

RFP-23-100-HR-BENEFITCONSULTING

REQUEST FOR PROPOSAL

CONSULTANT FOR INSURANCE BENEFITS AND SERVICES



Due date: August 1, 2023, 4:00 p.m.

Procurement Department
2700 NE Loop 410, Road, Suite 101
San Antonio, TX 78217
Voice (210) 362-5200
Fax (866) 332-3252

RFP Release Date	July 11, 2023 at 9:00 a.m.
Questions Due	July 17, 2023 at 4:00 p.m.
Q&A Posted	July 22, 2023 at 4:00 p.m.
Response Deadline	August 1, 2023 by 4:00 p.m.

RFP Link: <http://www.aacog.com/bids.aspx>
<http://www.txsmartbuy.com>

Notice: Prospective proposers who receive this document from a source other than AACOG should immediately contact AACOG and provide their name, company, and email address in order that an addendum to this document or other communication can be delivered. Any prospective proposer who fails to provide the agency with this information assumes complete responsibility for complete submission requirements.

ALAMO AREA COUNCIL OF GOVERNMENTS

Request for Proposal

RFP-21-409-HR-BENEFITCONSULTING

Release Date	July 11, 2023 at 9:00 a.m.
Questions Due	July 17, 2023 at 4:00 p.m.
Q&A Posted	July 22, 2023 at 4:00 p.m.
Response Deadline	August 1, 2023 no later than 4:00 p.m.
Submission Address	Alamo Area Council of Governments 8200 Perrin Beitel Rd, Suite 101 San Antonio, Texas 78218 Attn: RFP-23-100-HR-BENEFITCONSULTING

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PART 1.0–SCOPE OF REQUEST

1.1 PURPOSE

The Alamo Area Council of Governments (AACOG) seeks offers in response to this Request for Proposal (RFP) from consultants qualified and experienced in providing Consulting Services for Employee Benefits related to the administration and placement of employee benefits to include, but not limited to, design and bidding process of medical, dental, vision, life, disability, voluntary, flexible spending, and employee assistance benefits to AACOG employees.

1.2 BACKGROUND INFORMATION

The Alamo Area Council of Governments (AACOG) is a voluntary association of municipal and county governments and special districts located in Bexar County and the surrounding thirteen 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

1.3.1 Scope Narrative

Provide services under a flat fee, covering the following types of benefits programs: medical, dental, vision, short term disability, long term disability, life, flexible spending, and employee assistance program. Various voluntary benefits including but not limited to accident and cancer.

AACOG has approximately 330 employees of whom approximately 314 are full-time and eligible for traditional employee health benefits. AACOG offers single and family levels of coverage for medical, dental and vision. AACOG offers life insurance at no cost to full time employees and voluntary life insurance for dependents. Additionally, AACOG offers short-term and long-term disability insurance, and accidental death and dismemberment insurance. Interested and qualified benefits consultants who have demonstrated their ability at comparable work with public entities are invited to submit proposals.

These services will be offered to the AACOG member counties under cooperative purchasing between AACOG and its county members, in which they will be extended the same pricing, terms, and conditions entered into by AACOG.

1.3.2 The following services shall be included for all benefit programs: Proposers shall set forth in the "Flat Fee" section of the Fee Schedule their annual fee for performing the following services:

1.3.2.1 Market benefits programs, including preparation of quality marketing submissions and development of coverage specifications.

1.3.2.2 Select insurance markets and evaluate coverage quotations and provide AACOG the most comprehensive and affordable options for consideration.

1.3.2.3 Fully document marketing of benefits programs, including declinations received from insurance carriers.

1.3.2.4 Demonstrate ability to collect personnel data from AACOG HR department using ANSI 834 standard through electronic data interchange (EDI). Proposer shall provide a secure, encrypted portal for file transfer of data.

1.3.2.5 Assist with coverage and claim disputes.

1.3.2.6 Assess each benefits carrier's stability, solvency, and service

competency. Report on industry trends and immediately notify AACOG of any positive or adverse developments.

