERAL INFORMATION**
INTRODUCTION

About East Texas Council of Governments
East Texas Council of Governments (ETCOG) was organized under state law for the purpose of orderly planning and development of the East Texas Region. Currently ETCOG serves a 14-county area including Anderson, Camp, Cherokee, Gregg, Harrison, Henderson, Marion, Panola, Rains, Rusk, Smith, Upshur, Van Zandt and Wood Counties and its member Governments are comprised of counties, cities, school districts and special purpose districts. ETCOG assists local governments in planning for common needs, cooperating for mutual benefit and coordinating sound regional development. Either directly or through contractors, ETCOG provides programs and services for East Texas seniors, employers and job seekers. ETCOG also builds the 9-1-1 emergency call delivery system, provides peace officer training and homeland security planning services; and delivers rural transportation services, business finance programs, grant writing services and environmental grant funding for the region.

PURPOSE

East Texas Council of Governments (ETCOG) is seeking request for proposals from qualified air quality consulting firms to provide service for the Inventorying Emissions and Monitoring of Pollution Levels. ETCOG reserves the right to negotiate with any or all the respondents for all or part of the following scope of work.

PAYMENT TERMS

Payment terms are NET 30 upon receipt of invoice by email to a.p.@etcog.org, attention Accounts Payable, ETCOG Financial Services.

SECTION II. SCOPE of WORK

The contract or contracts will include air quality consulting services to ETCOG, including the following:

- Inventoring emissions for ozone precursors
- Ambient monitoring of ozone pollution levels and ozone precursors

For each technical area, outline the approach to perform the work required and give previous project experience examples.

A. Inventoring emissions for ozone precursors:
   1. What emission data may be available for the ETCOG area?
   2. What emission sources are most important to the ETCOG area?
   3. What experience do you have with the models and methods used by the TCEQ in developing emission inventory data for the ETCOG area?

B. Monitoring of pollution levels of ozone precursors:
   1. What monitoring of ozone precursors would be beneficial for the ETCOG area?
   2. Explain what type of monitoring would be needed and where monitors would need to be located.
   3. What experience do you have with this type of monitoring?
C. Cost of service – Proposers are to submit pricing for expenditures to be incurred by ETCOG for the performance of said services submitted in their proposals and be in keeping with fair market value and not to exceed budgeted funding of $253,125.

SECTION III. STATEMENT OF QUALIFICATIONS

ETCOG seeks to contract with an air quality consulting service with experience in the areas described above in the Scope of Work, especially small-urban, rural areas in Texas. Please provide within your proposal a list of past client regions, names and contact information of references, and resumes of the implementation team, including Project Manager for each technical area. Please also provide a copy of your current certificate of insurance for professional liability.

SECTION IV. EVALUATION CRITERIA

Proposals received will be evaluated and ranked according to the following criteria:

1. **Experience** (60%)
   a. Qualifications of firm and staff – 30%
   b. Necessary skills – 20%
   c. Understanding of ETCOG area and local issues – 10%

2. **Work Performance** (25%)
   a. Timely completion of previous projects – 10%
   b. References – 15%

3. **Capacity to Perform** (15%)
   a. Financial condition and Resources to Sustain Project – 5%
   b. Demonstration of Professional Responsibility – 10%

SECTION V. RFP TIMELINE SCHEDULE *(timelines are subject to change)*

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFP Advertisement/Bid Release</td>
<td>Tuesday June 16, 2020</td>
</tr>
<tr>
<td>Deadline Questions Due</td>
<td>Tuesday, June 23, 2020</td>
</tr>
<tr>
<td>Staff Responses Post</td>
<td>Thursday, June 25, 2020</td>
</tr>
<tr>
<td>RFP eSubmittal Due/BID Open</td>
<td>Tuesday June 30, 2020</td>
</tr>
<tr>
<td>Evaluation Commences</td>
<td>Wednesday, July 1, 2020</td>
</tr>
<tr>
<td>Award Recommendation</td>
<td>Monday, July 6, 2020</td>
</tr>
<tr>
<td>ETCOG Executive Committee</td>
<td>Thursday, August 6, 2020</td>
</tr>
</tbody>
</table>

