



REQUEST FOR APPLICATIONS (RFA)
Crisis Respite Services for Individuals with Intellectual &
Developmental Disabilities (IDD) in Bexar County

Alamo Area Council of
Governments (AACOG)
Procurement Department

Solicitation Deadlines

RFA Release Date	June 24, 2026 @ 4:00 pm
Questions Deadline	July 1 2026 @ 4:00 pm
Q&A Posting	July 06, 2026 @ 4:00 pm
Response Deadline	July 27, 2026 @ 5:00 pm
Contract Award / Start Date	Sep 1, 2026

RFA Posting Locations

<https://aacog.gov/member-government-services/procurement/>
<https://www.txsmartbuy.com/esbd>

For purposes of this RFA, the following definitions and acronyms apply:

Term / Acronym	Definition
AACOG	Alamo Area Council of Governments
ABL	Adaptive Behavioral Level
BCBA	Board Certified Behavior Analyst
Bexar County LIDDA	Local Intellectual and Developmental Disability Authority serving Bexar County
HCS	Home and Community-based Services Program
HHSC	Texas Health and Human Services Commission
HUB	Historically Underutilized Business
ICF/IID	Intermediate Care Facility for Individuals with an Intellectual Disability
IDD	Intellectual and Developmental Disabilities
LIDDA	Local Intellectual and Developmental Disability Authority
LPA	Licensed Psychological Associate
Medicaid Waiver Provider	A provider authorized to deliver Medicaid waiver services through approved HHSC waiver programs
Person-Directed Plan	An individualized service planning document identifying goals, supports, and outcomes for the individual served
QAIS	Quality Assurance and Improvement System
Applicant	The organization or entity submitting an application in response to this RFA
Service Coordinator	AACOG staff responsible for coordinating and monitoring individual's services and supports

Crisis Respite Services	Short-term, community-based stabilization and support services designed to address crisis situations involving individuals with IDD
-------------------------	---

These definitions are provided for reference and clarification purposes only. AACOG reserves the right to interpret terminology and program requirements consistent with applicable federal, state, and local regulations.

PART 1 – GENERAL INFORMATION

1.1 Background Information

A. Alamo Area Council of Governments (AACOG)

The Alamo Area Council of Governments (AACOG) is a voluntary association of local governments representing Bexar County and the surrounding eleven (11) counties within the Alamo Region of Texas.

B. Purpose

AACOG is soliciting Applications from qualified firms and organizations to provide Crisis Respite Services for individuals with Intellectual and Developmental Disabilities (IDD) served through AACOG programs.

Through this Request for Applications (RFA), AACOG invites eligible Applicants to submit applications demonstrating their qualifications, experience, organizational capacity, and ability to provide Crisis Respite Services in accordance with the requirements outlined herein.

Selected contractors shall provide services in compliance with all applicable federal, state, and local laws, regulations, standards, and AACOG requirements.

C. AACOG IDD Program Information

In 2006, the Texas Department of Aging and Disability Services designated AACOG as the Local Intellectual and Developmental Disability Authority (LIDDA) for Bexar County.

AACOG's Administrative Offices are located at:

2700 NE Interstate 410 Loop Suite 101
San Antonio, Texas 78217

AACOG is responsible for providing services and support to Bexar County residents with Intellectual and Developmental Disabilities (IDD) and related conditions.

D. Authority

This Request for Applications (RFA) is issued pursuant to applicable federal and state laws and regulations governing procurement and contracting, including but not limited to:

1. Texas Government Code, Chapter 2254
2. Texas Government Code, Chapter 2161
3. Texas Local Government Code
4. Uniform Grant Management Standards (UGMS)
5. Applicable HHSC and AACOG policies and procedures

E. Historically Underutilized Businesses (HUB)

AACOG encourages participation by small and Historically Underutilized Businesses (HUBs), as defined in Texas Government Code Chapter 2161.

A HUB is generally defined as a for-profit business entity:

- Located in Texas;
- At least 51% owned by an Asian Pacific American, Black American, Hispanic American, Native American, American woman, and/or another qualifying individual; and
- Actively managed and controlled by qualifying owner(s).

F. HUB Participation Goal

AACOG's goal is to include HUB participation in at least ten percent (10%) of the total value of contracts awarded annually.

G. Applicant Registration

AACOG maintains an active Applicant outreach and registration process to encourage participation by small businesses and HUB Applicants.

Interested Applicants may complete the AACOG Applicant Setup Package located at: <https://aacog.gov/member-government-services/procurement/>

H. Ethics Certification

By submitting an Application, Applicants affirm that they have not given, offered to give, nor intend to give any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant or AACOG representative in connection with this procurement.

