



COUNTY OF EL PASO
800 E. Overland, Suite 300
El Paso, Texas 79901
(915) 546-2048 (915) 546-8180 Fax

Notice to Interested Parties

Sealed Request for Proposals (RFP) will be received at the County Purchasing Department, 800 E. Overland, RM 300, El Paso, Texas 79901 before 2:00 p.m., **Wednesday, June 3, 2009** to be opened at the County Purchasing Office the same date for **RFP - Enterprise Resource Planning System (ERP)**. A pre-bid conference will be held on **Tuesday, May 19, 2009 at 10:00 a.m.** in the **Purchasing Conference Room** located at **800 East Overland, room 300 El Paso, Texas 79901.**

Proposals must be in a sealed envelope and marked:
"Proposals to be opened June 3, 2009
RFP - Enterprise Resource Planning System (ERP)
RFP Number 09-041"

Any questions or additional information required by interested vendors must be submitted in writing to the attention of the County Purchasing Agent before Tuesday, May 26, 2009, at 12:00 p.m. Questions can be faxed to (915)-546-8180.

Award will be made based on a review of qualifications, scope of services and price. **COMMISSIONER'S COURT RESERVES THE RIGHT TO REJECT ANY AND ALL PROPOSALS AND WAIVE TECHNICALITIES.** Only proposals that conform to specifications will be considered. Successful Proposer shall not order items or services until a Purchasing Order is received from the County Purchasing Office. Payment will not be made on items delivered without an Agreement.

If the proposal totals more than \$100,000.00, the bidder shall furnish a certified cashiers check made payable to the County of El Paso or a good and sufficient bid bond in the amount of 5% of the total contract price, executed with a surety company authorized to do business in the State of Texas. The certified cashiers check must be included with the proposal at the time of the opening.

In order to remain active on the El Paso County Vendor list, each Vendor receiving this proposal must respond in some form. Vendors submitting a proposal must meet or exceed all specifications herein. Vendors submitting a no proposal must submit their reason in writing to the El Paso County Purchasing Department.

PITI VASQUEZ
County Purchasing Agent

PROPOSAL SCHEDULE

To: El Paso County, Texas

I or we agree to furnish the following described equipment, supplies, or services for the prices shown in accordance with specifications listed below or attached. By execution of this proposal, I hereby represent and warrant to El Paso County that I have read and understood the Proposal Documents and the Contract Documents and this proposal is made in accordance with the Proposal Documents.

Please quote prices and discounts on the following items:

F. O. B. El Paso County

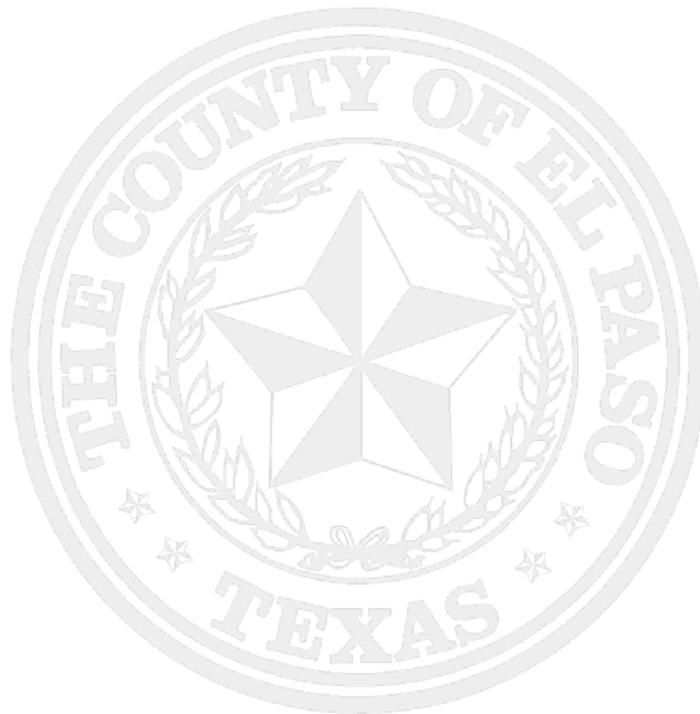
Description – RFP # 09-041 RFP - Enterprise Resource Planning System (ERP) Vendor must meet or exceed specifications
Please do not include tax, as the County is tax-exempt. We will sign tax exemption certificates covering these items. Please submit one (1) original, four (4) copies & one (1) CD Copy of your proposal.

_____ Company	_____ Address
_____ Federal Tax Identification No.	_____ City, State, Zip Code
_____ CIQ Confirmation Number	_____ CIQ Sent Date
_____ Representative Name & Title	_____ Telephone & Fax Number
_____ Signature	_____ Date

*****THIS MUST BE THE FIRST PAGE ON ALL BIDS*****

RFP - Enterprise Resource Planning System (ERP)

RFP #09-041



**Opening Date
Wednesday, June 3, 2009**

1.0 Introduction

El Paso County is the westernmost county of Texas. Bounded on the southwest by the Rio Grande and Mexico, on the north and west by the state of New Mexico, and on the east by Hudspeth County, Texas, El Paso County is approximately 650 miles west of Dallas and 575 miles northwest of San Antonio. El Paso County and neighboring Hudspeth County are the only Texas counties on Mountain Time. The county comprises of 1,057 square miles of desert and irrigated land that rises from an elevation of 3,500 feet and the Rio Grande to 7,000 feet at the summits of the Franklin Mountains. County population is 713,126 (2005 estimate). Some 240 square miles of the county is occupied by the city of El Paso, the largest United States City on the Mexican border, the fifth largest in Texas, and twenty-third in the United States. El Paso County is the sixth largest county in Texas.

El Paso County leadership is aware that their core administrative systems are aging and will no longer be supported in the near future. As a means of performing due diligence efforts in assessing the County's options, the County is considering the implementation of a new enterprise resource planning (ERP) system in order to ensure effective and efficient operation of county government in meeting its needs and to enable adequate planning and budgeting of future costs. Major drivers that support the implementation of a new ERP system include:

- The County's existing administrative software systems are antiquated and will no longer be supported, requiring a "forced" migration to the current vendor's new product or replacement with another software solution.
- Migration from mainframe architecture to the latest network technology.
- Complete seamless software and systems integration and one-time entry solutions to include Payroll and Human Resources, Accounting (GL, AR, AP, etc.) Fixed Assets, Budget and Forecasting, Cashiering and Cash Management, Grant Management, Requisition, and Purchasing Management Software while maintaining and enhancing technical, functional, and procedural innovations that may be available.
- Uniformity with uniform chart of accounts and financial reporting.

The county currently runs the following modules on an Enterprise Server, IBM IBM 2003 Model 205 (OS/390).