**PRE-BID CONFERENCE**: None

SECTION VI. SUBMISSION INFORMATION

**Participation Notice**: Proposers **must** fill-out and return the ‘Bid Participation Form’ (p.2) by email to procurements@etcog.org no later than 11:00 A.M., Tuesday, June 30, 2020 to allow time to receive the access invitation and upload their proposal by the ‘Bid Open’ deadline/date above in order to participate in this RFP process. Proposals emailed, mailed, courier delivered, or hand delivered are not allowed and
will not be accepted. In addition, facsimile submissions are not allowed and will not be accepted. These measures are in keeping with COVID-19 safety.

**Submittal Instructions:** Upon receipt of the ‘Bid Participation Form’ (p.2) you will receive an access invitation to upload a 'complete' RFP submission and any related bid documentation scanned or compiled into a single PDF document. PROPOSALS WILL NOT BE ACCEPTED BY EMAIL.

The top page or ‘Upload Transmission Sheet’ of the RFP must include:
- **Company Name** – (indicate the name of the company submitting the proposal)
- **RFP Name:** ETCOG Air Quality Services 2020 RFP
- **RFP Number:** RFP#EAQS20R
- **eSubmittal Date Due:** June 30, 2020
- **Time Due:** 11:00 A.M. (CDT)

**Note:** Submitted proposals after the RFP deadline date/time will not be accepted.

**Submittal Terms: (revised – June 25, 2020)**

1. It is the Proposer’s sole responsibility to prepare and submit the RFP submission with all required exhibits and materials included to the designated procurement email on or before the published submittal deadline.

2. ETCOG will not bear liability for any costs incurred in the preparation of proposals or any responsibility of submissions lost or corrupted by upload transmission in response to this RFP.

3. RFP submission deadline time will be determined by the recorded upload stamp date.

4. It is the Proposer’s responsibility to ensure any addenda or additional materials pertinent to their proposal be included in or with their RFP submission. ETCOG will not be held liable for missing addenda or materials at the time of the RFP Opening, and said addenda or additional materials will not be accepted past the RFP submission deadline date and time.

**RFP RETRIEVAL**

The RFP document, RFP updates, and additional RFP information or amendments will be posted on the ETCOG website and may be retrieved by clicking on ‘ETCOG Air Quality Services 2020 RFP’ at [http://www.etcog.org/procurements](http://www.etcog.org/procurements). If problems obtaining this RFP are experienced, please request an RFP copy via email to Trish Hudspeth at: patricia.hudspeth@etcog.org.

**PROPOSER COMMUNICATION**

**QUESTIONS:** As referenced in Section V., RFP Timeline Schedule, p. 5, Proposer questions are due by **June 23, 2020**. Proposer questions, requests and/or inquiries for additional information regarding this RFP process must be emailed to Trish Hudspeth at: patricia.hudspeth@etcog.org. Verbal communications for clarification from anyone, including ETCOG staff, are not allowed and will not be addressed, with the one-time exception to allow on-site visits as referenced below under, ‘On-Site Inspections’. Failure to follow this directive may result in rejection of proposal.
Upon issuance of this RFP, other than written inquiries submitted as directed above, other employees and representatives of ETCOG and/or programs served will not discuss the RFP contents and/or potential competitors with any potential respondent or representatives. In addition, communication regarding this RFP with other potential proposers who may respond competitively, is prohibited.

Failure to observe the above restriction(s) may result in disqualification of Proposer bid proposal(s). This restriction does not preclude discussions between affected parties for conducting business unrelated to this proposal.

RESPONSES: Proposers must go online at http://www.etcog.org/procurements and click on ‘ETCOG Air Quality Services 2020 RFP’ to retrieve responses to all questions asked, no earlier than June 25, 2020.

