



Vendor Name:

TARRANT COUNTY
PURCHASING DEPARTMENT

JACK BEACHAM, C.P.M.
PURCHASING AGENT

ROB COX, C.P.M., A.P.P.
ASSISTANT

RFP NO. 2009-028

**REQUEST FOR PROPOSALS
FOR
PROFESSIONAL INVESTIGATIVE SERVICES
OF APPLICANTS FOR LICENSE AS
BONDSMAN IN TARRANT COUNTY, TEXAS**

**PROPOSALS DUE DECEMBER 8, 2008
2:00 P.M.**

RFP NO. 2009-028

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This Table of Contents is intended as an aid to vendors and not as a comprehensive listing of the proposal package. Vendors are responsible for reading the entire proposal package and complying with all specifications.

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Tarrant County is soliciting proposals for **PROFESSIONAL INVESTIGATIVE SERVICES OF APPLICANTS FOR LICENSE AS BONDSMAN IN TARRANT COUNTY, TEXAS.**

THE ORIGINAL AND FIFTEEN (15) COPIES
OF
COMPLETED PROPOSALS
MUST BE RECEIVED IN THE
PURCHASING DEPARTMENT
AT 100 E. WEATHERFORD, SUITE 303
FORT WORTH, TEXAS 76102
ON OR BEFORE DECEMBER 8, 2008 AT 2:00 P.M.

All proposals, including a "NO BID", are due in the Purchasing Department by the due date, in sealed envelopes or boxes. All proposals must be clearly marked with the RFP Number, the name of the company/firm submitting the proposal, and date and time of opening on the outside of the envelope/box. Original proposal must be clearly marked "**ORIGINAL**" and contain all original signatures.

Any proposal received after the date and/or hour set for proposal opening will be returned unopened. Respondent will be notified and will advise Tarrant County as to the disposition by either pick up, return at respondent's expense, or destroyed with written authorization of the bidder. If proposals are sent by mail to the Purchasing Department, the proposer shall be responsible for actual delivery of the proposal to the Purchasing Department before the advertised date and hour for opening of proposals. If mail is delayed either in the postal service or in the internal mail system of Tarrant County beyond the date and hour set for the opening, proposals thus delayed will not be considered and will be returned unopened.

Proposals may be withdrawn at any time prior to the official opening. Alterations made before opening time must be initialed by proposer/respondent guaranteeing authenticity. After the official opening, proposals become the property of Tarrant County and may not be amended, altered or withdrawn without the recommendations of the Purchasing Agent and the approval of Commissioners Court.

Tarrant County is exempt from Federal Excise and State Sales Tax. The County is not exempt from Surplus Lines Tax or Texas Stamping Tax. Therefore, only applicable taxes must be included in this proposal.

No oral explanation in regard to the meaning of the proposal specifications will be made and no oral instructions will be given before the award of the contract. Request from interested proposers for additional information or interpretation of the information included in the specifications and all questions should be directed in writing via facsimile to:

ROB COX, C.P.M., A.P.P., ASSISTANT PURCHASING AGENT
FAX: (817) 884-2629

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All documents relating to this RFP including but not limited to, the RFP document, questions, responses to questions, addenda and special notices will be posted under the RFP number on the Tarrant County web site. It is the bidders'/respondents' sole responsibility to review this site and retrieve all related documents prior to the RFP due date.

The deadline for receipt of all written questions shall be 12:00 (Noon), Fort Worth time, Thursday, November 20, 2008.

Proposal Response Forms must be fully completed and included in your response. Forms that have been retyped or altered may result in rejection of proposal.

This RFP is issued in compliance with the County Purchasing Act, Section 262.030. Negotiations shall be conducted with responsible vendor(s) who submit proposals determined to be reasonably susceptible of being selected for award.

CONFIDENTIALITY: Any material that is to be considered confidential in nature must be clearly marked as such and shall be treated as confidential to the extent allowable in the Open Records Act. Pricing information is not considered confidential. Trade secrets or confidential information **MUST** be placed in a separate envelope marked "**CONFIDENTIAL INFORMATION**" and **EACH PAGE** must be marked "**CONFIDENTIAL INFORMATION.**" Tarrant County will make every effort to protect these papers from public disclosure as outlined in LGC, Section 262.030(c) of the State of Texas County Purchasing Act.