Table 1. Module Overview

Module	Release/Vendor
Financial Accounting Management Information System (FAMIS)	Release 4.2/Cogsdale
Budgeting Software (BPREP)	Release 4.5/Cogsdale
Fixed Asset Software (FAACS)	Release 4.2/Cogsdale
Integral (Payroll/Human Resources)	Release 9.55/Integral
Time and Attendance	Release 4.3/Kronos

The County of El Paso is looking for an enterprise resource planning (ERP) system. The ERP applications will provide visibility into the county's finances through automation and process support for any activity that has a financial impact and provide financial reporting data. The core financial management applications consist of the following modules:

- General Ledger (GL) — The GL records and aggregates the financial impact of transactions in accordance with user-defined classifications. It produces financial accounting reports in accordance with generally accepted accounting principles (GAAP).
- Accounts Payable (AP) — Records and tracks invoices or payments due to suppliers, contractors, etc., and manages the payment of these items.
- Inventory/Asset Management — Tracks the financial value of fixed assets, enabling an auditable "asset register" to be produced. Maintains a history of accounting events that occur during the life of an asset (such as depreciation and revaluation) in accordance with GAAP. It also maintains a physical location of the asset for audit purposes.

In addition to the core financial applications, the following modules are an extension to ensure financial functionality:

- Projects and Grants — The ability to monitor expenditure against projects and grants using expenditure classifications and time periods that differ from those used in the GL but that are immediately reconciled with them. Project and grant systems support project managers (for example, expenditures analyzed by work breakdown structure and life-to-date) while posting financial information from the same transaction to the appropriate GL period and cost codes.
- Treasury and Cash Management (Accounts Receivable) — Functionality to manage currency exposure, hedging and increasingly in-house banking and cash pooling. This functionality provides the cash management capabilities.
- Reporting and analysis capabilities — In addition to the reporting capabilities provided with the modules, users of financial applications expect advanced reporting and analysis capabilities. These include integration with Excel and other desktop reporting capabilities, the ability to perform multidimensional analysis from many perspectives on financial data, and capabilities to create data warehouses based on the financial data model that enable financial data to be analyzed with budget and forecast data.
- Budgeting, payroll, and human resources — A budgeting, payroll, and human resources system that is part of the ERP management suite. This should support common metadata, therefore, allowing data to be imported and exported to other ERP modules.

1.0.1 – RFP Schedule

The following schedule shall be used to direct the course of the RFP. Any changes will be communicated to vendors from the Director of Purchasing of El Paso County.

- Release/Advertise RFP
- Vendor Conference
- RFP Response Due
- RFP Opening
- Vendor Presentation and Demonstration
- Evaluation Committee Recommendations
- Commissioners Court Action to Award

If additional time is required to complete the RFP Opening, the recommendation and award schedules will be delayed.

1.0.2 – Questions and Clarifications

All requests for information concerning this RFP should be directed to the Purchasing Agent:

Mr. Piti Vasquez
Purchasing Agent
El Paso County Purchasing Department
800 East Overland, Room 300
El Paso, Texas 79901

1.0.3. – Non Responsive Proposals

Any proposal that does not directly address the needs of El Paso County as described in the RFP will be considered non-responsive and will not be considered. A proposal that does not prove the vendor's ability to furnish a suitable solution, based on experience and references, as well as response to the detailed systems requirements in the RFP will not be considered.

1.0.4. – Contract / Agreement

The vendor is required to submit the proposed solution, design, terms and conditions for this project. Any agreements must be included in the RFP response package. It is anticipated, and the County reserves the right to do so, that the final contract will be negotiated with the Vendor, once the Vendor is selected. Only until the final negotiation and award, will any contracts or agreements be signed by the County.

1.0.5 – Submittal Information

Vendors must submit one (1) original and four (4) copies of their proposals and one (1) electronic version. All materials submitted in response to this RFP would become the property of El Paso County. Vendors will be aware that El Paso County is a public entity and as such, must abide by the public record laws. Proposals will be kept confidential until the selection process has been completed. At that time, the contents of the proposals become public record and open to inspection by all parties.

The vendor is responsible for all costs incurred in preparing and submitting the vendor's response to the RFP. All costs incurred for the presentation and demonstration of the vendor's recommendation is the responsibility of the vendor.

1.0.6 – Evaluation, Acceptance, Award and Use of Proposal

El Paso County reserves the right to accept or reject any or all proposals. The County reserves the right to use any or all nonproprietary ideas, concepts, or configurations presented in vendors' responses.

The County shall evaluate proposals after they have been determined to be responsive. Proposals must contain all required information to be considered "responsive". Required information includes pricing and required references, compliance with the detailed systems requirements, and any other requirements in this proposal.

Recommendation for award will be to the responder meeting all terms, conditions and specifications and who has submitted the proposal determined to be the most advantageous to the County.

1.0.7 Vendor Conference

Vendors are encouraged to attend, but attendance is not mandatory. All questions and requests for clarifications that have been submitted in writing will be addressed at that conference. Additional questions and requests for clarification may be addressed at the vendor conference. The questions and answers will be forwarded to all vendors that have indicated their plan to respond to the RFP. The County is not responsible for any oral instructions given by any County employees, agents, board members or elected officials concerning this RFP. All questions, responses and changes will be handled through the El Paso County Purchasing Department.

2.0 RFP Response Format

Vendors must address all the information specified under the RFP. All questions must be answered completely in an electronic copy of the document and the five printed copies of the proposal. The detailed systems requirements should be answered in an electronic copy of the spreadsheet document. The County of El Paso reserves the right to verify any information contained in the vendor's RFP response or to request additional information after the RFP response has been received.

Marketing brochures included as part of the main body of the bid response shall not be considered. Such material must be submitted only as attachments and must not be used as a substitute for written responses. The Table of Contents for the RFP responses is as follows:

- Section A – Cover Letter
- Section B – Vendor Business History
- Section C – Vendor References
- Section D – Detailed Systems Requirements
- Section E – Cost Proposal
- Section F – Other Information

3 – Response Format for Proposals

3.1 - Format

Section A – Cover Letter

Section B – Vendor Business History

Section C – Vendor References

Section D – Detailed Systems Requirements

Section E – Cost Proposal

Section F – Other Information

Section A

Cover Letter

The proposal must be accompanied by a cover letter and signed by an individual authorized to bind the proposed entity.

Section B

Vendor Business History

Provide a statement giving a history of your company, how it is organized, and how its available products and resources will be used to meet the county's requirements.

- The company's official name and address. Indicate what type of entity it is (for example, corporation or partnership).
- The name, address and telephone number of the person to receive correspondence, and who is authorized to make decisions or represent the vendor. Please state his or her capacity within the company.
- The number of years the vendor has been in business.
- The number of years' experience the vendor has been providing enterprise resource planning systems to city, county, and public sector entities.
- A description of the vendor's operation; facilities, business and objectives, and the number of employees.
- Audited financial statements for the past three fiscal years--2006, 2007 and 2008. If the vendor is privately held, then this information should be provided under the terms of a nondisclosure agreement.

Section C

Vendor References

The vendor will provide a list of all city, county, and public entities references that are of comparable scope and complexity to the County of El Paso and that have systems similarly configured and have been in operation for at least one year. The county reserves the right to contact any entities and discuss the client's level of satisfaction with the vendor. The vendor shall include the following information for each reference:

1. Name of organization
2. Implementation date
3. Contact name, title, address, and telephone number

Section D

Detailed Systems Requirements

This detailed systems requirements spreadsheet will be used to determine the vendor's general and technical feasibility of the ERP. It is imperative that vendors answer the detailed systems requirements in accordance with the guidelines provided below. Vendors' responses will be validated during the proof-of-concept demonstration. It is also assumed that the vendor will provide full proof of the capabilities declared in the detailed systems requirements. Failure to provide honest responses could be grounds for disqualification from the RFP process.

