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**BASTROP BLANCO BURNET CALDWELL FAYETTE HAYS LEE LLANO TRAVIS WILLIAMSON**

## **REQUEST FOR PROPOSALS**

### **For Aging and Disability Resource Center: TECHNOLOGY TRAINING AND SUPPORTS PILOT PROJECT SERVICES**

#### **GENERAL INFORMATION**

The Capital Area Council of Governments (CAPCOG) is a regional planning commission and political subdivision of the State of Texas organized serving Bastrop, Blanco, Burnet, Caldwell, Fayette, Hays, Lee, Llano, Travis, and Williamson Counties.

**Contact Person: Sheila Jennings**  
**Phone Number: 512-916-6006**  
**E-mail Address: [sjennings@capcog.org](mailto:sjennings@capcog.org)**

CAPCOG is requesting proposals from contractors with proven experience in the field of technology training and supports for a pilot project to mitigate social isolation caused by COVID-19 for older adults (ages 60 and above); persons with disabilities; and their caregivers. The services requested are to ensure the skills and devices to support internet connectivity of these individuals with their local communities without physical presence.

#### **SCHEDULE**

<b>Milestones</b>	<b>Date (s)</b>
Request for Proposals (RFP) Issued	January 4, 2021
Deadline for Questions	January 14, 2021
Bidder Questions Published	January 20, 2021
<b>Proposals Due</b>	<b>February 12, 2021</b>
<b>Evaluation of Proposals</b>	<b>February 16-18, 2021</b>
Anticipated Award Date (Requires Executive Committee Action)	March 10, 2021
Anticipated Start Date	March 15, 2021

**NOTICE:** Prospective proposers who have received this document from a source other than the CAPCOG Area Agency on Aging (issuing office) should immediately contact the CAPCOG Area Agency on Aging and provide their name, company, and email address in order that addendum(s) to the RFP or other communication can be sent to them. Any prospective proposers who fail to provide the division with this information assume complete responsibility in the event they do not receive communications from the division after the RFP issue date.

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## **BACKGROUND**

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The Capital Area Council of Governments (CAPCOG) is under contract with the State of Texas as the Aging and Disability Resource Center (ADRC) to serve as a single access point to long-term services and support program benefits for older adults, those with disabilities and their caregivers. With a network of federal, state, and local governments and nonprofit organizations, the resource center supplies older and disabled residents the single best resource for discovering information about services and benefits they need.

CAPCOG is seeking to contract for services to provide virtual, evidenced-based, and consumer-appropriate training in a pilot project for adults over 60 and/or persons receiving SSI/SSDI due to a disability.

The pilot project is funded with CARES Act (The Coronavirus Aid, Relief, and Economic Security Act) funding to our region through the Texas Health and Human Services Commission and is subject to both federal and state rules.

### **Contract**

Submission of a proposal constitutes an offer to perform the work specified and to be bound by the terms contained or referenced herein. Upon acceptance of the offer, and upon award of the Contract to the successful offeror (if any), this procurement solicitation document (entitled "Request for Proposal") together with the completed and executed forms required herein, and all attachments hereto, together with the documents listed below (incorporated into this Contract by reference) shall collectively constitute the Contract. In case of any conflict among these documents where the intended resolution is not clear, the order of precedence shall be:

1. Change Orders or Contract Modifications
2. Best and Final Offer
3. Negotiation Memorandum (if any)
4. Addenda to the RFP
5. CAPCOG's Scope of Work, Terms and Conditions
6. Contractor's original proposal

### **Contract Term and Invoicing**

- Contractor agrees to commence work within ten (10) business days from the date the Contract is awarded.
- Invoices shall be submitted monthly with documentation indicating services delivered during the month and a progress report of milestones met in performance of the contract.
- Contract Completion: The Contract shall be complete by Final Acceptance by CAPCOG no later than September 30, 2021.
- The term of the contract is from the date of award until September 30, 2021.

### **Compliance**

Operation in conformance with all federal, state and local fire, health, safety, sanitation, and other standards prescribed in law or regulations, including equal opportunity/anti-discrimination legislation listed below. In addition, the assurance must be affirmed that where the state or local jurisdictions require licensure for the provision of services, agencies providing such services shall be licensed.

- Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion for Covered Contracts and Grants.
- Certification of Compliance with Child Support and Medical Support Enforcement.
- Completion of Affirmative Action Plan.

