



**procurement
operations**

Request for Qualifications (RFQ)

**Federal, State and Local
Government Relations Consulting
Services**

Project No. 08-26

TABLE OF CONTENTS

Cover Page	1
Table of Contents	2
General Information	3-4
Document Format and Submission	5-6
Selection-Qualification Requirements	6
Selection Criteria	7
Submittal Due Date	7
Government Relations Goals	8
Scope of Services	8-9
Deliverables	10
Interface with Board of Trustees / Administration / Prohibited Communication	11
Small Business, Oral Presentations	12
Contract Award	13

Attachments	
Attachment No. 1 Determination of Good Faith	14
Attachment No. 2 Small Business Unavailability Certificate	15
Attachment No. 3 Small Business Development Questionnaire	16
Attachment No. 4 Non-Discrimination Statement	17
Attachment No. 5 Certification and Disclosure Statement	18
Attachment No. 6 State of Texas Affidavit	19
Attachment No. 7 Business Questionnaire	20-21
Attachment No. 8 Assurance of SBDP Goal	22
Attachment No. 9 HCC Vendor Application	23
Attachment No. 10 Insurance Requirements	24
Attachment No. 11 Conflict of Interest Questionnaire	25-26
Attachment No. 12 Contractor & First Tier Subcontractor/Supplier Participation	27
Attachment No. 13 Subcontractor Payment Certification Form	28
Attachment No. 14 Progress Assessment Report	29

REQUEST FOR QUALIFICATIONS (RFQ)

Date: April 7, 2008
To: Prospective Respondents
Subject: Request for Qualifications (“RFQ”) for Government Relations
Consulting Services, Federal, State and Local levels
HCC Project No. 08-26

General Information / Background

The Houston Community College System (“HCC”) is seeking *Letters of Interest and Qualifications Statements* from qualified firms to provide Government Relations Consulting Services at the Federal, State and Local levels. HCC desires to expand its involvement with other governmental entities and requests the services of external individuals or firms with expertise in the respective fields.

As a community college district and political subdivision within the State of Texas, please be aware of certain legal limitations stated herein regarding the use of HCC funds to pay for the required services. All firms are encouraged to seek specific legal advice from their own legal counsel regarding this RFQ and any other legal restrictions related to providing the required services. Potentially relevant statutes in providing the services under this solicitation include, but may not be limited to:

- Chapter 305 of the Texas Government Code.
- Chapter 2254.003 Professional Services Procurement Act
- 2 U.S.C. 1601, et seq. (“Lobbying Disclosure Act of 1995”)
- 31 U.S.C. Section 1352 (the “Byrd Amendment”)

As applicable, all firms must currently comply with requirements of Title VII of the Civil Rights Act of 1964, as amended March 24, 1972, and the Rules and Regulations of the Equal Employment Opportunity Commission. Each firm must submit an affidavit to this effect.

Information provided in response to this RFQ is subject to the Texas Public Information Act and may be subject to public disclosure. The entities or person providing services under an award arising from this RFQ shall have an independent contractor relationship with HCC.

Note: Project# 08-26 will be available for downloading on April 7, 2008. Please go to www.hccs.edu, Follow the link on the left side for *Business & Community*, then look for Doing Business with HCC and click *Procurement Operations*; click on *Current Bids / RFPs* and finally click *Project #08-26 Government Relations*.

Respondents may submit qualification statements for both Federal and for State and Local Government Relations Services. As an alternative, respondents may submit separately for either the Federal Government Services or for the State and Local Government Relations Services.

The HCC Board of Trustees reserves the right to divide the award of its government relations services under this RFQ and award the contract(s) to one or more person(s) or entities. HCC also reserves the right to reject any/all submissions. HCC is not obligated to extend a contract awarded to any party beyond the initial contract term.

HCC reserves the right to reject any or all submittals, negotiate changes in the scope of work or services sought, and waive technicalities or irregularities in this solicitation. The RFQ solicitation does not obligate HCC to select a particular firm or individual for any project(s).

