



CAP60 RESPONSE FOR WEBB COUNTY RFP

CLIENT TRACKING
MANAGEMENT SOFTWARE

MARCH 23, 2020

INTRODUCTION

Dear Webb County stakeholders and staff,

Thank you for the opportunity to conduct business with Webb County. It would be our honor and privilege to support Webb County's mission to utilize available local, state, private, and federal resources to assist low-income individuals and families to acquire useful skills and knowledge, gain access to new opportunities, and achieve self-sufficiency. We have analyzed your RFP and are pleased to submit our proposal for your software services proposal.

The enclosed proposal details the many ways in which CAP60's Centralized Client Data Management & Reporting Software Solution meets the needs identified in your RFP. The CAP60 Solution is built on success-based methodologies, which has established CAP60 as the leading provider among Community Action Agencies nation-wide. The system allows for easy configuration of multi-funded programs and seamless system integration through a single point of entry, ensuring an unduplicated client count, and complete with comprehensive tracking and customized reporting tools.

We invite you and your team to attend a live online demonstration of the CAP60 platform during which we would showcase product features that address the needs outlined within your RFP. In addition, if you would welcome an onsite demonstration, CAP60 would enjoy the opportunity to meet in person and present to Webb County staff and stakeholders.

CAP60 is ready to begin operations immediately after the contract is awarded. Should you desire or require any clarifications, please don't hesitate to contact me.

Sincerely,

Kayia Burt

Director of Product Management

Kayia@cap60.com

818.386.1031 x101

TABLE OF CONTENTS

04 *Executive Summary*

05 *CAP60
Differentiators*

06 *CAP60 Network*

07 *Software
Specifications*

08 *Unlimited Support &
Training*

09 *CSBC Expertise*

10 *CEAP Expertise*

11 *References*

12 *Add-ons*

13 *Additional Forms*

EXECUTIVE SUMMARY

CAP60 provides agencies with a centralized database which enables access to an unduplicated client count solution, covering agency-wide funding sources. Our advanced engine easily creates web-based applications to support multi-program Community Action Agencies. Programs include Community Services Block Grant (CSBG) programs, Low Income Home Energy Assistance Program (LIHEAP), Weatherization Assistance Program (WAP), Head Start, Emergency Assistance, Housing Assistance, Food Programs, Utility Payment Assistance, Nutrition Programs, Job Services, Foster Care, Transportation, Youth Programs, Domestic Violence, and many others.

CAP60's extended involvement and dedication to Community Action is reflected in the product: an easy-to-use, streamlined and intuitive solution that properly collects and reports on federal, state, local, or private funding sources. Agencies have the ability to create and report on an unlimited number of program and funding sources within a centralized database. The agency also has the ability to customize individual and family profiles utilizing a variety of features and fields to better align the system with Webb County language and processes.

In a compliance-driven sector, CAP60 provides all reporting and monitoring elements to produce a maximized and accurate CSBG ROMA Next Gen Report, with little effort from agency staff. Webb County agency administrators will work with CAP60 implementation staff to configure their CSBG workplan within CAP60, streamlining outcomes for modules 2, 3, and 4. ROMA Next Gen Reports are also audit-able, allowing users to drill down into results to view the client associated with the outcome, along with a timestamp of when the CAP60 user entered that data. CAP60's reporting module also contains hundreds of additional built-in reports. Agencies can analyze and report on client demographics, services, and outcomes. Users can generate reports on case load details, service information, goal attempts and achievements, volunteer hours, staff training, and so much more. All reports can be easily exported to Excel, Word, or PDF.

Community Outreach is an integral function of Community Action Agencies. In order to support effective outreach practices, CAP60 offers an optional series of tools to track and improve efficiency of agency communication and involvement within the community. CAP60's Outreach Management System assists in conducting Community Needs Assessments or Satisfaction Surveys. Mass communication efforts can be streamlined through outreach management tools like the Autodialer (which allows your agency to send automated texts or calls to contact lists within your CAP60 system), or the Document Wizard (which automates the sending of emails and letters). Our current agencies utilize communication tools to notify clients of open or new funding sources, recruit volunteers for upcoming fundraisers, advise parents of school closures, email client updates, and quickly provide agency closure notices.

