

REQUEST FOR QUALIFICATION
AUDIT SERVICES FY2025

Coastal Bend
Council of Governments
2910 Leopard St
Corpus Christi, TX 78408

RELEASE DATE: December 19, 2024

DEADLINE FOR QUESTIONS: January 10, 2025

RESPONSE DEADLINE: January 17, 2025

RESPONSES MUST BE SUBMITTED ELECTRONICALLY TO:

emily@coastalbendcog.org

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I.	Summary and Timeline
II.	Inquiries/Clarifications/Modifications/Submission
III.	Scope of Work
IV.	Additional Resources/Website Links
V.	Budget/Funding/Contract Term/Usage.....
VI.	Pre-Award Audit
VII.	Goal for DBE Contracting
VIII.	DBE Supplemental Guidance.....
IX.	Submission Details/Uploads/Required Documents.....
X.	Evaluation Criteria
XI.	Evaluation/Selection/Final Approval and Award.....
XII.	Presentation/Demo/Interview and Best and Final

1. Summary and Timeline

1.1. Summary

The Coastal Bend Council of Governments (hereinafter referred to as “CBCOG”) is soliciting qualified CPA firms to audit all grants, programs, and general operations in accordance with generally accepted auditing standards, the standards set forth for financial audits in the U.S. Government Accountability Office’s (GAO) Government Auditing Standards (2011), the provisions of the federal Single Audit Act of 1984 (as amended in 1996) and CFR 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), the State of Texas Grant Management Standards (TxGMS). The audit period is January 1, 2024 through December 31, 2024.

1.2. Background

The Coastal Bend Council of Governments (CBCOG) is the region-wide voluntary association of 11 counties and 32 cities centered around Corpus Christi. The CBCOG was officially established on March 23, 1966, making it one of the earliest regional councils formed in the State of Texas. Its service area is 10,273 square miles and includes a population of approximately 596,853. CBCOG is governed by a 73-member Board of Directors composed of local elected officials who serve on the governing bodies of member local governments. All CBCOG programs are carried out under the policy direction of its Board of Directors. CBCOG is the organization through which local governments consider issues and cooperate in solving area-wide problems. The CBCOG is responsible for multi-jurisdictional planning in program areas such as emergency communication systems, criminal justice, solid waste management, environmental protection, and emergency planning in addition to being the Areas Agency on Aging, which has the responsibility of providing nutrition and social services for the elderly. The CBCOG is the designated economic development district responsible for economic development planning.

The CBCOG is organized into five (5) departments. The accounting and financial reporting functions of the CBCOG are centralized.

Additional information on the most recent Annual Financial Report and Budget can be found on the CBCOG website at <https://coastalbendcog.org>

1.3. Timeline

Date Issued:	December 19, 2024
Questions Deadline:	January 10, 2025, 12:00pm
Closing Date/Submission Deadline:	January 17, 2025, 12:00pm
Estimated Proposer Interviews (week of and if performed)	January 27, 2025

Estimated Board Approval Date:	February 27, 2025
Estimated Contract Start Date:	March 3, 2025

2. Inquiries/Clarifications/Modifications/Submission

Respondents must submit questions by the Questions deadline. Telephone inquiries will not be accepted. CBCOG will respond as completely as possible to each question. Questions and answers will be posted as soon as available. The names of respondents who submit questions will not be disclosed.

All clarifications will be available in the Question and Answer and Addenda Sections located at www.coastalbendcog.org, only the information in these sections should be used in preparing a response; verbal communications and other written documents intended to clarify and interpret will not legally bind CBCOG. CBCOG does not assume responsibility for the receipt of any clarifying information. Respondents must periodically check for updates.

Each Respondent must carefully examine all Solicitation documents and become thoroughly familiar with all requirements prior to submission to ensure the response meets the intent of this Solicitation. Respondent is responsible for making all investigations and examinations that are necessary to ascertain conditions affecting the requirements of this Solicitation. Failure to make such investigations and examinations will not relieve the Respondent from obligation to comply, in every detail, with all provisions and requirements of the Solicitation.

Submissions must be in PDF or Excel format ONLY. Other formats emailed will be deemed non-responsive.

Responses may be submitted any time prior to the submission deadline. Respondents may modify submissions that have already been submitted, before the deadline. Recording of proposal submission time and date will occur be documented by email receipt.