HCC requires completion of all applicable attachments contained in this RFQ. Failure to complete the required attachments may result in the HCC evaluation team determining that the respondent is non-responsive to the RFQ.

HCC is not responsible or liable for any expenses or costs incurred by any party responding to this RFQ.

Note: The purchase of services, which arises from this solicitation, is contingent upon the availability of appropriated funds. HCC shall have the right to cancel the resulting contract at the end of the current fiscal year if funds are not available for the next fiscal year to continue the resulting contract. If funds are withdrawn or do not become available, HCC reserves the right to cancel the resulting contract by giving the selected contractor a thirty (30) day written notice of cancellation without penalty. Upon cancellation of the resulting 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. HCC's fiscal year begins on September 1 and ends on August 31.

The respondent shall place all ***inquiries*** relevant to this RFQ ***in writing only***. Written inquiries are due no later than **April 29, 2008 at 4:00 P.M.** (local time) at the following address:

Houston Community College System
Procurement Operations
3100 Main Street (11th Floor)
Houston, Texas 77002
Reference: Project No. 08-26
Attn: John Carter
E-mail: john.carter@hccs.edu
Tel: (713) 718-5029
Fax: (713) 718-2113

II. Document Format and Submission

Qualification Statement

The qualification statement shall be in the form of a bound 8½” x 11” report with a Table of Contents identifying all pages numbered in sequence. Total pages submitted must not exceed 12 – printed text must be on one side of the page only and the font size will not appear smaller than .12. Binding must allow reports to lie flat when opened and may be either wire or spiral binding. Format of the report may be either “portrait” or “landscape” with binding on the left long or short side. All respondents must provide, at a minimum, the following information:

Cover Sheet

The cover sheet should contain the project title, project number and the name of the lead firm(s) submitting the proposal.

Letter of Interest

The letter of interest should not exceed two pages in length, and it should summarize relevant key points in the submittal.

Project Management and Services

This section shall include the management and technical approach as well as a description of all services offered by the respondent that relate to HCC’s scope of work and deliverables. Include an organizational chart that identifies “key” staff members and their respective responsibilities for this project. Provide a detailed management plan with defined lines of authority.

Qualifications and Experience of Firm

This section shall include a description of the firm, including firm’s history, size and staff composition. Include a description of the firm’s past and current contracts/assignments, which are related to the type of services required by this solicitation.

Qualifications and Experience of Personnel

This section shall include a project staffing plan, including resumes for all proposed “key” staff members who will be assigned to this project. If personnel substitutions are contemplated on a contingency basis, they should also be identified.

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.

List of References

This section requires the firm and/or individual to provide a list of references of clients similarly situated to HCC (*i.e.*, other institutions of higher education). If a firm and/or individual is currently representing a community college in Texas at the federal, state or local levels, that information should be disclosed in the references. How long that relationship has existed should also be disclosed.

List of Past Funding Secured

This section requires the firm and/or individual to provide actual examples of federal, state and/or other non-competitive funding secured in the previous three years for existing/past like clients.

III. Selection/Qualification Requirements

All respondents must provide the following information or demonstrate the requisite knowledge and skill:

- Involvement of members of the firm on issues of direct importance to HCC (*e.g.*, Workforce Investment Act, appropriations, *etc.*).
- Specific past involvement of the firm and/or its members with associations of direct importance to HCC (*e.g.*, AACC, ACCT, TACC, HACU, *etc.*).
- Knowledge of and professional contacts with relevant decision makers, and major political parties.
- Knowledge of existing and likely proposed relevant legislation.
- Short and long-term objectives for representation.
- Demonstration of creative strategies in developing new relationship between HCC, federal, state and local agencies or public/private entities that may provide a direct or indirect benefit to HCC.
- Experience with the appropriations process, including specific appropriation requests that the firm or individual anticipates seeking on behalf of HCC.

