

# **Request for Proposal 2023-27–JBSA-IGSA**

Joint Base San Antonio  
Intergovernmental Support Agreement



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<b>RFP Release Date:</b>	<b>February 10, 2023, 4:00 p.m.</b>
<b>Technical Assistance:</b>	<b>February 13, 2023, 12:00 p.m.</b>
<b>Technical Answers:</b>	<b>February 21, 2023, 5:00 p.m.</b>
<b>Response Deadline:</b>	<b>March 6, 2023, 4:00 p.m.</b>

## **RFP links:**

**<http://www.aacog.com/bids.aspx>**

**NOTICE:** Prospective proposers who have received this document from a source other than AACOG should immediately contact AACOG and provide their name, company, and email address in order that addendum to the RFP or other communication can be sent to them. Any prospective proposers who fail to provide the agency with this information assumes complete responsibility for complete submission requirements.

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**ALAMO AREA COUNCIL OF GOVERNMENTS**

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**Request for Proposal #2023-27-JBSA-IGSA**

Joint Base San Antonio

Intergovernmental Support Agreement

<b>Issuance Date</b>	February 10, 2023, 4:00 p.m.
<b>Response Deadline</b>	March 6, 2023 no later than 4:00 p.m.
<b>Submission Address</b>	Alamo Area Council of Governments 2700 NE Loop 410, Suite 101 San Antonio, Texas 78217 Attn: RFP-2023-27-JBSA-IGSA
<b>Contract Start Date</b>	No later than March 15, 2023
<b>Requests for Technical Assistance</b>	Requests for technical assistance may be submitted by email to: E-mail: <a href="mailto:dugarte@aacog.com">dugarte@aacog.com</a>  Fax: (866) 332-3252 Phone: (210) 362-5302 Requests for Technical Assistance will be accepted until COB: February 16, 2023, 400 p.m.

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Attachment A: Proposal, Cost Estimate, & Timeline per deliverable

RFP links:

<http://www.aacog.com/bids.aspx>

## **PART 1.0 – SCOPE OF REQUEST**

### **1.1 PURPOSE OF REQUEST FOR PROPOSAL (RFP)**

The Alamo Area Council of Governments (AACOG) seeks offers in response to this Solicitation from firms qualified and experienced in development and implementation of AACOG's existing intergovernmental support agreement (IGSA) with Joint Base San Antonio (JBSA). AACOG and JBSA currently are parties to a blanket IGSA for the provision of a variety of goods and services to JBSA by the member governments of AACOG. In this arrangement, AACOG will provide coordination, management, and accounting support to the member governments who will provide services directly to JBSA. AACOG is seeking a consultant to provide workgroup facilitation, technical and financial analysis, and agreement execution support for the process. How the process will be structured and executed will be at the discretion of the consultant pursuant to an agreement to be negotiated and executed based upon the following Scope of Work. Particularly, the consultant will assist AACOG and JBSA in identifying potential projects and services where the IGSA may achieve cost savings and efficiencies for JBSA. Once these projects/services are identified, the consultant will assist in the negotiation and implementation of the contractual agreements and the physical processes necessary to successfully execute and perform the contract deliverables.

### **1.2 BACKGROUND INFORMATION**

#### **The Alamo Area Council of Governments**

AACOG is a voluntary association of governmental units including Bexar County and the surrounding twelve counties. Defined as a political subdivision of the State of Texas, the Alamo Area Council of Governments (AACOG) was established in 1967 under Chapter 391 of the Local Government Code as a voluntary association of local governments and organizations that serves its members through planning, information, and coordination activities. AACOG serves the Alamo Area/State Planning Region 18, which covers 13 counties and 12,582 square miles. Comprising the area planning region are Atascosa, Bandera, Bexar, Comal, Frio, Gillespie, Guadalupe, Karnes, Kendall, Kerr, Medina, McMullen, and Wilson counties.

## **1.3 SCOPE OF WORK & REQUIRED DELIVERABLES**

The consultant will produce the following deliverables and services:

- 1. IGSA Implementation Advice**
  - a. Update Standard Operating Procedures in cooperation with JBSA Contracting;**
  - b. Guide and Support Task Order fulfillment by advising on best local government to provide task order deliverables. Consultant will also assist in cost estimating and developing the operational plan for successfully providing the contract deliverables;**
  - c. Facilitate workgroups to identify and analyze new Task Order opportunities;**
  - d. Provide coaching and consultation to AACOG and member governments on interacting with JBSA, implementation and fulfillment of Task Orders, and billing, payment, accounting, and audit processes and procedures**
- 2. Ongoing Outreach Services**
  - a. Support and facilitate local and national outreach efforts as required;**
- 3. Compatible Use Planning consultation**
  - a. Consult on and support Camp Bullis Sentinel Landscape project'**
  - b. Consult on and support Regional Compatible Use Planning (RCUP) Implementation Committee**
- 4. OLDCC Military Installation Review (MIRR) Grant**  
(contingent on availability of funds)
  - a. Draft RFP for MIRR study;**
  - b. Develop MIRR Administrative and Budget tool;**
  - c. Create and present MIRR Grant/Study orientation briefing to stakeholders;**
  - d. Consult, train and support AACOG relative to grant performance and budget administration in conformance with grant requirements;**
  - e. Provide subject matter expert content for inclusion into MIRR Study;**
  - f. Provide quality assurance/quality control oversight for related contractors and providers**

## **1.4 SERVICE AREA**

Joint Base San Antonio (JBSA) is the service area outlined in the Scope of Work

## **1.5 AUTHORITY**

1. Texas Government Code, Chapter 2254
2. Texas Local Government Code, Chapter 252
3. Texas Government Code, Chapter 2161
4. 49 United States Code Section 5304
5. Texas Uniform Grant Management Standards (UGMS)

## **1.6 PROCUREMENT STANDARD**

It is the policy of AACOG to conduct procurement in a manner that provides for full and open competition. An award will be made only to an organization possessing the qualifications and

demonstrated ability to perform successfully under the terms and conditions of a contract. The services solicited under this RFP are procured under the Competitive Proposal Method.