In the vendor response section, vendors can choose from six options to indicate their compliance with each detailed systems requirement.

Table 2. Detailed Systems Requirements

Rating	Definition
4	Standard. Available in the current release. Software supports this requirement. No customization or modification is required.
3	Available with third-party application. The vendor has established a relationship with a business partner to provide this functionality without customizing or work around. Indicate the name of the application recommended and the number of installs completed.
2	Functionality is provided by the vendor, but it requires customization. The functionality can be accomplished with the vendor's product, but needs customizing or a work around. Identify any areas where modification will affect the application upgrade path.
1	Functionality provided but requires customized integration with a third party vendor. The vendor has established a relationship with a business partner to provide this functionality, but it needs customizing or a work around. Identify any areas where modification will affect the application upgrade path.
0	Functionality is not provided. The software will not meet the requirements.
F	Future release: Requirements will be available in a future release (indicate anticipated time of update: month and year).

Section E

Cost Proposal

The vendor must provide a baseline costs for the ERP system. The software costs and hardware costs should be summarized and presented.

Section F

Other Information

- Enter a proposed timeline for the installation and production of the solution. In addition, identify any periods of unavailability or unusual business activity.
- Product Upgrades and New Version Releases
 - Vendors should describe:
 - The process of new version releases and the application of service packs to the production system
 - The support policy for existing releases (that is, how long are released versions supported and any dependency on previous releases; for example, vendor supports current release and prior versions)
 - The quality assurance/testing processes to follow, to determine whether an upgrade or custom modification is suitable for release
 - The process by which opportunities for system enhancements are identified, screened, programmed, field tested and released to users
 - Whether the upgrade methodology includes a tracking system to report on the status of the upgrade and record problems/bugs
 - How user requests for new functionality are incorporated in the development and release process
- Describe what training of the county's staff is required or recommended to support the implementation and maintenance of the products and services.
- Proof-of-Concept Demonstration. After the initial evaluation phase, a subset of vendors will be required to demonstrate their solutions using specific data from the organization — for executives, project team members, technical staff and selected end users. All vendors selected for the proof-of-concept demonstration will be provided with a sample set of data from the organization's source systems within two weeks of the scheduled demonstration date. The organization will have a key contact for any questions relating to the sample data. Vendors should plan to bring their own computer hardware, software and projection hardware to the demonstration. Network and dial-up connectivity will be provided by the county, if required.

DETAILED SYSTEM REQUIREMENTS MATRIX

Reference Number	Business Requirements	Vendor Response	Comments
	Training/Career Development General Requirements		
TR 1.00	System provides the ability to define user security features including ability to control access and update capabilities based on screen, function, records and data element values.		
TR 2.00	System provides the ability to merge and purge training history based on user-defined criteria.		
TR 3.00	System produces notification conflicts of training schedules, training facilities and registered trainees.		
TR 4.00	System provides ability to establish flexible approval routing/workflow for all training events including requests, approval to attend, completion notices, etc.		
TR 5.00	System provides the ability to maintain the employee training history.		
TR 6.00	System provides the ability to track ADA features associated with training facilities.		
TR 7.00	System provides the ability to match trainee special needs with facility accommodations.		
TR 8.00	System provides the ability to archive training history for breaks in service and reactivate training history upon return.		
TR 9.00	System provides the ability to track and record attendance at mandatory training designed for AA/EEO education.		
TR 10.00	System provides the ability to track and record attendance at the AA/EEO/diversity component of the employee orientation training.		
TR 11.00	System provides the ability to setup and track mentors for designated AA groups as part of a career development initiative.		
TR 12.00	System provides the ability to analyze training participation for designated AA groups as part of adverse impact analysis including amount spent to train minority groups, number of courses offered, minority enrollment and participation and number of hours of training successfully completed.		
TR 13.00	System provides the ability to interface with MS Outlook to calendar training events for invitee or enrollees.		
TR 14.00	System provides the ability to import/export training events and employee training actions to/from the ERP environment.		
TR 15.00	System provides the ability to attach external files to a training course (e.g., class syllabus, lesson plan).		
TR 16.00	System provides the ability to track all training course history.		
TR 17.00	System provides the ability to track all employee training history.		
TR 18.00	System provides the ability to manually update training history and to control which training events are reflected in employee training history.		
	Training Program and Course Development		

DETAILED SYSTEM REQUIREMENTS MATRIX

Reference Number	Business Requirements	Vendor Response	Comments
TR 19.00	System provides support for the functions of training, career development, competencies tracking, testing, licenses, and employee training certifications. At a minimum, the following broad functions will be supported:		
TR 19.01	Creation, tracking and maintenance of training modules (the lowest grouping of items taught - same lesson can belong to more than one class)		
TR 19.02	Creation, tracking, and maintenance of training classes (a group of one or more lessons - same class can belong to more than one course)		
TR 19.03	Creation, tracking and maintenance of training courses (a group of one or more classes - same course can belong to more than one program)		
TR 19.04	Creation, tracking, and maintenance of training programs / curriculums (a group of one or more courses)		
TR 20.00	System provides the ability to track outside training provided by other entities, vendors, and organizations.		
TR 21.00	System provides the ability to track skills, certifications, licenses and Continuing Professional Education (CPE), Continuing Education Units (CEU) and/or Continuing Legal Education (CLE) credits obtained by successful completion of a lesson, class, course, program, or outside training event.		
TR 22.00	System provides the ability to track employee registration and training in classes, courses, programs, and outside training, including Continuing Professional Education (CPE), and/or Continuing Legal Education (CLE) credits.		
TR 23.00	System provides the ability to define a standard education and career development curriculum based on position, skill category, and other criteria. This capability allows supervisors to work with their subordinates to establish a career development plan specific to each particular employee.		
TR 24.00	System provides the ability to produce a course catalog and schedule of training sessions by organization unit.		
TR 25.00	System provides the ability to record prerequisites for courses (other courses, entry exams, certifications, licenses, etc.).		
TR 26.00	System provide the capability of tracking which lessons, classes, courses, programs, and outside training are mandatory. In addition to general lesson, class, course, and training session information, each mandatory training entry includes:		
TR 26.01	Frequency		
TR 26.02	Reason for being mandated		
TR 26.03	Mandating entity / Organization		
TR 27.00	System provides the ability to track inventory of resources needed to design a training course including:		
TR 27.01	Type of room		
TR 27.02	Configuration / layout of room		