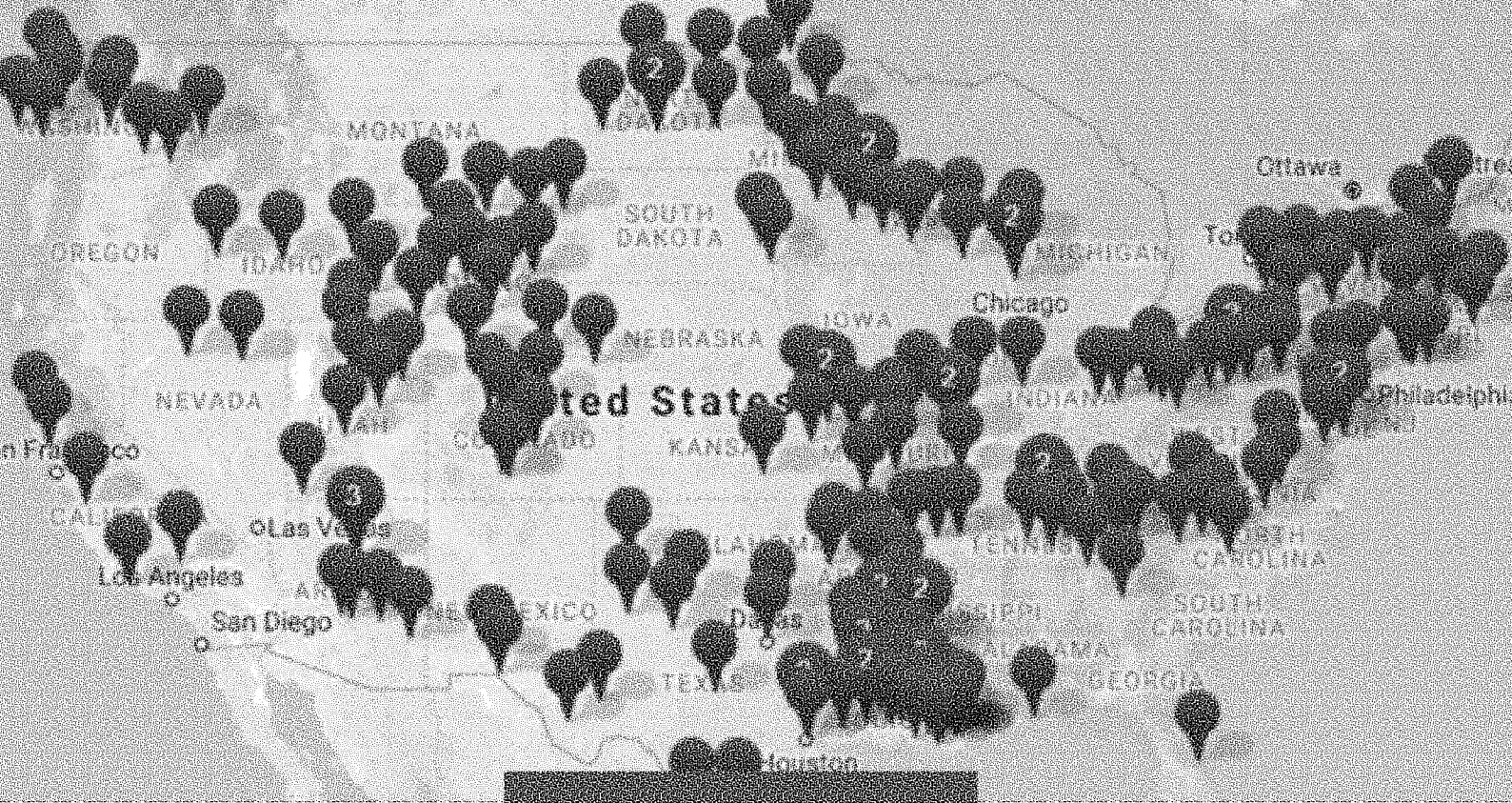
WHAT SETS CAP60 ABOVE THE REST?