- 1.3.2.7** Respond to AACOG communications or inquiries the same business day in general; if not practicable, response should be within twenty-four hours.
- 1.3.2.8** Key personnel available between 8:00 a.m. and 5:00 p.m. Central Standard Time.
- 1.3.2.9** Meet or exceed the AACOG's time expectations and renewal calendar; benefits renewals currently occur on January 1 with open enrollment beginning as early as October 2023. However, AACOG reserves the right to change the renewal calendar.
- 1.3.2.10** Utilize internal Compliance department to perform Gap analysis, which researches current Group Health/Welfare package against benchmarking trends and assigns areas of improvement for agency to attain solid and competitive market trend standards.
- 1.3.2.11** Coordinate, attend, and participate in carrier loss control surveys and underwriter visits.
- 1.3.2.12** Make monthly educational presentations as requested to AACOG staff and new hires, on requested benefits and related topics.
- 1.3.2.13** Attend meetings as directed.
- 1.3.2.14** Full understanding and priority of the Affordable Care Act provisions and compliance requirements for employee benefits.
- 1.3.2.15** Conduct necessary actuarial analysis on an annual basis and make recommendations to staff relative to methods of funding plan changes, if any, up to and including individual and aggregate stop loss parameters.
- 1.3.2.16** Represent AACOG in all negotiations with providers on all issues including those related to premiums, benefit levels, plan designs, and special terms and conditions.
- 1.3.2.17** Research and advise AACOG on any new developments in the law and employee benefit programs on an ongoing basis on all pertinent matters but very specifically as they may relate to the Affordable Care Act.
- 1.3.2.18** Actively seek benefit carriers with prolific wellness initiatives.
- 1.3.2.19** Actively seek benefit carriers with alternative medicine options such as Naturopathy and Osteopathy.
- 1.3.2.20** All consultant recommendations must be as requested by AACOG, prepare bid specifications and solicit proposals from insurance markets which specialize in group insurance plans as needed.
- 1.3.2.21** Conduct in-depth monitoring and evaluation of benefit usage and experience; identify potential strategies to reduce costs based on claim trends.

- 1.3.2.22** Consultant will assist AACOG in communicating its benefit plan options and assist with the open enrollment period for benefits to all levels of staff, including satellite locations.
- 1.3.2.23** Evaluate bids and bidders including administration, claim payment procedures, customer service, network, reserve establishment policies, financial soundness and identifying the most cost-beneficial package from among the various bidders.
- 1.3.2.24** Assist in the management of vendor contracts and service agreements.
- 1.3.2.25** Schedule quarterly meetings with AACOG representatives to discuss utilization reviews issues, exposure changes and general administrative matters pertaining to AACOG's benefits programs.
- 1.3.2.26** Provide local contact names for each benefits program; AACOG desires local representation for each line of business where possible;
- 1.3.2.27** Perform any additional work not specifically enumerated here related to accomplishing the Scope of Work.
- 1.3.2.28** If other services are included in your fee for this section of the Scope of Work, please state and explain them clearly.

1.3.3 Time Expectations and Renewal Calendar for Benefits Consultant:

- 1.3.3.1** Respond to phone calls and emails within 1 business day, at a minimum.
- 1.3.3.2** Submit annual actuarial analysis for AACOG's review on the benefits plan as requested and within a reasonable time as determined by AACOG.
- 1.3.3.3** Benefits consultant should be readily available for onsite Monthly and Annual open enrollment and communication purposes.
- 1.3.3.4** AACOG will set a renewal calendar with the Consultant's advice. The proposer must provide proposed milestones and method of approach.

1.4 AUTHORITY

Requests for Proposals (RFP) are issued under the authority of the Government Code, Chapter 2254, Subchapter B, which delineates the statutory requirements governing invitations for proposals and request for offers by state agencies.

1.5 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

- 2.1.1** All proposals must be received and recorded by AACOG no later than August 1,

2023 by 9:00 a.m. Official receipt of proposals submitted will be by entry on a proposal receipt log. A receipt form will be issued 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
Procurement
2700 NE Loop 410, Suite 101
San Antonio, Texas 78217
Attn: RFP-23-100-HR-BENEFITCONSULTING**

- 2.1.2** 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 emailed 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 Debbie Ugarte, Facilities and Procurement Manager, 2700 NE Loop 410, Suite 101, San Antonio, Texas 78217.

