

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

“RFP 2024-010 - Client Tracking Management Software”

- ☒ Reference Form
- ☒ Conflict of Interest Form (CIQ)
- ☒ Certification regarding Debarment (Form H2048)
- ☒ Certification regarding Federal lobbying (Form 2049)
- ☒ Webb County Code of Ethics Affidavit
- ☒ House Bill 89 Form
- ☒ Senate Bill 252 Form
- ☒ Proof of No Delinquent Tax Owed to Webb County
- ☒ Contractor Certification Form



Signature of Person Completing this Package

July 19, 2024

Date

CAP SYSTEMS, INC.

JULY



2024

RESPONSE TO WEBB COUNTY'S
CLIENT TRACKING MANAGEMENT SOFTWARE
RFP 2024-010

PREPARED FOR:

Juan Guerrero, Contract Administrator

WEBB COUNTY
COMPREHENSIVE ENERGY ASSISTANCE PROGRAM

1110 Washington St., Ste. 101
Laredo, TX 78040

CONTACT INFORMATION

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IPSWICH, MA 01938

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Brian Cayer, President & CEO





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July 19, 2024

Juan Guerrero
Contract Administrator
Webb County
1110 Washington Street, Suite 101
Laredo, TX 78045

RE: RFP 2024-010; Client Tracking Management Software

Dear Mr. Guerrero,

I am pleased to submit our proposal in response to your Request for Proposal (RFP) for Client Tracking Management Software for the Community Action Agency Services Block Grant and the Comprehensive Energy Assistance Program for Webb County. As an authorized representative of CAP Systems, Inc., I hereby confirm that I am empowered to bind the company contractually.

In accordance with the RFP requirements, I am also confirming that our offer is firm and valid for a period of not less than 60 calendar days from the closing date of the RFP.

We appreciate the opportunity to participate in this competitive process and are confident that our proposal meets your specifications and requirements. Should you have any questions or require additional information, please do not hesitate to contact me directly at (781) 983-2669 or bcayer@capsystems.com.

Thank you for considering our proposal. We look forward to the possibility of working with Webb County.

Regards,



Brian Cayer, President & CEO

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Client Tracking Management Software Experience & Company Background

CAP Systems, Inc. has been in business for over 35 years. The company was incorporated in 1989 as a second-generation company of Processing Management, Inc. (incorporated in 1974). PMI began working with Human Service Agencies in the early 1970s in fiscal management systems.

Our company was involved with the first Low Income Energy Assistance Programs (LIHEAP) in the late 1970s in response to the energy crisis that caused an emergency with elderly and low-income people. Later, we segued into Head Start, Weatherization, Emergency Services, Client Tracking, and finally, in 1992, a single integrated Enterprise CSBG Case Management Information System, which is the foundation for all other client-based systems.

We specialize in developing Case Management solutions for Human Service and Community Action Agencies. Our current customer base includes 85 individual agencies, city and county Human Services departments, and several state-wide solutions funded by the US Department of Health and Human Services through the Community Services Block Grant. CAP Systems offers a combination of the highest levels of technological skills with many years of first-hand experience in the workings of human service agencies.

Our experience with other agencies, including Texas, showcases our customized solutions for Case Management and CEAP, each tailored to meet unique requirements. Our versatile team addresses varying needs, ensuring a customized and effective solution for every client.

CAP Systems is a Small Business enterprise, dedicated to providing high-quality products, solutions, and exceptional customer experiences. Despite our modest size, we strive to deliver excellence in everything we do. Our goal is to make a positive impact within the Community Action industry and the communities they serve, while ensuring the success and satisfaction of our customers.

In addition to our extensive experience and expertise, we also have a solid financial foundation that enables us to deliver our services reliably and efficiently. We have maintained a positive cash flow and profitability for the past 15 years, and we have no outstanding debts or liabilities. We have sufficient resources and reserves to meet our contractual obligations and to handle any unforeseen circumstances. Our financial statements are audited annually by an independent CPA firm and are available upon request. We are confident in our ability to perform the functions required by the RFP and to provide those services represented by us in our response.

