



## **Procurement Operations**

**Request for Proposals (RFP)**

**For**

**Temporary Personnel Agency Services**

**Project No. 12-31**

# REQUEST FOR PROPOSALS

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**HOUSTON COMMUNITY COLLEGE**

**REQUEST FOR PROPOSALS - SUMMARY**

**Date: March 25, 2012**  
**Project Title: Temporary Personnel Agency Services**  
**Project No.: 12-31**

**ISSUED BY:**  
Houston Community College  
Procurement Operations Department  
Operations  
3100 Main Street (11<sup>th</sup> Floor)  
Houston, Texas 77002

**SUBMIT INQUIRES TO:**  
Name: Jeffery B, Austin  
Title: Supervisor, Procurement  
Telephone: (713) 718-2777  
Fax: (713) 718-2113  
Email: Jeffery.austin@hccs.edu

**1. Project Overview:**

Houston Community College ("HCC") is seeking proposals from qualified firms to provide Temporary Personnel Agency Services on an "as needed" basis as described in Attachment No. 1, and in accordance with the terms, conditions and requirements set forth in the Request for Proposal (RFP).

**PROPOSERS ARE CAUTIONED TO READ THE INFORMATION CONTAINED IN THIS RFP CAREFULLY AND TO SUBMIT A COMPLETE RESPONSE TO ALL REQUIREMENTS AND QUESTIONS AS DIRECTED.**

**2. Award / Contract Approval:**

This Procurement, any award under this procurement, and the resulting contract, if any, is subject to approval by HCC Board of Trustees. Subsequent to Board approval, the only person authorized to commit HCC contractually is the Chancellor or designee. This solicitation is a request for proposals and neither this solicitation nor the response or proposal from any prospective proposer shall create a contractual relationship that would bind HCC until such time as both HCC and the selected proposer sign a legally binding contract, which includes, without limitation, the terms required by HCC as set forth in Attachment No. 1.

**3. Pre-Proposal Meeting:**       Mandatory       Not mandatory       Not Applicable  
A pre-proposal meeting will be held in the Procurement Operations department, 3100 Main Street (11<sup>th</sup> Floor, Room #11A22) Houston, Texas 77002 on April 3, 2012 at 10:00 AM (local time).

**4. Proposal Due Date/Time:**

HCC will accept sealed proposals in original form to provide the required Temporary Personnel Agency Services until 3:00 PM (local time) on April 18, 2012. Proposals will be received in the Procurement Operations Department, 3100 Main Street (11th Floor, Room 11A06), Houston, Texas 77002. **Late proposals will not be accepted and returned to Proposer unopened.**

**5. Contract Term:**

It is anticipated that the contract term for contract(s) awarded resulting from this solicitation, if any, will be for two (2) years with the option to renew for two (2) additional one-year periods. Further, HCC reserves the right to extend the contract term on a month to month basis, not to exceed three (3) months upon the expirations of the initial term and any successive renewal term.

**6. HCC Contact:**

Any questions or concerns regarding this Request for Proposal shall be directed to the above named HCC individual

HCC specifically requests that Proposers restrict all contact and questions regarding this RFP to the above named individual. The above named individual must receive all questions or concerns no later than 12:00 PM on April 6, 2012.

**7. Inquiries and Interpretations:**

Responses to inquiries which directly affect an interpretation or change to this RFP will be issued in writing by addendum (amendment) and all parties recorded by HCC as having received a copy of the RFP will be notified of the addendum; and all addenda will be posted on the HCC Website. www.hccs.edu. All such addenda issued by HCC prior to the time that proposals are received shall be considered part of the RFP, and the Proposer shall be required to consider and acknowledge receipt of such in their proposal. Firms receiving this proposal other than directly from HCC are responsible for notifying HCC that they are in receipt of a proposal package and are to provide a name and address to utilize in the event an amendment is issued.

Only those HCC replies to inquiries which are made by formal written addenda shall be binding. Oral and other interpretations or clarification will be without legal effect. Proposer must acknowledge receipt of all addenda in Attachment No. 2 of this RFP (Proposal/Contract Award Form).

**8. Commitment:**

Proposer understands and agrees that this RFP and any resulting Agreement is issued predicated on anticipated requirements for Temporary Personnel Agency Services and that HCC has made no representation, guarantee or commitment with respect to any specific quantity of or dollar value (\$) of Temporary Personnel Agency Services to be furnished under any resulting Agreement. Further Proposer recognizes and understands that any cost borne by the Proposer which arises from Proposer's performance under any resulting agreement shall be at the sole risk and responsibility of Proposer.

**9. Acquisition from Other Sources:**

HCC reserves the right and may, from time to time as required by HCC's operational needs, acquire Temporary Personnel Agency Services of equal type and kind from other sources during the term of the agreement without invalidating in whole or in part the agreement or any rights or remedies HCC may have hereunder.

**10. Vendor Registration:**

The Houston Community College Procurement Operations department has developed an online vendor application. This is designed to allow firms or individuals that are interested in doing business with HCC to register online and become part of our vendor database. Once registered, you will receive a password and personal login information that will allow you to modify your vendor information anytime a change occurs with your company. You will have the flexibility to add or delete commodity lines, update phone numbers and contact information, etc. This database will allow HCC to notify, via email, all companies that match the desired commodity criteria for procurement opportunities within Houston Community College. What a great way to never miss out on an HCC bid or proposal opportunity again.

Please take a moment to go to the Houston Community College Procurement Operations Department website and register as a vendor. The website address to access the vendor registration form is <https://hccs.sbcompliance.com/FrontEnd/VendorsIntroduction.asp>

If you do not have internet access you are welcome to use a computer at any HCC library to access the website and register.

**A PROPERLY COMPLETED VENDOR APPLICATION IS REQUIRED AND IS A CONDITON OF CONTRACT AWARD.**

## **11. Obligation and Waivers:**

**THIS RFP IS A SOLICITATION FOR PROPOSAL AND IS NOT A CONTRACT OR AN OFFER TO CONTRACT.**

**This Request for Proposal does not obligate HCC to award a contract or pay any costs incurred by the proposer in the preparation and submittal of a proposal.**

**HCC, IN ITS SOLE DISCRETION, RESERVES THE RIGHT TO ACCEPT ANY PROPOSAL AND/OR REJECT ANY AND ALL PROPOSALS OR A PART OF A PROPOSAL, WITHOUT REASON OR CAUSE, SUBMITTED IN RESPONSE TO THIS SOLICITATION.**

**HCC RESERVES THE RIGHT TO REJECT ANY NON-RESPONSIVE OR CONDITIONAL PROPOSAL. HCC RESERVES THE RIGHT TO WAIVE ANY INFORMALITIES, IRREGULARITIES AND/OR TECHNICALITIES IN THIS SOLICITATION, THE PROPOSAL DOCUMENTS AND /OR PROPOSALS RECEIVED OR SUBMITTED.**

**BY SUBMITTING A PROPOSAL, PROPOSER AGREES TO WAIVE ANY CLAIM IT HAS, OR MAY HAVE, AGAINST HOUSTON COMMUNITY COLLEGE SYSTEM AND ITS TRUSTEES OR AGENTS ARISING OUT OF OR IN CONNECTION WITH (1) THE ADMINISTRATION, EVALUATION OR RECOMMENDATIONS OF ANY PROPOSAL; (2) ANY REQUIREMENTS UNDER THE SOLICITATION, PROPOSAL PACKAGE, OR RELATED DOCUMENTS; (3) THE REJECTION OF ANY PROPOSAL OR ANY PART OF ANY PROPOSAL; AND/OR (4) THE AWARD OF A CONTRACT, IF ANY.**

**HCC reserves the right to withdraw this solicitation at any time for any reason; remove any scope component for any reason and to issue such clarifications, modifications and/or amendments as deemed appropriate.**

**HCC is an equal opportunity/educational institution, which does not discriminate on the basis of race, color, religion, national origin, gender, age, disability, sexual orientation or veteran status.**

## **12. Inter-local/Cooperative Purchase:**

The bidder/proposer agrees that any agreement inclusive of pricing resulting from this solicitation is extended to other public entities (e.g., state agency, local government, State of Texas educational institutions) authorized by State law to participate under cooperative procurement contracts or Interlocal Agreements with the following understandings:

- Unless specifically stated otherwise, any volume of products or services stated in this RFP document reflects only products or services to be purchased by HCC and does not include potential purchases by other entities;
- The awarded bidder shall establish a direct relationship with each entity concerning the placement of orders, issuance of the purchase order, contractual disputes, invoicing, payment and all other matters relating or referring to such entity's access to the agreement.
- Each entity is a financially separate entity and shall be solely responsible for the financial commitments of that entity;
- HCC shall not be held liable for any costs, damages or other obligations incurred by any participating entity.
- It is the entity's decision whether or not to enter into an agreement with the awarded bidder/proposer.
- Any purchases made by an entity shall be in accordance with each entity's purchasing policy and procedures.

## **INSTRUCTIONS TO PROPOSERS**

### **1. General Instructions:**

- a. Proposers should carefully read the information contained herein and submit a complete response to all requirements and questions as directed.
- b. Proposals and any other information submitted by Proposers in response to this Request for Proposal shall become the property of HCC.
- c. HCC will not provide compensation to Proposers for any expenses incurred by the Proposer(s) for proposal preparation or for any demonstrations that may be made, unless otherwise expressly stated. Proposers submit proposals at their own risk and expense.
- d. Proposals which are qualified with conditional clauses, or alterations, or items not called for in the RFP documents, or irregularities of any kind are subject to disqualification by HCC, at its option.
- e. Each proposal should be prepared simply and economically, providing a straightforward, concise description of your firm's ability to meet the requirements of this RFP. Emphasis should be on completeness, clarity of content, responsiveness to the requirements, and an understanding of HCC's needs.
- f. HCC makes no guarantee that an award will be made as a result of this RFP, and reserves the right to accept or reject any or all proposals, waive any formalities or minor technical inconsistencies, or delete any item/requirements from this RFP or resulting Agreement when deemed to be in HCC's best interest. Representations made within the proposal will be binding on responding firms. HCC will not be bound to act by any previous communication or proposal submitted by the firms other than this RFP.
- g. Firms wishing to submit a "No-Response" are requested to return the first page of the Proposal/Contact Award Form (ref. Attachment No. 2). The returned form should indicate your company's name and include the words "No-Response" in the right-hand column.
- h. Failure to comply with the requirements contained in this Request for Proposal may result in the rejection of your proposal.