DETAILED SYSTEM REQUIREMENTS MATRIX

Reference Number	Business Requirements	Vendor Response	Comments
TR 27.03	Technology needed (computers, network for web cast, printers, etc.)		
TR 27.04	Teaching aids needed		
TR 27.05	Audio / visual and other equipment needed		
TR 27.06	Instructor needs		
TR 27.07	Facility / room capacity		
TR 28.00	System provides the ability to track, at minimum, the following training session attributes:		
TR 28.01	Course identification		
TR 28.02	Course start and end times		
TR 28.03	Course schedule		
TR 28.04	Course prerequisites		
TR 28.05	Course hours/credits		
TR 28.06	Course location (including attached PDF map file)		
TR 28.07	Minimum participation required to receive credit		
TR 28.08	Minimum participation required to run session		
TR 28.09	Maximum session capacity		
TR 28.10	Evaluation (class & instructor)		
TR 28.11	Cost to conduct session (facility, materials, instructors, administration, other costs)		
TR 28.12	Tuition cost (employee, non-employee)		
TR 28.13	Reimbursable cost (to employee)		
TR 29.00	System provides the ability to track multiple training delivery types including:		
TR 29.01	Classroom		
TR 29.02	E-learning / distance learning		
TR 29.03	Web cast		
TR 29.04	Conference		
TR 29.05	Blended		
TR 29.06	Course location (including attached PDF map file)		
TR 29.07	Course eligibility		
TR 29.08	Mandatory or elective		
TR 30.00	System provides for the tracking of the designed training catalog by organization unit.		
TR 31.00	System provides for the entry of user-defined training types such as:		
TR 31.01	Job related		
TR 31.02	Career related		

DETAILED SYSTEM REQUIREMENTS MATRIX

Reference Number	Business Requirements	Vendor Response	Comments
TR 31.03	Personal development		
TR 31.04	Basic supervisory development		
TR 31.05	Other		
Training Needs Assessment			
TR 32.00	System provides the ability to define career development plan, including standard and alternative career paths.		
TR 33.00	System provides the ability to enter and route training requests which are related to training event(s) or courses. Training requests would include:		
TR 33.01	Requestor name, organization unit, number		
TR 33.02	Class title, start and end date, hours, location, number of credits		
TR 33.03	Basis for request (e.g., job related, career related, personal development)		
TR 33.04	Type of training (e.g., AA, technology, supervisory, safety, other)		
TR 33.05	Funding source		
TR 33.06	Estimated course and travel cost		
TR 33.07	Expected value to requestor		
TR 34.00	System provides on-line approval of training requests based on varying levels of security as defined by the department.		
TR 35.00	System provides the ability to analyze training needs or organization units based upon the gap between individual skills and competency or skill requirements by job class or position.		
TR 36.00	System provides the ability to assign training requirements to a job class, position, members of a bargaining unit, organization unit or other user-defined criteria and then assess training needs of individuals within those parameters.		
TR 37.00	System provides the ability to roll up individual training needs to an aggregated level by organization unit to provide input into training program and course development.		
TR 38.00	System provides for the input of training course / program interest for employees and supervisors.		
TR 39.00	System provides the ability to use recorded training interests as a way to market specific programs/courses that address those interests.		
TR 40.00	System provides the ability to convert the training needs assessment into individual employee training plans which get routed electronically for approval.		
TR 41.00	System provides a method to relate individual training plans as goals in the annual performance plan.		
TR 42.00	System provides a method to analyze aggregate training needs based on competency deficiencies, strategic plans, performance assessments, test and evaluation, statutes and policy development and technology platform changes.		
Training Administration			

DETAILED SYSTEM REQUIREMENTS MATRIX

Reference Number	Business Requirements	Vendor Response	Comments
TR 43.00	System provides the ability to track classes and courses needed for career / job progression planning and required prerequisites for employees.		
TR 44.00	System provides the capability to book conference rooms directly or through on-line links to facilities management programs.		
TR 45.00	System provides the ability to monitor enrollment in classes including employees prevented from enrolling due to failure to meet prerequisite requirements and all override capability to relax restriction of enrollment prerequisites.		
TR 46.00	System provides the capability for employees to view and search the course catalog and the schedule of training sessions.		
TR 47.00	System provides the capability to allow mandatory training to be displayed and updated when any individual lesson, class, course, program, or outside training is created and/or updated.		
TR 48.00	System provides the ability to report scheduled training sessions and anticipated attendance list.		
TR 49.00	System provides the ability to calculate the number of training sessions required to train various populations according to flexible criteria and provide results to training coordinators to utilize for flexible scheduling and enrollment.		
TR 50.00	System provides the capability for any module, class, course, or program to be scheduled as a training session. The training session inherits information as appropriate from the referenced module, session, course, or program regardless of whether CEU credits are involved.		
TR 51.00	System supports the creation a training session outline that lists all the lessons, classes, courses, and programs associated with the training session.		
TR 52.00	System allows groups of employees to be associated with a staff development training coordinator for their functional development needs.		
TR 53.00	System allows for designation of instructors to be associated with specific training sessions.		
TR 54.00	System provides the ability to track session wait lists and to sequence wait lists based on registration time and date.		
TR 55.00	System provides the ability to reserve a block of seats in a training session by organization unit.		
TR 56.00	System provides the ability to track employee participation in non-formal training events such as conferences and web casts.		
TR 57.00	System provides the ability to open registration to a filled session if the facility or room configuration changes and notify those on an existing wait list.		
TR 58.00	System provides ability to designate instructors to be associated with a set of lessons / classes / courses / programs.		
TR 59.00	System provides the ability to notify all appropriate training coordinators of a planned training session.		

DETAILED SYSTEM REQUIREMENTS MATRIX

Reference Number	Business Requirements	Vendor Response	Comments
TR 60.00	System provides the ability for the training coordinator or employee supervisor to enroll their employees in a specific training session.		
TR 61.00	System provides for the creation of a wait list when training session maximum enrollment is reached.		
TR 62.00	System provides a list of replacements for the training session roster based on the position of the employee in the wait list queue or other user-specified criteria.		
TR 63.00	System provides for the creation of the appropriate roster for the training session in a predefined modifiable format.		
TR 64.00	System notifies enrollees via email or paper when enrolled in, or wait listed for, a training session.		
TR 65.00	System notifies enrollees via email or paper when a training session is cancelled, postponed, changed or rescheduled.		
TR 66.00	System provides the ability for either the employee's regular training coordinator and/or the training session coordinator to notify employees of confirmed registration or wait listings (one is the sender and the other receives a copy of the email).		
TR 67.00	System provides the ability to link the enrollees' email to a web page for the enrollee to perform various activities such as:		
TR 67.01	Cancel attendance which generates an email via workflow to the employee's training coordinator, the training session coordinator, and the employee's supervisor		
TR 67.02	Ask a question about the training session which generates an email to the training session coordinator		
TR 67.03	Ask a question of their training coordinator which generates an email via workflow		
TR 68.00	System provides the ability to record attendance of an attendee at a training session (lesson, class, course, program, or outside training) in hours.		
TR 69.00	System provides the ability to track attendance of a lesson, class, course, or outside training based upon attendance of a training session inclusive of that lesson, class, or course.		
TR 70.00	System provides the ability to track the grade achieved by an attendee for a lesson, class, course, or outside training based upon grade achieved at a training session inclusive of that lesson, class, course, or outside training.		
TR 71.00	System provides updates to training session roster based on actual attendance at the completion of the training.		
TR 72.00	System provides for automatic update to skills / certifications / licenses of attendees who have met the course completion (time) and grade requirements.		
TR 73.00	System provides the ability to notify the employee's training coordinator and supervisor if actual attendance hours don't match the planned attendance hours (if employee was a no show or missed part of the training session).		