Scope of Work

One key aspects of our proposal are that we can offer an evidence-based Case Management solution that 100% fully meets the Software Specifications, Reporting Features, Client-based Requirements, and Vendor Support expectations outlined in the RFP. Our software is designed to be user-friendly, customizable, secure, and scalable, and to seamlessly integrate client data from current systems into CAPTAIN.

Our Case Management solution also provides a comprehensive set of reporting features that meet TDHCA requirements for CSBG and CEAP database that allow users to generate, analyze, and share various types of reports, such as performance indicators, demographic profiles, outcomes, and financial data. Furthermore, our software is tailored to meet the specific needs and preferences of each client, and we provide ongoing training, maintenance, and technical support to ensure optimal functionality and satisfaction. We are confident that our Case Management solution will enable Webb County to achieve its goals and objectives in an efficient and effective manner.

Software Specifications:

Our Case Management solution includes all the following Software Specifications, as outlined in the RFP:

- ✓ Internet Based
- ✓ Licenses available for a minimum of 50 users
- ✓ Cloud based document storage.
- ✓ Reporting System to meet TDHCA requirement for CSBG and CEAP.
- ✓ Transfer data from current client tracking software (if applicable)
- ✓ Online Client Application Tool (English/Spanish) for clients to access & complete application on-line based on program.
- ✓ System must allow for scan documents and photos in case files and must be accessible for multiple years.
- ✓ System must have separate modules for various CSBG & CEAP. Expandable to others.
- ✓ The system must include a calendar and client scheduling system by caseworker or location.
- ✓ System should allow client to sign intake documents electronically
- ✓ System should maintain a copy of the electronically signed client intake document for audit purposes
- ✓ The system must allow for printing a paper record of a complete client file
- ✓ The system must create an audit trail for all entries and record updates
- ✓ System must use a secure HTTPS protocol
- ✓ Client/Family notes section
- ✓ Ability to email/text client

Reporting Features:

Our Case Management solution includes the following Reporting Features, as outlined in the RFP:

- ✓ The most recent National Performance Indicator (NPI) collection mechanism and required reports, including but not limited to:
- ✓ NPIs, SRVs, module 4 and module 5 for example.
- ✓ Ability to print reports by query or collectively.
- ✓ From data collected in “Needs Assessment”, system should have option for graphical reports to show client’s progress.
- ✓ Customizable for Informational CEAP and CSBG Reports. (Minimum of 10 specific reports).
- ✓ Exportable reports to Microsoft Word, Microsoft Excel, and PDF.
- ✓ Productivity reports available.
- ✓ System should allow drill down from the unduplicated reports to show client names and IDs that constitute the number on the unduplicated reports.
- ✓ The system must allow for ad hoc reports.
- ✓ Reporting System to meet TDHCA requirements for CSBG and CEAP Database.
- ✓ As per the requirement of state of Texas, proposed system should be able to create the CEAP report file for upload to TDHCA web site. Generate billing history report based on housing type, family size, and usage.

Client-Based Requirements

Our Case Management solution meets or exceeds the following Client-based Requirements, as outlined in the RFP:

- ✓ Case Management section to include case notes.
- ✓ The system must create single and multiple Notices of Payment per client.
- ✓ The system must export payment information to user’s accounting software.
- ✓ The system must maintain financial data relevant to program expenditures per client and number of households and individuals served.
- ✓ System should maintain budget balances per funding program.
- ✓ The system must allow for user-identified questions and assessments for clients.
- ✓ The system must make adjustments to client files for utility refunds.
- ✓ It must contain a double-end referral system, i.e.: referral follow-ups.
- ✓ Must attach sample voucher / notice of payment for CEAP (Printable).

Vendor Support

Our Case Management solution offers all the following types of support, as outlined in the RFP:

- ✓ The vendor must offer web-based training.
- ✓ The vendor must offer on-site based training (if needed - separate cost).
- ✓ Ongoing technical support included.
- ✓ Ongoing software upgrades included.

Personnel Qualifications

We believe that our staff and experience make us the best choice for the County's needs and RFP requirements. Our team consists of highly qualified professionals who have extensive knowledge of the Community Action industry, software development, project management, and customer service. Our staff members have successfully completed numerous projects similar Webb County's RFP and have received positive feedback and recognition from our clients. We have a proven track record of delivering high-quality solutions that meet or exceed the expectations of our customers and the standards of the industry. We are committed to providing Webb County with the best possible service and support throughout the project lifecycle and beyond.