### **2. Preparation and Submittal Instructions:**

Respondents must complete, sign and return the attached the Proposal/Contract Award Form (ref. Attachment No. 3) and must complete and return the following documents, as required:

- Proposal /Contract Award Form (Attachment No. 2)
  - Proposer Questionnaire (Attachment No. 3)
  - Determination of Good Faith Effort Form (Attachment No.4)
  - Small Business Unavailability Certificate (Attachment No. 5)
  - Contractor & Subcontractor/Supplier Participation Form (Attachment No. 6)
  - Small Business Development Questionnaire (Attachment No. 7)
  - Proposer's Certifications (Attachment No. 8)
  - Conflict of Interest Questionnaire (Attachment No. 9)
  - Financial Interests and Potential Conflicts of Interests (Attachment No. 10)
- a. Proposal must be signed by Proposer's company official(s) authorized to commit such proposals. Failure to sign and return these forms will subject your proposal to disqualification.
  - b. Responses to this RFP must include a response to the proposal requirements set forth in Section 4, below.

c. Page Size, Binders, Dividers and Electronic Copy

Proposals must be typed on letter-size (8-1/2" x 11") paper. HCC requests that proposals be submitted in a binder. Preprinted material should be referenced in the proposal and included as labeled attachments. Sections should be divided by tabs for ease of reference. An electronic Copy of the proposal must be provided in an Adobe Acrobat (.pdf) format.

d. Table of Contents

Include with the proposal a Table of Contents that includes page number references. The Table of Contents should be in sufficient detail to facilitate easy reference of the sections of the proposal as well as separate attachments (which should be included in the main Table of Contents). Supplemental information and attachments included by your firm (i.e., not required) should be clearly identified in the Table of Contents and provided as a separate section.

e. Pagination

All pages of the proposal should be numbered sequentially in Arabic numerals (1, 2, 3, etc.) Attachments should be numbered or referenced separately.

f. Number of Copies

Submit one (1) original and six (6) copies of your Proposal including all required HCC Forms and documents. An original (manual) signature must appear on one (1) complete set of your Proposal documents. Additionally, your submittal shall include one (1) electronic version (compact disc or flash drive) in a non-editable Adobe Acrobat (.pdf) format.

g. Submission

One (1) original and all required copies of the Proposal must be submitted and received in the HCC Procurement Operations Department on or before the time and date specified in The Request For Proposal-Summary, Section 5 and delivered to:

Houston Community College  
Procurement Operations Department  
3100 Main Street (11th Floor)  
Houston, Texas 77002  
Ref: Project No. 12-31  
Attn: Jeffery B, Austin, Supervisor, Procurement Operations

g.1 The envelope containing a proposal shall be addressed as follows:

Name, Address and Telephone Number of Proposer;  
Project Description/Title;  
Project Number; and  
Proposal Due Date/Time.

g.2 Late proposals properly identified will be returned to Proposer unopened. Late proposals will not be considered under any circumstances.

g.3 Telephone proposals are not acceptable when in response to the Request for Proposal.

g.4 Facsimile ("FAX") or electronic (email) proposals are not acceptable when in response to this Request for Proposal.

### **3. Eligibility for Award:**

- a. In order for a proposer to be eligible to be awarded the contract, the proposal must be responsive to the solicitation and HCC must be able to determine that the proposer is responsible and has the resources and capacity to perform the resulting contract satisfactorily.
- b. Responsive proposals are those that comply with all material aspects of the solicitation, conform to the solicitation documents and meet the requirements set forth in this solicitation. Proposals, which do not comply with all the terms and conditions of this solicitation, will be rejected as non-responsive.
- c. Responsible proposers, at a minimum, must meet the following requirements:
  - Have adequate financial resources, or the ability to obtain such resources as required during the performance of any resulting contract;
  - Be able to comply with the required performance schedule, taking into consideration all existing business commitments;
  - Have a satisfactory record of past performance;
  - Have necessary personnel and management capability to perform any resulting contract;
  - Be qualified as an established firm regularly engaged in the type of business necessary to fulfill the contract requirements;
  - Certify that the firm is not delinquent in any tax owed the State of Texas under Chapter 171, Tax Code; and is not delinquent in taxes owed to the Houston Community College System; signing and submitting the proposal is so certifying to such non-delinquency;
  - Be otherwise qualified and eligible to receive an award under applicable laws and regulations.
- d. Proposer(s) may be requested to submit additional written evidence verifying that the firm meets the minimum requirements described in Section 3 (c) and as necessary to perform the requirements of the solicitation and be determined a responsible proposer. Failure to provide any requested additional information may result in the proposer being declared non-responsive and the proposal being rejected.
- e. A person is not eligible to be considered for award of this solicitation or any resulting contract or to be a subcontractor of the proposer or prime contractor if the person assisted in the development of this solicitation or any part of this solicitation or if the person participated in a project related to this solicitation when such participation would give the person special knowledge that would give that person or a prime contractor an unfair advantage over other bidders.
- f. A person or proposer shall not be eligible to be considered for this solicitation if the person or proposer engaged in or attempted to engage in prohibited communications as described in Section 12 of this solicitation.
- g. Only individual firms or lawfully formed business organizations may apply (This does not preclude a respondent from using subcontractors or consultants.) HCC will contract only with the individual firm or formal organization that submits a response to this RFP.

### **4. Preparation of Proposal:**

#### **a. Technical Proposal:**

Proposer shall submit Technical Proposal responding to all Questions set forth in the



Proposer Questionnaire, Section 3.0 attached hereto as Attachment No. 3.

**b. Price Proposal:**

Proposer shall submit a Price Proposal respondent to all requirements set forth in the Proposer Questionnaire, Section 4.0 attached hereto as Attachment No. 3.

**5. Evaluation Criteria:**

An Evaluation Committee ("Committee") will review all proposals to determine which proposers have qualified for consideration according to the criteria stated herein. The Committee's evaluations will be based on all available information, including qualification statements, subsequent interviews, if necessary, reports, discussions, reference checks, and other appropriate checks. The highest rated proposer(s) evaluated by the Committee **may** be invited to make an oral presentation of their written proposal to the Committee and/or the HCC Board of Trustees. Proposals will be evaluated using the following criteria:

<b><u>Evaluation Criteria</u></b>	<b><u>Available Points</u></b>
• Qualifications and Experience of Firm:	20
• Reputation including past performance at HCC	15
• Project Management and Services	20
• Quality of products and extent they meet HCC needs	15
• Small Business Commitment:	acceptable/unacceptable
• Price Proposal	30

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**Total Points: 100**

**6. Contract Award:**

Award of a contract, if awarded, will be made to the proposer who (a) submits a responsive proposal; (b) is a responsible proposer; and (c) offers the best value to HCC, price and other factors considered. A responsive proposal and a responsible proposer are those that meet the requirements of and are as described in the above Section 3, Eligibility For Award. HCC may award a contract, based on initial proposals received, without discussion of such proposals. Accordingly, each initial proposal should be submitted on the most favorable terms from a price and technical standpoint, which the proposer can submit to HCC. Except as otherwise may be set forth in this solicitation, HCC reserves the right to waive any informalities, non-material errors, technicalities, or irregularities in the proposal documents submitted and consider the proposal for award.

**7. Postponement of Proposals Due Date/Time:**

Notwithstanding the date/time for receipt of proposals established in this solicitation, the date and time established herein for receiving proposals may be postponed solely at HCC's discretion.

**8. Oral Presentations:**

During the process of selecting a company to provide the required services, oral presentations may or may not be held. Each proposer should be prepared to make a presentation to HCC. The presentations must show that the proposer clearly understands the requirements of the solicitation, and has a strategic plan and approach to complete the work.

**9. Small Business Development Program (SBDP):**

a. HCC has adopted a Small Business Development Program for small businesses attempting to provide goods and/or services as prime contractors or as subcontractors to other prime contractors to HCC. The program is designed to prevent discrimination by ensuring that small, underutilized and disadvantaged businesses are informed and prepared to compete for HCC procurements. HCC will neither discriminate nor select vendors on the basis of

race, color, national origin, religion, gender, age, disability, sexual orientation or veteran status in its procurement selection process.

- b. Small businesses whose gross annual income averaged over the past three (3) years does not exceed the Small Business Administration's size standard as specified in 13 CFR Part 121 are eligible to apply for participation in the program.
- c. For this solicitation, HCC has established Twenty percent (20 %) of the total amount of the proposal as its goal for Small Business participation.
- d. Good Faith Efforts: HCC will make a good faith effort to utilize small businesses in all contracts. The annual program goals may be met by contracting directly with small businesses or indirectly through subcontracting opportunities. Therefore, any business that contracts with HCC will be required to make a good faith effort to award subcontracts to small businesses. The subcontracting goal applies to all vendors regardless of their status. By implementing the following procedures, a contractor shall be presumed to have made a good faith effort:
  - To the extent consistent with industry practices, divide the contract work into reasonable lots.
  - Give notice to SBDP eligible firms of subcontract opportunities or post notices of such opportunities in newspapers and other circulars.
  - Document reasons for rejecting a firm that bids on subcontracting opportunities.