## **PART 2.0 - SUBMISSION INFORMATION**

### **2.1 RESPONSE DEADLINE**

All proposals must be received and recorded by AACOG no later than January 25, 2019 by 5:00 p.m. Official receipt of proposals submitted will be by entry on a proposal receipt log. A receipt form will be issued upon request. Respondents who mail a proposal will be sent a copy of the receipt form upon request. Proposals may be hand-delivered prior to the stated deadline between 8:00 a.m. and 5:00 p.m. Monday through Friday or mailed to the following address:

**Alamo Area Council of Governments  
Contracts and Procurement  
2700 NE Loop 410, Suite 101  
San Antonio, Texas 78217  
Attn: RFP-2023-27-JBSA -IGSA**

Proposals submitted by mail, courier or overnight mail services must be received at the above address by the deadline (regardless of postmark or date shipped). **Proposals received after the due date and time will not be accepted or considered under this procurement. No exceptions will be made to this requirement for any reason. The timely delivery of proposals is the sole responsibility of the respondent. Faxed or e-mailed proposals will not be accepted.** Modifications or amendments to a proposal must comply with the requirements and response deadline. A respondent may withdraw a proposal at any time during the procurement process by submitting a written request to the Contracts and Procurement Manager, 2700 NE Loop 410, Suite 101, San Antonio, Texas 78217.

### **2.2 PROCUREMENT SCHEDULE**

Time noted on the Procurement Schedule (Page 1) is central time. Dates posted are subject to change. Entities requesting a copy of the RFP or submitting a request for technical assistance will be notified in writing of any changes in the procurement schedule.

### **2.3 TECHNICAL ASSISTANCE**

- A. The proposal must be of not more than eight (8) pages (not including attachments). AACOG will accept questions submitted via electronic mail, not later than close of business March 6, 2023, 4:00 p.m.
- B. An Addendum to the RFP, to include all questions received via email, will be delivered to all interested parties, and included in archived documents.
- C. No other representative of AACOG is allowed to accept or respond to questions related to this solicitation other than:

**Debbie Ugarte, Contracts and Procurement Manager  
Alamo Area Council of Governments  
2700 NE Loop 410, Tesoro Drive, Suite 101  
San Antonio, TX 78217  
dugarte@aacog.com**

- D. Other than written questions submitted to AACOG prior to the deadline for such questions, as specified in the RFP, potential respondents are prohibited from making contact with AACOG staff or Board of Directors at any time during this procurement process regarding the RFP, the evaluation process, recommendation and/or award of contracts, or to gain any other information that could

provide a competitive advantage of one respondent over another. **Violations of this prohibition will result in the automatic disqualification of the offending proposer.**

- E. Other than as specified above, all members of the AACOG Board, AACOG staff, individuals that have reviewed the RFP prior to its release, authorized representatives or agents of AACOG are precluded from entertaining or answering questions concerning this RFP or the procurement process.

## **2.4 AVAILABILITY OF REQUEST FOR PROPOSALS**

The RFP will be posted as noted in Section 2.2, or at the request of the proposer, by contacting procurement staff at the above fax or e-mail beginning February 13, 2023 after 12:00 p.m. The RFP is also available at the above address from 8:00 a.m. – 5:00 p.m., Monday through Friday (except for holidays). Any interested party that receives this RFP by means other than directly from AACOG is responsible for notifying AACOG that it has received an RFP package so that when an addenda is issued to this RFP the information can be provided to such party.

## **2.5 PROPRIETARY INFORMATION AND THE TEXAS PUBLIC INFORMATION ACT**

Proposer is hereby notified that AACOG strictly adheres to all statutes, court decisions and the opinions of the Texas Attorney General with respect to disclosure of public information. AACOG may seek to protect from disclosure all information submitted in response to this RFP until such time as a final agreement is executed. Upon execution of a final agreement, AACOG will consider all information, documentation, and other materials requested to be submitted in response to this RFP to be of a non-confidential and non-propriety nature and, therefore, subject to public disclosure. Proposer will be advised of a request for public information that applies to their materials and will have the opportunity to raise any objections to disclosure to the Texas Attorney General. Certain information that may be protected from release as authorized by Government Code or Attorney General Decision.

## **2.6 NUMBER OF COPIES**

Respondents must submit one (1) unbound complete original, of all executed certifications and authorized signatures, plus four (4), for a total of five (5) exact copies and one (1) electronic copy of your proposal on compact disc (CD), or flash drive. Any proposal lacking the required number of copies will be ruled nonresponsive and will not be considered under this procurement. Any differences between the original and the copies are at the liability of the respondent.

## **2.7 PROPOSAL FORMAT**

- A. Proposals must be typed, single-spaced, and submitted on 8 ½ x 11-inch plain white paper. The proposal must be of not more than eight (8) pages (not including attachments).
- B. Please do not use less than a 10-point font.
- C. Each page of the proposal, with the exception of the coversheet, must be sequentially numbered, including attachments.
- D. Proposals must contain all required elements in the order prescribed.
- E. Proposals that do not conform to this requirement may be considered non-responsive and excluded from consideration under this procurement.

## **PART 3.0—GENERAL INFORMATION & ADMINISTRATIVE REQUIREMENTS**

### **3.1 ELIGIBLE PROVIDERS**

- A. AACOG expects to receive proposals from established and knowledgeable entities with demonstrable expertise in the development of long range strategic plans similar to the tasks identified.
- B. It is the policy of AACOG to encourage participation by small and historically underutilized businesses (HUBs), as defined in Government Code, Chapter 2161, as contractors to AACOG. It is the goal of AACOG to include HUBs in at least ten percent (10%) of the total value of contracts awarded annually.
- C. AACOG is prohibited from contracting with any entity debarred, suspended, or otherwise excluded from or ineligible for participation. Accordingly, a contract requires Contractors to certify that they are in compliance with the Federal regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98-510, Participant's Responsibilities. The Contractor must certify that to the best of its knowledge and belief that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by a Federal department or agency.
- D. Proposers must have the technical competence, administrative capacity, management and administrative skills, program experience and expertise, fiscal management systems, the financial resources and stability to accomplish the work identified in this RFP, and meet high standards for public service and fiduciary responsibility.