- ✓ **Unlimited data storage**
- ✓ **Unlimited document storage**
- ✓ **Unlimited users**
- ✓ **Unlimited technical support**
- ✓ **Unlimited updates**
- ✓ **Unlimited potential**



"The reality of our situation is that if we didn't have CAP60, we would not have been able to acquire some of the unrestricted dollars that we have been able to get over the last several years. Those unrestricted dollars are critical to keep all not-for-profits up and going, but specifically Community Services Block Grant organizations. The block grants are fairly small for the mission and we use those unrestricted dollars to fill in the gaps where the grants don't make the ends meet"

*- Alison Rumler-Gomez, Executive Director
Community Action Program of Central Illinois*



**CAP60
THE PREFERRED
SOLUTION**

CAP60 software is used by over 250 agencies in 38 states

Alaska, Arizona, Arkansas, California, Colorado, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Kansas, **Louisiana**, Maryland, Massachusetts, Michigan, Minnesota, Missouri, Montana, Nevada, New Mexico, New York, North Carolina, **North Dakota**, Ohio, Oklahoma, Pennsylvania, Rhode Island, South Dakota, Tennessee, Texas, **Utah**, Vermont, Virginia, Washington, Wisconsin, & **Wyoming**

The Office of Workforce Development within the state of Louisiana purchased and implemented the CAP60 CSBG Solution in 2014 for 40 agencies. CAP60 and Office of Workforce Development work closely together to continually elevate data management practices. Recent CAP60 Solutions include a state-wide reporting tool which assist with aggregation of ROMA Next Gen and Organizational Performance Standards Matrix Reports. In 2016, North Dakota, Utah, and Wyoming individually awarded CAP60 statewide contracts through competitive RFP processes. Each states' implementation was unique, yet shared the common emphasis of creating standardized data tracking and unified CSBG reporting.

“ Bold shows where CAP60 is used state-wide ”

- ✓ Internet Based
 - ✓ Licenses available for Up to 50 users
- ✓ Reporting System to meet TDHCA requirement for CSBG and CEAP.
 - ✓ Technical Support and Upgrades included.
- ✓ Case Management section to include case notes.
 - ✓ National Performance Indicator (NPI) collection and reports.
- ✓ Must attach sample voucher/notice of payment for CEAP.
 - ✓ Ability to print reports by query or collectively.
- ✓ Transfer data from current client tracking software.
 - ✓ Customizable for Informational CEAP and CSBG Reports.
(Minimum of 10 specific reports).
- ✓ Exportable reports to Microsoft Word and Microsoft Excel.
 - ✓ Productivity reports available.
- ✓ Availability for Document Upload

Payment Voucher

Cancel

Notification of Approval

Date 5/17/2019 Case Number [REDACTED]
 Program Comprehensive Energy Assistance Program

Webb County Community Action Agency
 520 Reynolds St. 2nd Floor
 Laredo , TX 78040
 (956)523-4182

Show only CEAP Payments: No Yes

Your application for assistance has been approved and payments will be disbursed up to the maximum allowable amount of \$ 1000

	Vendor	Paid To	Account Num	Amount	Balance	Date
1	4	CPL RETAIL ENERGY LP 9602	18705152 / ESI: 18154700 .	138.33	861.67	05/23/2019
2	4	CPL RETAIL ENERGY LP 9602	18705152 / ESI: 18154700 .	106.46	755.21	06/01/2019
3	4	CPL RETAIL ENERGY LP 9602	18705152 / ESI: 18154700 .	108.96	646.25	07/01/2019
4	4	CPL RETAIL ENERGY LP 9602	18705152 / ESI: 18154700 .	115.75	530.50	08/01/2019
5	4	CPL RETAIL ENERGY LP 9602	18705152 / ESI: 18154700 .	122.33	408.17	09/01/2019
6	4	CPL RETAIL ENERGY LP 9602	18705152 / ESI: 18154700 .	82.71	325.46	10/01/2019
7	4	CPL RETAIL ENERGY LP 9602	18705152 / ESI: 18154700 .	71.77	253.69	11/01/2019
8	4	CPL RETAIL ENERGY LP 9602	18705152 / ESI: 18154700 .	114.29	139.40	12/01/2019

UNLIMITED & INCLUDED SUPPORT



Live technical support is available via telephone, webinar or email between the hours of 6:00am PST and 6:00pm PST. CAP60 attempts to answer calls and emails in real-time, but if this is not possible for any reason, calls and emails will be responded to within 3 business hours, on average. After-hours support is also available on a contractual basis.