Please Note: Proposers who email questions will not receive a personal response to their question(s) but must retrieve question responses online which is to the benefit of all Proposers. Therefore, it is the sole responsibility of Proposers to review the ETCOG website periodically for RFP responses to questions, RFP amendments or updates.

SEALED BID PROCESS

ETCOG reserves the right to a closed RFP process for proposal review/analysis and award recommendation procedures to the best interest of and best benefit to ETCOG as well as ensure the best competitive edge for all parties, and in accordance to Texas Local Government Code:

Sec. 252.049. CONFIDENTIALITY OF INFORMATION IN BIDS OR PROPOSALS. (a) Trade secrets and confidential information in competitive sealed bids are not open for public inspection. (b) If provided in a request for proposals, proposals shall be opened in a manner that avoids disclosure of the contents to competing vendors and keeps the proposals secret during negotiations. All proposals are open for public inspection after the contract is awarded, but trade secrets and confidential information in the proposals are not open for public inspection.

Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987.

In addition, and in accordance to Government Code, Chapter 552. Public Information:

Sec. 552.104. EXCEPTION: INFORMATION RELATED TO COMPETITION OR BIDDING. (a) Information is excerpted from the requirements of Section 552.021 if it is information that, if released, would give advantage to a competitor or bidder. (b) The requirement of Section 552.022 that a category of information listed under Section 552.022(a) is public information and not excepted from required disclosure under this chapter unless expressly confidential under law does not apply to information that is excepted from required disclosure under this section.


HUB BEST PRACTICES

ETCOG shall ensure that small, minority, disadvantaged, and women’s businesses are considered as sources for acquisitions whenever possible by:

• choosing the HUB organization in the case of tie bids;
• soliciting these businesses whenever they are potential sources;
• when economically feasible, dividing total desired services into smaller components to permit
maximum participation by these businesses;
• if the requirement permits, establishing delivery schedules that will encourage small, minority, disadvantaged, and women’s businesses to participate; and
• using the services and assistance of the Small Business Administration or the Minority Business Development Agency, as needed.

Proposer is encouraged to make a good faith effort to consider HUBs when subcontracting. Some methods for locating HUBs include:
• utilizing the Texas Comptroller of Public Accounts website http://www.window.state.tx.us/procurement/cmb/cmbhub.html;
• utilizing Web sites or other minority/women directory listings maintained by local Chambers of Commerce;
• advertising subcontract work in local minority publications; and/or contacting the contracting state agency for assistance in locating available HUBs.

SECTION VII. RFP OPENING (revised – June 25, 2020)

Bid submissions will be received by digital upload transmission until the deadline date/time as stated under Section V, RFP Timeline Schedule, RFP Submissions Due/BID Open, p. 5, of this RFP document. Public attendance is allowed, however, in keeping with COVID-19 safety precautions, face masks must be worn and 6’ foot social distancing must be followed. Please use sanitizer provided in the meeting room upon arrival. Bid submissions will be opened and made available for those in attendance to review but must not be touched.

• All submitted bids become the property of ETCOG after the RFP eSubmittal deadline/opening date.
• Responses submitted shall constitute an offer for a period of ninety (90) calendar days or until a preferred selection for award is approved by ETCOG, whichever comes first.
• All programs and employers under the auspices of ETCOG are following EEO. Auxiliary aids and services are available, upon request, to individuals with disabilities.

SECTION VIII. PROPOSAL INSTRUCTIONS (revised – June 25, 2020)

Uploaded bid proposals must be presented in the order below and must provide the following:

(1) Upload Transmission Sheet

(2) RFP cover page with company name, address, phone number, and e-mail address of the contact person who shall be available to discuss submitted bid for service.

(3) Bond and License documentation.