I. Collusion Certification

By submitting an Application, Applicants certify that pricing and Application contents have been independently developed and that no collusion, price fixing, or anti-competitive practices have occurred related to this procurement.

PART 2 – SUBMISSION INFORMATION

2.1 Submission Requirements

Responses must be received by the Alamo Area Council of Governments (AACOG) no later than **July 27, 2026, at 5:00 p.m. Central Time.**

2.1.2 Solicitation Deadlines (Anticipated)

AACOG anticipates the following procurement schedule:

Milestone	Date
RFA Release Date	June 24, 2026 @ 4:00 pm
Questions Deadline	July 1, 2026 @ 4:00 pm
Q&A Posting	July 06, 2026 @ 4:00 pm
Response Deadline	July 27, 2026 @ 5:00 pm
Contract Award / Start Date	September 1, 2026

AACOG reserves the right to modify the procurement schedule through written addenda.

2.1.3 Submission Format

Applications and all required attachments must be submitted electronically as PDF files only.

AACOG prefers Applications to be submitted as one combined PDF file whenever possible. If multiple files are necessary due to file size limitations, each file must be clearly labeled.

2.1.4 Submission Method

One (1) complete electronic copy of the Application shall be submitted via email to:

- ijones@aacog.gov
- procurement@aacog.gov

With a copy (cc) to:

- dugarte@aacog.gov

Subject Line: RFA Submission: RFA-26-45-IDD CRISIS RESPITE SERVICES

File Type	Required Naming Format
Main Application PDF	XXXXX (Name of Business) - RFA-26-45-IDD Crisis Respite Services.pdf
AACOG Vendor Packet	XXXXX(Name of Business) – AACOG Vendor Packet.pdf
Multiple Application Files	XXXXX(Name of Business) - RFA-26-45-IDD Crisis Respite Services (Part X of Y).pdf

2.2 Authorized Points of Contact

2.2.1 Primary Point of Contact

Isaac Jones III
Senior Procurement Analyst
Email: ijones@aacog.gov

2.2.2 Secondary Point of Contact

Debbie Ugarte
Contracts and Procurement Director
Email: dugarte@aacog.gov

2.3 Communications Restrictions

During the procurement process, Applicants shall restrict communications regarding this RFA to AACOG's designated procurement representatives.

Applicants shall not contact AACOG Board Members, evaluation committee members, or other AACOG personnel regarding this solicitation except as expressly authorized.

Unauthorized communications may result in disqualification.

2.4 Questions and Addenda

AACOG will accept written questions submitted electronically in accordance with the deadlines stated in this RFA.

Official responses and addenda will be posted on AACOG's procurement webpage:

<https://aacog.gov/member-government-services/procurement/>

Only written addenda issued by AACOG shall be considered official.

2.5 Public Information and Confidentiality

All Applications submitted in response to this RFA are subject to the Texas Public Information Act.

If an Applicant believes portions of the Application are confidential, the Applicant must clearly identify the information and provide statutory justification.

2.6 Technical Assistance

AACOG may respond to written questions submitted during the open question period.

AACOG will not provide individualized Application development assistance.

PART 3 – SCOPE OF SERVICES

3.1 General Scope

The Crisis Respite Center will have the capacity to house between one (1) to seven (7) individuals at any given time. This facility may be in either a residential or a commercially zoned area within Bexar County. The facility will be staffed twenty-four (24) hours per day regardless of client census. The facility will provide food, shelter, leisure activities and assistance needed based on the clients' adaptive behavioral level (ABL). The clients' stay at the Crisis Respite Center is determined on a case-by-case basis, generally not to exceed fourteen days. This determination is made by the Crisis Intervention Specialist.

The Crisis Respite Center shall:

- Have the capacity to house approximately one (1) to seven (7) individuals at any given time;
- Operate within a residential or commercially zoned location in Bexar County;
- Be staffed twenty-four (24) hours per day regardless of census;
- Provide food, shelter, supervision, leisure activities, and individualized support services;
- Provide services based on the individual's Adaptive Behavioral Level (ABL);
- Provide temporary placements generally not to exceed fourteen (14) calendar days, unless additional time is authorized by the Crisis Intervention Specialist based on the individual's assessed needs and in accordance with applicable HHSC requirements.