The following is a list of employees who would be performing services, followed by their resumes:

- Brian Cayer, President & CEO, System Architect
- Jaya Rami Reddy, Lead Programmer, Systems Analyst
- Jennifer Goodman, Project Manager, Customer Care, Training, Implementation
- Sean Ruud, Project Manager, Customer Care, Training, Implementation
- Sindy Shamburger, Customer Support, Live Help Desk
- Dr. Jean Cooper, CSBG ROMA Advisor
- Dr. Julie Teska, CSBG ROMA Advisor

Brian has been developing systems exclusively for Community Action Agencies for more than 34 years. As the President and CEO of CAP Systems, Inc., Brian creates the company annual operating plans that support the strategic direction and correlate with annual operating budgets. He defines and articulates the company's vision, developing strategies for achieving that vision through new technology research and project management with the development team. He also develops and monitors strategies for ensuring the long-term financial viability of the company. Operations, Marketing, Company Culture, Sales, and Public Relations are directed through him. This role has full oversight over the design and delivery of products and services.

Professional Summary

Client Database Expertise:

- Case Management
- Comprehensive Energy Assistance Program – CEAP (custom solutions)
- Head Start (Intake System, Medical Records Tracking, Attendance Tracking, Staff Tracking, and Disability Tracking System)
- Low Income Home Energy Assistance Program - LIHEAP (custom solutions)
- Emergency Services

Accounting Applications Expertise:

- Payroll Allocation
- Requisition/Purchasing Systems
- Order Entry Systems
- Accounts Receivable
- Personnel
- Budgets Expense and Cost Accounting

Technical Skills:

- Operating Systems: MS-DOS, UNIX, Windows – 2000/NT/9x/Vista/7, Open-VMS
- Languages: VISUAL BASIC, MS COBOL, ACU COBOL and PL/SQL
- RDBMS: Oracle, SQL Server, MY SQL, and MS Access
- GUI Tools: Visual Studio.Net, Visual Basic, Visual FoxPro and MS FrontPage
- Web Tools: PHP, ASP, ASP.NET, VB.NET, Java Script, Cold Fusion, and HTML
- Reporting Tools: Crystal Reports 8.0

Qualifications:

- B.S. Management Information Systems and Accounting, Salem State College
- IBM and DEC Education Courses

Ram has the exceptional experience necessary with complete software development lifecycle, including requirements, analysis, design, implementation, technical specs, code reviews, unit testing, and defect resolution. He has the practical experience with leading commercial design and development with large scale service architecture in a distributed deployment environment.

Professional Summary:

- 25 years' experience programming software applications for LIHEAP, Head Start, Child Care, Energy Assistance and Weatherization
- IT professional with 26 years' experience in client/server and Intranet/Internet application design and development. Expertise in ASP.NET, VB.NET, VB, ASP, PHP, VFP, HTML, Cold Fusion, and JavaScript
- More than 15 years' experience in developing .NET web/desktop applications
- Experience designing and developing .NET Web/Windows Services
- Proficient in using databases SQL Server, Oracle, MS Access
- Strong Knowledge of Crystal Reports RDC Object Model

Technical Skills:

- Operating Systems: MS-DOS, UNIX, Windows – 2000/NT/9x/Vista/7
- Languages: BASIC, MS COBOL, ACU COBOL and PL/SQL
- RDBMS: Oracle, SQL Server, MY SQL, and MS Access
- GUI Tools: Visual Studio.Net, Visual Basic, Visual FoxPro and MS FrontPage
- Web Tools: PHP, ASP, ASP.NET, VB.NET, Java Script, Cold Fusion, and HTML
- Reporting Tools: Crystal Reports 8.0

Qualifications:

B.S. Physics, Mathematics & Chemistry, Andhra University
Diploma in Information & Systems Management (Computers) from APTECH

Jenn is a practicing Program Development Officer and System Administrator with 21 years' experience with Community Action Agencies, keeping a focus on providing extensive system administration services for the last two years.