**10. Prime Contractor/Contracts for Services:**

The prime contractor must perform a minimum of 30% of any contract for services with its labor force and or demonstrate management of the contract for services to the satisfaction of HCC.

**11. Internship Program:**

- a. HCC is expanding its student internship program. All vendors are encouraged to make a commitment to utilize certain HCC student(s) in an internship capacity with the company under any resulting contract for services required under this solicitation. The selected contractor will be expected to pay the student(s) at least the minimum wage required by law. HCC will provide the selected contractor with the name of student(s) eligible to participate in the internship program.
- b. For additional information regarding the internship program, please contact Dr. Freddie Wade, Director of Workforce Program Initiatives at (713) 718-7596.

**12. Prohibited Communications:**

Except as provided in exceptions below, the following communications regarding this solicitation or any other invitation for bids, requests for proposal, requests for qualifications, or other solicitation are prohibited:

- [1] Between a potential vendor, subcontractor to vendor, service provider, proposer, offeror, lobbyist or consultant and any Trustee;
- [2] Between any Trustee and any member of a selection or evaluation committee; and
- [3] Between any Trustee and administrator or employee.

The communications prohibition shall be imposed from the day the solicitation is first advertised through the day the contract documents are signed by all parties. During this period, no HCC Trustee and no Vendor Shall communicate in any way concerning any pending Solicitation involving that Vendor, subject to the penalties stated herein.

In the event the Board refers the recommendation back to staff for reconsideration, the communication prohibition shall be re-imposed.

The communications prohibition shall not apply to the following:

- [1] Duly noted pre-bid or pre-proposal conferences.
- [2] Communications with the HCC General Counsel.

- [3] Emergency contracts.
- [4] Presentations made to the Board during any duly-noticed public meeting.
- [5] Unless otherwise prohibited in the solicitation documents, any written communications between any parties, provided that the originator shall immediately file a copy of any written communication with the Board Services Office. The Board Services Office shall make copies available to any person upon request.
- [6] Nothing contained herein shall prohibit any person or entity from publicly addressing the Board during any duly-noticed public meeting, in accordance with applicable Board policies, regarding action on the contract.

Any potential vendor, subcontractor vendor, service provider, bidder, offeror, lobbyist or consultant who engages or attempts to engage in prohibited communications shall not be eligible for the award of any resulting contract under this solicitation. Any other direct or indirect actions taken to unduly influence competitive purposes, to circumvent equal consideration for competitive bidders, or to disregard ethical and legal trade practices will disqualify bidders, vendors, service providers, lobbyist, consultants, and contractors from both this current and any future consideration for participation in HCC orders and contracts.

**13. Drug Policy:**

HCC is a drug-free workforce and workplace. The manufacture, sale, distribution, dispensation, possession or use of illegal drugs (except legally prescribed medications under physician's prescription and in the original container) or alcohol by vendors or contractors while on HCC's premises is strictly prohibited.

**14. Taxes:**

HCC is tax exempt as a governmental subdivision of the State of Texas under Section 501C (3) of the Internal Revenue Code. Limited Sales Tax Number: 1-74-1709152-1. No proposal shall include any costs for taxes to be assessed against HCC.

**15. Texas Public Information Act:**

HCC considers all information, documentation and other materials requested to be submitted in response to this solicitation to be of a non-confidential and/or non-proprietary nature, and therefore, shall be subject to public disclosure under the Texas Public Information Act (Texas Government Code, Chapter 552.001, et seq.) ("the Act") after a contract if any, is awarded. If the proposer considers any information submitted in response to this request for proposal to be confidential under law or constitute trade secrets or other protected information, the proposer must identify such materials in the proposal response. Notwithstanding the foregoing, the identification of such materials would not be construed or require HCC to act in contravention of its obligation to comply with the Act and the proposer releases HCC from any liability or responsibility for maintaining the confidentiality of such documents.

**16. Appropriated Funds:**

The purchase of service or product, which arises from this solicitation, is contingent upon the availability of appropriated funds. HCC shall have the right to terminate the resulting contract at the end of the current or each succeeding fiscal year if funds are not appropriated by the HCC Board of Trustees for the next fiscal year that would permit continuation of the resulting contract. If funds are withdrawn or do not become available, HCC reserves the right to terminate the resulting contract by giving the selected contractor a thirty (30) day written notice of its intention terminate without penalty or any further obligations on the part of HCC or the contractor. Upon termination of the contract HCC shall not be responsible for any payment of any service or product received that occurs after the end of the current contract period or the effective date of termination, whichever is the earlier to occur. HCC's fiscal year begins on September 1 and ends on August 31<sup>st</sup>.

**17. Conflict of Interest:**

If a firm, proposer, contractor or other person responding to this solicitation knows of any material personal interest, direct or indirect, that any member, official or employee of HCC would have in any contract resulting from this solicitation, the firm must disclose this

information to HCC. Persons submitting a proposal or response to this solicitation must comply with all applicable laws, ordinances, and regulations of the State of Texas Government Code, including, without limitation, Chapter 171 and 176 of the Local Government Code. The person /proposer submitting a response to this solicitation must complete (as applicable), sign and submit **Attachment No. 9, Conflict of Interest Questionnaire Form, and Attachment No. 10, Financial Interest and Potential Conflict of Interests** with the proposal package. HCC expects the selected contractor to comply with Chapter 176 of the Local Government Code and that failure to comply will be grounds for termination of the contract.

**Note: Attachment No. 9 and Attachment No. 10 shall be completed, signed and returned to HCC. Enter N/A in those areas on the Attachments that are not applicable to your company. Failure to complete, sign and notarize (if applicable) these Attachments shall render your proposal non-responsive.**

**18. Ethics Conduct:**

Any direct or indirect actions taken to unduly influence competitive purposes, to circumvent equal consideration for competitive bidders, or to disregard ethical and legal trade practices will disqualify vendors and contractors from current and future consideration for participation in HCC orders and contracts.

**19. No Third Party Rights:**

This Contract is made for the sole benefit of the HCC and the Contractor and their respective successors and permitted assigns. Nothing in this Contract shall create or be deemed to create a relationship between the Parties to this Contract and any third person, including a relationship in the nature of a third-party beneficiary or fiduciary.

**20. Withdrawal or Modification:**

No proposal may be changed, amended, modified by telegram or otherwise, after the same has been submitted or filed in response to this solicitation, except for obvious errors in extension. However, a proposal may be withdrawn and resubmitted any time prior to the time set for receipt of proposals. No proposal may be withdrawn after the submittal deadline without approval by HCC which shall be based on Respondent's submittal, in writing, of a reason acceptable to HCC.

**21. Validity Period:**

Proposals are to be valid for HCC's acceptance for a minimum of 180 days from the submittal deadline date to allow time for evaluation, selection, and any unforeseen delays. Proposals, if accepted, shall remain valid for the life of the Agreement.

**22. Terms and Conditions:**

The HCC General Terms and Conditions of Contracts shall govern any Purchase Order/Contract issued as a result of this solicitation (RFP). They may be viewed at:

[http://www.hccs.edu/hcc/System%20Home/Departments/Procurement Operations/About Procurement/General%20Terms%20and%20Conditions%20of%20Contracts.pdf](http://www.hccs.edu/hcc/System%20Home/Departments/Procurement%20Operations/About%20Procurement/General%20Terms%20and%20Conditions%20of%20Contracts.pdf)

Proposers may offer for HCC's consideration alternate provisions to the Terms and Conditions. Alternates proposed must refer to the specific article(s) or section(s) concerned. General exceptions such as "company standard sales terms apply" or "will negotiate" are not acceptable. Proposer's silence as to the terms and conditions shall be construed as an indication of complete acceptance of these conditions as written.

**ATTACHMENT NO. 1**  
**SCOPE OF SERVICES**  
**FOR**  
**TEMPORARY PERSONNEL AGENCY SERVICES**

I. **General**

The Contractor shall provide qualified and experienced temporary personnel (on an "as needed" basis) in, at least, the following classifications/categories:

- Administrative
- Technical

Sample job descriptions for each of the classification/categories listed are attached.  
(See Attachment 1A)

II. **Scope**

This scope of service covers the requirements for the Contractor to furnish all resources and services necessary and required to provide temporary personnel services to the Houston Community College System ("HCC") on an "as needed" basis. In performing the required temporary personnel services, HCC is requiring the contractor to be responsible for, but not limited to, the following administrative tasks:

- Receive and process requests/orders for temporary personnel via fax, telephone or internet.
- Provide administrative supervision of assigned temporary personnel.
- Collect and maintain time sheets for all temporary personnel assigned to HCC.
- Monitor and address personnel, turnover or other job-related issues as communicated to the contractor by HCC project management team.
- Provide general accounting services (i.e. paycheck distribution, invoice and/or time sheet reconciliation, etc.)
- Maintain a quality assurance/quality control program for assigned temporary personnel.

III. **Requirements**

A. All temporary personnel presented to HCC for assignments shall have the education and/or work experience and technical skills required for the job position being assigned. All temporary personnel assigned to HCC positions shall be screened and evaluated by the Contractor prior to making such job assignment. The screening process shall include a thorough background investigation of the applicants, including but not limited to, verification of the following:

- Name, and any aliases;
- Employment within the last 5 years;
- Education level;
- Criminal record check over the last 5 years, including records checks out of the State of Texas, if applicable.

B. All background checks shall be conducted in accordance with all applicable local, state and federal laws. A copy of the background check report shall be made available to HCC designated personnel upon request.