Webb County will also have access to a ticketing system where agency administrators can report bugs, ask questions, or request customizations. Items submitted through the ticketing system will garner a response within 3 business hours. The time-frame for ticket resolution depends on the complexity and urgency of the item entered.

CAP60 encourages all users to attend the hour-long weekly webinars which cover various areas within the system. The webinars are live with a training expert, so questions can be asked and answered directly. Should users need a refresher or additional training in a specific area, he/she should contact their System Administrator. The System Administrator can choose to assist the user, or he/she can coordinate a remote training with their assigned CAP60 Support Member. When new users are added to Webb County's database, System Administrators can again choose to train the new user or he/she can coordinate remote trainings.

Periodically, CAP60 suggests agencies purchase On-site Tune-Ups. These tune-ups provide two days with a CAP60 training expert. The first day is dedicated to an assessment and adjustment of your system to meet changes within programs, services, reporting needs and requirements, etc. The second day is dedicated to training all users according to a pre-coordinated agenda.



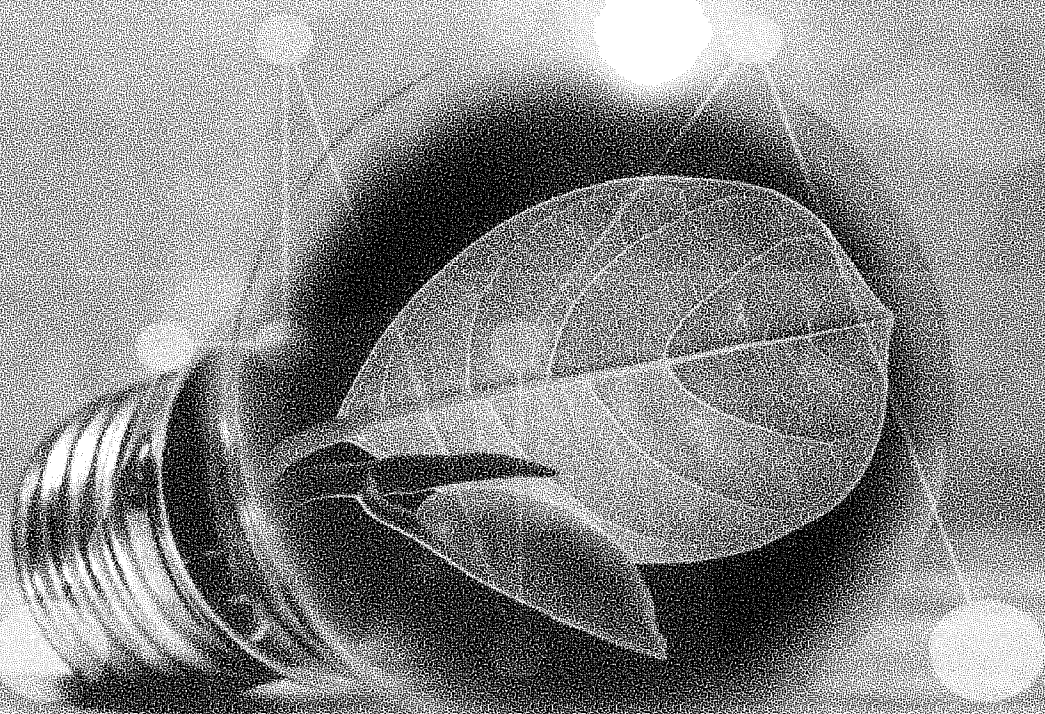
CAP60 EXPERTISE: CSBG & ROMA NEXT GEN



*The best in
compliance*

Automate reporting processes with CAP60 and save time!