(4) Completed copies of: (must return)
   a. References (Attachment A)
   b. Signature Page (p. 15)
   c. Conflict of Interest (CIQ) - (Attachment B)
   d. ETCOG Customer Service Creed – (Attachment C)
   e. All pages requiring signatures, initials, and checkmarks
Note: Only Proposers who have submitted all the information listed above in their eSubmittal, shall be evaluated in conjunction with the Evaluation Criterion in Section IX, that follows.

SECTION IX. EVALUATION AND AWARD

PROPOSAL EVALUATION – Proposals will be evaluated using a pre-determined point method to rank which proposers are most likely to meet/exceed RFP requirements. In addition, ETCOG reserves the right to contact any source regarding vendor reputation, product/service quality, work history, and past performance or any other factor to best evaluate/award the proposal that best meet ETCOG needs and clients served.

EVALUATION CRITERION

<table>
<thead>
<tr>
<th>CRITERIA TABLE</th>
<th>POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Experience (p. 5)</td>
<td>60</td>
</tr>
<tr>
<td>Work Performance (p. 5)</td>
<td>25</td>
</tr>
<tr>
<td>Capacity to Perform (p. 5)</td>
<td>15</td>
</tr>
<tr>
<td>Total</td>
<td>100</td>
</tr>
</tbody>
</table>

NOTE: A composite grade will be given for the following chart criteria of 0-100. Proposals will be scored numerically and ranked from ‘highest to lowest’ and the number of proposals selected for consideration to be at the sole discretion of ETCOG. The ratings will be based on the qualifications provided in the proposal by the closing date/time of the RFP.

AWARD TERMS:

- ETCOG reserves the right to request additional information or clarifications from Proposers or to allow corrections of non-material errors or omissions at ETCOG’s sole discretion.

- ETCOG reserves the right, should contract negotiations fail, to begin negotiations with the next, highest ranked Proposer; and shall continue in like manner until successful negotiations has been reached to the best benefit of ETCOG with the lowest bidder deemed the most reliable, and qualified of Proposer(s).

AWARD NOTIFICATION

- It is expected a decision on selecting the successful Proposer will be on August 6, 2020. (date subject to change)

- Upon award of successful Proposer(s), notification will be sent to all Proposers who responded to this RFP.

SECTION X. GENERAL PROVISIONS

A. ETCOG reserves the right for any contract or service agreement resulting from this RFP to be contingent upon the continued availability of funding.
B. ETCOG reserves the right to select more than one Proposer if deemed to best benefit ETCOG.

C. ETCOG reserves the right if deemed in the best interests of ETCOG to accept or reject any bid submission received and vary or waive any provisions set forth in the RFP document, as well as, cancel or resolicit the RFP at any time during the RFP process.

D. This RFP does not commit or obligate ETCOG to allow any costs incurred in the preparation of a response or in advance of the execution of a contract.

E. Conflict of interest is a serious issue. Proposers may not hire ETCOG management or support staff, or policy board members that were involved in the evaluation and/or selection process under this proposal. Proposers must sign and submit Conflict of Interest form (Attachment C).

F. ETCOG reserves the right to have final say in the final terms of any potential service agreement or contract as a result of this RFP, to include but not limited to, any essential clauses or certifications in this RFP. The bid submission must have original signatures of the person having the authority to bind the organization to a contract or it may be rejected for non-compliance.

G. ETCOG reserves the right to claim ownership of any bid submitted in response to this RFP to be the property of ETCOG, and is not obligated to return bid submissions, binders or exhibits to Proposers.

H. Proposers should not include proprietary information or trade secrets. Information submitted may be subject to disclosure under the Texas Open Records Act, and it will be the responsibility of the Proposer to seek an exemption from disclosure and file any necessary documents with the Attorney General.

I. Pursuant to protocol to advise of the right to appeal, a protest must be submitted to ETCOG’s Executive Director within ten (10) calendar days of the time the basis of the protest became known and said protest(s) limited to: 1) violations of federal law or regulations; 2) violations of State or local law under the jurisdiction of State or local authorities; and 3) violations of ETCOG’s protest procedures for failing to review a complaint or protest. The protest must be submitted in writing and must identify the protestor, the solicitation being protested and specifically identify the basis for the protest, providing all pertinent information regarding the solicitation, contract and/or actions of ETCOG.