Hands-on Community Action Agency experience, coupled with skilled knowledge of HEAP, allows Jenn to deliver expertise while training and supporting client's staff in results-oriented management and accountability for Community Action Agencies and CSBG eligible entities.

Jenn provides System Implementation training and ongoing training as our customers continue to develop their system. She delivers full system administration for our system model for 60 community action agencies.

Jenn uses a highly collaborative client-centric approach that emphasizes sustained involvement with her clients' activities from the initial stages of a project through implementation. Her ability to communicate effectively with clients and continuously reassess project goals and objectives delivers a strong focus on long-term relationships. This ensures a commitment to addressing client needs and executing practical and measurable solutions while designing, implementing, and administering their systems.

Professional Summary:

- Community Action Program Development and Management
- Overseeing agency compliance with Oklahoma Department of Commerce
- System Development and Administration
- Regulatory compliance and reporting
- Sysop Administration and implementation
- New Customer Training and full Customer Support
- Conducting ODOC Approved ROMA Training

Qualifications:

Carl Albert State College, Oklahoma, Child Development
Kiamichi Technology Center, Oklahoma, Child Development National Peer-to-Peer ROMA Training
Oklahoma Association of Community Action Agencies Training & Certification Philadelphia
NeighborWorks Training Institute Certification

Sean, an adaptable problem-solver with expertise in business applications, web-based software, and data analytics, brings a wealth of knowledge to CAP Systems, Inc. from his non-profit experience. His skills extend beyond the technical realm to include administration, project management, policy development, and providing technical assistance with a focus on delivering results.

With a strong grasp of managerial and organizational principles, Sean ensures operational excellence by understanding best practices and policies. He is adept at developing and instructing on proprietary software. His proficiency in cloud-based solutions is complemented by communication, presentation, facilitation, and problem-solving abilities.

During his time at the Community Action Program of East Central Oregon, Sean played a key role in managing the agency's client management resources, including CAPTAIN®, and developed innovative strategies in client data system software.

Sean's extensive background in the non-profit sector spans over two decades, focusing on health, communication, and community action. His commitment to service and advocacy is underscored by his diverse expertise.

In 2019, Sean obtained his Nationally Certified ROMA Implementer certification through the Results Oriented Management & Accountability - National Peer to Peer Training Project.

Professional Summary:

- Community Action Program of East Central Oregon (CAPECO)
- Data Analyst, Web & Media Support, Client Information Systems, On-Boarding
- National Certified ROMA Implementor
- Client Management and Service Plans
- Home 4 Hope Coalition and Red Cross Multi-Agency Resource Center
- Instructor - Powerful Tools for Caregivers, Nurse Health Check implementer for Senior Meal Sites

Qualifications:

Nationally Certified ROMA Implementer | Results Oriented Management & Accountability - National Peer to Peer Training Project
Associate of Applied Science, Mt Hood Community College, Gresham, OR

Professional Summary:

Dr. Cooper served as the Executive Director for the Northeast Oklahoma Community Action Agency for 26 years. She previously completed research for the Oklahoma Department of Corrections in evaluation of data system and served as the Administrator for all DHS programs at the Developmental Disability Services Division, Oklahoma Department of Human Services. Prior to that, she was the Assistant Director at the Texas Department of Mental Health and Director of Quality Assurance and Staff Development Coordinator at the Fort Worth State School.

Dr. Cooper has been working with CAP Systems™, Inc. since 2016. As a consultant to Community Action Agencies in the areas of finance, management, and planning, in addition to housing development projects, she collaborates with CAP Systems™, Inc. in the development of software applications for management systems used by Community Action Agencies and state-wide programs.

As a Systems Trainer and Technical Writer, Dr. Cooper develops and spearheads all of CAP Systems™, Inc.'s training and user guide rollouts.

Qualifications:

Ed. D. Educational Administration, University of Kansas

M.A. Speech Communication and Human Relations, University of Kansas

B.A. History and English with Secondary Teaching Certificate, Texas Christian University

Professional Summary:

Dr. Teska is certified as an Educational Psychologist and Special Education teacher. She is certified in Myers-Briggs Temperament Indicator, Spectrum Temperament Development, and Neuro-Linguistic Programming and is a certified Mediator for the Oklahoma Supreme Court. Dr. Teska's professional memberships include American Psychology Association, American Association for Individuals with Developmental Disabilities, and the Association for Talent Development. She co-authored and conducted a study evaluating the effectiveness of early childhood training methods utilized at St. Gregory's University in Shawnee, Oklahoma.