- C. The Contractor shall ensure that all candidates for Administrative positions are proficient in the following areas:
- Grammar, spelling, comprehension; and mathematics;
  - Alpha/numeric filing skills;
  - Typing
  - Data Entry (if applicable to the job assignment)
  - Computer skills such as Windows NT, Microsoft Work, Microsoft Excel, Microsoft Access, and Power Point.
- D. For technical positions, the contractor shall ensure that the candidates have the appropriate knowledge and experience in their area of specialization.

IV. **Business Hours**

The Contractor shall maintain business hours between 8:00 a.m., and 5:00 p.m., Monday through Friday, except for holidays observed by Houston Community College System.

V. **Personnel Requests**

The Contractor shall fill HCC requests for temporary personnel as follows:

- A. Temporary personnel requests that are placed with the Contractor at least two (2) days prior to the required reporting date shall be filled by the Contractor within twenty-four (24) hours after receipt of such request.
- B. Temporary personnel requests for "same day" personnel shall be filled by the Contractor within two (2) hours after the request is received by the Contractor.

VI. **Performance Guarantee**

If a temporary employee is not performing to the satisfaction of the HCC supervisor, the Contractor shall replace that employee immediately upon the request of HCC. The Contractor shall not bill HCC for temporary employees who are replaced within the first eight (8) hours of the beginning of their assignment to HCC.

VII. **Payment Procedures**

The HCC supervisor of the temporary employee shall approve and sign all timesheets provided by the Contractor for each temporary employee. A copy of all approved timesheets will be retained by the HCC supervisor.

Houston Community College System shall pay only for actual time worked. If the need for temporary services change after an employee reports for work, HCC shall pay the greater of the hours actually worked or a two (2) hour minimum. Straight time will be paid for the first forty (40) hour worked in a particular work-week at HCC. Overtime work will be paid at the time and one-half beyond forty (40) hours in a work-week at HCC. All overtime shall be approved in advance by the Houston Community College System supervisor.

Resolutions of all timesheet and payment irregularities for temporary employees are the responsibility of the Contractor. Problems involving timesheet disputes shall be received by the HCCS supervisor and handled accordingly.

The Contractor shall maintain all necessary and required federal, state, and local reports and

records, and shall make all payroll deductions and payments with regard to social security, workers' compensation, unemployment insurance, federal payroll and withholding taxes.

VIII. **Reports**

The Contractor may be required to provide monthly, annual, or periodic reports of temporary personnel usage under this contract. The report(s) are to be customized to meet HCC specifications.

IX. **Quality Control Program**

The Contractor shall conduct and maintain an on-going quality control program. At a minimum, the program shall consist of the following:

- An arrival time telephone call to the HCC person who placed the request to the contract within fifteen (15) minutes of the scheduled arrival time of the employee.
- A quality control check (via telephone) to the HCC person who placed the request for a temporary employee.
- Interim (weekly or more frequently, if necessary) telephone calls to HCC to check on the performance of assigned temporary employees.
- The distribution of a performance evaluation form to the Human Resources Department at the end of each employee's assignment.

X. **Emergencies**

All work related injuries/illnesses shall be covered by the Contractor, under its Worker's Compensation Insurance Program, for all temporary employees assigned under this Contract. Reporting and record keeping shall be the responsibility of the Contractor.

**ATTACHMENT NO. 1A****JOB DESCRIPTIONS****1. GROUP 1 – ADMINISTRATIVE**

- Executive Secretary

Requires high school diploma or equivalent. Typically requires a minimum of five (5) years of secretarial experience. Must have knowledge of general and administrative office procedures, sound judgment, good organizational and communication skills, and typing of 60-65 wpm. Requires proficiency in computer word processing and spreadsheet applications, including Windows, Microsoft Word, Excel, etc. Performs administrative office activities such as answering and screening telephone calls, receiving visitors, routing incoming mail, composing correspondence, filing correspondence, scheduling appointments, and other secretarial duties requiring independent judgment.

- Administrative Secretary

Requires high school diploma or equivalent. Typically requires a minimum of three (3) years of secretarial experience. Must have knowledge of general office procedures, good organizational and communication skills, and typing of 60-65 wpm. Requires proficiency in computer work processing and spreadsheet applications, including Windows, Microsoft Word, Excel, etc. Performs administrative office activities such as answering and screening telephone calls, receiving visitors, routing incoming mail, composing correspondence, scheduling appointments, and other secretarial duties requiring independent judgment.

- File Clerk

Requires high school diploma or equivalent. Must be proficient in spelling, grammar, and basic math. Typically requires less than two (2) years of experience in an office environment.

- General Clerical

Requires high school diploma or equivalent. Typically requires a minimum of two (2) to three (3) years of clerical or related experience. Must be proficient in spelling, grammar, and basic math. Must have knowledge of personal computers (PC) and Microsoft Office software. Typing of 40 words per minute is required.

- Data Entry Operator

Requires high school diploma or equivalent. Typically requires a minimum of three (3) years experience. Must be familiar with work processing packages including advanced applications, i.e. spreadsheets. Produces material in typewritten format from long hand notes or through the use of work processing equipment. Proofreads and edits material.

- Receptionist/Switchboard Operator

Requires high school diploma or equivalent. Typically requires six (6) months experience in an office environment. Provides general clerical support in a wide array of campus activities. Answers telephones and greets visitors. Take messages and transfer incoming telephone calls. Use appropriate judgment in dispensing information to the public.



- Office Manager  
Requires high school diploma. Typically requires a minimum of three to five (3-5) years of experience. Must have good working knowledge of general office procedures, and good communications skills.
- Benefits Specialist  
Requires a high school diploma. Typically requires a minimum of two to three (2-3) years of experience. Must have working knowledge of general benefits and compensation procedures.
- Treasury Analyst  
Requires a Bachelor's Degree in Accounting of Finance. Typically requires a minimum of 5 to 8 years of professional treasury experience dealing with debt instruments, debt compliance, fixed income investments and banking. Sophisticated use of Excel spreadsheets and experience with on-line banking are a necessity.
- Cashier  
Requires high school diploma or equivalent. Requires minimum of one (1) year experience. Must have good PC skills. Requires bonding and background checks. Duties will include assisting in student registrations

## **GROUP II – TECHNICAL**

- Sr. Computer Operator  
High school diploma or GED required. Minimum of two (2) years related experience required in a large data center server environment, including working experience with computer operations, tape back-up management systems, and familiarity with Windows, Windows NT, Visual Basic, UNIX, and PeopleSoft strongly preferred.
- Computer Operator  
Requires high school diploma or equivalent. Typically requires a minimum of one (1) to two (2) years of hands-on experience in computer operations. Must have working knowledge of personal computer systems.
- Sr. Hardware/Software Technician  
Either an Associate's degree or AAS or certification in a related field or four (4) years recent experience in hardware/software technical support. Three (3) years of personal computer hardware/software installation and software troubleshooting. Experience in microcomputer technology, computer and data communications equipment required. Experience with PeopleSoft strongly preferred.
- Hardware/Software Technician  
Requires high school diploma or equivalent. Typically requires a minimum of four (4) years of hands-on experience in microcomputer and mainframe peripherals. Responsible for routine and complex installation, testing, and maintenance of all element of IT equipment including power, software, terminals, personal computers, components, and

peripherals.

- Sr. Business Analyst

Requires Bachelor's degree in HR, Business, Computer Science, Finance or Accounting and four (4) to six (6) years of Sr. Business Analyst experience. Will serve as subject matter expertise for product implementation, enhancements and/or upgrades. Will have the responsibility for reviewing HCCS business processes and compare them with PeopleSoft and/or other systems to determine functionality gaps while working with designated personnel to identify appropriate changes in the business processes and/or required software modifications. Assist with software development maintenance and issue resolutions support including facilitating the exchange of information between Applications Development staff and end-users. Assists end-users in identifying and documenting software functionality specifications and reporting requirements; and develop system documentation for use in system upgrades, modifications, customizations, production problem resolutions, and training. Provide senior level guidance for other IT functional subject matter experts as requested by project manager.

- Business Analyst

Requires Bachelor's degree in HR, Business, Computer Science, Finance or Accounting and four (4) to six (6) years of Business Analyst experience. Will analyze and interpret moderate to complex system data and business processes. Confers with technicians, programmers, and database analysts to ensure that end-user/customer business processes are appropriately accommodated via system functionality. Serve as IT functional subject matter expert.

- Sr. Accountant

Require a Bachelor's degree in Accounting with a minimum of five (5) years accounting experience and a minimum of three (3) years working the general ledger maintenance, journal voucher, postings, reconciliation of accounts and financial analysis and audit worksheet preparation. Responsibilities include, but are not limited to, preparing General ledger and Subsidiary ledger postings for assigned transactions, controlling proper cut-off of all assigned transactions on an ongoing basis, preparing a final accounting of transactions where required, preparing the Annual Financial Report and audit schedules in accordance with Generally Accepted Accounting Principles and, and if required, under OMB Circular 133 and the State of Texas Single Audit Circular.

- Accountant

Requires a Bachelor's degree in Accounting, Finance, or related field. Typically requires a minimum of five (5) to eight (8) years of professional accounting experience. Must have working knowledge of accounting procedures. Must be proficient in the use of 10-key and personal computers/programs: Microsoft Office.

- Accounting Clerk

Requires high school diploma or equivalent and a minimum of one (1) to two (2) years of accounting experience. Must have experience with entering data into electronic payroll system, 10-key, and must be able to type. Performs repetitive tasks within the general accounting or accounts payable areas.

