



ALAMO RMA

Alamo Regional Mobility Authority

"Moving people faster"

Request For Qualifications

To Provide Professional Auditing Services

To The Alamo Regional Mobility Authority

RFQ Issue Date:	February 10, 2012
Questions Due:	March 6, 2012 – 3:00 PM
Responses Due:	March 9, 2012
Submittals Due:	March 15, 2012 – 3:00 PM
Selection Date:	May 10, 2012

**ALAMO REGIONAL MOBILITY AUTHORITY
REQUEST FOR QUALIFICATIONS ("RFQ")
FOR PROFESSIONAL AUDITING SERVICES**

GENERAL

The Alamo Regional Mobility Authority (the "Alamo RMA"), a body politic and corporate and a political subdivision of the State of Texas, established pursuant to the request of Bexar County, Texas and approval of the Texas Transportation Commission and governed pursuant to the provisions of Texas Transportation Code, Chap. 370 (the "Chapter 370"). It is a local transportation authority authorized to build, operate, and maintain roads and other transportation projects.

The Alamo RMA is releasing this Request for Qualifications ("RFQ") to solicit proposals from interested and qualified certified public accounting firms to provide annual financial audit services to the Alamo RMA as required by applicable statutes. The Alamo RMA utilizes Sage MIP Fund Accounting Software with software modules currently being used which include general ledger, accounts payable, accounts receivable, bank reconciliation, budget management, fixed assets, and payroll. The payroll function is performed by a third party payroll service provider. The organization maintains a modified accrual based accounting. The financial system uses both online real-time entry and batch processing. The Alamo RMA's Chief Financial Officer and Comptroller are responsible for system security, backups and installing vendor up-grades.

The audit services will be performed in conformity with auditing standards and accounting principles generally accepted in the United States of America, and shall be provided in accordance with all auditing requirements of regional mobility authorities in Texas, including but not limited to:

- (i) Governmental Accounting Standard Board (GASB),
- (ii) the standards set forth for financial audits in the General Accounting Office's Government Auditing Standards,
- (iii) the provisions of the Federal Single Audit Act of 1984 and subsequent amendments,
- (iv) the U.S. Office of Management and Budget (OMB) Circular A-133, A-87,
- (v) the State of Texas Single Audit Circular, and
- (vi) all other applicable rules, guidelines and statutes, each as may be applicable to the Alamo RMA and its auditors.

The selected firm(s) shall, at a minimum, provide a presentation on the auditing services completed and the resulting financial statements to the Alamo RMA's Finance Committee and Board of Directors, as requested.

This RFQ represents a competitive process for qualified firms to provide annual financial audit services. The process of competitive negotiations being used should not be confused with competitive sealed bidding where goods and services can be precisely described and price is generally the determining factor. To enable the Alamo RMA to best evaluate each firm's proposal, it is recommended that firms **do not** submit joint proposals. The Alamo RMA will consider the terms and conditions for the performance of services, including the type and cost of services to be provided, and will select the firm or firms offering a proposal deemed most advantageous to the Alamo RMA. The Alamo RMA intends to enter into contract negotiations with the selected firms. These negotiations could include any aspect of services and fees. If an agreement is not finalized in a reasonable period of time, the Alamo RMA will open negotiations with the next ranked firm. Final selection and approval is subject to Alamo RMA Board approval.

Upon completion of the procurement process outlined herein, the Alamo RMA may enter into an agreement with the selected firm(s) to provide annual auditing services for the Alamo RMA's fiscal years

ending September 30, 2012, 2013 and 2014. The Alamo RMA reserves the right to extend the term of this contract for two (2) additional one-year terms subject to the satisfactory negotiation of terms and approval by the Alamo RMA Board of Directors.

ALAMO RMA PROJECTS

The Alamo RMA has a number of active projects underway at the present time. The Alamo RMA is preparing environmental documents for US 281 North Project and Loop 1604 Project, is constructing the four southern direct connectors at US 281North/Loop 1604 Interchange with State and Federal funds, coordinating with TxDOT on the I-35 Planning and Environmental Linkages Study, and conducting a traffic and revenue study for US 281 North and Loop 1604. Additional project details and general information on the Alamo RMA and its proposed projects may be found at the Alamo RMA's website: www.alamorma.org.