IV. Selection Criteria

HCC will select the firm or individual on the basis of demonstrated competence and qualifications to perform the required services. The weighted factors used in the evaluation process include the following:

<u>Factor</u>	<u>Percentage Weight</u>
• Experience of firm/respondent	30%
• Experience and qualifications of personnel	25%
• Past Performance of the respondent	20%
• Project Understanding and Management	20%
• Small Business Participation	<u>5%</u>
Total	100%

V. Submittal Due Date/Time

HCC will receive *Letters of Interest and Qualification Statements* from qualified firms or individuals interested in entering into a contract to provide Government Relations Services. Firms or individuals should submit an original and five (5) copies of their *Letters of Interest and Qualification Statement* to the below identified address no later than **May 5, 2008 at 4:00 p.m.** (local time):

Houston Community College System
Procurement Operations
3100 Main Street (11th Floor)
Houston, Texas 77002
Attn. John Carter
Reference: Project No. 08-26
Government Relations Consulting Services

HCC will neither discriminate nor select vendors on the basis of race, color, national origin, religion, gender, age or disability in its procurement selection process.

HCC has established a “**Best Effort**” Small Business participation goal for this RFQ.

VI. HCC Government Relations Goals

- Increase funding from all government sources, with an emphasis on non-competitive appropriations, as well as special competitive grants;
- Expand collaboration opportunities with other governmental and educational entities, especially those impacting higher education, workforce, homeland security/public safety, community development and economic development, etc;
- Participate in government policy development with other governmental entities, especially in the higher education field;
- Promote good will by coordinating HCC's marketing, public and community relations efforts that seek to expand HCC's positive impact in the community;
- Attain a positive higher profile with relevant members of the U.S. Congress and the Texas Legislature, and with federal, state and local governmental entities to gain a "place at the table";
- Continue building local relationships with the City of Houston, surrounding cities and communities, county governments and school districts to foster partnerships that enhance HCC higher education opportunities for students.

VII. Scope of Services

- Comprehensively understand and review all fiscal needs and objectives of HCC;
- With the Board of Trustees and HCC administration, establish priority objectives to provide revenue sources for HCC through the federal, state and local appropriations process and through agency grants or funds (*e.g.*, Department of Labor, Department of Education; Department of Homeland Security, Department of Defense, *etc.*);
- Assist with developing an annual legislative agenda and plan.
- As appropriate, educate the members of the Texas congressional delegation, non-Texas congressional members, the Texas Legislature and their respective staffs about HCC, its needs and objectives, and how the same relates to the goals of the members and committees;
- As appropriate, coordinate meetings for trustees, the chancellor and staff in Washington with appropriate congressional members and/or members of their staff.
- As appropriate, coordinate meetings for trustees, the chancellor and staff in Austin with state policymakers and/or their staff;

- Assist with developing community support for HCC priority projects and encourage grassroots and grass tops communications to Congress;
- Work closely with state and national associations that promote community colleges and higher education policy considerations (e.g., AACC, TACC, AACT, HACU, etc.).
- As appropriate assist with developing and implementing a local press/public recognition strategy to encourage and reward HCC key policy maker supporters (federal, state and local policy makers);
- Provide follow-up communications to policy makers and their respective staffs. Continue to strengthen relationships and expand knowledge of and interest in the future of HCC;
- As directed, represent the interests of HCC in seeking support or opposition to legislation, rules, policies and programs that may affect HCC, including drafting proposed legislation, identifying sponsors of legislation, and appearing as an advocate before appropriate governmental bodies on behalf of HCC.
- Monitor the rule-making process at The Higher Education Coordinating Board to protect against changes in administrative rules that may be damaging to HCC.
- Coordinate all activities with HCC staff and maintain appropriate correspondence files with copies provided to HCC staff and trustees, as appropriate.
- Perform other services reasonably related to the provision of governmental relations services.

