

REQUEST FOR BID (RFB) CHECKLIST

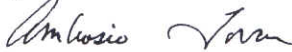
HIDALGO COUNTY HEAD START PROGRAM

“Community Assessment Study”
Bid No: 2010-026-06-10-AT

- 1) Request For Bid Letter.
- 2) Request for Bid, Legal Notice, consisting of 8 pages.
- 3) Exhibit A, Specifications consisting of 2 pages.
- 4) Exhibit B, Bid Page, consisting of 1 page.
- 5) Exhibit C, Insurance Requirements, consisting of 4 pages.
- 6) Exhibit D, Conflict of Interest Questionnaire (CIQ), consisting of 1 page.
- 7) Bidder/Vendor Application, W-9, consisting of 5 pages.
- 8) Historically Underutilized Business (HUB) Form, consisting of 1 page.
- 9) Certification of Debarment, consisting of 1 page.
- 10) Draft Requirements Agreement, consisting of 4 pages.

The above mentioned items shall be found in the Request for Bid (RFB) packet that is attached herewith. Should you find that any of the items are not attached in its entirety please contact Hidalgo County Head Start Program Procurement Department by calling Ambrosio Tovar at (956) 380-4149, advise of missing documentation, and Procurement Department will forward information either through facsimile or by U.S. Mail.

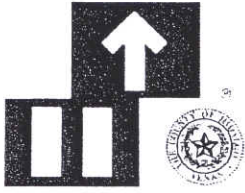
Thank you.



Ambrosio Tovar, Procurement Director

5-27-10

Date



Hidalgo County Head Start Program

May 27, 2010

RE: HIDALGO COUNTY HEAD START PROGRAM
Request For Sealed Quotes (RFSQ) - Hidalgo County Head Start Program
"Community Assessment Study" RFSQ No: 2010-026-06-10-AT

Dear Respondents:

Enclosed please find a Request for Sealed Quote (RFSQ) packet for your review and consideration. Hidalgo County Head Start Program welcomes and appreciates your participation in the RFSQ process.

If any further assistance is required, please do not hesitate to call the Procurement Department at (956) 380-4149.

Sincerely,

A handwritten signature in cursive script that reads "Ambrosio Tovar".

Ambrosio Tovar,
Procurement Director

RFSQ NO:2010-026-06-10-AT	BUYER: Ambrosio Tovar	TEL. NO: (956) 380-4149
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REQUEST FOR SEALED QUOTE

HIDALGO COUNTY HEAD START PROGRAM

“Community Assessment Study”

RFSQ OPENING DATE:

JUNE 10, 2010

Contact Person:

Ambrosio Tovar, Procurement Director
Hidalgo County Head Start Program
1901 W. State Hwy 107
McAllen, Texas 78504
Tel: (956) 380-4149

LEGAL NOTICE

SEALED QUOTE NO: 2010-026-06-10-AT

1. Sealed Quotes will be received for "COMMUNITY ASSESSMENT STUDY for Hidalgo County Head Start Program" in accordance with the specifications attached hereto as Exhibit "A." Sealed quotes should address all specifications set forth. Bidders may suggest substitutions of features which they feel would be in the best interest of Hidalgo County Head. Strong rationale must be presented for any deviation from the specifications. Hidalgo County reserves the right to reject the deviation and its effect on the overall Quote.
2. One (1) original and three (3) copies of all Sealed Quote are required, with bidder's name and address clearly typed/printed on upper left hand corner and the proper notation clearly typed/printed on the lower left hand corner of the envelope and/or package: RFSQ No.: 2010-026-06-10-AT-"Community Assessment Study" and in County's Head Start Program Procurement Department, 1901 W. State Hwy 107, LBJ Administration Building, McAllen, TX. on or before 10:00 a.m., **Thursday, June 10, 2010**. NO FACSIMILES OR LATE ARRIVALS WILL BE ACCEPTED. ANY Bid RECEIVED AFTER THAT TIME WILL NOT BE OPENED AND WILL BE RETURNED. OVERNIGHT MAIL MUST ALSO BE PROPERLY LABELED ON THE OUTSIDE OF EXPRESS ENVELOPE OR PACKAGE IN REFERENCE TO BID. Hidalgo County reserves the right to refuse and reject any/all formalities or technicalities, or to accept the bid considered the best and most advantageous to Hidalgo.
3. Hidalgo County reserves the right to: A. Separate and accept, or eliminate any items(s) listed under this bid that it deems necessary to accommodate budgetary and/or operational requirements; B. Reject any or all bids submitted and further reserves the right to design the evaluation criteria to be used in selecting the lowest and best bid for approval; and C. Award the bid to one bidder or to multiple bidders if the County determines it is in its best interest to do so.
4. The Bidder shall not substitute items named in the bid without the express written consent of Hidalgo County. Failure of the delivered item(s) to perform as specified, or failure to meet the stated delivery schedule, shall release Hidalgo County from all obligations to the contracting party with regard to the item(s) in question. In such event, County may elect to award the contract to the next-lowest responsible vendor, or to reject all bids and re-advertise.
5. For work to be performed at a County owned or operated location, each bidder shall, in its sole discretion, visit the job site before preparing the bid and thoroughly familiarize himself/herself with existing conditions. Bidder should take field dimensions and note all circumstances which affect the dollar amount of the bid.
6. Descriptive specifications are referenced in this document to indicate the general kind and quality of equipment desired by Hidalgo County. Due to various styles and models of equipment, bidders are required to include illustrations, specifications, explanation of warranties, and service data with their bid including catalogue numbers and any necessary references.
7. No bid may be withdrawn within thirty (30) days from the scheduled time to open bids.