- Streamline NPI outcomes to daily data entry activities
- Manage Organizational Performance Standards & all required documentation
- Capture all characteristics at time of intake
- "Auditable" - Users can drill down into outcomes to find out where data originates.
- Updated Poverty Guidelines
- Built-in ROMA logic models
- Unduplicated client count and profiles
- Track dynamic household composition changes
- Track and manage all staff certifications (CCAP, ROMA Trainer, etc)
- Customizable Crisis to Thriving Scales



CAP60 EXPERTISE: CEAP & WEATHERIZATION

Automate CEAP and Weatherization processes and reporting to meet TDHCA standards!

- Streamline CEAP processing
- Up-to-date priority point matrix and calculation
- Automated creation of payments and services applied to client
- Payment and service voucher creation and easy print feature
- Auditable, drill-down capable reports
- TDHCA compliant reports, uploadable to TDHCA with 2 clicks
- Reports to refer to Weatherization program
- External contractor module to bid on jobs and track time spent on work orders
- Ability to create customized work orders and measures
- Ability to track and attach inventory to such work orders and measures
- Inventory module keeps real-time management of items, using a first-in-first-out methodology
- Track internal crews or external contractors on their work
- Run reports to meet TDHCA needs and measure progress on work order completions, crew time, inventory levels, and more.

CAP60 REFERENCES

**KLEBERG
COUNTY
HUMAN
SERVICES**

Brandy Hamilton, CEAP Supervisor Manager
3611595-6572 x812
brandymae_hamilton@live.com
CAP60 user since: 2016

**PANHANDLE
COMMUNITY
SERVICES**

Mary Twitty, Director
806.342.6123
Mary.Twitty@pcsvcs.org
CAP60 user since: 2014

**PROJECT
BRAVO**

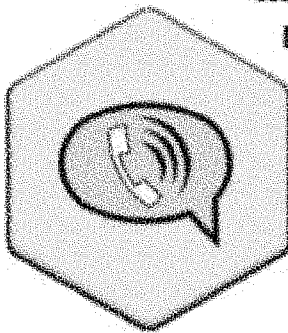
Laura Ponce ED
(815)562-4100 x 115
lponce@projectbravo.org
CAP60 user since: 2013

PRICING SCHEDULE OPTIONS & ADD-ONS

One-Time Data Import (CAP60 pre-set template): \$2,500

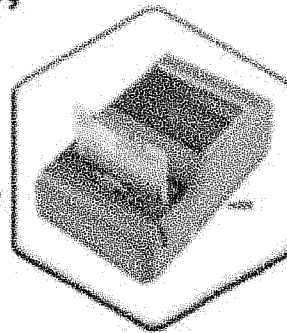
PRODUCTIVITY TOOLS

MASS TEXTS, CALLS, EMAILS, AND MAIL



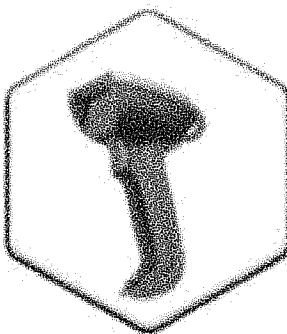
Send mass communication to all staff, clients, volunteers, donors & more

ID SCANNER



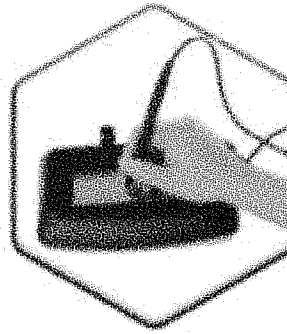
Scan client IDs to save up to 50% time spent on intake.

BARCODE SCANNER



Manage inventory used for work orders and track status of equipment

ELECTRONIC SIGNATURE PAD



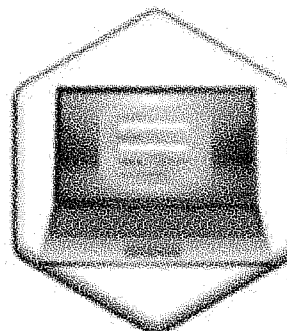
Provide electronic signatures on intake forms, release, inspections, and more

CUSTOM SURVEY



Create virtual surveys and assessments used by your CAA.