3. Scope of Work

3.1. Minimum Key Personnel/Firm Requirements

At least eighteen (18) months of governmental auditing experience is required. No individual involved in the engagement will have less than eighteen (18) months of governmental auditing experience.

3.2. Nature of Audit Services Required

The audit of CBCOG will be performed in accordance with the Single Audit Act Amendments of 1996 and will comply with the provision of the CFR 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance). Generally accepted government auditing standards as issued by the Government Accounting Standard Board (GASB) will be used in performing the audit in conjunction with the AICPA's standards for audits of state and local government units. Furthermore, the audit will be completed in compliance with the State of Texas Grant Management Standards (TxGMS).

The audit firm will be required to retain reports and workpapers for a minimum of seven (7) years from the date of the audit report. Audit workpapers shall be made available upon request to appropriate federal and state agencies.

CBCOG participates in the Government Finance Officers Association (GFOA) Certificate of Achievement in Financial Reporting Program (ACFR Program). It is CBCOG's intention that the Annual Comprehensive

Financial Report (ACFR) be prepared pursuant to this solicitation and will continue to qualify for this award, based on standards in effect at the time the ACFR is submitted to the GFOA for consideration.

Finally, it must be understood that CBCOG consults with the contracted audit firm throughout the year on various fiscal matters that could affect CBCOG. Consultations are to be considered as part of the scope of work; CBCOG will not be required to pay additional fees for such work unless a specific and definable task is outlined and agreed upon by an additional letter of agreement.

3.3. Expected Timeline of Audit Completion

The field work of the Audit shall be conducted/completed in April/May of each year with the Audit Report presentation to the CBCOG Audit Committee/Board of Directors during the regular council meeting in June (the fourth Thursday of June).

3.4. General Audit Information

CBCOG has two primary sources of revenue:

- Local Revenues – consist of membership dues and interest income. This funding stream is budgeted at \$197,459 or 2.4 % of revenues for 2024.
- Grant Revenues – consists of federal and state grants awarded in single and multi-year contracts. This funding stream is budgeted at \$7,829,841 or 97% of total revenues.
- CBCOG has a professional staff of 35 employees with annual salaries, and wages of approximately \$2,159,539 not including benefits. Staff is divided into 6 departments located at CBCOG’s leased offices at 2910 Leopard St, Corpus Christi, Texas.

3.5. Accounting System and Financial Records

CBCOG uses Abila Fund Accounting, a cloud-based software application, as the agency’s financial accounting and payroll system. Users access Abila Fund Accounting application through Microsoft Remote Desktop Services from their desktops within CBCOG Local Area Network. CBCOG currently operates the following modules:

- General Ledger
- Human Resources
- Payroll and Employee Web Services (EWS)
- Accounts Receivable
- Accounts Payable

CBCOG’s general purpose financial statements include three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements.

CBCOG classifies its expenditures as either pass-through expenditures or program operation expenditures. The pass-through expenditures consist of contractual obligations paid by CBCOG to other entities (private, public and non-profit) to satisfy specific goals and objectives of CBCOG programs. This category is approximately 33% of CBCOG’s expenditures. Program operation expenditures consist of ongoing

expenditures for CBCOG staff and facilities and make up the other 67% of expended cash.

These expenditures are tracked on a cost basis. CBCOG has fiscal reporting responsibility for 14 grants. Major funding is received from the Texas Department of Health and Human Services, the Texas Commission on Environmental Quality, the Texas Criminal Justice Division, the Texas Department of Transportation, and the Office of the Governor, Homeland Security Division, the Texas Department of Agriculture, the Commission of State Emergency Communication, the Economic Development Administration, and the Environmental Protection Agency. Each CBCOG program area has staff assigned to perform subrecipient monitoring to ensure compliance with contract requirements.

Audited financial reports are received annually from subrecipients who meet the Uniform Guidance threshold for audits in accordance with the Single Audit Act. The Finance department of CBCOG is responsible for assuring that all reports are received and a desk review concluded.

3.6. Retirement System and Pension Plans

In addition to the audit of the general-purpose financial statements, the selected audit firm will be required to perform an audit on the Money Purchase Retirement Plan (401 Qualified Plan) for the CBCOG. This audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will be issued as a separate report. The following information pertains to the retirement plan.