SCOPE OF SERVICES

1. **Independent Auditor's Report:** Report on the fair presentation of the financial statements in conformity with generally accepted accounting principles based upon the audit of the basic financial statements of the Alamo RMA. The other supplementary information, if applicable, including combining schedules and additional budgetary comparison schedules, which are not a required part of the basic financial statements. However, the auditor is to provide an "in-relation-to" report on the combining and individual fund financial statements and supporting schedules. The information presented shall be based on the auditing procedures applied during the audit of the basic financial statements.
2. **Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards:** Report identifying any deficiencies in internal control over financial reporting that are considered to be significant deficiencies including control deficiencies, significant deficiencies and material weaknesses as defined by Statements on Auditing Standards No. 112.
3. **Independent Auditor's Report on Compliance with Requirements Applicable to Each Major Program and Internal Control over Compliance in Accordance with OMB Circular A-133:** Report on compliance with requirements described in the U.S. Office of Management and Budget (OMB) Circular A-133, Compliance Supplement applicable to the Alamo RMA's projects that may be funded through federal programs.
4. **Management Letter:** Report summarizing certain matters required by professional standards to be communicated to the Executive Director to include findings, statements, observations, opinions, comments and recommendations related to the Alamo RMA's system of internal control based upon the auditors' understanding of the control structure and assessment of control risk; compliance with applicable laws and regulations; and accounting systems, functions, procedures and processes.
5. **Report on Conduct of Audit:** Description of auditor responsibilities, commentary on significant accounting policies, accounting estimates, correct and uncorrected misstatements, disagreements with management, consultation with other independent accountants, major issues discussed with management, difficulties encountered in performing the audit and other pertinent information.
6. **Supplemental Reports/Studies:** Reports on other audits or agreed-upon procedures as may be required from time-to-time and agreed to in writing prior to beginning such work. An example of such work is audited financial statements for periods that may cover six to eleven months of operations. Such shortened audited financial statements may be required by

interested third parties such as bond rating agencies and investors. Also, in this category is review and permitted use of audited statements that may be included in Alamo RMA debt offerings.

7. **Consultation:** Consultation as may be required from time-to-time pertaining to, but not limited to, capital asset accounting, internal controls, computation of indirect costs, allocation of indirect costs, allocation of costs to capital projects, and other matters as they may arise.

PROPOSAL CONTENT

Provide an executive summary (no longer than two (2) pages in length) summarizing the key components of the Proposer's qualifications and responses to this RFQ. The Executive Summary will NOT be included in the twenty (20) page limit.

A. General Firm and Contact Information

- (1) Brief history and general description of the firm.
- (2) Name, address, telephone number, e-mail address, and title of the individual providing the submittal for the firm and to whom questions or requests for additional data should be directed.
- (3) Firm's corporate address.

B. Experience and Qualifications

- (1) Firm's experience and assigned individuals' qualifications and experience in providing professional governmental auditing services to toll road authorities, agencies or organizations similar in size and scope to the Alamo RMA.
 - (a) Please provide an organizational chart identifying key project management and lead personnel for both the firm and any anticipated outside entities that will provide support, including position titles, relevant areas of project responsibility and identification of the individual in charge of day-to-day management of the Alamo RMA's audit.
 - (b) For the individuals identified above, please provide detailed information on the individuals' experience with governmental auditing services. Such information may be provided as appendices via résumés.
 - (c) In the event of a firm's selection, any subsequent changes to significant personnel identified per the provisions noted above must be provided in writing to the Alamo RMA for prior review and approval.
- (2) Brief description of the firm's understanding of the services to be provided and the approach to be utilized to provide such services. Such description should include your firm's overall audit approach for the Alamo RMA, including the proposed use of any outside entities upon whose work will be relied upon to complete the requested auditing services; including the percentage, if any, of the use of any such outside entities. However, this narrative should also describe the firm's methodology and approach to solutions anticipated in order to perform the services requested. Include in this description the time requirement and methodology employed to prepare interim period audited financial statements, and review and approval process to included audited financials in debt offerings.
- (3) Describe the availability of assigned Partner/senior level accountant, senior auditor/project manager, and field auditors.
- (4) Describe your firm's resources that would be available to the Alamo RMA such as information and expertise in capital project accounting, indirect cost accounting, bond financing, GASB 34, GASB 54, and other GASB statements.