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

The successful Contractor shall defend, indemnify, and hold harmless Tarrant County from any and all liability or loss of any nature whatsoever arising out of or relating to the Contractor performing work on County premises, including, without limiting the generality of the foregoing coverage, any act or omission of the contractor, its agents, servants, employees, or invitees in the execution or performance of the contract.

Continuing non-performance of the vendor in terms of Specifications shall be a basis for the termination of the contract by the County. The County shall not pay for work, equipment, or supplies which are unsatisfactory. Vendors will be given a reasonable opportunity before termination to correct the deficiencies. This, however, shall in no way be construed as negating the basis for termination for non-performance.

The **contract may be terminated** by either party upon written thirty (30) days notice prior to cancellation.

Proposals will be considered irregular if they show any omissions, alteration of form, additions or conditions not called for, or irregularities of any kind. However, Tarrant County reserves the right to waive any irregularities and to make award in the best interest of the County.

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Tarrant County reserves the right to accept or reject in part or in whole any proposals submitted, and to waive any technicalities for the best interest of the County. Proposals may be rejected, among other reasons, for any of the following specific reasons:

1. Proposals received after the time limit for receiving proposals.
2. Proposals containing any irregularities.
3. Unbalanced value of any items.

Vendors may be disqualified and their proposals not considered, among other reasons, for any of the following specific reasons:

1. Reason for believing collusion exists among the Vendors.
2. Reasonable grounds for believing that any Vendor is interested in more than one Bid for the work contemplated.
3. The Vendor being interested in any litigation against the County.
4. The Vendor being in arrears on any existing contract or having defaulted on a previous contract
5. Lack of competency as revealed by a financial statement, experience and equipment, questionnaires, etc.
6. Uncompleted work which in the judgement of the County will prevent or hinder the prompt completion of additional work, if awarded.
7. Respondents shall not owe delinquent property tax in Tarrant County.

Failure to provide signatures, where required and/or submission of required forms, including but not limited to the Bid Proposal Signature Form, Reference Page, Bid Forms/Documents Checklist, Questionnaires (when applicable), Addenda (including revised forms), and any other specified forms or documents will be grounds for rejection of entire bid.

Due care and diligence has been used in preparation of this information, and it is believed to be substantially correct. However, the responsibility for determining the full extent of the exposure and the verification of all information presented herein, shall rest solely with the proposer. Tarrant County and its representatives will not be responsible for any errors or omissions in these specifications, nor for the failure on the part of the proposer to determine the full extent of the exposures.

The successful proposer/respondent may not assign their rights and duties under an award without the written consent of the Purchasing Agent. Such consent shall not relieve the assignor of liability in the event of default by the assignee.

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SPECIAL TERMS AND CONDITIONS

Contract Terms:

Successful vendor(s) will be awarded a twelve (12) month contract, effective from date of award or notice to proceed as determined by Tarrant County Purchasing. At Tarrant County's option and approval by the vendor, the contract may be renewed for two (2) additional one (1) year periods, as further explained in Renewal Options. **Prices must remain firm for the entire contract.**

Renewal Options:

Tarrant County reserves the right to exercise an option to renew the contract of the vendor for two (2) additional one (1) year periods, provided such option is stipulated in the Special Conditions and agreed upon by both parties. If the County exercises the right in writing, the Bidder shall update and submit any legal documents required during the initial solicitation by no later than thirty (30) calendar days prior to the commencement of the option period. These documents, if applicable, will be specified in the Special Conditions and include, but are not limited to, Insurance Certificates and Performance Bonds and must be in force for the full period of the option. If the updated documents are not submitted by the Bidder in complete form within the time specified, the County will rescind its option and seek a new bid solicitation.