The CBCOG Board of Directors adopted the CBCOG Money Purchase Retirement Plan (401 Qualified Plan). The plan is a defined contribution money purchase retirement plan. The CBCOG's administrator of the 401 Qualified Plan is Mission Square Retirement. The CBCOG's fiduciary responsibility under the plan is to remit employer and employee contributions to Mission Square Retirement monthly on the 15th day.

The CBCOG and employee's obligations to contribute to the plan is based on the CBCOG's Money Purchase Retirement Plan agreement adopted by the Board of Directors. All employees except for those part-time employees working less than 30 hours per week, with six (6) months of service or more are eligible to participate in the plan. All eligible employees must participate in the plan. The CBCOG is required to contribute on behalf of each participant 10% of earnings and participants are required to contribute 5% of earnings. Participants may retire beginning at age 55. Upon retirement date, all amounts credited to such participant's account shall become distributable. The plan provides death and disability benefits. Participants are fully vested after 7 years of service for retirement benefits; however accumulated earnings must remain in the plan. The Board of Directors established the provisions and contribution requirements of the plan and the Board approves any subsequent amendments.

3.7. Deliverables

- Report on the examination of the financial statements of the Council of the year ending December 31, 2024 to be included in the published Annual Comprehensive Financial Report.
- The following "Single Audit" reports of all federal and state grant funds of the Council for the year ending December 31, in the accordance with the Single Audit Act Amendments of 1996 and 2 CFR 200.

- An opinion on the financial statements and on the supplementary schedule of expenditures of federal and state awards for the year ending December 31.
- A report on compliance and on internal control over financial reporting based on the audit performed in accordance with Government Auditing Standards and the State of Texas Uniform Grant Management Standards.
- A report on compliance with the requirements applicable to each major program and on internal control over compliance in accordance with the Uniform Guidance and the State of Texas Uniform Grant Management Standards.
- A schedule of findings and questions about costs.
- Complete and submit the audit Data Collection Form required under Uniform Guidance to the Federal Clearinghouse Bureau of the Census.
- Report to management including recommendations concerning internal accounting controls and certain administrative operating matters if necessary.

3.8. Report Requirements

- The independent auditor's report must be submitted for printing no later than the first week in June for each audit year.
- On or before May 31st, the preliminary draft of the audit report will be presented to the Executive Director prior to submission of the final draft.
- The independent auditor is to provide a management letter, if required under auditing standards, containing comments oriented towards constructive improvements. Copies of selected audit working papers will be provided as requested.

3.9. Additional Reporting Considerations

- In the required reports on internal control, the auditor shall communicate any reportable conditions found during the audit. A reportable condition is a significant deficiency in the design or operation of the internal control structure, which could adversely affect the organization's ability to record, process, summarize and report financial data or which could adversely affect the organization's ability to comply with federal laws and regulations.
- Reportable conditions that are individually or cumulatively material weaknesses shall be identified as such in the report.
- Deficiencies in internal control that are not reportable conditions that are detected by the auditors shall be reported in a separate letter of recommendations to management, which shall be referred to in the reports on internal controls.
- The reports on compliance shall include all instances of noncompliance.

- Auditors shall be required to make an immediate, written report of all irregularities and illegal acts or indications of illegal acts of which they become aware of the following parties in the Finance Department: Director of Finance
- Additionally, the Auditor will be required to make a presentation to the CBCOG Audit Committee and/or the Board of Directors summarizing the work performed and any relevant findings during the audit.

4. Additional Resources/Website Links

4.1. Reference Websites

CBCOG Website: <https://coastalbendcog.org>

5. Budget/Funding/Contract Term/Usage

5.1. Contract Term

This contract will be for one (1) year with the possibility of two (2) annual renewals. After three (3) years of successful performance an additional two (2) annual renewals may be granted to the audit firm. Any renewals are subject to satisfactory performance and compliance with the initial contract and subject to CBCOG Board of Directors approval.

5.2. No Guarantee of Usage

CBCOG makes no guarantee of volume or usage under any contract resulting from this Solicitation. Services will be requested and contracted on an as needed basis and the type and value of each assignment will vary.