- Budget Analyst  
Requires a Bachelor's degree in Finance or Accounting and four (4) to six (6) years of budget monitoring and analysis experience. Will assist in the development of annual departmental budgets, monitor and analyze budgets and expenditures and prepare periodic and ad hoc management reports.
- Purchasing Agent  
Requires a Bachelor's degree in Business Administration or related business. Typically requires a minimum of five (5) to ten (10) years of purchasing experience that displays hands-on experience in purchasing a broad range of materials, equipment, and services.
- Buyer  
Requires a high school diploma. Bachelor's degree in Business Administration or related business preferred. Typically requires a minimum of three (3) to five (5) years purchasing experience that displays hands-on experience in purchasing a broad range of materials, equipments, and services.
- Contract Analyst  
Requires an Associate's degree in Information Management System, Contract Management or other related field with a least five (5) years' experience in Information Technology (IT) technical and administrative operations and at least two (2) years' experience in contract management. Responsible for administration and coordination of IT contracts and agreements on technical and professional support services and software and hardware maintenance and upgrades, assists in the budget development process, budget and management status reports, approves vendor payments, and is the single point of contact between the IT administration and the vendors.
- Sr. Programmer Analyst  
Requires a Bachelor's degree in CS, MIS, or related field. Typically requires a minimum of five (5) years' experience. Responsible for application and productions support of PeopleSoft and other ad-hoc application products.
- Programmer Analyst  
Requires a Bachelor's degree in CS, MIS, or related field. Typically requires a minimum of two (2) years programming experience. Responsible for application and production support of PeopleSoft and other ad-hoc application products.
- Sr. Systems Analyst  
Requires a Bachelor's degree in CS, MIS, or related field. Typically requires a minimum of eight (8) years' experience. Responsible for maintenance of systems and database software and problem determination and resolution. Requires technical, functional and analytical skills.
- Systems Analyst  
Requires a Bachelor's degree in CS, MIS, or related field. Typically requires a minimum of

four (4) years extensive computer automation experience. Responsible for maintenance of systems and database software and problem determination and resolution. Requires technical, functional and analytical skills.

- Sr. Network Analyst

Requires a high school diploma. A Bachelor's degree to preferred. Typically requires a minimum of five (5) years' experience. Provides network and infrastructure support services for PeopleSoft application products.

- Network Analyst

Requires a high school diploma. Typically requires a minimum of two (2) years' experience. Provide technical support, problem determination, and problem resolution of Network Routers, Data Links, and other infrastructure elements.

- Operations/Production Coordinator

Requires a high school diploma. Typically requires a minimum of five (5) years' experience. Serves as coordinator for Operations and Production Control activities.

- UNIX Systems Administrator

Requires a high school diploma. Typically requires a minimum of three to five (3-5) years of experience. Serves as UNIX System Administrator for technical support, problem determination, and problem resolution of Network Servers and other infrastructure elements.

- PeopleSoft Analyst

Requires a high school diploma. Typically requires a minimum of two (2) years functional PeopleSoft end-user experience. Must have broad working knowledge of PeopleSoft application products.

- Data Warehouse Analyst

Requires a high school diploma. Typically requires a minimum of two (2) years of hands-on functional data warehouse analyst experience.

- Sr. Web Developer

Requires a Bachelor's degree in Computer Science or a related field with a minimum of five (5) years related work experience in programming and developing Content Management applications and a minimum of two (2) years' experience using Vignette Content Management Server. Responsibilities include, but are not limited to, develop custom extensions of the HCC Vignette Content Management console, analyze content structure and design of content type definitions, develop and test content type definitions in Vignette Content Management System, perform lead role function in the content migration processes.

- Web Developer

Requires a Bachelor's degree in Computer Science/Technology. Typically requires a minimum of three to five (3-5) years of website development experience.

- Telecommunications Account Analyst

Associates degree with at least six (6) years of accounting courses required. Three (3) to five (5) years of work experience in one (1) or more of the following areas: accounting, principle/bookkeeping function, or accounts payable/receivable processing, or telecommunication billing and processing, or telephone system customer service, is required.

- Sr. Database Administrator

Bachelor's degree from an accredited institution in computer science or related field is required. Minimum of eight to ten (8-10) years' experience as an Oracle database administrator, in a production environment is required. Experience with Solaris or Windows operating systems is required. Experience supporting PeopleSoft databases is preferred.

- Database Administrator II

Bachelor's degree from an accredited institution in computer science or related field is required. Minimum of five to eight (5-8) years' experience as an Oracle database administrator in a production environment is required. Experience with Solaris or Windows operating system is required. Experience supporting PeopleSoft databases is preferred.

- Sr. Project Manager

Bachelor's degree in Computer Science, MIS, or a computer related field required. Five to ten (5-10) years standard project management implementation and support experience in a technical environment required. PMP certification is preferred.

- Project Manager

Bachelor's degree in Computer Science, MIS or a computer related field required. Three to five (3-5) years standard project management implementation and support experience in a technical environment required.

- Sr. Unix Systems Administrator

Bachelor's degree in computer science or related field is required. Eight (8) years related work experience may be considered in lieu of degree requirement. Five (5) of the eight (8) years must be in the role of a Unix Administrator. Solaris experience required. Recent relevant technical knowledge of Solaris 8 environment required. Production Solaris experience required. Solaris upgrade experience required.

- Sr. Systems Administrator – Active Directory

Bachelor's degree in Computer Science, Information Technology or related field required. Eight (8) years directly related work experience may be considered in lieu of degree requirement. Certification in MSCE-Windows 2000, 2003 is preferred. Five (5) years of work experience as an Enterprise Network Administrator, including MS Active Directory administration with a minimum of two (2) years production level support and experience with Active Director, and two (2) years using System Management Server (SMS).

- Sr. Systems Administrator – PeopleSoft

Bachelor's degree in Computer Science, Information Technology, or related field required.

Eight (8) years directly related work experience may be considered in lieu of degree requirement. Five (5) years of work experience in a "Production" "24x7" environment with at least two (2) years in PeopleSoft Administration, maintenance, tuning and monitoring, and one (1) or more years in Unix/Solaris Administration and WebLogic. Experience with Solaris based PeopleSoft 8 Student Administration, Human Resources and Finance preferred.

- Technical Support Analyst I

Associate's degree in Computer Science or related field is required. Four (4) years directly related work experience may be substituted in lieu of degree. A minimum of two (2) years progressive technical experience working on a help desk with diverse systems hardware and software (including PC, MAC, MS office, Windows, E-mail, HTML, Internet and PeopleSoft). Support center, call center, or CS Gold help desk software experience preferred.

- Technical Support Analyst II

Associate's degree in computer science or related field is required. A minimum of three (3) years (five years preferred) progressive technical experience working on a help desk with diverse systems hardware and software and network system (include PC/Mac, Microsoft Office, Windows, Email, HTML, Internet and PeopleSoft). Experience with desktop hardware (Multi-platform desktop environments, e.g. MAC/PC). Experience with desktop software; Office Productivity (Microsoft Office, Lotus, SmartSuite, and Word Perfect).

- Sr. Telephone System Hardware Analyst

Associate's degree required. Four (4) years directly related work experience may be substituted in lieu of degree. Bachelor's degree in Computer Science or a related field preferred. Knowledge of Nortel Meridian PBX products and key systems. Knowledge of T-1 networking and related equipment. Experience with voice mail, fax on demand E911, ACD, and related features.

- Sr. Telephone System Software Analyst

Certification in a Nortel Meridian and/or related field required. Associate's degree required. Four (4) years directly related work experience may be substituted in lieu of degree. Bachelor's degree in Computer Science or a related field preferred. Minimum of five (5) years work-related experience required. Nortel certification required. Experience with voice mail, fax on demand, E911, ACD, and related features. Experience in a team environment required.

- Sr. Telephone System Customer Support Representative

High school diploma or GED equivalent. Minimum of five (5) years telephone customerservice experience in a Nortel Meridian system environment is required

- PeopleSoft Functional Consultant

Requires a Bachelor's degree in CS, MIS, or related fields. Typically requires a minimum of ten (10) years experience. Responsible for 75% functional and 25% technical application and production implementation and support of various PeopleSoft systems and other ad-hoc application products. Participation in at least two full life-cycle PeopleSoft implementations also required.

- PeopleSoft Technical Consultant  
Requires a Bachelor's degree in CS, MIS, or related field. Typically requires a minimum of ten (10) years experience. Responsible for 75% technical and 25% functional application and production implementation and support of various PeopleSoft systems and other ad-hoc application products. Participation in at least two full life-cycle PeopleSoft implementations also required.
- PeopleSoft Techno-Functional Consultant  
Requires a Bachelor's degree in CS, MIS, or related field. Typically requires a minimum of ten (10) years experience. Responsible for 50% technical and 50% functional application and production implementation and support of various PeopleSoft systems and other ad-hoc application products. Participation in at least two full life-cycle PeopleSoft implementations also required.
- PeopleSoft Implementation Specialist Consultant  
Requires a Bachelor's degree in CS, MIS, or related field. Typically requires a minimum of over ten (10+) years experience. Responsible for 60% technical and 40% functional application and production implementation and support of various PeopleSoft systems and other ad-hoc application products. Participation in at least three full life-cycle PeopleSoft implementations also required.
- Vignette Implementation Specialist Consultant  
Requires a Bachelor's degree in Computer Science or a related field with a minimum of eight (8) years related work experience in programming and developing Content Management applications and a minimum of four (4) years experience using Vignette Content Management Server. Responsibilities include, but are limited to, develop custom extensions of the HCC Vignette Content Management console, analyze content structure and design of content type definitions, develop and test content type definitions in Vignette Content Management System, perform lead role function in the content migration processes. Participation in at least one full life-cycle Vignette system implementation also required.
- VoIP Communications Administrator  
  
Requires a Bachelor's degree in Information Systems, Computer Science or a related field or eight (8) years directly related work experience may be considered in lieu of degree requirement. Three (3) years hands-on VoIP design implementation experience is required with minimum of three (3) years hands-on configuration and administration of Cisco Call Manager, Cisco Unity/Unity Connection, Cisco Contact Center Express, and Cisco Emergency Responder platforms; Voice Gateways, and SRST routers in a large fully-redundant enterprise environment. A minimum of three (3) years of experience providing customer service and network services to technically adept and inexperienced clients is required. Responsibilities include designing, planning, configuration, planning, implementing and managing VoIP infrastructure solutions, providing leadership in IT for the development of highly appropriate, tightly integrated, consistently available, secure, flexible, and fault-tolerant VoIP systems (including but not limited to Cisco Call Manager, Cisco Unity, voice gateway).