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1.00 INTRODUCTION AND BACKGROUND

- 1.01 Tarrant County pursuant to the provisions of Article V.T.C.A., Occupations Code Section 1704.051 has created a Bail Bond Board (the Board) to regulate all phases of the bonding business in Tarrant County, Texas. Effective September 1, 1999 the Act is included in Texas Codes Annotated Occupations Code, Chapter 1704.
- 1.02 The Act sets forth requirements for application and licensing any person desiring to act as a bondsman.
- 1.03 Pursuant to the Act, the Board seeks proposals from investigative agencies or individuals to conduct necessary inquiries to determine whether each applicant (new and renewal) to be licensed as bondsman in Tarrant County, Texas possesses the financial responsibility required by the Act and meets other requirements of the Act and the rules and regulations adopted by the Board.
- 1.04 It is anticipated the individual/firm selected will be awarded a one-year contract with options to renew for two additional one-year periods (*see Special Terms and Conditions*). All proposals should include a brief outline of the methodology used to accomplish the overall goals and objectives of the engagement.
- 1.05 Questions must be submitted in writing to Rob Cox, C.P.M., A.P.P., Assistant Purchasing Agent via facsimile machine (Tarrant County Administration Building, 100 East Weatherford Street, Fort Worth, Texas 76102). The fax number is: (817) 884-2629
- 1.06 The deadline for submission of written questions is 12:00 p.m. (Noon), Thursday, November 20, 2008. Questions with answers will be posted on the Purchasing Page of the Tarrant County web site.
- 1.07 All proposals must be sealed and in envelopes or boxes. The original proposal must be clearly marked "ORIGINAL" and contain all original signatures. Late proposals will be returned unopened. Tarrant County will not be responsible for unmarked/improperly marked proposals or proposals delivered to the wrong location.
- 1.08 The Tarrant County Bail Bond Board will evaluate proposals.
The successful applicant will be required to execute a contract with the Bail Bond Board of Tarrant County, Texas. Until such contract has been executed, the County and **the Board are not** liable to the applicant for any financial consideration.
- 1.09 The Board reserves the right to accept or reject in part or in whole any proposals submitted, except time for submittal of proposals, and to waive any irregularities In order to award this contract in the best interest of Tarrant County.
- 1.10 All proposals submitted must be valid for ninety (90) days following the Proposal Due Date.

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2.00 OBJECTIVES OF ENGAGEMENT

2.01 Objectives of the engagement include, but are not limited to the following:

- A. To determine whether each applicant requesting to be licensed, as a bondsman in Tarrant County, Texas possesses the financial responsibility required by the Act and meets other requirements of the Act and the rules and regulations adopted by the Board.

3.00 SCOPE OF ENGAGEMENT

3.01 The scope of this engagement should include, but not necessarily be limited to, the following:

- A. Verify the completeness and internal consistency of the application, including mathematical correctness and inclusion of all required notarized affidavits.
- B. Verify the entity seeking to be licensed is legally qualified to conduct the business of a bondsman.
- C. Conduct independent verification of facts submitted in the application, including but not limited to:
 - 1. Verification of values of all real property included in the application with the appropriate taxing appraisal district. Review relevant city records for existence of weed or other liens filed for municipal ordinances.
 - 2. Verify the existence and reasonableness of valuation for all assets listed in the application. This will include a determination of any encumbrances, liens, or other liabilities impairing the value of these assets. Assets with no readily determinable market value can be noted as such with out additional work. Examples are antiques, collections, personal home furnishings, etc.
 - 3. Obtain a credit report/history from a reputable nationally recognized agency.
 - 4. Search the records of the County and District Clerks of Tarrant County for relevant activity. Specifically, include judgments, assumed names, property transactions, etc.
 - 5. Investigate for existence of criminal history of the applicant.
 - 6. Determination of no prior (or current) bankruptcy proceedings for the principal person applying to be licensed. Generally, focus should be the Northern District of Texas. The need for other nationwide searches is left to the contractor's judgment on an individual basis.
 - 7. Obtain list of any activity with the Secretary of State UCC Division, specifying current filings and released filings.
 - 8. Review Federal Civil Lawsuits filed in the Northern District of Texas (all divisions) since 1989.
 - 9. Check Tarrant County Sheriffs records to identify any outstanding amounts owed for prisoner returns.