3.2 Crisis Respite Services for Persons with Intellectual & Developmental Disabilities

A. Crisis Respite Service is funded through a base of general revenue funds and third-party coverage for people who currently are waiting for long-term services and support and who may or may not have Medicaid coverage. Reductions in general revenue funds threaten these critical services. The Crisis Respite Service is the short-term community response to protect the health and safety of persons with intellectual and developmental disabilities (IDD) who are experiencing a crisis that cannot be stabilized in a less intensive setting. Crisis means a situation in which the individual presents an immediate danger to self or others; or, the individual's mental and physical health is at risk of serious deterioration; or, an individual believes he or she presents an immediate danger to self or others or that his or her mental or physical health is at risk of serious deterioration. These interventions also provide critical time-limited interim support to families and other caregivers of children and adults with IDD. The out-of-home crisis respite service provides therapeutic support through a flexible array of services, including behavioral support provided to individuals with IDD who require varying therapeutic and habilitative levels of intervention to address the stressors that result in challenging behaviors. The need for short-term community response is an essential element in supporting persons with IDD in their homes and communities rather than the more expensive institutional or residential options. It is also important for persons to have choices to direct their own lives, especially when such added choices are both economically effective and improve the quality of life. This approach results in more freedom, authority, responsibility, support, and confirmation – the tenets of self-determination. Therapeutic support includes:

1. Activities to strengthen appropriate developmental functioning in areas of socialization, self-advocacy and rights;
2. Developing coping skills; and
3. Reducing or avoiding stressors to prevent crisis events

Documentation Requirements:

Services provided to person in services must be documented in accordance with AACOG requirements. Crisis Respite Service provider will be required to provide necessary documentation of all services to AACOG in a prescribed format.

B. Crisis Respite Services to Be Provided to IDD Clients By Provider

Crisis Respite Services provide short-term community-based interventions intended to protect the health and safety of individuals with IDD and support family members and caregivers.

Definition of Service: Out-of-home crisis respite provides therapeutic support in a safe

environment with staff on site providing 24-hour supervision to an individual who is demonstrating a crisis that cannot be stabilized in a less intensive setting. Out-of-home crisis respite is provided in a setting for which the state provides oversight (for example, an Intermediate Care Facility (ICF), a Home and Community-based Services (HCS) group home, a Legacy Department of State Health Services authorize crisis respite facility, or crisis residential facility.

Out-of-Home Crisis Respite service includes:

- Providing a person with personal assistance with activities of daily living, i.e., grooming, eating, bathing, dressing and personal hygiene;
- Providing a person with functional living tasks; assistance with planning and preparing meals; transportation or assistance in securing transportation; assistance with ambulation and mobility; reinforcement of behavioral support and specialized therapy activities; assistance with medications in accordance with physician orders, provider policies and procedures, and applicable regulatory requirements; and supervision of the person's safety and security.
- Habilitation activities that facilitate the person's inclusion in community activities, use of natural supports and typical community services available to all people, social interaction and participation in leisure activities, and development of socially valued behaviors and daily living and functional living skills;
- 1:1 staffing or greater if needed;
- 24-Hour emergency on-call staffing;
- Coordination with psychiatric, behavioral health, medical, or other clinical resources, as appropriate to support stabilization and continuity of care;
- • Implementation of individualized behavioral support strategies designed to promote stabilization and address identified needs.
- Assistance with medication in accordance with physician orders, provider policies and procedures, and applicable regulatory requirements. Staff responsible for medication support shall receive appropriate training.

Services are intended for individuals who:

1. Are at risk of losing their current support system or living arrangement;
2. Are at risk of abuse or neglect;

3. Are at risk for functional decline without intervention; or
4. Demonstrate repeated danger, criminal, or high-risk behaviors.
5. The person presents an immediate danger to self or others
6. The person or a member of their support system believes he or she presents an immediate danger to self or others; or
7. The person or a member of their support system believes his or her mental or physical health is at risk of serious deterioration.

Crisis respite provides short-term, around-the-clock care in community-based residential facilities to persons who are at risk of hospitalization and/or may harm themselves or others. The persons eligible for this level of care require direct supervision and services, yet do not meet the criteria for hospitalization.

Respite services occur in community living situations and generally serve individuals with IDD who are experiencing behavioral and/or psychiatric emergencies, but do not require a secure/locked environment. Crisis Respite Centers provide a safe alternative to placing IDD clients in *emergency departments*. Crisis Respite Centers stabilize clients and prevent a crisis from escalating to the point of requiring in-patient hospitalization or involvement in the criminal justice system.

C. Specialized Services to Be Provided to IDD Clients By Provider- Day Programming

Definition of Service: Technical and professional expertise to stabilize a person in crisis in a day program setting. Persons served can include co-occurring dual diagnosis; non-psychiatrically behavioral excesses, such as self-injurious behaviors; and situational crisis such as loss of the caregiver. The Day Program services to be provided to IDD individuals served by Provider will be in compliance with applicable standards of the State's Community Standards, the Home Community Base Services ("HCS") Program principles for Providers and the Intermediate Care Facility for IDD ("ICF/IDD") regulations.