### **3.2 CONTRACT INFORMATION**

#### **A. TYPE OF CONTRACT**

This Request for Proposals may result, assuming a contractor is selected and an award made, in a deliverables-based contract, with progress payments as mutually determined to be appropriate or other mutually acceptable arrangement. Ten percent (10%) of the total contractual price will be retained until submission and acceptance of the final work products. These payments shall be based upon deliverable milestones completed. AACOG may offer a contract extension, with the stipulation that the scope of work may change.

#### **B. CONTRACT PERIOD**

It is the intent of AACOG to execute a contract for the delivery of services identified for a duration not to exceed 18 months. Any contract extension shall be at the sole discretion of AACOG and shall be based upon AACOG's evaluation of Contractor's performance and compliance under the terms and conditions of the contract. AACOG reserves the right to terminate a contract at any time based on Contractor performance or noncompliance.

#### **C. ADDITIONAL FUNDING**

AACOG reserves the right to expand the contract to include other related services identified in the proposal response that AACOG deems beneficial to the area.

#### **D. REASSIGNMENT**

In the event a Contractor fails to perform as required, AACOG reserves the right to terminate the contract early and assign the contract in whole or in part to a comparably ranked proposer/proposal obtained through this procurement, subject to successful contract negotiations.

### **3.3 GOVERNING PROVISIONS AND LIMITATIONS**

Violation of any of the following provisions may cause a proposal to be disqualified and rejected from consideration.

- A. The proposal, if accepted, will become the basis for the contract scope of work.
- B. Respondents must submit a comprehensive proposal for all services solicited. Any proposal that is not comprehensive will be deemed non-responsive.
- C. The only purpose of this RFP is to ensure uniform information in the solicitation of proposals for the procurement of identified services. This RFP is not to be construed as a purchase agreement, contract



- or as a commitment of any kind; nor does it commit AACOG to pay for costs incurred prior to the execution of a formal contract unless such costs are specifically authorized in writing by AACOG.
- D. AACOG reserves the right to accept or reject any or all proposals received, to cancel or reissue this RFP in part, or its entirety.
  - E. AACOG reserves the right to award a contract(s) for any services solicited in this RFP in any quantity AACOG determines is in its best interests.
  - F. AACOG reserves the right to extend, shorten, increase or decrease any contract awarded as a result of this RFP.
  - G. AACOG reserves the right to request additional information, clarification of or explanation for any aspect of a response to this RFP.
  - H. AACOG reserves the right to waive any minor defect in the procurement process or to correct any error(s) and/or make changes to this solicitation it deems necessary. AACOG will provide notifications of any changes in this RFP to all interested parties having requested or received a copy of this RFP.
  - I. AACOG reserves the right to negotiate the final terms of any and all contracts or agreements with selected proposers and any such terms negotiated as a result of this RFP may be renegotiated and/or amended in order to successfully meet the needs of the regional area.
  - J. AACOG reserves the right to contact any individual, agency, employer or granting agencies listed in a proposal, contact others who may have experience and/or knowledge of the respondent's relevant performance and/or qualifications; and to request additional information from any and all respondents.
  - K. AACOG reserves the right to conduct on-site reviews of records, systems, procedures, including credit and criminal background checks of any entity selected for funding under this RFP. This may occur either before or after the award of a contract or agreement. Any misrepresentation of the proposer's ability to perform as stated in the RFP response may result in the cancellation of any contract or agreement awarded.
  - L. AACOG reserves the right to withdraw or reduce the amount of an award or to cancel any contract or agreement resulting from this RFP if adequate funding is not received by AACOG from any other funding sources or due to legislative changes.
  - M. Respondents shall not, under penalty of law, offer or provide any gratuities, favors or anything of monetary value to any officer, board member, employee, proposal evaluator, or agent of AACOG or elected official for purposes of having an influencing effect on this procurement.
  - N. Respondents shall not attempt in any manner to advocate for, lobby or otherwise attempt to influence any officer, board member, employee, proposal evaluator, or agent of AACOG or elected official for purposes of having an influencing effect on this procurement.
  - O. No officer, board member, employee, proposal evaluator, or agent of AACOG shall participate in the selection, award or administration of a contract if a conflict of interest, or potential conflict, is involved.
  - P. Respondents shall not engage in any activity that will restrict or eliminate competition. Violation of this provision will cause a respondent's proposal to be disqualified and rejected. This does not preclude joint ventures or subcontracts.
  - Q. The contents of a successful proposal will become a contractual obligation if selected for the award of a contract. Failure of a respondent to accept this obligation may result in cancellation of an award. No plea of error or mistake shall be available to successful proposer as a basis for release from proposed services at the stated price/cost. Any damages accruing to AACOG as a result of a successful proposer's failure to contract with AACOG may be recovered from the proposer.
  - R. A contract with a selected proposer may be withheld, at the sole discretion of AACOG, if issues of contract or questions of non-compliance, questioned/disallowed costs, audit/monitoring findings or legal issues exist, until such issues are satisfactorily resolved. AACOG may withdraw the award of a contract if the resolution is not satisfactory to AACOG.
  - S. AACOG is exempt by law from paying State Sales Tax and Federal Excise Tax.

### 3.4 ADMINISTRATIVE REQUIREMENT AND LIMITATIONS

- A. Respondents must be able to demonstrate the necessary administrative and fiscal capability necessary to successfully provide required services and to meet the financial accountability requirements of federal grants.
- B. Contractors must agree to comply with any applicable Federal, State, and AACOG rules, policies, directives, procedures, and plans and unilateral contract modifications.
- C. AACOG Contractors are subject to compliance monitoring. At any time during normal business hours, and as often as deemed necessary, AACOG, and its funding source agencies, or any of their duly authorized representatives shall have complete access to any books, invoices, payrolls, time sheets, or any other records or papers which are related to a contract resulting from this RFP for the purpose of verifying contractual, program and financial compliance with all applicable laws, rules, regulations and policies.
- D. Contractor must provide reports upon demand as may be requested or required by AACOG.
- E. AACOG shall require the Contractor to remove any employee from the contract who is alleged to have committed an offense subsequent to the background check performed.
- F. Respondents must possess the knowledge, experience and expertise, professional judgment and capacity within their organization to perform the services and activities requested under this RFP.