DETAILED SYSTEM REQUIREMENTS MATRIX

Reference Number	Business Requirements	Vendor Response	Comments
TR 74.00	System provides the ability to charge scheduled attendees for no show (without proper cancellation).		
TR 75.00	System provides the ability to setup and generate at least the following customized notification letters (paper and/or email):		
TR 75.01	Wait list notification to employee with copy to manager		
TR 75.02	Closed class notification to employee with copy to manager		
TR 75.03	Confirmation of class notification to employee with copy to manager		
TR 75.04	No-show and cancellation notifications to employee with copy to manager		
TR 76.00	System provides the ability to generate customizable notification forms by user-definable criteria (division for example) at a predefined period of time prior to the start of the training session.		
TR 77.00	System provides the ability to generate labels for mass notification mailings.		
TR 78.00	System provide the ability to record and report planned and actual information based on user defined criteria, for each training session.		
TR 79.00	System provides the ability to notify instructors and enrollees for each training session (via email / paper) of:		
TR 79.01	Location (including PDF map)		
TR 79.02	Logistical requirements		
TR 79.03	Supplies needed		
TR 79.04	Pework		
TR 80.00	System provides the ability for instructors to generate ad hoc notices to registered participants in a scheduled training session.		
TR 81.00	System provides the ability for multiple levels to authorize training requests.		
TR 82.00	System provides a method to record class and instructor evaluation metrics and scores collected at the session or received after the session via email or web-enabled entry.		
TR 83.00	System provides the ability to track training for specific job classification (multiple text entries) for employees.		
TR 84.00	System provides the ability to track qualifications and competencies for specific job classification (multiple text entries), for employees.		
TR 85.00	System provides the ability to track the following information on instructors:		
TR 85.01	Instruction certification by which sessions, courses, or programs		
TR 85.02	Evaluations (material and delivery)		
TR 86.00	System provides support for non-County attendees with functionality including:		
TR 86.01	Enrollment		
TR 86.02	Attendance tracking (by person)		

DETAILED SYSTEM REQUIREMENTS MATRIX

Reference Number	Business Requirements	Vendor Response	Comments
TR 86.03	Identification of the outside attendee's training coordinator (name and contact information)		
TR 86.04	E-mail notifications		
TR 86.05	Billing (flexible rules according to class, course, offering entity, attending entity/organization, etc.)		
TR 86.06	Limitation of number of training session slots available to outside entities / organizations		
TR 86.07	Prioritization of training session slots by outside entity / organization		
TR 86.08	Automatic increase of (or reminder to training session coordinator to increase) number slots available for outside entities / organizations at a predetermined time period prior to the start of the training session		
Training Costs and Receivables			
TR 87.00	System provides for the planning of future training:		
TR 87.01	Programs/courses offered		
TR 87.02	Classes/sessions to be given		
TR 87.03	Number of employees to be trained		
TR 87.04	Projected cost of training (internal and external costs)		
TR 87.05	Opportunity cost of employees attending training		
TR 87.06	Source of funding		
TR 87.07	Track actuals against plan		
TR 88.00	System provides the capability to track and report direct costs for training including costs for training instructor(s) (whether staff time or contractor-provided), venue cost, travel expenses, materials, etc. by individual, course, chart of accounts, for user defined time periods.		
TR 89.00	System provides the capability to track and report indirect costs for training including employee time by classification, hourly cost linked to a salary table, etc. by individual, course, chart of accounts, etc..		
TR 90.00	System provides the capability to track and report budget and statistical information such as fund, revenue source, no. of persons per workshop, date of workshop, priority rating, training date, justification statements, organization, program, etc..		
TR 91.00	System provide the capability to summarize varying levels of chart of account codes such as organization, expenditure, and fund levels, etc..		
TR 92.00	System provides support for the Tuition Reimbursement program including:		
TR 92.01	Courses enrolled in / completed		
TR 92.02	Units enrolled in / completed		
TR 93.00	System provides support for the Training Reimbursement program including:		

DETAILED SYSTEM REQUIREMENTS MATRIX

Reference Number	Business Requirements	Vendor Response	Comments
TR 93.01	Courses enrolled in / completed		
TR 93.02	Units enrolled in / completed		
TR 93.03	Books, supplies, other materials		
TR 93.04	Travel		
TR 94.00	System provides the ability to track situations where employees are required to maintain employment for a certain period of time after the completion of training and notify designated personnel when employee terminates prior to the time period.		
Query Requirements			
TR 95.00	System provides on-line inquiry screens that display training budget and financial information, with appropriate security.		
TR 96.00	System allows employees and non-employees to query all classes, courses, programs, and outside training:		
TR 96.01	They have completed, with test scores and dates		
TR 96.02	In which they have enrolled		
TR 96.03	That teach / impart a specific skill or certification		
TR 96.04	Needed for career / job / level of certification progression (classes and courses to address a skills / certification gap)		
TR 97.00	System provides the ability for instructors to access information regarding classes they taught or are scheduled to teach.		
TR 98.00	System allows flexible queries and analysis of session, class, course, program and outside training information including:		
TR 98.01	Offerings (training sessions)		
TR 98.02	Attendance		
TR 98.03	Costs		
TR 98.04	Over periods of time		
TR 99.00	System allows flexible queries and analysis of training, competency, skill, license, and certification gaps.		
Reporting Requirements			
TR 100.00	System provides the ability to produce detailed and summary ad-hoc and regularly scheduled reports utilizing user defined criteria.		
TR 101.00	System provides the ability to produce certificate of training completion for those successfully completing a session.		
TR 102.00	System produces the following training reports:		
TR 102.01	Employee training history transcripts		
TR 102.02	Training session class rosters		
TR 102.03	Training needs assessment by competency, skill and organization unit		

DETAILED SYSTEM REQUIREMENTS MATRIX

Reference Number	Business Requirements	Vendor Response	Comments
TR 102.04	Training costs by organization unit		
TR 102.05	Training event history (sessions offered, attendees trained and locations used by course/program)		
Employee Self Service (ESS)			
TR 103.00	System provides the ability for employees to request training.		
TR 104.00	System provides the ability for employees to view and search the course catalog and schedule of training sessions.		
TR 105.00	System allows employees to print their own training record; including classes:		
TR 105.01	They have completed, with test scores, hours/credits and dates		
TR 105.02	In which they have enrolled		
TR 105.03	That teach / impart a specific skill, competency or certification		
TR 105.04	Needed for career / job / level of certification progression (classes and courses to address a skills / certification gap)		

COUNTY OF EL PASO, TEXAS

CERTIFICATIONS REGARDING LOBBYING, DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; DRUG-FREE WORKPLACE REQUIREMENTS; FEDERAL DEBT STATUS, AND NONDISCRIMINATION STATUS AND IMPLEMENTING REGULATIONS*

Instructions for the certifications:

General Requirements

The County of El Paso, Texas is required to obtain from all applicants of federal funds or pass-through certifications regarding federal debt status, debarment and suspension, and a drug free workplace. Institutional applicants are required to certify that they will comply with the nondiscrimination statutes and implementing regulations.