8. Proposed prices are to remain firm for a minimum of ninety (90) days after bid opening.
9. Any interpretations, amendments, corrections or changes to this bid document must be in a written addendum and signed by the County Judge or his designee. Addenda will be mailed to all who are known to have received a copy of the Request for Bids. Bidders shall acknowledge receipt of all addenda as a part of their bid.
10. County reserves the right to accept or reject any or all bids.
11. Costs are to be Net F.O.B. destination, County prepaid.
12. County is exempt from Federal Excise Tax, State Tax and Local Tax. Do not include tax in cost figure. If it is determined that tax was included in cost figures it will not be included in the tabulation of any awards. Tax exemption certificates will be furnished upon request.
13. Funds for this procurement have been provided through the County budget for this fiscal year only. County, on an annual basis, has the right to reconsider a contract during the budget process for ensuing years if financial resources of County are insufficient to meet the liabilities of said contract. The award of a bid or contract hereunder will not be construed to create a debt of the County which is payable out of funds beyond the current fiscal year.
14. Upon award and prior to execution of a contract, Sole Proprietorships are required to submit a copy of their social security card to the Hidalgo County Head Start Program in order to establish an account with the County. All awarded vendors must submit a completed W-9 and a copy of their Federal ID Number Certificate.
15. DELIVERY INSTRUCTIONS: (for applicable goods and/or services)

No deliveries accepted after 4:30 P.M., Monday-Friday.

At least seventy two (72) hours prior notice of delivery must be given to Mr. Tovar Procurement Director, before delivery will be accepted.

If you need additional information call the office listed below:

Hidalgo County Head Start Program
Ambrosio Tovar, Procurement Director
1901 W. Hwy 107
McAllen, TX. 78504
(956) 380-4149

16. BILLING AND PAYMENT INSTRUCTIONS:
Invoices must include:
 - a) Name and address of successful bidder.
 - b) Name and address of receiving department or official.
 - c) Purchase Order Number (if any).
 - d) Notation-"**Community Assessment Study**" for the Hidalgo County Head Start Program".

- e) Descriptive information as to the items or services delivered, including product code, item number, quantity, etc.

Discount payments will be considered when offered

Contact person for Billing and Payment questions:

HIDALGO COUNTY HEAD START PROGRAM
Elma Keller, Finance Director
P. O. Box 0117
Edinburg, TX 78540-0117
(956) 380-4131

17. Schedule of Events

Bid Opening, 10:00 A.M.	<u>June 10</u> , 2010
Award of Contract	<u> </u> , 2010
Commence Work or Deliver Products	<u> </u> , 2010