- Data Use Agreement and Information Security and Privacy Initial Inquiry (SPI)
- Standard Assurances, Older American Act, as amended

### **Compliance – Anti-Discrimination**

- (a) CONTRACTOR agrees to comply with state and federal anti-discrimination laws, including without limitation:
1. Title VI of the Civil Rights Act of 1964 (42 U.S.C. §2000d *et seq.*);
  2. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. §794);
  3. Americans with Disabilities Act of 1990 as amended (42 U.S.C. §12101 *et seq.*);
  4. Age Discrimination Act of 1975 (42 U.S.C. §§6101-6107);
  5. Title IX of the Education Amendments of 1972 (20 U.S.C. §§1681-1688);
  6. Food and Nutrition Act of 2008 (7 U.S.C. §2011 *et seq.*); and
  7. The HHS agency’s administrative rules, as set forth in the Texas Administrative Code, to the extent applicable to this Agreement.
- (b) CONTRACTOR agrees to comply with all amendments to the above-referenced laws, and all requirements imposed by the regulations issued pursuant to these laws. These laws provide in part that no persons in the United States may, on the grounds of race, color, national origin, sex, sexual orientation (where applicable), limited English proficiency, age, disability, substance abuse, political beliefs, or religion, be excluded from participation in or denied any aid, care, service or other benefits provided by Federal or State funding, or otherwise be subjected to discrimination.
- (c) CONTRACTOR agrees to comply with Executive Order 13279, and its implementing regulations at 45 C.F.R. Part 87 or 7 C.F.R. Part 16. These provide in part that any organization that participates in programs funded by direct financial assistance from the United States Department of Agriculture or the United States Department of Health and Human Services shall not, in providing services, discriminate against a program beneficiary or prospective program beneficiary on the basis of religion or religious belief.
- (d) Upon request, CONTRACTOR will provide HHS’s Civil Rights Office with copies of all of the CONTRACTOR’S civil rights policies and procedures.
- (e) CONTRACTOR must notify HHS’s Civil Rights Office of any civil rights complaints received relating to its performance under this Agreement. This notice must be delivered no more than ten (10) calendar days after receipt of a complaint. Notice provided pursuant to this section must be directed to:

HHSC Civil Rights Office  
 701 W. 51st Street, Mail Code W206  
 Austin, Texas 78751  
 Phone Toll Free: (888) 388-6332  
 Phone: (512) 438-4313 Fax: (512) 438-5885

[HHSCivilRightsOffice@hsc.state.tx.us](mailto:HHSCivilRightsOffice@hsc.state.tx.us)

### **Confidentiality**

In 2015, the Health and Human Services Enterprise, through the five (5) state agencies within its authority, issued a Data Use Agreement (DUA) to establish a clear and consistent process for safeguarding confidential information and for reporting and correcting any unauthorized use or disclosure of the confidential information. The DUA incorporates a variety of regulatory requirements under state and federal laws and is not limited to requirements for securing protected health information under the Health Insurance Portability and Accountability Act.

CONTRACTOR will be required to sign the DUA and implement such regulations, standards, and procedures as are necessary to meet the requirements on safeguarding confidential information in accordance with the DUA.

### **Cancellation Clauses**

The contract that will be executed arising from this RFP will include clauses that allow for cancellation due to lack of funding and cancellation for convenience.

### **Questions**

All questions about this RFP must be submitted in writing, via e-mail to Sheila Jennings at [sjennings@capcog.org](mailto:sjennings@capcog.org) no later than **5:00 p.m., Thursday, January 14, 2021**. Responses will be posted online by 5:00 pm on Wednesday, 1/20/2021.

## **OVERVIEW**

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The Capital Area Council of Governments (hereinafter "CAPCOG") is seeking proposals from qualified entities for Technology Training and Supports Pilot Project Services.

**CAPCOG Mission:** CAPCOG and its members' mission is to continue to strengthen the Capital of Texas ten-county region by supporting urban and rural local governments through coordination, collaboration, and sharing of ideas and resources.

**Aging Services, Aging and Disability Resource Center Mission:** The Aging and Disability Resource Center (ADRC) of the Capital Area is a single access point to long-term services and support program benefits for older adults, those with disabilities and their caregivers. With a network of federal, state, and local governments and nonprofit organizations, the resource center supplies older and disabled residents the single best resource for discovering information about services and benefits they need.