2.2 PROCUREMENT SCHEDULE

All times noted on the Procurement Schedule (Page 1) are central time. Dates posted are subject to change. Entities requesting a copy of the RFP or submitting a question will be notified of any addendum's posted.

- 2.2.1** Prohibited communications includes direct contact, discussion, or promotion of any Respondent's proposal with any member of AACOG's Board of Directors or employees except for communications with AACOG's designated representative as set forth in this RFP and only in the course of inquiries, briefings, interviews, or presentations. This prohibition is intended to create a level playing field for all potential Respondents, assurance that decisions are made in public, and to protect the integrity of the RFP process. Except as provided in the above stated exceptions, the following communications regarding a particular invitation for bids, requests for proposal, requests for qualifications, or other solicitation are prohibited:

2.2.1.1 Communications between a potential vendor, service provider, bidder, respondent, lobbyist or consultant and any member of AACOG's Board of Directors.

2.2.1.2 Communications between any director and any member of a selection or evaluation committee; and

2.2.1.3 Communications between any director and administrator or employee.

- 2.2.2** The communications prohibition shall not apply to the following:

2.2.2.1 Communications with AACOG's purchasing agent specifically named and authorized to conduct and receive such communications under this RFP or upon the request of AACOG, with AACOG's general counsel.

2.2.2.2 Presentations made to the Board of Directors during any duly noticed public meeting.

2.2.3 Nothing contained herein shall prohibit any person or entity from publicly addressing AACOG's Board of Directors during any duly noticed public meeting, in accordance with applicable Board policies, on a matter other than this RFP or in connection with a presentation requested by AACOG's representatives.

2.3 AVAILABILITY OF REQUEST OF PROPOSALS

The RFP will be posted as noted on Page 1, RFP Links, or at the request of the proposer, by contacting procurement staff at the above fax or e-mail beginning July 11, 2023 after 9:00 a.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 addendum to this RFP is issued the information can be provided to all interested parties.

2.4 PROPRIETARY INFORMATION

2.4.1 Because contracts are awarded by a governmental entity, all responses submitted are subject to release as public information after contracts are executed. If a Respondent believes that its response, or parts of its response, may be exempted from disclosure, the Respondent must specify page-by-page and line-by-line the parts of the response, which it believes, are exempt. In addition, the Respondent must specify which exception(s) are applicable and provide detailed reasons to substantiate the exception(s). Any information that is unmarked will be considered public information and released, if requested under the Public Information Act.

2.4.2 The determination of whether information is confidential and not subject to disclosure is the duty of the Office of Attorney General (OAG). AACOG must provide the OAG sufficient information to render an opinion and therefore, vague and general claims to confidentiality by the Respondent are not acceptable. AACOG must comply with the opinions of the OAG. AACOG assumes no responsibility for asserting legal arguments on behalf of any Respondent. Respondents are advised to consult with their legal counsel concerning disclosure issues resulting from this procurement process and to take precautions to safeguard trade secrets and other proprietary information. After completion of award, these documents will be available for public inspection.

PART 3.0—GENERAL INFORMATION & ADMINISTRATIVE REQUIREMENTS

3.1 ELIGIBLE PROVIDERS

3.1.1 AACOG expects to receive proposals from established and knowledgeable entities with demonstrable expertise in the tasks required.

3.1.2 It is the policy of AACOG to encourage participation by small and Historically Underutilized Businesses (HUB), as defined in Government Code, Chapter 2161, as contractors to AACOG. It is the goal of AACOG to include HUB in at least ten percent (10%) of the total value of contracts awarded annually.

3.1.3 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.

- 3.1.4** 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 and meet high standards for public service and fiduciary responsibility.

3.2 CONTRACT INFORMATION

3.2.1 TYPE OF CONTRACT

This Request for Proposals may result, assuming a contractor is selected, and an award made, in a contract with a flat fee as mutually determined to be appropriate or other mutually acceptable arrangement. AACOG may offer contract renewals, with the stipulation that the scope of work may change.