VIII. Deliverables

Federal Requirements

- No less than monthly legislative updates, as requested
- Talking points, as deemed appropriate
- Congressionally directed or non-congressionally directed federal funds, as appropriately identified by HCC (e.g., earmark funds, competitive grants where practicable, etc.)
- Other considerations to non-exclusively include shaping rules and policies impacting HCC

State and Local Requirements

- No less than monthly legislative updates, as requested
- Talking points, as deemed appropriate
- Annexation
- State Appropriations
- Other considerations to non-exclusively include shaping rules and policies impacting HCC

IX. Communication Protocol

- Consultant shall deliver a monthly written report of activities related to HCC initiatives no later than 2nd Wednesday of every month or as otherwise directed.
- Minimally, the Consultant shall provide a briefing to the Chancellor's delegated authority (Director of Government Relations) by the 1st of the month (or on the first working day following the 1st day of the month) to report on all activities and to seek direction.
- Consultant, at the direction of the chancellor or the delegated authority, shall appear before Board of Trustees as needed to report activity and to seek direction.
- If applying for federal representation, consultant shall arrange bi-annual Congressional and agency meetings in Washington for trustees, the chancellor and staff.
- If applying for state and local representation, consultant shall arrange legislative and committee meetings in Austin for trustees, the chancellor and staff, as appropriate and necessary.
- Consultant shall report to the Director of Government Relations who will administer the contract and provide staff direction.

X. Prohibited Communications

With the exception of the Procurement staff, HCC prohibits communications regarding this RFQ to occur:

- Between a potential vendor(s), firm(s), offeror, lobbyist(s) or consultant(s) and any trustee;
- Between any trustee and any member of a selection or evaluation committee; and
- Between any trustee and administrator or employee.

The communications prohibition begins on the date that responses to the solicitation are due or received, whichever is first. The communications prohibition shall not apply when either of the following occurs:

- When the contract is awarded by the Chancellor or his/her designee; or
- When the Board at a duly constituted public meeting considers the award recommendations.

The communications prohibition shall not apply during any of the following occasions:

- During duly constituted pre-bid or pre-proposal conferences.
- When communicating with the HCC General Counsel or with Counsel for the Board.
- When negotiating emergency contracts.
- During presentations made to the Board of Trustees at any duly constituted public meeting.
- Unless otherwise prohibited in the solicitation documents, any written communications between any parties, provided the originator shall file immediately a copy of any written communication with Board Services Office. The HCC Board Services Office shall make copies available to any person upon request.

NOTHING CONTAINED HEREIN SHALL PROHIBIT ANY PERSON OR ENTITY FROM PUBLICLY ADDRESSING THE BOARD OF TRUSTEES DURING ANY DULY CONSTITUTED PUBLIC MEETING, IN ACCORDANCE WITH APPLICABLE BOARD POLICIES, REGARDING ACTION ON THE CONTRACT.

XI. Small Business Development Program

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 seeks 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 or disability in its procurement selection process. 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. For this solicitation, HCC has established **Best Efforts** as its goal for small business participation.

XII. Postponement of Qualification Statements Due Date & Time

Notwithstanding the date and time for receipt of qualification statements established in this Request for Qualifications, the date and time established herein for receiving statements may be postponed solely at the discretion of HCC.

XIII. Oral Presentations

Interviews with the three top scoring firms for federal services and the three top scoring firms for state and local services will occur at the System Administration Building, 3100 Main Street. The principals who intend to represent HCC must be present for the interview. Interviews may include members of the Board and will include the chancellor and director of government relations.

Each selected firm should be prepared to make a presentation to HCC. The presentations must show that the firm/individual(s) clearly understand the requirements of the solicitation, and have a strategic plan and approach to complete the work.

Before HCC makes a final determination of who will provide the relevant services under the contract, it reserves the right to and will contact the respondents' client list and/or list of references.

XIV. Contract Award

HCC will make the contract award to the most qualified firm (s) conforming to this solicitation. HCC may award a contract based on initial qualification statements received, without discussion of such qualifications.

ATTACHMENT NO. 1

PROJECT NO. 08-26

HOUSTON COMMUNITY COLLEGE

DETERMINATION OF GOOD FAITH EFFORT

Bidder _____

Address _____

Phone _____

Fax Number _____

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

- _____ (1) Whether the Bidder 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 Bidder divided the work into the reasonable portions in accordance with standard industry practices.
- _____ (3) Whether the Bidder documented reasons for rejection or met with the rejected small business to discuss the rejection.
- _____ (4) Whether the Bidder negotiated in good faith with small businesses, not rejecting qualified subcontractors who were also the lowest responsive bidder.