**ATTACHMENT NO. 2**

**HOUSTON COMMUNITY COLLEGE  
REQUEST FOR PROPOSALS  
PROPOSAL/CONTRACT AWARD FORM**

**PROJECT TITLE: Temporary Personnel Agency Services**  
**PROJECT NO.: 12-31**

**Name of Proposer/Contractor:** \_\_\_\_\_

**Federal Employer Identification Number** \_\_\_\_\_  
**(Note: please refer to RFP- Summary, Section 10: Vendor Registration)**

**Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Receipt of Proposal Amendment Number(s):** \_\_\_\_\_

In compliance with the requirements of this Request for Proposals for providing \_\_\_\_\_, the undersigned hereby proposes to furnish all necessary resources required to perform the services in accordance with our Technical Proposal and Price Proposal dated \_\_\_\_\_ and as mutually agreed upon by subsequent negotiations, if any.

The undersigned certifies that he/she has read, understands and agrees to be bound by the requirements and terms and conditions set forth in this Solicitation. The undersigned further certifies that he/she is legally authorized to make the statements and representations in the Solicitation and that said statements and representations are true and accurate to the best of his/her knowledge. The undersigned understands and agrees that when evaluating proposals and making an award decision, HCC relies on the truth and accuracy of the statements and representations presented in the proposal response. Accordingly, HCC has the right to suspend or debar the undersigned from its procurement process and/or terminate any contract award that may have resulted from this solicitation if HCC determines that any statements or representations made were not true and accurate.

Signed By: \_\_\_\_\_ Name: \_\_\_\_\_  
(Type or Print)

Title: \_\_\_\_\_  
(Type or Print)

State of \_\_\_\_\_

Sworn to and subscribed before me at \_\_\_\_\_,  
(City) (State)

this the \_\_\_\_\_ day of \_\_\_\_\_, 2011.

\_\_\_\_\_  
Notary Public for the State of: \_\_\_\_\_



**ACCEPTANCE AND CONTRACT AWARD FORM**

(Note: This page will be completed by HCC.)

.....  
Purchase Order No. \_\_\_\_\_ (for payment purposes only)

Project No. 12-31

Effective Date: \_\_\_\_\_  
.....

Contractor to perform the work required herein in accordance with Purchase Order(s) issued by HCC and the Terms and Conditions incorporated herein by reference, and the prices, scope of services and general terms and conditions attached hereto and made a part hereof.

HOUSTON COMMUNITY COLLEGE

Executed for and on behalf of the Houston Community College pursuant to approval by the Board of Trustees on \_\_\_\_\_, 2012.

Signed By: \_\_\_\_\_

Title: \_\_\_\_\_

## ATTACHMENT NO. 3

### Proposer Questionnaire

#### HCC Project No. : 12-31

##### **1.0 Company Profile:**

1.1 Provide details as to the following:

- Firm or Entity Name
- Years in Business
- Form of Business under which Proposer operates (i.e., corporation, partnership, sole proprietor)
- Key Contacts: List the names(s), telephone number, email addresses of the representative(s) who are to be contacted regarding your proposal
- Ownership: List the names of all officers and persons of organizations have a ten percent (10%) or greater ownership interest in the company. Indicate which persons are in day-to-day management of the company. Also, indicate if the business is a subsidiary of another entity or conglomerate.
- Sales Volume: Provide net sales data for the past three (3) years
- Describe your company's specific knowledge, experience and expertise in Temporary Personnel Agency Business or market.
- Is your company currently for sale or involved in any transaction to expand or to become acquired by another business entity? If yes, please explain the impact both in organizational and directional terms.
- Provide any details of all past or pending litigation or claims filed against your company that would affect your company's performance under an Agreement with HCC.
- Is your company currently in default on any loan agreement or financing agreement with any bank, financial institution, or other entity. If yes, specify date(s), details, circumstances, and prospects for resolution.

1.2 Firm's Financial Status: Provide evidence of the firm's financial stability including but not limited to, any one or more of the following: the firm's audited financial statement for the last two (2) years; a statement from at least one financial institution with validation of at least six (6) months working capital; recent annual reports or equivalent information and your short and long-term credit rating; a letter from the company's CPA attesting to the company's financial stability.

##### **2.0 Customer References:**

2.1 Your response must include a listing of at least three (3) customers for which you have provided Temporary Personnel Agency Services of the type an kind required by this RFP. Your customer reference list shall include the company name; contact person including telephone #; scope of services, annual sales volume (\$), and the period of time for which work was performed.

2.2 Provide a reference list of all customers for whom you have performed work during the past three (3) years. The List to include company name, contact person, telephone #, and email address (if known).

##### **3.0 Technical Proposal:**

Your Technical Proposal should clearly define (i) your Company's total capabilities, (ii) your qualifications to perform the work, (iii) your ability to perform the services outlined in Attachment No. 1, (iv) your understanding of HCC, and (v) what differentiates you from your competitors. At a minimum, your Technical Proposal shall include the following:

3.1 Cover letter: The cover letter shall not to exceed 2 pages in length, summarizing key points in the proposal.

### 3.2 Qualifications and Experience of Personnel:

- (a)** Provide a project-staffing plan including resumes for all proposed "key" staff members who will be assigned to this account and defining their role in supporting the HCC account;
- (b)** Provide your criteria for hiring including screening, criminal background checks, drug testing or any other means of verification of employee information, or explain other means for ensuring the integrity and suitability of the Proposer's employees.
- (c)** What is your average tenure with the company of your agency's management team?

3.3 Implementation Plan: Provide a detailed *Start-up Implementation Schedule* identifying key tasks and milestone commencing date of contract award through HCC placement of initial orders for temporary personnel agency services to you. Your response should clearly define both your and HCC's responsibilities and resources required during the implementation phase

3.4 Training: Describe your training and development program of both full time and part-time personnel (i.e., students or temporary/contracted workers) as it relates to:

- (a)** Jobs and Skills Development.
- (b)** Customer service, policies and procedures, quality control, and general business operations.
- (c)** Do you use a third party vendor management system solution that helps to manage the integration of applicant tracking, HRIS, ERP, Security, and Financial systems like "iSymphony" or "Comforces"? If so, please provide a brief detailed explanation about it.

3.5 Quality: Please identify the key metrics you propose to use to measure your performance in delivering services to HCC. Your response should indicate the frequency of the measurement, how it will be used to continually improve performance, and how this information will be shared with HCC. Your response should include how do you measure and monitor production quality, ensure delivery/turnaround times are being met, and how problems are tracked, escalated (if required) both internally and with the customer. Also include the below:

- (a)** How do you evaluate your personnel?
- (b)** What feedback mechanisms and processes do you utilize?
- (c)** How do you reward your personnel?
- (d)** What is your Job Fill policy?

3.6 Customer Satisfaction: How do you measure and monitor customer satisfaction; describe the method used, frequency, and how results are reported

3.7 Capabilities and Capacity:

- (a)** Proposer shall clearly define its in-house capability and capacity to perform the work identified in Attachment No. 2. Your response must describe the various technologies, tools, methods, and technical expertise that you will provide to HCC and/or that will be used in the delivery of the services and how that will be of benefit in the delivery of services to HCC.
- (b)** Proposer shall provide the total number of temporary personnel in your pool. How many employees do you have working for you by categories?
- (c)** What tools do you have in place to address order entry?
- (d)** How do you measure and ensure invoice accuracy and time sheet accuracy?
- (e)** What is your policy of pay changes when minimum wage changes?
- (f)** What type of benefits do you provide to your personnel?

3.8 Communication Plan: Please provide a sample communication plan of how you will introduce your company to the faculty, HCC staff, and students and advise them of your service offering; how to access/place orders; rate structure; etc. upon commencement of the contract and thereafter, on an ongoing basis if your company is selected for contract award.

3.9 Student Intern Participation: This section shall include a clear statement of the firm's commitment and plan to utilize HCC student in an internship capacity.

3.10 Small Business Participation: This section shall include a clear statement of the firm's commitment and plan to meet the small business goal specified in this solicitation, if any.

3.11 Contingent Workforce Management Program: HCC is considering the possibility of deploying a third party managed Contingent Workforce Management Program and automated Systems. Please tell us your experience in providing your services under such a Program and automated systems. Please indicate your agreement to work under such a Program if HCC pursues this model during the contract term.

I agree \_\_\_\_\_ I disagree \_\_\_\_\_

3.12 Miscellaneous:

(a) Please identify any challenges and/or difficulties you anticipate in providing services to HCC and how you plan to manage them; what assistance will you require from HCC.

(b) Please describe any special benefits or advantages in selecting your company

**4.0 Price Proposal:**

Proposer shall complete and submit the Schedule of Items and Prices. Proposer may submit, for HCC's consideration, any other products and services it offers.

**SCHEDULE OF ITEMS AND PRICES  
FOR  
TEMPORARY PERSONNEL AGENCY SERVICES**

The Proposer/Contractor shall furnish all resources and services necessary and required to provide Temporary Personnel Agency Services, in accordance with the **Scope of Services**, and the General Terms and Conditions and requirements set forth in the RFP for the price(s) listed below.