- (5) Describe your assigned personnel's availability for consultation services and how such time and service is incorporated into your fee structure.
- (6) Describe your firm's and assigned individual's experience with bond rating agencies, investors, Official Statements, and bond issuances.
- (7) Provide the level and types of insurance carried, including the deductible amount, to cover errors and omissions, improper judgments, or negligence.
- (8) Disclose any issues that could present a real or perceived conflict of interest, as well as any pending investigation of the firm or enforcement or disciplinary actions taken within the past three (3) years by any regulatory bodies. See also "CONFLICTS OF INTEREST" below.
- (9) Disclose any prior or pending litigation, either civil or criminal, involving a governmental agency or which may affect the performances of the services to be rendered in which the firm, any of its employees or related entities, sub-consultants or subcontractors is or has been involved in within the last three years.
- (10) List at least three (3) governmental references that the Alamo RMA would be allowed to contact related to the completion of a recent audit. For such references, please provide the agency name, location and a brief description of such auditing services. Further, please provide a contact name, with her or his title, address and telephone number. The Alamo RMA reserves the right to independently contact other references.
- (11) Provide such additional information as may be useful in understanding the firm's working procedures, including quality assurance processes.

C. Fee Information

- (1) The selection of the highest qualified firm shall be made on the demonstrated competence and qualifications identified through an evaluation of the firm's response to this RFQ. However, this RFQ requires the submittal of fee information, in the event a firm is identified as the highest qualified proposer.
- (2) In a separate, sealed envelope, provide a fee schedule for providing the services outlined in this RFQ for the original term and two option periods. This separate, sealed information will not be evaluated by the Alamo RMA in the selection of the highest qualified firm.
- (3) Provide a description of the firm's cost control procedures.

D. Texas Presence and DBE Utilization

Indicate whether the Respondent is a disadvantaged business enterprise ("DBE") and if so, provide supporting documentation including evidence of certification through the Texas Unified Certification Program. The Alamo RMA has received, or will receive, federal financial assistance and as a condition of receiving this assistance, the Alamo RMA has signed an MOU with TxDOT assuring that it will comply with 49 CFR Part 26 for its Disadvantaged Business Enterprises ("DBE") Program. The Alamo RMA's current DBE participation goal is 12.2%. It is the intent of the Alamo RMA to encourage the participation of DBEs, minorities, and women in all facets of the Alamo RMA's activities. To this end, the extent to which DBEs, minorities, and women participate in the ownership, management and professional work force of a firm will be considered by the Alamo RMA in the selection of the respondent. All responses shall be in compliance with the Alamo RMA DBE policy which may be reviewed at www.alamorma.org. Each respondent shall include a statement that it has read, understands and will comply with the policy. The Alamo RMA at its sole discretion may select more than one firm through the evaluation and selection process and

may create teams of firms mutually agreeable to the proposers that best serves the interest of the Alamo RMA.

EVALUATION CRITERIA AND SCORING

The Evaluation Committee will evaluate proposals according to the aforementioned criteria discussed above. A total of 100 points will be scored.

A. Evaluation Committee

An Evaluation Committee of Alamo RMA staff and/or consultants or others will review the submittals and recommend firms for selection to the Alamo RMA Board. The Evaluation Committee may interview one or more firms. However, the Alamo RMA Board will make the final decision with regard to the selected firm(s), if any.

B. Review of Submittals

The Evaluation Committee will review the submittal requested herein using a point formula to score the submittals. The Evaluation Committee shall then identify the highest qualified firm or firms capable of performing the requested services on the basis of demonstrated competence and qualifications. Once selected, the Alamo RMA and selected firm(s) will enter into price negotiations to establish a fee schedule. A final recommendation will be made for award and placed for action on the next available Alamo RMA Board of Directors agenda.

C. Criteria for Selection and Weighting

The Evaluation Committee will first review the submittals to ensure compliance with the various mandatory elements required by the RFQ. Submittals meeting the mandatory requirements shall be evaluated and scored for demonstrated competence and qualification. Criteria to be used in the evaluation of submittals and the weight assigned to each are:

(1) Mandatory Elements

The firm is licensed in Texas. The firm also adhered to the instructions found within this RFQ in preparing and submitting its response, including but not limited to complete responses to items requested in "PROPOSAL CONTENT" above.

(2) Qualifications and Experience

The extent and depth of the proposing firm's experience, specific personnel identified for work and audit approach proposed, including evidence of a strong record of successful completion of past projects will be used to evaluate the demonstrated competence and qualification of the firms.