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- D. Conduct other investigation and inquiry deemed necessary based on facts and circumstances for each applicant.
- E. Provide the Board with a detailed description of how the applicants can check the appropriate records themselves. This information will be provided with the applications.

4.00 REPORTING AND THE APPLICATION PROCESS

4.01 The secretary to the Board will send our renewal notices 130 days prior to the renewal date of the applicant's license or provide an original application upon inquiry by an interested party. Applications must be submitted 110 days prior to the Board meeting at which they will be considered. Any applications submitted less than 60 days prior to the applicant's renewal date or the date the applicant wishes to be considered will be put off at least one additional month.

4.02 Upon receipt of the completed application to the Bail Bond Office, a copy will be immediately sent to the contractor's office. For all renewal applications, the secretary to the Board will also forward a copy of the applicant's original or most recent long-form application to the contractor. This application should contain the necessary historical information to conduct the investigation. If not, **it is the responsibility of the applicant to provide the contractor with the required information.**

- A. The contractor will have 60 days to conduct the investigation and submit the final report to the Board. This report should include a signed summary of the findings and should itemize all discrepancies noted in the application and one of the following conclusion statements:

I have reviewed the application of the above named bondsman. I have found it to be substantially correct. No significant discrepancies were noted.

In my opinion, the applicant meets the financial and other requirements to be licensed as a bondsman in Tarrant County, Texas.

OR

I have reviewed the application of the above named bondsman. I have noted the discrepancies included on the following page(s).

In my opinion, the applicant DOES / DOES NOT (circle one) meet the financial and other requirements to be licensed as a bondsman in Tarrant County, Texas

- 1. If the applicant does not meet the requirements the report should include a brief summary of the reasons why not.

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- B. Within 21 days of receipt of the application the contractor will communicate with each applicant in writing regarding the deficiencies and or concerns that could bar the applicant from being licensed. The applicants will then have 14 days from the date or written notice to resolve any outstanding issues. **It is the contractor's responsibility to notify the applicant of the needed information within the required time. It is the applicant's responsibility to provide to the contractor the requested information within the 14 days as stated above.**
- C. The Board's secretary will provide each applicant a copy of the contractor's final report at the same time the report is distributed to the Board.
- D. If the contractor is not able to obtain from the required information from the applicant, the contractor can execute a report noting the substantive deficiencies without further investigation. If this occurs, the Board will take one of the following actions:
 - 1. Grant the license with conditions
 - 2. Deny the license, forcing the applicant to reapply
- E. If the Board determines the applicant must reapply an additional renewal fee will be paid to the Board and the contractor will receive an additional investigative fee under the terms of this contract.

5.00 PROPOSAL CONTENTS

- 5.01 The proposal must meet the above stated criteria, be presented in a concise form, and should address the following components in the following order:
- A. Transmittal letter summarizing the proposal in executive form;
 - B. Name, qualifications, and home office of the firm; and the name and address of the local or branch office responsible for this project if different from the home office;
 - C. Identification of the principal staff committed to this project, the proportion of their time to be committed to the project, and a resume of such principals and all other key individuals committed to this project;
 - D. A description of the individual or firm's proposed approach for undertaking the engagement which addresses all of the points discussed in the *Objectives of Engagement and Scope of Engagement* sections;
 - E. The contractor should provide a firm, fixed, not-to-exceed fee and an estimate of the work hours for each investigation. Fees shall be inclusive of all work-hour costs, reimbursements, printing, and postage;

	<u>\$ Amount</u>	<u>Work-hours</u>
Original application	_____	_____
Renewal application	_____	_____

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- F. Provide an hourly rate for any other investigative services that may be requested by the Board. Also, include a firm, fixed fee for your attendance at the Board's monthly meeting when requested by the Board.
- G. A detailed description of the individual's/firm's experience in providing similar type services, for large public or private entities. Included in this description must be a list of all projects completed within the last three (3) years including the company and/or governmental entity served, summary of the project, outcome, contact reference, address, and telephone number;
- H. Details on how the firm will address Tarrant County's Disadvantaged Business Enterprises (DBE) policy (Section 8 below);
- I. Other qualifications of the firm including: Number of personnel by type, financial strength (include balance sheet and most recent income statement) and history of firm (years of experience);
- J. Qualifications of all joint venture firms, if any (including the same information required above);
- K. Identification of the firm's present workload with a statement outlining the percentage of time available for this project and how the workload will affect the firm's capability to accomplish the study.

