Request for Proposal (RFP): RFP#WF-VJFSS20R

Virtual Job Fair Software & Services 2020 RFP

Date Released: August 20, 2020

Due Date/Bid Opening: September 3, 2020,

Time Due: 1:30 P.M. (CDT)

David A. Cleveland, Executive Director
Doug Shryock, Director of Workforce Development and Economic Development

All programs and employers under the auspices of ETCOG and WSETB are in compliance with EO (29 CFR 38.25). Auxiliary aids and services are available, upon request, to individuals with disabilities.
PARTICIPATION FORM
(updated 8-4-20)

Invitation for Bids: WF-VJFSS20R Virtual Job Fair Software & Services 2020 RFP

DIGITAL PARTICIPATION: This is a ‘participation’ form only. If participating, Proposers must email their participation form to the email address as follows: (facsimile or emailed bid submissions are not allowed)

☐ Digital Upload: The proposal will be submitted by digital upload and this participation form will be emailed to procurements@etcog.org pursuant to all digital upload requirements as referenced in the RFP document in order to receive an ‘access link’ to upload a proposal and all related materials.

Please provide the following information:

☐ Yes, Proposer will participate by the chosen option above. The bid document received by:

☐ Emailed Bid Invitation  ☐ Legal Ad  ☐ Web Posting  ☐ Other

☐ 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 Email: __________________________  Contact Phone: ____________________
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SECTION I. GENERAL INFORMATION

INTRODUCTION

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.

Workforce Solutions East Texas Board (WSETB) - is the Local Workforce Development Board for fourteen counties located in East Texas and is funded through the Texas Workforce Commission (TWC). The East Texas Workforce Development Area covers Anderson, Camp, Cherokee, Gregg, Harrison, Henderson, Marion, Panola, Rains, Rusk, Smith, Upshur, Van Zandt and Wood counties.

PURPOSE

The East Texas Council of Governments (ETCOG), as the administrative entity and fiscal agent for the Workforce Solutions East Texas Board (WSETB) is soliciting proposals form qualified vendors for Virtual Job Fair Software & Services in accordance with the Scope of Services specified in this Request for Proposal (RFP). The budget for such services should not exceed $70,000.00 and will be funded 100% with Federal funding.

Virtual job fair software is being sought to allow our WSET Board area Workforce Service Provider the ability to host job fairs for local businesses in a virtual environment, a need which has risen specifically due to the obstacles presented by the COVID-19 pandemic restrictions and social distancing requirements. With limited local staffing at the Workforce Centers available to assist employers with their hiring needs, reconnecting them with layoff-impacted customers through virtual job fair events will mitigate hiring barriers for the employers while allowing Workforce staff to abide by local orders.

CONTRACT TERM

Term period for any resulting contract or service agreement to be 1 year with the option to extend the agreement for up to 3 years with the written agreement of both parties and upon approval of both the Workforce Solutions East Texas Board and ETCOG Executive Committee. Note: Term period may vary depending on proposed software event structuring.

PAYMENT TERMS

Final payment terms may be negotiated; however, proposers should include standard terms for similar projects. NET 30 upon receipt of invoice by email to a.p.@etcog.org attention Accounts Payable, ETCOG Financial Services.
SECTION II. PROPOSAL INFORMATION

SCOPE OF SERVICES

A minimum of 240 booths/vendor spaces will be needed over the course of one year with the flexibility to hold any number of events, up to 15, in any one year and with the flexibility to use booth/vendor spaces interchangeably, as needed, between events. Proposers should provide any package-specific details related to the number of booths per events, number of events per year, or other available “packaging” that may be available. Other features required of the software include:

- Web-based and must have responsive design
- Mobile app must be available in addition to website, for both Android and iOS
- Ability to include Workforce Solutions of East Texas branding to each event
  - Availability to have vendor booth branding is preferred, but not required
- Live Group discussions
- One-on-One chatting
- Pre-recorded video uploads (vendor booth level)
  - Live video capability preferred, but not required
- Matrix tracking of registrants and/or attendees
- Maintenance/Support assistance before, during, and after each event
- Start-up training for administrative staff/users

SUBMISSION REQUIREMENTS (must include with submitted proposal)

PROPOSER EXPERIENCE

- Number of successful projects/clients within the last 3 years
- List of related services or software either developed or administered by the Proposer
- Provide 3 customer references (see Attachment A) whom have had active events within the past 1 year. At least 1 of the 3 referrals should be that of a grant-funded workforce or similar government agency.

COST of SERVICES

ETCOG understands that each proposer may offer a variety of pricing packages and add-ons. In the interest of comparability and efficiency, Proposer must provide a breakdown of pricing for a “best fit package” (whichever package Proposer feels will best meet the requirements as stated in the Scope of Services above). Proposer should not provide multiple pricing structures/options. The proposed pricing cannot exceed $70,000.

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

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<td>Cost of Services (p. 5)</td>
<td>50</td>
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<td><strong>Total</strong></td>
<td><strong>100</strong></td>
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**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 and WSETB. The ratings will be based on the qualifications provided in the proposal by the closing date/time of the RFP.

**AWARD TERMS:**

- ETCOG and WSETB reserves the right to ask questions, request demo of software, and hold individual interviews with Proposers by teleconference at ETCOG’s and WSETB’s sole discretion at any given time during the evaluation process to determine the proposal which best meets the procurement needs being sought to best benefit ETCOG and WSETB programs served.