These services will be offered to the AACOG member counties under cooperative purchasing between AACOG and its county members, in which they will be extended the same pricing, terms, and conditions entered into by AACOG.

3.2.2 CONTRACT PERIOD

It is the intent of AACOG to execute a contract for the delivery of services identified for an initial period beginning September 1, 2023, and ending August 31, 2024. The parties may agree to renew the contract after the initial term. Any contract renewals 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.

3.2.3 ADDITIONAL FUNDING

AACOG reserves the right to expand the contract to include additional service units identified in the proposal response that AACOG deems beneficial to the area.

3.2.4 REASSIGNMENT

3.2.4.1 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.

3.2.4.2 AACOG reserves the right to terminate this contract by thirty (30) day written notice, which shall be considered Termination without cause.

3.3 GOVERNING PROVISIONS AND LIMITATIONS

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

- 3.3.1** The proposal, if accepted, will become the basis for the contract scope of work.

- 3.3.2** Respondents must submit a comprehensive proposal for all services solicited. Any proposal that is not comprehensive will be deemed non-responsive.
- 3.3.3** 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.
- 3.3.4** AACOG reserves the right to accept or reject any or all proposals received, to cancel or reissue this RFP in part, or its entirety.
- 3.3.5** 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.
- 3.3.6** AACOG reserves the right to extend, shorten, increase or decrease any contract awarded as a result of this RFP.
- 3.3.7** AACOG reserves the right to request additional information, clarification of or explanation for any aspect of a response to this RFP.
- 3.3.8** 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.
- 3.3.9** 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.
- 3.3.10** 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.
- 3.3.11** 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.
- 3.3.12** 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 funding is not received.
- 3.3.13** 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.
- 3.3.14** Respondents shall not attempt in any manner to advocate for, lobby or 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.

- 3.3.15** 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.
- 3.3.16** 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.
- 3.3.17** 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.
- 3.3.18** 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.
- 3.3.19** AACOG is exempt by law from paying State Sales Tax and Federal Excise Tax.

3.4 ADMINISTRATIVE REQUIREMENT AND LIMITATIONS

- 3.4.1** 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.
- 3.4.2** Contractors must agree to comply with any applicable Federal, State, and AACOG rules, policies, directives, procedures, and plans and unilateral contract modifications.
- 3.4.3** 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.
- 3.4.4** Contractor must provide reports upon demand as may be requested or required by AACOG.
- 3.4.5** Private for-profit corporations submitting a proposal must include a statement signed by an authorized representative of the corporation authorizing submission of a proposal.
- 3.4.6** 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

- 4.1.1** An initial review of responsiveness and compliance with the criteria specified in the RFP by AACOG staff.
- 4.1.2** All responsive proposals will be evaluated and scored by a team of AACOG reviewers. Proposals will be evaluated on specific criteria outlined in Section 4.2 by reviewers using a standardized scoring matrix.
- 4.1.3** Presentation of scoring and recommendations of evaluation committee to a designated committee.
- 4.1.4** Finalists identified may be asked to present their proposals at the discretion of AACOG.
- 4.1.5** Contract award based on recommendation of the subcommittee to begin 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:

- | | |
|--|-------------------|
| 4.2.1 Experience | 20 points |
| Provide information that clearly demonstrates you organization's prior experience and background in providing the services (Benefits Consultant) as specified in this RFP. List experience on projects of similar scope and size. | |
| 4.2.2 Technical Approach | 20 points |
| Provide details explaining your firm's approach to assisting governmental entities to maximize benefits for employees and reduce cost for all types of insurance. Cite examples of innovative concepts your firm has employed. | |
| 4.2.3 Qualifications: | 20 points |
| Describe you company's qualifications as it pertains to employee benefits consultant. List your company's experience with public entities. Specifically highlight those qualifications that distinguish you from your competitors. | |
| 4.2.4 Price Proposal | 40 points |
| Base price to provide services. | |
| TOTAL POSSIBLE POINTS | 100 points |

4.3 PROPOSER'S ACCEPTANCE OF EVALUATION METHODOLOGY

By submitting a proposal, Proposer acknowledges:

- 4.3.1** Proposer's acceptance of the proposal evaluation process
- 4.3.2** The criteria for selection

- 4.3.3** Proposer's recognition that certain subjective judgments may be generated during evaluation

4.4 PROCUREMENT DISPUTE RESOLUTION – APPEAL AND DEBRIEFING

4.4.1 Appeal Process

4.4.1.1 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 Board notification of final action. Final Board action shall be considered to be the Board meeting at which final selection of the contractor is made. Appeals shall be directed to:

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

4.4.1.2 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.