6.00 SUBMISSION INSTRUCTIONS

6.01 Please submit original and fifteen (15) copies of your firm's proposal to:

Tarrant County Purchasing Agent
County Administration Building
100 E. Weatherford Street, 303
Fort Worth, Texas 76102

6.02 Proposals must be received by no later than 2:00 p.m. (exactly) on December 8, 2008. Responses should be organized as enumerated in the above section Entitled, *Proposal Contents* section for ease of comparison.

7.00 DISADVANTAGED BUSINESS ENTERPRISES

7.01 It is the policy of Tarrant County to encourage the full participation of Disadvantaged Business Enterprises (DBEs) in all phases of its procurement activities as consultants, service providers, contractors and/or subcontractors. The proposal should include a description of the degree of DBE participation in the firm and/or the firm's policy toward using DBEs as subcontractors. The successful proposer is strongly encouraged to subcontract with DBEs.

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8.00 STIPULATIONS

- 8.01 Note that this is not an offer, but rather a solicitation on the part of the Board who reserves the right to refuse any and all proposals. The awarding of the contract for this engagement, as defined by this Request for Proposal, does not, in any way, obligate the Board to utilize the same firm for any subsequent work of a similar nature. In addition, the investigative reports submitted to the Board shall become the property of the Board.

9.00 PAYMENTS

- 9.01 It is agreed that at the completion of each investigation, as evidenced by submission of report to the Bail Bond Board, the individual/firm shall render bills for services performed and expenses incurred during such investigation, and that the County will make payments of such bills as soon thereafter as practicable in compliance with Government Code Section 2251.021.

10.00 DATABASE OF APPLICANTS

- 10.01 As an on-going part of the investigative process, the contractor will create, update, and maintain a database of applicants, their related information, and summaries of each investigation. (The Board is currently in the process of automating the application process by providing each applicant a PC based application.) This database shall become the property of the Board upon termination of this contract.

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11.00 SELECTION OF INDIVIDUAL/ FIRM

11.01 Officials of Tarrant County, using an objective analysis of the information presented, will evaluate proposals. The Tarrant County Bail Bond Board will make selection with funding approval by Tarrant County Commissioners' Court. The evaluation will be based upon the following elements of the proposals:

- | | | |
|----|---|-----|
| A. | Qualifications and experience of the individual firm; | 20% |
| B. | Past experience of the firm and the individuals assigned to the project in undertaking similar investigative services for large, complex governmental entities; | 20% |
| C. | Reputation of the firm with past clients; | 10% |
| D. | Overall quality of the proposal's contents; | 5% |
| E. | Methodology to design and provide services; | 5% |
| F. | Brevity/clarity of proposal; and | 5% |
| G. | Fee. However, no firm will be selected or rejected on the basis of estimated fee alone; | 15% |
| H. | Demonstrated understanding of the Act; | 10% |
| I. | Demonstrated understanding of Local Rules. | 10% |

11.02 Interviews may be held with applicant firms to assist in the evaluation of proposals.

12.00 ADDITIONAL INFORMATION

12.01 The Board reserves the right to waive any requirements, except time of submission, and reserves the right to reject any or all proposals. For more information, contact Rob Cox, C.P.M., A.P.P., Assistant Purchasing Agent via facsimile at (817) 884-2629.