J. All programs and employees under the auspices of ETCOG are in compliance with EEO. Auxiliary aids and services are available, upon request, to individuals with disabilities.

K. Proposers are required to adhere to the principles as set forth in the ‘ETCOG Customer Service Creed’, Attachment C, p. 18, whenever communicating or conducting business with ETCOG staff, contractors, sub-contractors, customers, or anyone else related to conducting business with ETCOG. To do otherwise may result in vendor performance issues.

L. Vendor performance is a serious concern; therefore, proposers are advised and understand non-compliance to contractual responsibilities and obligations resulting from this RFP will be subject to ‘Vendor Performance’ proceedings which may result in cancellation of a contract and more depending upon the seriousness of the vendor performance infraction and any corrective measures to be determined solely by ETCOG.
SECTION XI. ESSENTIAL CLAUSES AND CERTIFICATIONS
The following essential clauses and certification statements must be acknowledged and affirmed by original signature of an authorized official or representative with full signing authority to affirm respondent’s standing in regard to: (1) certification for lobbying, (2) certification for debarment, (3) certification for Texas Corporate Franchise Tax, and furthermore, respondent must also be in full agreement and compliance of general essential clauses. **Failure to return any pages requiring authorized signature(s) will cause bid submission or proposal to be null and void.**

Davis-Bacon Act
The [Davis-Bacon and Related Acts](https://en.wikipedia.org/wiki/Davis%E2%80%93Bacon_Act) apply to contractors and subcontractors performing on federally funded or assisted contracts in excess of $2,000 for the construction, alteration, or repair (including painting and decorating) of public buildings or public works. Davis-Bacon Act and Related Act contractors and subcontractors must pay their laborers and mechanics employed under the contract no less than the locally prevailing wages and fringe benefits for corresponding work on similar projects in the area. The Davis-Bacon Act directs the Department of Labor to determine such locally prevailing wage rates. The Davis-Bacon Act applies to contractors and subcontractors performing work on federal or District of Columbia contracts. The Davis-Bacon Act prevailing wage provisions apply to the “Related Acts,” under which federal agencies assist construction projects through grants, loans, loan guarantees, and insurance.

For prime contracts in excess of $100,000, contractors and subcontractors must also, under the provisions of the Contract Work Hours and Safety Standards Act, as amended, pay laborers and mechanics, including guards and watchmen, at least one and one-half times their regular rate of pay for all hours worked over 40 in a workweek. The overtime provisions of the Fair Labor Standards Act may also apply to DBA-covered contracts.

Funding Out
Funding is contingent upon the continued availability of funds as appropriated by state and/or federal sources. If funds become unavailable through lack of appropriations, legislative or executive budget cuts, amendment of the Appropriations Act, state agency consolidations, or any other disruption of current appropriations, Proposers will not hold liable ETCOG for payment or damages other than payment owed to Proposer for service already provided at the time of said notice.

Equal Opportunity
ETCOG is an equal opportunity employer. All programs under the auspices of the Workforce Solutions East Texas Board are equal opportunity entities. Contractor represents and warrants that it shall not discriminate against any person on the basis of race, color, national origin, creed, religion, political belief, sex, sexual orientation, age, and disability in the performance of this Contract.

Antitrust
Neither Proposer nor firm, corporation, partnership, or institution represented by Proposer or anyone acting for such firm, corporation, or institution has (1) violated the antitrust laws of the State of Texas under Texas Business & Commerce Code, Chapter 15, or the federal antitrust laws; or (2) communicated the contents of this REQ either directly or indirectly to any competitor or any other person engaged in the same line of business during the procurement process for this RFP.