## PART 4.0 – PROPOSAL REVIEW AND SELECTION PROCESS

### 4.1 EVALUATION PROCESS

The evaluation process will consist of:

- A. An initial review of responsiveness and compliance with the technical specifications and other criteria specified in the RFP by AACOG staff.
- B. All complete proposals will be evaluated and scored by an independent team of reviewers. Proposals will be evaluated on specific criteria outlined in Section 4.2 by reviewers using a standardized instrument.
- C. Presentation of scoring and recommendations of evaluation committee to a designated committee.
- D. Discussion and appropriate action by AACOG in selecting proposed Contractor for contract negotiations.

### 4.2 PROPOSAL EVALUATION CRITERIA

Proposers must achieve an overall score of at least 70 points to be considered for the award of funds.

The review and evaluation of proposals shall be based upon the following criteria:

- |  |                  |
|--|------------------|
| <b>A. Organizational Capacity</b>  | <b>30 points</b> |
| Qualifications evaluation based on related experience, ability of the firm, technological resources, proposed work team, and additional staff support that are relevant to the accomplishment of work. |                  |
| <b>B. Demonstrated Performance</b>   | <b>35 points</b> |
| Specific experience related to intergovernmental support agreement development, concept development, feasibility analysis, and program implementation.   |                  |
| <b>C. Operational Plan</b>   | <b>10 points</b> |
| Proposed schedule evaluation based on content, thoroughness and scope coverage.  |                  |
| <b>D. Reporting Procedures</b>   | <b>5 points</b>  |
| Proposed reporting structure and milestone attainment evaluation based on detail, content, and appropriateness.  |                  |
| <b>E. Budget</b>   | <b>20 points</b> |
| Proposed budget evaluation based on content, scope coverage, and cost effectiveness of   |                  |

funding based on Deliverables.

## **TOTAL POSSIBLE POINTS**

**100 points**

### **4.3 PROPOSER'S ACCEPTANCE OF EVALUATION METHODOLOGY**

**By submitting a proposal, Proposer acknowledges:**

- A. Proposer's acceptance of the proposal evaluation process
- B. The criteria for selection
- C. Proposer's recognition that certain subjective judgments may be generated during evaluation

### **4.4 PROCUREMENT DISPUTE RESOLUTION**

#### **Appeal and Debriefing Process**

##### **1. Appeal Process**

- a. Respondents not selected for funding may appeal only with respect to any fault or violation of law or regulation regarding the procurement process. Appeals must be filed within **ten calendar days** of receipt of notification of final action. Final action shall be considered by AACOG, at which final selection of the contractor is made. Appeals shall be directed to:

Debbie Ugarte, Contracts and Procurement Manager  
Alamo Area Council of Governments  
2700 NE Loop 410, Tesoro Drive, Suite 101  
San Antonio, TX 78217

- b. The appeal must indicate the Board action appealed and the violation, which forms the basis for the appeal, and shall be signed by the appellant organization's authorized representative. Fax and e-mail transmittals will not be accepted. The filing of the appeal must be within the time frame identified. There is no relief accorded appellants for not filing within the published deadlines. Hearings shall be conducted in accordance with existing Agency procedures.
- c. Respondents may NOT appeal the scoring and ranking of proposals, unless substantiated by material or relevant facts;
- d. Respondents may NOT appeal solely on the belief that their proposal is superior to the one selected for award.

##### **2. Request for Debriefing**

- a. Respondents not selected by this procurement process, and have elected not to file an appeal, may submit within 10 days of AACOG's notification of the procurement decision, a Request for Debriefing to obtain information on the procurement process and how their proposal or offer was received and ranked. AACOG shall acknowledge receipt of the Request for Debriefing in writing within 10 days of receipt, along with the date and time of the scheduled Debriefing. The Debriefing shall be scheduled as soon as possible and no later than 10 days from the receipt of the Request for Debriefing. A debriefing is offered as a courtesy to any bidder who is not selected for funding. The purpose of the debriefing is to promote the exchange of information, explain the proposal evaluation system, and help unsuccessful bidders understand why they were not selected.

## **PART 5.0 – PROPOSAL RESPONSE REQUIREMENTS**

### **5.1 PROPOSAL FORMAT AND NUMBER OF COPIES**

- A. The proposal must be of not more than eight (8) pages (not including attachments). Proposers must submit one (1) unbound original with all executed (i.e. original signatures) forms and certificates, plus

four (4) exact copies and one (1) electronic copy of your proposal on compact disc (CD) or flash drive. Copies may be submitted in a three-ring binder, clipped or stapled in the upper left-hand corner. Any proposal lacking the required number of copies will be ruled unresponsive and will not be considered under this procurement.

- B. Proposals must be typed and submitted on 8 ½ x 11 –inch plain white paper. Please do not use less than a 10-point font. Each page of the proposal, with the exception of the Cover Sheet, must be sequentially numbered, including attachments.

## **5.2 PROPOSAL VALIDITY PERIOD**

Each proposal will remain valid for AACOG’s acceptance for a minimum of one hundred twenty (120) days after the submittal deadline, to allow for evaluation, selection and Board action.

## **5.3 PAGE LIMITATION**

Proposers are asked to keep responses brief, concise and to the point.

## **5.4 ORDER OF PROPOSAL CONTENTS**

Proposals must follow the format below. All items must be clearly labeled and in the exact order shown below. Compile the proposal in the following order:

1. Title Page
2. Table of Contents
3. Executive Summary
4. Proposal Narrative
5. Budget
6. Certification Sheet
7. Acknowledgement Form
8. Conflict of Interest Questionnaire
9. Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion
10. Non-Discrimination Certification
11. Lobby Certification for Contracts, Grants and Cooperative Agreements
12. Request to be added to AACOG Bidder’s/Vendor List
13. Attachment A

## **PART 6.0 – PROPOSAL RESPONSE FORMS**

### **6.1 TITLE PAGE**

Each proposal must be accompanied by a complete proposal title page. Respondents must designate a contact person responsible for all communications concerning the proposal and notification of award. Respondents must also designate a person with documented signatory authority.