TARRANT COUNTY

HISTORICALLY UNDERUTILIZED BUSINESSES (HUB) POLICY

I. POLICY STATEMENT

The Tarrant County Commissioners Court, being the policy development and budgetary control unit of county government, will strive to ensure that all businesses, regardless of size, economic, social or ethnic status have an equal opportunity to participate in the County's procurement processes. The County is committed to promote full and equal business opportunity for all businesses to supply the goods and services needed to support the mission and operations of county government, and seeks to encourage the use of certified historically underutilized businesses (HUBs) through the use of race, ethnic and gender neutral means. It is the policy of Tarrant County to involve certified HUBs to the greatest extent feasible in the County's procurement of goods, equipment, services and construction projects while maintaining competition and quality of work standards. The County affirms the good faith efforts of firms who recognize and practice similar business standards.

II. DEFINITIONS

Historically underutilized businesses (HUBs), also know as a disadvantaged business enterprise (DBE), are generally business enterprises at least 51% of which is owned and the management and daily business operations are controlled by one or more persons who is/are socially and economically disadvantaged because of his or her identification as a member of certain groups, including women, Black Americans, Mexican Americans and other Americans of Hispanic origin, Asian Americans and American Indians.

Certified HUBs includes business enterprises that meet the definition of a HUB and who meet the certification requirements of certification agencies recognized by Tarrant County.

Businesses include firms, corporations, sole proprietorships, vendors, suppliers, contractors, subcontractors, professionals and other similar references when referring to a business that provides goods and/or services regardless of the commodity category.

Statutory bid limit refers to the Texas Local Government Code provision that requires competitive bidding for many items valued at greater than \$25,000.

III. POLICY GUIDELINES

- A. Tarrant County, its contractors, their subcontractors and suppliers, as well as all vendors of goods, equipment and services, shall not discriminate on the basis of race, color, creed, gender, age, religion, national origin, citizenship, mental or physical disability, veteran's status or political affiliation in the award and/or performance of contracts. All entities doing business or anticipating doing business with the County shall support, encourage and implement affirmative steps toward a common goal of establishing equal opportunity for all citizens and businesses of the county.
- B. Tarrant County will use and recognize the State of Texas certification process in conjunction with the implementation of this policy. The County may recognize other agencies' certification processes recognized by the State of Texas. Tarrant County reserves the right to review the certification status of any vendor applying to do business with the County. This review will be accomplished to determine the validity and authenticity of the vendor's certification as a HUB.
- C. The Commissioners Court may establish HUB target goals. Through a systematic approach of soliciting quotes, bids and proposals from certified HUBs and in compliance with applicable state and federal law this policy will strive to meet those goals.
 1. Target goals should consider:
 - the availability of HUB firms within the specific category of goods or services to be procured; and
 - the diversity of the county's population.
 2. The goals should be reviewed and amended periodically.
 3. The program may apply to all County procurements including construction and professional services.
 4. Particular attention will be given to HUB participation on purchases in excess of the statutory bid limit.
 5. The Commissioners Court herein establishes a 20% good faith target goal for Tarrant County.

- D. Tarrant County will actively seek and encourage HUBs to participate in all facets of the procurement process by:
1. Continuing to increase and monitor a database of certified HUB vendors, professionals and contractors. The database will be expanded to include products, areas of expertise and capabilities of each HUB firm.
 2. Continuing to seek new communication links with HUB vendors, professionals and contractors to involve them in the procurement process.
 3. Continuing to advertise bids on the County's website and in newspapers including newspapers that target socially and economically disadvantaged communities.
 4. Continuing to provide copies of bid specifications to minority Chambers of Commerce.
- E. As prescribed by law, the purchase of one or more items costing in excess of the statutory bid limit must comply with the competitive bid process. Where possible, those bids will be structured to include and encourage the participation of HUB firms in the procurement process by:
1. Division of proposed requisitions into reasonable lots in keeping with industry standards and competitive bid requirements.
 2. Where feasible, assessment of bond and insurance requirements and the designing of such requirements to reasonably permit more than one business to perform the work.
 3. Specification of reasonable, realistic delivery schedules consistent with the County's actual requirements.
 4. Specifications, terms and conditions reflecting the County's actual requirements are clearly stated, and do not impose unreasonable or unnecessary contract requirements.
- F. A HUB Policy statement shall be included in all specifications. The County will consider the bidder's responsiveness to the HUB Policy in the evaluation of bids and proposals. Failure to demonstrate a good faith effort to comply with the County's HUB policy may result in a bid or proposal being considered non-responsive to specifications.
- G. The Purchasing Department will actively seek the participation of HUB firms in the quotation process for purchases under the statutory bid limit. HUB firms will be identified on the computerized database and linked to the commodities they represent. Buyers will be encouraged to use available internal and external databases of certified HUB firms.