These services will include, but not be limited to the following:

1. To provide such day program services at such location(s) as determined by Provider and AACOG.
2. Notify AACOG approved individual's Service Coordinator immediately of situations that may require consultation/team meetings.
3. Complete and file in a timely manner any reports or documentation required by AACOG in the format specified by AACOG.

Program Services include:

- Individualized activities consistent with achieving the outcomes identified in the individual's directed plan.
- Activities provided in individual or group settings designed to promote stabilization, skill development, socialization, community participation, and enrichment;
- Personal assistance and support as needed
- Transportation during day programming activities necessary for the person to participate in those activities.
- Opportunities for community engagement, leisure activities, and development of daily living and functional living skills;
- Structured activities, skill-building opportunities, enrichment activities, socialization, and community participation designed to support the individual's identified needs during the crisis respite stay.

When available and authorized through applicable funding sources, individuals may participate in additional habilitative, day activity, or community-based services for which they are eligible. Participation in such services shall be based on individual needs, eligibility requirements, service availability, and applicable funding authorization.

D. Specialized Services to Be Provided to IDD Clients By Provider- Behavioral Intervention

Definition of Service: Specialized interventions provided by licensed professionals (BCBA, LPA, Psych. Associate) for individuals with serious behavioral problems directed toward decreasing these problems to enable the individuals to remain in the community. Intervention can occur in the individual's home or may occur out of the home in a clinic, day treatment program, or temporary residence, including respite environments. Behavioral intervention services may be provided when identified through assessment and determined necessary to support stabilization during the crisis respite stay. Trained staff may implement and reinforce behavioral support strategies consistent with the individual's identified needs and service plan.

The service includes:

- Assessment and analysis of assessment findings so that an individualized

behavior support plan consistent with the outcomes identified in the individuals' IBP (Individualized Behavioral Plan);

- Training and consultation with family members or other support providers and, as appropriate, the individual;
- Monitoring and evaluation of success of the behavioral support plan and modification of the behavior support plan.

Individuals currently receiving behavioral intervention or other specialized services through HCS, TxHmL, ISS, or other authorized programs may continue to participate in those services during the crisis respite stay when appropriate, available, and authorized. Additional behavioral intervention services may be provided based on assessed need, eligibility requirements, service availability, and applicable funding authorization

E. Specialized Services to Be Provided to IDD Clients By Provider- Nursing Services

Definition of Service: Monitoring of health care procedures as well as training of direct care staff and/or family members regarding health-related supports, medication assistance, and implementation of physician orders, as appropriate to support the health, safety, and stabilization of individuals receiving crisis respite services.

Individuals currently receiving nursing or other specialized medical services through HCS, TxHmL, Medicaid, or other authorized programs may continue to participate in those services during the crisis respite stay when appropriate, available, and authorized.

3.3 Documentation Requirements

Contractors must maintain complete and accurate records documenting all services provided.

Documentation must:

- Be submitted in AACOG-required format
- Meet HHSC and AACOG compliance standards;
- Be available for audit, monitoring, and review.

PART 4 – ADMINISTRATIVE REQUIREMENTS / CONTRACT INFORMATION

4.1 Contract Term

AACOG's fiscal year begins September 1 and ends August 31.

AACOG anticipates awarding contracts under this **RFA beginning on or about September 1, 2026, through August 31, 2027. AACOG will reserve the option to renew the contract for two additional one (1) year periods.**

AACOG reserves the right to renew, extend, amend, or modify contracts based upon funding availability, contractor performance, program requirements, and AACOG operational needs. **AACOG anticipates awarding contracts beginning on or about September 1, 2026.**

Contracts may be renewed based on:

- Funding availability;
- Contractor performance;
- Compliance with contract requirements;
- Program needs.

4.2 Insurance Requirements

The selected provider shall maintain the following insurance coverage throughout the contract period and provide Certificates of Insurance upon request.

AACOG reserves the right to require additional coverage limits or policy endorsements if determined necessary based upon operational risk.

Coverage shall include, at a minimum:

Coverage Type	Minimum Requirements
General Liability	\$1,000,000 per occurrence / \$2,000,000 aggregate
Professional Liability	\$250,000 per claim

Workers' Compensation and Employer's Liability	Statutory limits with minimum Employer's Liability coverage of \$500,000 per accident
Employer's Liability	\$500,000 per accident
Automobile Liability	\$1,000,000 combined single limit

AACOG reserves the right to request Certificates of Insurance or additional documentation at any time.