### **6.2 TABLE OF CONTENTS**

Each proposal must have a Table of Contents that lists each item of the proposal, including attachments, with corresponding page numbers. Clearly identify the material by section and page number.

### **6.3 EXECUTIVE SUMMARY**

Provide a brief summary, (not to exceed two (2) pages), highlighting your organization's history; qualifications and experience; overall approach to delivering the services solicited in this RFP; and any unique or innovative aspects of your proposal. Briefly state the proposer's understanding of the service to be provided and make a positive commitment to perform the work in a timely manner. This Executive Summary is considered an attachment and is not included in the page number limitations of the actual proposal

## 6.4 PROPOSAL NARRATIVE

### A. ORGANIZATIONAL CAPACITY

**30 points**

1. Business Organization: State full name and address of your organization and identify parent company if you are a subsidiary. Specify the branch office or other subordinate element which will perform, or assist in performing, work herein. Indicate whether you operate as a partnership, corporation, or individual. Include the State in which incorporated or licensed to operate.
2. System Concept and Solution: Define in detail your understanding of the requirement presented in the Scope of Work of this request for proposal and your system solution. Provide all details as required in the Scope of Work and any additional information you deem necessary to evaluate your proposal.
3. Project Management Structure: Provide a general explanation and chart which specifies project leadership and reporting responsibilities; and interface the team with AACOG project management and team personnel. If use of subcontractors is proposed, identify their placement in the primary management structure, and provide internal management description for each subcontractor.
4. Personnel: Include names and qualifications of all professional personnel who will be assigned to this project. State the primary work assigned to each person and the percentage of time each person will devote to this work. Identify key persons by name and title. Provide all resumes as an attachment..

### B. Demonstrated Performance

**35 points**

Prior Experience: Describe only relevant corporate experience and individual experience for personnel who will be actively engaged in the project. Do not include corporate experience unless personnel assigned to this project actively participated. Do not include experience prior to 2011. Supply the project title, year, and reference name, title, present address, and phone number of principal person for whom prior projects were accomplished

### C. Operational Plan

**10 points**

Describe your technical plan for accomplishing required work. Include such time-related displays, graphs, and charts as necessary to show tasks, sub-tasks, milestones, and decision points related to the Scope of Work and your plan for accomplishment, **as noted on Attachment A**. Specifically indicate:

1. A description of your work program by tasks. Detail the steps you will take in proceeding from Task 1 to the final task.
2. The technical factors that will be considered in section above, and the depth to which each will be treated.
3. The degree of definition provided in each technical element of your plan.

### D. Reporting Procedures

**5 points**

1. The points at which written, deliverable reports will be provided and how the contractor will ensure that reporting of deliverables is timely and accurate.
2. The amount of progress payments you are requesting upon successful completion of milestones or tasks, deducting a ten percent (10%) retainage, which will be paid upon final acceptance by AACOG.

## **6.5 PROPOSAL BUDGET & NARRATIVE**

### **A. Budget & Narrative**

**20 points**

Information described in this section is required from each proposer to determine a cost per deliverable. Your method of costing may not contain all elements identified below, but must be described in detail.

1. Provide a narrative for each budget section and an Excel file attachment for the budget info.
2. Provide federally audited rates, if applicable
3. Agency that approved the rate
4. Date the rate was approved
5. Personnel. Itemize the following for each category of personnel with separate hourly rates:
  - a. Manager, senior consultant, analyst, subcontractor, etc.
  - b. Estimated hours for each category of personnel
  - c. Rate applied for each category of personnel
  - d. Total personnel cost
6. Itemized cost of supplies and materials
7. Other itemized direct costs
8. If applicable, general and administrative burden. Indicate base used, percentage, and total cost relative to this procurement.
9. Travel expenses.
10. Printing. State separately the cost of furnishing copies of the final report (if applicable).
11. Total cost schedule, to include progress payments at established milestones, **as noted on Attachment A.**

## **6.6 CERTIFICATION SHEET**

## **6.7 ACKNOWLEDGEMENT FORM**

**6.8 CONFLICT OF INTEREST QUESTIONNAIRE**, if a conflict exists. You may review the Agency's current Board of Directors at <http://www.aacog.com/AboutAACOG/Board/default.asp>

## **6.9 CERTIFICATION REGARDING DEBARMENT**

## **6.10 NON-DISCRIMINATION CERTIFICATION**

## **6.11 CERTIFICATION REGARDING LOBBYING**

## **6.12 REQUEST TO BE ADDED TO BIDDER'S/VENDOR'S LIST**



**PROPOSAL TITLE PAGE**  
**RFP-2023-27-JBSA -IGSA**

<b>Legal Name of Proposing Entity</b>	
<b>Name of Owner/Director of Entity</b>	
<b>Title</b>	
<b>Mailing Address</b>	
<b>Physical Address (If different than mailing)</b>	
<b>Telephone Number</b>	
<b>Fax Number</b>	
<b>E-mail Address</b>	
<b>Contract Signatory Authority &amp; Title</b>	
<b>Federal Tax ID Number</b>	
<b>Historically Under-Utilized Business? If “yes”, attach copy of current certification.</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Legal/Tax Status of Organization</b>	<input type="checkbox"/> Corporation <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Other (Specify)

## **TABLE OF CONTENTS**



## **EXECUTIVE SUMMARY**

## **PROPOSAL NARRATIVE**

## **BUDGET**

Fee Estimate

## CERTIFICATION SHEET

All specifications and terms and conditions of the RFP have been read.

Our Company accepts the specifications and conditions unless otherwise accepted in writing to the Executive Director, Alamo Area Council of Governments (AACOG).

Company Name:		
Mailing Address:		
City:	State	Zip Code
Phone:	Fax:	
Web Site:		
Email:		
<b>Name of Representative authorized to sign for bidder:</b>		
(Print name)	(Signature)	

- (a) Does your "residence state" require bidders whose principal place of business is in Texas to underbid bidders whose residence state is the same as yours by a prescribed amount or percentage to receive a comparable contract? "Residence State" is defined as the state in which the principal place of business is located. YES ☐ NO ☐

- (b) What is that amount or percentage?