### **Scope of Work**

CAPCOG is requesting proposals from contractors with proven experience in the field of technology training and supports for a pilot project to mitigate social isolation caused by COVID-19 for older adults (ages 60 and above); persons with disabilities; and their caregivers. The services requested are to ensure the skills and devices to support internet connectivity of these individuals with their local communities without physical presence. The project will include the following:

1. Design and implement a pilot program to reduce social isolation through interactive technology training, hardware, and software for adults over 60 and/persons receiving SSI/SSDI due to a disability.
2. The selected entity will determine the best training methodology and strategies needed for executing a pilot project that will allow individuals in the targeted populations to have access to digital devices and successfully complete training that allows them to access digital resources.
3. Provide devices and training for the maximum individuals we can for our anticipated budget of \$75,000 for this project (minimum of thirty (30) participants must be trained).
4. Ensure a level of training that upon training completion the participants will have the skill level to utilize digital resources independently with minimal support. Such skills will include but are not limited to the ability to:
  - a. Order products/services on-line
  - b. Utilize telemedicine

- c. Utilize social media platforms
  - d. Utilize e-mail
  - e. Utilize virtual social connections, such as on-line workshops/social gatherings
5. Work with a minimum of three community partner agencies (identified by CAPCOG) and the individuals selected by the agencies as participants. Project will involve community partners in at least two rural counties served by the ADRC-CAP (Bastrop, Blanco, Burnet, Caldwell, Fayette, Lee, Llano) and one under-served geographic area in an urban environment (Hays, Travis and/or Williamson counties).
  6. Select, purchase, configure and distribution of consumer-appropriate technology hardware and software such as tablets and/or smart phones.
  7. Provide for individualized and group instruction, in both English and Spanish.
  8. Once training is commenced, provide a monthly report on each participant trained outlining their skills, ability, and problems of concern
  9. Pre- and post-outcome surveys to ensure project effectiveness.
  10. Sustainability plan customized for each specific community, including providing at least one digital instructor training for each of the community served. CAPCOG will ensure ongoing internet access for training participants for 6 months following training.
  11. CONTRACTOR agrees to submit monthly invoicing to CAPCOG for the duration the contract.

### **Community Partners**

CAPCOG ADRC will recruit at least three partners with attention to capability and interest in supporting the program and identifying participant candidates Basic criteria will include the ability to recruit, enroll, and support a minimum of 10 adults that are at risk of social isolation and meet ADRC-CAP eligibility for services.

The selected contractor will partner with community entities serving older adults/persons with disabilities that are without digital access. Such entities might include but are not limited to faith communities and federally qualified health centers. Community entities would apply to participate in the program (known as the Community Partner) and provide program support for their consumers. Participants must not be currently being served through other free technology support programs offered by local, state, federal government or non-profit funding sources/agency. The community partner entity will provide for the identification and selection of participant candidates; selected candidates will be then self-commit to enrolling and completing the program as participants.

CAPCOG will also, working with the community partners, ensure internet access for a minimum of six months for all participants selected by their community entity and enrolling in the program.

## **PROPOSAL FORMAT AND CONTENT**

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All proposals must be:

- clearly legible;
- sequentially page-numbered and include the respondent's name at the top of each page;
- bound in a notebook or cover;
- correctly identified with the submittal deadline;

- responsive to all RFP requirements;
- prepared in 8½ by 11” paper format;
- in Arial or Times New Roman font, size 12 for normal text, no less than size 10 for tables, graphs and appendices; and
- meet the page limitations described in herein.

### **Modification of Project Content**

Changes in state and/or federal legislation may result in a requirement to renegotiate contracts at any time prior to or during the contract period. Substantive changes to project content, procedures or budgets during the life of the contract may be accomplished by negotiating these modifications with the Capital Area Council of Governments. The Capital Area Council of Governments will also pursue any necessary and appropriate contract modifications should legal or other changes occur in the project to sufficiently alter the original terms of the contract. No further solicitations or proposals will be required in such cases.

### **Content**

Please submit the following information:

- A. ORGANIZATIONAL/PROFESSIONAL PROFILE – provide for the lead company submitting the proposal and for any subcontractors proposed if the project is going to be partially subcontracted
  1. Ownership information
  2. Physical and Mailing addresses
  3. Other company locations/offices, if any
  4. Primary Contact
  5. Telephone number, fax number and e-mail address of company’s primary contact
  6. Whether the company is considered a certified “disadvantaged business enterprise” as defined by the U.S. Transportation Department
  7. Whether the company is a certified Historically Underutilized Business (HUB) vendor as defined by the Texas State Comptroller’s Office:
    - a. See <https://comptroller.texas.gov/purchasing/vendor/hub/>
- B. TRAINING FEATURES AND WORK PLAN (DO NOT LIST PRICES IN THIS SECTION)
  1. Describe your training methodology and strategies to be used for executing a pilot project for technology training and supports for a pilot project to mitigate social isolation caused by COVID-19 for older adults (ages 60 and above); persons with disabilities; and their caregivers. The services must provide enough short-term training to meet the clear objective of skills and devices to support internet connectivity of these individuals when on their own.
  2. The plan for carrying out the scope of work, including key personnel who will work on this contract, any subcontractors, and how the contractor will provide deliverables
  3. Described any subcontracting that may be involved with this project.
  4. Provide a proposed timeline for implementation and completion.

### C. RELEVANT EXPERIENCE AND QUALIFICATIONS

1. Describe your organization’s relevant experience for the type of work solicited in the RFP.
2. Provide examples of similar work. Demonstrate that the respondent has successfully been in business of providing, or the principals have had ownership/executive management in a previous company with comparable type experience, for the services solicited.
3. A list of any current customers for which you have provided similar projects, along with the name, phone number, and e-mail address of for a point of contact for each customer
4. A list of any other councils of governments (COGs), Aging & Disability Resource Centers (ADRCs), or local governments that are currently customers, along with the name, phone number, and e-mail address of for a point of contact for each customer.

### D. CONTRACT PRICE AND BUDGET (MUST BE SEPARATED FROM DESCRIPTION OF PROGRAM FEATURES)

1. The price for initial development of the training plan and pilot areas
2. The cost per training program delivered
3. The cost for ongoing availability of training materials and technical support to newly trained participants in the project
4. Any other costs, including travel, equipment needed by the trainers, or cost of materials.

### E. REQUIRED ATTACHMENTS (**MUST** BE RETURNED WITH YOUR RFP RESPONSE):

- Certification – Compliance with HUB policy
- Certification Regarding Debarment
- Certification Regarding Lobbying
- Prohibition on contracts with companies boycotting Israel
- Conflict of Interest Questionnaire (if conflict identified)

## **SELECTION PROCESS AND CRITERIA**

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The selection process for this RFP involves the following steps:

1. CAPCOG staff will review of proposals to determine if they minimum requirements.
2. A subcommittee of ADRC partners will score proposals as follows:
  - 20 points of the score based on project cost per number of individuals trained
  - The remaining 80 points based on their evaluation of
    - i. Key Personnel: Identify key personnel and team hierarchy. Provide resumes of key personnel – 20 points
    - ii. Project Approach: Consists of a narrative of how the entity would accomplish this project. Provide a narrative description of the entity’s project plan and approach required to accomplish the objective listed in the scope of work. – 30 points



- iii. Relevant Experience and Past Performance: Consists of a summary of the entity’s organization and the entity’s past overall experience as well as experience on similar or related contracts. Include a list of verifiable references on similar or related contracts, including company or client’s name, address, telephone number and contact person. – 30 points
- 3. The average scores from the committee members will result in a composite score for each proposal, and proposals will be ranked from highest to lowest composite score.
- 4. CAPCOG’s Executive Committee has the final authority to award the contract.

## **SUBMISSION OF PROPOSALS**

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Your PROPOSAL must be received in the Capital Area Council of Governments’ office **no later than 5:00 pm (Central), Friday, February 12, 2021**. Proposals may be either emailed, mailed or hand-delivered. Proposals or related documents submitted after the deadline will not be accepted.

**Email address for all proposals is:**

[sjennings@capcog.org](mailto:sjennings@capcog.org)

**The mailing address for all proposals is:**

Capital Area Council of Governments

Attention: Sheila Jennings

6800 Burleson Road

Building 310, Suite 165

Austin, Texas 78744

**The delivery address is:**

Capital Area Council of Governments

Attention: Sheila Jennings

6800 Burleson Road

Building 310, Suite 165

Austin, Texas 78744

CAPCOG is not liable for any costs incurred by a proposer in preparing and submitting a proposal.

A proposal will remain in effect for a period of sixty (60) calendar days from the deadline for submission of the proposal or until it is withdrawn in writing, a contract is executed, or this RFP is canceled, whichever occurs first.

## **REFERENCE INFORMATION**

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### **Sample Contract and Attachments**

There are documents provided as attachments to this RFP that are for the proposers’ information. The following would be completed during the contract execution process. Samples are provided for your information for the following:

- Sample CAPCOG Contract
- DUA Documents, Procedure and Policy – HIPPA protocol and compliance
- Sample Disclosure of Interested Parties (Form 1295)

The certifications and assurances submitted with the RFP proposal also become attachments to the contract.

