



Request for Proposals (RFP)

RFP 2020-007

“Client Tracking Management Software”

Due: March 26, 2020 at/or before 10am

Notice is hereby given that, Webb County is seeking to solicit Requests for Proposals (RFP) for Client Tracking Management Software for the Community Action Agency (CAA) Community Services Block Grant (CSBG) and Comprehensive Energy Assistance Program (CEAP). This formal solicitation will comply with the Texas Local Government Code, Section 262 Subchapter C. (Competitive Bidding In General)

The accompanying RFP with its terms, conditions, attachments and all other forms in this RFP package are due by or before 10 a.m. (Central Time) on, March 26, 2020. ***RFP received after the due date and time will not be accepted.*** All RFP meeting the required deadline will be read publicly at the following location in accordance with Webb County Purchasing Policies and Procedures:

Webb County Purchasing Department
1110 Washington St., Ste. 101
Laredo, Texas 78040

This RFP solicitation can be viewed at the following online address. Interested firms may submit their proposals by registering on Webb County’s eBid site and uploading their file to our “Response Attachments” tab. Should anyone need assistance please contact Mr. Juan Guerrero, Contract Administrator at (956) 523-4125.

<https://webbcountyeBid.ionwave.net/Login.aspx>



Webb County reserves the right to reject any and all RFP, to waive informalities in the RFP process, or to terminate the RFP process at any time, if deemed in the best interest for Webb County.

THIS FORM MUST BE INCLUDED WITH RFP PACKAGE; PLEASE CHECK OFF EACH ITEM INCLUDED WITH RFP PACKAGE AND SIGN BELOW TO CONFIRM SUBMITTAL OF EACH REQUIRED ITEM.

RFP 2020-007
“Client Tracking Management Software”

- Proposer Information

- Pricing Sheet Form “A”

- Conflict of Interest form (Form CIQ)

- Certification regarding Debarment (Form H2048)

- Certification regarding Federal lobbying (Form 2049)

- Code of Ethics Affidavit

- Proof of No Delinquent Tax Owed to Webb County

Authorized Signature of Person Completing this Package

Date

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1. Introduction

Notice is hereby given that, Webb County is seeking to solicit Requests for Proposals (RFP) for Client Tracking Management Software for the Community Action Agency (CAA) Community Services Block Grant (CSBG) and Comprehensive Energy Assistance Program (CEAP).

2. Specifications

The software must allow the Webb County Community Action Agency (CAA) to collect client data to meet eligibility and reporting requirements according to the Texas Department of Housing and Community Affairs rules. Vendors must update software based of all federal and state regulations changes in a timely manner.

Software Specifications:

- 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

3. Proposal Preparation Costs

The County will not reimburse any proposer for any costs involved in the preparation and submission of proposals, amendments or other relevant documents associated with the RFP.

4. Disclosure of Proposals

Request for Proposals shall be opened so as to avoid disclosure of contents to competing offerors and kept secret during the process of negotiation. All proposals that have been submitted shall be available and open for public inspection after the contract is awarded, except for trade secrets and confidential information contained in the proposals and identified as such.

*During the public opening of proposals in accordance with request for proposal scheduled (**Section 12**) the name of proposer, and the date/time submitted will be read aloud and into the record. No pricing or other contents will be disclosed at this time as permitted by law under the Texas Local Government Code, Section 262.030 (c.)*

5. Instructions to Proposers

- a) Your proposal should be concise, specific, and complete and should demonstrate a thorough understanding of the terms and conditions of this proposal.
- b) Unnecessarily elaborate brochures or other presentations beyond those sufficient to present a complete offer are not desired. Legibility, clarity, and completeness are much more important.

- c) Your proposal must be signed by an official authorized to bind your company or as an individual contractually and must be accompanied by a statement to the effect that your offer is firm for a period of not less than 60 calendar days after the closing date of Request for Proposal.
- d) Proposer must provide all information required by the forms attached to include all corresponding documents required by Webb County Purchasing Agent.
- e) County has the right to negotiate with proposer before award for the purpose of obtaining best and final offers.

6. Conflict of Interest

The contract or contracts in this solicitation are subject to Texas Govt. Code Sec. 2261.252(b), which prohibits the Webb County from entering into contracts with certain private vendors in which certain Webb County officers and employees have a financial interest. Each respondent shall include in its proposal a statement that it is not prohibited from entering into a contract with Webb County as a result of a financial interest as defined under Texas Govt. Code Sec. 2261.252(b).

A conflict of interest may involve conflicting incentives with regard to the firm as a whole, or any employee. The conflict may arise between the provider's work under a contract entered as a result of this solicitation and a relationship involving Webb County, a construction contractor, another engineering firm, a materials testing firm, a third party affected by the project, a sub provider for any other consultant or contractor, or any other entity with an interest in a project on which work is performed under a contract entered as a result of this solicitation.

7. Texas Ethics Commission Requirement Notification

In 2015, the Texas Legislature adopted [House Bill 1295](#), which added section 2252.908 of the Government Code. The law states that a governmental entity or state agency may not enter into certain contracts with a business entity unless the business entity submits a disclosure of interested parties to the governmental entity or state agency at the time the business entity submits the signed contract to the governmental entity or state agency. The law applies only to a contract of a governmental entity or state agency that either (1) requires an action or vote by the governing body of the entity or agency before the contract may be signed or (2) has a value of at least \$1 million. The disclosure requirement applies to a contract entered into on or after January 1, 2016.