6. Pre-Award Audit

6.1. Pre-Award Audit

Due to the amount and type of funding programmed for this project, CBCOG requires that a pre-award audit be conducted before the execution of a contract. The information that may be required for this audit, in addition to a draft contract and detailed scope of work, is:

- A. Itemized cost estimate by personnel job title (including hours), benefits, overhead, travel, equipment, supplies, printing and other direct expenses; and
- B. Support data for the benefit and indirect rates (overhead) based on audited costs.

7. Goal for DBE Contracting

7.1. CBCOG DBE Goal

It is the policy of the CBCOG to ensure small disadvantaged, minority, women-owned and historically underutilized businesses have the opportunity to compete for all projects where third-party consulting opportunities exist. In accordance with federal procurements requirements of 2 CFR §200.321, if subcontracts are to be let, the prime contractor must take the affirmative steps listed below:

- A. Placing qualified small and minority businesses and women’s business enterprises on solicitation lists
- B. Assuring that small and minority businesses and women’s business enterprises are solicited whenever they are potential sources
- C. Dividing total requirements, when economically feasible, into smaller task or quantities to permit maximum participation by small and minority businesses, and women’s business enterprises
- D. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women’s business enterprises
- E. Using the services and assistance as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce

Nothing in this provision will be construed to require the utilization of any firm that is either unqualified or unavailable.

8. DBE Supplemental Guidance

As a recipient and sub-recipient of Federal funds, the guidance of the appropriate funding agency supplemental regulation regarding Disadvantaged Business Enterprise (DBE) programs will be incorporated as listed below, and as may be applicable. Please refer to the applicable guidance for the indicated funding source. The Small Business Administration (SBA) is the primary reference and database for information on requirements related to Federal Subcontracting <https://www.sba.gov/federal-contracting/contracting-guide/prime-subcontracting>.

Funding Source Supplemental Regulation by Funding Agency (Applicable Source is Bold and Underlined)

- U.S. Department of Transportation (DOT/FAA): Title 49 of the Code of Federal Regulations, Parts 23 and Part 26. Only businesses listed under the Texas Unified Certification Database Diversity Management System are qualified to meet the stated goal requirement. Locate a business here: <https://txdot.txdotcms.com/>.
- U.S. Environmental Protection Agency (EPA): Title 40 Code of Federal Regulations parts 33,

Executive Order 11625, Executive Order 12138, and Executive Order 12432.

- U.S. Department of Housing and Urban Development (HUD): HUD Acquisition Regulations (HUDAR) HUDAR, dated January 21, 2000, Parts 2419 and 2426.
- U.S. Department of Labor (DOL): Title 48 of the Code of Federal Regulations, Chapter 29, Parts 2900-2999.
- U.S. Department of Commerce (DOC): Title 48 of the Code of Federal Regulations, Chapter 13, Subchapter D.
- U.S. Department of Energy (DOE): Title 48 of the Code of Federal Regulations, Chapter 9, Subchapter D.
- U.S. Department of Agriculture (USDA): Title 48 of the Code of Federal Regulation, Chapter 4, Subchapter D.
- U.S. Department of Homeland Security (DHS) including FEMA: Title 48 of the Code of Federal Regulation, Chapter 30, Subchapter D.
- U.S. Department of Health and Human Services (DHHS): Title 48 of the Code of Federal Regulation, Chapter 3, Subchapter D.
- U.S. Department of Justice (DOJ): Title 48 of the Code of Federal Regulation, Chapter 29, Subchapter D.
- U.S. Department of the Treasury (USDT): Title 48 of the Code of Federal Regulation, Chapter 10, Subchapter D, Part 1022.
- U.S. Department of Education (ED) Title 48 of the Code of Federal Regulation, Chapter 34, Subchapter D.

9. Submission Details/Required Documents

Submissions must be in PDF or Excel format ONLY. Other formats emailed will be deemed non-reponsive.

*9.1 Affirmation of Independence**

Please provide confirmation of the following statements of Independence.

- The Firm is independent of CBCOG as defined by generally accepted auditing standards and the U.S. General Accounting Office's Governmental Auditing Standards, as amended.
- The Firm is independent of all of the component units of the CBCOG as defined by those same standards.
- The Firm will provide written notice of any professional relationships entered into during the period of this agreement.

- The firm and assigned key professional staff are properly licensed to practice in the State of Texas.