- H. Nothing in this policy shall be construed to require the County to award a contract other than to the lowest responsive bidder as required by law. This policy is narrowly tailored in accordance with applicable law.

IV. ADMINISTRATIVE GUIDELINES

- A. The Purchasing Department shall serve as the County's HUB Office with responsibility for the implementation, monitoring and general operations of the HUB policy. The Purchasing Agent shall serve as the County HUB Officer.
 - 1. The HUB Officer will establish procedures to implement this policy across the full spectrum of the procurement process. The County HUB Office will periodically review with department head and elected officials regarding procurement opportunities.
 - 2. Managing the policy and training buyers and other County personnel in order to meet County goals will be the responsibility of the HUB Office.
 - 3. The HUB Office will cooperate with other local government entities to increase HUB participation throughout the county and region. The HUB Office is encouraged to participate in educational and other outreach programs to assist HUB firms.
 - 4. The HUB Officer will receive and review complaints and recommendations regarding the implementation of the HUB Policy and the good faith efforts of bidders. Further, the HUB Office will audit for compliance to the HUB Policy on eligible projects after award, during the performance of the contract and after completion, while also making any recommendations to Commissioners Court regarding any irregularities or misrepresentation of facts as they relate to compliance with the policy. The HUB Office will review documentation submitted by HUB firms in compliance with this policy.
 - 5. An annual report along with recommendations shall be provided to the Commissioners Court and Purchasing Board. The annual report will provide statistical data and efforts reflected in the number of purchase orders, value of goods and services purchased, percentages to HUB firms, and outreach and marketing efforts. Other statistics may be required or requested by the Commissioners Court or Purchasing Board.

510 Historically Underutilized Businesses Policy

Adopted: Court Order 64788 (December 17, 1990)

Amended: Court Order 69958 (December 7, 1993)

Amended: Court Order 99651 (December 28, 2006)

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FOR DISADVANTAGED BUSINESS ENTERPRISES ONLY

Disadvantaged Business Enterprises (DBE) are encouraged to participate in Tarrant County's bid process. The Purchasing Department will provide additional clarification of specifications, assistance with Bid Proposal Forms, and further explanation of bidding procedures to those DBEs who request it.

Representatives from DBE companies should identify themselves as such and submit a copy of the Certification.

The County recognizes the certifications of both the State of Texas General Services Commission HUB Program and the North Central Texas Regional Certification Agency. All companies seeking information concerning DBE certification are urged to contact.

Texas Building and Procurement Commission
Statewide HUB Program
1711 Jacinto Blvd.
PO Box 13047
Austin, TX 78711-3047
(512) 463-5872

OR

North Central Texas
Regional Certification Agency
624 Six Flags Drive, Suite 216
Arlington, TX 76011
(817) 640-0606

If your company is already certified, attach a copy of your certification to this form and return with proposal.

COMPANY NAME: _____

REPRESENTATIVE: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

TELEPHONE NO. _____ FAX NO . _____

Indicate all that apply:

_____ Minority-Owned Business Enterprise
_____ Women-Owned Business Enterprise
_____ Disadvantaged Business Enterprise

**RFP FOR PROFESSIONAL INVESTIGATIVE SERVICES OF APPLICANTS
FOR LICENSE AS BONDSMAN IN TARRANT COUNTY, TEXAS**

VENDOR REFERENCES

Please list three (3) references, **other than Tarrant County**, who can verify your performance as a vendor. Performance includes but shall not be limited to, sales and/or services, delivery, invoicing, and other items as may be required for Tarrant County to determine your firm's ability to provide the intended goods or service of this RFP. The County prefers references to be from customers for whom your firm has provided the same items (sales and/or services) as those specified in this RFP. Inaccurate, obsolete or negative responses from the listed references could result in rejection of your proposal.