Applicants should refer to the regulations cited below to determine the certifications to which they are required to attest. Signature of the form provides for compliance with certification requirements under 21 CFR part 1405, "New Restrictions on Lobbying," 21 CFR part 1414, Government wide Debarment and Suspension (Non procurement), Certification Regarding Federal Debt Status (OMB Circular A-129), and Certification Regarding the Nondiscrimination Statutes and Implementing Regulations. The certifications shall be treated as a material representation of fact upon which reliance will be placed when the County of El Paso determines to award the covered cooperative agreement

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented in 21 CFR part 1405, for persons entering into a cooperative agreement over \$100,000, as defined at 21 CFR Part 1405, the applicant certifies that;

(a) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement,

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

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

1. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

As required by Executive Order 12549, Debarment and Suspension and implemented at 21 CFR Part 1404, for prospective participants in primary covered transactions

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or and a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State, or local) transaction or contract under a public transaction violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to the application.

2. DRUG-FREE WORKPLACE

As required by the Drug Free Workplace Act of 1988, and implemented at 21 CFR Part 1404 Subpart F.

A. The applicant certifies that it will or will continue to provide a drug free workplace by:

(a). Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the applicant's workplace and specifying the actions that will be taken against employees for violations of such prohibition;

(b) Establishing an on-going drug free awareness program to inform employees about:

(1) The dangers of drug abuse in the workplace;

(2) The applicant's policy of maintaining a drug free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violation occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee must

- (1) Abide by the terms of the statement; and
- (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such convictions. Employers of convicted employees must provide notice including position title, to: The County of El Paso, Texas, 500 East San Antonio Street, Suite 406, El Paso, Texas 79901. Notice shall include the identification number of each affected grant

(f) Taking one of the following actions within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:

- (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
- (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal State, or local health, law enforcement, or other appropriate agency

(g) Making a good faith effort to continue to maintain a drug free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

3. CERTIFICATION REGARDING FEDERAL DEBT STATUS (OMB Circular A-129)

The Applicant certifies to the best of its knowledge and belief, that it is not delinquent in the repayment of any federal debt.

4. CERTIFICATION REGARDING THE NONDISCRIMINATION STATUTES AND IMPLEMENTING REGULATIONS

The applicant certifies that it will comply with the following nondiscrimination statutes and their implementing regulations: (a) title VI of the Civil right Act of 1964 (42 U.S.C. 2000D et seq.) which provides that no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of or be otherwise subjected to discrimination under any program or activity for which the applicant received federal financial assistance; (b) Section 504 of the rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of handicap in programs and activities receiving federal financial assistance; (c) title IX of the Education Amendments of 1972m as amended (20 U.S.C. 1981 et seq.) which prohibits discrimination on the basis of sex in education programs and activities receiving federal financial assistance; and (d) the Age Discrimination Act of 1975, and amended (42 U.S.C. 6101 ec seq.) which prohibits discrimination on the basis of age in programs and activities receiving federal financial assistance, except that actions which reasonably take age into account as a factor necessary for the normal operation or achievement of any statutory objective of the project or activity shall not violate this statute.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

Business Name

Date

Name of Authorized Representative

Signature of Authorized Representative

COUNTY OF EL PASO PURCHASING DEPARTMENT

MDR Building, 800 E. Overland
ROOM 300, EL PASO, TEXAS 79901
(915) 546-2048, FAX: (915) 546-8180

PITI VASQUEZ, PURCHASING AGENT
JOSE LOPEZ, JR. ASST. PURCHASING AGENT
LUCY BALDERAMA, INVENTORY BID TECHNICIAN

PROPOSAL CONDITIONS

This is the only approved instruction for use on your invitation to bid. Items below apply to and become a part of the terms and conditions of the bid.

1. BY SUBMITTING A PROPOSAL, EACH BIDDER AGREES TO WAIVE ANY AND ALL CLAIMS IT HAS OR MAY HAVE AGAINST THE COUNTY OF EL PASO, AND ITS OFFICERS, AGENTS AND EMPLOYEES, ARISING OUT OF OR IN CONNECTION WITH: THE DOCUMENTS, PROCEDURES, ADMINISTRATION, EVALUATION, OR RECOMMENDATION OF ANY PROPOSAL; THE WAIVER BY EL PASO COUNTY OF ANY REQUIREMENTS UNDER THE PROPOSAL DOCUMENTS OR THE CONTRACT DOCUMENTS; THE ACCEPTANCE OR REJECTION OF ANY PROPOSAL; AND THE AWARD OF THE CONTRACT.
2. Proposal must be in the Purchasing Department **BEFORE** the hour and date specified. Faxed proposals will not be accepted.
3. Late proposals properly identified will be returned to bidder unopened. Late proposals will not be considered under any circumstances.
4. All proposals are for new equipment or merchandise unless otherwise specified (merchandise only).
5. Quotes F.O.B. destination. If otherwise, show exact cost to deliver (merchandise only).
6. Proposal unit price on quantity specified-extend and show total. In case of error in extension, unit prices shall govern. RFP subject to unlimited price increases will not be considered.
7. Proposals must give full firm name and address of offeror. Failure to manually sign the proposal will disqualify it. Person signing should show title or authority to bind his firm in a contract.
8. No substitutions or cancellations permitted without written approval of County Purchasing Agent for merchandise.
9. The County reserves the right to accept or reject all or any part of the proposal, waive minor technicalities and award the proposal to the lowest responsible proposer. The County of El Paso reserves the right to award by item or by total proposal. Prices should be itemized.
10. RFP \$100,000.00 and over, the proposer shall furnish a certified cashiers check made payable to the County of El Paso or a good and sufficient bid bond in the amount of 5% of the total contract prices and execute with a surety company authorized to do business in the State of Texas. The bid bond must be included with the bid at the time of the opening.
11. This is a quotation inquiry only and implies no obligation of the part of the County of El Paso.
12. The County of El Paso reserves the right to reject any proposal due to failure of performance on

deliveries. The County Purchasing Agent will justify this.