18. Bid or performance bond and Debarment Certification; Payment Under Contract:

- If the contract proposed is for the construction of public works or is for a contract for good and services exceeding \$100,000, all bidders shall furnish a good and sufficient bid bond in the amount of five percent of the total contract price. A bid bond must be executed with a surety company authorized to do business in the Texas. All bidders are also required to furnish a certification or acknowledgment stating that the contractor or vendor is free from suspension or debarment pursuant to federal regulation 45CFR76.
- Together with the signing of a contract or issuance of a purchase order following the acceptance of a bid, and prior to commencement of the actual work, the bidder shall furnish a performance bond to the County for the full amount of the contract, if that contract exceeds \$50,000.
- If the contract is for \$50,000 or less, no money will be paid to the contractor until completion and acceptance of the work or the fulfillment of the purchase obligation to the County, and, if applicable, the receipt by County of satisfactory evidence that all subcontractors and material men have been paid.
- If a contract is for the construction, alteration or repair of public buildings or public works, the contractor shall provide a payment bond for a contract in excess of Twenty Five Thousand Dollars (\$25,000), as required by Tex. Govt. Code Ch.2253.
- For requirements contracts, bond requirements are determined by applying the proposed unit price to the estimated quantities included in the specifications.

19. Ethical Standards:

- It shall be a breach of ethics to offer, give or agree to give any elected official, department head or employee, or former elected official, department head or employee, of the County, or for any elected official, department head or employee or former elected official, department head or employee of the County, to solicit, gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation or any part of a program requirement or purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter pertaining to any program requirement or a contract or subcontract, or to any solicitation or proposal therefore pending before any department or agency of the County.
- It shall be a breach of ethics for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor for any contract for the County, or any person associated therewith, as an inducement for the award of a subcontract or order.
- No public official shall have an interest in a contract awarded hereunder except in accordance with Tex. Loc. Govt. Code Chapter 171.

20. Disclosure of Conflict of Interest

- Effective January 1, 2006, Chapter 176 of the Texas Local Government Code requires that any vendor, person, consultant or contractor considering doing business with Hidalgo County (“the County”) to disclose in the Conflict of Interest Questionnaire (the “CIQ”) attached as Exhibit D, the vendor, person, consultant or contractor’s affiliation or business relationship that might cause a conflict of interest with the County. By law, the CIQ must be filed with the Hidalgo no later than the seventh business day after the date the person becomes aware of facts that require that statement to be filed. The disclosure requirement applies to a person or business who contracts or seeks to contract with Hidalgo County for the sale or purchase of property, goods or service. Any purchase order or contract resulting from this process shall be considered null and void if the successful bidder fails to comply with Texas Local Government Code Chapter 176. Vendors, consultants, contractors and others who desire to conduct business with Hidalgo County are encouraged to refer to Texas Local Government Code 176 for the details of this law. An offense under Texas Local Government Code Chapter 176 is a Class C Misdemeanor.

Please Submit completed CIQ forms to the Hidalgo County Clerk's Office located at 100 N. Closner Edinburg, Texas 78539-Hidalgo County Courthouse.

COMPLETION AND SUBMISSION OF FORM CIQ IS THE SOLE RESPONSIBILITY OF THE PROSPECTIVE PARTICIPANT.

21. If, during the life of any contract or bid awarded, the successful bidder's net prices generally available to other customer for items awarded herein are reduced below the contracted price, it is understood and agreed that the benefits of such reduction shall be extended to County.
22. Bids, and all goods and services provided thereunder, shall comply with all federal, states and local laws concerning this type(s) of goods and/or services.
23. Minimum Standards for Responsible Prospective Bidders: A prospective bidder must affirmatively demonstrate bidder's responsibility. A prospective bidder, by submitting a bid, represents to County that it meets the following requirements:
 - . Possess or is able to obtain adequate financial resources as required to perform under the bid;
 - . Be able to comply with the required or proposed delivery schedule;
 - . Have a satisfactory record of performance;
 - . Have a satisfactory record of integrity and ethics;
 - . Be otherwise qualified and eligible to receive an award.
24. Successful bidder will pay or cause to be paid, without cost or expenses to County, all FICA, FUTA/SUTA and Federal Income Withholding Taxes of all employees, and all wages and benefits as required by Federal or State law. Successful bidder's officers, agents and/or employees will not be entitled to any benefits of an employee or elected official of County, including, but not limited to, benefits associated with County's civil service system.
25. Any contract award to a successful bidder will be in effect until (a) the contract expires, (b) delivery and acceptance of products, and/or performance of services ordered, or (c) terminated by County with thirty (30) days written notice prior to cancellation.
26. County reserves the right to enforce performance of any contract awarded hereunder in any manner prescribed by law or deemed to be in the best interest of the County in the event of breach or default by successful bidder; County reserves the right to terminate any contract immediately in the event a successful Quote fails to:
 - A. Meet schedules;
 - B. Pay any required fees or taxes; or
 - C. Otherwise perform in accordance with the requirements.
27. Successful bidder shall defend, indemnify and save harmless County and all its elected officials, officers, agents and employees from all suits, actions, or other claims of any character, name and description brought for or on account of any injuries or damages