Criteria	
Description	Points
Firm's Qualifications and Experience	25
Qualifications and Experience of Assigned Personnel	35
Availability of Assigned Personnel	10
Availability of Resources	10
Consultation Services	10
Disadvantage Business Enterprise	10
Total	100

D. Recommendations to Alamo RMA Board

The firm whose submittal receives the highest score from the Evaluation Committee will be deemed the most qualified based upon demonstrated competence and qualification. Once identified, the Alamo RMA and the selected firm(s) will enter into price negotiations to establish a fee schedule. A final recommendation will be made for award and placed for action on the next available Alamo RMA Board of Directors agenda. However, the final decision regarding the selection of any firm(s) and execution of any agreement(s) remains solely with the Alamo RMA Board.

E. Alamo RMA Rights to Reject or Modify

The Alamo RMA reserves the right to reject any or all submittals or parts of submittals, to negotiate modifications of submittals, to accept all or part of a submittal and to negotiate specific work elements with a responding firm, all in accordance with applicable statutes.

SCHEDULE OF EVENTS

The table below approximates the dates that the Alamo RMA expects to follow for key events.

Schedule of Events	
RFQ Release Date	February 10, 2012
Proposal Due Date	March 15, 2012
Selection of Short List	March 28, 2012
Presentation to Finance Committee	April 2, 2012
Oral Presentations	April 16 & 17, 2012
Final Evaluation and Recommendation	April 20, 2012
Presentation to Finance Committee	May 7, 2012
Alamo RMA Board Approval	May 10, 2012

PROPOSAL FORMAT: Respondents must provide a complete answer to all questions set forth in this RFQ and provide all exhibits and required attachments. Utilization of existing brochures, pamphlets and information items is an acceptable form of response to a question only if such material specifically addresses the questions and does not require interpretation or evaluation to form a conclusion. Failure to respond to any question or complete and return the attached forms as requested in this RFQ may result in a proposal being deemed nonresponsive and therefore not considered in the selection process. Required Attachments: completed Exhibits I-III.

SELECTION PROCESS: The Alamo RMA reserves the right to interview respondents from a “short list” of eligible firms or to select directly from the qualified respondents that submit proposals. Scoring of the proposals will be based on the criteria above. Final scoring will occur following interviews of short-listed teams (if any interviews are conducted). The scoring will lead to a recommendation by the Evaluation Committee to the Alamo RMA Finance Committee and subsequently forwarded to the Board of Directors of the Alamo RMA. The Board of Directors will make the final selection of respondents at its regularly scheduled meeting on May 10, 2012 at 1:00 p.m. San Antonio time, at the Alamo Area Council of Governments, 8700 Tesoro Drive, Suite 100, San Antonio, Texas. Additional details concerning the procurement process for these services can be found in the Alamo RMA’s Policies and Procedures

Governing Procurements of Goods and Services, available at www.alamorma.org (or upon written request to the Contact Person indicated below).

INDEPENDENT CONTRACTOR: It is expressly understood and agreed that the selected Respondent provides services as an independent contractor, responsible for its respective acts or omissions, and that the Alamo RMA shall in no way be responsible therefore; and that neither party hereto has authority to bind the other or to hold out to third parties that it has the authority to bind the other.

LICENSING, CERTIFICATION AND TRAINING: Respondent, by submitting a proposal, warrants that he, she or its entity has the requisite licenses, certifications and training to perform the services listed herein.

COMPLIANCE WITH ALL APPLICABLE LAWS AND REGULATIONS: Selected Respondent agrees that while in the performance of duties, obligations and covenants under contract, it shall comply with all applicable federal, state and local laws, rules and regulations.

CERTIFICATION REGARDING DEBARMENT: The Proposal shall include Exhibit I, regarding debarment, suspension, ineligibility and voluntary exclusion, for the Respondent.

CONFLICTS OF INTEREST: Respondents must disclose conflicts of interest by identifying each and every matter in which the respondent has, within the past three calendar years, represented any entity or individual with an interest adverse to the Alamo RMA, Federal Highway Administration, or the Texas Department of Transportation, or to the State of Texas or any of its boards, agencies, commissions, universities, elected or appointed officials, or Bexar County. Respondent must complete the forms referenced below. Provide a list of governmental entities located in Bexar County to which services have been provided in past three (3) calendar years. Briefly describe the services provided for each governmental entity in an appendix to the response. The appendix will not be considered part of the twenty (20) page limit. **The Proposal shall include Exhibit II, regarding conflicts of interest for the Respondent.**

In addition respondents must comply with the Alamo RMA's Conflict of Interest Policy for Financial Team Members. The Conflict of Interest Policy for Financial Team Members, the list of Key Personnel.