A signed and notarized Form 1295 shall be tendered to Webb County by providers selected to receive a contract prior to contract execution. Webb County will not evaluate the information provided, or respond to any questions on how to interpret the Texas Ethics Commission's rules.

For additional information, please reference the Texas Ethics Commission webpage at: <https://www.ethics.state.tx.us/tec/1295-Info.htm>

8. Webb County Purchasing Code of Ethics Policy

The County of Webb will ensure that it will promote and enforce proper ethical conduct by all Vendors, Procurement Officials, Elected Officials and County employees directly or indirectly involved in the procurement process. All vendors wishing to participate in any solicitation must sign and notarize the affidavit form included as part of this solicitation package and upload with your electronic submission. ***Failure to submit form will disqualify your bid or proposal package from being considered.***

The [Ethics Policy](#) can be viewed at the Webb County Purchasing Agents website listed below for vendors to read prior to signing and submitting the affidavit form.

<http://www.webbcountytexas.gov/PurchasingAgent/PurchasingEthicsPolicy.pdf>

The Webb County Purchasing Board approved the Code of Ethics policy on April 19, 2018 and adopted by the Webb County Commissioners Court on May 14, 2018.

When responding to an Active Solicitation, Vendors shall be required to disclose donations and campaign contributions by the Vendor or any individual or entity acting on the Vendor’s behalf to the Purchasing Agent or his designee made within six (6) months prior to the date of the Active Solicitation. **Failure by a Vendor to accurately disclose such contributions may result in the Vendor’s disqualification, debarment, or contract voidance as per Section 18 of the Ethics Policy.**

9. General Conditions

Interested proposers shall familiarize themselves with conditions relating to the scope, specifications, and restrictions regarding the execution of work to be performed under the contract. It is the proposer’s responsibility to obtain any additional information it deems necessary to submit in its RFP proposal, as well as in the performance of the contract. Information contained in this document should not be considered all-inclusive.

All questions regarding this RFP proposal request must be submitted to in writing through eBid by utilizing the “Questions Tab” in the Bid Event before the deadline for questions (*see Section 12*).

10. RFP Evaluation Scoring Criteria

RFP will be evaluated as follows:

- | | |
|----------------------------------|------------------|
| ▪ <i>Pricing Schedule</i> | <i>35 points</i> |
| ▪ <i>Annual Maintenance Cost</i> | <i>25 points</i> |
| ▪ <i>References</i> | <i>20 points</i> |
| ▪ <i>System Support</i> | <i>20 points</i> |

The evaluation committee may conduct the following tasks but is not an all-inclusive list of tasks that may be conducted by scoring committee:

- *Review all RFPs received for compliance with RFP terms and conditions.*
- *Prepare a comparative summary of proposals.*
- *Prepare a preliminary ranking of RFPs using a quantitative method based on the criteria presented in the RFP document and other criteria as directed by committee.*
- *Request clarification from proposers.*
- *Submit individual scores sheets to the Purchasing Agent.*

11. RFP Evaluation Team

The following Webb County employees are involved in the evaluation process for this procurement:

- *Leroy Medford, Executive Administrator to Commissioners Court*
- *James Flores, Economic Development Director*
- *Rafael Pena, Information Technology*

Note: Do not contact these individuals about this solicitation during the restricted contact period. [Please refer to our Purchasing Ethics Policy Section 6 \(Restricted Contact Period\)](#).

12. PROPOSAL SCHEDULE

Activity	Time	Date	Responsible Party
Public Notice/Newspaper	n/a	Mar 13 th , Mar 20 th	Webb County
Posted RFP on Website	n/a	Mar 11 th - until awarded	Webb County
Deadline for Questions	No later than 5pm	Mar 18 th	Proposer
Posting of Answers	No later than 5pm	Mar 19 th	Webb County
Sealed RFP Public Opening	10am	Mar 26	Webb County
Evaluation of Proposals	TBD	Mar 26 th - Mar 30 th	Scoring Committee
Award by Governing Body	TBD	TBD	Commissioners Court
Project Start Date	TBD	TBD	Webb County/Proposer

Footnote: County reserves the right to adjust time and dates on above projected schedule if it is in the best interest for Webb County.

13. Special Accommodations

To request special accommodations pursuant to the Americans with Disabilities Act (ADA), please notify the contact shown below, a minimum of 48 hours prior to a scheduled meeting.
 Mr. Juan Guerrero, Contract Administrator at 956) 523-4125 or email at juguerrero@webbcountytx.gov

14. Small, Minority, and Female Owned Businesses

MWBE@texasagriculture.gov Webb County encourages all Small Business Enterprises (SBE), Minority Business Enterprises (MBE), and Women’s Business Enterprises (WBEs) to participate in this solicitation. Webb County will email the corresponding information to further promote participation of all SBEs, MBEs, and WBEs.



Proposer Information

Name of Company: _____

Address: _____

City and State _____

Phone: _____

Email Address: _____

Signature of Person Authorized to Sign:

Signature

Print Name

Title

Indicate status as to "Partnership", "Corporation", "Land Owner", etc.

(Date)

****The enclosed offer(s) in response to this RFP 2020-007 is firm for a period of 60 calendar days.***

Note:

All submissions relative to these RFP shall become the property of Webb County and are nonreturnable.

If any further information is required, please call the Webb County Contract Administrator, Juan Guerrero, at (956)523-4125.