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

Signature of Bidder

Title

Date

**ATTACHMENT NO. 2
SMALL BUSINESS UNAVAILABILITY CERTIFICATE**

I, _____, _____, of
 (Name) (Title)

_____, certify that on the date(s) shown, the small businesses listed herein were
 (Name of bidder's company) contacted to solicit Bids for Materials or Services to be used on Project #08-26

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 bid or prepared a bid 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 Bidder documents for Waiver of small business participation. (See Instructions to Bidders)

Signature: _____

**ATTACHMENT NO. 3
SMALL BUSINESS DEVELOPMENT QUESTIONNAIRE**

Note: Vendors are to complete this form along with a **copy** of the Contractor and First Tier 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. 08-26**

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>
<input type="checkbox"/> African American (AA)	<input type="checkbox"/> Male	<input type="checkbox"/> Houston (H)
<input type="checkbox"/> Asian Pacific American (APA)	<input type="checkbox"/> Female	<input type="checkbox"/> Texas (T)
<input type="checkbox"/> Caucasian (C)		<input type="checkbox"/> Out of State (O)
<input type="checkbox"/> Hispanic American (HA)		Specify State _____
<input type="checkbox"/> Native American (NA)		<input type="checkbox"/> Public Owned (PO)
<input type="checkbox"/> Other (O) Specify _____		

BUSINESS CLASSIFICATION

- | | |
|---|--|
| <input type="checkbox"/> DBE Disadvantaged Business Enterprise | <input type="checkbox"/> SB Small Business |
| <input type="checkbox"/> WBE Women Owned Business Enterprise | <input type="checkbox"/> MBE Minority Business Enterprise |
| <input type="checkbox"/> HUB Historically Underutilized Business | <input type="checkbox"/> Other: _____ |

Please provide information regarding certifying agency (if any)

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

ATTACHMENT NO. 4

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: employment, upgrading or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other compensation and selection for training, including apprenticeship.

Name/Title: _____
(Type or Print)

Signature: _____ Date: _____

Company Name: _____
(Type or Print)

Address: _____

Telephone Number: _____

ATTACHMENT NO. 5

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.

By: _____ Date: _____

Name: _____

Title: _____

Business Entity: _____

Signature of Firm's Authorized Official: _____

State of Texas

Sworn to and subscribed before me at _____

Texas, this the _____ day of _____, 2008

Notary Public for the State of: _____

ATTACHMENT NO. 6

AFFIDAVIT FORM

This company, contractor, or subcontractor agrees to refrain from discrimination in terms and conditions of employment on the basis of race, color, religion, sex, physical handicap, or national origin, and agrees to take affirmative action as required by Federal Statutes and Rules and Regulations issued pursuant thereto in order to maintain and ensure nondiscriminatory employment practices.

Signed: _____

Name of Company: _____

Address of Company: _____

State of Texas

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

this the _____ day of _____, 2008.

Notary Public for the State of: _____

ATTACHMENT NO. 7
BUSINESS QUESTIONNAIRE

FIRM NAME: _____

FIRM ADDRESS: _____

TELEPHONE: _____

FAX NUMBER: _____

EMAIL ADDRESS: _____

CONTACT PERSON'S NAME AND PHONE NO. (Type or Print):

SIGNATURE OF FIRM'S AUTHORIZED OFFICIAL: _____

NAME AND TITLE (Type or Print): _____

Do you or any officer, partner, owner, sales representative and/or spouse work for Houston Community College? _____ Yes _____ No

If yes, please specify: _____

State in which your home office / headquarters is located? _____

If headquarters is located out of state, does that state have preferential treatment on Bids?

_____ If yes, list percentage. _____%

Name of Financial Institution _____ Contact Person _____

Title _____

Please indicate how you became aware of this procurement? Source: _____

Example: Newspapers (Chronicle, El Dia, Voice of Asia, African American News, etc.) Houston Minority Business Council, HCC Website, Chamber of Commerce, etc.)