### **Additional Information**

CAPCOG may request in writing additional information from a proposer relating to the proposal and the proposer agrees to furnish it within a reasonable time.

### **Use of Copyrighted Material In Proposal**

CAPCOG reserves an irrevocable, nonexclusive, and royalty-free right to use, reproduce, and copy, for a governmental purpose, all copyrighted material included in the proposal.

### **Amendment or Withdrawal of Proposal**

A proposer may not amend its proposal after its receipt by CAPCOG. However, CAPCOG may waive an error in, or omission from, a proposal if the error or omission is not material.

Except as provided in the next paragraph, a proposer may not withdraw or cancel the proposal, without the written permission of CAPCOG, for a period of 90 calendar days following the due date for proposals.

A proposer may withdraw the proposal if there is a material mistake in the proposal and resubmit the proposal with the mistake corrected before the due date for proposals.

### **Award of Contract**

CAPCOG will award the contract to the responsible proposer/s whose proposal is the most advantageous to CAPCOG considering the proposers' total score calculated by evaluating the selection criteria above.

CAPCOG reserves the right to reject any or all proposals. If CAPCOG rejects all proposals, it may solicit new proposals if a new solicitation is in CAPCOG's best interest.

Once the contract is awarded, CAPCOG reserves the right to negotiate its terms with the successful proposer.

A proposer selected as a result of this solicitation may be subject to a criminal background check as a condition to entering into a contract.

### **Resolution of Protested Solicitation or Contract Award**

An unsuccessful bidder/offeror/quoter may protest the procurement process by following the procedure as available on the CAPCOG website, <https://www.capcog.org/divisions/administrative-services#doing-business>. The protest must be made within **five** business days of the date the basis of the protest to the procurement process became known or should have become known to the protester, whichever is earlier. The protest must be submitted in writing to CAPCOG, to the attention of the contact person, and identify and be signed by the protester. A protest shall be submitted to CAPCOG to the attention of Patty Bordie, Aging Services Director (see contact information above).

CAPCOG agrees to furnish the protester a written decision on a timely submitted and properly completed protest within 15 business days from the date it receives the protest or the date the protest hearing ends, whichever is later.

### **Other Contractual Requirements**

#### **Section 1.113 CAPCOG Procurement Policies: Public Access to Procurement Information**

Procurement information shall be a public record to the extent provided by the Texas Public Information Act and the Freedom of Information Act, as applicable, and shall be available to the public as provided therein. If a proposal contains information that the bidder considers proprietary and does not want to be disclosed to the public or used for any other purpose than the evaluation of the offer, all such information must be indicated and clearly marked on the page of the proprietary or confidential document(s).

The information submitted during the procurement process is protected from disclosure until the contract is awarded. All proposals are open for public inspection after the contract is awarded, but proprietary and confidential information in the proposals are not open for public inspection.

### Equal Opportunity/Non-Discrimination

All contracts awarded by CAPCOG are subject to the provisions listed below.

1. The CONTRACTOR will not discriminate against any employee or applicant for employment because of race, color, sex, religion, national origin, age or disability. The CONTRACTOR will take action to ensure that employees or applicants for employment are treated fairly during employment or the application process, regardless of race, color, sex, religion, national origin, age, or disability. The CONTRACTOR agrees to post in conspicuous places available to employees and applicants for employment notices (provided by an appropriate agency) of federal government nondiscrimination provisions.
2. The CONTRACTOR will state, in all solicitations or advertisements for employment (by or on behalf of the CONTRACTOR), that all qualified applicants will receive consideration for employment regardless of race, color, sex, religion, national origin, age, or disability.

### Small, Disadvantaged, Minority, Women-Owned and Historically Underutilized Businesses: Federal Assistance or Contract Procurement Requirements

#### PART A: POLICIES

##### 6-101 Policy Statement:

It shall be the policy of CAPCOG to assist small, DBE, MBE, women-owned businesses and HUBs in learning how to do business with CAPCOG. It shall be the further policy of CAPCOG that these sources shall have the maximum feasible opportunity to compete.

##### 6-102 Bidder/Offeror Statement:

Every solicitation for procurement must require that each bidder or offeror include a statement that the bidder or offeror will comply with this policy.