13. Brand names are for descriptive purposes only, not restrictive (merchandise only).
14. The County of El Paso is an Equal Opportunity Employer.
15. Any proposal sent via express mail or overnight delivery service must have the RFP number and title clearly marked on the outside of the express mail or overnight delivery service envelope or package. Failure to clearly identify your proposal may be cause for disqualification.
16. PURSUANT TO TEXAS GOVERNMENT CODE SECTION 2253.021, A PRIME CONTRACTOR WHO IS AWARDED A PUBLIC WORKS CONSTRUCTION CONTRACT SHALL, PRIOR TO BEGINNING THE WORK, EXECUTE TO THE COUNTY:
 - 1) A PERFORMANCE BOND, IN THE FULL AMOUNT OF THE CONTRACT, IF THE CONTRACT IS IN EXCESS OF \$100,000; AND
 - 2) A PAYMENT BOND, IN THE FULL AMOUNT OF THE CONTRACT, IF THE CONTRACT IS IN EXCESS OF \$25,000.
17. PURSUANT TO TEXAS LOCAL GOVERNMENT CODE SECTION 262.032(b), ANY SUCCESSFUL BIDDER WHO IS AWARDED ANY CONTRACT IN EXCESS OF \$50,000 MAY BE REQUIRED TO EXECUTE A PERFORMANCE BOND TO THE COUNTY. SAID BOND SHALL BE IN THE FULL AMOUNT OF THE CONTRACT AND MUST BE FURNISHED WITHIN 30 DAYS AFTER THE DATE A PURCHASE ORDER IS ISSUED OR THE CONTRACT IS SIGNED AND PRIOR TO COMMENCEMENT OF THE ACTUAL WORK. ANY PERFORMANCE BOND REQUIRED PURSUANT TO THIS SECTION SHALL BE NOTED IN THE ATTACHED DETAILED BID SPECIFICATIONS OR SCOPE OF WORK. THIS SECTION DOES NOT APPLY TO A PERFORMANCE BOND REQUIRED BY CHAPTER 2253, TEXAS GOVERNMENT CODE.
18. "Beginning January 1, 2006, in order to implement HB 914 (adding new Local Government Code Chapter 176), ALL VENDORS MUST SUBMIT A CONFLICT OF INTEREST QUESTIONNAIRE (Form CIQ) disclosing its affiliations and business relationships with the County's Officers (County Judge and Commissioners Court) as well as the County employees and contractors who make recommendations for the expenditure of County funds. The names of the County Officers and of the County employees and contractors making recommendations to the County Officers on this contract are listed in the Specifications.

THE CONFLICT OF INTEREST QUESTIONNAIRE MUST BE FILED WITH THE COUNTY CLERK AND A COPY OR PROOF OF FILING MUST BE ATTACHED TO THE BIDDER'S RESPONSE SUBMITTED TO THE PURCHASING DEPARTMENT.

Bidders should be aware that this bidding condition is not intended to cover or to advise you about all situations in which Local Government Code Chapter 176 would require you to file a Form CIQ. You should consult your private attorney with regard to the application of this law and your compliance requirements. Failure to comply is punishable as a Class C misdemeanor.

NOTICE:

ALL COMMUNICATIONS BY A VENDOR TO THE COUNTY, ITS OFFICIALS, AND DEPARTMENT HEADS REGARDING THIS PROCUREMENT SHALL BE DONE THROUGH THE EL PASO COUNTY PURCHASING DEPARTMENT. **THE EL PASO COUNTY CODE OF ETHICS PROHIBITS ALL PRIVATE COMMUNICATION BETWEEN VENDORS AND CERTAIN COUNTY OFFICIALS AND EMPLOYEES AS DESCRIBED BELOW:**

No vendor, its representative, agent, or employee shall engage in private communication with a member of the El Paso County Commissioners Court or county department heads regarding any procurement of goods or services by the County from the date that the bid, RFP, or RFQ is released. No private communication regarding the purchase shall be permitted until the procurement process is complete and a purchase order is granted or a contract is entered into. Members of the commissioners court are required to make a reasonable effort to inform themselves regarding potential procurements and have a duty to inquire of vendors, their representatives or employees, the nature of any private communication being sought prior to engaging in any communication. "Private Communication" means communication with any vendor outside of a posted meeting of the governing body, a regular meeting of a standing or appointed committee, or a negotiation with a vendor which has been specifically authorized by the governing body.

Health Insurance Benefits Provided By Bidder

Consideration of Health Insurance Benefits*

1. Do you or your subcontractor(s) currently offer health insurance benefits to your employees?

If so, please describe those health insurance benefits that you or your subcontractor(s) currently provide/offer to your employees.

2. What percentage, if any, of your of your subcontractor's employees are currently enrolled in the health insurance benefits program?

El Paso County may consider provision of health insurance benefits as part of the overall "best value" determination. Failure to provide health insurance benefits will not disqualify you from participating in this bid selection process.

Business Name

Date

Name of Authorized Representative

Signature of Authorized Representative

* This page must be included in all responses.



COUNTY OF EL PASO
County Purchasing Department
800 E. Overland, RM 300
El Paso, Texas 79901
(915) 546-2048
(915) 546-8180 Fax

RE: RFP #09-041, RFP - Enterprise Resource Planning System (ERP)

Dear Vendor:

As of January 1, 2006, the Texas Local Government Code Chapter 176 requires all vendors and potential vendors who contract or seek to contract for the sale or purchase of property, goods, or services with any local government entity to complete and submit a Conflicts of Interest Questionnaire. A copy of the requirements regarding vendors is attached. Also attached is a copy of the Questionnaire which needs to be filed and was prepared and approved for statewide use by the Texas Ethics Commission.

In filing out the Questionnaire, the following are the County Officers that will award the bid and the employees which will make a recommendation to the Commissioners Court:

County Officers: County Judge Anthony Cobos
Commissioner Anna Perez
Commissioner Veronica Escobar
Commissioner Willie Gandara, Jr.
Commissioner Dan Haggerty

County Employees: Piti Vasquez, Purchasing Agent
Jose Lopez, Jr., Assistant Purchasing Agent
Peter Gutierrez, Buyer II
Linda Gonzalez, Inventory Bid Technician
Lucy Balderama, Inventory Bid Technician
Edward A. Dion, County Auditor
Wallace Hardgrove, Budget & Finance Manager
Teresa Molinar, Operations Manager
Art Armas, Director, ITD
Peter Cooper, Chief Tech Officer
Betsy Keller, Director, HR
Liza Reyes, Assistant Director, HR
Yvette Olivas, Budget Supervisor
Victor Perez, Accounts Payable Supervisor
Sylvia Pacheco, Internal Auditor Supervisor
James Utterback, Cash Management & Debt. Service Supervisor
Imelda Gaytan, Payroll Supervisor
Luis Martinez, Treasury Supervisor
Donna Teague, Grant Supervisor
Rene Camarillo, Business Applications Project Manager

Please note that the state law requires that the Questionnaire be filed with the **COUNTY CLERK** no later than **the 7th business day after submitting an application, response to an RFP, RFQ or bid** or any other writing related to a potential agreement with the County. Failure to file the questionnaire within the time provided by the statute is a Class C misdemeanor

COUNTY OF EL PASO PURCHASING DEPARTMENT

PITI VASQUEZ, PURCHASING AGENT
JOSE LOPEZ, JR. ASST. PURCHASING AGENT
LUCY BALDERAMA, INVENTORY BID TECHNICIAN

MDR BUILDING, 800 E. OVERLAND
ROOM 300, EL PASO TEXAS 79901
(915)546-2048, FAX (915)546-81

Instructions: Conflict of Interest Form (CIQ)