ATTACHMENT NO. 8

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 FIRST TIER 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 = Best Effort

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 Bidder may be subject to the loss of the contract or the termination thereof resulting from this bid and could be ineligible for future HCC contract awards.

Signature _____

Title _____ Date of Signing _____

Firm Name _____

Address _____

Telephone Number _____

ATTACHMENT NO. 9

VENDOR APPLICATION INSTRUCTIONS

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 http://hccs.aecglobal.com/Supplier_Registration_Form.asp

Once you have completed your application, please print out a copy of the completed application and submit it with your completed bid package. If you do not have internet access you are welcome to use a computer at any HCC library to access the website and register.

ATTACHMENT NO. 10
INSURANCE REQUIREMENTS

The following coverages and limits are the minimum limits that the Contractor / Design Firm is required to carry:

1. Commercial General Liability for Bodily Injury / Property Damage Limits:

Occurrence / Personal Injury / Advertising / Products / Completed Operations	\$1,000,000 CSL
Annual Aggregate	\$2,000,000 CSL
Products Aggregate	\$2,000,000 CSL
Fire, Legal	\$1,000,000 CSL
Medical Expense	\$5,000 Per Person

2. Professional Liability:

Occurrence / Aggregate \$5,000,000

An Umbrella Liability policy is also required with Minimum Limits of \$5,000,000

3. Automobile Liability:

Bodily Injury / Property Damage \$1,000,000

4. Workers Compensation:

Part B - \$1,000,000 Each Accident
\$1,000,000 Policy Limits
\$1,000,000 Each Employee

The following endorsements are required on the Certificate of Insurance:

- 90 Day Notice of Cancellation
- HCCS be named as Additional Insured on all policies except the Workers Compensation (Prohibited by Law)
- Waiver of Subrogation added by endorsement on all policies

Certificate of Insurance to be furnished to HCCS Risk Management Office, PO Box 667517, Houston, TX 77266, fax # (713) 718-5177 indicating the limits and coverages as outlined above within **14** calendar days after receipt of a written purchase order or some other duly executed contract document issued by HCCS.

ATTACHMENT NO. 11

CONFLICT OF INTEREST QUESTIONNAIRE

CONFLICT OF INTEREST QUESTIONNAIRE FORM CIQ	
For vendor or other person doing business with local government entity	
<p>This questionnaire is being filed in accordance with chapter 176 of the Local Government Code by a person doing business with the government entity.</p> <p>By Law this questionnaire must be filled with the records administrator of the local government 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 76.006, Local Government Code.</p> <p>A person commits an offense if the person violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.</p>	<p>OFFICE USE ONLY</p> <p>Date Received</p>
<p>1. Name of person doing business with local government entity.</p>	
<p>2. <input type="checkbox"/> Check this box if you are filing an update to a previous questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than September 1 of the year for which an activity described in Section 176.006(a), Local Government Code, is pending and not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)</p>	
<p>3. Describe each affiliation or business relationship with an employee or contractor of the local government entity who makes recommendations to a local government officer of the local government entity with respect to the expenditure of money.</p>	
<p>4. Describe each affiliation or business relationship with a person who is a local government officer and who appoints or employs a local government officer of the local government entity that is the subject of this questionnaire.</p>	

CONFLICT OF INTEREST QUESTIONNAIRE FORM CIQ
For vendor or other person doing business with local government entity

5. Name of local government officer with whom filer has affiliation or business relationship. (Complete this section only if the answer to A, B, or C is YES.)

This section, item 5 including subparts A, B, C, & D, must be completed for each officer with whom the filer has affiliation or business relationship. Attach additional pages to the Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income from the filer of the questionnaire?

Yes No

B. Is the filer of the questionnaire receiving or likely to receive taxable income from or at the direction of the local government officer named in this section AND the taxable income is not from the local government entity?

Yes No

C. Is the filer of this questionnaire affiliated with a corporation or other business entity that the local government officer serves as an officer or director, or holds an ownership of 10% or more?