Please confirm

*Response required

9.1.2. *Statement of Qualifications**

Provide a narrative summary of your firm's qualifications as it relates to this RFQ. To support the Statement of Qualifications, the following should be included in the response:

- a) Provide a statement of interest for this project including a narrative of the firm's unique qualifications, as well as a history and important statistics about the firm.
- b) The company ownership structure (corporation, partnership, LLC, or sole proprietorship), including any wholly-owned subsidiaries, affiliated companies, or joint ventures. (Please provide this information in a narrative and as a graphical representation). If Respondent is an Affiliate of, or has a joint venture or strategic alliance with, another company, please identify the percentage of ownership and the percentage of the parent's ownership. Finally, please provide your proposed operating structure for the services requested under this Solicitation and which entities (i.e. parent company, Affiliate, Joint Venture, subcontractor) will be performing them;
- c) The year the company was founded and/or legally organized. If organized as a business entity other than a sole proprietorship (e.g., corporation, LLC, LLP, etc.), please indicate the type of entity, the state under whose laws the company is organized and the date of organization;
- d) The location of your company headquarters and any field office(s) that may provide services for any resulting contract under this Solicitation, including subcontractors;

- e) The number of employees in your company, both locally and nationally, and the location(s) from which employees may be assigned;
- f) Indicate whether your company has ever been engaged under a contract by any Texas state agency. If "Yes," specify when, for what duties, and for which agency.
- g) Experience - how many years of experience you have, and the approximate number of similar projects/programs on which you have performed audit services of this type;
- h) Describe your firm's experience with regulatory and grantor agencies at the state and federal level.
- i) Identify all previous experience with Councils of Governments or Regional Planning Organizations including audits, consulting services, etc.

*Response required

9.1.3. Additional Qualification Documents*

- A copy of the report on its most recent external quality control review, with a statement whether that quality control review included a review of specific governmental engagements.
- Information on the results of any federal or state desk reviews or field reviews of its audits during the past three (3) years.
- Information on the circumstances and status of any disciplinary action taken or pending against the firm during the past three (3) years with state regulatory bodies or professional organizations.
- A copy of the most recent peer review of the firm and elaborate on the results of peer reviews over the last three (3) additional years.
- A copy of the firm's most recent audited financial statement.
- If the proposer is a joint venture or consortium, the qualifications of each firm comprising the joint venture or consortium should be separately identified and the firm that is to serve as the principal auditor should be noted, if applicable.

*Response required

9.1.4. Readiness and Capacity to Perform *

Provide satisfactory evidence of ability to manage and coordinate the types of activities described in this Solicitation and to produce the specified products or services on time. Provide a statement about the availability and commitment of the firm and its principal(s) and key professionals to undertake the project.

*Response required

9.1.5. Methodology and Schedule*

Describe clearly, specifically, and as completely as possible, proposed methodology and schedule for achieving the objectives and requirements of this Solicitation. Identify all tasks to be performed to be responsive to the scope of work, including project activities, materials, and other products, services, and reports to be generated during the contract period and relate them to the stated purposes and

specifications described in this solicitation. Proposers will be required to provide the following information on their audit approach:

- Proposed segmentation of the engagement
- Level of staff and number of hours to be assigned to each proposed segment of the engagement, including hours anticipated for workpaper reviews. Also, include billing rates for each level of staff assigned to the engagement.
- Describe the firm's approach for the determination and communication of findings or concerns
- Indicate the frequency of progress reports or progress meetings which CBCOG can anticipate during the engagement.
- Sample size and the extent to which statistical sampling is to be used in the engagement
- Extent to which Information Systems (IS) software will be used to test the financial systems during the engagement
- Type and extent of analytical procedures to be used in the engagement
- Approach to be taken to gain and document an understanding of the internal control structure
- Approach to be taken in determining laws and regulations that will subject to audit test work
- Approach to be taken in drawing audit sample for purposes of tests of compliance
- Areas/departments that will be subject to compliance and substantive sampling.
- How the audit approach will differ, if applicable, in the second and subsequent years of the engagement regarding the planned staff level, sample sizes, test work, sampling techniques, and other aspects of the engagement.
- Identification and description of any anticipated potential audit problems, the firm's approach to resolving these problems, and any special assistance that will be requested from CBCOG.
- Describe the firm's quality assurance program explaining methods used and how the firm maintains quality control during all phases of an audit. Provide specific examples of how these techniques or procedures were used for any three projects listed in this response.
- Include sample formats for all required reports

*Response required

9.1.6. *Responsibility and Key Personnel Qualifications**

A project organization and management plan should be developed. The plan should include project staffing with an indication of the personnel to be involved and their respective roles. Describe functions and responsibilities of the firms and staff involved. Responses should clearly delineate all individuals, by names and titles that will be working on this plan and their areas of responsibility.