Pursuant to Chapter 176 of the Texas Local Government Code, Disclosure of Certain Relationships with Local Government Officers, the Texas Ethics Commission has created a draft disclosure questionnaire to be completed by vendors. The disclosure requirement applies to a person who contracts or seeks to contract for the sale or purchase of property, goods or services with a local governmental entity. The CONFLICT OF INTEREST QUESTIONNAIRE (FORM CIQ) which is available at <http://www.ethics.state.tx.us/forms/CIQ.pdf> and provided as Exhibit III, must be completed. All updated CONFLICT OF INTEREST QUESTIONNAIRE (FORM CIQ) shall be submitted to the Alamo Regional Mobility Authority, located at 613 N.W. Loop 410, Suite 100 San Antonio, Texas 78216. **The Proposal shall include Exhibit III, regarding Form CIQ.**

LITIGATION AND REGULATORY COMPLIANCE

Over the past five (5) years, please indicate whether the responder, any of its affiliates or its parent, or any officer or principal has been involved in any material litigation, administrative proceedings, violation of or investigation for failing to conform with any regulatory agency's rules, regulations, and/or applicable law. If so, list all such proceedings, provide an explanation, and indicate the current status of each. Summarize negotiated or judicial resolutions to each, if any.

If engaged by the ALAMO RMA, the respondent shall disclose such investigations to the ALAMO RMA within 30 days after a notice of such action or investigation has been issued by any such regulatory body and/or court. Failure to do so shall be sufficient grounds for the ALAMO RMA to

sever its relationship with the so named respondent and to bar that respondent from being considered for future engagements by the ALAMO RMA.

Information provided in response to this Section may be included in an appendix and will not be included in the page count limitation.

COST OF RESPONSES

All costs directly or indirectly related to preparation of a response to this RFQ, and any later oral interviews and presentations required to supplement and/or clarify the RFQ response, in negotiating a letter of engagement, or in submitting a price proposal which may be requested by the ALAMO RMA shall be the sole responsibility of and shall be borne by responders.

RESPONDERS ACKNOWLEDGEMENT

All written, printed, and electronic correspondence related to this RFQ and all printed materials, exhibits, brochures, appendices, photographs, graphs, charts, and reports submitted as a part of the response to this RFQ are, upon receipt by the ALAMO RMA, become the property of the ALAMO RMA and may not be returned to the responders.

By submitting a response to this RFQ, each responder unequivocally acknowledges that the responder has read and fully understands this RFQ, and that the responder has asked questions and received satisfactory answers from the ALAMO RMA regarding any provision of this RFQ with regard to which the responder desired clarification.

RIGHTS RESERVED BY THE ALAMO RMA EXERCISABLE IN ITS SOLE JUDGMENT AND DISCRETION

The ALAMO RMA reserves the rights with respect to this RFQ to:

1. Cancel this RFQ in whole or in part at anytime without incurring any cost obligations.
2. Reject any and all responses received at any time.
3. Modify all dates set or projected.
4. Terminate evaluations of responses to this RFQ.
5. Issue addenda, supplements, modifications, and clarifications.
6. Seek or obtain data and advice from any source that has the potential to enhance the ALAMO RMA's comprehension and evaluations of the responses.
7. Exercise all rights available under Texas and USA laws.

QUESTIONS CONCERNING RFQ: Respondents are responsible for monitoring the Alamo RMA website (www.alamorma.org) for updates and information concerning this RFQ. Any questions concerning this RFQ or the process for procuring the requested services must be submitted in writing (or via email) to the contact person designated below not later than 3 p.m., Central Time, Tuesday, March 6, 2012 and answers will be posted on the Alamo RMA website. The Alamo RMA reserves the right to summarize questions, combine similar questions, decline to answer questions, or to modify the content of questions to protect the identity of the requestor or as is otherwise deemed to be in the best interest of the Alamo RMA.