received or sustained by any person, persons, or property on account of any negligent act or fault of the successful bidder, or of any agent, employee, subcontractor or supplier of successful bidder in the execution of, or performance under, any contract which may result from bid award or which arises from any event or casualty happening on or within County premises themselves or happening upon or in any of the halls, elevators, entrances, stairways or approaches of or to such County facilities. Successful bidder shall pay any judgment with costs which may be obtained against County growing out of such injury or damages, and shall, upon request, provide a defense to County by counsel reasonably acceptable to County. Successful bidder's indemnify hereunder shall include, but is not limited to, claims relating to patent, copyright or trademark infringement, and the like, arising out of the goods or services provided by successful bidder.

28. Successful bidder shall warrant that all items/services shall conform with the specification and/or all warranties provided under the Uniform Commercial Code and be free from all defects in material, workmanship and the like. Items supplied under a contract pursuant to this Request for Bids shall be subject to County's approval. Items found to be defective or not meeting specifications shall be replaced by successful bidder within two business days at no expense to County. Items not picked up within one (1) week after notification shall be deemed a donation to County and may be used or disposed of at County's discretion and without waiver of any other rights of County as to the item's nonconformity.
29. This document and any disputes arising hereunder shall be governed and construed according to the laws of the State of Texas, and will be performable exclusively in Hidalgo County, Texas.
30. The successful bidder shall not assign, sell, transfer or convey its rights under any awarded contract, in whole or in part, without the prior written consent of County.

HIDALGO COUNTY HEAD START
"Community Assessment Study"
RFSQ NO.: 2010-026-05-27-AT

To: Hidalgo County Head Start Program
Ambrosio Tovar, Procurement Director
P.O. Box 0117
Edinburg, Texas 78540-0117

In accordance with the Specifications, and subject to all laws and regulations of the United States and state and local laws, the undersigned bidder proposes and commits to furnish all labor, equipment, material, software and services as set forth in the documents hereinbefore mentioned. The undersigned bidder further agrees, upon acceptance of its bid, to execute a contract and/or Purchase Order issued by Hidalgo County for performing and completing the work described in the Specifications within the time stated and for the prices proposed in the documents attached hereto and made a part hereof.

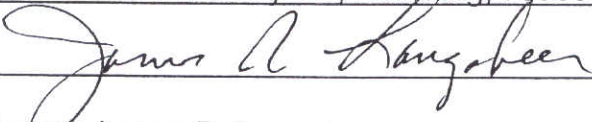
Bidder acknowledges receipt of all of the pages of the documents referenced in the Invitation to Bid Checklist presented in connection with this procurement. Bidder understands that Hidalgo County reserves the right to reject any or all of bids and further reserves the right to design the evaluation criteria to be used in selecting the lowest and best bid.

Bidder agrees that this bid shall be good and may not be withdrawn for a period of ninety (90) calendar days after the scheduled closing time for receiving bids, as contained in the Specifications.

Respectfully submitted,

Respondent: The University of Texas-Pan American

Address: 1201 W. University Dr., Edinburg, 78539-2999

By: 

Printed Name: James R. Langabeer

Title: Vice President for Business Affairs

Must be filled out and returned with bid packet.

JUN 9 '10 AM 9:59

EXHIBIT A
HIDALGO COUNTY
"Community Assessment Study"
RFSQ NO.: 2010-026-05-27-AT

Purpose of the project:

The purpose of the Hidalgo County Head Start Community Assessment Study is:

1. To document the community needs and the number of un-served eligible Head Start children in Hidalgo County.
2. To review the child development and child care programs that are serving Head Start eligible children.
3. To evaluate the area in which needs of Head Start and Early Head Start eligible children are not being met.

Scope of Services:

This project will consist of four major tasks; each of these tasks is briefly described below. These tasks will be accomplished in coordination with personnel from the Hidalgo County Head Start Program.

Task 1: Developing the Questionnaire

A questionnaire will be developed for this project.

- Questionnaire for people living in low-income areas of Hidalgo County (people who use/need Head Start services).