--

I certify that the above information is correct:

Name	
Position	
Signature	
Date	

## ACKNOWLEDGEMENT FORM

Having carefully examined the terms and conditions and specifications within this RFP document, the undersigned Proposer's Agent hereby proposes and agrees to furnish the proposed product(s)/service(s) in strict compliance with the specifications as quoted.

**The Proposer affirms that, to the best of his knowledge, the response has been arrived at independently and is submitted without collusion with anyone to obtain information or gain any favoritism that would in any way limit competition or give them an unfair advantage over other bidders in the award of this RFP.**

**The Proposer affirms that he/she has not participated in any act of favoritism, gratuity, or inside dealings with any member of the staff of AACOG or its Board of Directors.**

Company Name:
President/Designee:
Position:
Signature:
Date:

<b>CONFLICT OF INTEREST QUESTIONNAIRE</b> <b>For vendor or other person doing business with local governmental entity</b>		<b>FORM CIQ</b>
<p><b>This questionnaire reflects changes made to the law by H.B. 1491, 80<sup>th</sup> Leg., Regular Session.</b></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 government entity not later than the 7<sup>th</sup> business day after the date the person becomes aware of facts that require the statement to be filed. <i>See</i> Section 176.006, 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>	<b>OFFICE USE ONLY</b>  <div style="border: 1px solid black; height: 100px; margin-top: 10px;"></div>	
<p>1. <b>Name of person who has a business relationship with local governmental entity.</b></p>		
<p>2. <input type="checkbox"/> <b>Check this box if you are filing an update to a previously filed questionnaire.</b></p> <p style="text-align: center;">(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7<sup>th</sup> business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)</p>		
<p>3. <b>Name of local government office with whom filer has employment or business relationship.</b></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><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 from the local government entity?</p> <p><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><input type="checkbox"/> Yes   <input type="checkbox"/> No</p> <p>D. Describe each employment or business relationship with the local government office named in this section.</p>		
<p>4.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 60%;"> <p>_____ Signature of person doing business with governmental entity</p> </div> <div style="width: 35%;"> <p>_____ Date</p> </div> </div>		

## CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION FOR CONTRACTS AND GRANTS

NAME OF INDIVIDUAL, AGENCY, BUSINESS OR ORGANIZATION	Doing business as (DBA), if applicable:	
ADDRESS	Applicable Procurement or Solicitation #, if any:	Federal Employer Tax Identification #:

**READ CAREFULLY BEFORE SIGNING THIS CERTIFICATION. Federal regulations require contractors, bidders, and sub grantees to sign and abide by the terms of this certification, without modification, in order to participate in certain transactions directly or indirectly involving federal funds.**

1. By signing and submitting this certification, the prospective vendor/grantee is attesting/acknowledging the representations set out below.
2. This certification is a material representation of fact upon which the Alamo Area Council of Governments (AACOG) will rely on when this transaction is entered into. If it is later determined that the prospective vendor/grantee knowingly rendered an erroneous certification, in addition to other remedies available to Federal or State departments or funding agency(s), AACOG may pursue on its own available remedies, including contract termination, suspension and debarment.
3. **The prospective vendor/grantee shall provide immediate written notice to AACOG, Contracts and Procurement Manager 2700 NE Loop 410, Suite 110, San Antonio, TX 78217, if at any time it learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.**
4. The terms “covered contract”, “debarred”, “suspended”, “ineligible”, “participant”, “person”, “principal”, “proposal”, and “voluntarily excluded”, as used in this certification, have meanings based upon materials in the Definitions and Coverage sections of federal rules implementing Executive Order 12549. You may contact the person to which this proposal or contract is submitted for assistance in obtaining a copy of this regulation.
5. The prospective vendor/grantee agrees, by submitting this certification, that should the proposed contract/grant be entered into, it shall not knowingly enter into any lower-tier-covered transaction or sub-contract with a person or entity that is proposed for debarment, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this transaction, unless pre-authorized by the appropriate federal or state department or agency, or by AACOG.

**Do you have or do you anticipate having sub-vendors/sub-grantees under this proposed agreement?**

☐ Yes    ☐ No

6. The prospective vendor/grantee further agrees by submitting this certification, that it will include this certification titled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion for Contracts and Grants,” without modification, in all lower-tier covered transactions and sub-contracts and in all solicitations for lower-tier covered transactions and sub-contracts.
7. A vendor/grantee may rely upon a certification of a prospective participant that it is not proposed for debarment, debarred, suspended, ineligible, or voluntarily excluded from the transaction, unless it knows that the certification is erroneous. Each vendor/grantee is required to check the list of parties excluded from Federal and State Procurement and Non-procurement Programs. **AACOG checks this list for all parties to which it provides funds that are derived directly or indirectly from the Federal Government.**
8. Nothing contained in the foregoing shall be construed to require the establishment of a system of records in order to render in good faith the certification required by this certification document. Participants are not required to have knowledge and information exceeding that which is normally possessed by a prudent person in the ordinary course of business activity.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a transaction knowingly enters into a lower-tier transaction or contract with a person who is proposed for debarment, debarred, suspended, ineligible, or voluntarily excluded from participation, in addition to other remedies available to the Federal Government, AACOG or its applicable funding agency(s) may pursue available remedies, including contract termination, suspension and/or debarment.

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND  
VOLUNTARY EXCLUSION FOR CONTRACTS AND GRANTS**

Check the statement that applies to the potential vendor/grantee:

- ☐ 1. The prospective vendor/grantee certifies by submission of this certification, that neither it nor its principals:
- (a) Is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal or State department or agency; and
  - (b) Have, within a three-year period preceding this certification, been convicted of or had a civil judgment rendered against them for fraud; committed a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract; violated Federal or State antitrust statutes; committed embezzlement, theft, forgery, bribery, falsification or inappropriate destruction of records; or received stolen property; and
  - (c) Is presently indicted for or otherwise charged by a government entity (Federal, State, or local) with the commission of any of the offenses enumerated in the preceding paragraph (b) of this certification; and
  - (d) Have, within a three-year period preceding this certification, had one or more contracts or transactions (Federal, State, or local) terminated for cause or default.
- ☐ 2. The potential vendor/grantee is unable to certify to one or more of the terms in this certification. In this instance, the potential vendor/grantee must attach a signed and dated explanation for each of the above terms, 1(a) through 1(d), to which it cannot certify.