- **Please complete CIQ Form whether or not a conflict exists.**
- **Box #1 All Vendors** Must Print Clearly their names and company name.
- **Box #2** If the vendor has already filed a CIQ for the current year and is updating (filing a new one) due to changes on bid, please check box. If this is the first time within the current year that the vendor is submitting a CIQ, then do not check this box.
- **Box #3** If you are filing a disclosure of conflict of interest, meaning that you do have a relationship with someone listed on the page prior to the CIQ form on your BID, RFP, RFQ, or RFI, then you must print the name of the person whom you have a business relationship with.
- If you answer **yes** to any of the following: **Item A, B, C** you have a conflict and must disclose on this form.
- **Item D** List the type of relationship and what department in the local government the person you have listed in **Box #3**.
- **Box #4** Please have the person that is named on **Box# 1**, sign and date in this box. We request a contact number in case there are any questions or form is missing information. This is a courtesy to you.
- It is the vendor's responsibility to submit the CIQ document number provided by the County Clerk's to the Purchasing Department.
- Please note that the state law requires that the Questionnaire be filed with the COUNTY CLERK no later than the 7th business day after submitting an application, response to an RFP, RFQ, RFI or bid or any other writing related to a potential agreement with the County. Failure to file the questionnaire within the time provided by the statute is a Class C misdemeanor.
- File a completed Conflict of Interest Questionnaire (Form CIQ) with the El Paso County Clerk in person or by mail to 500 E. San Antonio, Suite 105, El Paso, TX 79901 or by fax to 915-546-2012 the attention of the County Clerks office.
- If filing by fax use your fax confirmation (date/time) for your records. To obtain a copy/CIQ document number go to our website at www.epcounty.com, click on public records, click on to Official Public Records - Deeds of Trust, Liens and other public documents (County Clerk), type in the name of your company, on Style: scroll to CIQ-Conflict INT. QUESTIONNAIRE, and click on Search. It will be available on the web-site approximately 5 to 10 business days. Please fax a copy to The Purchasing Department at (915) 546-8180. If you have not yet placed it in your Bid, RFP, RFQ, RFI.
- If you have any questions, please call Lucy Balderama at 915-543-3887 or Linda Gonzalez at 915-545-2195

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

FORM CIQ

OFFICE USE ONLY

This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person 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 person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.

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

Date Received

RFP # 09-041

1 **Name of person 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 the originally filed questionnaire becomes incomplete or inaccurate.)

3

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

Name of Officer

This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?

Yes No

B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

Yes No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

Yes No

D. Describe each employment or business relationship with the local government officer named in this section.

Signature of person doing business with the governmental entity

Date

Tex. Local Gov't Code § 176.006 (2005)

§ 176.006. Disclosure Requirements for Vendors and Other Persons; Questionnaire

(a) A person described by Section 176.002(a) shall file a completed conflict of interest questionnaire with the appropriate records administrator not later than the seventh business day after the date that the person:

(1) begins contract discussions or negotiations with the local governmental entity; or

(2) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential agreement with the local governmental entity.

(b) The commission shall adopt a conflict of interest questionnaire for use under this section that requires disclosure of a person's affiliations or business relationships that might cause a conflict of interest with a local governmental entity.

(c) The questionnaire adopted under Subsection (b) must require, for the local governmental entity with respect to which the questionnaire is filed, that the person filing the questionnaire:

(1) describe each affiliation or business relationship the person has with each local government officer of the local governmental entity;

(2) identify each affiliation or business relationship described by Subdivision (1) with respect to which the local government officer receives, or is likely to receive, taxable income from the person filing the questionnaire;

(3) identify each affiliation or business relationship described by Subdivision (1) with respect to which the person filing the questionnaire receives, or is likely to receive, taxable income that:

(A) is received from, or at the direction of, a local government officer of the local governmental entity; and

(B) is not received from the local governmental entity;

(4) describe each affiliation or business relationship with a corporation or other business entity with respect to which a local government officer of the local governmental entity:

(A) serves as an officer or director; or

(B) holds an ownership interest of 10 percent or more;

(5) describe each affiliation or business relationship with an employee or contractor of the local governmental entity who makes recommendations to a local government officer of the local governmental entity with respect to the expenditure of money;

(6) describe each affiliation or business relationship with a person who:

(A) is a local government officer; and

(B) appoints or employs a local government officer of the local governmental entity that is the subject of the questionnaire; and

(7) describe any other affiliation or business relationship that might cause a conflict of interest.

(d) A person described by Subsection (a) shall file an updated completed questionnaire with the appropriate records administrator not later than:

(1) September 1 of each year in which an activity described by Subsection (a) is pending; and

(2) the seventh business day after the date of an event that would make a statement in the questionnaire incomplete or inaccurate.

(e) A person is not required to file an updated completed questionnaire under Subsection (d)(1) in a year if the person has filed a questionnaire under Subsection (c) or (d)(2) on or after June 1, but before September 1, of that year.

(f) A person commits an offense if the person violates this section. An offense under this subsection is a Class C misdemeanor.

(g) It is a defense to prosecution under Subsection (f) that the person filed the required questionnaire not later than the seventh business day after the date the person received notice of the violation.

Tex. Local Gov't Code § 176.001 (2005)

§ 176.001. Definitions

In this chapter:

(1) "Commission" means the Texas Ethics Commission.

(2) "Family member" means a person related to another person within the first degree by consanguinity or affinity, as described by Subchapter B, Chapter 573, Government Code.

(3) "Local governmental entity" means a county, municipality, school district, junior college district, or other political subdivision of this state or a local government corporation, board, commission, district, or authority to which a member is appointed by the commissioners court of a county, the mayor of a municipality, or the governing body of a municipality. The term does not include an association, corporation, or organization of governmental entities organized to provide to its members education, assistance, products, or services or to represent its members before the legislative, administrative, or judicial branches of the state or federal government.

(4) "Local government officer" means:

(A) a member of the governing body of a local governmental entity; or

(B) a director, superintendent, administrator, president, or other person designated as the executive officer of the local governmental entity.

(5) "Records administrator" means the director, county clerk, municipal secretary, superintendent, or other person responsible for maintaining the records of the local governmental entity.

COUNTY OF EL PASO, TEXAS

Check List

**RFP - Enterprise Resource Planning System (ERP)
RFP #09-041**

THIS CHECKLIST IS PROVIDED FOR YOUR CONVENIENCE

_____ Responses should be delivered to the County Purchasing Department by 2:00 p.m., Wednesday, June 3, 2009. Did you visit our website (www.epcounty.com) for any addendums?

_____ Did you sign the Bidding Schedule?

_____ Did you sign the “Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Federal Debt Status, and Nondiscrimination Status And Implementing Regulations” document?

_____ Did you sign the “Consideration of Insurance Benefits” form?

_____ Did you file a copy of the completed Conflict of Interest Questionnaire (Form CIQ) with the El Paso County Clerk (in person or by mail to 500 E. San Antonio, Suite 105, El Paso, TX 79901 or by fax to 915-546-2012 attention Joann) and write the confirmation number given as proof of filing on your bidding schedule? Please include the completed and signed form with your response whether a relationship exists or not.

_____ If your bid totals more than \$100,000, did you include a bid bond?

_____ **Did you provide one original, four (4) copies & (1) CD copy of your response.**