VIRTUAL CLIENT KIOSK



Clients can complete intake online, supporting over 100 languages and document upload

RFP 2020-007 Client Tracking Management Software

Form "A" Price Sheet

Item	Description	Price
A.	Software Cost	Included
B.	Licensing Fees	Included
C.	Annual Maintenance Cost	
	1st year	\$ 8,600.00
	2nd year	\$ 8,600.00
	3rd year	\$ 8,600.00
	4th year	\$ 9,600.00
D.	Other: Please Specify	
E.	Discounts	-8000
F.	Value added module costs	
	Budget Allocation Management Financial Module - compatible with Microsoft Excel	Included
	Calendar Manager	Included
	Forms Designer	Included
	Electronic Signature Capture	\$ 1,200.00
	Client Kiosk	\$ 2,400.00
	Custom Survey	\$ 1,200.00
	Auto Dialer & Texter	\$ 2,400.00
	Total Cost	\$ 34,600.00

Please provide Provide Purchasing Co-operative contact number: (if applicable)

This Proposal Includes: Unlimited Users, Unlimited Training and Technical Support

WEBB COUNTY PURCHASING DEPT.
QUALIFIED PARTICIPATING VENDOR CODE OF ETHICS
AFFIDAVIT FORM

California
STATE OF TEXAS
Los Angeles
COUNTY OF WEBB

KNOW ALL MEN BY THESE PRESENTS:

BEFORE ME the undersigned Notary Public, appeared Hamid Kahan Pars
the herein-named "Affiant", who is a resident of Los Angeles County, State
of California and upon his/her respective oath, either individually and/or behalf of their
respective company/entity, do hereby state that I have personal knowledge of the following facts,
statements, matters, and/or other matters set forth herein are true and correct to the best of my
knowledge.

*I personally, and/or in my respective authority/capacity on behalf of my company/entity do hereby
confirm that I have reviewed and agree to fully comply with all the terms, duties, ethical policy
obligations and/or conditions as required to be a qualified participating vendor with Webb
County, Texas as set forth in the Webb County Purchasing Code of Ethics Policy posted at the
following address: <http://www.webbcountytexas.gov/PurchasingAgent/PurchasingEthicsPolicy.pdf>.*

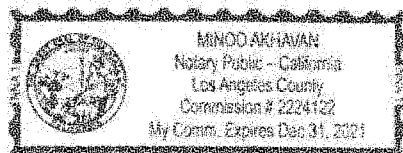
*I personally, and/or in my respective authority/capacity on behalf of my company/entity do hereby
further acknowledge, agree and understand that as a participating vendor with Webb County,
Texas on any active solicitation/proposal/qualification that I and/or my company/entity failure to
comply with the Code of Ethics policy may result in my and/or my company/entity disqualification,
debarment or make void my contract awarded to me, my company/entity by Webb County. I agree
to communicate with the Purchasing Agent or his designees should I have questions or concerns
regarding this policy to ensure full compliance by contacting the Webb County Purchasing Dept.
via telephone at (956) 523-4125 or e-mail to the Webb County Purchasing Agent to
joel@webbcountytexas.gov.*

Executed and dated this 23 day of March, 2020.

Hamid Kahan
Signature of Affiant

Hamid Kahan / CAPLUCK INC.
Printed Name of Affiant/Company/Entity

SWORN to and subscribed before me, this 24th day March, 2020



Mindo Akhavan
NOTARY PUBLIC, STATE OF TEXAS

MINIMUM INSURANCE REQUIREMENTS

During the term of the Contract, the Contractor at its sole cost and expense shall provide primary commercial insurance of such type and with such terms and limits as may be reasonably associated with the Contract. As a minimum, the Contractor shall provide and maintain the following coverage and limits:

Workers Compensation, as required by the laws of Texas, and **Employers' Liability**, as well as All States, USL&H and other endorsements if applicable to the project, and in accordance with state law.