Task 2: Collecting and Analyzing Data

Questionnaires for parents of children enrolled in the Head Start program must be delivered to the Hidalgo County Head Start Office. Personnel from the Head Start Office will get them filled out by the parents of children enrolled in the Head Start program. These completed questionnaires will then be tabulated and analyzed by bidder.

Bidder must hold six (6) public meetings, in both English and Spanish, at Head Start Centers throughout Hidalgo County to get input from parents of 0-5 year old children. A question-answer session will be part of each public meeting.

Bidder must create a focus group. This focus group will be convened. The aim of this focus group is to gather community input and help generate general and specific policy recommendations concerning child care in the county. The members of these focus groups should be considered influential members of their communities. The membership of the focus group will be based upon recommendations from Hidalgo County Head Start personnel.

Task 3: Collect and Update Data

Population, employment, industry, housing, income, poverty, and other data will be collected and updated for the 2010 report. In addition, data will be updated annually and provided to Head Start in a "Statistical Update Report" in 2011, and 2012.

Task4: Submission of final report

Bidder must specify a Month of when the study will begin. Final report will be submitted to Head Start by the end of September 2010. Bidder must submit fifty (50) copies.

REQUIREMENTS:

The awarded bidder shall adhere to the following insurance requirements.

1. Must submit a Time Schedule on the following objectives:
 - Designing Questionnaire and Survey Instrument
 - Gathering Demographics and Date
 - Survey, Focus Group and Public Meetings
 - Data Entry, Analysis, and Report Creation
 - Submission of Report
2. Report must be completed and submitted to Head Start Administration by September 2010.
3. Bidder shall maintain insurance as per Exhibit C.
4. Certificate of insurance shall be submitted to Hidalgo County Head Start Program for approval prior to services being performed by bidder.

HIDALGO COUNTY
"Community Assessment Study"
RFSQ NO.: 2010-026-05-27-AT

BID PAGE

Price: \$15,000

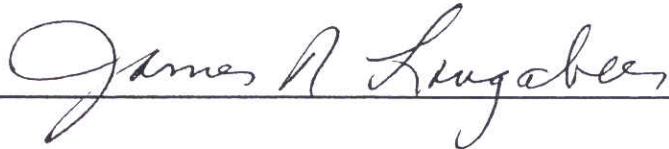
Bidder/Company The University of Texas-Pan American

Address 1201 W. University Dr.

City/State/Zip Code Edinburg, TX 78539-2999

Phone & Fax No. (956) 381-2121 office, (956) 381-2307 fax

Celluar No. _____

Authorize Signature: 

Print Name James R. Langabeer

Title Vice President for Business Affairs

E-mail: langabeer@utpa.edu

EXHIBIT "C"

Insurance Requirements Applicable to the Acquisition of Goods and/or Services

The Bidder awarded the contract shall furnish proof of insurance, which will also include any subcontractor that is subcontracted by the bidder in at least the following limits, to be in place prior to providing any services under this Contract and to continue at all times in force in effect during the term of this Contract:

1. A Five Hundred Thousand Dollar (\$500,000.00) Comprehensive General Liability insurance policy providing additional coverage to all underlying liabilities of County.
2. Automobile liability insurance policy with limits of at least Three Hundred Thousand Dollars (\$300,000.00) per person and Five Hundred Thousand Dollars (\$500,000.00) per occurrence. Coverage should include injury to or death of persons and property damage claims with limits up to Five Hundred Thousand (\$500,000.00) arising out of the services provided to County hereunder;
3. Uninsured/Underinsured motorist coverage in an amount equal to the bodily injury limits set forth immediately above;
4. Workers compensation insurance in amounts established by Texas law, unless the respondent is specifically exempted from the Texas Workers' Compensation Act, Texas Labor Code Chapter 401, et. seq.

Hidalgo County will only accept certificates of insurance on an Acord form. Certificates of insurance shall name Hidalgo County as additional insured and must be submitted to County for approval prior to any services being performed by Contractor. Each policy of insurance required hereunder shall extend for a period equivalent to, or longer than the term of the Contract, and any insurer hereunder shall be required to give at least thirty (30) days written notice to the County prior to the cancellation of any such coverage on the termination date, or otherwise. This Contract shall be automatically suspended upon the cancellation, or other termination, of any required policy of insurance hereunder, and such suspension shall continue until evidence adequate replacement coverage is provided to County. If replacement coverage is not provided within thirty (30) days following suspension of the Contract, this Contract shall automatically terminate.