4.3 Reservation of Rights

AACOG reserves the right to:

- Reject any or all Applications;
- Waive minor informalities or irregularities;
- Cancel this RFA at any time;
- Request clarification or additional information from any Applicant;
- Request clarifications, supplemental information, or corrections from one or more Applicants;
- Award contracts in whole or in part;
- Conduct interviews or oral presentations;
- Modify procurement timelines;
- Decline to award a contract;
- Terminate negotiations at any time;
- Award multiple contracts if determined to be in AACOG's best interest.

AACOG shall not be liable for any costs incurred by Applicants related to the preparation or submission of an Application.

4.4 Funding and Estimated Service Information

Funding available under this RFA is fixed at approximately \$540,000 annually for the operation of seven (7) crisis respite beds. AACOG will evaluate applications based on qualifications, organizational capacity, experience, service delivery approach, and compliance with program requirements. AACOG anticipates funding one provider.

Administrative Requirements

The Contractor shall ensure all employees, subcontractors, volunteers, and agents involved in service delivery successfully complete all required criminal background checks, training requirements, and licensing requirements applicable to their role.

The Contractor shall maintain appropriate policies and procedures addressing:

- Client health and safety;
- Incident reporting;
- Emergency preparedness;
- Medication administration and oversight;
- Infection control;
- Staff supervision;
- Client rights;
- HIPAA and confidentiality compliance;
- Cyber Security

The Contractor shall maintain all records related to this contract for a minimum of five (5) years following contract expiration or until all audits, monitoring reviews, investigations, and corrective actions have been fully resolved.

AACOG, HHSC, and authorized state or federal representatives shall have access to all records, facilities, documents, and systems necessary to conduct monitoring, auditing, and compliance activities. The Contractor shall comply with all applicable federal, state, and local laws, regulations, policies, and program requirements.

The Contractor shall maintain sufficient staffing levels, internal controls, administrative systems, and operational procedures necessary to successfully perform services under this contract.

AACOG reserves the right to conduct monitoring activities including desk reviews, site visits, audits, individual record reviews, and performance evaluations throughout the contract term.

The Contractor shall cooperate fully with all monitoring and corrective action activities requested by AACOG.

The Contractor shall notify AACOG immediately of:

- Serious incidents involving clients;
- Licensing or regulatory investigations;
- Significant staffing shortages;
- Critical incidents affecting operations;
- Any event that may negatively impact service delivery. The Contractor shall:
- Maintain all required licenses and certifications;

- Ensure staff background checks are completed;
 - Ensure staff are authorized to work in the United States;
 - Maintain compliance with HHSC and AACOG requirements;
 - Submit required reports and invoices timely;
 - Cooperate with monitoring, audits, and corrective action activities.
-

PART 5 – APPLICATION REVIEW & SELECTION PROCESS

5.1 Evaluation Process

AACOG will evaluate Applications based on the Applicant's demonstrated ability to successfully provide high-quality Crisis Respite Services for individuals with Intellectual and Developmental Disabilities.

Evaluation committee members may consider:

- Organizational experience;
- Staffing and operational capacity;
- Program design and service methodology;
- Financial stability;
- Quality assurance practices;
- Prior performance on government contracts;
- Financial stability and administrative capacity.

AACOG reserves the right to request interviews, oral presentations, demonstrations, clarifications, or supplemental documentation if determined necessary during the review process.

AACOG personnel will conduct an initial review of all Applications to determine responsiveness and eligibility.

Responsive Applications will be evaluated and scored by an evaluation committee using the criteria outlined in this RFA.

AACOG reserves the right to:

- Request clarifications;
- Conduct interviews;
- Request additional documentation;
- Verify references and prior performance;
- Conduct site visits or financial reviews.

5.2 Evaluation Criteria

Applications will be evaluated using a predetermined point ranking methodology designed to identify the Applicant(s) best qualified to meet AACOG's operational and programmatic needs.

AACOG may consider:

- Completeness and responsiveness of the Application;
- Organizational capacity and staffing;
- Technical approach and service methodology;
- Demonstrated experience;
- Fiscal Stability and Administrative Capacity;
- Quality assurance practices;
- Ability to meet timelines and compliance requirements.

Total Possible Points: 100

Evaluation Category	Points
Organizational Capability	20
Previous Experience and background	30
Service Delivery Plan	40
Financial Stability and Administrative Capacity	10
Total Possible Points	100

5.3 Procurement Dispute Resolution

Applicants may submit appeals only for alleged violations of procurement laws or regulations.

Appeals must:

- Be submitted in writing;
- Be submitted within ten (10) calendar days of notice of award;
- Be emailed to dugarte@aacog.gov with a copy to procurement@aacog.gov.

AACOG's determination regarding appeals shall be final.