Employers' Liability

Each Accident: \$1,000,000

Disease – Each Employee:

\$1,000,000 Policy Limit:

\$1,000,000

Commercial General Liability, including but not limited to the coverage indicated below. Coverage shall not exclude or limit Products/Completed Operations, Contractual Liability, or Cross Liability. Webb County shall be named Additional Insured on primary/non-contributory basis.

Each Occurrence: \$1,000,000

Personal and Advertising Injury:

\$1,000,000 Products/Completed

Operations: \$1,000,000 General

Aggregate (per project): \$2,000,000

Automobile Liability, including coverage for all owned, hired, and non-owned vehicles used in connection with the contract. Webb County shall be named Additional Insured on primary/non-contributory basis.

Combined Single Limit-Each Accident: \$1,000,000

Umbrella/Excess Liability (Webb County shall be named Additional Insured on primary/non-contributory

basis) Each Occurrence/Aggregate: \$1,000,000

Professional/Errors & Omissions Liability (if applicable) Each Occurrence/Aggregate: \$1,000,000

Policies of insurance required by the contract shall waive all rights of subrogation against the County, its officers, employees and agents. If any applicable insurance policies are cancelled, materially changed, or non-renewed, contractor shall give written notice to the County at least 30 days prior to such effective date and within 30 days thereafter, shall provide evidence of suitable replacement policies. Failure to keep in force the required insurance coverage may result in termination of the contract. Upon request, certified copies of original insurance policies shall be furnished to the County.

CERTIFICATION REGARDING FEDERAL LOBBYING
(Certification for Contracts, Grants, Loans, and Cooperative Agreements)

PART A. PREAMBLE

Federal legislation, Section 319 of Public Law 101-121 generally prohibits entities from using federally appropriated funds to lobby the executive or legislative branches of the federal government. Section 319 specifically requires disclosure of certain lobbying activities. A federal government-wide rule, "New Restrictions on Lobbying", published in the Federal Register, February 26, 1990, requires certification and disclosure in specific instances.

PART B. CERTIFICATION

This certification applies only to the instant federal action for which the certification is being obtained and is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$100,000 for each such failure.

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

1. No federally 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, the making of any federal 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 federally 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 these federally funded contract, subcontract, subgrant, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions. (If needed, contact the Texas Department of Agriculture to obtain a copy of Standard Form-LLL.)


3. The undersigned shall require that the language of this certification be included in the award documents for all covered subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all covered subrecipients will certify and disclose accordingly.

Do you have or do you anticipate having covered subawards under this transaction?

- Yes
 No

Name of Contractor/Potential Contractor	Vendor ID No. or Social Security No.	Program No.
CAPLACK Inc.	94-3462607	

Name of Authorized Representative	Title
Hamid Kohanfars	President


Signature - Authorized Representative

3-22-2020
Date

CERTIFICATION
REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY
EXCLUSION FOR COVERED CONTRACTS

PART A.

Federal Executive Orders 12549 and 12689 require the Texas Department of Agriculture (TDA) to screen each covered potential contractor to determine whether each has a right to obtain a contract in accordance with federal regulations on debarment, suspension, ineligibility, and voluntary exclusion. Each covered contractor must also screen each of its covered subcontractors.

In this certification "contractor" refers to both contractor and subcontractor; "contract" refers to both contract and subcontract.

By signing and submitting this certification the potential contractor accepts the following terms:

1. The certification herein below is a material representation of fact upon which reliance was placed when this contract was entered into. If it is later determined that the potential contractor knowingly rendered an erroneous certification, in addition to other remedies available to the federal government, the Department of Health and Human Services, United States Department of Agriculture or other federal department or agency, or the TDA may pursue available remedies, including suspension and/or debarment.
2. The potential contractor will provide immediate written notice to the person to which this certification is submitted if at any time the potential contractor learns that the certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
3. The words "covered contract", "debarred", "suspended", "ineligible", "participant", "person", "principal", "proposal", and "voluntarily excluded", as used in this certification have meanings based upon materials in the Definitions and Coverage sections of federal rules implementing Executive Order 12549. Usage is as defined in the attachment.
4. The potential contractor agrees by submitting this certification that, should the proposed covered contract be entered into, it will not knowingly enter into any subcontract with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the Department of Health and Human Services, United States Department of Agriculture or other federal department or agency, and/or the TDA, as applicable.