Classification	A. Direct Hourly Labor Rate	B. Proposed Overhead @ ___% of A+	C. Proposed Profit @ ___% of A.+B. =	D. Proposed Loaded/Billing Hourly Rate
<b>Group I – Administrative</b>				
01 Executive Secretary				\$
02 Administrative Secretary				\$
03 File Clerk				\$
04 General Clerical				\$
05 Data Entry Operator				\$

06	Receptionist/Switchboard Operator				\$
07	Office Manager				\$
08	Benefits Specialist				\$
09	Treasury Analyst				\$
10	Cashier				\$

Classification		A. Direct Hourly Labor Rate	B. Proposed Overhead @ ___% of A+	C. Proposed Profit @ ___% of A.+B. =	D. Proposed Loaded/Billing Hourly Rate
<b>Group II - Technical</b>					
01	Sr. Computer Operator				\$
02	Computer Operator				\$
03	Sr. Hardware/Software Technician				\$
04	Hardware/Software Technician				\$
05	Sr. Business Analyst				\$
06	Business Analyst				\$
07	Sr. Accountant				
08	Accountant				\$
09	Accounting Clerk				\$
10	Budget Analyst				\$
11	Purchasing Agent				\$
12	Buyer				\$
13	Contract Analyst				\$
14	Sr. Programmer Analyst				\$
15	Programmer Analyst				\$
16	Sr. System Analyst				\$
17	System Analyst				\$
18	Sr. Network Analyst				\$

Classification		A. Direct Hourly Labor Rate	B. Proposed Overhead @ __% of A+	C. Proposed Profit @ __% of A.+B. =	D. Proposed Loaded/Billing Hourly Rate
<b>Group II - Technical</b>					
19	Network Analyst				\$
20	Operations/Production Coordinator				\$
21	UNIX Systems Administrator				\$
22	PeopleSoft Analyst				\$
23	Data Warehouse Analyst				\$
24	Sr. Web Developer				\$
25	Web Developer				\$
26	Telecommunications Account Analyst				\$
27	Sr. Database Administrator				\$
28	Database Administrator II				\$
29	Sr. Project Manager				\$
30	Project Manager				\$
31	Sr. Unix Systems Administrator				\$
32.	Sr. Systems Administrator - Active Directory				\$
33	Sr. Systems Administrator - PeopleSoft				\$
34	Technical Support Analyst I				\$
35	Technical Support Analyst II				\$
36	Sr. Telephone System Hardware Analyst				\$
37	Sr. Telephone System Software Analyst				\$

<b>Classification</b>		<b>A. Direct Hourly Labor Rate</b>	<b>B. Proposed Overhead @ __% of A+</b>	<b>C. Proposed Profit @ __% of A.+B. =</b>	<b>D. Proposed Loaded/Billing Hourly Rate</b>
38	Sr. Telephone System Customer Support Rep.				\$
39	PeopleSoft Functional Consultant				\$
40	PeopleSoft Technical Consultant				
41	PeopleSoft Techno- Functional Consultant				
42	PeopleSoft Implementation Specialist Consultant				
43	Vignette Implementation Specialist Consultant				
44	VoIP Communications Administrator				

**Rate adjustment for 1<sup>st</sup> and second renewal terms**



## ATTACHMENT NO. 4

### DETERMINATION OF GOOD FAITH EFFORT

**HCC Project No. : 12-31**

Proposer \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Fax Number \_\_\_\_\_

In making a determination that a good faith effort has been made, HCC requires the Proposer to complete this form as directed below:

#### Section 1.

After having divided the contract work into reasonable lots or portions to the extent consistent with prudent industry practices, the Proposer must determine what portion(s) of work, including goods or services, will be subcontracted. Check the appropriate box that identifies your subcontracting intentions:

\_\_\_\_\_ Yes, I will be subcontracting portion(s) of the contract.  
(If Yes, please complete Section 2, below and Attachments No. 5 and No. 6)

\_\_\_\_\_ No, I will not be subcontracting any portion of the contract, and will be fulfilling the entire contract with my own resources.  
(If No, complete Section 3, below.)

#### Section 2.

In making a determination that a good faith effort has been made, HCC requires the Proposer to complete this form Section and submit supporting documentation explaining in what ways the Proposer has made a good faith effort to attain the goal. The Proposer will respond by answering "yes" or "no" to the following and provide supporting documentation.

\_\_\_\_\_ (1) Whether the Proposer provided written notices and/or advertising to at least five (5) certified small businesses or advertised in general circulation, trade association and/or small businesses focus media concerning subcontracting opportunities.

\_\_\_\_\_ (2) Whether the Proposer divided the work into the reasonable portions in accordance with standard industry practices.

\_\_\_\_\_ (3) Whether the Proposer documented reasons for rejection or met with the rejected small business to discuss the rejection.

\_\_\_\_\_ (4) Whether the Proposer negotiated in good faith with small businesses, not rejecting qualified subcontractors who were also the lowest responsive bidder.

NOTE: If the Proposer is subcontracting a portion of the work and is unable to meet the solicitation goal or if any of the above items (1-4) are answered "no", the Proposer must submit a letter of justification.

Section 3.

SELF PERFORMANCE JUSTIFICATION

If you responded "No" in SECTION 1, please explain how your company will perform the entire contract with its own equipment, supplies, materials, and/or employees.

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\_\_\_\_\_  
Signature of Proposer

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**ATTACHMENT NO. 5  
SMALL BUSINESS UNAVAILABILITY CERTIFICATE**

I, \_\_\_\_\_, \_\_\_\_\_, of  
 (Name) (Title)

\_\_\_\_\_  
 (Name of proposer's company)

certify that on the date(s) shown, the small businesses listed herein were contacted to solicit Proposals for Materials or Services to be used on Project # 08-45.

DATE CONTACTED	SMALL BUSINESS Name	TELEPHONE NO.	CONTACT PERSON	MATERIALS OR SERVICES	RESULTS
1.					
2.					
3.					
4.					
5.					
6.					

To the best of my knowledge and belief, said small business was unavailable for this solicitation, unable to prepare a proposal or prepared a proposal that was rejected for the reason(s) stated in the RESULTS column above.

The above statement is a true and accurate account of why I am unable to commit to awarding subcontract(s) or supply order(s) to the small business listed above.

**NOTE: This form to be submitted with all Proposal documents for waiver of small business participation. (See Instructions to Proposers)**

Signature: \_\_\_\_\_

**ATTACHMENT NO. 6  
SMALL BUSINESS DEVELOPMENT QUESTIONNAIRE**

**Note:** Vendors are to complete this form along with a **copy** of the Contractor and Subcontractor/Supplier Participation Form and return it in a separate envelope to:

**Houston Community College  
Procurement Operations/Small Business Representative  
Post Office Box 667517  
Houston, Texas 77266-7517  
Ref: HCC Project No. 12-31**

FIRM NAME: \_\_\_\_\_

FIRM ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

TELEPHONE: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

CONTACT PERSON'S NAME AND PHONE NO. \_\_\_\_\_

SIGNATURE OF FIRM'S AUTHORIZED OFFICIAL: \_\_\_\_\_

NAME AND TITLE (Type or Print): \_\_\_\_\_

**COMPANY MAJORITY OWNERSHIP** (Check one in each column)

<u>ETHNICITY</u>	<u>GENDER</u>	<u>LOCATION</u>
_____ African American (AA)	_____ Male	_____ Houston (H)
_____ Asian Pacific American (APA)	_____ Female	_____ Texas (T)
_____ Caucasian ( C)		_____ Out of State (O)
_____ Hispanic American (HA)		Specify State _____
_____ Native American (NA)		_____ Public Owned (PO)
_____ Other (O) Specify _____		

**BUSINESS CLASSIFICATION**

- |  |   |
|--|---|
| _____ <b>DBE</b> Disadvantaged Business Enterprise   | _____ <b>SB</b> Small Business                |
| _____ <b>WBE</b> Women Owned Business Enterprise     | _____ <b>MBE</b> Minority Business Enterprise |
| _____ <b>HUB</b> Historically Underutilized Business | _____ Other: _____                            |

Please provide information regarding certifying agency (if any)

Name of Agency	Certificate Number	Expiration Date
_____	_____	_____
_____	_____	_____
_____	_____	_____



**ATTACHMENT NO. 8**  
**PROPOSERS CERTIFICATIONS**

**HCC Project No.: 12-31**

**1. NON-DISCRIMINATION STATEMENT:**

The undersigned certifies that he/she will not discriminate against any employee or applicant for employment or in the selection of subcontractors because of race, color, age, religion, gender, national origin or disability. The undersigned shall also take action to ensure that applicants are employed, and treated during employment, without regard to their race, color, religion, gender, age, national origin or disability. Such action shall include, but shall not be limited to, the following: non-discriminatory employment practices: employment, upgrading or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other compensation and selection for training, including apprenticeship.

**2. ASSURANCE OF SBDP GOAL:**

The undersigned certifies that he/she has read, understands and agrees to be bound by the small business provisions set forth in this Solicitation. The undersigned further certifies that he/she is legally authorized to make the statements and representations in the Solicitation and that said statements and representations are true and accurate to the best of his/her knowledge. The undersigned will enter into formal agreement(s) for work identified on the CONTRACTOR AND SUBCONTRACTOR PARTICIPATION form conditioned upon execution of a contract with HCC. The undersigned agrees to attain the small business utilization percentages of the total offer amount as set forth below:

Small Business Participation Goal = Twenty (20) Percent (%)

The undersigned certifies that the firm shown below has not discriminated against any small business or other potential subcontractor because of race, color, religion, gender, age, veteran's status, disability or national origin, but has provided full and equal opportunity to all potential subcontractors irrespective of race, color, religion, gender, age, disability, national origin or veteran status.