Dr. Teska is a National Certified ROMA Trainer and the Co-Founder and Owner of Quiet Cove Enterprises, Inc., a training development, and delivery firm. She is also a Curriculum Developer and Contract Trainer for Oklahoma State Agencies.

As a Technical Writer, Dr. Teska collaborates with ROMA, Community Action Organizational Standards and Case Management software experts to create technical literature for User Guides associated with all CAPTAIN® products. Working with software architects, programmers, and fellow trainers, this allows her to create state-of-the-art technical documents to ensure ease and accurate use of our systems.

Qualifications:

B.S., M.Ed., and Ph.D. in Special Education, University of Oklahoma

Sindy responds to requests for live support and/or technical assistance. Her extensive knowledge of company-supported applications and platforms, coupled with experience in Community Action with Head Start programs, delivers expert User support and customer service to our clients.

Using exceptional critical thinking and listening skills, she can diagnose and resolve technical and software issues, gather research, and offer solutions to the User on the appropriate action to be taken.

During the analyzing process, Sindy can identify and escalate situations requiring urgent attention or redirect issues to the appropriate resource. If resolution cannot be realized in that contact, she effectively tracks and routes problems and requests with full documentation that ensures the customer's situation is resolved as quickly as possible.

Actively participating in Quality Control keeps Sindy connected to all product features, system changes, and updates.

Professional Summary:

- Live User Customer Support and technical assistance
- Critical thinking needed to diagnose and resolve technical and software issues
- Customer Service quality assurance

Qualifications:

Eastern Oklahoma State University, General Studies

Price Proposal

The following is a price breakdown, formatted as requested. Following this breakdown is a more detailed Price Proposal:

a. Equipment Cost

There is no equipment involved, but License Fees for Case Management & CEAP and the Public Intake Portal are a one-time fee.

Case Management & CEAP License:	\$8,000.00 one-time cost
Public Intake Portal License:	\$5,000.00 one-time cost

b. Onsite Setup Fees

There is no onsite setup required.	\$0
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c. Reoccurring Storage Fees

Hosting on CAP Systems' server is included.	Included
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d. Installation/Labor Cost

Project Development, System Build, and On-Boarding:	\$3,000.00 one-time cost
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e. Training Fees

Web-based Training is 20 hours:	\$3,000.00 one-time cost
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f. Service Plan

Case Management & CEAP Monthly Maintenance & Support:	\$1,200.00/month
Public Intake Portal Monthly Maintenance & Support:	\$300.00/month

g. Shipping Fees

There are no shipping fees.	\$0
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h. Warranty Information

There are no warranty fees.	\$0
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Our detailed Price Proposal:

ONE-TIME COSTS:

Licensing Fees:

- | | |
|---|------------|
| · CAPTAIN® Case Management & CEAP License | \$8,000.00 |
| · CAPTAIN® Public Intake Portal License | \$5,000.00 |

Project Development & Customized System Build:	\$3,000.00
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Training Fee:

- | | |
|--|------------|
| · Twenty (20) hours of training via web | \$3,000.00 |
| · Addition web-based training is offered at \$150/hour | |

TOTAL ONE-TIME COSTS:	\$19,000.00
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MONTHLY ON-GOING COSTS:

Monthly Maintenance & Support:

- | | |
|---|------------|
| · CAPTAIN® Case Management & CEAP Maintenance & Support | \$1,200.00 |
| · CAPTAIN® Public Intake Portal Maintenance & Support | \$300.00 |
| · CAPTAIN® CAP-U-Sign/Electronic Signature Maintenance & Support
(\$.50/email – billed monthly) | |

Data Storage Fee: Hosting on our CAPTAIN® Server	included
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TOTAL MONTHLY ON-GOING COSTS:	\$1,500.00
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**RESPONDENT MUST ACKNOWLEDGE THIS ADDENDUM BY
SIGNING BELOW AND ATTACHING THE SIGNED ADDENDUM TO
THE PROPOSAL FORM(S):**

Company Name

CAP Systems, Inc.