Conflict of Interest Questionnaire (Attachment D)
Chapter 176 of the Texas Local Government Code requires Proposers and consultants contracting or seeking to contract with ETCOG to file a conflict of interest questionnaire (CIQ) if they have an
employment or other business relationship with an officer of ETCOG or an officer’s close family member. The CIQ must be completed and filed with the bid/quote response if an employment or business relationship defined in the law exists.

**Abandonment or Default**
If the successful Proposer defaults on a contract resulting from this RFP, ETCOG reserves the right to cancel the contract without notice and either re-solicit or re-award the contract to the next best responsive and responsible respondent. The defaulting Proposer will not be considered in the re-solicitation and may not be considered in future solicitations for the same type of work, unless the specifications or scope of work significantly changed. The period of suspension will be determined by the agency based on the seriousness of the default.

**Buy Texas**
In accordance with Texas Government Code, Section 2155.4441, the State of Texas requires that during the performance of a contract for services, Contractor shall purchase products and materials produced in the State of Texas when available at a price and time comparable to products and materials produced outside the state.

**Liability for Property Damage**
Successful Proposer shall be liable for all damages to ETCOG owned, leased, or occupied property and equipment caused by Proposer and its employees, agents, subcontractors, and suppliers, including delivery or cartage company, in connection with any performance pursuant to a Contract as a result of this RFP. The Proposer shall notify ETCOG Contract Manager in writing of any such damage within one (1) calendar day.

**Limitation on Authority; No Other Obligations**
Successful Proposer shall have no authority to act for or on behalf of ETCOG except as expressly provided for in a contract or agreement resulting from this RFP; no other authority, power, or use is granted or implied. Successful Proposer may not incur any debts, obligations, expenses, or liabilities of any kind on behalf of ETCOG.

**Liability for Taxes**
Successful Proposer represents and warrants that it shall pay all taxes or similar amounts from any contract or agreement resulting from this RFP, including, but not limited to, any federal, State, or local income, sales, or excise taxes of successful Proposer or its employees. ETCOG shall not be held liable for any taxes resulting from the Successful Proposer executing the performance of any contract or agreement.

**Force Majeure**
Neither Proposer nor ETCOG shall be liable to the other for any delay in, or failure of performance, of any requirement included in a contract resulting from this RFP caused by force majeure. The existence of such causes of delay or failure shall extend the period of performance until after the causes of delay or failure have been removed provided the non-performing party exercises all reasonable due diligence to perform. Force majeure is defined as acts of God, war, fires, explosions, hurricanes, floods, failure of transportation, or other causes that are beyond the reasonable control of either party and that by exercise of due foresight such party could not reasonably have been expected to avoid, and which, by the exercise of all reasonable due diligence, such party is unable to overcome. Each party must inform the other in writing,
with proof of receipt, within three (3) business of the existence of such force majeure, or otherwise waive this right as a defense.

**Texas Corporate Franchise Taxes**
Pursuant to Article 2.45, Texas Business Corporation Act, State agencies may not award grants to for-profit corporations that are delinquent in making state franchise tax payments.

The **undersigned** (p. 15) certifies that the designation marked below applies to its business entity:

- The entity is a non-profit corporation or is otherwise not subject to payment of franchise taxes to the State of Texas.
- The entity is a for-profit corporation and certifies that it is not delinquent in its franchise tax payments to the State of Texas.

**Lobbying**
This certification is required by the Federal Regulations, implementing Section 1352 of the Program Fraud and Civil Remedies Act, Title 31 U.S. Code, for the Department of Agriculture (7 CFR Part 3018), Department of Labor (29 CFR Part 93), Department of Education (34 CFR Part 82), Department of Health and Human Services (45 CFR Part 93).

The **undersigned** (p. 15) certifies that:

1. 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 Congress, or an employee of a Member of Congress in connection with the awarding of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, the extension, continuation, renewal, amendment, or modification of any federal grant award, grant, loan or cooperative agreement.

2. 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 any Agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with this federal grant award, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.