PART 6 – RESPONSE REQUIREMENTS

6.1 Application Submission Format

To assist AACOG in conducting a fair and efficient evaluation process, Applicants are strongly encouraged to organize their Application in the exact order outlined in this section.

Applications should be clearly labeled, easy to navigate, and formatted in a professional manner. AACOG recommends the use of section dividers, page numbers, tables of contents, and clearly labeled attachments.

Failure to organize the Application as requested may result in delays during evaluation and may negatively impact the review process.

Applicants are responsible for ensuring all required forms, certifications, attachments, and supporting documentation are included at the time of submission.

The AACOG Vendor Packet is a separate required submission and shall NOT be included within the main Application PDF.

The Applicant Packet must be submitted as its own separate PDF attachment using the required naming convention identified in this RFA.

AACOG recommends submitting:

- One (1) Main Application PDF; and
- One (1) Separate AACOG Vendor Packet PDF.

If multiple files are required due to file size limitations, files must be clearly labeled in sequential order. Applicants shall organize Applications in the following order:

A. Main Application PDF

1. Application Title Page
2. Table of Contents
3. Executive Summary
4. Narrative
5. Required Certifications and Forms
6. Proof of Insurance

B. AACOG Vendor Packet (Separate PDF)

The AACOG Vendor Packet must be submitted separately and shall not be included within the main Application PDF.

6.2 Executive Summary

Applicants shall provide a concise Executive Summary describing:

- Organizational background;
- Relevant experience;
- Understanding of the project;
- Overall service delivery approach;
- Commitment to timely and compliant performance.

6.3 Narrative Requirements

Applicants shall organize the Narrative in the same order as the evaluation criteria and clearly label all sections and subsections. The Narrative should provide sufficient detail to demonstrate the Applicant's qualifications, experience, operational capacity, and ability to successfully provide Crisis Respite Services in accordance with the requirements of this RFA.

A. Organizational Capability and Staffing

Applicants shall provide:

- Organizational background and history;
- Organizational structure and governance;
- Staffing plan and organizational chart;

- Staff qualifications, certifications, and relevant experience;
- Training requirements and ongoing professional development practices;
- Experience serving individuals with Intellectual and Developmental Disabilities (IDD);
- Experience administering governmental contracts and compliance-based programs.

B. Service Delivery Plan

Applicants shall describe their proposed approach for delivering:

- Crisis Respite Services;
- Day Programming Services;
- Behavioral Intervention Services;
- Nursing Services.

The Service Delivery Plan should specifically address:

- Availability of 24-hour staffing and supervision;
- Transportation capabilities and coordination;
- Crisis intervention and stabilization methodology;
- Community integration and engagement strategies;
- Family and caregiver support services;
- Client supervision and safety practices;
- Medication management procedures;
- Emergency preparedness and response plans;
- Coordination with service coordinators, caregivers, and community partners;
- Crisis stabilization, diversion, and discharge planning processes.

C. Previous Experience and Performance

Applicants shall describe:

- Prior experience operating Crisis Respite programs;
- Experience supporting individuals with behavioral challenges and co-occurring diagnoses;
- Experience providing behavioral stabilization services;
- Experience providing activities of daily living support;
- Experience preventing hospitalization, institutional placement, or criminal justice involvement;

- Experience serving individuals with autism spectrum disorders and other developmental disabilities;
- Previous contract performance with governmental agencies or similar organizations.

D. Financial Stability and Administrative Capacity

Applicants shall provide a budget demonstrating their ability to successfully operate the Crisis Respite Program with the funding available under this RFA. The budget should clearly identify anticipated costs associated with program operations and demonstrate the Applicant's financial and administrative capacity to provide services.

At a minimum, the budget shall include:

- Personnel and staffing costs;
- Facility and operational expenses;
- Program and service-related costs;
- Administrative and indirect costs, if applicable;
- Cost reimbursement methodology;
- A narrative explaining how the proposed budget supports the delivery of Crisis Respite Services and compliance with program requirements.

Applicants are not competing in price. Budget information will be evaluated for reasonableness, completeness, sustainability, and the Applicant's ability to successfully operate the program within available funding.

PART 7 – REQUIRED FORMS AND CERTIFICATIONS

The following forms, certifications, and supporting documentation are required as part of the Application submission package.

Failure to submit required documents may result in the Application being deemed non-responsive.

AACOG reserves the right to request clarification, correction, or additional supporting documentation if necessary, during the evaluation process.