Contact Person

Brian Cayer, President & CEO

Signature



Date

July 19, 2024

THIS CONCLUDES ADDENDUM NO. 1 IN ITS ENTIRETY.

This Addendum is being transmitted electronically via our E-Bid site @ <https://webbcountyebid.ionwave.net/Login.aspx>. If you have any questions, please direct them to; Juan Guerrero Jr. (956) 523-4149 or email at juguerrero@webbcountytexas.gov

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.
CAP Systems, Inc.	FIN: 04-3031750	



Signature of Authorized Representative

7/19/2024

Date

Brian Cayer, President & CEO

Printed/Typed Name and Title of
Authorized Representative

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.
CAP Systems, Inc.	FIN: 04-3031750	

Name of Authorized Representative	Title
Brian Cayer	President & CEO



Signature – Authorized Representative

7/19/2024

Date

Text

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor doing business with local governmental entity **No conflict of interest**

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.

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 of vendor doing business with the governmental entity

Date

Contractor Certification

Contractor's Name: CAP Systems, Inc.


Certification Regarding Debarment, Suspension, and Other Responsibility Matters In Primary Covered Transactions

1. The prospective contractor certifies to the best of its knowledge and belief, that it and its principals:

- a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- b. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction;
- c. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- d. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission or any of the offense enumerated in paragraph (1)(b) of this certification; and
- e. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name and Title of Authorized Representative: Brian Cayer

Signature:  Date: 7/19/2024

Offeror: Complete & Return this Form with Response Submission.

House Bill 89 Verification

I, Brian Cayer, the undersigned representative of (company or business name) CAP Systems, Inc.

(heretofore referred to as company) being an adult over the age of eighteen (18) years of age, after being duly sworn by the undersigned notary, do hereby depose and verify under oath that the company named above, under the provisions of Subtitle F, Title 10, Government Code Chapter 2270:

1. Does not boycott Israel currently; and
2. Will not boycott Israel during the term of the contract.

Pursuant to Section 2270.001, Texas Government Code:

1. "Boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made ordinary business purposes; and

2. "Company" means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or an limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of those entities or business association that exist to make a profit.

Brian Cayer
Signature of Company Representative

July 9, 2024
Date

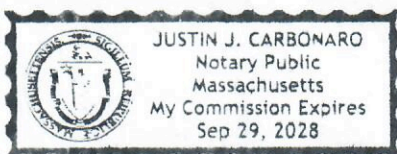
On this 9th day of July, 2024, personally appeared

Brian Cayer, the above named person, who after by me being duly sworn, did swear and confirm that the above is true and correct.

Notary Seal

Justin Carbonaro
Notary Signature

7-9-2024
Date



PROOF OF NO DELINQUENT TAXES OWED TO WEBB COUNTY

Name Brian Cayer owes no delinquent property taxes to Webb County.

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

Brian Cayer owes no property taxes as a resident of Webb County.
(Business Owner)

B. Cayer

Person who can attest to the above information

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

The State of ~~Texas~~ Massachusetts
County of ~~Webb~~ Essex

Before me, a Notary Public, on this day personally appeared Brian Cayer, know to me (or proved to me on the oath of MA License) 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.

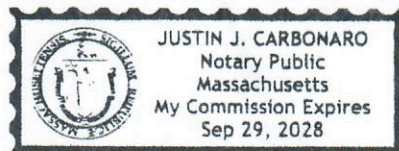
Given under my hand and seal of office this 9th day of July 2024.

Notary Public, State of ~~Texas~~ Massachusetts

Justin Carbonaro

My commission expires the 29th day of September 2028.

(Print name of Notary Public here)



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

STATE OF TEXAS *

KNOW ALL MEN BY THESE PRESENTS:

COUNTY OF WEBB *

BEFORE ME the undersigned Notary Public, appeared Brian Cayer, the herein-named "Affiant", who is a resident of Essex County, State of Massachusetts, 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 9th day of July, 2024.