NAME OF POTENTIAL VENDOR/GRANTEE:	
-----------------------------------	--

<b>Signature of Authorized Representative</b>	<b>Printed/Typed Name &amp; Title of Authorized Representative</b>

Date: _____
-------------



## NON-DISCRIMINATION CERTIFICATION

The Contractor has agreed to comply with:

1. Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits employment discrimination based on race, color, religion, sex, or national origin;
2. The Equal Pay Act of 1963 (EPA), which protects men and women who perform substantially equal work in the same establishment from sex-based wage discrimination;
3. The Age Discrimination in Employment Act of 1967 (ADEA), which protects individuals who are 40 years of age or older;
4. Title I and Title V of the Americans with Disabilities Act of 1990, as amended (ADA), which prohibit employment discrimination against qualified individuals with disabilities in the private sector, and in state and local governments;
5. Sections 501 and 505 of the Rehabilitation Act of 1973, which prohibit discrimination against qualified individuals with disabilities who work in the federal government;
6. Title II of the Genetic Information Nondiscrimination Act of 2008 (GINA), which prohibits employment discrimination based on genetic information about an applicant, employee, or former employee; and
7. The Civil Rights Act of 1991, which, among other things, provides monetary damages in cases of intentional employment discrimination.

NAME OF POTENTIAL VENDOR/GRANTEE:	
-----------------------------------	--

<b>Signature of Authorized Representative</b>	<b>Printed/Typed Name &amp; Title of Authorized Representative</b>

Date: _____
-------------

## **Certification for Contracts, Grants, Loans, and Cooperative Agreements**

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

### **Statement for Loan Guarantees and Loan Insurance**

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signature \_\_\_\_\_

Title \_\_\_\_\_

Organization \_\_\_\_\_

<b>REQUEST TO BE ADDED TO VENDOR/BIDDER LIST</b>
--

AACOG requires all vendors interested in conducting business with the agency to complete a "Request to be added to Bidder/Vendor List" packet prior to being eligible to receive opportunities to bid for agency projects.

In addition, AACOG has a centralized purchasing function and requires that a purchase order number be issued and authorized before any order is processed. The contact for Purchase Order numbers is the Procurement Department, 210.362.5200, [procurement@aacog.com](mailto:procurement@aacog.com).

NOTE: AACOG programs are on a cost reimbursement from the funding sources. AACOG will bill the funding source for purchases subsequent to receipt of goods or services and invoices. Invoices are required for all purchases. Payment will be forwarded to the vendor upon reimbursement from the funding source. Vendors should note that this process may take sixty (60) to ninety (90) days for payment to be processed. Contact for status of payments is Accounts Payable at 210.362.5280.

**RETURN THIS FORM TO:** Alamo Area Council of Governments  
2700 NE Loop 410, Suite 110  
San Antonio, TX 78217  
ATTN: Procurement Department  
Phone: 210.362.5302  
Fax: 866-332-3252  
Email: [procurement@aacog.com](mailto:procurement@aacog.com)

I, \_\_\_\_\_, hereby attest that I have read and understand the above terms for conducting business with the Alamo Area Council of Governments.

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

<b>COMPANY NAME:</b>	
<b>Send Payment(s) to - ADDRESS:</b>	
<b>CITY/STATE/ZIP CODE:</b>	
<b>Send POs to- ADDRESS:</b>	
<b>CITY/STATE/ZIP CODE:</b>	
<b>TELEPHONE NUMBER:</b>	
<b>FAX NUMBER:</b>	
<b>WEB SITE ADDRESS:</b>	Preferred method for receipt of purchase orders Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>EMAIL ADDRESS:</b>	Preferred method for receipt of purchase orders Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>REPRESENTATIVE:</b>	

## REQUEST TO BE ADDED TO VENDOR/BIDDER LIST

*PLEASE LIST THE TYPE OF PRODUCTS/SERVICES YOU PROVIDE.*

*Attach any catalogs/brochures/samples – description of products/services required below*

<input type="checkbox"/> Office Supplies	<input type="checkbox"/> General Contractor
<input type="checkbox"/> Office Furniture	<input type="checkbox"/> Weatherization Contractor
<input type="checkbox"/> Copier Paper/Specialty Paper	<input type="checkbox"/> Aging Contractor
<input type="checkbox"/> Computers	<input type="checkbox"/> Psychological Services
<input type="checkbox"/> Computer Supplies	<input type="checkbox"/> Outreach Items
<input type="checkbox"/> Computer Software	<input type="checkbox"/> Printing Services
<input type="checkbox"/> Copier Machines (and supplies)	<input type="checkbox"/> Security Detail
<input type="checkbox"/> Audio/Visual Duplication	<input type="checkbox"/> Criminal Justice Supplies
<input type="checkbox"/> Audio/Visual Equipment	<input type="checkbox"/> Consultant
(_____)	
<input type="checkbox"/> Data & Phone Cabling	<input type="checkbox"/> Vehicle Repairs
<input type="checkbox"/> Other: _____	

Please assist us by completing the following:

- Type of Request:**  
New Vendor ☐ Change of Address ☐ Updated Information ☐
  - Ownership:**  
Sole Proprietorship ☐ Partnership ☐ Corporation ☐  
Governmental Agency ☐ \*Non-Profit ☐ Other ☐
  - Tax Identification Number:** \_\_\_\_\_  
Attach completed W-9 form unless tax exempt. <http://www.irs.gov/pub/irs-pdf/fw9.pdf>
  - Have you done business with AACOG in the past?**  
Yes ☐ No ☐
  - Is your business currently certified with the State of Texas' Centralized Master Bidder's List?**  
<http://www.window.state.tx.us/procurement/prog/cmb1>  
Yes ☐ No ☐
- \*\*Please return confirmation of your CMBL certification with this vendor application.**
- Is your business currently certified as a HUB with the State of Texas?**  
<http://www.window.state.tx.us/procurement/prog/hub/hub-certification>  
Yes ☐ No ☐ N/A ☐
  - Is your business currently certified as a HUB outside the State of Texas?**  
Yes ☐ No ☐ Name of State ☐