The project manager and other key staff members must be specified, and a clear indication given as to their involvement in the project. Brief resumes of staff members, including field staff, should be included. At a minimum, the following information must be included:

- Identify the principal supervisory and management staff, including engagement partners, managers, other supervisors and specialists, who will be assigned to the engagement. Indicate

whether each person is registered or licensed to practice as a certified public accountant in Texas.

- Provide information on the governmental auditing experience of each person, including information on relevant continuing professional education for the past three (3) years and membership in professional organizations relevant to the performance of this audit.
- Provide as much information as possible regarding the number, qualifications, experience and training, including relevant continuing professional education, of the specific staff to be assigned to this engagement.
- Describe the proposed audit assignments and line of authority and communication for the principal(s) and key professional members of the firm that will be involved in the audit. Indicate the estimated percent of the times these individuals will be involved in the audit.

CBCOG retains the right to request the removal of any personnel found, in CBCOG's opinion, to be unqualified to perform the work.

*Response required

*9.1.7. Financial Declarations and Disclosures Form**

Please download the attached documents, complete, and return with application.

*Response required

9.2. Required Documents/Certifications/Confirmations Section

The documents/certifications/confirmations below are required for every Solicitation.

*9.2.1. Complete Signature Page**

Please download the attached documents, complete, and return with application. **This form must be returned signed with the response or the submission will be deemed non-responsive and will be rejected.**

*Response required

9.2.2. *Small and Minority Business, Women's Business Enterprise, and Labor Surplus Affirmation**

Please download the attached documents, complete, and return with application

*Response required

9.2.3. *Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion for Covered Contracts **

Please download the attached documents, complete, and return with application

*Response required

9.2.4. *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 grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement.

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

(3) The undersigned shall require that the language of this certification be included in the award documents of all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub- recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, United States 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.

Please confirm

*Response required

9.2.5. *Certification Regarding Drug-Free Workplace Requirements**

The grantee certifies that it will provide a drug-free workplace by: (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled

substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition; (b) Establishing a drug-free awareness program to inform employees about— (1) The dangers of drug abuse in the workplace; (2) The grantee's policy of maintaining a drug-free workplace; (3) Any available drug counseling, rehabilitation and employee assistance programs, and (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace. (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a); (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will— (1) Abide by the terms of the statement; and (2) Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after each conviction; (e) Notifying the agency within ten days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction; (f) Taking one of the following actions, within 30 days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted— (1) Taking appropriate personnel action against such an employee, up to and including termination; or (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency; (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

Please confirm

*Response required

9.2.6. *Filing Reports Form 1295 Certificate of Interested Parties**

Please download the form, complete, and return with application. Download a blank Form here:

<https://www.ethics.state.tx.us/filinginfo/1295/>

*Response required

9.2.7. *Conflict of Interest Questionnaire**

Chapter 176 of the Texas Local Government Code requires contractors contracting or seeking to contract with CBCOG to file a conflict-of-interest questionnaire (CIQ) if they have an employment or other business relationship with a CBCOG officer or an officer's close family member. CBCOG officers include its Board of Directors and Executive Director, who are listed on the CBCOG website. Respondent must complete and file a CIQ with the Texas Ethics Commission if an employment or business relationship with CBCOG office or an officer's close family member as defined in the law exists. The required questionnaire and instructions are located on the Conflict of Interest page on the Texas Ethics Commission website. <https://www.ethics.state.tx.us/forms/conflict/>

Please confirm to acknowledge that the form will be filed if applicable.

Please confirm

*Response required

9.2.8. *Company W9**

Please include a current company W9 with the submission.

***Response required**

10. Evaluation Criteria

Submission must be responsive to all material requirements that will enable the evaluation committee to evaluate submissions in accordance with the evaluation criteria to make a recommendation to CBCOG officials. This includes a signed signature page by a person authorized to bind the company to any contract/purchase order that may result from this Solicitation; if subcontracting, may include the completed Small and Minority Business Affirmation Form.