##### 6-103 To ensure that CAPCOG's policy to assure that small, MBEs, DBEs, women-owned businesses, and HUBs are utilized, CAPCOG and its CONTRACTORS should take the following affirmative steps:

1. Include qualified small, MBEs, DBEs, women-owned businesses, and HUBs on the Bidders' List. State lists may be utilized to locate such businesses by contacting the Texas Building and Procurement Commission;  
Assure that small, MBEs, DBEs, women-owned businesses, and HUBs are solicited whenever they may be potential sources. In this regard, CAPCOG should investigate new sources and advertise when feasible in minority publications;
2. When economically feasible, and where not in contravention of competitive bidding requirements, CAPCOG should divide the total requirements into smaller tasks or quantities so as to permit maximum small, MBE, DBE, women-owned businesses and HUB participation;
3. Use the services and assistance of the Small Business Administration, the Office of Minority Business Enterprise of the Department of Commerce, the Minority Business Development Agency in the Department of Labor, the Texas Building and Procurement Commission and other similar agencies for locating such businesses;

4. Require that prime CONTRACTORS take affirmative and meaningful steps towards retaining small, MBE, DBE, women-owned businesses and HUB CONTRACTORS;
  5. Procure goods and services from labor surplus areas;
  6. If feasible, establish delivery schedules that encourage small, MBEs, DBEs, women-owned businesses, and HUBs to participate; and,
  7. Advertise, at least annually, in a newspaper of general circulation for small, MBEs, DBEs, women-owned businesses and HUBs to be added to the Bidders' List.
- 6-104 For such affirmative steps to be meaningful, CAPCOG should review all solicitations, offers and bids to confirm that such affirmative action steps have been taken. In addition, steps should be taken to ensure that once a contract is awarded to a small, MBE, DBE, women-owned business, and/or HUB, or that the award is given to a CONTRACTOR with such a CONTRACTOR, that such business is retained during the entire performance of the contract.
- 6-105 Failure of a CONTRACTOR to take meaningful affirmative steps at soliciting and retaining small, MBEs, DBEs, women-owned businesses and HUBs may be considered as a factor in evaluating future bids under non-compliance with public policies; however, this factor may not be a consideration in procurements involving purely state or local funds as Texas law requires awards to be made to the lowest responsible bidder.
- 6-106 For procurements costing more than \$3,000 but less than \$50,000, the Purchasing Agent shall contact at least two HUBs on a rotating basis.

### Conflict of Interest Questionnaire

#### **Part A: STANDARD OF CONDUCT**

1. Chapter 176 of the Texas Local Government Code requires a current or prospective vendor or CONTRACTOR of CAPCOG to complete and file a *Conflict of Interest Questionnaire* to disclose whether the vendor or CONTRACTOR has an employment or business relationship with a member of CAPCOG's Executive Committee, its Executive Director, or with a Department Director. The completed *Questionnaire* must be delivered to CAPCOG's Administrative Coordinator, who serves at its Records Administrator, not later than the seventh business day after the vendor or CONTRACTOR becomes aware of facts that require filing the *Questionnaire*. The *Questionnaire* form, which describes the filing requirements of chapter 176, is available on the website of the Texas Ethics Commission, [www.ethics.state.tx.us](http://www.ethics.state.tx.us) and the names of the members of CAPCOG's Executive Committee, its Executive Director and Department Directors are available on CAPCOG's website, [www.capcog.org](http://www.capcog.org).
2. The Texas Ethics Commission's legal department will answer questions about chapter 176 and the *Questionnaire* toll-free at 800-325-8506. Please do not contact a CAPCOG employee with a question because he or she is not authorized to answer it.

### Certification with Regard to Boycotting Israel

If Respondent is required to make a certification pursuant to Section 2270.002 of the Texas Government Code, Respondent certifies that Respondent does not boycott Israel and will not boycott Israel during the term of the contract resulting from this solicitation. If Respondent does not make that certification, Respondent must indicate that in its Response and state why the certification is not required.

Disclosure of Interested Parties (Form 1295)

In 2015, the Texas Legislature adopted House Bill 1295, which added section 2252.908 of the Government Code. The law states that a governmental entity or state agency may not enter into certain contracts with a business entity unless the business entity submits a disclosure of interested parties (Form 1295) to the governmental entity or state agency at the time the business entity submits the signed contract to the governmental entity or state agency. The Texas Ethics Commission has adopted rules requiring the business entity to file Form 1295 electronically with the Commission.

An award from this RFP may require filing of Form 1295. CAPCOG will work with the CONTRACTOR after award to ensure proper filing.