Do you have or do you anticipate having subcontractors under this proposed contract?

Yes

No

5. The potential contractor further agrees by submitting this certification that it will include this certification titled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion for Covered Contracts" without modification, in all covered subcontracts and in solicitations for all covered subcontracts.
6. A contractor may rely upon a certification of a potential subcontractor that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered contract, unless it knows that the certification is erroneous. A contractor must, at a minimum, obtain certifications from its covered subcontractors upon each subcontract's initiation and upon each renewal.
7. Nothing contained in all the foregoing will be construed to require establishment of a system of records in order to render in good faith the certification required by this certification document. The knowledge and information of a contractor is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
8. Except for contracts authorized under paragraph 4 of these terms, if a contractor in a covered contract knowingly enters into a covered subcontract with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, Department of Health and Human Services, United States Department of Agriculture, or other federal department or agency, as applicable, and/or the TDA may pursue available remedies, including suspension and/or debarment.

PART B. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION FOR COVERED CONTRACTS

Indicate in the appropriate box which statement applies to the covered potential contractor:

- The potential contractor certifies, by submission of this certification, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this contract by any federal department or agency or by the State of Texas.
- The potential contractor is unable to certify to one or more of the terms in this certification. In this instance, the potential contractor must attach an explanation for each of the above terms to which he is unable to make certification. Attach the explanation(s) to this certification.

Name of Contractor	Vendor ID No. or Social Security No.	Program No.
Caplade Inc.	94-3462607	


Signature of Authorized Representative

3-22-2020
Date

Hamid Khan / President
Printed/Typed Name and Title of Authorized Representative

CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

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

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

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

OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

CAPLUCK INC.

2 Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

6 Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7 *[Signature]*
Signature of vendor doing business with the governmental entity

3-22-2020
Date

CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B):

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed;
- or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

(1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);

(2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or

(3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.

PROOF OF NO DELINQUENT TAXES OWED TO WEBB COUNTY

Name Hamid Kohanfars
CAPLUCK Inc. owes no delinquent property taxes to Webb County.

CAPLUCK Inc. owes no property taxes as a business in Webb County.
(Business Name)

CAPLUCK Inc. owes no property taxes as a resident of Webb County.
(Business Owner)

Hamid Kohanfars
Person who can attest to the above information

* SIGNED NOTORIZED DOCUMENT AND PROOF OF NO DELINQUENT TAXES TO WEBB COUNTY.

The State of ~~Texas~~ ^{CA} California
County of ~~Webb~~ ^{Los Angeles} Los Angeles

Before me, a Notary Public, on this day personally appeared Hamid Kohanfars know to me (or proved to me on the oath of _____) to be the person whose name is subscribed to the forgoing instrument and acknowledged to me that he executed the same for the purpose and consideration therein expressed.

Given under my hand and seal of office this _____ day of _____ 20__.

Notary Public, State of Texas

See attached Notary Certificate

My commission expires the _____ day of _____ 20__.

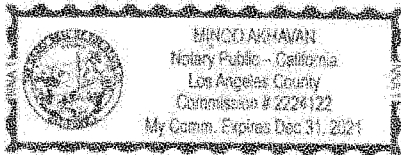
(Print name of Notary Public here)

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not to the truthfulness, accuracy, or validity of that document.

State of California }
County of Los Angeles } ss.

On March 24, 2020 before me, Minoo Akhavan Notary Public,
personally appeared Hamid Kohanfars



who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Minoo Akh

OPTIONAL

Though the information below is not required by law, it may prove valuable to persons relying on the document and could prevent fraudulent removal and reattachment of this form to another document.

Description of Attached Document

Title or Type of Document: Proof of No Delinquent Taxes owed To Webb County

Document Date: _____ Number of Pages: 1

Signer(s) Other Than Named Above: _____