4.4.1.3 Respondents must provide a detailed statement of legal and factual grounds including copies of relevant documents; and the form of relief requested.

4.4.1.4 Respondents may NOT appeal the scoring and ranking of proposals, unless substantiated by material or relevant facts.

4.4.1.5 Respondents may NOT appeal solely on the belief that their proposal is superior to the one selected for award.

4.4.1.6 Respondents understand that review and action shall be considered final, with no further formalities considered.

4.4.2 Request for Debriefing

Respondents not selected by this procurement process, and have elected not to file an appeal, may submit within 10 days of the receipt of AACOG 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 PROPOSALS

5.1.1 NUMBER OF COPIES

Respondents must submit one (1) unbound complete original, to include all executed certifications and authorized signatures, plus four (4), proposal bound copies, for a total of five (5) exact proposals. Finally, one (1) electronic copy of your proposal on a flash drive is required. Any submission lacking the required number of proposals will be ruled non-responsive and will not be considered under this procurement. Any differences between the original and the copies are at the liability of the respondent.

5.1.2 PROPOSAL FORMAT

5.1.2.1 Proposals must be typed, single-spaced, and submitted on 8 ½ x 11-inch plain white paper.

5.1.2.2 Please do not use less than a 10-point font.

5.1.2.3 Each page of the proposal, with the exception of the coversheet, must be sequentially numbered, including attachments.

5.1.2.4 Proposals must contain **all required elements** in the order prescribed.

5.1.2.5 Proposals that do not conform to this requirement may be considered non-responsive and excluded from consideration under this procurement.

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

Each proposal response is to be brief, concise and to the point, for the executive summary and proposal narrative.

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:

5.4.1 Title Page

5.4.2 Table of Contents

5.4.3 Executive Summary

5.4.4 Proposal Narrative

5.4.5 Price Proposal

5.4.6 Certification Sheet

5.4.7 Acknowledgement Form

- 5.4.8** Conflict of Interest Questionnaire
- 5.4.9** Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion
- 5.4.10** Non-Discrimination Certification
- 5.4.11** Certification Regarding Lobbying
- 5.4.12** Request to be added to AACOG Bidder's/Vendor List

PART 6.0 – PROPOSAL RESPONSE FORMS

6.1 TITLE PAGE (Must Provide)

Each proposal must have 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 and for contract negotiations.

6.2 TABLE OF CONTENTS (Must Provide)

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 (Must Provide)

Each proposal must have a brief summary 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.

6.4 PROPOSAL NARRATIVE (Must Provide)

6.4.1 Organizational Capacity

6.4.1.1 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.

6.4.1.2 System Concept and Solution: Define in detail your understanding of the requirements 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 knowledge and expertise.

6.4.1.3 Project Management Structure: Provide a general explanation and chart which specifies project leadership and reporting responsibilities; and who will interface with the AACOG project management and team personnel. Provide a detailed description of fiscal controls, reporting capabilities and performance accountability protocol. If use of subcontractors is proposed, identify their placement in the primary

management structure, and provide internal management description for each subcontractor.

6.4.1.4 Personnel: Include names and qualifications of all professional personnel who will be assigned to this project. State the primary work task 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.

6.4.2 Demonstrated Performance

Prior Experience: Describe only relevant prior 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 2013. Supply the project title, year, and reference name, title, present address, and phone number of principal person for whom prior projects were accomplished.