Insurance Requirement Acknowledgement

I, James R. Langabeer, authorized representative for The University of Texas-Pan American,
Company/Vendor

Hereby acknowledge receipt of the County's required insurance limits. Said requirements:

- will be acquired within 10 working days after notification from Hidalgo County Head Start Program - Procurement Department of bid awarded by the Hidalgo County Commissioners' Court;
- will acquire additional amount needed to meet the County's requirements within 10 working days after notification from Purchasing Department of bid awarded by the Hidalgo County Commissioners' Court; currently carry the following:

Automobile Liability: \$ _____ General Liability: \$ _____

- have already been met, see attached copy of insurance certificate.


Authorized Representative

Vice President for Business Affairs

Date 6/8/10

Notice to Bidder:

A certificate of insurance for the required insurance limits shall be provided to the Hidalgo County Head Start Program Procurement Department in order to qualify for award and to execute a contract between your Company and the County.

Failure to provide Certificates of Insurance to the Hidalgo County Head Start Program - Procurement Department will cause the bid award to be rescinded and then re-awarded to next lowest bidder. Certificates of Insurance will be monitored and verified on a **quarterly basis** to ensure coverage policy is in place. It is the Company's obligation to maintain the appropriate insurance coverage throughout the term of the contract.

THIS FORM MUST ACCOMPANY BID PACKET

PROJECT REQUIREMENTS

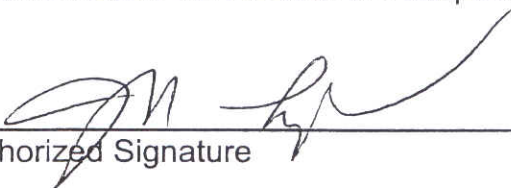
ACKNOWLEDGMENT

This is to certify that The University of Texas-Pan American, possess all of the **APPLICABLE**;

1. Licenses: _____
2. Bonds: _____
3. Certificates: _____
4. Permits: _____
5. Other: _____

necessary to carry out the required project. Furthermore, I am providing copies of the required documentation so that, if my company is awarded this bid, I may be eligible to enter into a contract with Hidalgo County Head Start Program and proceed to complete the project in a timely manner.

* Any licenses, bonds, certificates, and permits, etc. which are required must be presented as part of the bid packet in order to expedite the bid evaluation process. Failure to provide said documentation will result in the disqualification of your bid.



Authorized Signature

6/8/10

Date

The University of Texas-Pan American

Company

1201 W. University Dr.

Address

Edinburg, TX 78539-2999

City, State, Zip

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor or other person doing business with local governmental entity

This questionnaire is being filed in accordance with chapter 176 of the Local Government Code by a person doing business with the governmental entity.

OFFICE USE ONLY

Date Received

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

James R. Langabeer

2 Check this box if you are filling 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.)

3 Name of local government officer with whom filer has employment or business relationship.

Edmundo Garcia

Name of Officer

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 received from the local government entity?

Yes No

C. Is the filer of the 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 officer named in this section.

4

James R Langabeer
Signature of person doing business with the governmental entity

6/8/10

Date

HIDALGO COUNTY

Respondent/Vendor Application

Complete in print or type. Please return this application to the Hidalgo County Head Start Program – Procurement Department thru Facsimile: (956) 381-0439, or (956) 380-4150 in person: 1901 West State Highway 107, McAllen, TX 78504 or mailed: P. O. Box 0117, Edinburg, TX 78540 or e-mail: atovar@hchsp.org