Applicants shall include all required forms and certifications, including but not limited to:

1. Certification Sheet
2. Acknowledgement Form
3. Conflict of Interest Questionnaire
4. Request to be Added to Bidder/Vendor List
5. W-9 Form
6. Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion
7. Proof of Insurance



Application Title Page

(Attachment A)

Legal Name of Proposing Entity	
Name of Owner / Director of Entity	
Title	
Mailing Address	
Physical Address (if different from mailing)	
Telephone Number	
E-mail Address	
Contract Signatory Authority & Title	
Federal Tax Identification Number	
Historically Under-Utilized Business (HUB)	☐ Yes ☐ No
<i>(If yes, attach a copy of current certification.)</i>	
Legal / Tax Status of Organization	☐ Corporation ☐ Sole Proprietor ☐ Partnership ☐ Other: _____

Acknowledgement and Certification

(Attachment B)

The undersigned certifies that:

- 1. All specifications, terms, and conditions of this Solicitation have been read, understood, and accepted.
- 2. The proposer agrees to comply with all applicable federal, state, and local laws, rules, and regulations, including but not limited to **Texas Government Code Chapters 2155, 2251, 2252, and 2261**, as applicable.
- 3. The information contained in this Application is true, accurate, and complete to the best of the proposer’s knowledge and belief.
- 4. The undersigned is an authorized representative of the proposed entity and has the authority to bind the organization contractually.
- 5. The proposer certifies compliance with **Texas Government Code §2252.001–§2252.003 (Residence State Certification)** and acknowledges that failure to comply may result in disqualification or termination of any resulting contract.
- 6. The proposer further certifies that no gratuities, favors, or inducements have been offered to any officer, employee, or representative of the Alamo Area Council of Governments (AACOG) in connection with this procurement.

By signing below, the proposer further certifies compliance with all applicable provisions of the Texas Government Code and acknowledges that any false statement, misrepresentation, or failure to comply with statutory requirements may result in disqualification, termination of contract, or other legal remedies available to the Alamo Area Council of Governments (AACOG).

AUTHORIZED SIGNATURE

Printed Name	_____
Title	_____
Signature	_____
Date	_____

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY, AND
VOLUNTARY EXCLUSION**
(For Contracts and Grants)**

(Attachment C)

VENDOR INFORMATION

	(Please Fill Below)
Name of Individual / Agency / Business / Organization	
Doing Business As (DBA), if applicable	
Address	
Applicable Procurement / Solicitation No.	
Federal Employer Identification Number (FEIN)	

CERTIFICATION STATEMENT

By signing and submitting this certification, the prospective vendor/grantee acknowledges and agrees to the following:

1. This certification is a material representation of fact upon which the **Alamo Area Council of Governments (AACOG)** will rely when entering into this transaction.
2. If it is later determined that the prospective vendor/grantee knowingly rendered an erroneous certification, AACOG may pursue available remedies, including but not limited to **contract termination, suspension, or debarment**, in addition to any other remedies available under federal or state law.
3. The prospective vendor/grantee agrees to provide **immediate written notice** to:

Executive Director

Alamo Area Council of Governments 2700 NE Loop 410,
Suite 101
San Antonio, TX 78217

CERTIFICATION REGARDING DEBARMENT, SUSPENSION,
INELIGIBILITY, AND VOLUNTARY EXCLUSION**
(For Contracts and Grants) (Continued)

if at any time it learns that this certification was erroneous when submitted or has become erroneous due to changed circumstances.

4. The terms “covered contract,” “debarred,” “suspended,” “ineligible,” “participant,” “person,” “principal,” and “voluntarily excluded” have the meanings assigned in the federal regulations implementing **Executive Order 12549**.
5. The vendor/grantee agrees that, if awarded a contract or grant, it will **not knowingly enter into any lower-tier covered transaction or subcontract** with any party that is debarred, suspended, or ineligible unless specifically authorized in writing by the appropriate agency or AACOG.

☐ **Yes** ☐ **No**

Do you have or anticipate having sub-vendors or sub-grantees under this agreement?

6. The vendor/grantee agrees to include this certification, without modification, in all lower-tier covered transactions and solicitations.
7. The vendor/grantee acknowledges that AACOG verifies exclusion status through applicable federal and state debarment lists.
8. Nothing herein requires the establishment of a special recordkeeping system beyond that normally maintained in the ordinary course of business.
9. If a vendor knowingly enters into a covered transaction with an ineligible party, AACOG and/or the applicable funding agency may pursue remedies including termination, suspension, or debarment.

CERTIFICATION OF ELIGIBILITY

☐ **Option 1 – Certification of Eligibility**

The vendor/grantee certifies that neither it nor its principals:

- Are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any federal or state agency;
- Have, within the past three (3) years, been convicted of or had a civil judgment rendered for fraud, criminal offense, or violation of public contract laws;

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION,
INELIGIBILITY, AND VOLUNTARY EXCLUSION**
(For Contracts and Grants) (Continued)**

- Are presently indicted or otherwise charged by a governmental entity for such offenses;
- Have had a public contract terminated for cause or default within the past three (3) years.