## REQUEST TO BE ADDED TO VENDOR/BIDDER LIST

8. If YES to either question 6 or 7, enter Historically Underutilized Business (HUB), Ethnicity, and Gender status, if applicable:

Asian Pacific American (AS) ☐ Hispanic Americans (HI) ☐ American Woman (WO) ☐  
Black American (BL) ☐ Native American (AI) ☐ Male (M) /Female(F) ☐

*\*Non-profit organizations are not eligible for HUB certification*

**\*\*A copy of your HUB certification is required in order to be included as a HUB.**

9. If applicable, please note if you're Texas-based Small, Minority, and/or Women-Owned Business Enterprise (SMWBE) is certified with any of the organizations listed below:

- ☐ City of Austin  
☐ City of Houston  
☐ Dallas/Fort Worth Minority Supplier Development Council  
☐ El Paso Hispanic Chamber of Commerce  
☐ South Central Texas Regional Certification Agency (SCTRCA)  
☐ Southwest Minority Supplier Development Council  
☐ Texas Department of Transportation (TXDOT)  
☐ Women's Business Council – Southwest  
☐ Women's Business Enterprise Alliance

**\*\*Please return confirmation of this certification with this vendor application.**

*\*If you hold certification with any of the entities noted above, you may qualify to automatically receive HUB Certification with the State of Texas. Please contact TPASS's Statewide HUB Program at 888-863-5881 for further information.*

10. Is your principal place of business in the State of Texas?

Yes ☐ No ☐

11. Is your organization delinquent on State of Texas Franchise taxes?

Yes ☐ No ☐

12. Are you or anyone in your organization related to an AACOG employee or a member of AACOG's governing board?

Yes ☐ No ☐

**If YES, list AACOG employee or Board member's name and relationship:**

Name	Relationship
------	--------------

13. Are you or anyone in your organization a former Workforce Solutions-Alamo employee and/or board member?

Yes ☐ No ☐

## ATTACHMENT A – Proposed Timeline & Cost per Deliverable

<b>Goal:</b> Develop the concept, feasibility analysis, and implementation for a blanket Intergovernmental Support Agreement (IGSA) for the provision of a variety of goods and services to JBSA by the member governments of AACOG.			
Objective	Deliverable	Proposed Completion Date	Projected Cost to develop deliverable(s) under each objective
<b>Objective 1</b> Partnership concept and cost benefit analysis to be used by JBSA in preparing an IGSA approval package for higher headquarters review and approval (approximately six months)	<b>Deliverable 1.1</b> Create a draft concept flowchart(s) to map how goods and services would be provided to JBSA under a blanket IGSA, including draft roles and responsibilities for all parties to an IGSA and any subsequent task orders		<b>Deliverable 1.1 Cost</b> .
	<b>Deliverable 1.2</b> Provide financial analysis (as required) to demonstrate benefits to the community and help the Air Force define their costs		<b>Deliverable 1.2 Cost</b>
	<b>Deliverable 1.3</b> Provide workgroup facilitation to refine the concept and produce a consensus for concept structure and management		<b>Deliverable 1.3 Cost</b>
	<b>Deliverable 1.4</b> Provide expert advice to the workgroup and stakeholder decision makers on concept structure and management		<b>Deliverable 1.4 Cost</b>

## ATTACHMENT A – Proposed Timeline & Cost per Deliverable

<b>Goal:</b> Develop the concept, feasibility analysis, and implementation for a blanket Intergovernmental Support Agreement (IGSA) for the provision of a variety of goods and services to JBSA by the member governments of AACOG.			
Objective	Deliverable	Proposed Completion Date	Projected Cost to develop deliverable(s) under each objective
<b>Objective 2</b> Coordination, tracking, and additional information to support the successful outcome of IGSA approval package review by JBSA and higher headquarters (approximately six months)	<b>Deliverable 2.1</b> Coordinate with the JBSA representatives and the Air Force Community Partnerships Program Management Office (AFCP PMO) to provide all documents necessary for the approval package		
	<b>Deliverable 2.2</b> Coordinate with the AFCP PMO to track the review process and identify additional information/actions required to ensure a timely decision		
	<b>Deliverable 2.3</b> Provide additional information as required/requested by the Air Force in their decision-making process		
<b>Objective 3</b> Facilitation of agreement development based upon the IGSA authority and previously developed concept structure (Approximately two months)	<b>Deliverable 3.1</b> Provide workgroup facilitation		
	<b>Deliverable 3.2</b> Provide advice to AACOG and community decision makers on issues of risk management		
	<b>Deliverable 3.3</b> Coordinate legal financial reviews of all parties		
	<b>Deliverable 3.4</b> Develop draft documents		

### ATTACHMENT A – Proposed Timeline & Cost per Deliverable

<b>Goal:</b> Develop the concept, feasibility analysis, and implementation for a blanket Intergovernmental Support Agreement (IGSA) for the provision of a variety of goods and services to JBSA by the member governments of AACOG.			
Objective	Deliverable	Proposed Completion Date	Projected Cost to develop deliverable(s) under each objective
<b>Objective 4</b> Execution of a blanket IGSA between AACOG and JBSA (approximately two months)	<b>Deliverable 4.1</b> Provide final document development		
	<b>Deliverable 4.2</b> Coordinate document approvals		
	<b>Deliverable 4.3</b> Plan and execute signing ceremony		
<b>Objective 5</b> Produce a final scope, budget, and schedule for execution of work	<b>Deliverable 5.1</b> (Scope) Provide a proposal of not more than eight (8) pages that outlines the approach to providing all deliverables and services listed in the Scope of Work		
	<b>Deliverable 5.2</b> (Budget) Provide a total cost estimate (including any travel required)		
	<b>Deliverable 5.3</b> (Schedule) Provide a draft timeline for execution of work		