3. The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subgrant awards, subgrants, and grant awards under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

**Debarment, Suspension, and Other Responsibility Matters**
This certification is required by the Federal Regulations, implementing Executive Order 12549, Government-wide Debarment and Suspension, for the Department of Agriculture (7 CFR Part 3017), Department of Labor (29 CFR Part 98), Department of Education (34 CFR Part 85), Department of Health and Human Services (45 CFR Part 76).

The **undersigned** (p. 15), certifies that neither it nor its principals:
(1) Are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or Agency.

(2) Have not within a three-year period preceding this grant award been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or Local) transaction or grant award 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;

(3) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity with commission of any of the offenses enumerated in Paragraph (2) of this certification; and, 

(4) Have not within a three-year period preceding this grant award had one or more public transactions terminated for cause or default.
SECTION XII. SIGNATURE PAGE

Acknowledgement of Essential Clauses and Certifications – The Essential Clauses and Certifications are a material representation of fact upon which reliance is placed when entering into any contract or agreement resulting from this RFP. The return of these required documents signed with original signatures by an authorized representative of Proposer are prerequisites for finalizing the award and must be returned with the proposal. Failure to do so may deem a proposal null and void, at the sole discretion of ETCOG and programs served.

Where the undersigned Proposer is unable to certify to any of the statements above, a valid and just explanation must be attached, or proposal will be rejected.

Affirmation of ETCOG Essential Clauses and Certifications - The undersigned certifies the indicated statements and essential clauses are true and correct and further understands that making a false statement and/or proclamation of compliance is a material breach of any subsequent award or service agreement and is grounds for award cancellation.

PROPOSER SIGNATURE

The undersigned hereby certifies and warrants that he/she has been fully authorized to execute this proposal on behalf of their firm and to legally bind the firm to all the terms, performances, and provisions as herein set forth.

__________________________________________  _________________________
Signature                                      Date

Typed Name and Title of Authorized Representative
ATTACHMENT A

REFERENCES

Please provide three (3) references, other than ETCOG, who can verify performance as a vendor/service provider/contractor. References from similar firms for whom your organization has provided similar or like services specific to this RFP is a plus.

NOTE: Inaccurate, obsolete, or negative responses may result in rejection of quote submissions.

Reference One:
Company Name: ____________________________________________________________
Address: ________________________________________________________________
Contact Person/Title: __________________________________________________________
Phone: ____________________________ Email: _________________________________
Scope of Work Performed: __________________________________________________________
Contract Period: ____________________________________________________________

Reference Two:
Company Name: ____________________________________________________________
Address: ________________________________________________________________
Contact Person/Title: __________________________________________________________
Phone: ____________________________ Email: _________________________________
Scope of Work Performed: __________________________________________________________
Contract Period: ____________________________________________________________

Reference Three:
Company Name: ____________________________________________________________
Address: ________________________________________________________________
Contact Person/Title: __________________________________________________________
Phone: ____________________________ Email: _________________________________
Scope of Work Performed: __________________________________________________________
Contract Period: ____________________________________________________________
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.

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

NOTE: Write “N/A” if no CIQ relationship applies and sign below as verification

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 you 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 __________

Revised 06/03/2016  Adopted 06/26/2007
CUSTOMER SERVICE CREED

Look for a way to say "yes" to the customer within appropriate legal and ethical boundaries.

Strive to exceed customer expectations.

Listen to the customer first; confirm the message and facilitate a solution if requested by the customer.

Approach work with a positive attitude, always looking for ways to improve our service.

Be a candid, kind and encouraging member of the team.

Apply the 4-way test to the things we think, say, or do:

1. Is it the truth?
2. Is it fair to all concerned?
3. Will it build goodwill and better friendships?
4. Will it be beneficial to all concerned?

ORGANIZATIONAL OBJECTIVE

ETCOG pledges all of its resources to be a solutions provider for our members and the citizens of the East Texas region.

Acknowledged and will abide by: ____________________________ ____________________________
Signature of Company Official Date