☐ **Option 2 – Unable to Certify**

The vendor/grantee cannot certify one or more of the above statements and has attached a **signed and dated explanation** for each applicable item.

AUTHORIZED SIGNATURE

Name of Potential Vendor / Grantee _____

Authorized Representative (Print Name) _____

Title _____

Signature _____

Date _____

NON-DISCRIMINATION CERTIFICATION

(Attachment D)

The undersigned contractor/vendor hereby certifies that it agrees to comply with all applicable federal nondiscrimination laws and regulations, including but not limited to the following:

1. **Title VI of the Civil Rights Act of 1964**, as amended (42 U.S.C. §2000d), which prohibits discrimination based on race, color, or national origin in programs or activities receiving federal financial assistance (45 CFR Part 80).
2. **Section 504 of the Rehabilitation Act of 1973**, as amended (29 U.S.C. §794), which prohibits discrimination against qualified individuals with disabilities in:
 - Programs and activities receiving federal financial assistance (45 CFR Part 84);
 - Programs with fewer than fifteen (15) employees (45 CFR §84.52(d)(2));
 - Admission or treatment of substance abusers with medical conditions (45 CFR §84.53); and
 - Programs or activities conducted by the U.S. Department of Health and Human Services (45 CFR Part 85).
3. **Title IX of the Education Amendments of 1972**, as amended (20 U.S.C. §1681), which prohibits discrimination on the basis of sex in federally assisted education programs (45 CFR Part 86).
4. **The Age Discrimination Act of 1975**, as amended (42 U.S.C. §6101), which prohibits discrimination on the basis of age in:
 - Programs or activities receiving federal financial assistance (45 CFR Part 90); and
 - Programs or services receiving financial assistance from the U.S. Department of Health and Human Services (45 CFR Part 91).
5. **Title II of the Americans with Disabilities Act of 1990**, as amended (28 CFR Part 35), which prohibits discrimination on the basis of disability in public services.

CERTIFICATION

NON-DISCRIMINATION CERTIFICATION (Continued)

By signing below, the undersigned certifies that the vendor/grantee complies with all applicable nondiscrimination statutes and regulations listed above and agrees to remain in compliance for the duration of any contract or agreement resulting from this procurement.

AUTHORIZED SIGNATURE

Name of Potential Vendor / Grantee

Authorized Representative (Printed Name)

Title

Signature

Date

CERTIFICATION FOR CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS

(Attachment E)

CERTIFICATION REGARDING LOBBYING

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 any 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 or loan;
 - The entering into of any cooperative agreement; or
 - 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 for influencing or attempting to influence any of the individuals listed above in connection with this transaction, the undersigned shall complete and submit **Standard Form LLL – Disclosure Form to Report Lobbying**, in accordance with its instructions.
 3. The undersigned agrees that the language of this certification shall be included in the award documents for **all subawards at all tiers**, including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements, and that all subrecipients shall certify and disclose accordingly.
 4. This certification is a **material representation of fact** upon which reliance is placed when this transaction is made or entered into. Submission of this certification is a prerequisite imposed by **31 U.S.C. §1352**.
 5. 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.
-

CERTIFICATION FOR CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS
(Continued)

STATEMENT FOR LOAN GUARANTEES AND LOAN INSURANCE

The undersigned certifies, 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 entering into this transaction under **31 U.S.C. §1352**, and failure to comply may result in civil penalties ranging from **\$10,000 to \$100,000** per occurrence.

AUTHORIZED CERTIFICATION

	Response
Organization Name	_____
Authorized Representative (Printed Name)	_____
Title	_____
Signature	_____
Date	_____

AACOG Vendor Packet

(submit as a separate PDF file; do not include in the main Application PDF)

The AACOG Vendor Packet is used to register Applicants for contracting and payment purposes. Submission of the Vendor Packet is not required at the time of Application submission; however, Applicants are strongly encouraged to complete and submit the Vendor Packet as soon as possible.

The selected Applicant will be required to submit a completed Vendor Packet prior to contract execution. Failure to submit the Vendor Packet in a timely manner may result in delays in contract processing and payment. The Vendor Packet must be submitted as a separate PDF file and shall not be included in the Main Application PDF, in accordance with the submission instructions outlined in this section.

The Vendor Packet is available at the following link:

https://aacog.gov/wp-content/uploads/2026/04/AACOG_Vendor_Setup_Request_Packet.pdf

Submission of the Vendor Packet does not guarantee award of a contract. Vendors must be registered on the AACOG Vendor List to receive future bid notices and to be eligible for award.