Company Name: The University of Texas-Pan American	Telephone Name: () same	
dba Name: same		
Legal Name: same		
Mailing Address: 1201 W. University Dr.	Fax Name: () same	
Physical Address: 1201 W. University Dr.		
City, State, Zip: Edinburg, TX 78539-2999	Tax I.D. № 74-6002942 (EIN)	
Remit to Address: 1201 W. University Dr.	City, State, Zip: Edinburg, TX 78539-2999	
E-Mail Address: langabeer@utpa.edu		
Representative(s) Name(s) & Title(s) James R. Langabeer, Vice President for Business Affairs		
Type of Organization(check one): <input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Non-Profit <input type="checkbox"/> LLC <input type="checkbox"/> Sole Proprietor <input checked="" type="checkbox"/> Other, Specify Public University		
State Identification №: _____ (Please attached completed W-9 form with this application)		
Federal Identification № or (if individual) SS № 74-6002942		
Type of Business (check one): <input type="checkbox"/> Manufacturer <input type="checkbox"/> Wholesaler <input type="checkbox"/> Retailer <input type="checkbox"/> Broker <input type="checkbox"/> Distributor <input type="checkbox"/> Service Organization <input checked="" type="checkbox"/> Other, Specify Public University		
Name & Title of Person(s) Authorized to Sign Bids, Proposals, and/or Contracts: James R. Langabeer, Vice President for Business Affairs		
Small and/or Disadvantaged Business Information (check application criteria)		
Small Business:	Disadvantaged Business (At Least 51% Ownership)	
Less than 125,000 annual gross receipt <input type="checkbox"/>	Black American <input type="checkbox"/>	Native American <input type="checkbox"/>
Less than 250,000 annual gross receipt <input type="checkbox"/>	Hispanic American <input type="checkbox"/>	Women <input type="checkbox"/>
Less than 499,000 annual gross receipt <input type="checkbox"/>	Asian Pacific American <input type="checkbox"/>	Other <input type="checkbox"/>
Have you been certified as a HUB or an MBE/WBE source?: YES__ NO <u>X</u>		
Indicate Certification №(s): _____ or are Certificate(s) attached?: YES__ NO <u>X</u>		
What type of product(s) is/are solicited by your company? <u>Community needs assessments, strategic plans, maps, demographic and economic analysis, economic impact analysis, surveys</u>		
Would you like to be provided with specifications for procurements of such products?: YES <u>X</u> NO__		
To Be Completed by Head Start: Rec'd by (Procurement): _____ Date Rec'd by (Procurement): _____		
Date Forwarded Information to Finance Office: _____ Entry Date: _____ Vendor №: _____		

HISTORICALLY UNDERUTILIZED BUSINESS (HUB) DECLARATION

The primary objective of the Hidalgo County HUB Program is to ensure Historically Underutilized Businesses receive a fair and equal opportunity for participation in the County's procurement process. This fact holds true for Services (Professional & Non-Professional), Commodities, and Construction contracts and any subcontracts thereto. The program strongly encourages Prime Contractors to provide subcontracting opportunities to Certified Hub Contractors/Vendors. Our goal for HUB contractor/vendor participation, as well as HUB subcontractor participation is 30%. To be considered as a "Certified HUB Contractor/Vendor" the contractor/vendor must have been certified by, and hold a current and valid certification with any of the three agencies listed below.

Have you been Certified as a HUB or an MBE/WBE source? Yes No

If yes, by whom?: Texas Building & Procurement Commission Other NA

Indicate Certification No(s): NA or Are Certificate(s) Attached?: Yes No

LIST OF CERTIFIED HUB SUBCONTRACTORS

(Attach additional pages if necessary)

What percentage of the Bid, RFP, or RFQ is to be subcontracted with Certified HUB sources?: _____%
(List HUB Sub-contractor information below).

HUB Contractor Name: _____ HUB Status: _____
Certifying Agency (Check all applicable): Texas Building & Procurement Commission Other: _____
Address: _____ City: _____ State: _____ Zip: _____
Contact Person: _____ Title: _____ Phone No: () _____
Subcontract Amount: \$ _____ Description of Work to be Performed _____

HUB Subcontractor Name: _____ HUB Status: _____
Certifying Agency (Check all applicable): Texas Building & Procurement Commission Other: _____
Address: _____ City: _____ State: _____ Zip: _____
Contact Person: _____ Title: _____ Phone No: () _____
Subcontract Amount: \$ _____ Description of Work to be Performed _____

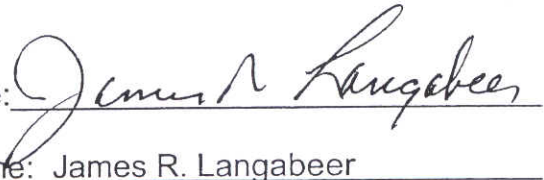
HUB Subcontractor Name: _____ HUB Status: _____
Certifying Agency (Check all applicable): Texas Building & Procurement Commission Other: _____
Address: _____ City: _____ State: _____ Zip: _____
Contact Person: _____ Title: _____ Phone No: () _____
Subcontract Amount: \$ _____ Description of Work to be Performed _____