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

- ETCOG and WSETB 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 have been reached to the best benefit of ETCOG and WSETB 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 September 8, 2020. (date subject to change)

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

**PROPOSAL FORMAT**

RFP proposal shall be presented in the order below and must provide the following:

1. Cover page with company name, address, phone number, and e-mail address of bid submission contact person.

2. Bid Submission Requirements
   - Proposer Experience
   - Cost of Services

3. Completed copies of: (must return)
   - References (Attachment A)
b. Signature Page (p. 14)
c. Conflict of Interest (CIQ) – (Attachment B)
d. Customer Service Creed – (Attachment C)
e. All pages requiring signatures, initials, and checkmarks, i.e. Texas Franchise Tax (p. 12), etc.

**RFP TIMELINE SCHEDULE** *(all timelines are subject to change) (CDT Time Zone)*

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<tr>
<td>Award Decision</td>
<td>Tuesday, September 8, 2020 (1:30 P.M.)</td>
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**PROPOSAL OPENING:** RFP submissions will be received until the deadline date/time as stated above under ‘RFP Due/BID Open’. Public attendance is allowed. However, COVID-19 safety precautions will be in place and the wearing of masks is required while visiting ETCOG.

**Telephone, email, and facsimile proposals are not allowed in response to this RFP.**

- All submitted proposals become the property of ETCOG after the RFP 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 EO. Auxiliary aids and services are available, upon request, to individuals with disabilities.

**RFP SUBMISSION INSTRUCTIONS**

**DIGITAL UPLOAD SUBMISSION:** (required)

**Digital Access Link** – Proposers have until the designated **cut-off** time of 11:00 A.M., Wednesday, September 2, 2020, if not sooner, to return their ‘Participation Form’ (p. 2) to procurements@etcog.org in order to receive an ‘access link’ to upload a digital bid submission in this RFP process. Failure to acquire an ‘access link’ by the cut-off deadline will not allow digital upload of a bid submission.

**Digital Upload Instructions** – Proposers have until **1:30 P.M., Thursday, September 3, 2020**, if not sooner, to upload a bid submission and all related materials to their dedicated upload folder.

The submitted proposal must be ‘complete’ with all related bid documentation, scanned or compiled, into a single PDF document. In addition, a Proposer who has been previously provided an ‘access link’ fails to digitally upload a proposal by the designated bid opening their digital proposal will not be accepted and will remain unopened and treated as a ‘No-Bid’ for noncompliance.

**SUBMISSION TERMS**

1. It is the Proposer’s sole responsibility to prepare the RFP submission, whether digital or hard copy, with all required exhibits and materials included by or before the referenced ‘RFP Due/Bid Open’ deadline (p. 7).
2. ETCOG will not bear liability for any costs incurred in the preparation of submissions or any responsibility in the transmission or delivery of responses to this RFP.

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

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 Due/Bid Open’ (p. 7) and said addenda or additional materials will not be accepted past the bid opening 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 at https://www.easttexasworkforce.org/procurements and the WSETB website and may be retrieved at either website by clicking on ‘Virtual Job Fair Software & Services 2020 RFP’. In addition, if problems obtaining this RFP document are experienced, please request an RFP copy via email to Trish Hudspeth at: patricia.hudspeth@etcog.org.

PROPOSER COMMUNICATION

Upon issuance of this RFP, and in adherence to the above, all forms of communication for clarification from anyone other than the Facilitator of this RFP process, including ETCOG staff, are not allowed and will not be addressed. In addition, communication regarding this RFP with other potential proposers who may respond competitively, is prohibited. Note: Technical questions regarding the RFP document or process may be asked at any time and sent to patricia.hudspeth@etcog.org to be addressed.

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

DEADLINE QUESTIONS: As referenced under ‘RFP Timeline Schedule’ (p. 7), deadline questions are due by August 25, 2020. All Proposer questions, requests and/or inquiries for additional information regarding this RFP process must be emailed to Trish Hudspeth, Facilitator at: patricia.hudspeth@etcog.org and no one else.

RESPONSES: Proposers must go online at http://www.etcog.org/procurements and click on ‘Virtual Job Fair Software & Services 2020 RFP’ to retrieve responses to all questions asked, no earlier than August 27, 2020.

Please Note: Proposers will not receive a personal response to question(s), unless technical in nature, but must retrieve posted staff responses online to the benefit all Proposers. Therefore, it is the sole responsibility of Proposers to review the ETCOG website periodically for RFP responses to questions, RFP amendments, updates (etc.).

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](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 III. ETCOG 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 accept or reject any bid proposal received, as well as, cancel the RFP at any time during the bid process due to unforeseen irregularities or due to low response or procurement needs not being met by submitted proposals, as well as, modify or waive any provisions set forth in this RFP for any reason and all herein mentioned without notice to anyone if deemed in the best interests of ETCOG.

D. This RFP does not commit or obligate ETCOG to underwrite 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 B).

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 RFP must have original signatures of the person(s) 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 RFPs, 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, 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 EO. 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. 17), 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 that non-compliance to contractual responsibilities and obligations resulting from this RFP will be subject to a formal ‘Vendor Performance Process’ that may result in cancellation of a contract and no allowed participation in any future bidding opportunities with ETCOG for a minimum of three (3) consecutive years or ever, depending upon the seriousness of the vendor performance infraction to be determined solely by ETCOG.
SECTION IV. 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 Proposer’s standing in regard to: (1) certification for lobbying, (2) certification for debarment, (3) certification for Texas Corporate Franchise Tax, and furthermore, Proposer must also be in full agreement and compliance of general essential clauses. Failure to return any pages requiring authorized signature(s) will cause bid RFP or proposal to be null and void.

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 B)
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 Proposer. 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. 14) 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),

The undersigned (p. 14) 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. 14), 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 V. 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 in nature to this RFP considered a plus.

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

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**

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 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

Revised 06/03/2016

Adopted 06/20/2007
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