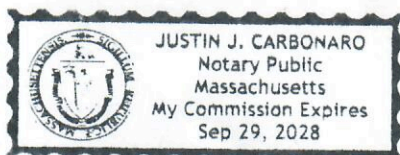


Signature of Affiant

Brian Cayer

Printed Name of Affiant/Company/Entity

SWORN to and subscribed before me, this 9th day of July, 2024




NOTARY PUBLIC, STATE OF TEXAS

Massachusetts

Offeror: Complete & Return this Form with Response Submission.
Senate Bill 252 Certification

SB 252 CHAPTER 2252 CERTIFICATION I, Brian Cayer, the undersigned representative of CAP Systems, Inc. (Company or business name) being an adult over the age of eighteen (18) years of age, pursuant to Texas Government Code, Chapter 2252, Section 2252.152 and Section 2252.153, certify that the company named above is not listed on the website of the Comptroller of the State of Texas concerning the listing of companies that are identified under Section 806.051, Section 807.051 or Section 2253.153. I further certify that should the above-named company enter into a contract that is on said listing of companies on the website of the Comptroller of the State of Texas which do business with Iran, Sudan or any Foreign Terrorist Organization, I will immediately notify Mr. Jose Angel Lopez III, Webb County Purchasing Agent at (956) 523-4125 or via email at joel@webbcountytexas.gov

Brian Cayer

Name of Company Representative (Print)



Signature of Company Representative

7/19/2024

Date

References Form

Please list at minimum five (5) local governmental entities where similar scope of services were provided.

THIS FORM MUST BE RETURNED WITH YOUR OFFER.

REFERENCE ONE

Government/Company Name: South Texas Development Council

Address: 1002 Dickey Lane, Laredo, TX 78043

Contact Person and Title: Juan Rodriguez, Executive Director

Phone: (956) 722-3995 Fax: (956) 722-2670

Email Address: jerodriguez@stdc.cog.tx.us Contract Period: 11/21/2021 - present

Description of Goods / Services Provided: _____

CAPTAIN Case Management and Public Intake Portal: Licenses, Maintenance & Support, Project Development & System Build, Training,
additional Custom Programming

REFERENCE TWO

Government/Company Name: Community Services of Northeast Texas, Inc.

Address: P.O. Box 427, Linden, TX 75563

Contact Person and Title: Michelle Morehead, Executive Director

Phone: (903) 756-5596 Fax: 903-205-3092

Email Address: michelle.morehead@csntexas.org Contract Period: 1/1/2024 - present

Description of Goods / Services Provided: _____

CAPTAIN Case Management and Public Intake Portal: Licenses, Maintenance & Support, Project Development & System Build, Training

REFERENCE THREE

Government/Company Name: Panhandle Community Services

Address: 1309 West 8th Street, Amarillo, TX 79101

Contact Person and Title: Audra Rea, Director of Family Services

Phone: (806) 342-6117 x0217 Fax: 806-372-4533

Email Address: audra.ray@pcsvcs.org Contract Period: 1/1/2022 - present

Description of Goods / Services Provided: _____

CAPTAIN Case Management and Public Intake Portal: Licenses, Maintenance & Support, Project Development & System Build, Training

REFERENCE Four

Government/Company Name: Nueces County Community Action Agency

Address: 101 South Padre Island Drive, Corpus Christi, TX 78405

Contact Person and Title: Linda Carrillo, CEO

Phone: (361) 883-7201 Fax: (361) 883-9173

Email Address: linda.carrillo@nccaatx.org Contract Period: 1/1/2023 - present

Description of Goods / Services Provided: _____

CAPTAIN Case Management: License, Maintenance & Support, Project Development & System Build, Training, Data Conversion

REFERENCE Five

Government/Company Name: Brazos Valley Community Action Programs

Address: 3991 East 29th Street, Bryan, TX 787802

Contact Person and Title: Rebecca Fortin, CEAP Manager

Phone: (979) 595-2801 x8008 Fax: (979) 595-2851

Email Address: rebecca.fortin@bvcog.org Contract Period: 2/6/2024 - present

Description of Goods / Services Provided: _____

CAPTAIN Case Management and Public Intake Portal: Licenses, Maintenance & Support, Project Development & System Build, Training, Data Conversion

- ****Additional pages are permitted if more space is required****

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