6.5 PRICE PROPOSAL (Must Provide)

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

6.5.1 Pricing should be a flat fee.

6.5.2 Provide federally audited rates, if applicable

6.5.3 Agency that approved the rate

6.5.4 Date the rate was approved

6.6 CERTIFICATION SHEET (Must Provide)

6.7 ACKNOWLEDGEMENT FORM (Must Provide)

6.8 CONFLICT OF INTEREST QUESTIONNAIRE (Must Provide)

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 (Must Provide)

6.10 NON-DISCRIMINATION CERTIFICATION (Must Provide)

6.11 CERTIFICATION REGARDING LOBBYING (Must Provide)

6.12 REQUEST TO BE ADDED TO BIDDER'S/VENDOR'S LIST (Must Provide)



Request for Proposal

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

PRICE PROPOSAL

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:			
Name of Representative authorized to sign for bidder:			
(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:

CONFLICT OF INTEREST QUESTIONNAIRE**FORM CIQ****For vendor or other person doing business with local governmental entity****This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.****OFFICE USE ONLY**

Date Received

This questionnaire is being filed in accordance with chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001 (1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local government entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.

A person commits an offense if the person violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

1. Name of person who has a business relationship with local governmental entity.**1. ☐ Check this box if you are filing an update to a previously filed questionnaire.**

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

2. Name of local government office with whom filer has employment or business relationship.

This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001 (1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

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

☐ Yes ☐ No

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

☐ Yes ☐ No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

☐ Yes ☐ No

D. Describe each employment or business relationship with the local government office named in this section.

4.

Signature of person doing business with governmental entity _____ Date

**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 subgrantees 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, Director of Administrative Services, 2700 NE Loop 410, Suite 101, 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:	
--	--

Signature of Authorized Representative	Printed/Typed Name & Title of Authorized Representative

Date:

NON-DISCRIMINATION CERTIFICATION

The Contractor has agreed to comply with:

1. Title VI of the Civil Rights Act of 1964, as amended (42 USC §2000d), which prohibits employment discrimination based on race, color or national origin; 45 CFR 80
2. Section 504 of the Rehabilitation Act of 1973, as amended (29 USC §794) which prohibits discrimination against qualified individuals with disability in, (1) Programs and activities receiving financial assistance from HHS, 45 CFR 84, (2) Notice of exercise of authority under regarding recipients with fewer than fifteen employees, 45 CFR 84.52(d)(2), (3) Admission or treatment against substance abusers suffering from medical conditions 45 CFR 84.53, and (4) Programs or activities conducted by HHS 45 CFR 85;
3. Title IX of the Education Amendments of 1972, as amended, (20 USC §1681) prohibits discrimination on the basis of sex (gender) in Federally-Assisted Education Programs 45 CFR 86
4. The Age Discrimination in Employment Act of 1975, as amended (42 USC §6101), which prohibits discrimination on the basis of age in (1) Programs or activities receiving federal financial assistance 45 CFR 90; and (2) Programs or services receiving HHS financial assistance 45 CFR 91;
5. Title II of the Americans with Disabilities Act, 28 CFR Part 35.

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

Signature of Authorized Representative	Printed/Typed Name & Title of Authorized Representative

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 – "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 subrecipients 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_____

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

☐

Other:

Please assist us by completing the following:

1. **Type of Request:**
New Vendor ☐ Change of Address ☐ Updated Information ☐
 2. **Ownership:**
Sole Proprietorship ☐ Partnership ☐ Corporation ☐
Governmental Agency ☐ *Non-Profit ☐ Other ☐
 3. **Tax Identification Number:** _____
Attach completed W-9 form unless tax exempt. <http://www.irs.gov/pub/irs-pdf/fw9.pdf>
DUNS Number, if applicable: _____
 4. **Have you done business with AACOG in the past?**
Yes ☐ No ☐
 5. **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.**
6. **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 ☐
 7. **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)	<input type="checkbox"/>	American Woman (WO)	<input type="checkbox"/>
Black American (BL)	Native American (AI)	<input type="checkbox"/>	Male (M) /Female(F)	<input type="checkbox"/>
Veterans 20% Service-Connected Disability		<input type="checkbox"/>		

**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 your 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 ☐