CERTIFICATION

Regarding Debarment, Suspension Ineligibility

As is required by the Federal Regulations Implementing Executive Order 12549, Debarment and Suspension, 45 CFR Part 76, Government-wide Debarment and Suspension, in the applicant certifies, to the best of his or her knowledge and belief, that both it and its principals:

- a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency;
- b. Have not within a three-year period preceding this bid/proposal and/or application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction, violation of federal or state antitrust statutes or commission of embezzlement, theft, theory, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- c. Are not presently indicted for or otherwise criminally or civilly charged by a government entity with commission of any of the offenses enumerated herein; and
- d. Have not within a three-year period preceding this bid/proposal and/or application had one or more public transactions terminated of cause or default

Signature: 

Print Name: James R. Langabeer

Title: Vice President for Business Affairs

Telephone Number: (956) 381-2121

Date: 6/8/10

If the bidder is unable to certify to all of the statements in this Certification, such proposer should attach an explanation to this proposal.

Request for Taxpayer Identification Number and Certification

Give form to the
requester. Do not
send to the IRS.

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return) The University of Texas-Pan American	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ ----- <input type="checkbox"/> Exempt payee <input checked="" type="checkbox"/> Other (see instructions) ▶ higher education institution	
	Address (number, street, and apt. or suite no.) 1201 W. University Dr. City, state, and ZIP code Edinburg, TX 78539-2999 List account number(s) here (optional)	
		Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number
or
Employer identification number 74: 6002942

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here

Signature of U.S. person ▶

James R. Longaber

Date ▶ 6-8-10

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

Hidalgo County Head Start Community Assessment Study



A proposal

Submitted by:

The Data & Information Systems Center (DISC)
Division of Business Affairs
The University of Texas - Pan American

June 2010



Work Program

Purpose of the project:

The purpose of the “Hidalgo County Head Start Community Assessment Study” is twofold:

- i. To document community needs and the number of unserved eligible Head Start children in Hidalgo County.
- ii. To review the child development and child care programs that are serving Head Start eligible children, and to evaluate the areas in which needs of Head Start and Early Head Start eligible children are not being met.

This study will help prioritize needs of Head Start eligible children in Hidalgo County and will also help identify the gaps that are not being filled by the program providers.

Scope of Work:

The University of Texas-Pan American’s, Data & Information Systems Center (DISC) in the Division of Business Affairs, has outlined the scope of work for the ‘Hidalgo County Head Start Community Assessment Study’. This project will consist of three major tasks; each of these tasks is briefly described below. These tasks will be accomplished in coordination with personnel from the Hidalgo County Head Start Program.

Task 1: Developing the Questionnaire

A questionnaire will be developed for this project.

- Questionnaire for people living in low-income areas of Hidalgo County (people who use/need Head Start services).

Since questionnaires were designed for 2001, 2004, and 2007 Community Assessment Study, the questionnaires used for this Work Program will in part be based on those and any revisions to those that are agreed upon in cooperation with personnel from Hidalgo County Head Start Program.

Task 2: Collecting and Analyzing Data

Questionnaires for parents of children enrolled in the Head Start program will be delivered to the Hidalgo County Head Start Office. Personnel from the Head Start Office will get them filled out by the parents of children enrolled in the Head Start program. These completed questionnaires will then be tabulated and analyzed by staff at UTPA's Data & Information Systems Center (DISC).

Six public meetings, held in both English and Spanish, will be held at Head Start Centers throughout Hidalgo County to get input from parents of 0-5 year old children. A question-answer session will be part of each public meeting.

In addition, a focus group will be convened. The aim of this focus group is to gather community input and help generate general and specific policy recommendations concerning child care in the county. The members of these focus groups should be considered influential members of their communities. The membership of the focus group will be based upon recommendations from Hidalgo County Head Start personnel.

Task 3: Submission of final report

The study will begin in June and a draft report will be submitted to Hidalgo County Head Start Office by the end of August 2010. Fifty copies of the final report will be submitted by the end of September 2010.

Time Schedule

The project will begin in June and will be completed by the end of September 2010.

	June	July	August	September
Designing Questionnaire and Survey Instrument				
Gathering Demographics and Data				
Survey, Focus Group and Public Meetings				
Data Entry, Analysis, and Report Creation				
Submission of Report			○	◐

○ Draft Report ◐ Final Report