Yes No

D. Describe each affiliation or business relationship.

6. Describe any other affiliation or business relationship that might cause a conflict of interest.

7. _____ Date _____
Signature of person doing business with the government entity

ATTACHMENT NO. 12

CONTRACTOR AND FIRST TIER SUBCONTRACTOR PARTICIPATION FORM

Bidder/offeror presents the following participants in this solicitation and any resulting Contract. All bidders / offerors, including small businesses bidding as prime contractors, are required to demonstrate good faith efforts to include eligible small businesses (as **first tier subcontractors**) in their bid/proposal submissions.

CONTRACTOR	Specify in Detail Type of Work to be Performed	Indicate below, the following: Small Business (SB) and Certification Status, if any (i.e. SB – COH, METRO, etc.)	Percentage of Contract Effort	Price
Business Name:				
Business Address:				
Telephone No. :				
Contact Person Name/E-mail:				
FIRST TIER SMALL BUSINESS SUBCONTRACTOR(S) (Attach separate sheet if more space is needed.)				
Business Name:				
Business Address:				
Telephone No. :				
Contact Person:				
NON-SMALL BUSINESS SUBCONTRACTOR(S) (Attach separate sheet if more space is needed.)				
Business Name:				
Business Address:				
Telephone No. :				
Contact Person:				
NON-SMALL BUSINESS SUBCONTRACTOR(S) (Attach separate sheet if more space is needed.)				
Business Name:				
Business Address:				
Telephone No. :				
Contact Person:				
NON-SMALL BUSINESS SUBCONTRACTOR(S) (Attach separate sheet if more space is needed.)				
Business Name:				
Business Address:				
Telephone No. :				
Contact Person:				
NON-SMALL BUSINESS SUBCONTRACTOR(S) (Attach separate sheet if more space is needed.)				

Business Name: _____ Submitted By (Name): _____

Address: _____

Telephone/Fax: _____ Date: _____

Contractor 's Price/Total: \$ _____
 Small Business
 Subcontractor (s) Price/Total: \$ _____
 Non-Small Business
 Subcontractors Price/Total: \$ _____
 Grand Total: \$ _____

ATTACHMENT NO. 13

**HOUSTON COMMUNITY COLLEGE
FIRST TIER SUBCONTRACTOR PAYMENT CERTIFICATION FORM**

- Instructions:** 1. This form shall be completed and signed by an officer of the subcontractor's company for each payment received from the prime contractor and shall be returned to the prime contractor for its submission to HCC.
2. The prime contractor shall attach this completed form to each invoice for payment submitted to HCC/Acct. Dept.

PROJECT NO./TITLE: **08-26 - Government Relations Consulting Services**

NAME OF SUBCONTRACTOR: _____

ADDRESS: _____

I hereby certify that the above firm has received payment on _____ from _____
(Date) **(Prime Contractor)**

In the amount of \$ _____ as full payment of our Invoice No. _____ dated _____

for work performed during _____ under Contract/Project No. 08-26 – Government Relations Consulting Services.
(Enter Time Period)

Signature: _____

Name (Print or Type) : _____

Title: _____

Date: _____

Telephone: _____

**ATTACHMENT NO. 14
HOUSTON COMMUNITY COLLEGE
SUBCONTRACTOR PROGRESS ASSESSMENT FORM**

Project No./Title: 08-26 - Government Relations Consulting Services

Reporting Period: From _____ To _____

Prime Contractor: _____

Total Contract Amount (Prime Contractor): \$ _____

Instructions: This form shall be completed and signed by an officer of the prime contractor's company and shall be attached to each invoice for payment submitted to HCC's Accounting Dept.

List Subcontractor(s) name below	Total Subcontract Amount	Amount Paid This Period	Total Paid to Date
	\$	\$	\$

I hereby certify that _____ has made timely payments from proceeds of prior payments, and will
(Prime Contractor)

make payments within five (5) calendar days of receipt of funds now due from HCC to our subcontractor(s) in accordance with the contractual arrangements with them.

Signature: _____

Name (Print or Type): _____

Title: _____

Date: _____

Telephone: _____