REFERENCE ONE

GOVERNMENT/COMPANY NAME: _____
ADDRESS: _____
CONTACT PERSON AND TITLE: _____
TELEPHONE NUMBER: _____
E-MAIL ADDRESS: _____
SCOPE OF WORK: _____
CONTRACT PERIOD: _____

REFERENCE TWO

GOVERNMENT/COMPANY NAME: _____
ADDRESS: _____
CONTACT PERSON AND TITLE: _____
TELEPHONE NUMBER: _____
E-MAIL ADDRESS: _____
SCOPE OF WORK: _____
CONTRACT PERIOD: _____

REFERENCE THREE

GOVERNMENT/COMPANY NAME: _____
ADDRESS: _____
CONTACT PERSON AND TITLE: _____
TELEPHONE NUMBER: _____
E-MAIL ADDRESS: _____
SCOPE OF WORK: _____
CONTRACT PERIOD: _____

THE ORIGINAL AND FIFTEEN (15) COPIES OF THIS FORM MUST BE RETURNED WITH PROPOSAL!

RFP FOR PROFESSIONAL INVESTIGATIVE SERVICES OF APPLICANTS FOR LICENSE AS BONDSMAN IN TARRANT COUNTY, TEXAS

PROPOSAL SIGNATURE FORM

The undersigned agrees this proposal becomes the property of Tarrant County after the official opening.

The undersigned affirms he has familiarized himself with the local conditions under which the work is to be performed; satisfied himself of the conditions of delivery, handling and a storage of equipment and all other matters which may be incidental to the work, before submitting a proposal.

The undersigned agrees if this proposal is accepted, to furnish any and all items/services upon which prices are offered, at the price(s) and upon the terms and conditions contained in the Specifications. The period for acceptance of this Proposal will be sixty (60) calendar days unless a different period is noted by the proposer/respondent.

The undersigned affirms that they are duly authorized to execute this contract, that this proposal has not been prepared in collusion with any other Proposer/Respondent, nor any employee of Tarrant County, and that the contents of this proposal have not been communicated to any other proposer/respondent or to any employee of Tarrant County prior to the official opening of this RFP.

Vendor hereby assigns to purchaser any and all claims for overcharges associated with this contract which arise under the antitrust laws of the United States, 15 USCA Section 1 et seq., and which arise under the antitrust laws of the State of Texas, Tex. Bus. & Com. Code, Section 15.01, et seq.

The undersigned affirms that they have read and do understand the specifications and any attachments contained in this RFP package.

NAME AND ADDRESS OF COMPANY:

Tel. No. _____

E-Mail Address: _____

AUTHORIZED REPRESENTATIVE:

Signature _____
Date _____
Name _____
Title _____
FAX No. _____

AFTER HOURS EMERGENCY CONTACT:

Name: _____ Tel. No. _____

COMPANY IS:

Business included in a Corporate Income Tax Return? _____ YES _____ NO

_____ Corporation organized & existing under the laws of the State of _____

_____ Partnership consisting of _____

_____ Individual trading as _____

_____ Principal offices are in the city of _____

THIS FORM MUST BE SIGNED AND RETURNED WITH PROPOSAL

**RFP FOR PROFESSIONAL INVESTIGATIVE SERVICES OF APPLICANTS
FOR LICENSE AS BONDSMAN IN TARRANT COUNTY, TEXAS**

DEFICIENCIES AND DEVIATIONS FORM

Following is a listing of ALL deficiencies and deviations from the requirements and/or provisions as outlined in this Request for Proposal. Unless specifically listed here, your proposal will be considered to be in FULL compliance with the RFP. Proposer assumes the responsibility of identifying all deficiencies and deviations and if not identified, all requirements of the RFP stipulated must be fulfilled at no additional expense.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

THE ORIGINAL AND FIFTEEN (15) COPIES OF THIS FORM MUST BE RETURNED WITH PROPOSAL!