The undersigned understands that if any of the statements and representations are made knowing them to be false or there is a failure to implement any of the stated commitments set forth herein without prior approval of HCC's Chancellor or the duly authorized representative, the Proposer may be subject to the loss of the contract or the termination thereof

**3. BLACKOUT PERIOD COMPLIANCE:**

The undersigned certifies that he/she has read, understands and agrees to be bound by the Prohibited Communications provision set forth in the RFP. The undersigned further understands that the Proposer shall not communicate with a HCC Trustee, employee, or any member of the selection/evaluation committee in any way concerning this Solicitation from the day it is first advertised through the day the contract documents are signed by all parties.

This period is known as the "Blackout Period," as further defined in Section 1.7.10 and 3.3 of the Procurement Operations Manual. Violation of the Blackout Period is considered unethical conduct

and will be handled as such with regard to a Trustee and all applicable federal and state laws and regulations, local ordinances, board policies and procurement procedures with respect to their conduct as public officials involved in the procurement process.

With regard to a Proposer, violation of the Blackout Period may result in the cancellation of the referenced transaction, disbarment, disqualification from future procurement solicitations and prosecution in accordance with the Laws of the State of Texas.

**4. CERTIFICATION AND DISCLOSURE STATEMENT:**

A person or business entity entering into a contract with HCC is required by Texas Law to disclose, in advance of the contract award, if the person or an owner or operator of the business entity has been convicted of a felony. The disclosure should include a general description of the conduct resulting in the conviction of a felony as provided in section 44.034 of the Texas Education Code. The requested information is being collected in accordance with applicable law. This requirement does not apply to a publicly held corporation.

If an individual:

Have you been convicted of a felony? YES or NO

If a business entity:

YES or NO

Has any owner of your business entity been convicted of a felony? \_\_\_\_\_

Has any operator of your business entity been convicted of a felony? \_\_\_\_\_

If you answered yes to any of the above questions, please provide a general description of the conduct resulting in the conviction of the felony, including the Case Number, the applicable dates, the State and County where the conviction occurred, and the sentence.

I attest that I have answered the questions truthfully and to the best of my knowledge.

Signed: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Address of Company: \_\_\_\_\_

State of \_\_\_\_\_

Sworn to and subscribed before me at \_\_\_\_\_ (City) \_\_\_\_\_ (State)

this the \_\_\_\_\_ day of \_\_\_\_\_, 2011.

\_\_\_\_\_

Notary Public for the State of: \_\_\_\_\_

**ATTACHMENT NO. 9**

<b>CONFLICT OF INTEREST QUESTIONNAIRE</b>		<b>FORM CIQ</b>
<b>For vendor or other person doing business with local governmental entity</b>		
<p>This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.</p> <p>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).</p> <p>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.</p> <p>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.</p>	<b>OFFICE USE ONLY</b> <hr/> Date Received	
<p><b>1</b> Name of person who has a business relationship with local governmental entity.</p> <hr style="border: none; border-top: 1px solid black; margin: 5px 0;"/>		
<p><b>2</b> <input type="checkbox"/> Check this box if you are filing an update to a previously filed questionnaire.</p> <p align="center">(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.)</p>		
<p><b>3</b> Name of local government officer with whom filer has employment or business relationship.</p> <p align="center">_____</p> <p align="center">Name of Officer</p> <p>This section (item 3 including subparts A, B, C &amp; 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.</p> <p>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?</p> <p align="center"><input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p>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?</p> <p align="center"><input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p>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?</p> <p align="center"><input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p>D. Describe each employment or business relationship with the local government officer named in this section.</p>		
<p><b>4</b></p> <p align="center">_____</p> <p align="center">Signature of person doing business with the governmental entity</p> <p align="right">_____</p> <p align="right">Date</p>		

Adopted 06/29/2007

**Note: When completing this Questionnaire, please be certain to answer each and every question; indicate "Not Applicable", if appropriate**



**ATTACHMENT NO. 10  
FINANCIAL INTERESTS AND POTENTIAL CONFLICTS OF INTERESTS**

**HCC Project No.: 12-31**

Texas Local Government Code Chapter 176 requires that vendors desiring to enter into certain contracts with a local governmental entity must disclose the financial and potential conflict of interest information as specified below.

Vendor shall disclose the financial interest and potential conflict of interest information identified in Sections 1 through 3 below as a condition of receiving an award or contract. Submit this information along with your bid, proposal, or offer. **This form must be received by HCC Office of Systemwide Compliance before the vendor's bid, proposal, or offer will be considered received or evaluated.** Completed forms must be **NOTARIZED** and delivered to:

**Houston Community College System  
Attn: Office of Systemwide Compliance, Compliance Officers  
3100 Main St, 12<sup>th</sup> Floor  
Houston, TX 77002**

This requirement applies to contracts with a value exceeding \$50,000.

**Section 1 - Disclosure of Financial Interest in the Vendor**

**a.** If any officers or employees of HCC ("individuals") have one of the following financial interests in the vendor (or its principal) or its subcontractor(s), please show their name and address and check all that apply and (include additional documents if needed):

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

**b.** For each individual named above, show the type of ownership/distributable income share:

Ownership interest exceeding 10%	( _____ )
Ownership interest exceeding \$15,000 or more of the fair market value of vendor	( _____ )
Distributive Income Share from Vendor exceeding 10% of individual's gross income	( _____ )
Real property interest with fair market value of at least \$2,500	( _____ )
Person related to or married to individual has ownership or real property interest in Vendor	( _____ )
No individuals have any of the above financial interests (If none go to Section 4)	( _____ )
sole proprietorship    ___ stock    ___ partnership    ___	
other (explain): _____	

**c.** For each individual named above, show the **dollar value or proportionate share** of the ownership interest in the vendor (or its principal) or its subcontractor (s) as follows:

If the proportionate share of the named individual(s) in the ownership of the vendor (or its principal) or subcontractor of vendor is 10% or less, and if the value of the ownership interest of the named individual(s) is \$15,000 or less of the fair market value of vendor, check here (\_\_\_\_).

If the proportionate share of ownership exceeds 10%, or the value of the ownership interest exceeds \$15,000 of the fair market value of vendor, show either:

the percent of ownership \_\_\_\_\_ %, or  
the value of ownership interest \$ \_\_\_\_\_ .

**Section 2 - Disclosure of Potential Conflicts of Interest**

For each of the individuals having the level of financial interest identified in Section 1 above, and for any other HCC individual not identified in Section 1 above check "Yes" or "No" to indicate which, if any, of the following potential conflict of interest relationships apply. If "Yes," please describe (use space under applicable section-attach additional pages as necessary).

a. Employment, currently or in the previous 3 years, including but not limited to contractual employment for services for vendor.

Yes \_\_\_\_\_ No \_\_\_\_\_

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b. Employment of individual's spouse, father, mother, son, or daughter, including but not limited to contractual employment for services for vendor in the previous 2 years.

Yes \_\_\_\_\_ No \_\_\_\_\_

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**Section 3- Disclosure of Gifts**

For each of the individuals having the level of financial interest identified in Section 1 above, and for any other HCC individual not identified in Section 1 above check "Yes" or "No" to indicate which, if any, of the following potential conflict of interest relationships apply. If "Yes," please describe (use space under applicable section-attach additional pages as necessary).

a. Received a gift from vendor (or principal), or subcontractor of vendor, of \$250 or more within the preceding 12 months.

Yes \_\_\_\_\_ No \_\_\_\_\_

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b. Individual's spouse, father, mother, son, or daughter has received a gift from vendor (or principal), or subcontractor of vendor, of \$250 or more within the preceding 12 months.

Yes \_\_\_\_\_ No \_\_\_\_\_

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**Section 4- Other Contract and Procurement Related Information**

Vendor shall disclose the information identified below as a condition of receiving an award or contract.

This requirement is applicable to only those contracts with a value exceeding \$50,000. You must submit this information along with your bid, proposal, or offer.

a. Vendor shall identify whether vendor (or its principal), or its subcontractor(s), has current contracts (including leases) with other government agencies of the State of Texas by checking:

Yes \_\_\_\_\_ No \_\_\_\_\_

b. If "yes" is checked, identify each contract by showing agency name and other descriptive information such as purchase order or contract reference number (attach additional pages as necessary).

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c. Vendor shall identify whether vendor (or its principal) or its subcontractor(s) has pending contracts (including leases), bids, proposal, or other ongoing procurement relationships with other government agencies of the State of Texas by checking:

Yes \_\_\_\_\_ No \_\_\_\_\_

d. If "yes" is checked, identify each such relationship by showing agency name and other descriptive information such as bid or project number (attach additional pages as necessary).

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This disclosure is submitted on behalf of:

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(Name of Vendor)

**Certification.** I hereby certify that to the best of my knowledge and belief the information provided by me in this disclosure statement is true and correct. I understand that failure to disclose the information requested may result in my bid, proposal, or offer, being rejected, and/or may result in prosecution for knowingly violating the requirements of **Texas Local Government Code Chapter 176**. I understand that it is my responsibility to comply with the requirements set forth by HCC as it relates to this disclosure. I also understand that I must submit an updated disclosure form within seven (7) days of discovering changes in the significant financial interests of the individuals I identified in Section 1 of this disclosure or if individuals that were not identified, later receive a financial interest in my company or is a subcontractor of my company.

Official authorized to sign on behalf of vendor:

Name (Printed or Typed) \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**"NOTE: PROPOSER MUST COMPLETE THE ABOVE "FINANCIAL INTERESTS AND POTENTIAL CONFLICTS OF INTERESTS" FORM. FAILURE TO COMPLETE AND RETURN THIS FORM WITH YOUR OFFER MAY RESULT IN YOUR OFFER BEING CONSIDERED AS "NON-RESPONSIVE" TO THIS SOLICITATION."**

For assistance with completing this form, please contact the **Office of Systemwide Compliance** at (713)718-2099.