No.	Evaluation Criteria	Scoring Method	Weight (Points)
1.	<p>Qualifications and Experience</p> <p>Overall qualifications of company as demonstrated in statement of qualifications and personnel in similar projects. Minimum adequate references are submitted and required information is provided; relative licenses or registrations are provided; evidence of financial stability for the performance of the requirements/services is provided and adequate. Completed Past Performance and References Form and contractor demonstrates track record of timely performance, quality and integrity as evidenced by a list of client references for similar, relevant work performed. Completed Financial Declarations and Disclosures form. Detailed information is provided and demonstrates acceptable business viability.</p>	0-5 Points	<p>40 <i>(40% of Total)</i></p>
2.	<p>Methodology/Approach</p> <p>The submission delineates an effective technical approach and methodology to achieving project objectives within the available timeframe and demonstrates a clear understanding of the tasks to be undertaken in this Solicitation. Timeline is acceptable and illustrates key milestones.</p>	0-5 Points	<p>35 <i>(35% of Total)</i></p>
3.	<p>Organization/Responsibility</p> <p>Organization and management plan is provided and adequate for the scope of work, resumes are provided and named individuals are qualified to perform the work included in the scope of work. Methodology and schedule is outlined as completely as possible to achieve the work indicated in the scope of work.</p>	0-5 Points	<p>15 <i>(15% of Total)</i></p>

4.	Capacity and Readiness Satisfactory evidence of respondent ability to manage and coordinate the types of activities described in this Solicitation and to produce the specified products or services on time. Evidence is provided of the availability and commitment of the firm and its principal(s) and key professionals to undertake the project.	0-5 Points	10 <i>(10% of Total)</i>
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11. Evaluation/Selection/Final Approval and Award

A recommendation will be presented to the CBCOG Board of Directors for approval to negotiate, and execute, a contract with the ranked Contractors in descending order. CBCOG reserves the right to award based on the best interests of CBCOG, whether that be single or multiple awards. However, the final approval and selection of award lies with the Board of Directors. CBCOG reserves the right to delay that date as needed and to reject any and all submissions as deemed in its interest.

CBCOG reserves the right to require the awarded Contractor attend a post award meeting with CBCOG staff and/or other designated persons at CBCOG office in Corpus Christi, Texas within thirty (30) calendar days after the award. The purpose of the meeting will be to discuss the terms and conditions and to provide additional information regarding the work tasks and requirements. Awarded Contractor and CBCOG will identify specific goals, strategies and activities planned for meeting program objectives.

An evaluation committee may consist of representatives from CBCOG and other stakeholders. The committee members will individually evaluate and numerically score each submission in accordance with the evaluation criteria section of this Solicitation. Submissions will be evaluated on the basis of meeting the minimum qualifications and selection criteria listed in the Evaluation Criteria section of this Solicitation. Each criterion is given a weight totaling 100%, submissions are scored on a scale of 0-5, and are then ranked on the total of the weighted score.

12. Presentation/Demo/Interview and Best and Final

Presentation/Demonstration/Interview: The evaluation committee reserves the right to request and require that each Respondent provide a final presentation/demonstration/interview regarding submission at a scheduled date and time. No Respondent is entitled to this opportunity, and no Respondent will be entitled to attend the presentation/demonstration/interview of any other Respondent. The purpose of the presentation/demonstration/interview is to inform the work of the evaluation committee. If necessary, Respondents may be required to make more than one presentation/demonstration/interview. Interviews can incorporate clarifying questions of the evaluation committee and CBCOG reserves the right to utilize the information to complete final scoring of proposals after the presentation/demonstration/interview. During this process, the proposer cannot incorporate, or present new information not contained in the original submitted proposal.

Best and Final Offer (BAFO): CBCOG reserves the right to request a Best and Final Offer from finalist Respondent(s), if it deems such an approach necessary. In general, BAFO would consist of updated costs and answers to specific questions that were identified during the evaluation. If CBCOG chooses to invoke this option, Submissions would be re-evaluated by incorporating the information requested in the BAFO document, including costs, and answers to specific questions presented in the document. The specific format for the BAFO would be determined during evaluation discussions. Turnaround time for responding to a BAFO is usually brief (i.e., five (5) business days)