ANTI-LOBBYING: Interested parties are prohibited from any contact with Alamo RMA Board Members and staff (except the Contact Person) prior to the submittal deadline. Violation of this prohibition is grounds for disqualification from participation in this procurement. The Contact Person for all inquiries concerning this RFQ is: Ms. Lisa G. Adelman, Alamo RMA Legal Counsel. Questions may be submitted via email to: ladelman@alamorma.org or via U.S. Mail to:

Alamo Regional Mobility Authority
613 N.W. Loop 410, Suite 100
San Antonio, Texas 78216
Attn: Lisa G. Adelman, Legal Counsel

RELEASE OF INFORMATION AND OPEN RECORDS: All proposals, once submitted, are deemed to be the property of the Alamo RMA. Response documents may be subject to public disclosure under the Texas Public Information Act ("PIA"). Any material deemed to be proprietary, confidential, or otherwise exempt from disclosure under the PIA must be clearly marked as such. If a PIA request is received during the pendency of this procurement that might cover all or part of an RFQ response, the Alamo RMA will attempt to notify the respondent.

DELIVERY AND DEADLINE FOR SUBMISSION OF RESPONSES: The proposal shall be in letter format not to exceed twenty (20) pages (double sided counts as two pages, 11 point font on 8 ½ x 11 paper), exclusive of the cover letter (limited to 2 pages), resumes, exhibits, and appendices. To be considered, the firm submitting the proposal shall submit **five (5)** copies of the proposal. All proposals must be received by 4:00 p.m., Central Time, March 15, 2012 by physical delivery at the following address:

Alamo Regional Mobility Authority
613 N.W. Loop 410, Suite 100
San Antonio, Texas 78216
Attn: Ms. Lisa Adelman, Legal Counsel

EXHIBIT I

TITLE 49, CODE OF FEDERAL REGULATIONS, PART 29 DEBARMENT AND SUSPENSION CERTIFICATION

The undersigned, under penalty of perjury, certifies that, except as noted below, he/she or any other person associated therewith in the capacity of owner, partner, director, officer, manager:

- is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any federal agency;
- has not been suspended, debarred, voluntarily excluded or determined ineligible by any federal agency within the past 3 years;
- does not have a proposed debarment pending; and
- has not been indicted, convicted, or had a civil judgment rendered against it by a court of competent jurisdiction in any manner involving fraud or official misconduct within the past 3 years.

If there are any exceptions to this certification, insert the exceptions in the following space.

Exceptions will not necessarily result in denial of award, but will be considered in determining bidder responsibility. For any exception noted above, indicate below to whom it applies, initiating agency, and dates of action.

Note: Providing false information may result in criminal prosecution or administrative sanctions.

Date: _____

Signature

Title

EXHIBIT II

Disclosure Statement Form

This Disclosure Statement outlines potential conflicts of interest as a result of a previous or current business relationship between the undersigned individual (and/or the firm for which the individual works) and an individual or firm submitting a proposal or otherwise under consideration for a contract associated with _____. Section I of this Disclosure Statement Form describes the potential conflicts of interest. Section II of this Disclosure Statement Form describes the proposer's management plan for dealing with the potential conflicts of interest as described in Section I of this form. This Disclosure Statement is being submitted in compliance with the Alamo Regional Mobility Authority's Conflict of Interest Policy. The undersigned acknowledges that approval of the proposed management plan is within the sole discretion of the Alamo Regional Mobility Authority.

SECTION I. Description of Potential Conflicts of Interest.

SECTION II. Management Plan for Dealing with Potential Conflicts of Interest.

The undersigned has had, and shall have, no involvement in the work with, or relationships between my firm and the firms listed in Section I during the pendency of this procurement. No element of the undersigned's compensation is dependent on my firm's work with the firms listed in Section I. The undersigned is, and shall remain, unbiased in the performance of all work related to this procurement.

SIGNED: _____ DATE: _____

NAME AND TITLE: _____

REPRESENTING: _____

APPROVED BY THE ALAMO REGIONAL MOBILITY AUTHORITY:

SIGNED: _____ DATE: _____

NAME AND TITLE: _____

EXHIBIT III

CONFLICT OF INTEREST QUESTIONNAIRE For vendor or other person doing business with local governmental entity		FORM CIQ
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.	OFFICE USE ONLY	
1 Name of person who has a business relationship with local governmental entity.	Date Received	
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.		
4 _____ Signature of person doing business with the governmental entity _____ Date		

Adopted 06/29/2007